

## REQUEST FOR PROPOSALS

Sealed proposals for the purchase of the following described vehicle will be received by the Board of Commissioners of Umatilla County at the Umatilla County Courthouse, Pendleton, Oregon, on the 29th day of November 2016 until 10:00 A.M. Proposals will be publicly opened and read in Room 121, Umatilla County Courthouse, and Pendleton, Oregon.

The purchase consists of the following listed vehicle:

- (1) One Used Minivan

Bob Nooy  
Shop Foreman  
Umatilla County Public Works Department

Dated: November 8th 2016

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## INSTRUCTIONS TO PROPOSERS

### 1.0 SUBMITTAL OF PROPOSAL

All proposals must be presented under sealed cover to the Umatilla County Board of Commissioners before 10:00 A.M. Tuesday November 29th 2016

1.1 COMPLETE PROPOSAL MUST BE RETURNED. Proposers shall fill in space provided on the right of specifications, ("Specifications Submitted"). The schedule shall be complete and your firm name and signature of an authorized person shall be in space provided. Delivery date shall be taken into consideration before awarding contract.

Proposals may not be changed or withdrawn after the opening of proposals.

Each proposal shall be identified on the exterior of the sealed envelope as follows:

Proposal For: (1) One Used Minivan

Proposal Time: 10:00 A.M.

Proposal Date: November 29th 2016

### 1.2 RIGHT TO REJECT PROPOSALS

The Board of Commissioners reserves the right to reject any or all proposal, or accept the proposal deemed most satisfactory to the County.

1.3 Proposals to be submitted by mail shall be addressed to:

Umatilla County  
216 S. E. 4<sup>th</sup> Street  
Pendleton, Oregon 97801  
ATTN: Minivan Proposal

### 2.0 CONTRACT AWARD

Award of the contract may be made as a whole to one proposer, or to two different proposers. Award will normally be made within 14 calendar days of opening. If a longer period of time is required, all proposers will be notified.

### 3.0 DELIVERY

Proposers shall set forth the date of delivery in the space provided on the proposal sheet. Delivery date shall be taken into consideration before awarding the contract.

The equipment herein specified shall be delivered to the Umatilla County Shop, 3920 Westgate, and Pendleton, Oregon, completely assembled and in operating condition.

Any necessary parts for operating the equipment that are not mentioned in the specifications are, by this inference, included and shall not become a cause for extra compensation to the successful proposer.

4.0 PAYMENT

Payment for the equipment herein specified will be made immediately after the 10th day of the month following full and satisfactory delivery.

5.0 WARRANTY SPECIFICATIONS

Proposer shall state all items under warranty and for how long in time and/or machine hours the warranty is good.

Proposer shall completely and adequately specify items, terms and conditions of warranty. If certain items are warranted by agencies other than proposer (or principal manufacturer), these items and warranties shall be expressly identified on a separate sheet indicating terms and conditions. If no such listing is included in this proposal, it shall be understood that all items are warranted by the proposer (or principal manufacturer) under the warranty to the attached as part of this proposal. Failure to include warranty information in the proposal documents may result in your proposal being considered non responsive.

Any warranty work must be performed within a 60 mile radius of Pendleton, Oregon. Proposal must contain location of warranty work if this requirement cannot be met.

GENERAL CONDITIONS

1. Units offered under this proposal shall be used, standard production models of the latest design in current production, unless otherwise specified. Program vehicles cannot have more than 20,000 miles.
2. Materials shall be of good commercial quality for the intended service and shall be produced by use of current manufacturing processes. Material shall be treated to resist rust, corrosion and wear.
3. The proposer shall list on a separate sheet of paper any variations from, or exceptions to, the conditions and specifications of this proposal. This sheet shall be labeled "Exception (s) to Proposal Conditions and Specifications", and shall be attached to the proposal.
5. The price or prices quoted shall include all transportation charges fully prepaid to Umatilla County Public Works Department, Pendleton, Oregon.
6. The purchaser reserves the right to reject any or all proposals, and waive any informality in proposals.

**PROPOSAL SHEET**

Unless otherwise denoted, an estimated date is to be inserted for Delivery Date.

All prices quoted must include equipment listed below.

Proposer is to submit detailed specifications and illustration sheets showing specific equipment to be furnished under this proposal.

PROPOSAL for: (1) One Used Minivan

**SPECIFICATIONS REQUIRED ARE:**

- 1 Front Wheel or All Wheel Drive
- 2 4 Door
- 3 Air Conditioning
- 4 Cruise Control
- 5 AM/FM C/D Radio
- 6 V6 Engine
- 7 Automatic Trans.
- 8 Tilt Steering Wheel
- 9 3 Seats: Cloth
- 10 Power Mirrors
- 11 Power Windows & Door Lock
- 12 Remote Keyless Entry
- 13 Color: Silver, White, Gray, Brown
- 14 Reasonably low miles
- 15 3 Sets of Keys @Time of Delivery
- 16 Temporary License for 3 weeks
- 17 FOB to Pendleton Shop

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Make & Model of Vehicle \_\_\_\_\_

Purchase price \$ \_\_\_\_\_

Proposer certifies delivery will be completed within \_\_\_\_\_ calendar days after date of Notice of award.

Proposer \_\_\_\_\_

Address \_\_\_\_\_

By (Signature) \_\_\_\_\_