

REQUEST FOR PROPOSAL #19-0041 6 EA. MOWING TRACTORS AND 10' FLEX WING ROTARY CUTTERS

December 5, 2019

Sedgwick County, Kansas (hereinafter referred to as "County") is seeking to obtain bids from qualified vendors to provide six (6) ea. Mowing Tractors and 10' Flex Wing Rotary Cutters, for Fleet Management and Public Works use. It should be noted however, that the County cannot guarantee the purchase of the product described herein.

To ensure that vendors have complete information prior to submitting a proposal, a pre-proposal meeting has been scheduled for Tuesday, December 10th at 10:00 a.m. CST in the Fleet Management conference room at 1021 Stillwell, Wichita KS. This meeting is not mandatory.

Carefully review this Request for Proposal. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should firms elect to submit a proposal, one (1) complete original and two (2) complete copies (including all supplementary materials) plus one (1) electronic copy (PDF/Word supplied on a flash drive) must be returned to:

Britt Rosencutter Sedgwick County Purchasing Department 525 N. Main St., Suite 823 Wichita, KS 67203

SUBMITTALS are due **NO LATER THAN 1:45 p.m. CST, TUESDAY, DECEMBER 31, 2019.** Delivered responses must be <u>sealed and marked on the lower left-hand corner with the firm name and address, bid number, and bid due date</u>. Late or incomplete responses will not be accepted and will not receive consideration for final award. The time stamp clock in the Purchasing Department will determine the time of receipt.

Stitt Rosulter

Britt Rosencutter Purchasing Agent

BR/hp

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I. <u>About this Document</u>

This document is a Request for Proposal. It differs from a Request for Bid or Quotation in that the county is seeking a solution, as described on the cover page and in the following Background Information section, not a bid or quotation meeting firm specifications for the lowest price. As such, the lowest price proposed will not guarantee an award recommendation. As defined in Charter Resolution No. 68, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of the product(s) and/or service(s), of which quality, testing, references, service, availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a vendor's approach meets the desired requirements and needs of the county. Criteria that will be used and considered in evaluation for award are set forth in this document. The county will thoroughly review all proposals received. The county will also utilize its best judgment when determining whether to schedule a pre-proposal conference, before proposals are accepted, or meetings with vendors, after receipt of all proposals. A Purchase Order/Contract will be awarded to a qualified vendor submitting the best proposal. **Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service(s) and/or product(s) which best meets its required needs, quality levels and budget constraints.**

The nature of this work is for a public entity and will require the expenditure of public funds and/or use of public facilities, therefore the successful proposer will understand that portions (potentially all) of their proposal may become public record at any time after receipt of proposals. Proposal responses, purchase orders and final contracts are subject to public disclosure after award. All confidential or proprietary information should be clearly denoted in proposal responses and responders should understand this information will be considered prior to release, however no guarantee is made that information will be withheld from public view.

II. <u>Background</u>

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 514,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the county is a Commission/Manager entity, employs nearly 2,500 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

III. <u>Project Objectives</u>

Sedgwick County, Kansas (hereinafter referred to as "county") is seeking a firm or firms to provide six (6) ea. Mowing Tractors and 10' Flex Wing Rotary Cutters.

IV. <u>Submittals</u>

Carefully review this Request for Proposal. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) original **AND** one (1) electronic copy (.PDF/Word supplied on a flash drive) of the entire document with any supplementary materials to:

Britt Rosencutter Sedgwick County Purchasing Section 525 N. Main, Suite 823 Wichita, KS 67203

SUBMITTALS are due **NO LATER THAN 1:45 pm CST, TUESDAY, DECEMBER 31, 2019**. Responses must be <u>sealed and marked on the lower left-hand corner with the firm name and address, proposal number, and proposal due date</u>. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Proposal responses will be acknowledged and read into record at bid opening which will occur at 2:00 pm CST, on the due date. No information other than the respondent's name will be disclosed at bid opening.

V. <u>Scope of Work</u>

The following specifications are for the procurement of a six (6) ea. Mowing Tractors and 10' Flex Wing Rotary Cutters, for Fleet Management and Public Works use.

- 1. All items proposed are to be factory installed unless authorized by Sedgwick County Fleet Management.
- 2. Manufacturer standard equipment presumed to be included unless otherwise specified.
- 3. After award and prior to delivery, an appointment must be made to deliver equipment to Fleet Management, 1021 W. Stillwell St., Wichita, KS. Please contact Penny Poland at 316-660-7477.
- 4. Proposal price must include handling and delivery to Sedgwick County Fleet located at 1021 W. Stillwell St., Wichita, Kansas 67213.
- 5. Fleet Management will not accept ownership until order has been inspected for compliance with specifications below and Manufacturer's Statement of Origin (MSO) has been delivered.
- 6. Maintenance manuals to be invoiced separately.
- 7. Provide all warranty information.

Equipment shall meet or exceed the following descriptions. Any additions, deletions, or variations from the following descriptions must be noted by the vendor on the proposal response form. Vendor shall indicate in the "Yes/No" column if their bid complies on each specific item.

MOWER SPECIFICATIONS			MEETS SPECIFICATION	
1.		Engine:	Yes	No
	a.	Current Production		
	b.	Diesel Fueled with current emission standards		
	c.	Minimum of 100 horse power @ PTO		
	d.	Water cooled with anti-freeze to -34 degrees Fahrenheit		
	e.	Two stage minimum air cleaner with restriction indicator or pre-approved equivalent		

	f.	Pre-cleaner installed		
	g.	Primary and secondary fuel filters		
2.	<u> </u>	Transmission:		
	a.	Electro hydraulic synchronized transmission allowing shifting with shuttle lever. Must be		
		capable of selecting range and gear then control direction with the left hand reverser		
		without constantly using clutch. Must be able to adjust smoothness of clutch operation.		
		(I.E.; John Deere Power Reverser Modulation control kit.)		
	b.	Minimum of 12 speeds forward and 12 speeds reverse with 25 mph transport speed.		
	c.	Wet Clutch		
	d.	Shall have mechanical front wheel drive assist.		
	e.	Shall be capable of shifting from 2 wheel drive to 4 wheel drive while in motion.		
	f.	Locking differential. Front and rear if possible.		
3.		Electrical:		
	a.	12 Volt system		
	b.	90 amp Alternator		
	c.	Hour meter operated by oil pressure for accurate engine run time.		
	d.	Heavy duty starting system		
4.		Hydraulic System:		
	a.	17.6 gallons per minute at implement		
	b.	Factory mounted three spool remote control valves with quick couplers furnished and		
		mounted within easy reach of operator. Minimum of 2 valves shall have float detent		
		position.		
	c.	Hydraulic flow control to be adjustable.		
5.		Power Take Off (PTO):		
	a.	Independent type driven from engine through a wet PTO clutch with a 540/1,000 rpm		
		output shaft speed.		
	b.	Shall be capable of switching shaft from 540 rpm to 1,000 rpm with very little effort.		
6.		Steering, Brakes, and Tires:		
	a.	Power Steering		
	b.	Wet brakes enclosed in final drive.		
	с.	Shall have both right and left foot pedals for braking and steering.	_	
	d.	Shall have parking brake.		
	e.	Rear tires: 18.4 R-34 8ply minimum.		
	f.	Front tires: 13.6 R-24 8ply minimum.		
7.		Cab, Lights, and Accessories:		
	a.	Standard factory Cab as offered by manufacturer.		
	b.	SAE Certified ROPS		
	c.	Air Conditioning/Heat		
	d.	AM/FM		
	e.	External mirrors for both sides of the cab.		
	f.	Fully adjustable spring shock absorbing seat, Air is acceptable, fully padded with armrest.		
	g.	Indicator lights and gauges for fuel level, charging system, oil pressure and coolant.		
	h.	Safety shutdown for low oil pressure/high water temp. If ECM will do this it is acceptable.		
	i.	Full lighting package including headlights, rear mounted stop, turn, and tail lights.		
	j.	4 ea. LED strobe lights mounted in roof. 2 lights in front and 2 lights rear visible for traffic		
L		safety.		
Ĺ	k.	Front mounted brush guard. Weight bracket may be substituted for brush guard.		
	1.	Rear window guard made of expanded metal to protect glass from thrown objects but still		
		allows operator good visibility and ability to open window if needed.		
	m.	Minimum 40 gallon fuel tank.		
8.		Training and Technical information:		

	a.	County technicians shall receive training for repairs on equipment within 2 years of		
		purchase.		
	b.	Sedgwick County Fleet Management shall receive diagnostic software and diagnostic		
		information and training for diagnosis and repair of equipment purchased.		
9.		Manuals:		
	a.	Two (2) complete sets of repair manuals.		
	b.	Two (2) complete sets of parts manuals.		
	c.	Seven (7) operator manuals (1 for each tractor and 1 for the shop).		
10.		Warranty:		
	a.	Two (2) year full warranty.		

10'	FLF	EX WING ROTARY CUTTER SPECIFICATIONS	ME	
			SPECIFI	
11.		Cutting Width:	YES	NO
	a.	125 inches		
12.		Cutting Height:		
	a.	2" low cut to 14" high cut.		
13.		Cutting Capacity:		
	a.	4" Brush diameter		
14.		Weight:		
	a.	5,200 lbs.		
15.		Tractor PTO HP Range:		
	a.	95 HP at PTO		
16.		PTO:		
	a.	540 rpm.		
17.		Frame:		
	a.	All welded construction with all reinforcements on top.		
18.		Hitch:		
10	a.	Swivel type clevis with self-leveling.		
19.		Deck and Skirt:		
20	a.	Front and rear single chain guards. Deck rings to protect underside ¹ / ₂ " x 3" fully welded.		
20.		Top deck shape:		
	a.	Domed.		
21.		Deck Material:		
	a.	10 gauge top deck and 7 gauge bottom deck.		
22.		Side Skirt Thickness:		
	a.	0.25"		
	b.	Replaceable skid shoes		
	c.	Parking jack installed		
	d.	Transport lock for wing and deck.		
23.		Drivelines:		
	a.	Constant velocity category 5 splines and telescoping self-adjusting clutch.		
	b.	Must be capable of operating at 80 degrees while engaged.		
	c.	Wing design shall allow for operation of 85 degrees above level to 22 degrees below level.		
	d.	Power divider gearbox rated at a minimum 200 hp. Continuous with a 5 year warranty		
24.		Blades:		
	a.	Thickness05"		
	b.	Type: Suction		
	c.	Overlap: center blade shall overlap 6"		

	d.	Center and wing section shall be raised and lowered from cab.		
	e.	Heavy duty stump pan		
	f.	Holder type: Round stump jumper		
25.		Wheels and Tires:		
	a.	Type: 26 x 9 x 14.5 sever ag duty 24 ply tire. (We prefer foam filled or run flat)		
	b.	Must be new wheels and tires.		
	c.	Number of wheels and tires: 6-4 on transport axle and 2 on wing axle.		
26.		Axles:		
	a.	Engineered to absorb shock during transportation and operation. Air or spring cushioned.		
	b.	Otter wheels shall track inside cutting edge width.		

VI. <u>Sedgwick County's Responsibilities</u>

- Provide information, as legally allowed, in possession of the county, which relates to the county's requirements or which is relevant to this project.
- Designate a person to act as the County Contract Manager with respect to the work to be performed under this contract.
- County reserves the right to make inspections at various points of the project. Contractor agrees to openly participate in said inspections and provide information to the county on the progress, expected completion date and any unforeseen or unexpected complications in the project.

VII. <u>Proposal Terms</u>

A. <u>Questions and Contact Information</u>

Any questions regarding this document must be submitted in writing to Britt Rosencutter at

<u>britt.rosencutter@sedgwick.gov</u> by 5:00 p.m. CST, Friday, December 13, 2019. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at

<u>www.sedgwickcounty.org/finance/purchasing.asp</u>, under view current RFQs and RFPs; to the right of the RFP number by 5:00 p.m. CST, Tuesday, December 17, 2019. Firms are responsible for checking the website and acknowledging any addendums on their proposal response form.

B. <u>Minimum Firm Qualifications</u>

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this Request for Proposal. Firms must meet or exceed theses qualifications to be considered for award. Any exceptions to the requirements listed should be clearly detailed in proposer's response. Proposers shall:

- 1. Have an understanding of industry standards and best practices.
- 2. Have experience in managing projects of comparable size and complexity to that being proposed.
- 3. Have knowledge of and comply with all currently applicable, and as they become enacted during the contract term, federal, state and local laws, statutes, ordinances, rules and regulations. All laws of the State of Kansas, whether substantive or procedural, shall apply to the contract, and all statutory, charter, and ordinance provisions that are applicable to public contracts in the county shall be followed with respect to the contract.
- 4. Have the capacity to acquire all bonds, escrows or insurances as outlined in the terms of this RFP.

C. <u>Evaluation Criteria</u>

The selection process will be based on the responses to this RFP. County staff will judge each response as determined by the scoring criteria below. Purchasing staff are not a part of the evaluation committee.

Component	Points
Vendors Reliability and Customer references	20
Meeting all required Specifications	20
Overall Warranty	20
Timeline for Delivery	30
Pricing	10
Total Points	100

Assume the following cost proposals (examples only)

- A. \$50,000.00
- B. \$38,000.00
- C. \$49,000.00

Company B with a total price of \$38,000.00 is the low offer. Take the low offer and divide each of the other offers into the low offer to calculate a percentage. This percentage is then multiplied by the number of points available for the cost. In this case, 10 points are allocated to cost.

А.	\$38,000.00 divided by \$50,000.00 =.76	.76*10	7.6 points
В.	\$38,000.00 divided by \$38,000.00 =1.00	1.00*10	10 points
C.	\$38,000.00 divided by \$49,000.00= .77	.77*10	7.7 points

Any final negotiations for services, terms and conditions will be based, in part, on the firm's method of providing the service and the fee schedule achieved through discussions and agreement with the county's review committee. The county is under no obligation to accept the lowest priced proposal and reserves the right to further negotiate services and costs that are proposed. The county also reserves the sole right to recommend for award the proposal and plan that it deems to be in its best interest.

The county reserves the right to reject all proposals. All proposals, including supporting documentation shall become the property of Sedgwick County. All costs incurred in the preparation of this proposal shall be the responsibility of the firm making the proposals. Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service which best meets its required needs, quality levels and budget constraints.

D. <u>Request for Proposal Timeline</u>

The following dates are provided for information purposes and are subject to change without notice. Contact the Purchasing Section at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Proposal to interested parties	December 5, 2019
Pre-proposal meeting 10:00 A.M. Tuesday, December 10th	December 10, 2019
Questions and clarifications submitted in writing by 5:00 p.m. CST	December 13, 2019
Addendum Issued by 5:00pm CST	December 17, 2019
Sealed Proposal due before 1:45pm CST	December 31, 2019
Evaluation Period	December 31 thru January 10
Board of Bids and Contracts Recommendation	January 23, 2019
Board of County Commission Award	February 5, 2019

E. <u>Contract Period and Payment Terms</u>

A contractual period will begin following Board of County Commissioners (BoCC) approval of the successful firm(s) and continue for a period of three (3) years.

Either party may cancel its obligations herein upon thirty-day (30) prior written notice to the other party. It is understood that funding may cease or be reduced at any time, and in the event that adequate funds are not available to

meet the obligations hereunder, either party reserves the right to terminate this agreement upon thirty (30) days prior written notice to the other. Payment will be remitted following receipt of monthly detailed invoice.

Payment and Invoice Provisions

https://www.sedgwickcounty.org/media/39239/payment_and_invoice_provisions.pdf

F. Insurance Requirements

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. If required, contractor's professional liability/errors and omissions insurance shall (i) have a policy retroactive date prior to the date any professional services are provided for this project, and (ii) be maintained for a minimum of 3 years past completion of the project. Contractor shall furnish a certificate evidencing such coverage, with county listed as an additional insured including both ongoing and completed operations, except for professional liability, workers' compensation and employer's liability. **Certificate shall be provided prior to award of contract.** Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after county receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas (**must be acknowledged on the bid/proposal response form**).

<u>NOTE</u>: If any insurance is subject to a deductible or self-insured retention, written disclosure must be included in your proposal response and also be noted on the certificate of insurance.

Workers' Compensation:		
Applicable coverage per State Statutes		
Employer's Liability Insurance:	\$500,000.00	
Commercial General Liability Insurance (on form CG 00 01 04	13 or its equivalent):	
Each Occurrence	\$1,000,000.00	
General Aggregate, per project	\$2,000,000.00	
Personal Injury	\$1,000,000.00	
Products and Completed Operations Aggregate	\$2,000,000.00	
Automobile Liability:		
Combined single limit	\$500,000.00	
Umbrella Liability:		
Following form for both the general liability and automobile		
Required/ <u>X</u> Not Required		
Each Claim \$1,000,000.00		
Aggregate \$1,000,000.00		
Professional Liability/ Errors & Omissions Insurance:		
Required/ <u>X</u> Not Required		
Each Claim	\$1,000,000.00	
Aggregate	\$1,000,000.00	
Pollution Liability Insurance:		
Required/ <u>X</u> Not Required		
Each Claim	\$1,000,000.00	
Aggregate	\$1,000,000.00	

It is the responsibility of contractor to require that any and all approved subcontractors meet the minimum insurance requirements.

Special Risks or Circumstances:

Entity reserves the right to modify, by written contract, these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

G. <u>Indemnification</u>

To the fullest extent of the law, the provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the provider's performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

H. <u>Confidential Matters and Data Ownership</u>

The successful proposer agrees all data, records and information, which the proposer, its agents and employees, which is the subject of this proposal, obtain access, remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records, plans and information constitutes at all times proprietary information of Sedgwick County. The successful proposer agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful proposer agrees it will not use any names or addresses contained in such data, records, plans and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful proposer agrees it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. Proposer agrees that all data, regardless of form that is generated as a result of this Request for Proposal is the property of Sedgwick County.

I. <u>Proposal Conditions</u>

https://www.sedgwickcounty.org/media/31338/proposal-terms-conditions.pdf

General Contract Provisions https://www.sedgwickcounty.org/media/31337/general-contractual-provisions.pdf

Mandatory Contract Provisions

https://www.sedgwickcounty.org/media/31336/mandatory-contractual-provisions.pdf

Independent Contractor

https://www.sedgwickcounty.org/media/54780/independent-contractor-addendum.pdf

Sample Contract

https://www.sedgwickcounty.org/media/39236/sample-contract.pdf

VIII. <u>Required Response Content</u>

All proposal submissions shall include the following:

- 1. One complete original and two complete copies and one electronic version (flash drive) as described on page 1.
- 2. Clearly address in sequential order each of the minimum mandatory requirements/specifications listed, beginning on page 4 if applicable.
- 3. Bidder must clearly delineate and describe in detail any exceptions to the requirements and specifications.
- 4. Complete the Bid Response Form that is provided on pages 11 & 12.
- 5. Include manufacturer's specifications.
- 6. Provide complete warranty information.
- 7. Prior to a vendor being awarded a contract, Domestic (Kansas) corporations shall 1) furnish evidence of good standing in the form of a Certificate signed by the Kansas Secretary of State. Foreign (non-Kansas) corporations shall furnish evidence of authority to transact business in Kansas, in the form of a Certificate signed by the Kansas Secretary of State; and 2) a copy of the Corporation Resolution evidencing the authority to sign the Contract Documents, executed by the Corporation's Secretary or Assistant Secretary.

REQUEST FOR PROPOSAL 19-0041

6 EA. MOWING TRACTORS AND 10' FLEX WING ROTARY CUTTERS

The undersigned, on behalf of the proposer, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a proposal on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the proposer is entered; (4) they have read the complete Request for Proposal and understands all provisions; (5) if accepted by the county, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

NAME		
DBA/SAME		
CONTACT		
ADDRESS	CITY/STATE	ZIP
PHONE	FAX	HOURS
STATE OF INCORPORATION or OR	GANIZATION	
WEBSITE ADDRESS	EMAIL	
NUMBER OF LOCATIONS	NUMBER OF PERSONS EMPLOY	/ED
TYPE OF ORGANIZATION: Public Co	orporationPrivate Corporation	Sole Proprietorship
Partnership Other (Describe):		
BUSINESS MODEL: Small Business	Manufacturer Distributor _	Retail
Dealer Other (Describe):		
Not a Minority-Owned Business:	Minority-Owned Business:	(Specify Below)
African American (05)Asia	n Pacific (10) Subcontinent Asian (1	5) Hispanic (20)
Native American (25)Othe	er (30) - Please specify	
Not a Woman-Owned Business:	Woman-Owned Business:	(Specify Below)
Not Minority -Woman Owned (50)	African American-Woman Owned (55)	Asian Pacific-Woman Owned (60)
Subcontinent Asian-Woman Owned	d (65)Hispanic Woman Owned (70)	Native American-Woman Owned (75)
Other – Woman Owned (80) – Plea	ase specify	
ARE YOU REGISTERED TO DO BUS	INESS IN THE STATE OF KS:Ye	s No
INSURANCE REGISTERED IN THE S	STATE OF KS WITH MINIMUM BEST R	ATING OF A-VIII:YesNo
	ENDA : All addendum(s) are posted to our RF lendum(s) related to this document by going to sing.asp.	- 10

NO._____, DATED _____; NO._____, DATED _____; NO._____, DATED ______;

Response Form (2of 2)

	Unit Price	Total Price
6ea. Mowing Tractors		
Model:	\$	\$
6 ea. 10' Flex Wing Rotary Cutters	\$	\$
Model:	Ψ	Ψ
Grand Total	\$	
Delivery ARO: days		

In submitting a proposal, vendor acknowledges all requirements, terms, conditions, and sections of this document. Proposal submission format should be by order in which sections are listed throughout the document. All minimum and general requirements should be specifically addressed and detailed in proposer's response. **Exceptions to any part of this document should be clearly delineated and detailed**.

Signature	Title
Print Name	Dated