

# Request for Proposals City and Borough of Wrangell Forklift Procurement

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**SCOPE OF WORK.** The City and Borough of Wrangell, hereinafter referred to as the OWNER, is seeking Request for Proposals (RFPs) for the supply of one Forklift Procurement on a one-time basis.

**PROJECT LOCATION.** Equipment shall be shipped FOB Seattle docks.

**COMPLETION TIME FOR THE WORK.** Equipment shall be delivered no later than July 30, 2021.

**DATE AND TIME FOR RECEIPT OF RFP.** Proposals shall be submitted no later than **10:00 AM prevailing time on July 1, 2021**. Proposals are due to the office of Capital Facilities Department, Attn: Amber Al-Haddad, PO Box 531, Wrangell, Alaska 99929 or by email: [aal-haddad@wrangell.com](mailto:aal-haddad@wrangell.com).

**ACQUIRING SOLICITATION DOCUMENTATION.** The Solicitation Documents, may be downloaded on the City & Borough of Wrangell's website ([www.wrangell.com](http://www.wrangell.com)) under the "Proposals and RFPs" section. Downloading Contract Documents from the City & Borough of Wrangell's website requires registration in order to be placed on the Plan Holders List and to ensure receipt of subsequent Addenda. Failure to register may adversely affect your proposal. It is the Offeror's responsibility to ensure that they have received all Addenda affecting this Solicitation. To be registered, contact Amber Al-Haddad at 907-874-3902.

**FIRM OFFER.** For the purpose of award, offers made in accordance with this RFP must be held firm for a period of fifteen (15) calendar days from the date of the Receipt of RFPs.

**REJECTION OF PROPOSAL.** The City & Borough of Wrangell (Wrangell) reserves the right to reject any and all proposals and to waive any informality or irregularity in the proposals received whenever such rejection or waiver is in the best interest of Wrangell. The City and Borough of Wrangell reserves the right to modify the contract after its award.

**QUALITY OF WORK.** All materials shall conform to the specifications, industry standards and practices, and the manufacturer's requirements.

**IMMATERIAL DIFFERENCES.** The City & Borough of Wrangell reserves the right to determine whether equipment that complies substantially in quality and performance with the specifications are acceptable, and whether any variance listed by the Proposer is material or immaterial.

## EVALUATION OF PROPOSALS AND SELECTION AND AWARD

1. Successful Proposer will be determined by the Evaluation Ranking as indicated in

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Part 3 of the solicitation. Awards will not be made based on price alone. The City & Borough of Wrangell reserves the right to arrange for discussions and demonstrations to assist in the evaluation of proposals. Award will be made to the responsive and responsible Proposer whose Proposal is determined to be most advantageous to the City & Borough of Wrangell.

2. The Criteria and Evaluation Form is listed under Part 2 of this solicitation. In the Proposal, under Column 2 of this form, the Proposer shall respond to each minimum requirement listed in Column 1, Technical Specifications (Minimum). If necessary, a separate sheet may be used for description. When asked to “describe”, the description may include details such as size, capacities, dimensions, materials used in construction, etc. A full and complete description is required to reasonably evaluate the Proposal, so all pertinent information is required. When referring to attached literature as a means of not fully describing items, misinterpretations by the evaluator of the Proposal may occur and consequently not having the Proposal awarded.
3. Proposer’s ability to present the City & Borough of Wrangell with enough information to reasonably understand the item being Proposal, and whether or not it meets the specifications stated, relies on the written information provided. Proposers are requested to describe their proposal in the Proposal column. Proposers may not respond in the space provided as to whether they meet the specifications by responding with terms as “Yes”, “Meets”, “Same As”, “Complies” or “Similar” terms. If these terms are utilized, it may result in the Proposal being considered as nonresponsive, and thus being rejected.
4. Proposers should include descriptive manufacturer’s literature verifying the information provided in the Proposal column. Failure to provide such literature will likely result in the Proposal being considered nonresponsive, and thus being rejected. If your Proposal is an alternate approach and does not fully meet the specifications, completely describe your alternate approach.
5. The evaluation and ranking process shall be performed by an Evaluation Committee consisting of consist of at least 3 members. The intent is to make the award based not only on written proposals, but also based on a performance demonstration, at the discretion of the City & Borough of Wrangell, within fifteen calendar days of the Proposal date.
6. The Evaluation Committee will score and rank the Proposals in accordance with criteria identified. Clarification of submitted material may be requested during the

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process. If several Proposals are very closely ranked, the Borough will call for additional interviews and equipment demonstrations to assist in the decision-making. In addition, the Borough reserves the option to call for and enter into discussions with the firms considered most likely to meet the requirements for the purpose of negotiations, on pricing and/or other portions of the Proposals, if considered by the Borough to be in the best interest of the Borough.

**AWARD OF CONTRACT AND AGREEMENT.** The City and Borough of Wrangell reserves the sole right to cancel the Contract, immediately, in the event of the contractor's failure to perform the work in conformance with the Contract Documents. The form of Agreement which the Contractor shall be required to execute shall be a Purchase Order and the terms of the RFP and Technical Specifications, including any issued Addenda, shall become a part of the contract documents.

**DELIVERY.** Delivery of the equipment to Seattle docks shall be no later than July 30, 2021.

**PAYMENT SCHEDULE.** Payment will be made within thirty (30) days upon receipt of invoice, for materials delivered.

**LIABILITY.** The Contractor shall hold and save the City and Borough of Wrangell, its officers, agents, and employees harmless from liability of any nature. This includes any costs, expenses, suits or damages of any kind sustained by any person(s) or property by any virtue of performance resulting from the Project.

**BONDS.** Not required.

**LIEN RELEASE:** The Contractor warrants that they shall save harmless the Owner from any liens or claims arising out of this procurement contract.

**QUESTIONS CONCERNING THIS PROPOSAL.** Contact Amber Al-Haddad, Capital Facilities Director at (907) 874-3902.

**SUBMISSION OF PROPOSALS.**

1. **PROPOSAL.** The Proposal form shall reflect a lump sum for the complete equipment listed in the specifications made a part hereto. All prices should be FOB Destination, Seattle docks, Washington. The lump sum price Proposal shall also include submittals of product data, material certifications, and all other requirements listed in the specifications.

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2. The Proposal form shall be accompanied by the Proposer's completed PART 2.1 – CRITERIA AND EVALUATION FORM.
3. The Proposal Schedule shall acknowledge all issued Addenda. Each Proposal shall include specific acknowledgment in the space provided of receipt of all addenda issued during the Proposal period. Failure to so acknowledge may result in the proposal being rejected as not responsive.

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## PROPOSAL

**Proposal To:** City and Borough of Wrangell, Alaska

1. The undersigned Proposer offers and agrees, if this Proposal is accepted, to enter into an Agreement with the Owner to perform the work as described in the contract documents entitled ***Request for Proposals, City and Borough of Wrangell, Forklift Procurement.***
2. Proposer accepts all of the terms and conditions of the contract documents, including without limitations those in the Request for Proposal.
3. The Proposal will remain open for 15 days, as stipulated in the Invitation to Proposal.
4. The Proposer agrees to complete the work required under the contract documents within the time stipulated and accepts payment in full based on the contract price named in the Proposal.
5. Proposer has examined the contract documents in full, including the following Addenda, receipt of which is hereby acknowledged by the undersigned:

ADDENDUM  
NUMBER

DATE OF RECEIPT  
OF ADDENDUM

SIGNED  
ACKNOWLEDGMENT

1

\_\_\_\_\_

\_\_\_\_\_

2

\_\_\_\_\_

\_\_\_\_\_

(Note: Failure to acknowledge receipt of any addenda may be considered an irregularity in the proposal and grounds for rejection of the Proposal.)

6. The Proposer has read this Proposal and agrees to the conditions as stated herein by providing their signature in the space provided below.

**Quantity**

**Item**

**Price**

1 each

Forklift (FOB Seattle docks)

\$\_\_\_\_\_

Proposal Amount in writing (\_\_\_\_\_)

Proposer's Name: \_\_\_\_\_

Proposer's Representative's Signature: \_\_\_\_\_

Proposer's Address: \_\_\_\_\_

Proposer's Telephone: \_\_\_\_\_

Proposer's Email: \_\_\_\_\_

Date: \_\_\_\_\_

# Request for Proposals

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#### PART 1 - GENERAL

1.2 SCOPE OF WORK. The City & Borough of Wrangell is requesting Proposals for the procurement of one Forklift.

#### 1.3 QUALITY ASSURANCE

- A. All equipment Proposal shall be new or used and shall fall within the production models and age listed in the technical specifications. Brochures and/or specification literature, which clearly describes the proposed equipment and verifies that the equipment meets or exceeds the requirements of this specification, should accompany each Proposal. Any manufacturer's name and model called out in this Proposal is intended to set the quality and design of equipment desired and is not meant to limit proposing on products of equal quality. Any exceptions to or deviations from the specifications set forth in the Proposal must be clearly described in the Proposal.
- B. Current photos of the equipment shall be submitted with the Proposal to document clearly the make and model, hour meter, accessories, and general condition of the equipment.

#### 1.4 DELIVERY

- A. All freight and delivery charges, FOB Seattle, Washington (docks), are to be included in the Proposal price. The Seller shall deliver all equipment fully assembled and operational with all items such as mounting brackets, fluids such as oil and fuel, batteries, etc. installed upon delivery. No crated or non-operational equipment requiring assembly or adjustments of any kind shall be accepted.

#### 1.5 GUARANTEE

- A. Proposer shall guarantee that all equipment is fully operable and is in safe and proper working order.

END PART 1

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## PART 2 - PRODUCTS – TECHNICAL SPECIFICATIONS

### PART 2.1 – CRITERIA AND EVALUATION FORM

Column 1		Column 2
Criteria	Specifications (Minimum)	Proposer's Proposal
Equipment	Model: Hyster H50FT or approved equal	Describe
Year	2014 - 2021	Describe
Hours	5,000 or less (obligation to verify)	Describe
Equipment Capacity	Class V for outdoor service as well as working indoors, inside shipping containers and maneuvering loads up a ramp	Describe Each
	4 Cylinder; 59 HP	
	Capable of carrying bales of size 60"x45"x30" (h) and weighing 2,500 lbs. each, up a portable yard ramp into a shipping container on a chassis	
	Lifting Capacity: Min 5,000 lbs. at 24" load center; Lifting speed: 120ft/min	
	Gradeability: capable of minimum 24% slope with 2,500 lb. load	
	Furnish accessories necessary to tow a portable yard ramp	
Equipment Size Restrictions	Height: Must fit through a 89.5" high doorway on a shipping container on chassis while carrying a bale.	Describe Each
	No part of the forklift (including, but not limited to the operator guard, the mast, or the load backrest when carrying a 30" tall bale) shall touch the top of the doorway when entering the shipping container from a yard ramp with approximate slope of 18-24%. To meet height requirement, it is acceptable that the backrest extension be removable with hand tools, e.g., removal of four bolts	

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	No part of the forklift will touch the shipping container ceiling height of 93" while lifting a 30"-high bale to a height of 62", measured to the bottom of the forks. To meet this requirement, it is acceptable to remove the backrest extension.	Describe Each
Fork Separation	Manually adjustable, using hand tools	Describe
Control	Integral side shift control	Describe
Fuel Capacity	LPG	Describe
Tires	Pneumatic	Describe
Manuals	Mfg's standard operating and maintenance manuals	Describe
Photos	Photos should demonstrate make, model, hour meter, accessories and general condition of equipment.	Provide Photos

END PART 2

## PART 3 - EVALUATION RANKING FORM

Proposer: \_\_\_\_\_

Equipment Proposed: \_\_\_\_\_

<u>Evaluation Ranking Criteria</u>	<u>Weight</u>	<u>Points</u>	<u>Total Score</u>
PART 3.1 – TECHNICAL RESPONSE	25	_____	_____
PART 3.2 – AGE	15	_____	_____
PART 3.3 – EQUIPMENT HOURS	30	_____	_____
PART 3.4 – PRICE	<u>30</u>	_____	_____



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TOTAL WEIGHTING 100

TOTAL SCORE POSSIBLE 500 (Total Points, 0-5, multiplied by Weight) \_\_\_\_\_

#### PART 3.5 SCORING AND RANKING METHODOLOGY.

Committee members will score responses independently:

- A. Points:
  - 1. Members will assign point to each Proposer, 0 through 5 (5 being the highest score), for each criteria. Points may be assigned as whole numbers or fractions, i.e. 1.0, 1.7, 3.75, 4.5, etc.
  - 2. Members points for each evaluation criteria will be multiplied by the criteria weight resulting in a total score. The total score obtainable is 500.
- B. Scores:
  - 1. Members' evaluation criteria scores for each Proposer will be added together for a total score and final ranking.
  - 2. The highest total score will receive a ranking of 1; the 2nd highest total score will receive a ranking of 2, and so on.
- C. The Members will meet to discuss the responses, scoring, and any other issues related to the project. Members have an option to either:
  - 1. Adjust their scoring based on their discussion;
  - 2. Re-rank respondents based on their discussion; or
  - 3. Determine a scoring by the consensus of the Members.
- D. The Members may prepare a "shortlist" of highest scored Proposer's depending on the number of Proposers and analysis of the final scoring.

#### PART 3.6 DISCUSSION AND DEMONSTRATIONS

- A. After reviewing submissions, the Borough may request discussion or interviews with either the short listed or top ranked Proposer(s) to further clarify the Borough's requirements, the Proposer's response and/or request additional information. Therefore, the Proposer shall have officials of the appropriate management level present and representing the firm, if a presentation is scheduled by the Borough. All costs associated with the presentation shall be borne by the Proposer.

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- B. All equipment included in the Proposal is subject to a performance demonstration at the discretion of the Borough, within 15 days of the Proposal date. A like item of the type Proposal that contains all the safety concerns, performance criteria, accessories, dimensions or other features as deemed appropriate by the City & Borough of Wrangell may be required to be demonstrated to Borough personnel prior to award of the Proposal in order to establish that the item meets the requirements and specifications. These demonstrations may be held in direct competition with other vendors who Proposal the same or similar equipment. All costs associated with the Proposer's demonstration shall be borne by the Proposer. All travel costs by Borough personnel shall be borne by the Borough.

END PART 3