

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

Request for Proposals  
Drones

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

Theodore Orr  
Umatilla County Vegetation Manager  
3920 Westgate  
Pendleton, OR 97801  
(541) 278-5462

1. Description of Project

Umatilla County is requesting proposals for the purchase of two drones for use in the weed department. The specifications for the drones are as follows:

- DJI Mavic 3 E drone with multi spectrum camera, or the equivalent
- DJI Mavic 3 Enterprise Series battery kit, or the equivalent
- DJI T-25 drone plus remote, or the equivalent, with the following options
  - Intelligent fast charger - CP.AG.00000811.02 DJI C800 Intelligent battery station (for T40 and Fly Cart 30), or the equivalent
  - Three Intelligent flight battery - DB800 Intelligent Flight Battery, or the equivalent
  - Spreading System - DJI Agras T25 Spreading System, or the equivalent
  - Two remote control battery - DJI WB37, or the equivalent
  - Remote control battery charging hub - DJI WB37 (USB Type-C), or the equivalent
  - Fast charging cable - 240V – 4 prongs
  - DJI Cooling Station - Heat Sink, or the equivalent
  - 100-240AC to 12VDC 6A Power Supply for Cooling system
  - Extension Cord, DJI D12000i, or the equivalent
- Assistance in filing Part 107 and Part 137 Exemptions

2. General Information

To be considered, the proposal must be submitted by mail or courier no later than October 1, 2024, 4:00 p.m., to Umatilla County Vegetation Manager, 3920 Westgate, Pendleton, OR 97801. Proposals received by facsimile or electronically are not acceptable.

All proposals received will be evaluated by a committee appointed by the Board of Commissioners. The evaluation committee will make a recommendation as to which firm should be selected. After receipt of the selection committee recommendation, the Board of Commissioners will make its decision.

### 3. Schedule of Activities

RFP Issued: September 10, 2024

Proposal Submission Deadline: Must be received by Umatilla County Vegetation Manager, 3920 Westgate, Pendleton, OR, by 4:00 p.m., October 1, 2024

Public Bid Opening: October 1, 2024, 4:00 p.m.

Award of Contract: As soon as possible after opening

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. Incurred Cost

Umatilla County will not be responsible for any cost incurred by prospective firms in preparing or submitting their proposals.

### 5. 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. Qualifications, competence, and specific examples of past experience.
- b. Ability to work with and advise the county as a team to best represent the interests of the citizens of Umatilla County and to obtain quality services and products at a reasonable price.
- c. Immediate availability upon selection.
- d. Cost.

### 6. Instructions to Proposers

- a. General. Submit your proposal in a sealed envelope clearly marked on the envelope "Proposal for Drones." 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. All proposals received in response to this RFP will be retained by Umatilla County. Proposals should provide complete details concerning the proposers ability to meet the requirements of this RFP. Umatilla County reserves the right to waive informalities and minor irregularities in proposals, to reject any and all proposals, and to select the most responsive proposal that best meets the needs of the citizens of Umatilla County.

b. Proposals. All proposals shall be typed and comply in every manner with the requirements of this solicitation. Proposals must contain the name, title, address and telephone number of an individual or individuals with authority to bind the proposer(s) during the period of validity of the proposal. Advertising brochures and generic specifications that are included with a proposal will not be an alternative to specific response to the RFP requirements.

c. Withdrawal of Proposals. Proposals may be withdrawn, by written or telegraphic request received from the proposer, prior to the time fixed for opening. Negligence on the part of the proposer in preparing the proposal confers no right for the withdrawal of the proposal after it has been opened. The proposal will be irrevocable until such time as Umatilla County:

1. Specifically rejects the proposal or;
2. Awards a contract and said contract is properly executed.

Proposals must be valid for at least one-hundred-twenty (120) days. The proposer agrees to furnish the services as specified to Umatilla County at the prices and with the warranties/guarantees represented for that period.

d. Modifications. Any proposer may modify their proposal by registered communication at any time prior to the scheduled closing time for receipt of proposals, provided such communication is received prior to the closing time. The communication should not reveal the proposed price but should provide the addition or subtraction or other modification so that the final price or terms will not be known until the sealed proposal is opened.

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.

f. Interpretations. No oral interpretations shall be made to any proposer as to the meaning of any of the proposal documents. Every request for an interpretation shall be made in writing and addressed to the County Counsel. Any and all such interpretations and addenda will be sent to all prospective proposers. Failure of any proposer to receive any such addendum or interpretation shall not relieve such proposer from any obligation under its proposal as submitted. All addenda so issued shall become as much a part of this request for proposal document as if bound herein.

g. Nondiscrimination. The successful proposer agrees that in performing the work called for by this proposal and in securing and supplying materials, proposer will not discriminate against any person on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap, national origin, or ancestry unless the reasonable demands of employment are such that they cannot be met by a person with a particular physical or mental handicap.

h. Failure to Submit Offer. If no offer is to be submitted, do not return the RFP. Failure of the recipient to offer, or to notify the issuing office that future solicitations are desired, will not result in removal of the name of such recipient from the mailing list for the type of services covered by this solicitation.

i. Preparation of Proposals. Proposers are expected to examine the specifications, schedule, and all instructions.

Proposers must state a definite time for delivery of all goods and performance of all services.

The selected proposal shall be incorporated by reference, with modification as agreed to by Umatilla County, into the final contract and shall be binding upon the successful bidder.

Proposers further agree to the following:

1. To examine all specifications and conditions thoroughly.
2. To comply with all Federal, State, and County laws, ordinances and rules.
3. To the extent allowed by law, to accept any claims, liens, and demands, and to indemnify and hold harmless Umatilla County.

j. Taxes. Taxes, whether State or Federal, shall not be included in proposal prices. Umatilla County is generally exempted from federal taxes, specifically, but not limited to excise and transportation taxes.

k. Employees not to Benefit. No employee or elected official of Umatilla County shall be admitted to any share or part of these proposals or to any benefit that may arise therefrom; but this provision shall not be construed to extend to proposals made by a corporation for its general benefit.

## 7. Evaluation of Proposals

An evaluation team will judge the merit of proposals received in accordance with the general criteria specified in this RFP. This evaluation team will make a recommendation to the Board of Commissioners, who will then make the final decision.

## 8. Protests

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

## 9. Oregon Public Contracts

All contracts with Umatilla County are governed by Oregon public contract and purchasing law as specified in Oregon Revised Statutes Chapter 279A and B.