



CITY CLERK City of Glendale ORIGINAL

5850 West Glendale Avenue
Glendale, AZ 85301

Legislation Text

C-10020
10/28/2014

File #: 14-332, Version: 1

10-28-14

AUTHORIZATION TO PURCHASE TWO INDUSTRIAL FORKLIFTS FOR THE MATERIALS RECOVERY FACILITY FROM NAUMANN/HOBBS MATERIAL HANDLING CORPORATION II, INC.

Staff Contact: Jack Friedline, Director, Public Works

Purpose and Recommended Action

This is a request for City Council to award Invitation for Bid (IFB) 14-40 and authorize the purchase of two industrial forklifts from Naumann/Hobbs Material Handling Corporation II, Inc. (Naumann/Hobbs) in an amount not to exceed \$61,600 for the City of Glendale Materials Recovery Facility (MRF).

Background

The Glendale MRF provides recycling processing services to residential and commercial customers. The MRF uses and maintains a fleet of four industrial forklifts for daily operations. The two industrial forklifts to be replaced have been in service for over 5 years and have reached the end of their serviceable life. The two new replacement industrial forklifts are necessary for the MRF to maintain operations and deliver a high level of service to city customers.

Materials Management issued IFB 14-40 in May of 2014 for Industrial Forklifts. Four bids were received, and Naumann/Hobbs submitted the lowest responsible and responsive bid.

Analysis

Public Works Department staff considered an alternative option of refurbishing the two industrial forklifts in lieu of replacement. Based on age and extensive wear on the engine, chassis and hydraulic components, rebuilding either forklift is not an option. Staff determined it is more financially and operationally prudent to replace the forklifts.

Staff recommends the purchase from Naumann/Hobbs in an amount not to exceed \$61,600 for the two industrial forklifts.

Community Benefit/Public Involvement

Approval of this request will allow a seamless transition of industrial forklifts without interruption to residential and commercial recycling customers.

Budget and Financial Impacts

Funds for this purchase are available in the fiscal year 2014-15 capital improvement plan (CIP) budget of the

Landfill Enterprise Fund.

Cost	Fund-Department-Account
\$61,600	2440-78509-551400, CIP Landfill-MRF Forklifts

Capital Expense? Yes

Budgeted? Yes

Requesting Budget or Appropriation Transfer? No

If yes, where will the transfer be taken from?



Arizona Department of Revenue

Transaction Privilege Tax Exemption Certificate

ARIZONA FORM
5000

This form replaces earlier forms: 5000, 5001, 5002.

This exemption Certificate is prescribed by the Department of Revenue pursuant to ARS § 42-5009. The purpose of the certificate is to document tax-exempt transactions with qualified purchasers. It is to be filled out completely by the purchaser and furnished to the vendor. The vendor shall retain this Certificate for single transactions or for specified periods as indicated below. Incomplete Certificates are not considered to be accepted in good faith. Only one form of exemption can be claimed on a certificate.

Purchaser's Name and Address City of Glendale, Materials Recovery Facility 6210 west Myrtle Avenue, Suite #111 Glendale, AZ 85301 Vendor's Name <u>Naumann Hobbs Material Handling</u>	Check Applicable Box: <input type="checkbox"/> Single Transaction Certificate <input checked="" type="checkbox"/> Period From: <u>July 1, 2014</u> Through: <u>June 30, 2015</u> <i>(You must choose specific dates for which certificate will be valid)</i>
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Choose one transaction type per Certificate

<input checked="" type="checkbox"/> Transactions with a Business (Please check appropriate item from numbers 1 - 19) Arizona Transaction Privilege Tax License Number <u> </u> SSN / EIN <u> </u> Other Tax License Number <u> </u> Tax number for another tax agency <u> </u> If no license number, provide reason: <u> </u> Precise Nature of Purchaser's Business <u> </u>	<input type="checkbox"/> Transactions with Native Americans & Native American Businesses (Please check item number 24 or 24a) Tribal Business License # <u> </u> OR Tribal ID# <u> </u> Name of Tribe <u> </u> <input type="checkbox"/> Transactions with a Government entity or certain Health Care Institutions (Please check appropriate item from numbers 1 - 23)	<input type="checkbox"/> Transactions with nonresidents (Please check appropriate item from numbers 25 - 26) State of residence <u> </u> Driver's License# <u> </u> Driver's License State <u> </u> SSN/ID <u> </u> 30 day Drive out permit # <u> </u>
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Reason for Exemption - check as applicable

- 1. Tangible personal property to be resold in the ordinary course of business.
- 2. Tangible personal property to be leased or rented in the ordinary course of business.
- 3. Tangible personal property to be incorporated into a taxable contracting project.
- 4. Food, drink, or condiments purchased by a restaurant business.
- 5. Motor vehicle fuel and use fuel subject to tax under ARS § 28-5606 or 5708.
- 6. Use fuel to a holder of a valid single trip use fuel tax permit issued under ARS § 28-5739.
- 7. Aviation fuel subject to the tax imposed under ARS § 28-8344.
- 8. Pipes or valves four inches in diameter or greater to be used for transportation of oil, natural gas, artificial gas, water or coal slurry.
- 9. Neat animals, horses, asses, sheep, ralties, swine or goats used as breeding or production stock (including ownership shares in such animals).
- 10. Aircraft, navigational and communication instruments and related accessories sold or leased to:
 - Airlines holding a federal certificate of public convenience and necessity; or Airlines holding a foreign air carrier permit for air transportation; or
 - Any foreign government or nonresidents of Arizona who will not use such property in Arizona other than in removing such property from this state.
- 11. Railroad rolling stock, rails, ties and signal control equipment used directly to transport persons or property for hire.
- 12. Buses or urban mass transit vehicles used directly to transport persons or property for hire or pursuant to a government mass transit program.
- 13. Central office switching equipment, switchboards, private branch exchange equipment, microwave radio equipment and carrier. Equipment including optical fiber, coaxial cable and other transmission media which are components of carrier systems sold or leased to persons engaged in the telecommunications business.
- 14. New machinery and equipment, used for commercial production of agricultural, horticultural, viticultural and floricultural crops and products in this state, consisting of tractors, tractor-drawn implements, self-powered implements, drip irrigation lines, and machinery and equipment necessary for extracting milk and for cooling milk and livestock.
- 15. Machinery, equipment or transmission lines used directly in producing or transmitting electrical power, but not including distribution.

(OVER)

- 16. Groundwater measuring devices required under ARS § 45-604.
- 17. Machinery or equipment used directly in the following processes:
 - Manufacturing, processing or fabricating. Job printing. Refining or metallurgical operations.
 - Extraction of ores or minerals from the earth for commercial purposes. Extraction of, or drilling for, oil or gas from the earth for commercial purposes.
- 18. Printed, photographic, electronic media or digital media materials purchased by or for publicly funded libraries including school district libraries, charter school libraries, community college libraries, state university libraries or federal, state, county or municipal libraries for use by the public.
- 19. Other: Cite specific statutory authority for the exemption of the tangible personal property. _____

Exemptions based on the purchaser being a government entity, public school, or a qualifying health care institution.

- 20. Food, drink or condiments for consumptions within the premises of any prison, jail or other institution under the jurisdiction of the state department of corrections, the department of public safety, the department of juvenile corrections or a county sheriff. Food, drink, condiments or accessories purchased by a school district for consumption at a public school within the district during school hours.
- 21. Tangible personal property sold or leased directly to the United States Government or its departments or agencies by a manufacturer, modifier, assembler or repairer.
- 22. Fifty percent of the gross proceeds or gross income from the sale of tangible personal property directly to the United States Government or its departments or agencies, which is not deducted under number 21 above. This exemption does not apply to leases.
- 23. Tangible personal property sold or leased directly to a qualifying non profit hospital, health care organization, community health center, or rehabilitation program for mentally or physically handicapped persons (an exemption letter for these entities must accompany this form).

Transactions with Native Americans & Native American Businesses

- 24. Sale or lease of tangible personal property including Motor Vehicles to affiliated Native Americans if the solicitation for the sale, signing of the contract, delivery of the goods and payment for the goods all occur on the reservation.
- 24a. Sale of a Motor Vehicle to an enrolled member of a tribe who resides on the reservation established for that tribe.

Transactions with nonresidents

- 25. Sales of tangible personal property to nonresidents of Arizona who are temporarily within Arizona, for their use outside of Arizona, when the vendor ships the property out of Arizona by common carrier or United States mail or delivers such property out of Arizona via the vendor's own conveyance.
NOTE: The vendor shall retain adequate documentation substantiating the shipment of the property out of Arizona.
- 26. Sale of a motor vehicle (vehicle must be self-propelled) to a nonresident of Arizona whose state of residence does not allow a use tax exemption for transaction privilege taxes paid to Arizona and who has secured a special 30-day nonresident registration for the vehicle (please see Arizona Form 5010).

Describe the tangible personal property or service purchased or leased and its use below. (Use additional pages if needed)

The City's Recycling Facility requires 6,000 pound industrial forklifts for a variety of heavy lifting purposes including loading, unloading and transporting 1,400 – 1,500 pound recyclable bales.

Certification

A vendor that has reason to believe that the certificate is not accurate or complete will not be relieved of the burden of proving entitlement to the exemption. A vendor that accepts a certificate in good faith will be relieved of the burden of proof and the purchaser may be required to establish the accuracy of the claimed exemption. If the purchaser cannot establish the accuracy and completeness of the information provided in the certificate, the purchaser is liable for an amount equal to the transaction privilege tax, penalty and interest which the vendor would have been required to pay if the vendor had not accepted the certificate. Misuse of this Certificate will subject the purchaser to payment of the ARS § 42-5009 amount equal to any tax, penalty or interest. Willful misuse of this Certificate will subject the purchaser to criminal penalties of a felony pursuant to ARS § 42-1127.B.2.

I, (print full name) Jacob Romero, hereby certify that these transactions are exempt from Arizona transaction privilege tax and that the information on this Certificate is true, accurate and complete. Further, if purchasing or leasing as an agent or officer, I certify that I am authorized to execute this Certificate on behalf of the purchaser named above.

Signature of purchaser *Jacob Romero* Date 9-04-14

Title City of Glendale Sanitation Supervisor



Notice of Intent to Award

July 15, 2014

IFB Number: 14-40, Industrial Forklifts

Thank you for participating and submitting an offer on the above solicitation. We appreciate your interest in doing business with the City of Glendale and trust that there will be opportunities in the future for your continued participation.

The City has completed the evaluation process of the offers received. The recommended award for this solicitation is to **Naumann Hobbs Material Handling**, whose bid was determined to be the lowest responsible and responsive bid.

If you have any questions, or would like further information about the award, please contact me by on or before **July 22, 2014**.

Elmer Garcia, CPPB
Contract Analyst
egarcia1@glendaleaz.com



BID TABULATION SHEET



FINANCE

IFB NAME: INDUSTRIAL FORKLIFTS

IFB NO.: 14-40

DUE DATE: May 15, 2014

CONTRACT ANALYST: Elmer Garcia

ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY (A)	UNIT OF MEASURE	Reliable Forklift Sales, LLC		Arnold Machinery Company (Primary Bid)		Arnold Machinery Company (Alternate Bid)		Naumann Hobbs Material Handling	
				UNIT PRICE (B)	EXTENDED PRICE (A X B)	UNIT PRICE (B)	EXTENDED PRICE (A X B)	UNIT PRICE (B)	EXTENDED PRICE (A X B)	UNIT PRICE (B)	EXTENDED PRICE (A X B)
5.1	Industrial Forklift as per Specifications	2	Each	\$31,307.00	\$62,614.00	\$35,888.60	\$71,777.20	\$35,928.60	\$71,857.20	\$30,800.00	\$61,600.00
GRAND TOTAL					\$62,614.00		\$71,777.20		\$71,857.20		\$61,600.00

Award Determination:
 Award is recommended to: Naumann Hobbs for Item 5.1
 Naumann Hobbs is deemed to be the lowest responsible and responsive bidder whose bid conforms in material respects to the requirements and criteria set forth in the Invitation for Bids.



CITY OF GLENDALE MATERIALS MANAGEMENT INVITATION FOR BIDS

SOLICITATION NUMBER: IFB 14-40
DESCRIPTION: INDUSTRIAL FORKLIFTS
OFFER DUE DATE AND TIME: MAY 8, 2014 AT 2:00 P.M. LOCAL TIME

Offers for the materials or services specified shall be received by the City of Glendale, Materials Management at the specified due date, time and location. Offers received by the correct time and date will be opened and the name of each bidder and the amount of the bid will be publicly read.

SUBMITTAL LOCATION: City of Glendale
Materials Management
5850 West Glendale Avenue, Suite 317
Glendale, Arizona 85301

Offers must be in the actual possession of Materials Management on or prior to the time and date, and at the location indicated above. Materials Management is located on the 3rd floor of the Glendale Municipal Office Complex (City Hall) behind the Engineering Department. Offers are accepted from the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, unless otherwise indicated for a holiday. All offers will be time stamped at the Engineering Department's front counter. Late offers will not be considered.

Offers must be submitted in a sealed envelope with the Solicitation Number and the Offeror's name and address clearly indicated on the envelope. See Paragraph 2.3 for additional instructions for preparing an offer.

OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION.

For questions regarding this solicitation contact:
Elmer Garcia, CPPB
Contract Analyst
623-930-2866
EGarcia1@glendaleaz.com



Solicitation Number: IFB 14-40

INDUSTRIAL FORKLIFTS

**CITY OF GLENDALE
Materials Management
5850 West Glendale
Avenue, Suite 317
Glendale, Arizona 85301**

1.0 SPECIFICATIONS

1.1 INTRODUCTION

1.1.1 The City of Glendale, Arizona ("City") intends to establish a term contract with qualified firm(s) to purchase industrial forklifts for the City's Materials Recovery (Recycling) Facility.

1.1.2 The resulting agreement shall be for the purchase and delivery of the equipment per specifications. Contractor's pricing shall include all equipment, delivery, insurance, warranty and any other associated direct or indirect costs.

1.2 GENERAL SPECIFICATIONS

1.2.1 The City of Glendale requests bids for an Industrial Forklift equipped with all factory standard equipment. The lifting capacity of the industrial forklift shall be between 6,000 to 6,500 lbs.

1.2.2 The specifications and item descriptions are intended to represent items known to meet the City's needs. The format of the solicitation is as an Invitation for Bids. Opportunity to offer an approved alternative to the specifications is included in this document.

1.2.3 The City may purchase additional quantities, at any time within the contract period at the awarded contract price and terms and conditions of this solicitation.

1.2.4 Quantities listed in this solicitation are the City's best estimate only and do not obligate the City to order more than the City's actual requirements and subject to availability of appropriated funds.

1.2.5 The specifications for the industrial forklift is listed herein. Any use of brand names and/or model numbers in the specifications is not intended to restrict any Offeror or any seller or manufacturer, but is included solely for the purpose of indicating the type, size, and quality of materials or product considered best adapted for use by the City.



Solicitation Number: IFB 14-40
INDUSTRIAL FORKLIFTS

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 Materials Management
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1.3

TECHNICAL SPECIFICATIONS

**INDUSTRIAL FORKLIFT
 SPECIFICATIONS**

The Contractor shall check the Yes or No boxes for each Specification Item Number. If the Contractor checks the **No** box for any specification, the Contractor must provide an explanation or information in the OFFERED column. Detailed product brochures or technical literature of the alternate item may be submitted with the offer for the City's bid evaluation purposes. If additional sheets are needed, the Contractor must reference the specific Item No. in their response. Failure to comply with the following specifications may result in the rejection of offer.

ITEM NO.	SPECIFICATIONS	COMPLY	OFFERED
1.3.1	ENGINE: Largest 4-Cylinder engine available; Minimum of 60 hp; Liquid Propane (LP) gas operated; open core radiator with straight fins and in-line tube design; 12-volt maintenance-free battery, 500 cold cranking amps.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Manufacturer: <u>Clark</u> Equipment No.: <u>C30</u>
1.3.2	FUEL: Liquid propane gas (LPG) with tank; with swing-down or swing-out-and-down LPG tank mounting or equivalent mounting mechanism.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.3.3	TRANSMISSION: Automatic, Single-speed, forward/reverse.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.3.4	MAST: Three stage lift; 189" maximum fork lift height; Approximate dimensions are as follows: 87" maximum overall height lowered; 65" free lift; 14.76 X 4" X 42" forks; 48" load back rest extension; 84" drivers overhead guard; 39.5" carriage width; 6 degree forward tilt; 12 degree backward tilt.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Manufacturer: <u>Clark</u> Part No.: <u>C30</u> Free Lift: <u>57.7"</u> Backward tilt <u>5°</u>
1.3.5	BRAKES: Self-adjusting with non-asbestos brake linings.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	



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INDUSTRIAL FORKLIFTS

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ITEM NO.	SPECIFICATIONS	COMPLY	OFFERED
1.3.6	TIRES: Solid pneumatic tires; approximately 7.00 x 12 (drive), 6.5 x 10 (steer).	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.3.7	SEAT: Shall be fully adjustable suspension seat with heavy-duty vinyl or approved equivalent material.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.3.8	CONTROLS: All controls shall be located within easy reach of the operator.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.3.9	INSTRUMENTS: Should include standard instruments such as: oil pressure gauge, fuel gauge, amp meter or volt meter, low fuel warning, temperature gauge and hour meter.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.3.10	STEERING: Hydraulic-assisted power steering.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.3.11	LIGHTS: Drive front (2 each), rear (1 each), and stop/tail/backup arrangement.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.3.12	SAFETY: Reverse alarm, seat belt, seat belt alarm, low fuel warning, horn, canopy rollover protection (installed), overhead strobe light, and load backrest. NOTE: Reverse alarm is to be mounted by the overhead strobe light. <i>Optional: Seat occupancy engine shut down.</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No roll over protection system offered for Forklifts



Solicitation Number: IFB 14-40
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 SPECIFICATIONS**

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ITEM NO.	SPECIFICATIONS	COMPLY	OFFERED
1.3.13	ACCESSORIES: Should include perforated belly pan or equivalent feature.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.3.14	ATTACHMENTS: Hydraulic fork positioner, side shift, Cascade carriage assembly or approved equivalent.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.3.15	WARRANTY: One year, 2000 hours on entire unit.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.3.16	SERVICE/REPAIR: A local (Phoenix metro area) service provider for service and repair shall be available. Indicate the name, address and contact information of the service/repair provider.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Naumann Hobbs 4335 E. Wood St. Phoenix AZ 85040 (602) 296-7020
1.3.17	PARTS INVENTORY: Forklift parts for general repair and service should be available locally. If parts are not stocked locally, indicate location(s) and lead time(s) to receive parts.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

 <p>GLEND/LE</p>	<p>Solicitation Number: IFB 14-40</p> <p>INDUSTRIAL FORKLIFTS</p>	<p>CITY OF GLENDALE Materials Management 5850 West Glendale Avenue, Suite 317 Glendale, Arizona 85301</p>
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2.0 SPECIAL TERMS AND CONDITIONS

2.1 INCORPORATION BY REFERENCE All responses shall incorporate by reference the Specifications, terms and conditions, general instructions and conditions and any attachments. The Standard Terms and Conditions applicable to this solicitation are posted on the Internet. They are available for review and download at the City's Materials Management Internet home page, www.glendaleaz.com/purchasing. Offerors are advised to review all provisions of the General Instructions and Conditions for this solicitation.

2.2 RETURN OF OFFER One (1) original copy of the proposal response and one (1) CD-ROM or flash drive containing all original documents shall be submitted. The original copy of the proposal should be clearly labeled "Original" and shall be single-sided.

The Offeror shall complete all sections of the IFB in the format and spaces provided. If additional space is needed than what is given, enter "See attachment for detail."

2.3 PREPARATION OF OFFER PACKAGE The following items shall be completed and returned. Failure to include these items may result in an offer being rejected. Offer packages shall be submitted in the following order:

2.3.1 OFFER SHEET, Section 4.0

2.3.2 PRICE SHEET, Section 5.0

2.3.3 SOLICITATION ADDENDUM, (if applicable).

2.3.4 SPECIFICATIONS AND ADDITIONAL SUBMISSION REQUIREMENTS, Section 1.0 and 3.0.

2.4 ALTERNATE OFFERS/EXCEPTIONS Offers submitted as alternates, or on the basis of exceptions to specific conditions of purchase and/or required specifications, must be submitted as an attachment referencing the specific paragraph number(s) and adequately defining the alternate or exception submitted. Detailed product brochures, technical literature suitable for evaluation, or samples may be submitted with the offer. If no exceptions are taken, City will expect and require complete compliance with the specifications and all conditions of purchase.

2.5 EVALUATION CRITERIA Invitation for Bids are awarded to the lowest responsible and responsive bidder whose bid conforms in material respects to the requirements and criteria set forth in the Invitation for Bids.



Solicitation Number: IFB 14-40

INDUSTRIAL FORKLIFTS

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- 2.6 **INQUIRIES** Any question related to the Invitation for Bid shall be directed to the Contract Officer whose name appears above. A Contractor shall not contact or ask questions of the department for whom the requirement is being procured. The Contract Officer may require any and all questions be submitted in writing. Contractors are encouraged to submit written questions via electronic mail or facsimile, at least five days prior to the proposal due date. Any correspondence related to a solicitation should refer to the appropriate IFB page and paragraph number. An envelope containing questions should be identified as such; otherwise it may not be opened until after the official proposal due date and time. Oral interpretations or clarifications will be without legal effect. Only questions answered by a formal written amendment to the IFB will be binding.
- 2.7 **PRICE** All prices quoted shall be firm and fixed for the specified contract period. All pricing shall be firm for the initial term of two (2) years except where otherwise provided by the specifications, and include all transportation, insurance and warranty costs. The City shall not be invoiced at prices higher than those stated in any contract resulting from this bid.
- The Contractor certifies that the prices offered are no higher than the lowest price the Contractor charges other buyers for similar quantities under similar conditions. The Contractor further agrees that any reductions in the price of the goods or services covered by this bid and occurring after award will apply to the undelivered balance. The Contractor shall promptly notify the City of such price reductions.
- No fuel surcharges will be accepted. No price increases will be accepted without proper request by Contractor and response by the City's Purchasing Division.
- 2.8 **FOB POINT** Prices quoted shall be FOB destination to: City of Glendale
- 2.9 **TERM OF AGREEMENT** The initial term of the contract shall be two (2) years upon approval by the City Council.
- 2.10 **OPTION TO EXTEND** The City may, at its option and with the approval of the Contractor, extend the term of this agreement for three (3) additional years in one (1) year increments based on satisfactory Contractor performance. Contractor shall be notified in writing by the City Materials Manager of the City's intention to extend the contract period at least 30 calendar days prior to the expiration of the original contract period. Price adjustments will only be reviewed during contract renewal.
- 2.11 **EVALUATION LITERATURE** Offers submitted for products considered by the seller to be equal to or better than the brand names or manufacturer's catalog references specified herein, may be submitted with technical literature and/or detailed product



Solicitation Number: IFB 14-40

INDUSTRIAL FORKLIFTS

CITY OF GLENDALE
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brochures with written statements if the literature or brochure is not specific as to the specification for the City's use to evaluate the product(s) offered. Offers submitted without this product information may be considered as non-responsive and rejected.

- 2.12 INSURANCE** The successful Contractor shall maintain, during the period of the contract or agreement, such public liability and property damage insurance, both general and automotive liability, as shall protect him and any subcontractor performing work under the contract from all claims for bodily injury, including accidental death, as well as for property damage arising from operations under the contract or agreement whether such operations be by himself or by any sub-contractor or by anyone directly or indirectly employed by either of them. The insurance company issuing the policy required above shall have an "A, VII Financial rating, or better, in the current edition of AM Best Rating and be authorized by the State of Arizona, Department of Insurance to transact business within the State. The certificate and policy shall name the City of Glendale as an additional insured and shall be primary coverage for the activity of the contractor. Insurance carrier shall notify the Materials Manager in writing of contractor's default in the insurance premiums prior to any cancellation of the insurance and shall accept from the City, if the City so elects payment of the insurance premium to maintain the insurance coverage in full force and effect. The City reserves the right to terminate any contract or agreement if the contractor fails to maintain such insurance coverage.

Minimum Insurance Requirements

- 1. Workers' Compensation Insurance with Statutory Limits.** This policy shall include employer's liability insurance with limits of at least \$1,000,000.
- 2. Commercial General Liability Insurance** in the minimum amounts indicated below or such additional amounts as required by the City, including, but not limited to, Contractual Liability Insurance (specifically concerning the indemnity provisions of any agreement with the City), Products-Completed Operations Hazard, Personal Injury (including bodily injury and death), and Property Damage for liability arising out of your performance of work for the City. Said insurance shall have minimum limits for Bodily Injury and Property Damage Liability equal to the policy limits, but not less than \$2,000,000 each occurrence and \$4,000,000 aggregate.
- 3. Automobile Liability Insurance** against claims of Personal Injury (including bodily injury and death) and Property Damage covering all owned, leased, hired and non-owned vehicles used in the performance of services pursuant to an agreement with the City with minimum limits for Bodily Injury and Property Damage Liability equal to the policy limits, but not less than \$1,000,000 each occurrence. Coverage shall include 'any auto'.
- 4. Additional Insured Verbiage** – Applies to Commercial General Liability and Automobile Liability Insurance shall include a separate endorsement (Form CG 20 10 10

 <p>GLENDALÉ</p>	<p>Solicitation Number: IFB 14-40</p> <p>INDUSTRIAL FORKLIFTS</p>	<p>CITY OF GLENDALE Materials Management 5850 West Glendale Avenue, Suite 317 Glendale, Arizona 85301</p>
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or similar) naming the City and its board members, officials, officers, agents, and employees as additional insured's.

Recommended language that your insurance company may use to describe endorsement:

The City and its board members, officials, officers, agents, and employees are named as additional insureds under the General and Automobile Liability policies solely for liability arising out of Agreements with the City and any operations related thereto.

5. Primary and Non-Contributory – All insurance carried by vendor/contractor shall be primary and non-contributory with any insurance carried by the City. The policy must be endorsed to include this verbiage and evidence of coverage provided with the certificate

Contractor must provide certification of insurance compliance within 10 calendar days after notification of award. Certification must include name and address of insurance company, policy number, liability coverage amounts and a statement the policy will not be canceled or failed to be renewed without thirty (30) days written notice to the City. Certification to be submitted to: Materials Management, 5850 W. Glendale Avenue, Suite 317, Glendale, Arizona 85301.

2.13 **NOTICE OF INTENT TO AWARD AND PROTEST PERIOD** Information about the recommended award for this solicitation will be posted on the Internet. The information will be available for review on the City's Materials Management Internet home page www.glendaleaz.com/purchasing immediately after the City has completed its evaluation process of the offers received. If you have any questions, or would like further information about an intended award, contact the contract analyst immediately. Any protest must be submitted to the Materials Manager no later than seven (7) calendar days from the date of posting on the Internet.

2.14 **COOPERATIVE USE OF CONTRACT** This agreement may be extended for use by other governmental agencies and political subdivisions of the State, including all members of SAVE (Strategic Alliance for Volume Expenditures). Any such usage by other entities must be in accord with the ordinances, charter, rules and regulations of the respective entity and the approval of the Contractor and City. For a list of SAVE members, click on the following link: <http://www.maricopa.gov/Materials/save.aspx>.

2.15 **PERMITS AND LICENSES** The Contractor shall be responsible for determining and securing, at his/her expense, any and all licenses and permits that are required by any statute, ordinance, rule or regulation of any regulatory body having jurisdiction in any manner connected with providing products and services. Such fees shall be included in and are part of the total offer cost. During the term of the contract, the Contractor shall



Solicitation Number: IFB 14-40
INDUSTRIAL FORKLIFTS

CITY OF GLENDALE
Materials Management
5850 West Glendale
Avenue, Suite 317
Glendale, Arizona 85301

notify the City in writing, within two (2) working days, of any suspension, revocation or renewal.

- 2.16 **ADDITIONS/DELETIONS OF PRODUCTS OR SERVICE** The City reserves the right to add additional products to this contract when deemed necessary by the City. If this occurs, the Contractor will be requested to submit a negotiable quotation for the additions. Upon approval and authorization by the Materials Manager such additions will be added to and become a part of the contract through properly executed forms.
- 2.17 **ESTIMATED QUANTITIES** Quantities listed are the City's best estimate and do not obligate the City to order or accept more than City's actual requirements during the period of this agreement as determined by actual needs and availability of appropriated funds. It is expressly understood and agreed that the resulting contract is to supply the City with its complete actual requirements for the contract period, except that the estimated quantity shown for each quotation item shall not be exceeded by 100 % without the express written approval of the Materials Manager. Any demand or order made by any employee or officer of the City, other than the Materials Manager, for quantities in the excess of the estimated quantities shall be void if the written approval of the Materials Manager was not received prior to the Contractors performance.
- 2.18 **EMERGENCY BUSINESS SERVICES** During a natural disaster, or homeland security event, there may be a need for the City to access your business for products or services twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days a year. The need could be for a pick up or a delivery.

For this purpose, a primary and secondary emergency contact name and phone number are required from the successful contractor(s). It is critical to the City that the contactor's emergency contact information remains current. The Materials Management staff member, identified on page 1, is to be contacted by E-mail with any change to a contact name or phone number.

All products or services provided to meet an emergency phone request are to be supplied as per the contract prices, terms and conditions. The Contractor may provide the fee (pricing) for an after-hours emergency opening of the business separate from the Price Sheet (Section 5.0). In general, the order will be placed using a City Procurement Card. The billing is to include the emergency opening fee, if applicable.

- 2.19 **PUBLIC RECORD** Contractor acknowledges that the City is a public agency and must comply with all Public Records laws. All proposals submitted in response to the Solicitation shall become the property of the City and, subsequent to award recommendation, become a matter of public record available for review pursuant to Arizona Public Records Law.



Solicitation Number: IFB 14-40

INDUSTRIAL FORKLIFTS

CITY OF GLENDALE
Materials Management
5850 West Glendale
Avenue, Suite 317
Glendale, Arizona 85301

If a Contractor believes that a specific section of its Proposal response is confidential, that should be withheld from the public record, Contractor shall isolate the pages and mark each page confidential in a specific and clearly labeled section of its Proposal response. The Contractor shall include a written statement as to the basis for considering the marked pages confidential including the specific harm or prejudice if disclosed. The City Materials Management Division will review the material and make a determination as to the confidentiality of any of the information and/or material contained within the Submittal. In the event of a public records request for documents Contractor deems confidential, the City will notify Contractor of the request and if Contractor claims such documents are confidential, it shall be the Contractor's sole responsibility, including sole cost, to take appropriate action, including legal action, to protect such documents.

2.20 NO CONTACT, NO INFLUENCE DURING THE RFP OR IFB PROCESS The City is conducting a competitive bidding process for the contract, free from improper influence or lobbying. There shall be no contact concerning this solicitation from Contractors submitting an offer with any member of the City Council, Evaluation Committee Members, or anyone connected with the process for or on behalf of the City. Contact includes direct or indirect contact by the Contractor, its employees, attorneys, lobbyists, surrogates, etc. in an attempt to influence the bidding process.

From the time the RFP or IFB is issued until the expiration of the protest period or the resolution of any protest, whichever is later (the "Black-Out Period"), Contractors, directly or indirectly through others, are restricted from attempting to influence in any manner the decision making process through, including but not limited to, the use of paid media; contacting or lobbying the City Council or City Manager or any other City employee (other than Material Management employees); the use of any media for the purpose of influencing the outcome; or in any other way that could be construed to influence any part of the decision-making process about this RFP or IFB. This provision shall not prohibit a Contractor from petitioning an elected official or engaging in any other protected first amendment activity after the protest period has run or any protest has been resolved, whichever is later.

Violation of this provision will cause the proposal or offer of the Contractor to be found in violation and to be rejected.

2.21 KEY PERSONNEL Contractor shall assign specific individuals to the key positions in support of the Contract. Once assigned to work under the Contract, key personnel shall not be removed or replaced without the prior written approval of the City. Upon the replacement of any key personnel, Contractor shall submit the name(s) and qualifications of any new key personnel to the City Contract Administrator or Designee. With the concurrence of the Contract Administrator or Designee, the City shall amend the Contract

 <p>GLEND/LE</p>	<p>Solicitation Number: IFB 14-40</p> <p>INDUSTRIAL FORKLIFTS</p>	<p>CITY OF GLENDALE Materials Management 5850 West Glendale Avenue, Suite 317 Glendale, Arizona 85301</p>
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to reflect the name(s) of any replacement key personnel. Upon any unplanned departure of key personnel, Contractor shall immediately notify the Contract Administrator or Designee.

 <p>GLENDALÉ</p>	<p>Solicitation Number: IFB 14-40</p> <p>INDUSTRIAL FORKLIFTS</p>	<p>CITY OF GLENDALE Materials Management 5850 West Glendale Avenue, Suite 317 Glendale, Arizona 85301</p>
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3.0

ADDITIONAL SUBMISSION REQUIREMENTS

The Contractor shall provide three (3) references from companies for whom contractor has provided similar products/services in the last five years. Include company name, address, contact person, phone number, email address, a description of the products/services provided.

TO : City of Glendale

Telephone : N/A

Attention : Elmer Garcia

Date : 5/15/2014

Quotation : NS C30 6000# Capacity 00795

Prepared By : Luke Glenn

GSA Provider:# GS-07F-0581W

We are pleased to submit the following quotation for your consideration

Description of Equipment and Materials

(1) Clark Equipment C30 6000# Capacity, I.C. Pneumatic Tire Forklift

Engine	Hyundai Theta 2.4L - Multi-point LPG Fuel Injection
Transmission	Single Speed Powershift Transmission
Upright Height	Triple Stage MFH 189" OHL 85.8" FL 57.7"
Carriage	41" Hook Type Class III
Sideshifter	41" Fork Positioner with 8" Total Sideshift
Load Backrest	41" Wide x 48" High
Forks	42" x 5" x 1.75"
Mast Tilt	5 Deg Back/6 Deg Forward
Hose Adaptations	Double - 4 Hoses (Internal)
Auxiliary Control Valve	4 Spool Valve with 2 Additional Levers
Drive Tires	Single Solid Pneumatic-Shaped - 8.15 x 15
Steer Tires	Solid Pneumatic-Shaped - 6.50 x 10
Overhead Guard	81.8" Reduced Height Overhead Guard
Seat	Vinyl Full-Suspension Safety Seat
Front Work Lights	2 Headlights - OHG Mounted (Adjustable)
Rear Work Light	Rear Work Light
Combination Lights	Rear LED Combination Lights - Brake, Tail, Backup
Warning Lights	Red Strobe Light
Paint	Clark Green
Decals - First Function	Sideshifting
Decals - Second Function	Fork Positioner
Warranty	Standard - 12 Months/2000 Hrs - See Warranty Certificate

Other Clark Equipment

Audible Back-Up "Smart" Alarm

Mirrors - Rear View

Swing Down LPG Brackets

Standard Equipment

Hyundai Theta 2.4L Engine with EPA Compliant Multi-Point LPG Fuel Injection System

Single Speed Powershift Transmission

Single Auxiliary Valve

Operator Cell with Isolation Mounts

	Solicitation Number: IFB 14-40 INDUSTRIAL FORKLIFTS	CITY OF GLENDALE Materials Management 5850 West Glendale Avenue, Suite 317 Glendale, Arizona 85301
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5.0

PRICE SHEET

ITEM NO.	ESTIMATED QUANTITY (A)	UNIT OF MEASURE	DESCRIPTION	UNIT PRICE (B)	EXTENDED PRICE (A X B)
5.1	2	EACH	Industrial Forklift as per specifications Manufacturer: <u>Clark</u> Model: <u>C30</u>	\$ <u>30,800</u>	\$ <u>61,600</u>
Grand Total					\$ <u>61,600</u>

5.2 **DELIVERY** Contractor shall deliver the Industrial Forklifts within 45 days upon receipt of purchase order.

Comply: Yes No

5.3 **TAX AMOUNT** Do not include any use tax or federal tax in your quotation. The City is exempt from the payment of federal excise tax and will add use tax as applicable. For the purpose of determining the lowest cost, the City will not take tax into consideration.

Tax % 8.3

5.4 **ADDITIONAL DISCOUNT(S) OFFERED TO THE CITY**

If available, Contractor should provide and honor additional discount(s) rates offered by the Contractor to its general customers.

Comply: Yes No

Additional Discount Rate: _____ %

Company Name: Naumann Hobbs Material Handling

 GLENDALE	SOLICITATION ADDENDUM		CITY OF GLENDALE Materials Management 5850 W. Glendale Avenue Suite 317 Glendale, AZ 85301 Phone: (623) 930-2866
	Solicitation Number: IFB 14-40	Addendum No. 1	
Solicitation Due Date: May 15, 2014 2:00 P.M. (Local Time)			

IFB 14-40
INDUSTRIAL FORKLIFTS
ADDENDUM NO. 1

The following revisions and clarifications have been made to Invitation for Bids No. 14-40:

1. NOTICE OF SOLICITATION, Page 1, OFFER DUE DATE AND TIME shall be amended as follows:

May 8, 2014 at 2:00 PM (Local Time)

CHANGE TO

May 15, 2014 at 2:00 PM (Local Time)

2. SPECIFICATIONS, Page 3, Item 1.3.4, add the following:

"Approximately 189" maximum fork lift height

3. SPECIFICATIONS, Page 4, Item No. 1.3.7, add the following:

1.3.7.A, "Seat shall include an Occupancy Engine Shutdown feature". Yes No **COMPLY**

4. SPECIFICATIONS, Page 4, Item No. 1.3.12, delete the following:

"Optional: Seat occupancy engine shut down."

5. The following question was submitted by a potential offeror (in bold print) and the City's response:

Question 1: We have the ability to have the engine shut down if the seat belt is not fastened. Would that be sufficient?

Answer 1: That is a viable option as per OSHA regulations since the operator must have his seatbelt fastened when operating the forklift.



GLENDAL
2

SOLICITATION ADDENDUM

Solicitation Number: IFB 14-40 Addendum No. 1 Page 2 of 2
Solicitation Due Date: May 15, 2014 2:00 P.M. (Local Time)

CITY OF GLENDALE
Materials Management
5850 W. Glendale Avenue
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Glendale, AZ 85301
Phone: (623) 930-2866

All other solicitation provisions, terms and conditions and scope of work shall remain the same. Offeror must acknowledge receipt and acceptance of this addendum by returning the entire addendum with the proposal.

Name of Company: Manman Hobbs Material Handling
Address: 4335 E. Wood St. Phoenix AZ 85040
Authorized Signature: *Luke Glenn*
Print Name and Title: Luke Glenn Account Manager