REQUEST FOR INFORMATION (RFI)
UKRFI-0010-19
Agricultural and Construction Equipment Rental
ISSUED: 12/18/2018

1. **Introduction**

This Request for Information (RFI) invites responses from qualified, experienced, and responsible manufacturers and/or dealers for lease or rental of new/used agricultural and construction equipment for use in the College of Agriculture, Food and Environment (CAFE), University of Kentucky. The equipment is used in multiple facets of agricultural research and extension work performed at the University’s experiment stations, research centers, and other locations. Agricultural and construction equipment affiliated with the CAFE includes, but is not limited to, tractors, hay equipment, tillage equipment, silage equipment, rotary cutters, telehandlers, skid loaders, grounds equipment, utility vehicles, light construction equipment, etc.

2. **Purpose of Request for Information (RFI)**

This RFI is issued as a means of information gathering only. This RFI is for planning purposes only and should not be construed as a solicitation, a means of pre-qualifying vendors, or as an obligation on the part of the University to proceed with a Request for Proposal.

Not responding to this RFI does not preclude participation in any future Request for Proposal (RFP), if any is issued.

Following the review of the responses to the RFI, the University will analyze the information received and determine what is in the best interests of the University. If determined, the University will issue an RFP.

3. **Background**

As part of its land grant mission the University of Kentucky, CAFE operates and manages multiple agricultural research facilities and 4-H camps throughout the state. The largest unit is the Central Kentucky Farms. Located in and around Lexington, the Central Kentucky Farms consist of North Farm (Coldstream, Maine Chance, Spindletop), the Little Research Farm in Versailles, and South Farm in Lexington. The University has outlying research centers located at Quicksand (Robinson Center for Appalachian Resource Sustainability (RCARS)), Clayhole (Robinson Forest), and Princeton (Research and Education Center). The University’s four 4-H camps (which rent a minimal number of equipment pieces) are located at Carlisle, London, Nancy, and Dawson Springs, Kentucky.
Other departments at the University (e.g. Physical Plant Division, etc.) also currently rent smaller numbers of equipment items from the University’s current agricultural and construction rental services contract.

For information purposes only, below are the estimated number of pieces currently in use within CAFE programs:

- **Tractors**
  - Greater than 175HP: 3
  - 100HP to 175HP: 8
  - 40HP to 100HP: 11
  - Less than 40HP: 1

- **Harvesters/Harvest Equipment**
  - Combines w/heads: 1
  - Forage Pull type w/heads: 1
  - Grain Cart: 1

- **Planting Equipment**
  - Row Crop planter: 2
  - No till drill: 2

- **Hay & Forage Equipment**
  - Mower conditioner: 3
  - Rakes/tedders: 4
  - Roll baler: 2
  - Large Square baler: 1
  - Rotary Mower: 4

- **Tillage Equipment**
  - Disks: 6
  - Field Cultivator: 3
  - Rotary Tillage: 2

- **Lawn Mowers**
  - Zero turn: 15

- **Other Power Units**
  - Skid steer loader: 3
  - Telehandler: 2
  - Utility Vehicle: 4

- **Chemical Application**
  - Self-Propelled Sprayer: 1
  - Fertilizer Applicator: 1

- **Accessory Equipment**
  - Tractor loaders: 11
  - Pallet forks: 2
  - Bale spear: 8
  - Grapple bucket: 4

4. **Submissions**

The University of Kentucky seeks comments on proposed contract structure, terms, lease and/or rental agreements that can include but are not limited to the following areas:

- The separation of equipment categories into different contracts
- Time period of rental or lease agreement both long term and short term
- Equipment and liability insurance details
- Location of dealers and commitment details to provide equipment, service, and training
- Base operating hours (short term, annual or cumulatively for longer term rental or lease) allowed by contract for each piece of equipment
- Cost of operating hours beyond contractual allowance
- Options for purchase beyond lease agreement
- Warranty length relative to time period of rental or lease
• Warranty terms
• Maintenance and repair costs to include routine maintenance along with service calls during the warranty period
• Maintenance and repair costs to include routine maintenance along with service calls outside of the warranty period
• Technology packages and licensing costs
• Algorithm to normalize powered, non-powered equipment, and accessories costs and allow comparisons across potential vendors.

6. **Instructions for Respondents**

Respondents are requested to submit two (2) complete hard copies and two (2) electronic copies of Respondent's entire response.

Responses may be submitted in person, by U.S. mail or by express delivery service to Rebecca Purcell, Contracting Officer, 322 Peterson Service Building, Lexington, Kentucky 40506-0005.

**The deadline for the submittal of responses is 1/15/19 at 3:00 P.M. Lexington, KY time.**

Respondents may submit their responses at any time prior to the above stated deadline.

Responses should be prepared simply and economically, providing a straightforward, concise description of the Respondent's capability to satisfy the requirements of the RFI. Special bindings, color displays, promotional materials, etc. are not desired. Legibility, clarity and succinctness are essential.

7. **RFI Schedule**

Issue Date.................................................................................................................................12/18/18

Due Date and Time................................................................. 1/15/19: by 3:00 P.M. Lexington, KY Time

8. **Status of Submissions**

All materials included with the submission becomes the property of the University of Kentucky. Firms assume responsibility for all expenses incurred in connection with the preparation of the response. Information provided by firms is not considered an offer and firms are not contractually bound by any information submitted prior to an agreement with the University. Likewise, the University is under no obligation by this RFI and reserves the right to issue a Request for Proposal or elect not to proceed further with this effort. All information included in a response to the RFI and any other materials provided in the RFI process will be kept confidential. They are not subject to open records requests until the University executes a contract from an RFP process or until such time as the University determines not to proceed with this project.