

**City of Isle of Palms, South Carolina
Request for Proposals (RFP 2021-01)
Mack Truck for Public Works**

In compliance with the City's Procurement Ordinance, the City of Isle of Palms, South Carolina is seeking proposals from Mack truck dealers. Dealers will provide a single Glacier White (P3029) in color Mack MD6 42R for use by the Public works department with a 16-foot flatbed dump attached.

I. Scope of Work

This Request for Proposals (RFP) is being widely distributed to attract a diverse group of firms that are most suited to providing a specified truck for the City. The City is seeking firms who are known for their quality of work and cost effectiveness. It is preferable that firms have successfully completed similar projects for similar government entities. The vendor shall not subcontract any portion of the services to be performed under the contract without the prior written agreement of the City.

II. Submission Requirements

Proposals will be reviewed for their completeness, attention to detail, content, qualifications, cost effectiveness, and overall presentation. The proposal should describe how the proposing firm is specially qualified to effectively perform the work. Interested firms should submit, and structure the response with, the following sections:

1. **Cover letter**
2. **Vehicle Specifications** – Respondents will be required to provide a vehicle specification sheet that includes all relevant details and technical specifications about the truck proposed for sale. It will also include a proposal for pricing information.
3. **References**

III. Proposal Evaluation

The City will select a consultant(s) based on the responsiveness of the firm or individual to the RFP and information contained in the proposal, including:

- Pricing
- Technical specifications and details of the vehicle
- Other information provided by the dealer
- References

The City reserves the right to reject any or all proposals received and to request additional information as deemed necessary and appropriate.

IV. Proposal Requirements

Proposals should be submitted to the following:

Desirée Fragoso
City Administrator
City of Isle of Palms
1207 Palm Boulevard
Post Office Box 508
Isle of Palms, South Carolina 29451

Deadline for Submission: The deadline for submission is 2:00 p.m., March 18th, 2021. Proposals must be received at 1207 Palm Boulevard, Isle of Palms, South Carolina 29451 in a sealed envelope. Sealed envelopes must be clearly marked “Request for Proposals (RFP) 2021-01 Public Works Mack Truck” and include one (1) hard copy and one electronic copy in PDF format. It will be the responsibility of the proposers to verify and confirm receipt by the City. The deadline for questions is 2:00 p. m., March 11th, 2021.

Proposals may be delivered by hand or by mail, but no bid shall be considered which is not actually received by the City at the place, date and time appointed by the City and the City shall not be responsible for any failure, misdirection, delay or error resulting from the selection by any Proposer of any particular means of delivery of bids.

If an addendum is issued, proposers must acknowledge receipt of the addendum with their bids.

Proposers acknowledge and agree that the City will not be liable for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the respondent or any member of the respondent’s organization as a result of, or arising out of, submitting a bid, negotiating changes to such bid, or due to the City’s acceptance or non-acceptance of the bid or the rejection of any and all bids. Respondents are responsible for submission of accurate, adequate and clear descriptions of the information requests. Neither issuance of the RFP, preparation and submission of a response, nor the subsequent receipt and evaluation of any response by the City of Isle of Palms will commit the City to award a contract to any respondent even if all the requirements in the RFP have been met.

By signing its bid, Proposer certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agrees to provide to the City upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable both to Proposer and its subcontractors or sub-subcontractors; or (b) that Proposer and its subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A

person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." Proposer agrees to include in any contracts with its subcontractors language requiring its subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.

If the Proposer is a corporation, state your correct corporate name and State of incorporation. If Proposer is a partnership, state names and addresses of partners. If Proposer is a trust or other legal entity, state correct names and addresses of trustees or names and address of those legally authorized to bid and enter into contracts.