**Request for proposals (RFP)**

**For**

**New 20-24 HP, 4WD Sub-Compact Utility tractor and loader**

***2016-0608***

**ATTENTION POTENTIAL   
PROPOSERS!!**

**IMPORTANT NOTICE**

**Responsibility of Each Vendor Participating in the Bidding Process**

It will be the responsibility of each participating Vendor to refer daily to the OUS Business Opportunities website (<https://secure.ous.edu/bid/>) to check for any available amendments or addenda, responses to inquiries and/or questions, cancellations, or intents to award, and any and all additional information regarding this opportunity that is posted. It is not Southern Oregon University’s responsibility to notify participating Vendors by email or by any other means of any of the above.

All proposal questions and inquiries must be sent by email to <mailto:soubid@sou.edu>**. The subject line of the email must state the following: RFP 2016-0608 New 20 HP, 4WD Sub-Compact Utility tractor and loader.** Any questions and inquiries that are not so submitted and identified will not be responded to.

**Emerging Small Businesses and Minority and Women Owned Businesses**

SOU is committed to increasing opportunities for Emerging Small Businesses and Minority and Women Owned Businesses, and SOU strongly encourages its contractors to use these businesses in providing services and materials for SOU contracts and projects.

*SOU promotes equal opportunity for all individuals without regard to age, color, disability, marital status, national origin, race, religion or creed, sex or gender, sexual orientation, or veteran status.*

**RFP Data**

Commodity Title: New 20 HP, 4WD Sub-Compact Utility tractor and loader

Buyer: State Board of Higher Education acting by and through Southern Oregon University (SOU)

Solicitation Officer: Chris Moore

Phone/Fax: (541) 552-6118

Email: <mailto:soubid@sou.edu>

Date Issued: June 8th, 2015

**RFP Proposal Deadline for Receipt by SOU Facilities Management & Planning Office**

Day/Date: June 18th, 2015

Time: 4:00 p.m., local time

Email address: <mailto:soubid@sou.edu>

Location/Address: SOU Facilities Management and Planning

(hand deliver proposals here) 351 Walker Avenue

Ashland, OR 97525

**Overview**

State Board of Higher Education acting by and through Southern Oregon University (SOU), is seeking proposals to provide and deliver a New 20 HP, 4WD Sub-Compact Utility tractor loader.

This RFP represents SOU’s good faith effort to detail our specifications and requirements for the Utility tractor that will best meet SOU’s needs at the best value to SOU. While price certainly will be one of the factors considered, other equally important criteria as detailed herein will also be included in the overall evaluation of responses to this RFP.

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**SCHEDULE OF EVENTS**

**These dates are for reference only; we may change these dates at our discretion. We will notify you if any schedule dates change. Any changes to schedule dates will be posted on the OUS website:** [**https://secure.ous.edu/bid/**](https://secure.ous.edu/bid/)

Issue RFP to potential proposers Start Date June 8th, 2015

Deadline for proposer inquiries, request for changes June 10th, 2015

or protest of specifications

Deadline for SOU to respond to proposal inquiries and/or June 12th, 2015

protest of RFP specifications and/or contract terms and

conditions

**Proposals due\* June 18rd, 2015**

Evaluation period, ending June 19th, 2015

Anticipated notice of intent to award June 22, 2015

Deadline to protest award Seven (7) calendar days

after date of intent to award

**\* Proposals must be received by SOU Facilities Management & Planning no later than 4:00 p.m. PST (Pacific Standard Time) on this date.**

**SECTION 1: INSTRUCTIONS TO PROPOSERS**

All Proposals submitted in response to this RFP are subject to the provisions and requirements of the applicable Oregon Revised Statutes (ORS), the applicable Attorney General's Model Public Contract Rules and the Administrative Rules of the Oregon University System.

1. **Right to Reject:** SOU reserves the right to cancel or reject this procurement, RFP, and any or all Proposals received as a result of this RFP upon finding that it is in the public interest to do so.
2. **Preparation Costs:** SOU shall not be liable for any costs incurred by proposers in the preparation of proposals to this RFP, including any meetings, demonstrations or travel costs that may be required or requested.
3. **Questions or Requests for Clarification/Change:** All requests for changes or clarifications regarding technical information, procedural requirements, contractual requirements or other issues must be submitted, in writing, and received no later than the date and time listed in the Schedule of Events to the name and address listed on the cover page of this RFP. Proposers must note that SOU is not allowed to consider exceptions to the specifications or terms and conditions after the deadline for which to do so has passed. If you have an exception or a concern with anything in this RFP, you must raise that issue, in writing, which must be received by the deadline date for Requests for Changes, listed in the Schedule of Events.

SOU reserves the right to reject proposals from respondents that raise any objections to the terms and conditions of this RFP after the deadline date for requests for changes. Proposers’ proposed agreements, including proposed supplemental terms and conditions may be considered by SOU in its sole discretion, pursuant to paragraphs

SOU will consider all protests and requested changes and, if reasonable and appropriate, amend this RFP.

Envelopes or emails or faxes containing requests for change or protest of RFP requirements or contract provisions shall be marked as follows:

* RFP Specification (or Contract Provisions) being questioned;
* Request for Change (or Protest);
* RFP Document Number; and,
* Date Submitted.

Instructions for emailed responses are provided on page one of this document.

1. **Submittal Location:** Requests for RFP specification or contract provision change, protest or clarification must be submitted to the following email address: <mailto:soubid@sou.edu> or by mail or hand delivery to SOU Facilities, 351 Walker Avenue, Ashland, OR 97520. Any such requests sent to anyone but this address will not be considered. Such requests may be submitted via facsimile or email, or first class mail, provided the method of transmission provides for a return receipt to sender.
2. **Change or Modification Addenda(s):** Any change or clarification to the specifications or the procurement process or to the terms and conditions of the contract will be issued in the form of an Addendum to this RFP and will be made available to all proposers. Only documents issued as addenda by the SOU Facilities office will serve to change this RFP in any way. No other direction received by the proposer, written or oral serves to change this RFP document.

Proposers are not required to return addenda with their RFP proposal. However, proposers are responsible for making themselves aware of and obtaining and incorporating any changes made in any addenda issued into their final proposal. Failure to do so may cause the proposer’s proposal to be rejected.

1. **Proposal Preparation and Submission:** Proposals to the RFP shall be of detail to demonstrate that the proposer has a thorough understanding of the project and the SOU environment. Proposals may be emailed to <mailto:soubid@sou.edu>, mailed or hand delivered to the SOU Facilities office at the address listed in this RFP.
2. **Public Records:** This RFP and one copy of each Proposal received, together with copies of all documents pertaining to the Award of a Contract, shall be kept by SOU and shall be open to public inspection. If a proposal contains any information that is considered a trade secret by the proposer under ORS 192.501(2), each sheet of such information must be clearly marked with the following:

**"This data constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192."**

The Oregon Public Records Law, ORS 192.501(2), exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies "unless the public interest requires disclosure in the particular instance." Therefore, non-disclosure of documents or any portion of a document submitted as part of a proposal may depend upon official or judicial determinations made pursuant to the Public Records Law.

Pricing information cannot be labeled a trade secret and must be open to public inspection. Proposers are requested to mark only specific pages or text in their proposal considered a “trade secret” under Public Records Law. Proposals in which the entire document is marked or otherwise identified in its entirety as confidential or a "trade secret" will be rejected.

1. **Information Submitted:** Proposers are cautioned that it is the proposer's sole responsibility to submit all information required, and that SOU is under no obligation to solicit such information if it is not included within the proposal. Failure by the proposer to submit such information may cause an adverse impact on the evaluation of the proposal, including rejection of the proposal as non-responsive.
2. **Evaluation Criteria:** Any contract(s) resulting from this RFP will be awarded based upon the evaluation criteria and methodology given in this RFP and in accordance with the Oregon University System, SOU, and State of Oregon administrative purchasing rules and laws. The specific evaluation criteria to be used for this RFP is located in “Section 3: Evaluation Criteria” on page 9 of this RFP.
3. **The Evaluation Process:** All proposals received by the due time and date will be reviewed by an evaluation committee. Proposals which are not received by the deadline will not be reviewed by the evaluation committee. This committee will determine the extent to which the proposals conform to the specifications set forth herein and will be evaluated according to criteria identified in this RFP. The following process will be used:
4. Proposals will be evaluated for completeness and compliance with the requirements of this RFP. SOU reserves the right to reject those proposals that are incomplete. SOU also reserves the right to waive what are, in SOU’s judgment, minor informalities or discrepancies. Proposals considered complete will be evaluated to determine if they comply with the administrative, contractual and technical requirements of the RFP. If the proposal is unclear, proposers may be asked to provide written clarification if it is in the best interest of SOU to do so. SOU reserves the right to reject those proposals that do not meet all requirements.
5. The selection of the “finalist” proposer will be determined by the evaluation committee independently scoring the proposals and then combining the scores and pricing information to determine the overall proposal score.
6. The findings of the evaluation team will be summarized and the summary and award recommendation will be forwarded to the SOU Facilities office.
7. The SOU Facilities office will review the recommendation and approve or reject the evaluation team’s selection.
8. **Investigation of References:** SOU reserve the right to investigate the references and the past performance of any Proposer with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, and its lawful payment of suppliers, sub-contractors, and workers. SOU may postpone the award or execution of the contract before or after Notice of Intent to Award to complete its investigation. SOU reserves the right to reject any proposal or to reject all proposals at any time prior to SOU's execution of a contract in the event proposer’s reference checks prove unsatisfactory.
9. **Consideration of Past Performance:** SOU reserves the right to consider past performance, historical information and fact, whether gained from the proposer's proposal, question and answer conference, references, or any other source in the evaluation process.
10. **Reservation of Rights:** SOU has and reserves the right to refuse to enter into a contract if SOU, based upon reasonable grounds, determines that the interests of SOU would not be served. Specifically, this right may be exercised if SOU does not believe that a given proposer can perform a contract, or for any reason set forth in Oregon Administrative Rules. SOU, at its option, may give the proposer notice, specifying the grounds for rejection, and allow the proposer (7) calendar days to respond in writing.

Following such response, SOU, in its sole discretion may reject the proposal as provided in the referenced administrative rules.

1. **Post-Selection Review & Finalists:** Unless this RFP is canceled, after SOU opens all timely-received Proposals, SOU will evaluate all proposals in accordance with the evaluation criteria set forth in this RFP. SOU may rank the proposals to determine the “finalist” proposers. Finalists will be those highest-ranked responsive, responsible proposers after evaluation of the proposals according to the evaluation and selection criteria in the RFP, and applicable statutes and administrative rules.

SOU reserves the right to select the proposal based on the evaluation criteria and scores identified in the RFP. In the event that finalist proposal(s) do vary significantly, SOU reserves the right to conduct discussions with the finalist proposer(s), to accept best and final offers from those finalist(s), and to negotiate changes.

After receiving the evaluation summary, the SOU Facilities Office (351 Walker Ave, Ashland Oregon) will notify the apparent successful proposer and announce its Intent-to-Award. Identification of the "apparent successful proposer" is procedural only and creates no right in the named proposer to award of the contract. All competing proposers shall be notified in email or writing of SOU’s Intent-to-Award and the identity of the apparent successful proposer and shall be given seven (7) calendar days to review the RFP file and evaluation report in the SOU Facilities office. Any questions or concerns about, or protests of, the evaluation process must be in writing and must be delivered to and received by the SOU Facilities office within seven (7) calendar days after the date of the letter of Intent-to-Award identifying the apparent successful proposer(s).Within a reasonable time following the end of this seven (7) day protest period, SOU will consider all protests received, if any, and:

1. reject all protests and proceed with final evaluation of the apparent successful proposer(s) and, pending the satisfactory outcome of this final evaluation, enter into a contract with the apparent successful proposer or proposers; OR
2. sustain a meritorious protest(s) and reject the apparent successful proposer(s) as non-responsive, if such proposer(s) is unable to demonstrate that its proposal(s) complied with all material requirements of the solicitation and Oregon public procurement law; thereafter, SOU may name a new apparent successful proposer or proposers; OR
3. reject all proposals and cancel the procurement.
4. **Best and Final Offer:** Pursuant to OAR 580-061-0155, SOU reserves the right to select the vendor that, in the collective opinion of the evaluation committee, offers the best overall benefit, convenience, functionality and service at the best-value cost to SOU. SOU reserves the right to conduct discussions with the finalist proposers, to accept best and final offers from those finalists, and to negotiate changes, if it’s in SOU’s best interest to do so.
5. **Negotiation of Final Contract:** SOU has found that limited negotiation of the proposed contract is sometimes required to effect a successful procurement because of their experience that proposers may desire to include in the final contract certain supplemental terms and conditions from the proposers’ such as software license agreements, maintenance contracts, technical support agreements and other similar documents. Such negotiation may occur at SOU’s discretion.

**Section 2: Minimum Proposal Requirements:**

* 1. **Submit Proposal on company letterhead, signed by an officer authorized to commit the company.**
  2. **New 20-24 HP, 4WD Sub-Compact Utility tractor and loader**
  3. **4WD**
  4. **ROPS**
  5. **Hydrostatic transmission**
  6. **R-1 Ag. Tires (6 ply minimum)**
  7. **Removable Front end loader with quick attach and bucket**
  8. **Front and rear work lights**
  9. **Strobe light**
  10. **Directional indicator lights front and rear**
  11. **Rear 3 point hitch set up**
  12. **Detailed price list of options available for the quoted tractor (option prices are to include installation, any listed option may or may not be selected for the final purchase of the machine. i.e. rear tine tiller, mower, etc)**
  13. **Driver canopy of metal or hard plastic material**

Proposals must be received due date and time listed in the Schedule of Events of this RFP. **Late Proposals or modifications will be rejected.**

**All equipment and options quoted by the seller are to be in brand new condition unless otherwise requested by Southern Oregon University**

**SECTION 3: SCOPE OF WORK**

Prepare and Deliver Tractor as specified above to Southern Oregon University in full working order with a full tank of fuel.

**SECTION 4: Evaluation Criteria**

**Mandatory Requirements:** Only those proposals meeting the Minimum Submittal Requirements will be deemed responsive to this RFP. Those proposals which have been deemed responsive will be evaluated by the following project components, listed in order of importance:

**Criteria Details Points**

Price/Trade Value Lowest price (including desired options) 30

Features and Performance Best Features and Performance 30

Warranty Warranty coverage 5

Dealer location in relation to SOU Equal to or less than <30miles 100% 30

In state 50%, out of state 0%

Demonstration Experience Overall ease of maintenance and 5

Service on tractor

**Total Points = 100 Points**

The response meeting the Mandatory Requirements with the greatest point value total will be awarded the contract.