

TOWN OF FREEPORT, MAINE
Public Works



Request for Proposals

RFP No. PW5
Forklift Replacement

6-26-24

Note: *It is the applicant's responsibility to check the Town's website or to contact the RFP point-of-contact identified in the RFP for any addenda issued to this RFP. The Town shall not be responsible for any incomplete proposal submitted as a result of missing addenda, attachments, or other information regarding the RFP.*

6-26-24

REQUEST FOR PROPOSALS

New Forklift RFP No. PW5

The Town of Freeport is requesting proposals from qualified applicants to **supply a Forklift**. It is the intent of the RFP to describe a lift in sufficient detail to secure bids on comparable equipment. All parts not specifically mentioned, which are necessary to provide a complete and operational forklift, shall be included in the bid and shall conform in strength and quality of material and workmanship to what is usually provided to the trade, in general. The forklift shall be the latest model, new currently advertised.

Any units not conforming to the intent of these specifications listed within the RFP may be rejected and will be the responsibility of the manufacturer to conform to the requirements unless any/all exceptions to this bid have been specifically cited by the bidder and acceptance made based on the exception.

Proposals must be submitted and received no later than *1:15 p.m. on July 24, 2024*, at the site designated on the Proposal Information Sheet. Proposals received or delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The deadline for submission of written questions is *4:00 p.m. on July 10, 2024*. All written questions will receive a written response from the Town on or about *July 17, 2024*.

Any inquiries and requests regarding this RFP should be directed to **Earl Gibson** at 7 Hunter Road, Freeport, ME 04032, telephone: (207) **865-4461 x500**, e-mail: **egibson@freeportmaine.com**.

PROPOSAL INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: 1
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ALL PROPOSALS SHALL BE SUBMITTED AND RECEIVED NO LATER THAN 1:15 p.m. on July 24, 2024, at Freeport Public Works, 7 Hunter Road, Freeport, ME 04032. Electronic and facsimile submissions will not be considered.

RFP will be opened at 1:15 p.m. on July 24, 2024, at Freeport Public Works, 7 Hunter Road, Freeport, ME 04032.

All Mail-ins

Town of Freeport Public Works Attn: Earl Gibson 7 Hunter Road Freeport, ME 04032
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All Drop-offs

Town of Freeport Public Works Attn: Earl Gibson 7 Hunter Road Freeport, ME 04032
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RFP COORDINATOR

Earl Gibson 207-865-4461 x500 egibson@freeportmaine.com

Proposals must be submitted in a sealed envelope marked:
New Forklift PROPOSAL

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Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, additional information is added as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

1.1 Procurement Timetable

Note that the procurement timetable represents the Town's best-estimated schedule. If an activity on this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days.

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	7/1/24
Distribution of RFP	7/1/24
Closing date for submission of written questions for written responses	7/10/24 4:00 pm
Town's response to applicants' written questions	7/17/24
Opening of Proposals	7/24/24 1:15 pm
Proposal award date	8/7/24

1.2 Website Reference

The Town of Freeport's RFP website is <https://www.freeportmaine.com/rfps>

1.3 RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview: Provides applicants with an overview of the procurement process.

Section 2, Project Specifications: Provides applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions: Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation: Describes how proposals will be evaluated by the Town purchasing agent.

Section 5, Attachments: Provides applicants with information and forms necessary to complete the application.

1.4 Purchasing Agent

The Purchasing Agent is responsible for overseeing the contract(s) resulting from this RFP. The Purchasing Agent is the Town Manager:

Sophia Wilson, Town Manager
30 Main St. Freeport, ME 04032
207-865-4743 x107
swilson@freeportmaine.com

1.5 RFP Contact Person

From the release date of this RFP until the selection of the successful provider(s), any inquiries and requests shall be directed to the sole point of contact identified below.

Earl Gibson
7 Hunter Road, Freeport, ME 04032
207-865-4461 x500
egibson@freeportmaine.com

1.6 Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 1.5. Written questions should be received by the date and time specified in Section 1.1 Procurement Timetable. The Town will respond to written questions by way of an addendum to the RFP.

Deadline for submission of written questions:

Date: 7/10/24 **Time:** 4:00 pm EST

Town responses to applicant written questions will be provided by:

Date: 7/17/24

1.7 Submission of Proposals

- A. **Proposal Application.** The applicant shall submit comprehensive narratives that address all proposal requirements specified in Section 3, Proposal Application Instructions, including a cost proposal/budget if required.

- B. **Program Specific Requirements.** Program-specific requirements are included in Sections 2 and 3, as applicable.
- C. **Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. **Compliance Requirements.** Providers shall comply with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety.
- E. **Confidential Information.** If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that the price is not considered confidential and will not be withheld.

- H. **Proposal Submittal.** All proposals must be submitted and received by the Town no later than the submittal deadline indicated on the attached Proposal Information Sheet, or as amended. Proposals shall be rejected when received either by mail or hand delivered after the designated date and time.

The number of copies required is located on the Proposal Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks. Electronic and facsimile submissions will not be considered.

1.8 Opening of Proposals

Upon the Town's receipt of a proposal at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the Town and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

1.9 Additional Materials and Documentation

Upon request from the Town, each applicant shall submit additional materials and documentation reasonably required by the Town in its evaluation of the proposals.

1.10 RFP Amendments

The Town reserves the right to amend this RFP at any time before the closing date for final revised proposals.

1.11 Cancellation of Request for Proposal

The RFP may be canceled and any or all proposals may be rejected in whole or in part when it is determined to be in the best interest of the Town.

1.12 Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

1.13 Rejection of Proposals

The Town reserves the right to consider as acceptable only those proposals submitted following all requirements outlined in this RFP and comply with the project specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

1.14 Notice of Award

A decision shall be provided to each responsive and responsible applicant by mail or e-mail upon completion of the evaluation of the proposals.

Any agreement arising out of this solicitation is subject to the approval of the Purchasing Agent.

1.15 Availability of Funds

The award of a contract and any allowed renewal or extension thereof is subject to allotments made by the Purchasing Agent and is subject to the availability of funds.

Section 2

Project Specifications

Section 2

Project Specifications

2.1 Introduction

A. Project Overview

The Town of Freeport is accepting sealed bids for a New Forklift

2.2 SPECIFICATIONS

These specifications intend to describe a New Forklift in sufficient detail to secure bids on comparable equipment. All parts not specifically mentioned, which are necessary to provide a complete and operational vehicle lift, shall be included in the bid and shall conform in strength and quality of material and workmanship to what is usually provided to the trade in general. The new forklift shall be the latest model, new currently advertised

Any units not conforming to the intent of these specifications may be rejected and will be the responsibility of the manufacturer to conform to the requirements unless any/all exceptions to this bid have been specifically cited by the bidder and acceptance made based on the exception.

- Fuel LP Gas.
- 6,000 pounds at 24" load center.
- Tires airless.
- Lowered Height 95".
- Raised Height 114".
- Free Lift 6".
- Forks 48".
- Transmission. Automatic
- Light on overhead guard.
- Back-up alarm.
- Powered forks.
- Powered Side shifter.

Trade In

1994 Yale Forklift

Model GLP060TENUAV095

Serial # 546269

2.3 FINANCIAL

A. Compensation

This is a cost-plus structure where the Town pays the applicant for budgeted agreed-upon costs that are incurred in delivering the project specified which may include a percentage or flat fee component.

B. Method of Payment

Payments will be made following the Town's Warrant Schedule upon submission of the Invoice. Initial payments can be made for retainer/deposits for the purchase of supplies as negotiated.

C. Other Financial-Related Materials

When applicable, include Proof of Insurance to guarantee the applicant is insured. When applicable, the awarded applicant must file with the Town, certificates of insurance before commencement of work. The Town must be listed as additionally insured with the following minimum coverage:

- **Liability Insurance:** If selected, the applicant shall furnish, pay for, and maintain insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of work hereunder by the proposer, their agents, representatives, employees, or subcontractors.
- **Comprehensive General Liability:** \$1,000,000 per occurrence for bodily injury, personal injury, and property damage.
- **Workers' Compensation:** A Certificate of Insurance for no less than \$500,000 will be maintained for the life of this contract.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the Town using the prescribed format outlined in this section.*
- *RFP identification information on the top right-hand corner of each page should be included.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through each section.*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application.*
- *A written response is required for **each** item unless indicated otherwise.*

The Proposal Application is comprised of the following sections:

- *Proposal Application Identification Form*
- *Table of Contents (if applicable)*
- *Letter of Interest*
- *Program Delivery*
- *Financial*
- *Other*

3.1 Letter of Interest

The applicant shall give an introduction and may contain information not shown elsewhere in the submittals

3.2 Project Delivery

The applicant shall include a detailed discussion of the applicant's approach to applicable good/service project and management requirements from Section 2, Item 2.1, Scope of Work, including (if indicated) a work plan of all activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

3.3 Financial

A. Pricing Structure

The applicant shall submit a cost proposal. The cost proposal shall be attached to the Proposal Application.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

4.1 Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly, and impartially.

4.2 Evaluation Process

The Purchasing Agent or a committee of designated reviewers selected by the Purchasing Agent shall review and evaluate proposals.

Organization: _____

RFP No: _____

Section 5

Attachments

- A. Proposal Application Identification Form
- B.
- C.