

Request for Price Quotation (RFPQ)

24-30-FLT-01

Submission Deadline

April 19, 2024

4:00PM Local Time

Prepared by Cochise County

Procurement Department



On behalf of the Cochise County

Fleet Department

For Used Mid-Carriage Striper Truck

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1.0 INTENT

Cochise County (“COUNTY”) intends to issue this Request for Price Quotation (RFPQ) in order to obtain vendor pricing in the open market for a Used Mid-Carriage Striper Truck and fulfill competition requirements in accordance with A.R.S. § 41-2533. -This solicitation may result in an award to a single vendor, that provides the best value to the County.

The County hereby invites competent vendors to submit proposals. Submissions received prior to the closing deadline will be evaluated in accordance with Section 7.0 – Evaluation Criteria. Submissions should only include recent pricing and relevant information pertaining to Section 7.0 – Evaluation Criteria. All documentation and data submitted by any vendor shall be in accordance with section 5.0 – Preparation of Response/Required Content and will be handled in accordance with Arizona State Statutes Applying to Library, Archives and Public Records.

This solicitation includes additional documentation specific to this requirement. See any attached documents for examples of the additional requirements and specifications. The County expects any potential contractors to adhere to the outlined requirements and specifications throughout the life cycle of this requirement and shall enforce standards, terms and condition contained within any documentation within this solicitation and any supporting documents. Any deviations from these requirements must be specifically outlined within the submission and an alternate must be proposed.

The preferred method of communication is through the County e-procurement website:
<https://cochise.bonfirehub.com>.

Inquiries can also be made via email to the following personnel:

Anne Coppola
Contracts Administrator
Cochise County Procurement Department
1415 Melody Lane, Bldg. C
Bisbee, AZ 85603
Office: (520) 432-8394
ACoppola@cochise.az.gov

Do not contact any other County departments or other County staff directly. Information provided by personnel other than the above contact may be invalid, and statement of qualifications which are submitted in accordance with such information may be declared non-responsive.

2.0 TECHNICAL SPECIFICATIONS

The awardee of Contract (“CONTRACTOR”) of Used Mid-Carriage Striper Truck shall, to the COUNTY’S satisfaction, provide all materials and transportation of materials in order to successfully deliver the required items outlined within Attachment 2 –Specifications.

3.0 PURPOSE

The County, through this solicitation, requests vendors to submit proposals for the goods to be delivered within section 2.0 –Specifications. The County is not required to make an award based on any information contained within this solicitation. However, the County does anticipate that it will award to the most responsive and responsible firm or make an award to multiple firms that best meets the County’s needs, if the County makes the determination that multiple awards would be in the best interest of the County. The evaluation criteria will be based on “Best Value,” -and these criteria may include, but will not be limited to, pricing and other relevant factors as outlined within section 7.0 – Evaluation Criteria.

4.0 APPROVAL

No award will be made to any vendor without prior approval from the Cochise County Board of Supervisors. The County reserves the right to advertise and process RFQ up to the time of award and makes no promises or guarantees of an award to any vendor without prior approval from the Cochise County Board of Supervisors.

5.0 PREPARATION OF RESPONSE – REQUIRED CONTENT

Each response to this solicitation will be considered a Price Quote and shall contain the requested information, as outlined within this document and its attached documents. Failure to meet all of the specifications and requirements may result in rejection of your submission or an unsuccessful offer. Additional information may be provided but should be succinct and relevant to the requested information contained within this solicitation, and should not include pricing data, unless relevant to the requested documentation required herein. Excessive and/or extraneous information will not be considered favorably.

5.1 All submittals shall contain the following elements and in the order given:

5.1.1 Proposals shall include the following information:

- A. Appendix A – Vendor Response Cover Letter - This document shall be filled out in its entirety and signed by an authorized agent of the Firm;
- B. Specifications - A detailed specification list of your firm’s proposed materials and how those specifications will duly conform to the requested technical specifications, if requested;

6.0 SUBMISSION INSTRUCTIONS

6.1 Vendors interested in submission for this requirement shall register at the County’s e-procurement HUB located at the following link:

<https://cochise.bonfirehub.com/portal/?tab=login>

6.2 Submissions for this solicitation shall be made online at the following link:

<https://cochise.bonfirehub.com/portal/?tab=openOpportunities>

6.3 Faxed and hard copy submissions will not be accepted.

6.4 Submissions delivered to any location, electronically or otherwise, other than the above will not be considered duly delivered. The County shall not be responsible for re-routing submittals delivered to a person or location other than that specified above.

6.5 All submittals, whether selected or rejected, shall become the property of the County and will not be returned.

6.6 The County reserves the right to waive minor defects and/or irregularities in submittals and shall be the sole judge of the materiality of any such defect or irregularity. Further, the County reserves the right to contact vendors regarding any ambiguities it considers to be major, and for the respondent of any such defected submission to correct and resubmit without any extension to the offer due date.

6.7 All offers shall be valid for 45 days, unless otherwise annotated within the submission.

7.0 EVALUATION CRITERIA

The County will use the following evaluation criteria to determine whether a firm can meet the County’s needs. An evaluation committee will score each firm based on “Best Value” evaluation criteria. The Evaluation Committee will be composed of the Procurement Department and the Fleet Department. The maximum possible score is 100. Scoring will be broken down according to the importance of the criteria, and by own scoring weights, as assigned below.

Negotiations may be held, if presumed to be in the best interest of the County, or, if circumstances deem negotiations necessary to award based on the submitted information of any vendor(s). Negotiations will be held with the most responsive and responsible bidder who best meets the criteria of the County.

- Best Value- 100 points

8.0 SELECTION PROCEDURES

Responsive submittals will be reviewed only on the basis of a firm’s ability to meet the minimum qualifications outlined in section 5.0 – Preparation of Response/Required Content using Section 7.0 – Evaluation Criteria. The Evaluation Committee will select those vendors who score above 70 points on the evaluation of their technical proposal, to be established on the list. The list will contain at least 2, but not more than 3, vendors that the County deems to be most qualified. Vendors who

score less than 50 total points will not be considered and will be deemed as unqualified for these services.

The County reserves the right to reject any or all submittals, to waive minor irregularities in said submittals, or to negotiate minor deviations with the successful firm. Any submittals which are not submitted by the date and time specified within this RFQ will be considered late. Late technical proposals may be used by the County, if the Evaluation Committee determines, in writing, that accepting the late technical proposal will be in the best interest of the County. The County Committee will evaluate technical proposals on the date and location specified on the cover page of this RFQ.

9.0 FEDERAL REGULATORY REQUIREMENTS

Prior to the award of any contract including Federal grant money, vendors must be registered with the Federal System for Award Management (SAM) at www.SAM.gov, and remain active during the life of the Project. Vendors must not be debarred at any time during the life of the contract. If vendors become debarred at any point during the life of the contract, the COUNTY reserves the right to cancel the contract for cause, upon issuance of a modification for termination.

10.0 ATTACHMENTS

The following documents are attached to this solicitation and all information contained within shall be as if it were written directly into this solicitation:

- Attachment 1 – Terms and Conditions
- Attachment 2 – Specifications
- Appendix A – Vendor Submission Form

11.0 AUTHORITY

The undersigned personnel are authorized to release the information contained within their submittal and has the authority to contractually bind and enter into agreements for their firm. All information submitted by the Firm shall conform to the requirement as outlined out by this solicitation, its attachments and/or appendices, unless otherwise proposed to the County, as mutually agreed.

VENDOR

Signature

Date

Printed Name

Firm Name