**City of Nome RFP No. 2023-01**

**PUBLIC WORKS DEPARTMENT**

**Request for Proposals:**

**ARTICULATED BOOM LIFT**

**1.0 INTRODUCTION**

This City of Nome (City) is issuing a Request for Proposals (RFP) to furnish an articulated boom lift for use by its Department of Public Works.

**2.0 Request for Proposals AND HOW TO RESPOND**

Those interested in responding to this RFP may do so by completing the enclosed Bid Form and submitting a description and specifications for the equipment proposed. The form should include sums for all various aspects of furnishing the articulated boom lift together with detailed specifications of the equipment the proposer would furnish. All responses must be on the form provided. All blanks on the form must be filled in or the proposal will be deemed non-responsive. If the proposer does not wish to bid on the additive item, the form shall be marked “Not offered” in lieu of providing a bid on the additive item. This RFP is governed by Nome Code of Ordinances Chapter 17.40.

One complete set of RFP Documents will be available for review at The Plans Room, 4831 Old Seward Hwy # 102, Anchorage, AK 99503, 907-563-2029. Another complete set will also be available for review at The Associated General Contractors of Alaska, 3750 Bonita Street, Fairbanks, AK 99701, 907-452-1809.

The deadline for submission of sealed proposal is **Thursday, March 2, 2023 at 3:00 PM** local time and shortly thereafter the proposals will be considered by an appropriate panel of City staff.

The completed proposal shall be mailed in an envelope marked “**Proposal** Enclosed: Furnish Articulated Boom Lift to Public Works Department” to:

 City of Nome

P.O. Box 281

 102 Division Street

 Nome, AK 99762

 P: 907-443-6663

 F: 907-443-5345

 E: bhammond@nomealaska.org

Improper or inaccurately marked envelopes shall render a proposal non-responsive. All proposals shall be subject to acceptance by the Nome Common Council at their March 27, 2023 Regular meeting or the next date following the opening at which quorum is present.

Advertisement: January 24 – March 2, 2023

Proposal Deadline: March 2, 2023

Award by Council: March 27, 2023

Approximate barge deadline: May 1, 2023

Required delivery by: June 30, 2023

All questions regarding the content of the RFP and the proposal process shall be directed to the City’s designated representative:

 Public Works Director

 Cole Cushman

 P: 907-443-6642

 E:ccushman@nomealaska.org

Pricing should be consistent with NASPO standards.

**3.0 MINIMUM REQUIREMENTS**

The Owner is seeking a Supplier to furnish an articulated boom lift with cold weather package, and operator training. Minimum requirements are:

1. Four-wheel drive
2. Diesel powered

1. Articulated (z-boom)
2. 45 – 50 foot range
3. Weight capacity of 500 pounds or more
4. Cold Weather Package
5. Operator Training in Nome, Alaska – Training shall occur in-person in Nome, Alaska not later than August 11, 2023 and shall be scheduled by the mutual agreement of the City and Supplier.

Acceptable makes and models include Genie Z-45 XC, JLG 450AJ, SkyJack Skyriser, and similar makes and models

**4.0 Description and Specifications of Equipment Proposed**

Proposers shall include with the proposal a complete description of the make and model proposed to be furnished, together with any additional add-ons or equipment, and provide detailed specifications for the proposed articulated boom lift. The proposal shall identify all additional offered or applicable warranties included in the base bid.

**5.0 Multiple Proposals**

Owing to the nature of the RFP, a proposer may submit separate proposals for different models of articulated boom lift. A proposer may submit *no more than two separate proposals*. Should a proposer elect to submit multiple proposals, each proposal must be submitted separately and must satisfy all substantive and procedural requirements of this RFP. Only one contract for one boom lift will be awarded.

**6.0 BASIS OF SELECTION AND EXECUTION OF THE SERVICES AGREEMENT**

Responsive proposals received from responsible proposers shall be scored based on the base bid, the bid for the additive item, if any, the suitability of the articulated boom lift proposed to be furnished, and additional warranties offered, if any. The contract shall be awarded based on the overall best value to the City. The City may, at its sole option, elect the additive item if the selected proposer includes a bid for that item.

Following evaluation and determination of the best value proposal, the City shall within 7 days of proposal opening, notify proposers of the acceptance or rejection of the proposal.

The City of Nome reserves the right to reject any and all proposals, to waive informalities, and to reject non-conforming, non-responsive, or conditional proposals.

Once notified, the selected proposer shall have 7 days to sign the Agreement for Purchase and Sale of Goods, the form of which is included with this RFP.

**7.0 DELIVERY**

The base bid shall include delivery to Seattle, WA, with said delivery to occur not later than April 30, 2023. Proposers may, but are not required to, submit a bid for delivery to the Nome, Alaska as an additive item. The bid, if any, for the additive item of delivery to Nome shall be for the additional cost of that item only. The additive item of delivery to Nome shall require a delivery date not later than June 30, 2023.

All manuals and other documentation for the equipment shall be delivered to the City not later than the date of the Operator Training in Nome, Alaska.

**BID FORM**

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description and Specifications Enclosed €

BASE BID (Required)

* Boom Lift (Delivery to Seattle By 4/30/2023) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDITIVE ITEM (Optional)

* Delivery to Nome, AK (by 6/30/2023) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing below, you acknowledge that you have received and reviewed all RFP Documents, including the form of Agreement for Purchase and Sale of Goods, and if selected by the City agree to enter into the Agreement for Purchase and Sale of Goods on the basis of your proposal for the amount bid, including the additive item if bid and elected by the City.

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

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_