



**One Washington Boulevard
Detroit, Michigan 48226-4420
313.877.8777**

**Forklift RFP
RFP# 10-134
Date Issued: December 14, 2010**

Introduction/ Objectives: The Detroit Regional Convention Facility Authority (Authority) is requesting quotes that will result in the purchase of a 4,000 lb rated forklift at Cobo Center. The minimum required qualifications and services are described in the following documents that comprise, together with any addendum subsequently issued in accordance with this Request, the basis for the statement of qualifications and proposal.

RFP Schedule of Events

12/14/2010	Release of RFP
12/23/2010	Deadline for Written Questions
1/11/2011	Proposals are Due by 12:00 noon
1/25/2011	Proposal Evaluation Completed (approximate)
2/1/2011	Estimated Order Date

Attachments, Schedules and Exhibits:

Attachment 1: Scope of Work

Attachment 2: Proposal Format Guidelines

Schedule A: Pricing/ Proposal Document

Exhibit 1: Fork Lift Specifications

Background: On September 15, 2009 the Detroit Regional Convention Facility Authority (the "Authority"), via a thirty year lease arrangement with the City of Detroit, assumed full operational and facility management control of the existing Cobo Hall Convention and Exhibition Center (the Facility) located in downtown Detroit, Michigan. The Authority is established and composed under the authority granted by the Michigan Legislature in the State of Michigan Public Act 63 - HB 4998. The Authority is governed by a five member Board established by the enabling legislation comprised of appointees from The State of Michigan, Wayne County, Oakland County, Macomb County, and the City of Detroit.

The existing 1 million plus square foot convention and exhibition Facility is currently in operation and, among other on-going annual events, has been the host facility for the North American International Auto Show (renamed in 1989) since 1961.

PROPOSAL SUBMISSION REQUIREMENTS

Delivery of Proposals	Three (3) printed copies and one electronic copy on CD of your complete written proposal, clearly labeled as Forklift RFP must be submitted in a sealed opaque envelope addressed to Bob Johnson, Interim Head of Purchasing Detroit Regional Convention Facility Authority One Washington Boulevard Detroit, MI 48226
Bid Bond	A Bid Bond is not required for this RFP.
Questions	<p>Should a bidder be in doubt as to the true meaning of any portion of this RFP or find any patent ambiguity, inconsistency, or omission herein, the bidder must make a written request for an official interpretation or correction in accordance with the instructions for submitting questions as specified in this Request for Proposal.</p> <p>Questions regarding these specifications may be directed, in writing only, by email to:</p> <p>Bob Johnson, Interim Head of Purchasing johnsonrbt@aol.com</p> <p>All questions or clarifications must be directed to the individual or committee listed above. Any attempt to contact an Authority representative other than that listed, regarding current bids may be grounds for disqualification as a vendor.</p> <p>Bidders are advised that no oral interpretation, information or instruction by an officer or employee of the Authority shall be binding upon the Authority.</p>
Proposal Due Date	Each bidder is responsible for ensuring that its proposal is received by the Authority on a timely basis. The Authority shall not extend the due date for proposals on the basis that the U.S. Postal Service or another mail courier has lost or failed to deliver a proposal. The Authority is not responsible for proposals delivered to the wrong location. Faxed proposals will not be accepted.
Addenda	The Authority reserves the right to make written modifications to this RFQ/P by written addenda prior to the proposal due date. The Authority shall be the sole and exclusive originator of any revisions to this RFQ/P. The proposing bidder shall be responsible to secure all addenda and to accommodate all revisions in their submitted statements and proposal. Receipt and incorporation of each addendum shall be clearly indicated in the proposal.
Proposal Format Guidelines	Reference those found in the attachment, "Proposal Format Guidelines".
Complete Proposals	<p>A bidder submitting a response to this RFQ/P shall address the full scope of the requested products and services and not a limited or specific type or a portion of the goods and services. Proposals which do not provide for the full scope of the required goods and services shall be considered non responsive.</p> <p>The submitted proposal shall be executed by a duly authorized official certifying to the Authority that the submitted statements and proposal accurately and honestly state the bidder's qualifications and capability. The submitted response shall identify the names, addresses, and phone numbers of each person authorized by the proposing bidder to negotiate and execute the proposed professional services agreement.</p>

	Proposals by a partnership or joint venture shall list the full names and addresses of all parties to the joint venture. The state of incorporation or organization shall be shown for each corporation and/or entity that is a party to the proposed joint venture or partnership.
Change in Facts	Bidders shall advise the Authority during the time the Proposal is open for consideration of any changes in the principal officers, organization, financial ability of, or any other facts presented in the proposal with respect to the bidder or the proposal immediately upon occurrence.
Rejection of Proposals	The Authority expressly reserves the right to reject any and all proposals, waive any non-conformity, re-advertise for proposals, to withhold the award for any reason the Authority determines and/or to take any other appropriate action that is in the best interest of the Authority.
Exceptions to Requirements	Bidders shall provide prominent written notice in the proposal of their intent to take exception to any requirement of the RFP. Such exceptions may reflect negatively on the evaluation of the proposal.
Evaluation Criteria	<p>The Authority's evaluation and selection process is based upon qualifications based selection and the requirements of the enabling legislation. The Authority may use some or all of the following criteria in its evaluation and comparison of proposals submitted. The criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance:</p> <ul style="list-style-type: none"> a.) Compliance with RFP requirements. b.) Ability to provide goods which meet the specifications. c.) Understanding of the products and services requested. d.) Recent experience in providing products and services of a similar scope, complexity, and magnitude for other public entities. e.) Price. f.) References. g.) The Authority's level of confidence in the Bidder's ability to perform well in a business to consumer environment where customer service is a crucial business element. h.) Additional considerations as noted in the RFP documents. <p>An Authority designated Evaluation Committee will evaluate each response. All proposals which meet the required format of the RFP will be evaluated.</p> <p>The Authority may visit the contractor's place of business, may request a demonstration of existing or proposed administrative infrastructure (call center, ordering, etc.), may contact and evaluate the bidder's references; contact any bidder to clarify any response; contact any current users of a bidder's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The evaluation committee shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interests of the Authority.</p> <p>After written proposals have been reviewed, discussions with prospective companies may or may not be required. If scheduled, the oral interview will be a question/answer format for the purpose of clarifying the intent of any portions of the proposal. The individual from your company that will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview.</p>

	A Notification of Intent to Award may be sent to the vendor selected. Award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing vendors unless an agreement is reached. If contract negotiations cannot be concluded successfully, the Authority may negotiate a contract with the next highest scoring vendor or withdraw the RFP.
Proposal Preparation Costs	The bidder and any entities assisting in the preparation of a response to this RFP agrees and understands that the cost of preparing and submitting a response to this RFP and any subsequent interviews shall not be reimbursed by, or in any way become the obligation of the Authority. The bidder acknowledges that submission of a response is a voluntary action on the part of the bidder.
Organization	The proposing bidder agrees to appoint a qualified key individual to coordinate all activities performed and provision of services by the bidder's company. The bidder's key individual shall assume the duty to keep Authority informed of all issues involving the services provided.
Offer Period	Bids will remain firm for a period of one hundred twenty (120) days after the bid due date and thereafter until the bidder withdraws or a contract is executed.
Contract Discussions	Prior to award, the apparent successful company may be required to enter into discussions with the Authority to resolve contractual differences. These discussions are to be finalized and all exceptions resolved within two weeks from notification. If no resolution is reached, the proposal may be rejected and discussions will be initiated with the second highest scoring company.
Term of Contract	Will be as defined in the Attachments.
Contract Approval	Upon award, the Authority shall issue the bidder a Purchase Order (PO) which shall contain all contractual terms and conditions in a form provided by the Authority. No PO shall become effective until it has been approved by the Detroit Regional Convention Facility Authority Board and signed by the General Manager or his designee. Prior to the completion of this approval process, the bidder shall have no authorization to begin work or ship goods under the PO. The Chief Financial Officer shall not authorize any payments to the bidder prior to such approvals; nor shall the Authority incur any liability to reimburse the bidder regarding any expenditure for the purchase of materials or the payment for services.
Termination	The Authority reserves the right to terminate any award to the bidder without cause upon 30 days notice.
Errors, Omissions and/or Discrepancies	Bidders shall not be allowed to take advantage of errors, Omissions and/or discrepancies found in these specifications.
Sales and Excise Taxes	The Authority, being a governmental entity is exempt from sales and federal excise taxes. The Authority's Tax ID number is 26-4510188. Pricing quoted should be net, exclusive of any taxes.
Insurance Requirements	Within ten (10) consecutive calendar days of award of contract, the successful bidder must furnish the Authority with the certificates of Insurance if they are required as a part of the RFP. Failure to furnish the required certificates within the time allowed may result in forfeiture of the award of business.
Fair Employment	The bidder shall comply with all Federal and State fair employment and

Practices	employee protection regulations including those identified in the contract documents.
Conditions of Proposal Acceptance	<p>This RFP does not commit the Authority to award a contract or to pay any costs incurred for any services. The Authority, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified bidder or to cancel this RFP in part or in its entirety. Past experience and performance may be a factor in making an award. All proposals will become the property of the Authority. If any proprietary information is contained in the proposal it should be clearly identified.</p> <p>Any proposal determined to be non-responsive to the specifications or other requirements of the RFP, including instructions governing submission and format, will be disqualified unless the Authority determines, in its sole discretion, that non-compliance is not substantial or that an alternative proposal is acceptable.</p>
Modification of Services After Contract Approval	The Authority reserves the right to modify the services provided by the Bidder after awarding a contract. Any modification and resulting changes in pricing shall be made by amendment to the PO by the Bidder and the Authority.
Certification as to Criminal/Civil Liability	The Bidder's response should include a certification that neither the responding firm, nor any of its affiliates, subsidiaries, officers, directors, managerial employees, or any individual who, directly or indirectly, holds a pecuniary interest in that business entity of 20% or more has been convicted of a criminal offense incident to the application for or performance of a contract or subcontract with a governmental entity in the State of Michigan, or has been convicted of a criminal offense, or held liable in a civil proceeding, that negatively reflects on the entity's or individual's business integrity, based on a finding of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or violation of state or federal antitrust statutes, or similar laws.
Not In Arrears	The bidder shall certify that, as of the date of its Proposal, the bidder is not in arrears to the State of Michigan for any debts whatsoever (including but not limited to back taxes). Further, the undersigned certifies that the bidder has not defaulted or currently in litigation on any other Project with State of Michigan, US Federal Government or any of Wayne, Oakland and/or Macomb County or the City of Detroit.



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Scope of Work

Background: Cobo's 700,000 square feet of prime exhibit space in five exhibit halls rank the facility as the 19th largest convention center in the country and home to the North American International Auto Show as well as many trade shows, conferences and exhibits. Annual attendance is approximately 1.5 million visitors per year.

Information regarding the facility is available at <http://www.cobocenter.com/>

The Authority requires one Electric Battery Powered Fork Lift, a Battery and a Charging Unit meeting the specifications attached, to support the daily operations the Cobo Center Facility. This equipment will replace and upgrade equipment currently in use.

The successful bidder shall:

1. Provide an evaluation unit in the form of a complete functioning, similar in specification to the unit proposed which may be sampled for a period of 3 days to ensure that the proposed unit meets performance requirements. The cost of delivery and pick up of the evaluation unit will be born by the bidder.
2. Provide products, services, warranties, etc. relative to this Scope of Work which will include the items indicated on Exhibit 1, Forklift Specifications.

MINIMUM BIDDER QUALIFICATIONS: Bidder must be able to demonstrate capability through their company's history, staff and management team, providing the specified category of goods and services on a similar commercial scale as shown in the Scope of Work.

- 1.) Minimum Annual Sales of \$8,000,000: This establishes that a bidder is of sufficient size and scale to ensure the ability to support Authority business with adequate quality, inventory, purchasing leverage and timely deliveries.
- 2.) Minimum Years In The Business: Ten (10) Years providing the products and services called for in the RFP.

QUANTITIES and PRICING: The item to be purchased and their specifications and quantities are listed on the attached **Schedule A –Pricing/Proposal Document**. Delivery charges MUST be factored into the cost and will not be allowed to be billed separately.

SUBSTITUTE or EQUIVILENT ITEMS

Equal items may be quoted for any of the sample items requested below, however, if samples and/or specifications are requested they must be provided within 2 days of the request. Failure to provide specifications or samples of equals within the specified time may result in your quote being deemed non-responsive and rejected without further evaluation. The Authority has the sole right to determine what constitutes an equal. If quoting an equal for any products below, please provide the Manufacturer (Mfr) and Model information in the spaces provided.

The Authority reserves the right to exclude from evaluation any sample items listed. (i.e. if a part number was recently discontinued and was unknown by the Authority when this document was prepared).

BRAND NAME: If and wherever, in the Specifications a brand name, make, name of any manufacturer, trade name, or vendor catalog number is mentioned it is for the purpose of establishing design benefits, grade or quality of material only. However, if a product other than that specified is bid, it is the vendor's responsibility to name such a product within his bid and to prove to the Authority that said product is equal to that specified. Evidence in the form of samples may be requested if brand is other than specified.

PAYMENT TERMS: Payment will be made within thirty (30) days after invoices are received and approved by the Authority.

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Attachment 2

**Forklift RFP
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PROPOSAL FORMAT GUIDELINES

Interested bidders are to provide a thorough proposal using the following guidelines.

Proposals should be prepared simply and economically providing a straightforward, concise description of the bidder's ability to meet the requirements of the RFP. Emphasis should be on conforming to the RFP instructions, responding to the RFP requirements and the completeness and clarity of content. Proposal should be typed and should contain no more than 20 typed pages. Each proposal must adhere to the prescribed order and content of sections. Proposal should provide "layman" explanations of technical terms that are used. Proposals, which appear unrealistic in the terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this contract, may be rejected.

To be considered responsive, each proposal must, at a minimum, respond to the following RFP requirements in their entirety, in order, in the bidder's response:

Required Proposal Content

Letter of Transmittal:

The bidder's proposal shall include a letter signed by an individual or individuals authorized to bind the bidder contractually. The letter must state that the proposal is in response to this RFP and will remain firm for a period of one hundred twenty (120) days from its due date and thereafter until the bidder withdraws it, or a contract is executed, or the procurement request is terminated by the Authority, whichever occurs first.

Bidder's Company Name and Legal Entity

Show the full legal name and business address of the bidder, including street address if different from mailing address, and shall be signed and dated by the person or persons authorized to bind the bidder. Proposals by a partnership or joint venture shall list the full names and addresses of all parties to the joint venture. The state of incorporation or organization shall be shown for each corporation and/ or entity that is a party to the proposed joint venture.

Primary Contact(s):

Provide the name, title, email address and phone number of the individual who is authorized to represent the bidder and will be the primary contact in regards to this proposal.

Minimum Qualifications Statement:

Provide a statement representing that the bidder meets the minimum qualifications stated for this RFP in the RFP Document. Also provide a brief summary of the company's ownership, principal place of business, history, years in business, and primary business focus.

Bid Exceptions:

State here any exceptions being taken to the bid specifications. If there are no exceptions, state. "No Exceptions".

Qualifications :

The information requested in this section should describe the qualifications of the company, and key staff providing similar service to clients that are similar in size and scope.

Information shall include:

1. A summary of your company's demonstrated capability, including: Number of employees, and length of time that your company has provided the services being requested in this RFP.
2. Provide at least four (4) references that received similar goods and services from your company. The Authority reserves the right to contact any of the organizations or individuals listed. Information provided shall include:
 - a. Client Name
 - b. Description of goods/ services provided with dates.
 - c. Client managers name, telephone number, and e-mail address

Certification as to Criminal/ Civil Liability

Provide certification that neither the Bidder, nor any of its affiliates, subsidiaries, officers, directors, managerial employees, or any individual who, directly or indirectly, holds a pecuniary interest in that business entity of 20% or more has been convicted of a criminal offense incident to the application for or performance of a contract or subcontract with a governmental entity in the State of Michigan, or has been convicted of a criminal offense, or held liable in a civil proceeding, that negatively reflects on the entity's or individual's business integrity, based on a finding of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or violation of state or federal antitrust statutes, or similar laws.

Certification as to Not in Arrears

The bidder shall certify that, as of the date of its Proposal, the bidder is not in arrears to the State of Michigan for any debts whatsoever (including but not limited to back taxes). Further, the undersigned certifies that the bidder has not defaulted or currently in litigation on any other Project with State of Michigan, US Federal Government or any of Wayne, Oakland and/or Macomb County or the City of Detroit.

Pricing Proposal:

Fee proposal including all pricing related issues will follow the format detailed in **Schedule A, Pricing/Proposal Document**, attached.

Statement of Condition of Used/ Previously Owned Product

Bidders may submit as an alternate, lightly used equipment in "as new" condition which is covered by an extended warranty similar in term to the specification. If this is provided as part of your proposal provide a statement as to the age, condition and prior use of the proposed used/previously owned unit. Include a statement of the number of hours of use on this equipment. The Authority has the sole right to determine what constitutes an acceptable previously used product.

SCHEDULE A
Pricing/ Proposal Document

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Complete and submit this form as part of your proposal.

Pricing (New Product) – As stated below will be for items delivered to Cobo Center.

Quantity	Description	Manufacturer	Mfgr part number	Delivered \$/ ea **	Ext \$ = Quan x \$/ea
1 pc	Forklift per Specification Sheet (excluding battery)				
1 set	72" Fork lift Extensions				
1 pc	Battery for Forklift				
1 pc	Battery Charging Unit				

Delivery Commitment: Provide information on best delivery lead-time available for the above items. Include a schedule with quantities, if partial shipments are necessary:

****** Pricing to be provided on a **per piece** basis. Pricing includes delivery to Cobo Center at One Washington Boulevard Detroit, MI 48226.

BRAND NAME: If and wherever, in the Specifications a brand name, make, name of any manufacturer, trade name, or vendor catalog number is mentioned it is for the purpose of establishing design benefits, grade or quality of material only. However, if a product other than that specified is bid, it is the vendor's responsibility to name such a product within his bid and to provide evidence to the Authority that said product is equal to that specified. The Authority has the sole right to determine what constitutes an equal product.

Alternate Proposal Pricing (for Used/ Fully Warranted Product) – As stated below will be for items delivered to Cobo Center.

Quantity	Description	Manufacturer	Mfgr part number	Delivered \$/ ea **	Ext \$ = Quan x \$/ea
1 pc	Forklift Used alternate meeting specifications. (excluding battery)				
1 set	72" Fork lift Extensions				
1 pc	Battery for Forklift, state whether new or used				
1 pc	Battery Charging Unit, state whether new or used				

Schedule A Pricing/ Proposal Document (continued)

Bidders must provide the following information for the piece of equipment proposed:

Under Clearance:

Mast: _____

Frame: _____

Grade Angle: _____

Departure Angle: _____

Gradability:

Percent of Grade: _____

Degree of Grade Angle: _____

Provide a statement of the equipments ability to perform on graded surfaces such as ramps.

Statement of Condition of Used/ Previously Owned Product

Evaluation Product:

Confirm that your proposal includes a no-charge provision of an evaluation unit in the form of a complete functioning, similar in specification to the unit proposed which may be sampled for a period of 3 days to ensure that the proposed unit meets performance requirements. The cost of delivery and pick up of the evaluation unit will be born by the bidder. If proposing the used/previously used alternate, this unit will be provided for evaluation.

We agree to provide an evaluation product as specified:

Yes: _____ No: _____

The following specifications should be viewed as estimated minimums, with the understanding that different manufacturers products may have slightly different standard configurations. The requirements provided in these specifications may be allowed minor variations to permit proposals from a broader range of standard product offerings that will fulfill the Authority's requirements. Bidders must clearly describe in their proposal any variance from these specifications. In all cases the Authority reserves the right to make the final decision on what constitutes an equivalent product.

Alternate for Previously Used Products: In addition to proposals for new equipment, the Authority will also entertain proposals for lightly used equipment in "as new" condition which is covered by an extended warranty similar in term to the specification. The Authority has the sole right to determine what constitutes an acceptable previously used product.

TECHNICAL SPECIFICATIONS

4,000 LB. FORKLIFT DESCRIPTION:

The vehicle specified shall be a three wheel electric powered forklift truck with a rated capacity of not less than 4,000 lbs. with a two stage mast with minimum extended lift height of 10.9 feet.

Mast Assembly Unit shall be equipped with a two stage full view mast assembly:

Mast Assembly Lowered Height: 83.5" max. from floor height.

Mast Assembly Extended Height w/Load Backrest: 131.5" min.

Free Lift: 35" with standard load bracket

Power Source 36 volt battery or approved equal.

Carriage Heavy Duty, approx. 36" wide carriage, ITA Hook Type, AX50 standard or equal

Fork Size Fork Size: 48" Class II adjustable spread standard taper pallet style
Tilt Range (fwd/bwd): 5/6 degrees

Overhead

Guard Height Guard needs to be approximately 78" (must fit through 8' door) and must conform to OSHA requirements.

Performance Travel Speed (FWD & REV): Units governable at approx. 8.4 mph.
Lift Speed: 89 fpm

Tires -Type: Solid rubber / smooth non marking cushion tires (front and rear)

Brakes Brakes, Service: Enclosed disk, or approved equal.
Brakes, Parking: Mechanical

Required Equipment

- Sid View Mirrors
- Electronic ignition
- Side Shifter
- Electric Horn
- Adjustable volume backup alarm
- Integrated Ignition Assembly
- Full Instrumentation including warning lights for engine and transaxle coolant temperature, electrical system discharge, low oil pressure, engine fuel level and hour meter.
- Neutral Safety Switch
- Two pedal inch-brake system
- Front and back work lights with guards
- Front LED Headlights
- Rear combination lights
- Low Oil Pressure Engine Fuel CutOff
- Power Assist Steering, brakes and clutch
- Operator Restraint System
- Rear mount Tow Bar
- Fire Extinguisher
- Yellow Strobe Light

GENERAL REQUIREMENTS:

The unit must meet all applicable requirements of ANSIB56.1 and all OSHA requirements.

The successful Bidder shall furnish all labor, materials and equipment necessary to perform and complete the work called for in the specifications. The Bidder understands that all materials furnished shall be new and the best of their respective kinds, unless otherwise specified.

The items specified shall be manufactured by Caterpillar, Clark, Mitsubishi, Toyota OR APPROVED EQUAL.

FORKLIFT ACCESSORIES Proposal Shall include the following:

- a.) 1- 72" Fork Extensions.
- b.) Minimum Warranty and Service Requirements
 - Warranty
 - 12 months or 2,000 hour (which ever occurs first) Basic
 - 24 months or 4,000 hours (which ever occurs first) Powertrain
 - Service
 - Powertrain - 36 months/ 6,000 hours (whichever occurs first) with planned maintenance.
 - (The Authority reserves the right to decline, modify or negotiate this requirement)
- c.) Battery and Battery Charger
 - Bidders shall propose effectively matched battery type and charger unit which will meet the service requirements of the fork lift equipment they are proposing. In house power to charger, 480, 3 phase