



Request for quotation (RFQ) for Lawn Mower

Issued on: Monday, March 20, 2023

RFQ Submission Date: Wednesday, April 5, 2023

Background: The City of Bellefontaine Neighbors Parks and Recreation Department has over 75+ acres of land that we cut and maintain throughout the year. The City currently has three mowers that are starting to age and breakdown. We are looking to replace one of our older mowers that the city purchased in 2001.

Submission of Bids:

Sealed Bids for the above project shall be received at City Hall, 9641 Bellefontaine Rd, St. Louis, MO 63137, Attention: Ms. Semmie Ruffin-Hall, City Clerk, no later than Noon on Wednesday, April 5, 2023. Sealed envelope shall be identified with the following information: "RFQ for Lawn Mower Purchase"/ Attn: Ms. Semmie Ruffin-Hall, City Clerk/From <Company Name>".

Bid Opening:

A public bid opening will take place on Wednesday, April 5, 2023 at 12:00 p.m. at City Hall Council Chambers. 9641 Bellefontaine Rd, St. Louis, MO 63137

Contact Information: Jimmy Kirincich- Director of Parks and Recreation, jkirincich@cityofbn.com, 314-882-0044.

Timing: Presentation of bids and recommendation to proceed to the Board of Alderman on Thursday, April 6, 2023. If approved, a written purchase order will be provided to the winning bidder shortly after.

***The City of Bellefontaine Neighbors is a taxed exempt organization. Quotes should reflect zero tax. A tax form will be provided to the awarded bidder.

S.No	Item description	Major Specification	Quantity
1	72" Zero-Turn mower ExMark model is LZX993EBV726X1	<ul style="list-style-type: none">• Powered Zero-Turn 72" Mower• 12 Volt Power Adaptor• Front Bucket Mount Kit• Sunshade Kit• Air Ride Seat	1

Interested bidders should submit their proposal with copies of the following documents:

- Company profile
- The offered price should be quoted in local currency
- Late submission may not be acceptable, and it will lead to automatic rejection.
- Detail descriptions on the type of vehicle, delivery options, stock availability and country of origin, place of manufacturing, vehicle options, and price validity highly required in the offer.
- Successful bidders will be communicated by the City and will be issued a fixed price Purchase Order (PO).

Criteria for selection: **Best Value Basis**

Withdrawal of Proposals

Proposals may be withdrawn by written notice, email or facsimile received at any time before award.

False Statements in Offer

Bidders must provide full, accurate and complete information as required by this solicitation and its attachments.

Proposals become property of City of Bellefontaine Neighbors.

NOTE: The City of Bellefontaine Neighbors will not compensate the company for its preparation of response to this RFQ nor is the issuing of this RFQ a guarantee that the City of Bellefontaine Neighbors will award a contract.

1. DISCLAIMERS AND CITY OF BELLEFONTAINE NEIGHBORS PROTECTION CLAUSES

- City of Bellefontaine Neighbors may cancel the solicitation and not make an award
- City of Bellefontaine Neighbors may reject any or all responses received
- Issuance of a solicitation does not constitute an award commitment by City of Bellefontaine Neighbors
- City of Bellefontaine Neighbors reserves the right to disqualify any offer based on offer or failure to follow solicitation instructions
- City of Bellefontaine Neighbors will not compensate offers for response to solicitation
- City of Bellefontaine Neighbors reserves the right to issue an award based on initial evaluation of offers without further discussion
- City of Bellefontaine Neighbors may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
- City of Bellefontaine Neighbors may request from short-listed bidders a second or third round of either oral presentation or written response to a more specific and detailed scope of work that is based on a general scope of work in the original RFQ.
- City of Bellefontaine Neighbors has the right to rescind an RFQ, or rescind an award prior to the signing of a subcontract due to any unforeseen changes in the direction of City of Bellefontaine Neighbors client, be it funding or programmatic.
- City of Bellefontaine Neighbors reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
- City of Bellefontaine Neighbors will be contacting bidders to confirm contact person, address and that bid was submitted for this solicitation.

CONTRACT TIME:

If this Bid is accepted, we will complete the work in () calendar weeks from acceptance of this Bid.

ACCEPTANCE:

This offer is open to acceptance and is irrevocable for ninety (90) days from the bid date. If this bid is accepted by the City of Bellefontaine Neighbors Missouri, we will authorize the work within ninety (90) days and commence work as scheduled with the Project Management Staff.

OFFERS:

Having examined the Place of Work and all matters referred to in the Instruction to Bidders and the Contract Documents prepared by the City of Bellefontaine Neighbors Missouri for the above-mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:

72" Zero-Turn mower model ExMark LZX993EBV726X1... (Base Bid) \$. dollars

BID FORM SIGNATURE(S): Submitted by:

Company Name _____

Address _____

City, State & Zip _____

Phone Number _____ Fax Number _____

E-mail Address _____

We are a (Proprietorship, Partnership or Corporation) _____

If Incorporated, State Incorporated in _____

We (are/are not) licensed for work in St. Louis County. License or Federal ID Number: _____

Authorized Signing Officer Title Date
(If Corporation, SEAL here)

Authorized Signing Officer Title Date

If the Bid is a joint venture or partnership, add additional forms of execution for each member in the appropriate form or forms as above.

END OF RFQ****