
Bid documents for:

**Self-Propelled
Spider Lift
Job No. 02-23-PCS**



City of Kirkland
Department of Parks and Community Services
123 Fifth Avenue
Kirkland, Washington 98033



**CITY OF KIRKLAND
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CITY OF KIRKLAND INVITATION FOR BID

Information for Bidders:

Notice is hereby given that the City of Kirkland will receive sealed bids in the office of the Purchasing Agent, City Hall, 123 Fifth Avenue, Kirkland, Washington, by 2:00 PM local time on February 27, 2023 for the project hereinafter referred to as:

Project Name: Self-Propelled Spider Lift Invitation for Bid #02-23-PCS

The City of Kirkland is seeking bids for one (1) self-propelled spider lift with delivery, installation and training for the Department of Parks and Community Services.

Bid Due: February 27, 2023 by 2:00 PM Pacific Time. At said time all bids will be opened and publicly read aloud. The City of Kirkland –Purchasing Division must receive bids no later than specified time and date. Bids received after such time will be returned unopened. Responses may be mailed or hand delivered. Bids sent via email will not be accepted. Bids mailed must be received by the City prior to the due date and time. Bids are to be valid for 90 days after due date. The City reserves the right to request further extensions if necessary.

The City will not sell bid packages. Bid documents and addenda may be viewed and obtained online on the City of Kirkland's website at www.kirklandwa.gov. Locate by clicking on "Business" at the top of the webpage, then clicking "Doing Business with the City" and looking under the "Opportunities" tab. Call 425-587-3123 if unable to access IFB documents online.

Selection and Award: This purchase shall be awarded to the bidder who provides the lowest responsible priced bid and in conformance with the specification criteria that in the opinion of the City are met.

The City of Kirkland reserves the right to reject any and all bid/bids and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Kirkland and the respondents to this solicitation have no appeal rights or procedures guaranteed to them. The City of Kirkland reserves the right to conduct any necessary interviews for clarification purposes before final award.

Each Bidder is required to file with its bid based on the due date listed below. Before a contract will be awarded to the lowest, responsive, responsible Bidder, the City will conduct such investigation as is necessary to determine the performance record and ability of the apparent low Bidder(s) to perform the size and type of Work specified under this contract. Upon request, the Bidder shall submit such additional information as deemed necessary by the City to evaluate the Bidder's qualifications.

For questions regarding the bid process, please feel free to contact Jay Gewin (jgewin@kirklandwa.gov).

Submit your bid on the Bid Price Sheet and other forms which are enclosed or make a copy of the required forms and submit these documents.

No bids may be withdrawn within sixty (60) days after the actual date of the bid opening.

Jay Gewin
Purchasing Agent
City of Kirkland
425-587-3123

Published: Daily Journal of Commerce – February 6th and February 13th, 2023

Specifications:

OVERVIEW AND PURPOSE: The City of Kirkland Parks and Community Services Department is soliciting bids for one (1) self-propelled spider lift and associated components, with delivery, installation and training. The City will be seeking pricing for one new unit.

CONTRACT TERM AND PRICE CONDITIONS: The initial term will cover the purchase of the equipment listed in the Invitation for Bid (“IFB”) and any additional accessories needed for functionality and repair. Pricing shall be firm and fixed for the term of the initial contract.

SCOPE OF WORK: As requested by the City of Kirkland Parks and Community Services Department, this IFB has been issued for the sole purpose and intent of obtaining bid responses from responsive and responsible bidders.

EACH BID shall constitute an offer to the City of Kirkland as outlined herein. Bid prices will include all costs associated with the performance of the contract such as sales tax, permits, insurance, shipping, handling, freight charges, installation, training, etc.

F.O.B. DESTINATION DELIVERY: All deliveries are to be F.O.B., inside delivery, City of Kirkland Parks and Community Services Department, with all delivery charges to be prepaid by the Bidder. The City does not accept C.O.D. or collect shipments.

ALTERNATIVE PRODUCTS: The City of Kirkland will consider pricing for multiple alternative products for purchase that meet the requirements listed in the specifications but will only be purchasing one self-propelled spider lift.

SPECIFICATIONS: The City of Kirkland reserves the right to determine which specific items on any specification requirements require strict adherence, or are most important, and those that are not, or requiring a lesser degree of importance. Such determination can and will be a basis for evaluating, recommending and making award. The City will, at its discretion, assess warranty offered, and utilize life-cycle costing and/or performance factors as the evaluation method and basis for award. The low bid most closely meeting specifications is usually the bid given the award, although delivery time is sometimes a necessary factor. The bidder may provide pricing for as many options as they would like, and are not required to provide a price for all options. Should the pricing sheet not be submitted with a bid, this is considered non-responsive and therefore will not be considered. Please read and respond to specification requirements carefully.

MOST CURRENT MODEL: Unless otherwise stated, all equipment furnished shall be manufacturer’s latest model. Appurtenances and/or accessories not herein mentioned, but necessary to furnish a complete unit, ready for use upon delivery, shall be included in the bid and conform in design, strength, quality of material and workmanship to what is usually provided to the trade in general. The unit furnished shall be a current model under standard production by the manufacturer. The Bidder may provide pricing for as many options as it chooses.

PLANNED PURCHASES: The City plans to purchase one, new self-propelled spider lift of its choosing. **It is anticipated that other public agencies may wish to utilize this contract as allowed by RCW 39.34.**

TENTATIVE SCHEDULE OF EVENTS:

- IFB issued February 6, 2023
- Questions/alternate products due February 15, 2023 by 5:00 PM PST
- Answers posted February 20, 2023 by 5:00 PM PST
- Bids due February 27, 2023 at 2:00 PM PST
- Anticipated award March, 21, 2023

QUESTIONS REGARDING THIS IFB: ALL questions or alternates must be submitted via e-mail Any questions and answers along with the determination of substitutions will be posted as a bid addendum on the City of Kirkland website at:

<https://www.kirklandwa.gov/Government/Departments/Finance-and-Administration/Purchasing-Services/Doing-Business-with-the-City> .

In order to make information available to all proposing suppliers, no questions will be entertained after 5:00 pm on February 15, 2023.

Questions regarding the scope of work, specifications, or evaluation process must be submitted in writing or e-mail and should be addressed to, Rob Martinson Parks and Community Services Supervisor at rmartinson@kirklandwa.gov. Questions regarding the bidding process must be submitted to Jay Gewin, Purchasing Agent at purchasing@kirklandwa.gov .

DISTRIBUTION OF BID DOCUMENT AND ADDENDA: This IFB can be downloaded directly from the City of Kirkland’s website at www.kirklandwa.gov (Click on “Doing Business with the City” under “Business”.) Those who wish to automatically receive any addenda or a notice of cancellation should provide e-mail information on the City’s bid page at:

<https://www.kirklandwa.gov/Government/Departments/Finance-and-Administration/Purchasing-Services/Doing-Business-with-the-City> .

Those who choose not to submit contact information will be solely responsible for monitoring the City’s website for any addenda or a notice of cancellation.

BID PREPARATION: Firms submitting bids shall be responsible for any and all costs and/or expenses associated with preparing such proposal.

SUBMISSION OF BID PROPOSALS: All bid proposals must be received no later than **2:00 PM Pacific Time on February 27, 2023**. Bids must be signed by an authorized company representative and submitted in a sealed envelope. Bids must be addressed to:

**City of Kirkland
Attn: Jay Gewin, Purchasing Agent
IFB No. 02-23-PCS
123 5th Ave
Kirkland, WA 98033**

It is the responsibility of the supplier to be sure the proposals are sent sufficiently ahead of time to be received **no later than 2:00 PM on February 27, 2023**. Proposals received after the deadline will not be considered for award of contract.

EVALUATION PROCESS: This is an Invitation for Bids for specific items and our intent is to award the contract to the responsible supplier that submits the lowest responsive bid.

CONTRACT: The contract shall consist of the following documents: The Invitation for Bids (IFB), the accepted bid, any purchase orders issued by the City and any agreed upon written changes to any of the foregoing documents. The contract documents are complimentary and what is called for in any one document shall be binding as if called for by all.

COMPLIANCE WITH LAWS: The supplier shall comply with all applicable federal, state and local laws, rules, and regulations, affecting its performance and hold the Purchaser harmless against any claims arising from the violation thereof.

GENERAL BID INFORMATION: Submission of the proposal will signify the firm's agreement that its proposal and the content thereof are valid for 90 days following the submission deadline and will become part of the contract that is negotiated between the City and the successful firm.

COOPERATIVE PURCHASING: RCW 39.34 allows cooperative purchasing between public agencies (political subdivisions) in the State of Washington. Public agencies which have filed an Intergovernmental Cooperative Purchasing Agreement with the City of Kirkland may purchase from City of Kirkland contracts, provided that the firm agrees to participate. The City of Kirkland does not accept any responsibility for purchase orders issued by other public agencies.

PUBLIC DISCLOSURE: Once submitted to the City, proposals shall become the property of the City, and all proposals shall be deemed public records as defined in Chapter 42.56 RCW, Washington's Public Records Act ("PRA"). Any proposal containing language which purports to copyright the proposal, declares the entire proposal to be confidential, declares that the document is the exclusive property of the proposer, or is any way contrary to the PRA or this proposal, could be removed from consideration. The City does not accept responsibility for determining what the proposer may consider confidential or proprietary. Therefore, any information in the proposal that the proposer claims confidential and/or proprietary or otherwise exempt from disclosure under RCW 42.56.270 or any other provision of the PRA must be clearly designated as described in the "Proprietary Material Submitted" section above. It must also include the exemption(s) from disclosure upon which the proposer is making the claim, and the pages and portions thereof must be clearly marked and identified. With the exception of lists of prospective proposers, and except to the extent otherwise required by law, the City will not disclose proposals until a bid selection is made. At that time, all information about the competitive procurement will be available with the exception of: portions of a proposal specifically designated as confidential and/or proprietary and therefore exempt from disclosure under the PRA until such time as the proposer has a reasonable opportunity to seek a court order preventing such disclosure.

NONCOLLUSION: The supplier must certify that their firm has not entered into any agreement of any nature whatsoever to fix, maintain, increase or reduce the prices or competition regarding the items covered in this Invitation for Bids. Supplier is to complete the attached Non-collusion affidavit

and submit it with the proposal.

PAYMENT TERMS: Net 45 days after delivery, acceptance and receipt of invoice. Acceptance includes inspection and approval by City of Kirkland's Parks and Community Services Department.

FREIGHT TERMS: Quoted price is to include delivery to designated locations. Shipping will be FOB destination and include delivery.

NON-DISCRIMINATION: The City of Kirkland requires that no person will be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, including in consideration for an award pursuant to this advertisement, on the grounds of race, religion, color, national origin, sex, age, marital status, political affiliation, sexual orientation, or the presence of any sensory, mental or physical disability. The City of Kirkland further assures that every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs are federally funded or not.

In addition to nondiscrimination compliance requirements, the firm ultimately awarded a contract must comply with federal, state and local laws, statutes, and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

GENERAL SPECIFICATIONS
Self-Propelled Spider Lift
Kirkland Parks and Community Services

SCOPE

The City of Kirkland Parks and Community Services Department is soliciting bids for one new self-propelled spider lift, trailer, communication devices and all necessary safety equipment to operate all components that meet the specifications listed below.

Please provide pricing for one self-propelled spider lift, trailer, communication devices and all necessary safety equipment to operate. You may provide prices for as many options as you like.

Spider Lift

- a. 90'-96' working height
- b. Automatic self-leveling outriggers
- c. Tracks
 - a. Tracks adjust vertically and horizontally
 - b. Ability for tracks to position less than 36" wide
 - c. Rubber
- d. Diesel engine
- e. 24-volt battery backup
- f. One aluminum 2-person basket and 1 fiberglass 1-person basket
- g. 10,000 lbs. or less
- h. Minimum of 38' lateral reach
- i. Ability to work below grade with man basket
- j. Ability to deploy on slope of at least 15 degrees
- k. Multi-position outriggers
- l. 360 degrees boom rotation
- m. Independently articulating jib
- n. Biodegradable hydraulic fluid
- o. Local service support

_____Comply _____Exception

TRAILER

- a. Tandem Axle trailer
- b. Maximum GVWR of 14,000 lbs
- c. Bumper pull with pintle eye

_____Comply _____Exception

Safety and Communication Gear

- a. (5) **Sena tufftalk M** hands-free and hard hat mounted communication devices with hard hats
- b. (3) Fall protection harnesses

_____Comply _____Exception

WARRANTY

- a. Minimum 1-year warranty on spider lift and components
- b. Minimum 1-year warranty on trailer

_____Comply _____Exception

DELIVERY

All deliveries are to be F.O.B., inside delivery, City of Kirkland Parks and Community Services Department, with all delivery charges to be prepaid by the Bidder. The City does not accept C.O.D. or collect shipments. The City would like the trailer delivered no later than 6 weeks after purchase order is issued.

_____Comply _____Exception

INSTALLATION AND TRAINING

Spider lift must have all included components installed prior to acceptance of delivery. Bidder to provide training on use of the machine to selected staff members at an agreed upon date/time. Training to take place at Kirkland Parks Maintenance Center located at 12006 120th PL NE, Kirkland WA, 98034

_____Comply _____Exception

EXCEPTIONS TO SPECIFICATIONS

Any and all exceptions to the above specifications must be clearly stated for each heading. Use additional pages for exceptions, if necessary.

*** PRICE PROPOSAL FORM ***
JOB NUMBER 02-23-PCS
SELF-PROPELLED SPIDER LIFT AND TRAILER
INVITATION FOR BIDS

Bidder Name _____

Bidder shall submit one original sealed bid. If Bidder wishes to submit alternate bids, copy the appropriate bid pages and submit alternate bids. If Bidder wants to submit additional options, please include on an additional sheet.

We agree to furnish the following items F.O.B. Destination, freight prepaid and allowed (included in unit price).

OPTION 1

<u>ITEM NO</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
1.	Spider lift with trailer	New	1	EA	\$ _____	\$ _____
2.	Communication system	New	5	EA	\$ _____	\$ _____
3.	Hard hats	New	5	EA	\$ _____	\$ _____
4.	Harnesses	New	3	EA	\$ _____	\$ _____
TAX						\$ _____
TOTAL						\$ _____

Note: The unit price and extended price are to be shown in the spaces provided. Extended price shall be determined by multiplying the unit price by the quantity.

Prompt Payment Discount _____% _____ days, net 30.

Payment discount periods of 20 calendar days or more will be considered in determining lowest responsible bid.

If a **volume discount** is offered, provide the order quantities at which the price break will be given and the corresponding percentage:

Quantity _____ Discount _____%

Quantity _____ Discount _____%

Quantity _____ Discount _____%

SPECIFICATION COMPLIANCE

The bidder certifies below that its bid complies in all respects with the attached specification documents, including the minimum specifications (CHECK YES OR NO BELOW).

YES NO

If NO, list below, in detail, any and all deviations.

LIST DEVIATIONS:

Receipt of Addenda No(s). _____ **is hereby acknowledged.**

Company name

Location or Place Executed: (City, State)

Signature of Authorized Representative

Name and title of person signing

Date

Vendor's Address:

Telephone Number

Fax Number

Email

CITY OF KIRKLAND
NONCOLLUSION AFFIDAVIT
SPIDER LIFT
IFB NO. 02-23-PCS

STATE OF WASHINGTON)
) SS
COUNTY OF KING)

The undersigned, being duly sworn, on oath deposes and says that the person(s), firm, association, partnership or corporation herein named has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.

Firm Name

Authorized Signature

Type Name

Title

Sworn to before me, this _____ day of _____, 20__.

Notary Public in and for the State of Washington
Residing at _____
My Commission Expires _____

NOTICE TO ALL BIDDERS

To report bid rigging activities call: 1-800-424-9071

The U.S. Department of Transportation (USDOT) operates the above toll-free "hotline" Monday through Friday, 8:00 a.m. to 5:00 p.m., ET. Anyone with knowledge of possible bid rigging, bidder collusion, or other fraudulent activities should use the "hotline" to report such activities.

The "hotline" is part of USDOT's continuing effort to identify and investigate highway construction contract fraud and abuse and is operated under the direction of the USDOT Inspector General. All information will be treated confidentially, and caller anonymity will be respected.



Letter of Agreement Spider-Lift with Trailer

This Letter of Agreement ("Agreement") is entered into by and between the City of Kirkland, a municipal corporation, herein called the "City," and **Vendor**, hereinafter the "Supplier".

WHEREAS, the City solicited bids for Self-Propelled Spider Lift on February 6, 2023; and

WHEREAS, the Supplier submitted the low responsive bid on February 27, 2023; and

WHEREAS, the Supplier is qualified, willing, and able to provide all items required by the City's Invitation for Bids; and

WHEREAS, the City Council awarded the contract to the Supplier at their meeting of _____, 2023;

NOW, THEREFORE, in accordance with the City's Invitation for Bids and the Suppliers Bid Proposal the following terms and conditions are agreed to:

CONTRACT: The contract consists of the following documents: This Agreement, the Invitation for Bids (IFB), the accepted bid, any purchase orders issued by the City and any agreed upon written changes to any of the foregoing documents. The contract documents are complimentary and what is called for in any one document shall be binding as if called for by all.

CONTRACT TERM AND PRICE CONDITIONS: The initial contract shall commence on the date this Agreement is fully executed. Pricing provided in the bid proposal shall be firm and fixed. The City will execute the contract within 90 days of bid opening if the City chooses to execute a contract with the lowest cost responsive bid.

COOPERATIVE PURCHASING: RCW 39.34 allows cooperative purchasing between public agencies in the State of Washington. Public agencies which have filed an Intergovernmental Cooperative Purchasing Agreement with the City of Kirkland may purchase from City of Kirkland contracts. The City of Kirkland does not accept any responsibility for purchase orders issued by other public agencies.

COMPLIANCE WITH LAWS: The Supplier shall comply with all applicable federal, state and local laws, rules, and regulations, affecting its performance and hold the Purchaser harmless against any claims arising from the violation thereof.

NONCOLLUSION: The Supplier has certified that their firm has not entered into any agreement of any nature whatsoever to fix, maintain, increase or reduce the prices or competition regarding the items covered in this Invitation for Bids.

PAYMENT TERMS: Net 45 days after delivery, acceptance and receipt of invoice. Acceptance includes inspection and approval by City Parks and Community Services staff.

FREIGHT TERMS: Quoted price is to include delivery to designated locations. Shipping will be FOB destination and include delivery and installation.

FEDERAL DEBARMENT:

The Bidder shall not currently be debarred or suspended by the Federal government. The Bidder shall not be listed as having an "active exclusion" on the U.S. government's "System for Award Management" database (www.sam.gov).

NON-DISCRIMINATION: The City of Kirkland requires that no person shall, on the grounds of race, religion, color, national origin, sex, age, marital status, political affiliation, sexual orientation, or the presence of any sensory, mental or physical disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Kirkland further assures that every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs are federally funded or not.

In addition to nondiscrimination compliance requirements, the firm ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

IN WITNESS WHEREOF, the parties hereto have executed this Letter of Agreement on the dates written below:

SUPPLIER:

CITY OF KIRKLAND:

By: _____

By: _____
Beth Goldberg, Deputy City Manager

Name: _____

Title: _____

Date: _____

Date: _____