



# **Request for Proposal**

**Utility Vehicle**

**2:30 pm March 14, 2024**

## **RFP Bidding Specifications**

### **1.0 INTENT**

It is the intent of this specification to provide for the 5 year lease to own of one (1) new and unused Utility Vehicle to be used by the Minot Park District Roosevelt Park Zoo.

Sealed proposals will be received by the Minot Park District Main Office at 420 3rd Ave SW until 2:30 PM on Thursday, March 14<sup>th</sup>, 2024. Envelope to be marked " **Bid –"Utility Vehicle Zoo "** , unmarked or inappropriately marked proposals will not be opened.

The Minot Park District Roosevelt Park Zoo has evaluated different styles of Utility Vehicles and has determined that this published specification is best suited for the MPDRPZ needs in terms of quality and features. This specification shall not be interpreted as restrictive but rather as a measure of quality and performance against which all other Utility Vehicles will be compared.

In comparing proposals, comparison will not be confined to price only. The successful proposer will be one whose product is judged as best serving the interest of the MPDRPZ when price, product, quality and delivery are considered. The MPDRPZ also reserves the right to reject any or all proposals or any part thereof, and to waive any minor technicalities. A contract will be awarded to the proposer submitting the lowest responsible proposal meeting the requirements.

### **2.0 EQUIVALENT PRODUCT**

Proposals will be accepted for consideration on any make or model that is equal or superior to the Utility Vehicle specified. Decisions of equivalency will be at the sole interpretation of the MPDRPZ. A blanket statement that equipment proposed will meet all requirements will not be sufficient to establish equivalence. An original manufacturer's brochure of the proposed product is to be submitted with proposal.

### **3.0 INTERPRETATIONS**

In order to be fair to all proposers, no oral interpretations will be given to any proposer, as to the meaning of the specification documents or any part thereof. Every request for such a consideration shall be made in writing. Based on such inquiry, the MPDRPZ may chose to issue an addendum in accordance with local state laws.

### **4.0 GENERAL**

The specification herein states the minimum requirements of the MPDRPZ. All proposals must be regular in every respect. Unauthorized conditions, limitations, or provisions shall be cause for rejection. The MPDRPZ will consider as irregular or non-responsive any and all proposals that are not prepared and submitted in accordance with proposal document and specification, or any proposal lacking sufficient technical literature to enable the MPDRPZ to make a reasonable determination of compliance to the specification. It shall be the proposer's responsibility to carefully examine each item of the specification (COMPLY: YES / NO) will cause the proposal to be rejected without review as non responsive. All variances, exceptions and/or deviations shall be fully described in the appropriate section. Deceit in responding to the specification will be cause for rejection.

## **MINOT PARK DISTRICT RIGHTS**

The Minot Park District reserves the right to cancel this RFP in writing or postpone the date and time for submitting proposals at any time prior to the proposal due date. The Park District by this RFP does not promise to accept the lowest cost or any other proposal and specifically reserves the right to reject any or all proposals, to waive any formal proposal requirements, to investigate the qualifications and experience of any Proposer, to reject any provisions in any proposal, to modify RFP contents, to obtain new proposals, to negotiate the requested services and contract terms with any Proposer, or to proceed to do the work otherwise.

The Park District hereby notifies all proposers that it will affirmatively ensure that in regard to any contract entered into, pursuant to this request, minority business enterprises will be afforded full opportunity and are encouraged to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award. The Park District reserves the right to accept or reject any and all bids that is in the best interest of the Park District. All questions and inquiries will be address to:

### **Bid Questions**

Jarrold A. Olson  
Director of Operations  
Minot Park District  
[jarrod@minotparks.com](mailto:jarrod@minotparks.com)  
(701) 857-4136 Office  
(701) 833-7021 Cell

### **Technical Questions Contact**

Shawn Schafer  
Senior Equipment Mechanic  
[mechanic@minotparks.com](mailto:mechanic@minotparks.com)  
(701) 822-3281

## General Specification

Unit shall be a new 2023 or newer model and shall include all standard equipment unless otherwise specified. On an attached sheet, bidder shall provide an explanation for all specification items without a "yes" response.

- WARRANTY:** Dealer will submit extended warranty on complete unit with bid
- MANUALS:** One (1) complete service manual utility vehicle paperback or electronic  
must include hydraulic and electrical schematics  
One (1) complete parts manual utility vehicle, paperback or electronic  
One (1) operations manuals, paperback or electronic  
One (1) operation and safety DVD. DVD should cover daily inspections and proper use of controls and safety devices  
If above items ARE NOT available it is to be noted on proposal
- SPARE TIRES:** One (1) tire and rim for each different size tire and rim on Utility Vehicle
- DELIVERY:** Bidder must perform a complete pre-delivery service prior to delivery of equipment. All units are Freight on Bidder, Minot Park District, 300 14th Ave NE Minot, North Dakota.
- BIDDER QUALIFICATION:** Bidders must provide a list of authorized local service centers or be able to provide a service technician for warranty repairs. Bidder is to provide a list of dealers to order replacement parts from.
- Bidder must supply a list of equipment users who have purchased their units in the past two years.
- Information shall include name of contact person and telephone number of that individual.

**General Specifications Utility Vehicle**

**Yes**

**No**

- |   |       |       |
|---|-------|-------|
| 1. New 2023 model year Utility Vehicle or newer       | _____ | _____ |
| 2. Bed payload not less than 2000 lbs.                | _____ | _____ |
| 3. Trailer towing not less than 2000 lbs.             | _____ | _____ |
| 4. Bed size to be no less than 48"W x 60"L x 10" H    | _____ | _____ |
| 5. Box volume not less than 20 cubic feet             | _____ | _____ |
| 6. Box floor height to be not over 32" above grade    | _____ | _____ |
| 7. Maximum Ground speed: Not less than 19 mph forward | _____ | _____ |

**Operator's Platform**

- |   |       |       |
|---|-------|-------|
| 1. Fully enclosed cab with removable doors                                      | _____ | _____ |
| 2. Driver side door to have sliding opening                                     | _____ | _____ |
| 3. Windshield shall be able to open for ventilation                             | _____ | _____ |
| 4. Windshield wiper   | _____ | _____ |
| 5. Two (2) individual seats, driver seat must be adjustable forward and back    | _____ | _____ |
| 6. Fuel level gauge either dash mounted or tank mounted                         | _____ | _____ |
| 7. Instrumentation to include low oil pressure, hour meter, over temp           | _____ | _____ |
| 8. Manually operated mechanical parking brake                                   | _____ | _____ |
| 9. Two cup holders, glove box storage and 12v accessory port                    | _____ | _____ |
| 10. Road lights must include headlights, tail lights, blinkers and brake lights | _____ | _____ |
| 11. Key start   | _____ | _____ |
| 12. Cab mounted rear view mirrors   | _____ | _____ |
| 13. Cab heater  | _____ | _____ |

**Powertrain**

- 1. Liquid cooled, 3 cylinder fuel injected, gas engine, not less than 32 hp \_\_\_\_\_
- 2. Engine block heater \_\_\_\_\_
- 3. Transmission to have a hi & low range, CVT or manual transmission \_\_\_\_\_
- 4. 4 wheel drive \_\_\_\_\_
- 5. Rear differential lock \_\_\_\_\_
- 6. 4 wheel disc brakes \_\_\_\_\_
- 7. Turf saver tires \_\_\_\_\_

**Accessories and Attachments**

- 1. Heavy Duty 2" receiver hitch installed \_\_\_\_\_
- 2. Hydraulic Bed Lift installed \_\_\_\_\_
- 3. Plastic box liner in a steel box \_\_\_\_\_
- 4. Slow moving vehicle sign installed \_\_\_\_\_
- 5. Full set of aggressive ATV / Snow tires with wheels \_\_\_\_\_