RFP #062526
REQUEST FOR PROPOSALS
for
Trailers with Related Equipment and Services

Proposal Due Date: June 25, 2026, 3:30 p.m., Central Time

Sourcewell, a State of Minnesota local government unit and service cooperative, is requesting proposals for Trailers with Related Equipment and Services to result in a procurement solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. Sourcewell encourages the use of Small, Minority-owned, Women's Business Enterprise, Veteran-owned Business Enterprise (S/M/WBE/VBE) suppliers both as prime and subcontractors and encourages the participation of these suppliers in the solicitation process. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [https://proportal.sourcewell-mn.gov]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than June 25, 2026, at 3:30 p.m. Central Time, and late proposals will not be considered.

SOLICITATION SCHEDULE

Public Notice of RFP Published:	May 7, 2026
Pre-proposal Conference:	May 28, 2026, 10:00 a.m., Central Time
Question Submission Deadline:	June 17, 2026, 4:30 p.m., Central Time
Proposal Due Date:	**June 25, 2026, 3:30 p.m., Central Time** Late responses will not be considered.
Opening:	June 25, 2026, 3:30 p.m., Central Time See RFP Section V.G. "Opening"

I. ABOUT SOURCEWELL

A. SOURCEWELL

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that facilitates a competitive public solicitation and master agreement award process for the benefit of its 50,000+ participating entities across the United States and Canada. Sourcewell's solicitation process complies with State of Minnesota law and policies, conforms to Canadian trade agreements (including Canadian Free Trade Agreement, Ontario-Quebec Trade and Cooperation Agreement, and Canada-European Union Comprehensive Economic and Trade Agreement, as applicable), and results in cooperative purchasing solutions from which Sourcewell's Participating Entities procure equipment, products, and services.

Cooperative purchasing provides participating entities and suppliers increased administrative efficiencies and the power of combined purchasing volume that result in overall cost savings. At times, Sourcewell also partners with other purchasing cooperatives to combine the purchasing volume of their membership into a single solicitation and master agreement expanding the reach of awarded suppliers' potential pool of end users.

Sourcewell uses a website-based platform, the Sourcewell Procurement Portal, through which all proposals to this RFP must be submitted.

B. USE OF RESULTING MASTER AGREEMENTS

In the United States, Sourcewell's master agreements are available for use by:

- Federal and state government entities[1];
- Cities, towns, and counties/parishes;
- Education service cooperatives;
- K-12 and higher education entities;
- Tribal government entities;
- Some nonprofit entities; and
- Other public entities.

The following entities are listed in this solicitation to satisfy the procurement requirements of Oregon, Utah, and Virginia [Political Subdivision List - Oregon, Utah, and Virginia].

In Canada, Sourcewell's master agreements are available for use by current and future members including:

[1] Pursuant to HAR §3-128-2, the State of Hawaii, Department of Accounting and General Services, State Procurement Office, on behalf of the State of Hawaii and participating jurisdictions, has provided notice of its Intent to Participate in the solicitation as a participating entity.

- Federal, provincial, and territorial government departments, ministries, agencies, boards, councils, committees, commissions, and similar agencies;
- Indigenous self-governing bodies;
- Regional, local, district, and other forms of municipal government, municipal organizations, school boards, and publicly funded academic, health, and social service entities referred to as MASH sector (this should be construed to include but not be limited to the cities of Calgary, Edmonton, Toronto, Ottawa, and Winnipeg), as well as any corporation or entity owned or controlled by one or more of the preceding entities;
- Crown corporations, government enterprises, and other entities that are owned or controlled by these entities through ownership interest; and
- Canoe procurement group of Canada's current and future members. Canoe members include:
    - Federal, provincial and territorial government departments, ministries, agencies, boards, councils, committees, commissions, and similar agencies;
    - Crown corporations, government enterprises, and other entities that are owned or controlled by these entities through ownership interest;
    - Indigenous self-governing bodies;
    - Airport authorities;
    - Regional, local, district, and other forms of municipal government, municipal organizations, school boards, and publicly funded academic, health, and social service entities referred to as MASH sector (this should be construed to include but not be limited to the cities of Calgary, Edmonton, Toronto, Ottawa, and Winnipeg), as well as any corporation or entity owned or controlled by one or more of the preceding entities; and
    - Canoe procurement group of Canada's current and future partner associations, including Saskatchewan Association of Rural Municipalities, Association of Manitoba Municipalities, Local Authorities Services/Association of Municipalities Ontario, Nova Scotia Federation of Municipalities, Federation of Prince Edward Island Municipalities, Municipalities Newfoundland Labrador, Union of New Brunswick Municipalities, Northwest Territories Association of Communities, Association of Yukon Communities, CivicInfo BC, Association and their current and future members.

For a listing of current United States and Canadian Participating Entities visit Sourcewell's website (note: there is a tab for each country): https://www.sourcewell-mn.gov/sourcewell-for-vendors/agency-locator.

Participating Entities typically access master agreements for equipment, products, or services through a purchase order issued directly to the awarded supplier. A Participating Entity may request additional terms or conditions related to a purchase. Use of Sourcewell master agreements is voluntary and Participating Entities retain the right to obtain similar equipment, products, or services from other sources.

To meet Participating Entities' needs, Sourcewell broadly publishes public notice of all solicitation opportunities, including this RFP. In addition, where applicable, other purchasing cooperatives and procurement officials receive notice and are encouraged to re-post the solicitation opportunity.

Proof of publication will be available at the conclusion of the solicitation process.

Sourcewell encourages the use of Small, Minority-owned, Women's Business Enterprise, Veteran-owned Business Enterprise (S/M/WBE/VBE) suppliers both as prime and subcontractors and encourages the participation of these suppliers in the solicitation process.

C. INTERGOVERNMENTAL SUPPORT AGREEMENTS

Pursuant to 10 U.S.C. § 2679, United States Department of Defense authorized installations may access Sourcewell's awarded cooperative purchasing master agreements through an Intergovernmental Support Agreement with Sourcewell. All transactions completed through this Intergovernmental Support program are directly facilitated by Sourcewell and may be subject to additional terms and conditions.

II. SOLICITATION DETAILS

A. SOLUTIONS-BASED SOLICITATION

This RFP and master agreement award process is a solutions-based solicitation; meaning that Sourcewell is seeking equipment, products, or services that meet the general requirements of the scope of this RFP and are commonly desired or are required by law or industry standards. Participating Entities are responsible for conducting due diligence and ensuring compliance with state, federal, local laws, and specific funding requirements in consultation with legal counsel.

B. REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES

It is expected that proposers will offer a wide array of equipment, products, or services at lower prices and with better value than what they would ordinarily offer to a single government entity, school district, or regional cooperative.

1. Sourcewell is seeking proposals for towable Trailers with Related Equipment and Services, including but not limited to those listed under the categories below.

   Awards under this solicitation will be made in separate categories. **No proposer should select more than one category to respond to.**

If a proposer can demonstrate they are able to provide at least 1 solution listed under Category 1 ***and*** at least 1 solution under Category 2, they would select Category 1; and provide one response under Category 1.

If a proposer can demonstrate they are *only* able to provide the solutions listed under Category 2, they would select Category 2; and provide one response under Category 2.

Category 1

a. Flatbed & Open Deck Trailers
   i. Flatbed
   ii. Deck-over
   iii. Drop-deck
   iv. Lowboy
   v. Tilt deck
   vi. Gooseneck
   vii. Tag

b. Freight, Livestock & Enclosed Trailers
   viii. Dry van
   ix. Dump
   x. Tanker
   xi. Roll-back
   xii. Walking floor
   xiii. Roll-off
   xiv. Livestock

Category 2

a. Specialty, Operation & Support Trailers
   i. Mobile office
   ii. Refrigerated
   iii. Mobile command station
   iv. Incident response

Proposers may include directly related equipment, accessories, and services to the extent that they are complementary to the primary solutions being proposed.

2. This solicitation should NOT be construed to include trailers not intended for highway travel.

3. This solicitation does not include equipment, products, or services covered under categories included in pending or planned Sourcewell solicitations, or in master agreements currently maintained by Sourcewell, identified below:

a. Heavy Construction Equipment with Related Accessories, Attachments, and Supplies (RFP #032119);
b. Medium Duty and Compact Construction and Maintenance Equipment with Related Attachments, Accessories, and Supplies (RFP #040319);
c. Portable Construction Equipment with Related Accessories and Attachments (RFP #041719);
d. Sewer Vacuum, Hydro-Excavation, and Municipal Pumping Equipment with Related Accessories and Supplies (RFP #101221);
e. Public Utility Equipment with Related Accessories and Supplies (RFP #110421);
f. Snow and Ice Handling Equipment, Supplies, and Accessories (RFP #062222);
g. Electrical Energy Power Generation Systems with Related Parts, Attachments, Supplies, Installation & Services (RFP #092222);
h. Relocatable Building and Storage Solutions with Related Services (RFP #120822);
i. Grounds Maintenance Equipment and Related Attachments (RFP #112624);
j. Roadway Maintenance Equipment (RFP #050625); and
k. Firefighting Apparatus and Fire Service Vehicles (RFP #082025).

Generally, the solutions for Participating Entities are turn-key solutions, providing a combination of equipment, products and services, delivery, and installation to a properly operating status. However, equipment-only or products-only solutions may be appropriate for situations where Participating Entities possess the ability, either in-house or through local third-party contractors, to properly install and bring to operation the equipment or products being proposed.

Sourcewell prefers suppliers that provide a sole source of responsibility for the equipment, products, and services provided under a resulting master agreement. If proposer is including the equipment, products, and services of its subsidiary entities, the proposer must also identify all included subsidiaries in its proposal. If proposer requires the use of distributors, dealers, resellers, or subcontractors to provide the equipment, products, or services, the proposal must address how the equipment, products or services will be provided to Participating Entities, and describe the network of distributors, dealers, resellers, and/or subcontractors that will be available to serve Participating Entities under a resulting master agreement.

Sourcewell encourages suppliers to offer the broadest possible selection of equipment, products, and services being proposed over the largest possible geographic area and to the largest possible cross-section of Sourcewell current and future Participating Entities.

C. REQUIREMENTS

It is expected that proposers have knowledge of all applicable industry standards, laws, and regulations and possess an ability to market and distribute the equipment, products, or services to Participating Entities.

1. Safety Requirements. All items proposed must comply with current applicable safety or regulatory standards or codes.
2. Deviation from Industry Standard. Deviations from industry standards must be identified with an explanation of how the equipment, products, and services will provide equivalent function, coverage, performance, and/or related services.
3. New Equipment and Products. Proposed equipment and products must be for new, current model; however, proposer may offer certain close-out equipment or products if it is specifically noted in the Pricing proposal.
4. Delivered and operational. Unless clearly noted in the proposal, equipment and products must be delivered to the Participating Entity as operational.
5. Warranty. All equipment, products, supplies, and services must be covered by a warranty that is the industry standard or better.

D. PROSPECTIVE MASTER AGREEMENT TERM

The term of any resulting master agreement(s) awarded by Sourcewell under this solicitation will be four years. Sourcewell and supplier may agree to up to three additional one-year extensions based on the best interests of Sourcewell and its Participating Entities. Sourcewell retains the right to consider additional extensions beyond seven years as required under exceptional circumstances.

E. ESTIMATED MASTER AGREEMENT VALUE AND USAGE

Based on past volume of similar contracts, the estimated annual value of all transactions from master agreements resulting from this RFP are anticipated to be USD 80M; therefore, proposers are expected to propose volume pricing. Sourcewell anticipates considerable activity under the master agreement(s) awarded from this RFP; however, sales and sales volume from any resulting master agreement are not guaranteed.

F. MARKETING PLAN

Proposer's sales force will be the primary source of communication with Participating Entities. The proposer's Marketing Plan should demonstrate proposer's ability to deploy a sales force or dealer network to Participating Entities, as well as proposer's sales and service capabilities. It is expected that proposer will promote and market any master agreement award.

G. ADDITIONAL CONSIDERATIONS

1. Master agreements will be awarded to proposers able to best meet the need of Participating Entities. Proposers should submit their complete line of equipment, products, or services that are applicable to the scope of this RFP.
2. A proposer may submit only one proposal. If related, affiliated, or subsidiary entities elect to submit separate proposals, rather than a single parent-entity proposal, each

such proposal must be prepared independently and without cooperation, collaboration, or collusion.

3. If a proposer works with a consultant on its proposal, the consultant (an individual or company) may not assist any other entity with a proposal for this solicitation.
4. Proposers should include all relevant information in its proposal, since Sourcewell cannot consider information that is not included in the proposal. Sourcewell reserves the right to verify proposer's information and may request clarification from a proposer, including samples of the proposed equipment or products.
5. Depending upon the responses received in a given category, Sourcewell may need to organize responses into subcategories in order to provide the broadest coverage of the requested equipment, products, or services to Participating Entities. Awards may be based on a subcategory.
6. A proposer's documented negative past performance with Sourcewell or its Participating Entities occurring under a previously awarded Sourcewell master agreement may be considered in the evaluation of a proposal.

III. PRICING AND DELIVERY SCHEDULES

A. REQUIREMENTS

All proposed pricing must be:

1. Either Line-Item Pricing or Percentage Discount from Catalog or Category Pricing, or a combination of these:

    a. **Line-item Pricing** is pricing based on each individual product or service**.** Each line must indicate the proposer's published "List Price," or MSRP, which is defined as a published Manufacturer's Suggested Retail price (MSRP) for the products or services, and the "Master Agreement Price."

    b. **Percentage Discount from Catalog or Category** is based on a percentage discount off an entire catalog of offerings. Percentage discounts can be applied to any number of defined product groupings. Proposers with large product offerings may find a percentage discount off catalog or category pricing model simplifies the proposed pricing format. In these instances, Proposer MUST submit either (1) an active URL to a current published online catalog; OR (2) a complete price file with current pricing.

    Proposers will be responsible for providing and maintaining current published MSRPs with Sourcewell upon award, and throughout the term of any master agreement resulting from this RFP.

2. Selected Bid Pricing Line Items - In addition to 1(a) and 1(b) above, Sourcewell is requesting selected bid pricing items to assist in preparation of the independent estimate and cost/price analysis.

3. The proposer's not to exceed price. A not to exceed price is the highest price for which equipment, products, or services may be billed to a Participating Entity. However, it is permissible for suppliers to sell at a price that is lower than the agreed-upon price.

4. Stated in U.S. and Canadian dollars (as applicable).

5. Clearly understandable, complete, and fully describe the total cost of acquisition (e.g., the cost of the proposed equipment, products, and services delivered and operational for its intended purpose in the Participating Entity's location).

Proposers should clearly identify any costs that are NOT included in the proposed product or service pricing. This may include items such as installation, set up, mandatory training, or initial inspection. Include identification of any parties that impose such costs and their relationship to the proposer. Additionally, proposers should clearly describe any unique distribution and/or delivery methods or options offered in the proposal.

B. ADMINISTRATIVE FEES

Proposers awarded a master agreement are expected to pay to Sourcewell an administrative fee in exchange for Sourcewell facilitating the resulting master agreements. The administrative fee is normally calculated as a percentage of the total sales to Participating Entities for all equipment, products, or services made during a calendar quarter, and is typically one percent (1%) to two percent (2%). In some categories, a flat fee may be an acceptable alternative.

C. DELIVERY SCHEDULES

Participating Entities are encouraged to establish flexible delivery schedules whenever feasible with the awarded supplier.

IV. MASTER AGREEMENT

Proposers awarded a master agreement will be required to execute a master agreement with Sourcewell (see attached template). Only those modifications the proposer indicates in its proposal will be available for discussion. Much of the language in the master agreement reflects Minnesota legal requirements and cannot be altered. Numerous and/or onerous exceptions that contradict Minnesota law may result in the proposal being disqualified from further review and evaluation. Additionally, if a Participating Entities use an awarded master agreement for FEMA or other federal grant purchases, terms and conditions required by 2 C.F.R.§200.327 and Appendix II to 2 C.F.R §200 are incorporated into the master agreement. These terms and conditions cannot be altered.

To identify any exception, or to request any modification, to Sourcewell's standard master agreement terms, conditions, or specifications, a proposer must submit the proposed exception(s) or requested modification(s) via redline in the Master Agreement Template

provided in the "Documents" section of the "Bid Details" page on the Sourcewell Procurement Portal and uploaded as part of its response. Only those exceptions noted at the time of the proposal submission will be considered.

Exceptions must:

1. Clearly identify the affected article and section.
2. Clearly note the requested modification; and as applicable, provide requested alternative language.

Unclear requests will be automatically denied.

Only those exceptions that have been accepted by Sourcewell will be included in the master agreement document provided to the awarded supplier for signature.

If a proposer receives a master agreement award resulting from this solicitation it will have up to 30 days to sign and return the master agreement. After that time, at Sourcewell's sole discretion, the master agreement award may be revoked.

V. RFP PROCESS

A. PRE-PROPOSAL CONFERENCE

Sourcewell will hold an optional, non-mandatory pre-proposal conference via webcast on the date and time noted in the Solicitation Schedule for this RFP and on the Sourcewell Procurement Portal. The purpose of this conference is to allow potential proposers to ask questions regarding this RFP and Sourcewell's competitive procurement process. Information about the webcast will be sent to all entities that have registered for this solicitation opportunity through their Sourcewell Procurement Portal Vendor Account. Pre-proposal conference attendance is optional.

B. QUESTIONS REGARDING THIS RFP AND ORAL COMMUNICATION

All questions regarding this RFP must be submitted through the Sourcewell Procurement Portal. The deadline for submission of questions is found in the Solicitation Schedule and on the Sourcewell Procurement Portal. Answers to questions will be issued through an addendum to this RFP. Repetitive questions will be summarized into a single answer and identifying information will be removed from the submitted questions.

All questions, whether specific to a proposer or generally related to the RFP, must be submitted using this process. Do not contact individual Sourcewell staff to ask questions or request information as this may disqualify the proposer from responding to this RFP. Sourcewell will not respond to questions submitted after the deadline.

C. ADDENDA

Sourcewell may modify this RFP at any time prior to the proposal due date by issuing an addendum. Addenda issued by Sourcewell become a part of the RFP and will be delivered to potential proposers through the Sourcewell Procurement Portal. Sourcewell accepts no liability in connection with the delivery of any addenda.

Before a proposal will be accepted through the Sourcewell Procurement Portal, all addenda, if any, must be acknowledged by the proposer by checking the box for each addendum. It is the responsibility of the proposer to check for any addenda that may have been issued up to the solicitation due date and time.

If an addendum is issued after a proposer submitted its proposal, the Sourcewell Procurement Portal will WITHDRAW the submission and change the proposer's proposal status to INCOMPLETE. The proposer can view this status change in the "MY BIDS" section of the Sourcewell Procurement Portal Vendor Account. The proposer is solely responsible to check the "MY BIDS" section of the Sourcewell Procurement Portal Vendor Account periodically after submitting its proposal (and up to the Proposal Due Date). If the proposer's proposal status has changed to INCOMPLETE, the proposer is solely responsible to:

1. make any required adjustments to its proposal;
2. acknowledge the addenda; and
3. ensure the re-submitted proposal is received through the Sourcewell Procurement Portal no later than the Proposal Due Date and time shown in the Solicitation Schedule above.

D. PROPOSAL SUBMISSION

Proposer's complete proposal must be submitted through the Sourcewell Procurement Portal no later than the date and time specified in the Solicitation Schedule. Any other form of proposal submission, whether electronic, paper, or otherwise, will not be considered by Sourcewell. **Late proposals will not be considered.** It is the proposer's sole responsibility to ensure that the proposal is received on time.

It is recommended that proposers allow sufficient time to upload the proposal and to resolve any issues that may arise. The time and date that a proposal is received by Sourcewell is solely determined by the Sourcewell Procurement Portal web clock.

In the event of problems with the Sourcewell Procurement Portal, follow the instructions for technical support posted in the portal. It may take up to 24 hours to respond to certain issues.

Upon successful submission of a proposal, the Sourcewell Procurement Portal will automatically generate a confirmation email to the proposer. If the proposer does not receive a confirmation email, contact Sourcewell's support provider at support@bidsandtenders.ca.

To ensure receipt of the latest information and updates via email regarding this solicitation, or if the proposer has obtained this solicitation document from a third party, the onus is on the

proposer to create a Sourcewell Procurement Portal Vendor Account and register for this solicitation opportunity.

Within the Sourcewell Procurement Portal, all proposals must be digitally acknowledged by an authorized representative of the proposer attesting that the information contained in the proposal is true and accurate. By submitting a proposal, proposer warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential master agreement award. The submission of inaccurate, misleading, or false information is grounds for disqualification from a master agreement award and may subject the proposer to remedies available by law.

E. GENERAL PROPOSAL REQUIREMENTS

Proposals must be:

1. In substantial compliance with the requirements of this RFP or it will be considered nonresponsive and be rejected.
2. Complete. A proposal will be rejected if it is conditional or incomplete.
3. Submitted in English.
4. Valid and irrevocable for 150 days following the Proposal Due Date.

Any and all costs incurred in responding to this RFP will be borne by the proposer.

F. PROPOSAL WITHDRAWAL

Prior to the proposal deadline, a proposer may withdraw its proposal.

G. OPENING

The Opening of proposals will be conducted in the Sourcewell Procurement Portal immediately following the proposal due date and time. To view the list of proposers resulting from the opening, verify that the Sourcewell Procurement Portal opportunities list search is set to “All” or “Closed.”

Members of the public may attend the Opening at Sourcewell’s office located at 202 12th Street NE, Staples, MN to hear the results.

VI. EVALUATION AND AWARD

A. EVALUATION

It is the intent of Sourcewell to award one or more master agreements to responsive and responsible proposers offering the best overall quality, selection of equipment, products, and services, and price that meet the commonly requested specifications of Sourcewell and its

Participating Entities. The award(s) will be limited to the number of proposers that Sourcewell determines is necessary to meet the needs of its Participating Entities.

Factors to be considered in determining the number of master agreements to be awarded in any category may include the following:

1. Total evaluation scores (giving consideration to natural breaks in the scoring of responsive proposals);
2. The number and geographic location of highest-scoring proposers that offer:
   a. A comprehensive selection of the requested equipment, products, or services;
   b. A sales and service network ensuring availability and coverage for Participating Entities' use; and
   c. Other attributes of the proposer or contents of its proposal that assist Participating Entities in achieving environmental and social requirements, and goals.

Information submitted as part of a proposal should be as specific as possible when responding to the RFP. Do not assume Sourcewell has any knowledge about a specific supplier or product.

B. AWARD(S)

Award(s) will be made to the highest-scoring proposer(s) whose proposal conforms to all conditions and requirements of the RFP, and consistent with the award criteria defined in this RFP.

Sourcewell may request written clarification of a proposal at any time during the evaluation process.

Proposal evaluation will be based on the following scoring criteria and the Sourcewell Evaluator Scoring Guide (a copy is available in the Sourcewell Procurement Portal):

Conformance to RFP Requirements	Pass/Fail
Financial Viability and Marketplace Success	50
Ability to Sell and Deliver Solutions	150
Marketing Plan	100
Value Added Attributes	100
Depth and Breadth of Offered Solutions	200
Pricing	400
TOTAL POINTS	**1000**

C. PROTESTS OF AWARDS

Any protest made under this RFP by a proposer must be in writing, in English, addressed to Sourcewell's Chief Executive Officer, and delivered to the Sourcewell office located at 202 12th Street NE, Staples, MN 56479. All documents that comprise the complete protest package must be received, and time stamped at the Sourcewell office by 3:30 p.m., Central Time, no later

than 10 business days following Sourcewell's notice of master agreement non-award. A protest must allege a procedural, technical, or legal defect, with supporting documentation. A protest that merely requests a re-evaluation of a proposal's content will not be entertained.

A protest must include the following items:

- The name, address, and telephone number of the protester;
- Identification of the solicitation by RFP number;
- A precise statement of the relevant facts;
- Identification of the alleged procedural, technical, or legal defect;
- Analysis of the basis for the protest;
- Any additional supporting documentation;
- The original signature of the protester or its representative; and
- Protest bond in the amount of $20,000 (except where prohibited by law or treaty).

Protests that do not address these elements and include all required documents will not be reviewed.

D. RIGHTS RESERVED

This RFP does not commit Sourcewell to award any master agreement, and a proposal may be rejected if it is nonresponsive, conditional, incomplete, conflicting, or misleading. Proposals that contain false statements or do not support an attribute or condition stated by the proposer may be rejected.

Sourcewell reserves the right to:

- Modify or cancel this RFP at any time;
- Reject any and all proposals received;
- Reject proposals that do not comply with the provisions of this RFP;
- Select, for master agreements or for discussion, a proposal other than that with the lowest cost;
- Independently verify any information provided in a proposal;
- Disqualify any proposer that does not meet the requirements of this RFP, is debarred or suspended by the United States or Canada, State of Minnesota, Participating Entity's state or province; has an officer, or other key personnel, who have been charged with a serious crime; or is bankrupt, insolvent, or where bankruptcy or insolvency are a reasonable prospect;
- Waive or modify any informalities, irregularities, or inconsistencies in the proposals received;
- Clarify any part of a proposal and discuss any aspect of the proposal with any proposer; and negotiate with more than one proposer;
- Award a master agreement if only one responsive proposal is received if it is in the best interest of Participating Entities; and

- Award a master agreement to one or more proposers if it is in the best interest of Participating Entities.

E. DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Chapter 13, after negotiations are complete, including pricing and financial data. Sourcewell considers negotiations complete upon execution of a resulting master agreement.

Proposers are explicitly cautioned not to submit any data that they consider to be confidential, proprietary, or trade secret, as such data will not be treated as confidential and will be subject to public disclosure in accordance with Minnesota law.

F. ADDITIONAL FEDERAL FUNDING NOTICES

NOTICE TO ALL PROPOSERS

Non-Discrimination on the Basis of Faith

- Faith-based organizations may propose to this Request for Proposals on the same basis as any other organization, as set forth at, and subject to the protections and requirements of, this part and any applicable constitutional and statutory requirements, including 42 U.S.C. 2000bb et seq. Neither Sourcewell, nor any federal funding agency will discriminate for or against an organization on the basis of the organization's religious character, motives, or affiliation, or lack thereof, or on the basis of conduct that would not be considered grounds to favor or disfavor a similarly situated secular organization.
- A faith-based organization that participates in this program will retain its independence from the government and may continue to carry out its mission consistent with religious freedom and conscience protections in Federal law. Religious accommodations may also be sought under many of these religious freedom, nondiscrimination, and conscience protections in Federal law.
- A faith-based organization may not use direct Federal financial assistance from any federal funding agency to support or engage in any explicitly religious activities except when consistent with the Establishment Clause of the First Amendment and any other applicable requirements. An organization receiving Federal financial assistance also may not, in providing services funded by any Federal agency, or in their outreach activities related to such services, discriminate against a program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious service.

Non-Discrimination of Disadvantaged Businesses

In accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4), Sourcewell hereby notifies all proposers that it will affirmatively ensure that disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this Request for Proposals and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

05/08/2026
Addendum No. 1
Solicitation Number: RFP 062526
Solicitation Name: Trailers with Related Equipment and Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Is this bid document to get on Sourcewell? Thank you

Answer 1:

Yes, Sourcewell, a State of Minnesota local government unit and service cooperative, is requesting proposals for Trailers with Related Equipment and Services to result in a procurement solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. Sourcewell encourages the use of Small, Minority-owned, Women's Business Enterprise, Veteran-owned Business Enterprise (S/M/WBE/VBE) suppliers both as prime and subcontractors and encourages the participation of these suppliers in the solicitation process. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [https://proportal.sourcewell-mn.gov]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than June 25, 2026, at 3:30 p.m. Central Time, and late proposals will not be considered.

Question 2:

We are actively working on RFP 051226 and that submittal which somewhat encompasses all of Category 2 in this RFP 062526. Based on the verbiage at the top of page 5/16 in the RFP, I am understanding that if we demonstrate the

capability to provide AT LEAST 1 solution under category 1 and 2 that we ONLY need to submit a response for products under Category 1?

Answer 2:

Yes, per the scope of the RFP, awards under this solicitation will be made in separate categories. No proposer should select more than one category to respond to. If a proposer can demonstrate they are able to provide at least 1 solution listed under Category 1 and at least 1 solution under Category 2, they would select Category 1; and provide one response under Category 1.

Question 3:

Subsequently, if we can provide multiple solutions underneath Category 1 and Category 2, should we enter in information about our abilities to supply solutions for all applicable categories?

Answer 3:

In the competitive process, Sourcewell will not pre-evaluate a proposer's equipment, product, or services offering or advise a proposer on the content of the proposal. Each proposer, in its discretion, will propose the equipment, products, and services that it deems to fall within Sourcewell's requested equipment, products, and services as described in RFP Section II. B. - Requested Equipment, Products or Services. However, only those products within the scope of the RFP will be included in any contract awarded by Sourcewell as a result of this solicitation.

End of Addendum

Acknowledgement of this Addendum to RFP 062526 posted to the Sourcewell Procurement Portal on 05/08/2026, is required at the time of proposal submittal.

5/13/2026
Addendum No. 2
Solicitation Number: RFP 062526
Solicitation Name: Trailers with Related Equipment and Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

When submitting a bid for multiple different units, does a company have to submit two separate bids for both products or can the company submit multiple units under one bid?

Answer 1:

Only one proposal per solicitation is required. Sourcewell utilizes a competitive, solutions-based solicitation approach that is NOT based on detailed specifications or specific opportunities. A proposer can propose its entire offering that falls within the requested equipment, products, or services as described in II. Solicitation Details. B. Requested Equipment, Products, or Services within the RFP. Only those products within the scope of the RFP will be included in any contract awarded by Sourcewell as a result of the solicitation, and each Proposal will be evaluated based on the criteria stated in the RFP.

End of Addendum

Acknowledgement of this Addendum to RFP 062526 posted to the Sourcewell Procurement Portal on 5/13/2026, is required at the time of proposal submittal.

5/21/2026
Addendum No. 3
Solicitation Number: RFP 062526
Solicitation Name: Trailers with Related Equipment and Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

I do not see the insurance requirement in the RFQ. Can you provide the requirements for RFP_062526, and if they differ from the previous contract 092922?
Thank you

Answer 1:

Refer to the Master Agreement or contract document for each RFP for insurance requirements.

End of Addendum

Acknowledgement of this Addendum to RFP 062526 posted to the Sourcewell Procurement Portal on 5/21/2026, is required at the time of proposal submittal.

5/28/2026
Addendum No. 4
Solicitation Number: RFP 062526
Solicitation Name: Trailers with Related Equipment and Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

In Section V of the Insurance coverage of the Master agreement, there is no mention of Cyber limits at all. That being said, the same was true 4 years ago, and MyCOI forced us to obtain extensive coverage beyond our normal cyber policy to remain in compliance, at great expense to our company. What is the stance on this RFQ, as it is not mentioned as a specific requirement in the Master Agreement?

Respectfully Submitted

Answer 1:

Sourcewell's insurance requirements for awarded suppliers are as detailed in the Master Agreement, Article II, Section V.

End of Addendum

Acknowledgement of this Addendum to RFP 062526 posted to the Sourcewell Procurement Portal on 5/28/2026, is required at the time of proposal submittal.

6/2/2026
Addendum No. 5
Solicitation Number: RFP 062526
Solicitation Name: Trailers with Related Equipment and Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

is this for you all purchasing trailers or to have trailers repaired? [sic]

Answer 1:

Refer to RFP Section II., Article B. Requested Equipment, Products, or Services.

End of Addendum

Acknowledgement of this Addendum to RFP 062526 posted to the Sourcewell Procurement Portal on 6/2/2026, is required at the time of proposal submittal.

6/3/2026
Addendum No. 6
Solicitation Number: RFP 062526
Solicitation Name: Trailers with Related Equipment and Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

When is the partnership/contract effective, if we are awarded?

Answer 1:

The Master Agreement start date is determined at the time of award. Refer to the Master Agreement, Article I: E. Term.

End of Addendum

Acknowledgement of this Addendum to RFP 062526 posted to the Sourcewell Procurement Portal on 6/3/2026, is required at the time of proposal submittal.

6/18/2026
Addendum No. 7
Solicitation Number: RFP 062526
Solicitation Name: Trailers with Related Equipment and Services

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Our company intends to submit as the sole contracting entity for this solicitation. We are an authorized [redacted] dealer and have received a manufacturer letter confirming [redacted's] support of our proposal, including access to their nationwide warranty, service, and support network.

Our company manages nationwide sales and delivery directly and has successfully supplied trailer equipment to government and public-sector customers across multiple states.

For purposes of responding to the Authorized Sellers and Distribution Network requirements, would Sourcewell consider it acceptable for a proposer to serve as the sole contracting dealer while utilizing the manufacturer's nationwide service and warranty network to support customers throughout the United States, provided the proposer remains the single point of accountability for contract administration, sales, and customer support?

Additionally, when describing our distribution network, should we focus primarily on our own delivery and fulfillment capabilities, or may we also reference the manufacturer's authorized dealer and service network that supports warranty and service functions nationwide?

Answer 1:

It is left to the discretion of each proposer to determine the information or documentation necessary to best demonstrate their ability to serve Sourcewell Participating Entities and satisfy all the requirements included in the questionnaire tables.

End of Addendum

Acknowledgement of this Addendum to RFP 062526 posted to the Sourcewell Procurement Portal on 6/18/2026, is required at the time of proposal submittal.