
Request for Proposal

Wyandotte Municipal Services
Wyandotte Cable
Vehicle Replacement Cable TV Aerial Lift
(Bucket Van)
Bid Number 4754
December 10, 2018

**Wyandotte** Cable
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1. Instruction to Bidders

1.1. Request for Proposal – Vehicle Replacement Cable TV Aerial Lift Van

Wyandotte Cable / Wyandotte Municipal Services (WMS) is a municipally owned electric, water and telecommunications department(s) for the City of Wyandotte, Michigan. This request for proposal (RFP) is for a Vehicle Replacement Cable TV Aerial Lift (Bucket Van).

All inquiries or requests regarding this RFP must be submitted, in writing or via email, no later than 12/26/18 to the project manager at the address indicated below. Only written responses from the project manager or project manager appointed designee will be binding with regard to inquiries requesting clarifications or additional information. The project manager's or his designee's written responses will be forwarded simultaneously to all prospective bidders.

No other individuals at Wyandotte Municipal Services will have the authority unless designated by project manager to respond to this RFP. Attempts to question other employees regarding this RFP will result in the bidder's disqualification.

WMS has designated Steve Timcoe, Superintendent/CATV Telecommunications, as project manager with overall project responsibility for administration of the project. His contact information is as follows:

Wyandotte Municipal Services
Wyandotte Cable
Attention: Steve Timcoe
3200 Biddle Ave
Suite 200
Wyandotte, MI 48192

Or via email at:
stimcoe@wyandottemi.gov

1.2. Submission of Proposal

1. Sealed proposals will be received by Wyandotte Cable / Wyandotte Municipal Services (WMS). Proposals shall be based on providing all items contained in this Request for Proposal.
2. The bidder must submit via mail one (1) copy of the response to this RFP to Wyandotte Cable at the address provided below. All responses must be complete and accurate and should be supplied in sealed packaging marked with the bidder's name and address, bid number 4754 and sent to the address below.

Wyandotte Municipal Services
Attention: Paul LaManes, General Manager
3200 Biddle Ave
Suite 200
Wyandotte, MI 48192

Bid Opening will be on **Wednesday, January 2, 2019 at 3 p.m.** at the Wyandotte Municipal Services Offices as noted above.

Wyandotte Municipal Services reserves the right to reject any or all bids in whole or in part and to waive any of the informalities therein per the General Terms and Conditions listed in **Appendix B.**

Wyandotte Cable will review and evaluate the written responses to this RFP. Wyandotte Cable may conduct additional interviews with selected bidders for the purpose of further exploring and clarifying the bidder's response. RFP responses will be evaluated to ascertain which proposal is most advantageous to the utility. Wyandotte Cable reserves the right to accept, refuse, or defer any or all of the proposals submitted at any time in the proposal process.

1.3 Vehicle Replacement Cable TV Aerial Lift Van RFP Schedule

RFP released	12/13/18
RFP written questions due	12/26/18
RFP receipt deadline (bid opening)	1/2/19 at 3 p.m.
Expected project start date	January 2019

1.4. Proposal Format

This section describes the format bidders shall use in structuring a response to this RFP.

Table of Contents - Optional

Cover Letter – Optional

Section 1 - Executive Summary - Optional

Executive Summary shall contain a brief description of the following items. Do not include any pricing in this section.

- Bidder's scope of the proposed solution
- Recommended business relationship with Wyandotte Municipal Services
- Technology overview
- Description of corporate qualifications, including prior projects with a list of client references
- Description of demonstrated deployment procedures, proposed project organization and key personnel
- Proposed deployment schedule

Section 2 - Technical Proposal

Wyandotte Cable's preference is for the Ford Transit 350 Chassis/Vehicle. Wyandotte Cable also desires an aerial lift device that minimizes space intrusion into the cargo area of van. This van is to be used as a daily cable telecommunications plant maintenance vehicle and will also function as basic fiber optic splicing vehicle. Maintaining maximum usable space within the cargo area is crucial. A four (4) post vs. full pedestal aerial lift device base intrusion into the cargo area of vehicle is preferred. All options and features were chosen for maximum safety, efficiency, durability, reliability and longevity. Bidder may describe the technical aspects of the product. Bidders should pay particular attention to describing clearly and concisely the functional and performance benefits of their offering.

Section 3 – Minimum Bidder Qualifications

Bidder shall address the following:

- Bidder has been a provider of Aerial Lift (Bucket Trucks) and/or equipment for minimum of 10 years.
- Be able to provide documentation of a minimum 30 current aerial lift truck/van sales in last 3 years upon request.

Section 4 - Price and Business Relationship Proposal

Below is a detailed list of desired equipment and features to be included in the Cable TV Aerial Lift (Bucket Van) proposal that Wyandotte Cable intends to purchase. All equipment listed or equivalent should be in proposal. Recommendations for additions/deletions or alterations are welcomed per the submission of proposal schedule.

Bidders shall include all pricing information (package pricing and/or line item detail pricing is acceptable) in your pricing quote. Wyandotte Cable expects detailed line itemization for equipment which should include but may not be limited to the following:

Chassis – Standard equipment & + Options

- 2019 chassis
- Ford T350 Transit 148" Low Roof Van
- 4 x 2
- 9500 lb. GVWR
- 3.7L TI-VCT V6 Gas Engine
- 6 Speed Automatic Transmission
- Painted Oxford White
- AM/FM, CD, Clock, Stereo Radio
- Air Conditioning
- Engine Block Heater
- 235/65R 16C All-Season Tires
- Back Up Camera
- Power Locks
- Power Windows
- Remote Keyless Entry
- Short-Arm Dual Power mirrors
- 3.73 Limited Slip Rear Axle
- Rearview Mirror Monitor
- Sliding Door with Fixed Glass at Top
- Inclinometers – one in cab front view of driver-one in rear
- Aluminum tail shelf with reflectors, tail lights and backup sensors
- Non-Skid surface on tail shelf
- Grip strut stool step for basket access on tail shelf
- Back Up Alarm
- Commercial Grade Ladder Rack (please provide detail & picture of proposed LR)
- Amber Strobes preferably on each side of turret as opposed to top mount
- All appropriate safety lights, equipment, devices for road side work
- Any other DOT required equipment and/or devices
- 2 Rubber Wheel Chocks
- DOT kit (fire ext./mounted in cab, triangle warning kit, Spare Fuses)
- Aluminum Grab Handle
- Steel partition, perforated window, Ford Transit, Low Roof. Ranger C20-FTL
- Florescent lights (48" long) and 120-volt receptacles
- Obstacle proximity alert system
- Cone Holder installed (appropriate location on tail shelf)
- Rear corner strobe LED light kit (qty 2) Star Headlight brand DLXT121A-COM (or equivalent)
- Window Guard on street side rear window

- Dimension 2400 Watt-Pure Sinewave Inverter for van with one GEL battery (or equivalent)
- Illuminated switch in cab on dash to turn Inverter on/off. Upfitter Switch if available.
- Premium Hydraulic Fluid (Kendall, Hyken Glacial Blue or equivalent)
- Rubber Mat 3/4x48x72
- Shelf unit for Ford T350 van Curbside Wheel Well (identify manufacture. /model/type)
- Shelf unit for Ford T350 van StreetSide Wheel Well (identify manufacture. /model/type)
- 8 drawer cabinet installed between bridge frame legs for Ford T350 Van on Street Side.
- Table Splicer (72"x24") located curb side. (fiber splicing and/ or general use table)
- 17" Tall x 14" Wide Transit Side Mount Window Option. Outside Access Panel Hinges on Top. Splicer door at the rear.
- Fiber Cable Clamp.
- Go Light Wireless Remote Control Spotlight, Model 2000 permanent mount 400,000 candlepower. Light is wired and fused directly to van battery (or equivalent)
- Provide location of oil tank mount
- Install 31.5' LED Strip Light. On/Off switch in the cab. Located in cargo area
- Identify all warranties
- Adrian 4 hook assembly. Hooks mount of the rear and front of shelving unit on the Street Side
- LED work light installed at bucket
- Duplex receptacle (20 Amp) mounted behind seat in cab on passenger side. Wire this receptacle to the inverter or breaker box.
- Duplex 120-volt receptacle (20 amp) inside work area.

Aerial Lift Device

- Telescopic aerial lift device boom
- Electric Hydraulic Controls
- 390 Degree Non-Continuous Rotation
- Body Harness with Deceleration Lanyard
- Operators & Maintenance manuals (2 copies preferred)
- Start/Stop at Basket
- CS Bucket – standard leveling
- 34' minimum working height
- 20'+ Side Reach
- Variable Speed Control at the Upper Controls
- Emergency Upper Boom Controlled Descent Valve
- Emergency Power at Basket
- Switch at lower controls wired to unit options
- Electric Tool Circuit (110V) at bucket
- Boom should be white in color (reasonably match chassis color)
- Bucket Cover with foam insert

- 350 lb. minimum capacity
 - Minimum 24'x24' Basket Door w/hinge
- Bidders shall also provide a list of any equipment or materials that are required to be purchased by WMS.
 - Selected vendor will ship or deliver Vehicle/Equipment to Customer's warehouse or other designated location.
 - Provide vehicle/equipment lead times if expectation is, they are not stock items readily available.
 - **It is expected that any equipment, options, features, materials and/or labor not specifically mentioned but necessary to make this a fully functional turn key vehicle replacement cable tv maintenance aerial lift (bucket van) be included in the project pricing quote and will be considered the responsibility of the bidder to be familiar enough with a project quote of this nature that it be all inclusive.**

Section 5 - Collusion Affidavit and Proposal Bond and Insurance Documents

Include signed Collusion Affidavit and Proposal Bond found in Appendix A. Insurance template is in Appendix C. – Not Applicable

Section 6 - Appendix

Include relevant material needed to illuminate proposal content. This shall include but not limited to annual report summary, project plans, deployment schedules, resumes of key personnel, references, product brochures and specifications, etc. – Not Applicable

2.0 Scope of Work

2.1 Background

Wyandotte Cable presently provides cable television video services to over 5,300 customers and internet services to over 5,800 residential internet customers and more than 200 business customers with 'broadband high-speed internet' service. Wyandotte Cable also provides Digital VoIP telephone service to over 800 customers via HFC cable telecommunications infrastructure/technology. Amongst many other employees, Wyandotte Cable employs 2 cable telecommunications field maintenance technicians and 6 cable telecommunications field service technicians. Wyandotte Cable is seeking a vendor that can deliver a fully outfitted cable telecommunications aerial lift van that will serve daily cable telecommunications and basic fiber splicing field maintenance technician needs.

Wyandotte Cable is accepting proposals to supply a replacement cable telecommunications aerial lift (bucket van). The proposal should be all inclusive and considered turn key in project

scope of work. **Any items not specifically identified but deemed necessary to complete the project will be the responsibility of the bidder and should be included in the bid and pricing quote.**

2.2 Objectives

1. Provide a fully functional replacement cable telecommunications aerial lift (bucket van).
2. Bidders shall also provide a list of any equipment or materials that are required to be purchased by Wyandotte Cable.
3. Selected vendor will ship or deliver Equipment to Customer's warehouse or other designated location.
4. The proposal should be all inclusive and considered turn key in project scope.
5. **Any items not specifically identified but deemed necessary to complete the project will be the responsibility of the bidder and should be included in the bid and pricing quote.**

2.3 Project Overview

Wyandotte Cable is issuing this RFP to solicit bids for a turn key replacement vehicle to meet the daily needs of our cable telecommunication field maintenance technicians. When RFP responses have been received and evaluated, a recommendation will be made to proceed with bidder selection.

3.0 Product Warranties

The Bidder shall provide detailed warranty information with its proposal, including warranties for vehicle, aerial lift device and any additional options/features bided. A complete description of all warranty coverage shall be included in the proposal.

4.0 Evaluation Criteria

The bidder proposal is intended to help Wyandotte Cable select the vehicle that best meets our needs to outfit our cable telecommunications field maintenance technicians.

Appendix B – General Terms and Conditions for Proposals

1. Acceptance of Proposals: Wyandotte Municipal Services reserves the right to reject any and all Proposals, to waive any informal technicalities or defects, the scope and nature of which it shall be the sole judge, in any Proposal, insofar as such technicality or defects do not legally, materially or substantially change such Proposal. Wyandotte Municipal Services, unless otherwise specified by the Proposal, reserves the right to accept any item on the Proposal.

If the Proposal fails to state the time within that a Proposal must be accepted, it is understood and agreed that said Wyandotte Municipal Services shall have sixty (60) days from Proposal opening date in which to accept the Proposal.

2. Error in Proposal: In case of error in the extension of prices in the Proposal, the unit prices will govern. No Proposal shall be altered, amended or withdrawn, unless acceptance date has expired, after opening date of Proposals. Negligence on the part of the Bidder in preparing the Proposal confers no right for the withdrawal of the Proposal after it has been opened.

3. Discount Period: Time in connection with discount offered will be computed from date of delivery or from the date correct invoices are received, whichever date is later. Discounts other than "Time Discounts" shall be shown on the face of the proposal sheet under "Terms".

4. Signature on Proposals: Each Proposal submitted must contain the full name and business address of the Business/Contractor. Any person signing a proposal sheet for himself/herself or as agent, employee or officer of another must show his/her title and, if requested by Wyandotte Municipal Services shall furnish proof of his/her authority to make such proposal. Any person signing said proposal shall do so in his/her own handwriting and the signature of that person as well as the name of any firm or company submitting the proposal.

5. Alternate Proposals: Alternate Proposals will be considered providing such items meet specifications. Where equivalent items are proposed Wyandotte Municipal Services reserves the sole right to determine whether the alternate meet specifications.

6. For all contracts that exceed \$75,000 the successful Contractor shall also furnish a satisfactory payment (labor and materials) bond in an amount equal to the total contract price executed by a surety company authorized to do business in the State of Michigan upon forms furnished by Wyandotte Municipal Services. – Waived/Not Applicable

7. Taxes: Each Proposal shall separately state and set forth therein the amount of any and all Federal or State sales, excise, or use taxes included in Proposal prices. If any such taxes are included in prices Proposal, Wyandotte Municipal Services reserves the right in making an award to deduct any amount thereof for the payment of which Wyandotte Municipal Services will execute appropriate tax exemption certificates justifying any such tax deductions from

Proposal prices. Where labor is required, the Contractor shall state separately the amounts of labor and materials.

8. Delivery: The number of calendar days in which delivery will be made after a contract is executed and a purchase order is issued shall be stated in the Proposal. When no time of delivery is stated by the Contractor, it is understood and agreed that delivery is to be made within thirty (30) days after receipt of order unless otherwise stated in the specifications.

9. Advertisement: The laws of the State of Michigan, the Charter of the City of Wyandotte, Michigan, all city ordinances and the legal advertisement for contractors and purchases are made a part of any agreement entered into the same respect as if specifically set forth in that agreement.

10. Specifications: It is understood that reference to the detailed specifications shall be sufficient to make the terms of such specifications binding on the contractor. In some instances, the name of a manufacturer, a special brand or make of an item is used in describing the items desired but this does not restrict the Contractor to that manufacturer or specific article, this means being used simply to indicate the character or quality of the articles or services desired; however, the articles or services on which the proposals are submitted must be equal to that specified, and a statement to that effect shall be made a part of such a proposal. Where a conflict occurs between the requirements of the General Terms and Conditions and the Specifications, the requirements of the Specifications will govern.

11. Inspection: Final inspection and acceptance or rejection will be made at the time of delivery, but all products and workmanship shall be subject to inspection and test at all times and places. The right is reserved to reject articles which contain defective material and/or workmanship. Rejected materials shall be removed by and at the expense of the contractor promptly after notification of rejection. Wyandotte Municipal Services shall not be obligated to pay the full price for any items that do not meet specifications; however, payment may be made at a proper reduction in price.

12. Proposal Opening: Proposals received after the specified date and time for opening as shown on the Proposal Sheet will not be considered. Proposals may be mailed or delivered to Wyandotte Municipal Services, 3200 Biddle Avenue, Wyandotte, Michigan 48192. No Proposals will be accepted via facsimile or email.

13. Equalization Factor in Wyandotte Municipal Services Specification: Any Wyandotte-based firm shall be deemed a better Proposal than the Proposal of any competing firm which is not Wyandotte based whenever the Proposal of such competing firm shall be equal to or higher than equalization percentage credit has been applied to the Proposal of the Wyandotte based firm. The equalization percentage credit shall be that percentage or credit which the competing firm has applied for similar or equivalent Proposals in the City where such competing firm is located. If the competing firm has no equalization percentage credit applied to Proposals in the City, they are located in then no credit shall be applied to the Wyandotte based Proposal.

14. Final Acceptance and Payment: Invoice approval will occur upon final shipment and acceptance by owner. Complete compliance with this specification is required for final acceptance.

15. Change Orders and additions to the scope: Any additions to the work scope, materials, or specifications of the project must be authorized in writing using the Wyandotte Municipal Services Change Order Form. Authorization must be received prior to any additional work commencing or the contractor assumes the risk of total financial liability for the additional work.