

INVITATION TO BID
City and Borough of Wrangell
Genie Articulated Manlift Procurement

SCOPE OF WORK. The City and Borough of Wrangell, hereinafter referred to as the OWNER, invites sealed bids for the supply of a Genie Articulated Manlift Procurement, on a one-time basis. The successful Bidder shall furnish and deliver the product to Wrangell, Alaska.

PROJECT LOCATION. Equipment shall be shipped to Wrangell Alaska.

COMPLETION TIME FOR THE WORK. Equipment shall be delivered to Wrangell no later than June 15, 2016.

DATE AND TIME FOR BID OPENING. Sealed bids will be received by the City and Borough of Wrangell, Post Office Box 531, Wrangell, Alaska 99929, or located at the Borough Clerk's Office, 205 Brueger Street, Wrangell, Alaska 99929, until **10:00 AM prevailing time on April 6, 2016**. The Bids will be publicly opened and read aloud at this time in the City and Borough of Wrangell's Assembly Chambers. All bids must be submitted in sealed envelopes bearing on the outside the name of the project for which the bid is submitted. It is the sole responsibility of the Bidder to see that his bid is received in proper time. Any bids received after the scheduled closing time for receipt of bids will be returned to the Bidder unopened.

BIDDING. The Contract Documents, may be obtained through the Borough Clerks Office, 205 Brueger Street, Wrangell, Alaska 99929 (Ph. 907-874-2381) or they are available to downloaded on the City & Borough of Wrangell's website (www.wrangell.com) under the "Bids and RFPs" section. Downloading Contract Documents from the City & Borough of Wrangell's website requires registration with the Borough Clerk 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 insure that they have received all Addenda affecting this Solicitation. To be registered, contact the Borough Clerk at 907-874-2381.

FIRM OFFER. For the purpose of award, offers made in accordance with this Invitation for Bid must be held firm for a period of thirty (30) calendar days from the date of the bid opening.

REJECTION OF BID. The City & Borough of Wrangell (Wrangell) reserves the right to reject any and all bids and to waive any informality or irregularity in the bids 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.

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LIQUIDATED DAMAGES. Liquidated damages are \$250.00 per calendar day for each day past the scheduled contract delivery dates.

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 Bidder in a bid is material or immaterial.

EVALUATION OF BIDS AND SELECTION AND AWARD

1. Successful Bidder will be determined by the Evaluation Ranking as indicated in 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 bids. Award will be made to the responsive and responsible Bidder whose Bid 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 Bidder's Proposal, under Column 2 of this form, the Bidder 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 bid, 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 bid may occur and consequently not having the bid awarded.
3. Bidder's ability to present the City & Borough of Wrangell with enough information to reasonably understand the item being bid, and whether or not it meets the specifications stated, relies on the written information provided. Bidders are requested to describe their proposal in the Bidder's Proposal column. Bidders 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 bid being considered as nonresponsive, and thus being rejected.
4. Bidders should include descriptive manufacturer's literature verifying the information provided in the Bidder's Proposal column. Failure to provide such literature will likely result in the bid being considered nonresponsive, and thus

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being rejected. If your bid 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, but not more than 5 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 30 days of the bid date.
6. The Evaluation Committee will score and rank the bids in accordance with criteria identified. Clarification of submitted material may be requested during the process. If several Bids 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 Bids, 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 Invitation to Bid and Technical Specifications, including any issued Addenda, shall become a part of the contract documents.

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

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 BID. Contact Amber Al-Haddad, Public Works Director at (907) 874-3904.

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SUBMISSION OF BIDS.

1. BID. The Bid form shall reflect a lump sum for the complete equipment listed in the specifications made a part hereto. All prices should be FOB Destination, Wrangell, Alaska. The lump sum price bid shall also include submittals of product data, material certifications, on-site training, and all other requirements listed in the specifications.
2. The Bid form shall be accompanied by the Bidder's completed PART 2.1 – CRITERIA AND EVALUATION FORM.
3. The Bid Schedule shall acknowledge any and all Addenda.
4. Bids must be typewritten or completed with pen and ink, signed by the vendor or their authorized representative, with all erasures or corrections initialed and dated by the official signing the bid schedule. Bidders are encouraged to review carefully all provisions of this document prior to completion. Each bid constitutes an offer and may not be withdrawn except as provided herein. Prices are to remain firm for the period stated herein.
5. Submit bids plainly marked with "Bid for Genie Articulated Manlift, City and Borough of Wrangell." Bids shall be delivered to:
 - a. Mailing Address: City & Borough of Wrangell, P.O. Box 531, Wrangell, AK 99929
 - b. Hand Delivery Address: City & Borough of Wrangell, 205 Brueger St., Wrangell, AK 99929
6. The Bidder must have a valid business license prior to receiving a contract award.

DUE DATE AND TIME. Sealed bids shall be mailed or hand delivered as follows, in sufficient time to ensure receipt by the City & Borough of Wrangell on or before **April 6, 2016, 10:00 a.m. Prevailing Time.**

No bids will be received or accepted after the bid deadline. Bids submitted after the designated date and time will be deemed invalid and returned unopened to the Bidder. The City & Borough of Wrangell is not responsible for lost or misdirected mail. It is the Bidder's responsibility to ensure no late bid is submitted. No bid may be withdrawn within thirty (30) days after the proposal opening and bids shall remain firm through the period. Any Bidder may modify his bid by submitting a written modification signed by the Bidder, either by email communication to email address: clerk@wrangell.com, or by facsimile communication to fax number: 907-874-

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3952 at any time prior to the scheduled bid closing time for receipt of bids, provided such communication is received by the OWNER prior to the bid closing time.

ADDENDA. Each bid shall include specific acknowledgment in the space provided of receipt of all addenda issued during the bidding period. Failure to so acknowledge may result in the proposal being rejected as not responsive.

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BID

Bid To: City and Borough of Wrangell, Alaska

1. The undersigned Bidder offers and agrees, if this Bid is accepted, to enter into an Agreement with the Owner to perform the work as described in the contract documents entitled *Invitation to Bid, City and Borough of Wrangell, Genie Articulated Manlift Procurement*.
2. Bidder accepts all of the terms and conditions of the contract documents, including without limitations those in the Request for Bid.
3. The Bid will remain open for 30 days, as stipulated in the Invitation to Bid.
4. The Bidder 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 Bid.
5. Bidder has examined the contract documents in full, including the following Addenda, receipt of which is hereby acknowledged by the undersigned:

<u>ADDENDUM NUMBER</u>	<u>DATE OF RECEIPT OF ADDENDUM</u>	<u>SIGNED ACKNOWLEDGMENT</u>
1	_____	_____
2	_____	_____

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

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

<u>Quantity</u>	<u>Item</u>	<u>Extended Price</u>
1 each	Genie Articulated Manlift (FOB Wrangell, AK)	\$_____

Bid Amount in writing (_____)

Bidder's Name: _____

Bidder's Representative's Signature: _____

Bidder's Address: _____

Bidder's Telephone/Fax Numbers: _____

Bidder's Business License No.: _____

Date: _____

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PART 1 - GENERAL

1.2 **SCOPE OF WORK.** The City & Borough of Wrangell is requesting bids for the procurement of one Genie Articulated Manlift (Boom).

1.3 **QUALITY ASSURANCE**

A. All equipment bid 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 bid proposal. Any manufacturer's name and model called out in this bid is intended to set the quality and design of equipment desired and is not meant to limit bidding on products of equal quality. Any exceptions to or deviations from the specifications set forth in the bid must be clearly described in the Bidder's Proposal.

B. Current photos of the equipment shall be submitted with the bid 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 Wrangell, Alaska, are to be included in the bid 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. Bidder shall guarantee that all equipment is fully operable and is in safe and proper working order.

1.6 **START-UP ASSISTANCE & TRAINING**

A. Start-Up & Training: Seller is required to provide a minimum of one full working day for a factory-trained technician to demonstrate full operation of all features and modes of the equipment. The technician shall be qualified to provide certified training of all features and operational modes to the City & Borough of Wrangell personnel. All training and demonstration shall take place in Wrangell within thirty days of receipt of equipment.

END OF 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)	Bidder's Proposal
Equipment	Model: Genie Z-45 / 25J, Self-Propelled Articulating Manlift (Boom), 4WD	Describe
Year	2008 - 2016	Describe
Hours	2,000 or less (obligation to verify)	Describe
Engine	Ford engine, 4 cylinder	Describe
	Dual Gas (Gas / LPG)	
	Horse Power: 60 hp min	
	Auxiliary power unit: 12 V DC	
Platform	Working Height Max: 52'-1"	Describe
	Platform Height Max: 45'-6"	
	Horizontal Reach Max: 24'-8"	
	Up and Over Clearance Max: 23'-5"	
	Lift capacity: 500 lbs	
	Platform Size: 6' (l) x 2'-6" (w)	
Boom Rotation	355 degrees non-continuous	Describe
Stowed Dimensions	21'-10" (l) x 7'-6" (w) x 7'-0" (h)	Describe
Drive Speed	0.61 mph raised; 4.5 mph stowed	Describe
Fuel Capacity	Gas: 17 gallons / LPG: 80 pounds	Describe
Gradeability	45%	Describe
Tires	Rough terrain foam-filled	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 OF PART 2

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PART 3 - EVALUATION RANKING FORM

Bidder: _____

Equipment Proposed: _____

<u>Evaluation Ranking Criteria</u>	<u>Weight</u>	<u>Points</u>	<u>Total Score</u>
PART 3.1 – TECHNICAL RESPONSE	20	_____	_____
PART 3.2 – AGE	20	_____	_____
PART 3.3 – EQUIPMENT HOURS	30	_____	_____
PART 3.4 – PRICE	<u>30</u>	_____	_____
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 Bidder, 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 Bidder 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:

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1. Adjust their scoring based on the 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 Bidder’s depending on the number of Bidders 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 Bidder(s) to further clarify the Borough’s requirements, the Bidder’s response and/or request additional information. Therefore, the Bidder 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 Bidder.
- B. All equipment included in the Bid is subject to a performance demonstration at the discretion of the Borough, within 30 days of the bid date. A like item of the type bid that contains all the safety concerns, horsepower ratings, 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 bid in order to establish that the item meets the requirements and specifications. These demonstrations may be held in direct competition with other vendors who bid the same or similar equipment. All costs associated with the Bidder’s demonstration shall be borne by the Bidder. All travel costs by Borough personnel shall be borne by the Borough.

END OF PART 3