NOTICE OF REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO. 2025-RFP-02

Tractor Mounted
Root Pruner

RFP Due Date: 10:00 A.M. DEC 16, 2024

Location: City of Joplin
Parks Department
3301 West 1st Street
Joplin, MO 64801

Staff: Maron Towse
Email: mtowse@joplinmo.org

Phone: 417-625-4750 EXT: 1506 (Office)

Proposals will be received by the Parks Department at the specified location until the time and date cited above. Only proposals received by the correct time and date will be recorded.

Proposals must be submitted in an envelope with the Request for Qualifications number and the Vendor's name and address clearly indicated on the envelope. All proposals must be completed in ink or typewritten and submitted by the time and date above.

Consultants are strongly encouraged to carefully read the entire Request for Qualifications.

November 15, 2024
Issue Date

NOTICE TO BIDDERS

The City of Joplin, Missouri will accept sealed bids until ***10:00 a.m., Monday, December 16, 2024,*** at the *Joplin Athletic Complex* located at *3301 West 1st Street*, Joplin, Missouri 64801 to PURCHASE the following:

Tractor Mounted Root Pruner

1. **Tractor Mounted PTO Driven Root Pruner. _____**
2. **Cutting units enclosed. _____**
3. **Working width less than 35 inches. _____**
4. **One pass dual cutting. _____**
5. **Warranty if applicable. _____**

As a part of these specifications, the supplier shall deliver to the City of Joplin.

The unit to be furnished under these specifications shall be the manufacturer's current year and model and shall comply with standard specifications for the model offered and those listed above.

The root pruner will be delivered completely assembled, serviced, and ready to operate, to the **Public Works Department, 1301W 2nd St, Joplin, Missouri**. Paperwork and manuals shall be delivered with item.

Specifications and bid forms are available from **Maron Towse, by calling 918-381-9781** or by writing to the address indicated above. Any bids received after the specified deadline will be returned to the vendor.

The City reserves the right to evaluate all bids, to reject any or all bids and re-bid at a later date. The City may waive any irregularities in the bid or negotiate variances from specifications, and make awards that are in the best interests of the City. The City will have final decision in all matters regarding acceptance of bids and issuance of awards.

The City encourages minority and female owned businesses to submit bids on all City purchases.

Finance Director

Leslie Haase

Publication Date: ***Friday, November 15, 2024***

INSTRUCTIONS TO BIDDERS

The City of Joplin, Missouri proposes to **PURCHASE** the following:

Tractor Mounted Root Pruner

All bids shall have firm-fixed F.O.B. Joplin, Missouri price and shall be honored for a minimum of ninety (90) days following the bid opening.

All bids shall be exclusive of Federal, State, and City taxes.

It is the intent of the specifications included with this bid document to generally describe the item(s) desired in sufficient detail as to secure bids on comparable items. All parts not specifically mentioned which are necessary in order for the item(s) to perform as intended shall be included. The strength, quality of workmanship, and material shall be in accordance with the best trade practices.

Specification variances, manufacturer's literature and additional information should be attached to the bid form. All blanks on the attached bid specifications shall be filled in completely and accurately. Any bid not meeting this requirement may be considered non-responsive.

Any protest or grievance must be issued in writing and delivered to the office of the Director of Finance within five (5) working days following the bid opening. Any protest filed after this time period has elapsed will not be considered.

The City encourages selection of products manufactured, assembled and/or produced in the United States, as long as the quality and price are comparable with other items bid.

Businesses which are located within the city limits of Joplin may be given preference in the awarding of a bid, providing the bid from the local business does not exceed the lowest bid by more than 3% or $2,500, whichever is less.

The City may give preference to vendors handling products that contain post-consumer recovered materials, providing the bid does not to exceed the lowest bid by more than 5% or $2,500, whichever is less.

Once the bids are reviewed and evaluated, the successful vendor will be notified, in writing, and will receive an authorized City of Joplin purchase order. Verbal acknowledgments will not be considered as official notification and will not obligate the City in any way. Delivery or performance should not be completed without the receipt of an authorized purchase order.

Minimum information to be submitted with each bid shall consist of the following:

1. Verification of Bid Specifications (with variances noted)
2. Bid Form

MARK BID ENVELOPES: "Tractor mounted root pruner" - BID #2025-RFP-02, 10:00 A.M., Monday, December 16, 2024"

Questions concerning the specifications and bidding procedures should be directed to **Maron Towse 918-381-9781.**

SPECIFICATIONS

SPECIFICATION DETAIL VARIANCE

1. Supplier shall deliver to the City of Joplin.

2. The unit to be furnished under these specifications shall be the manufacturer's current year and model and shall comply with standard specifications for the model offered.

3. Unit shall be fully serviced and ready to operate at time of delivery.

4. The root pruner will be delivered completely assembled to the **Public Works Department, 1301W 2nd St, Joplin, Missouri**. Paperwork and manuals shall be delivered with item.

5. The awarding bid will be based on the total grand price.

CITY OF JOPLIN, MISSOURI
BID PROPOSAL RESPONSE FORM

Tractor Mounted Root Pruner

Manufacturer:_____

Total BID PRICE: $_____

Estimated Completion Time following receipt of purchase order: _____ days

COMPANY NAME:_____

ADDRESS:_____

_____

MARK BID ENVELOPES: "Tractor mounted root pruner" - BID #2025-RFP-02, 10:00 A.M., Monday, December 16, 2024"

Park Addresses:
ATHLETIC COMPLEX
3301 W 1ST ST.
JOPLIN MO. 64801