



**County of Siskiyou
Invitation to Bid
Request for Proposals (RFP)
RFP # OES 21-01 – Office of Emergency Services
For
A Warehouse Forklift**

Proposals may be mailed, delivered, or emailed to:

**Stephanie Black
Management Analyst
County Administration
1312 Fairlane Rd.
Yreka, CA 96097
Email: sblack@co.siskiyou.ca.us**

**Proposals Due by:
July 12, 2021
At 4:00 PM**

1.0 Preface

Notice is hereby given that the County of Siskiyou, Office of Emergency Services hereafter referred to as “the County” invites and will receive sealed bid proposals for the purchase of a warehouse forklift, on or before July 12, 2021, at 4:00 PM.

The County appreciates your time and effort in preparing your bid. Please note that all bids must be received at the designated location by the deadline shown. Bids received after the deadline will not be considered for award and will be returned.

2.0 Estimated Timeline of Events

The Following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

Date	Activity
June 30, 2021	Release of Request for Proposals (RFP)
July 07, 2021	Deadline to Submit Questions
July 12, 2021	Submission of Proposals due by 4:00 PM
July 13 – 15, 2021	Review of Proposals
July 16, 2021	Notification of Final Selection

3.0 General Information

1. All prices quoted should include taxes. The bid price will be the maximum amount paid by the County.
2. All Bid proposals must include equipment that meets the required minimum specifications as listed in section 4.0. Materials shall be from new stock and delivered in good condition. No damaged items will be accepted.
3. The County reserves the right to reject any and all bids in the best interest of the County.
4. The equipment must comply with the current State and Federal regulations. All equipment must conform to the State of California Industrial Safety Orders.
5. The Bidder shall guarantee that the equipment meets the minimum requirements set forth herein. If it is found that the equipment delivered does not meet the minimum requirements of this specification, the vendor will be required to correct the same at their expense.

6. Specifications are for a completed equipment unit, and all equipment and accessories necessary for the safe operation of the forklift shall be provided. All parts, equipment, and accessories shall be completely installed, assembled, and/or adjusted as required and shall conform in strength, quality of materials, and workmanship to recognized industry standards. Should the specifications conflict with any State or Federal regulations, bids shall reflect the more stringent regulation.
7. The manufacturer's warranty shall be furnished for all equipment included in the bid proposal
8. Bids must be valid for at least forty-five (45) days from the date of opening.
9. The specifications are intended to describe the type, size, and quality of equipment, which will best meet the requirements of the County. It is not intended to favor any one brand or make. The mention herein of any particular name of equipment or material merely serves to specify the quality of the general type that is required.
10. The County will award the contract to the Bidder, who provides goods at the best value for the County. In determining the best value, the County may consider:
 - The purchase price;
 - The reputation of the Bidder and their goods;
 - The quality of the Bidder's goods;
 - The extent to which the goods meet the County's needs;
 - Value-added goods or services.
11. Bidders taking exception to any provisions of this RFP or offering substitutions shall state these exceptions in the section provided or by attachment as part of the bid. Any exceptions may be accepted or rejected by the County. The absence of such a list shall indicate that the Bidder has not taken exceptions and shall hold the Bidder responsible for performing in strict accordance with the provisions of this RFP.
12. All Bids and bidders must comply with all federal, state, city, and local laws.
13. Bidders shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waved or factored into the final award decisions.

4.0 Minimum Equipment Specifications

The following list is the minimum required equipment specifications. This list should not be considered exhaustive. Please include any other equipment or features that you believe may be advisable. This Vehicle will be used in the warehouse of the Office of Emergency Services

Forklift

- 4000LB Capacity
- LP Fueled
- Pneumatic Tires with outdoor tire tread
- Triplex Mast
- Minimum 187" Maximum Fork Height (MFH)
- Maximum 84.5" Overall Lowered Mast Height (OALH)
- Minimum 36.0" Free Fork Height (FFH)
- Side shift Capable
- Minimum 48" fork length
- 48" High Load Backrest
- Forward & Rear LED Working Lights
- 60 – 90 days' delivery after receipt of order preferred

5.0 Submission Requirements

1. Completed and signed Vendor Certification Form (Attachment A)
2. Completed Bid Proposal Form (Attachment B)
3. Please include any estimates used from third-party subcontractors
4. References – Please provide at least three (3) references that have used your company to purchase similar products (Attachment C)
5. Please include any other information relevant to this RFP

Bid Proposals must be submitted by mail, hand delivery, and/or electronic means, as described below. Please reference the RFP number either on the envelope of your hard copy or in the subject of your electronic submission.

Hand Delivery: Sealed hard copy bid proposals submitted by hand delivery must be received at the County Administration Department, 1312 Fairlane Rd. Yreka, CA 96097, on or before Monday, **July 12, 2021, at 4:00 PM** (ATTN: Stephanie Black, Management Analyst)

U.S. Mail: Sealed hard copy bid proposals may be submitted via mail to P.O. Box 750 Yreka, CA, 96097 (ATTN: Stephanie Black, Management Analyst). Mailed bid proposals must be postmarked by **July 12, at 4:00 PM**

Electronic Copy: The County of Siskiyou accepts electronic submissions. To submit your Bid proposal electronically, please email it to Stephanie Black, Management Analyst, at sblack@co.siskiyou.ca.us. Electronic copies must be received by Monday, **July 12, 2021, at 4:00 PM.**

Please direct all inquiries related to the RFP to Stephanie Black, Management Analyst, by email at sblack@co.siskiyou.ca.us or by phone at (530) 842-8003

A contract award resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.

6.0 Attachments

Attachment A – Vendor Certification Form

Attachment B – Bid Proposal Form

Attachment C – Reference Form