

Umatilla County, Oregon
216 S.E. Fourth Street
Pendleton, OR 97801

Request for Proposals
Used Telehandler Forklift

Issuing office, point of contact for information and office where copies of this Request for Proposals (RFP) may be obtained:

Daniel Dorran
Board of Commissioners
216 S.E. Fourth Street
Pendleton, OR 97801
(541) 278-6201

1. Description of Project

Umatilla County is requesting proposals for the purchase of a used compact telehandler forklift. The equipment must have lifting capacity up to 5,500 pounds, a maximum lift height of at least 18 feet, and forward reach up to 11 feet. Delivery to site in Hermiston, Oregon.

2. General Information

To be considered, the proposal must be submitted by mail or courier no later than 4:00 p.m., to Daniel Dorran, Umatilla County Courthouse, 216 S.E. Fourth Street, Room 121, Pendleton, OR 97801. Proposals received electronically or by facsimile are not acceptable.

3. Schedule of Activities

RFP Issued: April 4, 2025

Proposal Submission Deadline: Must be received in Room 121 of the Umatilla County Courthouse by 4:00 p.m., April 21, 2025

Public Bid Opening: April 21, 2025, 4:00 p.m.

Proposals received after the date and hour specified above, will not be accepted under any circumstances and will be returned to the proposer unopened. Proposals must be submitted by mail or in person, proposals submitted by facsimile transmission will not be accepted.

4. Evaluation Criteria

Awarding of a proposal will be based upon a qualifications-based selection procedure. The following evaluation criteria will be used to evaluate proposals. The evaluation criteria

listed are not necessarily listed in order of importance.

- a. Specifications of forklift.
- b. Number of hours
- c. Maintenance
- d. Time for delivery
- e. Cost
- f. Warranty, if any

5. Instructions to Proposers

a. General. Submit your proposal in a sealed envelope clearly marked on the envelope "Proposal for Forklift." Respondents must submit a complete and concise response to this RFP. Proposals must include a statement as to the period of time the proposal remains valid.

e. Acceptance or Rejection of Proposals. Umatilla County will accept the proposal which, in its estimation, will best serve the interests of Umatilla County, and reserves the right to award a contract that shall be best for the public good. Umatilla County reserves the right to accept or reject any or all proposals received as the result of this RFP, to negotiate with all qualified sources, and/or cancel all or part of this RFP at any time. Until such time as a contract is executed with the successful bidder, Umatilla County may cancel all or any part of this RFP. This RFP does not commit Umatilla County to pay any costs incurred in the preparation and submission of proposals. Without limiting the generality of the foregoing, any proposal which is late, incomplete, obscure, or irregular may be rejected; any proposal having erasures or corrections in the proposal may be rejected; any proposal accompanied with an insufficient or irregular proposal guarantee may be rejected. Any evidence of collusion between proposers may constitute a cause for rejection of any proposals so affected.

6. Protests

Any protests under this request for proposals shall follow the protest procedures set forth in OAR Division 137-48.