



Vinton Parks & Recreation Department
701 East A Street
Vinton, IA 52349
Ph. 319.472.4164
Fax 319.472.3179
vprdzone.com

July 18, 2018

Request for Proposal: Gas-Powered UTV or Equivalent

INTRODUCTION

The Vinton Parks & Recreation Department ('VPRD') is soliciting proposals for one (1) gas-powered UTV or equivalent. Sealed proposals will be subject to the terms and conditions listed below. Sealed proposals must be submitted by **1:00 PM (CST) on Tuesday, August 7th, 2018**. Proposals shall be received either by mail or in person by the Vinton Parks & Recreation Department at 701 East A Street, Vinton, Iowa 52349. Email or fax is not permitted. Proposals will be reviewed by the VPRD board on Thursday, August 9th at which point a decision will be made and a contract awarded. The intent of this gas-powered UTV or equivalent will be for work purposes on City park property, nature trails and sports fields.

GENERAL TERMS & CONDITIONS

1. Bidder must use the attached specifications in preparing the bid and must complete the Bid Return Sheet for submission. **Bids not containing the 'Bid Return Sheet' will be deemed unresponsive and will not be considered.** By signing, the bidder acknowledges full knowledge of, and agreement with the general specifications, conditions and requirements of this request for proposal. **'UTV RFP'** and **the name of your company** should be clearly marked on the outside of the sealed proposal.
2. Any explanation desired by the bidder regarding the meaning or interpretation of the specifications listed in the Invitation for Bid must be submitted to Brad Barker, Director of Parks & Recreation. All inquiries, whether written or oral, shall be submitted within the time limitations specified in the RFP.
Mail: 701 East A Street, Vinton 52349
E-mail: vprdbarker@vintoniowa.net
Phone: 319-472-4164
3. The City of Vinton and VPRD is a municipal-government entity and is thereby exempt from all federal and state excise, sales and use taxes.
4. It is the responsibility of the bidder to deliver the bid on or before the date and time of the bid closing. Amendments to, or withdrawals of proposals received later than the time and date specified as the bid opening will not be operative. Bids received later than the deadline or incomplete bids will be rejected and returned unopened.
5. VPRD reserves the right to accept or reject any and all proposals as deemed, in its sole discretion, to be in the best interest of the City. VPRD reserves the right, in its sole discretion, to accept the lowest bid and/or best proposal, which may or may not be exclusive to one another. VPRD will weigh cost, work utility, reliability, warranty terms, service locality/satisfaction and preference for local vendors in its award decision.
6. The awarded vendor shall provide all warranty information on the UTV or equivalent product.

(see next page for product specifications)

PRODUCT SPECIFICATIONS

The specifications of the proposed UTV or equivalent **must** meet the following requirements:

1. Engine - Gasoline with minimum 20 horsepower
2. 4 Wheel Drive or comparable drive system
3. Powered dump box
4. Headlights/Taillights
5. NO windshield (not preferred but permissible if it comes as standard equipment)
6. NO roof (not preferred but permissible if it comes as standard equipment)
7. Front brush guard
8. Rear hitch receiver (2-inch)
9. Minimum 12 month warranty
10. 2018 or newer model
11. Standard rollover protection
12. Non-turf tires / tires ideal for soft trail use

Sincerely,

Brad Barker
Director of Parks & Recreation
City of Vinton

Vinton Parks & Recreation Department
BID RETURN SHEET
BID: UTV RFP

Vendor must use this 'Bid Return Sheet' in preparing the bid. By signing, the vendor acknowledges full knowledge of, and agreement with the general specifications, conditions and requirements of this request for proposal. For any questions regarding specifications, the vendor may contact Brad Barker, Director of Parks & Recreation, at 319-472-4164 or by email at vprdbarker@vintoniowa.net.

Sealed proposals must be submitted by 1:00 PM (CST) on Tuesday, August 7th, 2018. Proposals shall be received either by mail or in person by the Vinton Parks & Recreation Department at 701 East A Street, Vinton, Iowa 52349. Email or fax is not permitted.

'UTV RFP' and **the name of your company** should be clearly marked on the outside of the sealed proposal.

Bids not containing the 'Bid Return Sheet' will be deemed unresponsive and will not be considered.

Bid Price for (1) Gasoline-Powered UTV or Equivalent	\$ _____
Make / Model / Year	_____
Warranty – Specify & Attach	_____
Approximate Delivery Date	_____

Company Name: _____

Contact Name: _____

Address: _____

Phone Number: _____

Email: _____

Signature of Bidder: _____

Title: _____

Date: _____

Bidder's signature MUST appear on this form. Signature of bidder indicates he/she understands and will comply with the terms and conditions set forth within the request for proposal.