



BERKLEY SCHOOLS

Request for Proposal

Drivable Scissor Lift and Tilt Trailer Purchase Bids Due and Opened @ 2:00 pm - April 29, 2024

The Berkley School District is seeking bids for a new Drivable Scissor personnel Lift and Tilt Trailer in this request for proposal. Bid documents will be **available on April 8, 2024** through Berkley School District's website on the [Facilities/Operations-Purchasing page](#) or by emailing Jack Johansson, Project Coordinator, at jack.johansson@berkleyschools.org.

Written questions will be accepted until **Noon on April 17, 2024**. All questions submitted will be posted with their answers as an addendum alongside the bid documents on April 22, 2024. Questions should be sent to jack.johansson@berkleyschools.org with the **subject line reading "Questions - Scissor Lift & Tilt Trailer"**.

Proposals are due, and will be **publicly opened, at 2:00 p.m. on April 29** at Berkley School District's Administrative Offices at 14501 Talbot, Oak Park, MI 48237. Attendance at the bid opening is not mandatory. Proposals received after 2:00 p.m. on this date will not be opened or considered.

Submission must follow these protocols:

1. Two (2) printed copies of the proposal must be submitted.
2. Sealed proposals must have "**BHS - Drivable Scissor Lift & Tilt Trailer RFP Document**" clearly written on the outside of the package.
3. Proposals may be mailed or hand delivered to the attention of Kathy Konon, Assistant Superintendent, Berkley School District, 14501 Talbot, Oak Park, MI 48237. Berkley Board of Education reserves the right to accept or reject any and/or all bids in whole or in part, and waives any irregularities in the bids when deemed in the best interest of the School District. The District reserves the right to assign components of this purchase request to more than one vendor.

All bidders must complete, sign and include with their submission, the following two (2) affidavits: Familial Disclosure Statement; Iran Economics Sanctions Act. These can be found on our website, alongside the bid documents.

Estimated Purchase Timeline	
Notice of Advertisement in Local Newspaper	April 8, 2024
Release of RFP	April 8, 2024
Pre-Bid Meeting:	None
Online Requests for Clarification Deadline	April 17, 2024 @ Noon
Release of Addenda with RFC Answers:	April 22, 2024
Bid Due Date	April 29, 2024 2:00 p.m. E.S.T
Bid Opening and Public Reading:	April 29, 2024 at 2:00 p.m. E.S.T. located at Board Offices, Tyndall Center, 14501 Talbot St., Oak Park, MI 48237
Bid Consideration Period	April 29, 2024- May 3rd
Presentation of Bid to Board of Education	May 6, 2024
Anticipated Board of Education Bid Award	May 13, 2024
Purchase Order issued	May 14, 2024
Delivery deadline for Lift and Trailer MANDATORY	June 21, 2024
Notice: The right to modify the project timeline is held by Berkley School District in absolute discretion.	

REQUEST FOR BIDS – BID INSTRUCTIONS AND SPECIFICATIONS

Purchase of Self Driving Scissor Lift & Tilt Trailer

Berkley Schools seeks proposals for a **NEW driveable personnel scissor lift and tilt trailer suitable for moving the lift.** Prospective bidders have the option to bid on both lift and trailer, or lift or trailer individually. Vehicles offered must meet below specifications.

Self Driving Scissor Lift Specifications

- 38 foot working height (32 foot work platform height)
- Extendable work platform
- Battery/Electric drive
- Driveable while elevated
- Suitable for lifting two personnel
- Meets all applicable ANSI & OSHA standards
- New (used not acceptable)
- Manufacturer's Warranty
- Deliver by June 21, 2024

Tilt Trailer Specifications

- Suitable for transporting lift
- Tilt type trailer for drive-on loading of lift
- Towable with typical $\frac{3}{4}$ ton work truck
- Meet DOT standards for Public Roadways Use
- Deliver by June 21, 2024

Bid submissions will be evaluated following criteria:

- Pricing
- Warranty
- Delivery terms - **Lift and trailer must be delivered by June 21, 2024. Do not bid if you can not meet that deadline.**
- Durability
- Manufacturer reputation
- Local availability of service
- Other considerations as deemed appropriate by Berkley Schools Administration



B E R K L E Y
S C H O O L S

Bid Proposal Form
Drivable Scissor Lift & Tilt Trailer
April 8, 2024

Bidder Information
Firm Name:
Address:
Contact Person Name:
Contact Person Number:
LEGAL STATUS OF BIDDER
A Corporation organized and existing under the laws of the State of:
NAME, TITLE, AND SIGNATURE OF INDIVIDUAL DULY AUTHORIZED TO EXECUTE CONTRACTS:
Name:
Title:
Signature:

PACKAGE BID - DRIVABLE SCISSOR LIFT AND TRAILER

Bid to deliver **Drivable Scissor Lift and Tilt Trailer** in accordance with the included specifications, including all addenda, for the amount as follows:

Total Bid for Drivable Scissor Lift and Tilt Trailer:

\$

Drivable Scissor Lift Manufacturer & Model #

Tilt Trailer Manufacturer & Model #

Note any exceptions:

Initial to indicate delivery can be made by June 21, 2024 INITIAL _____

BIDDER MUST REPORT DETAILS FOR BOTH DRIVABLE SCISSOR LIFT AND TILT TRAILER ON PAGES 5 AND 6 OF BID PROPOSAL FORM.

BASE BID - DRIVABLE SCISSOR LIFT ONLY
Bid to deliver Drivable Scissor Lift only in accordance with the included specifications, including all addenda, for the amount as follows:
Total Bid for Drivable Scissor Lift only: <p style="text-align: center;">\$</p>
Lift Manufacturer & Model #
Initial to indicate delivery can be made by June 21, 2024 INITIAL_____
Note any exceptions:
BIDDER MUST REPORT DETAILS FOR LIFT ON PAGE 5 OF BID PROPOSAL FORM.

BASE BID - TILT TRAILER ONLY	
Bid to deliver Tilt Trailer only in accordance with the included specifications, including all addenda, for the amount as follows:	
Total Bid for Tilt Trailer only:	\$
Trailer Manufacturer Model #	
Initial to indicate delivery can be made by June 21, 2024 INITIAL_____	
Note any exceptions:	
BIDDER MUST REPORT DETAILS FOR TILT TRAILER ON PAGE 6 OF BID PROPOSAL FORM.	

DRIVABLE SCISSOR LIFT DETAILS
Lift Manufacturer & Model #
Terms & Details on Warranty:
Manufacturer Authorized Service Vendors/Options Within 50 miles of Berkley, Michigan (ZIP Code 48072)
Max: Platform height:
Lift Load Capacity
Lift Closed Height
Lift Overall Width:
Lift Platform Extension length
Lift Power Source:
Lift Weight (GVW)
Other Relevant Information (optional):

TILT TRAILER DETAILS
Trailer Manufacturer Model #
Terms & Details on Warranty:
Manufacturer Authorized Service Vendors/Options Within 50 miles of Berkley, Michigan (ZIP Code 48072)
Trailer Load Capacity:
Trailer GVW
Trailer Deck Material:
Trailer Coupling (hitch):
Is Trailer DOT Compliant for Public Roadways:
Other Relevant Information (optional):

Signature of Owner or Person with Authority

 Date

End of Bid Document

