

STATE OF WASHINGTON  
DEPARTMENT OF ENTERPRISE SERVICES

INVITATION FOR BID – No. 05316

VEHICLE LIFTS AND GARAGE ASSOCIATED EQUIPMENT



**INTRODUCTION**

This Invitation for Bid (IFB) is a competitive procurement issued by the Washington Department of Enterprise Services (Enterprise Services) pursuant to RCW chapter 39.26. Enterprise Services intends to use the IFB to establish and award a Master Contract for Vehicle Lifts and Garage Associated Equipment along with a NASPO ValuePoint Master Agreement.

This IFB is divided into four (4) sections:

- [Section 1](#) provides a summary table of relevant deadlines for responding to the IFB and identifies contact information for the IFB Procurement Coordinator.
- [Section 2](#) provides important information about the procurement.
- [Section 3](#) identifies how to prepare and submit a bid for this IFB, including detailed instructions regarding what to submit and how to submit your bid.
- [Section 4](#) identifies how Enterprise Services will evaluate the bids.

In addition, this IFB includes the following Exhibits:

- [Exhibit A – Bidder Information](#): This exhibit identifies the information that bidders must provide to Enterprise Services to constitute a responsive bid.
- [Exhibit B – Good/Service Specifications](#): This exhibit outlines the required specifications for the good and/or service that is the subject of this IFB.
- [Exhibit C – Bid Price](#): This exhibit provides the pricing information that bidders will complete as part of their bid and the price evaluation tool that Enterprise Services will use to evaluate bids.
- [Exhibit D – Master Contract](#): This exhibit is the NASPO Master Agreement & WA State Master Contract that the successful bidder(s) will execute with Enterprise Services.
- [Exhibit E – Complaint, Debrief, & Protest Requirements](#): This exhibit details the applicable requirements to file a complaint, request a debrief conference, or file a protest regarding this IFB.
- [Exhibit F – Doing Business with the State of Washington](#): This exhibit provides information regarding contracting with the State of Washington.

**NASPO VALUEPOINT INTENT TO PARTICIPATE RESPONSES.** Multiple states have provided their Intent to Participate in this procurement by notifying NASPO ValuePoint of their interest through a formal Intent to Participate process. Those states, and their Intent to Participate responses, are included at the end of the embedded document, 05316c.docx in Exhibit D – Master Contract.

**MASTER CONTRACTS.** Enterprise Services has statewide responsibility to develop ‘master contracts’ for goods and services. A Master Contract is a contract for specific goods and/or services that is solicited and established by Enterprise Services on behalf of and for general use by specified ‘purchasers’ (see below). Typically, purchasers use our Master Contracts through a purchase order or similar document.

**MASTER CONTRACT USERS – PURCHASERS.** The resulting Master Contract from this IFB will be available for use by the following entities (“Purchasers”):

- **WASHINGTON STATE AGENCIES.** All Washington state agencies, departments, offices, divisions, boards, and commission; and any the following institutions of higher education in Washington: state universities, regional universities, state college, community colleges, and technical colleges.
- **MCUA PARTIES.** The Master Contract also may be utilized by any of the following types of entities that have executed a Master Contract Usage Agreement (MCUA) with Enterprise Services:
  - Political subdivisions (e.g., counties, cities, school districts, public utility districts);
  - Federal governmental agencies or entities;
  - Public-benefit nonprofit corporations (i.e., § 501(c) (3) nonprofit corporations that receive federal, state, or local funding); and
  - Federally-recognized Indian Tribes located in the State of Washington.
- **ORCPP.** The Master Contract also will be available for use by the [Oregon Cooperative Purchasing Program \(ORCPP\)](#) based on the contractor’s acceptance.

While use of the Master Contract is optional for political subdivisions and public benefit nonprofit corporations authorized by the MCUA and ORCPP, these entities’ use of the Master Contract can increase Master Contract use significantly.

All purchasers are subject to the same contract terms, conditions, and pricing as state agencies.

## **SECTION 1 – DEADLINES, QUESTIONS, AND WHERE TO SUBMIT YOUR BID**

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This section identifies important deadlines for this IFB and where to direct questions regarding the IFB.

**Important dates:** The following table identifies important dates for this IFB:

| Item   | Date  |
|--|---|
| IFB Posting Date:  | November 18 , 2016  |
| Pre-Bid Conference:  | November 28, 2016 at 10:00 AM- 12:00 PM<br><b>Attend in Person</b> <b>Attend via Phone</b><br>1500 Jefferson Street SE      1-877-668-4493<br>Room 2331                                      Code: 929 275 624<br>Olympia, WA 98501 |
| Question & Answer Period:                                  | November 18, 2016 – December 21, 2016   |
| Deadline for submitting Bids:                              | December 28, 2016-2 P.M. PST  |
| Anticipated Announcement of Apparent Successful Bidder(s): | December 30, 2016/January 3, 2017 Pending approval by the NASPO ValuePoint Management Board   |
| Anticipated Award of Master Contract(s):                   | January 6, 2017   |

The IFB (and award of the Master Contract) is subject to complaints, debriefs, and protests as explained in [Exhibit E – Complaint, Debrief & Protest Requirements](#), which may impact the dates set forth above.

Enterprise Services reserves the right to amend and modify this IFB. Only bidders who have properly registered and downloaded the original IFB directly via WEBS will receive notifications of amendments to this IFB, which bidders must download, and other correspondence pertinent to this procurement. To be awarded a Master Contract, bidders must be registered in WEBS. Visit <https://fortress.wa.gov/ga/webs> to register.

**Questions:** Questions or concerns regarding this IFB must be directed to the following Procurement Coordinator for the IFB:

| IFB Procurement Coordinator |                            |
|-----------------------------|----------------------------|
| Name:                       | Philip Saunders            |
| Telephone:                  | 360-407-7962               |
| Email:                      | Philip.Saunders@des.wa.gov |

Questions raised at the pre-bid conference and during the Q&A period will be answered and responses posted to WEBS.

## SECTION 2 – INFORMATION ABOUT THE PROCUREMENT

This section describes the purpose of the IFB and provides information about this procurement, including the potential scope of the opportunity.

- 2.1. **PURPOSE OF THE PROCUREMENT – AWARD A MASTER CONTRACT.** The purpose of this IFB is to receive competitive bids and award a NASPO ValuePoint master agreement and WA State master contract for Vehicle Lifts and Garage Associated Equipment. Enterprise Services intends to award to

multiple contractor(s) in the following two (2) Categories: (1) Vehicle Lifts and (2) Garage Associated Equipment.

- 2.2. **MASTER CONTRACT.** The form of the Master Contract that will be awarded as a result of this IFB is attached as [Exhibit D – Master Contract](#).
- 2.3. **CONTRACT TERM.** As set forth in the attached Master Contract for this IFB, the contract term is twenty-four (24) months with the option to extend the contracts for an additional 36 months. Bidders are to specify prices for the contract term. The Master Contract is subject to earlier termination.
- 2.4. **ESTIMATED SALES.** Annual total purchases could approximate \$6,000,000 from (user agency/all users under NASPO ValuePoint). Purchase potential from other purchasers is unknown. Although Enterprise Services does not represent or guarantee any minimum purchase from the Master Contract, and no purchaser is committing otherwise to satisfy any requirements through either master contract/agreement, prior purchases under a similar contract are set forth in the following chart:

| Sales by Year |                   |
|---------------|-------------------|
| Year          | Sales             |
| 2006          | 430,240           |
| 2007          | 1,298,334         |
| 2008          | 2,410,460         |
| 2009          | 5,756,649         |
| 2010          | 4,822,296         |
| 2011          | 9,592,017         |
| 2012          | 8,282,184         |
| 2013          | 9,303,819         |
| 2014          | 4,514,180         |
| 2015          | 5,308,566         |
| 2016          | 3,590,837         |
| <b>Total</b>  | <b>55,309,583</b> |

### SECTION 3 – HOW TO PREPARE AND SUBMIT A BID FOR THIS IFB

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This section identifies how to prepare and submit your bid to Enterprise Services for this IFB. In addition, bidders will need to review and follow the requirements included in [Exhibit A – Bidder Information](#), which identifies the information that bidders must provide to Enterprise Services to constitute a responsive bid. By responding to this IFB and submitting a bid, bidders acknowledge having read and understood the entire IFB and accept all information contained within this IFB.

- 3.1. **PRE-BID CONFERENCE.** Enterprise Services will host an IFB pre-bid conference at the time and location indicated in [Section 1](#) of this IFB. Attendance is not mandatory. Bidders, however, are encouraged to attend and participate. The purpose of the pre-bid conference is to clarify the IFB as needed and raise any issues or concerns that bidders may have. If interpretations, specifications, or other changes to the IFB are required as a result of the conference, the Procurement Coordinator will post an amendment to this IFB to WEBS. Assistance for disabled, blind, or hearing-impaired persons who wish to attend the pre-bid conference is available with prior arrangement by contacting the Procurement Coordinator.

- 3.2. **BID FORMAT.** Bids must be complete, legible, signed (in ink for hardcopy submittals and as specified for electronic submittals), and follow the instructions stated in [Exhibit A – Bidder Information](#).
- *Hard copy bids:* If submitting a bid in hardcopy, bidders are encouraged not to submit bids in three-ring binders, spiral bindings, or other non-recyclable presentation folders
- 3.3. **BIDDER COMMUNICATIONS REGARDING THIS IFB.** During the IFB process, all bidder communications regarding this IFB must be directed to the Procurement Coordinator for this IFB. See [Section 1](#) of this IFB. Bidders should rely only on this IFB and written amendments to the IFB issued by the Procurement Coordinator. In no event will oral communications regarding the IFB be binding.
- Bidders are encouraged to make any inquiry regarding the IFB as early in the process as possible to allow Enterprise Services to consider and, if warranted, respond to the inquiry. If a bidder does not notify Enterprise Services of an issue, exception, addition, or omission, Enterprise Services may consider the matter waived by the bidder for protest purposes.
  - If bidder inquiries result in changes to the IFB, written amendments will be issued and posted on WEBS.
  - Unauthorized contact regarding this IFB with other state employees involved with the IFB may result in bidder disqualification.
- 3.4. **PRICING.** Bid prices must include all cost components needed for the delivery of the goods and/or services as described in this IFB. See [Exhibit C – Bid Price](#). A bidder’s failure to identify all costs in a manner consistent with the instructions in this IFB is sufficient grounds for disqualification.
- **Inclusive Pricing:** Bidders must identify and include all cost elements in their pricing. In the event that bidder is awarded a Master Contract, the total price for the goods and/or services shall be bidder’s price as submitted. Except as provided in the Master Contract, there shall be no additional costs of any kind.
  - **Credit Cards (P-Cards):** In the event that bidder is awarded a Master Contract, the total price for the goods and/or services shall be the same regardless of whether purchasers make payment by cash, credit card, or electronic payment. Bidder shall bear, in full, any processing or surcharge fees associated with the use of credit cards or electronic payment.
  - **Vendor Management Fee:** The resulting Master Contract from this IFB will include a Vendor Management Fee as specified in the Master Contract attached as [Exhibit D – Master Contract](#).
  - **NASPO ValuePoint Management Fee:** The resulting Master Contract from this IFB will include a NASPO ValuePoint Management Fee: as specified in the Master Contract attached as [Exhibit D – Master Contract](#).
- 3.5. **BIDDER RESPONSIVENESS.** Bidders must submit complete bids. See [Exhibit A – Bidder Information](#). A bidder’s failure to do so may result in a bid being deemed non-responsive and disqualified. Enterprise Services reserves the right to determine a bidders’ compliance with the requirements specified in this IFB and to waive informalities in a bid. Informality is an immaterial variation from the exact requirements of the competitive IFB, having no effect or merely a minor or negligible effect on quality, quantity, or delivery of the supplies or performance of the services being

procured, and the correction or waiver of which would not affect the relative standing of, or be otherwise prejudicial, to bidders.

- 3.6. **BID SUBMITTAL CHECKLIST – REQUIRED BID SUBMITTALS.** This section identifies the bid submittals that must be provided to Enterprise Services to constitute a responsive bid. The submittals may be delivered in hard copy as set forth below. Bids that do not include the submittals identified below may be rejected as nonresponsive. In addition, a bidder’s failure to complete any submittal as instructed may result in the bid being rejected. Bidders must identify each page of the submittals and any supplemental materials with the bidder’s name.

**EXHIBIT A1 – BIDDER’S CERTIFICATION**

This document is the Bidder’s Certification.

Complete the certification (insert name of bidder, date, and sign), attach to the bid along with any exceptions, and submit to Enterprise Services.

**EXHIBIT A2 – BIDDER PROFILE**

This document is required information for contract administration purposes.

Complete as instructed and submit with the bid to Enterprise Services.

**EXHIBIT B - SPECIFICATIONS**

Bidder will need to confirm that they meet or exceed the detailed specifications addressed in [Exhibit B – Specifications](#).

**COPY OF AUTOMOTIVE LIFT INSTITUTE (ALI) CERTIFICATION (ALONG WITH ALI WEBSITE [HTTP://WWW.AUTOLIFT.ORG/](http://www.autolift.org/) SNAPSHOT OF CERTIFIED EQUIPMENT)**

**COPY OF FEDERAL TRANSIT AUTHORITY AND BUY AMERICA ATTESTATION**

**COPY OF MOST RECENT PROSPECTUS**

**COPY OF COURSE LITERATURE FOR CERTIFYING TECHNICIANS**

**MARKETING PLAN**

Bidder will provide (as a separate attachment) a marketing plan to describe how to roll out this contract.

**SERVICE CAPABILITY**

Bidder will provide (as a separate attachment) a description of their overall service capabilities in the performance of this contract. Examples: ISO 9002 certification, Technical Assistance via phone, etc.

**EXHIBIT C - PRICE WORKSHEET**

Bidder will need to complete the price worksheet templates as instructed in [Exhibit C – Bid Price](#).

3.7. **SUBMITTING BIDS.** Your bid – **hard copy (Bidder Certification required only)** and **Flash Drive(remaining documents)** – must be delivered to the following:

| <b>Deliver Bids to:</b> |   |   |
|-------------------------|---|---|
| Hard copy:              | <u>Mail your bid to the following:</u><br>Washington Department of Enterprise Services<br>Contracts, Procurement, & Risk Management<br>P.O. Box 41411<br>Olympia, WA 98501-1411 | <u>Deliver your bid to the following:</u><br>Washington Department of Enterprise Services<br>Contracts, Procurement, & Risk Management<br>1500 Jefferson Street SE<br>Olympia, WA 98501 |

- Utilizing the United States Postal Services creates an additional 1 to 2 days of mail processing. Enterprise Services does not accept responsibility for late bids.

**SECTION 4 – BID EVALUATION**

This section identifies how Enterprise Service will evaluate IFB bids.

4.1. **OVERVIEW.** Enterprise Services will evaluate bids for this IFB as described below.

- Bidder responsiveness, specification, price factors and responsibility, will be evaluated based on the process described herein.
- Bidders whose bids are determined to be non-responsive will be rejected and will be notified of the reasons for this rejection.
- Enterprise Services reserves the right to: (1) Waive any informality; (2) Reject any or all bids, or portions thereof; (3) Accept any portion of the items bid unless the bidder stipulates all or nothing in their bid; (4) Cancel an IFB and re-solicit bids; and/or (5) Negotiate with the lowest responsive and responsible bidder to determine if that bid can be improved.
- Enterprise Services will use the following process and evaluation criteria for an award of a Master Contract:
  - **Step 1: Responsiveness.**
  - **Step 2: Specification Evaluation.**
  - **Step 3: Pricing Evaluation/Scoring Criteria.**
  - **Step 4: Responsibility Analysis.**

4.2. **RESPONSIVENESS (STEP 1).** Enterprise Services will review bids – on a pass/fail basis – to determine whether the bid is ‘responsive’ to this IFB. This means that Enterprise Services will review each bid to determine whether the bid is complete – i.e., does the bid include each of the required bid submittals, are the submittals complete, signed, legible. Enterprise Services reserves the right – in its sole discretion – to determine whether a bid is responsive.

4.3. **SPECIFICATIONS EVALUATION (STEP 2).** Enterprise Services will evaluate each bid to ensure that each bidder’s product or service meets the specifications. Enterprise Services reserves the right to

request additional information or perform tests and measurements before selecting the Apparent Successful Bidder (“ASB”). A bidder’s failure to provide requested information to Enterprise Services within ten (10) business days may result in disqualification.

- 4.4. **BID PRICING EVALUATION (STEP 3).** Enterprise Services will evaluate bid prices – to identify three (3) manufacturers – by reviewing and comparing the submitted percentage off MSRP discount for all lifts (one overall discount) as described in Exhibit C. Bidders within seven percent (7%) of the second highest percentage off MSRP bidder that meet FTA/Buy America (Exhibit B) also will be considered for award.

|  |
|--|
| <b>Example Top 3 Manufacturers</b>                                   |
| Company 1-50% off MSRP-Award   |
| Company 2-40% off MSRP-Award   |
| Company 3-39% off MSRP-Award   |
|  |
| <b>Example Manufacturer within 7 %</b>                               |
| Company 6- 33% off MSRP (Meets FTA/Buy America)-Considered for Award |
|  |
| <b>Example Manufacturer</b>  |
| Company 8-12% off MSRP-Non-successful bidder                         |

- 4.5. **RESPONSIBILITY ANALYSIS (STEP 4).** For responsive bids, Enterprise Services will make reasonable inquiry to determine the responsibility of any bidder. Determination of responsibility will be made on a pass/fail basis.

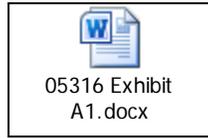
- Financial Information: Enterprise Services may request financial statements, credit ratings, references, record of past performance, clarification of bidder’s offer, on-site inspection of bidder’s or subcontractor’s facilities, or other information as necessary. Failure to respond to these requests may result in a bid being rejected as non-responsive.
- References: Enterprise Services reserves the right to use references to confirm satisfactory customer service, performance, satisfaction with service/product, knowledge of products/service/industry and timeliness. Any negative or unsatisfactory reference can be reason for rejecting a bidder as non-responsible.

- 4.6. **ANNOUNCEMENT OF APPARENT SUCCESSFUL BIDDERS.** Enterprise Services will determine the Apparent Successful Bidders (“ASB”). The ASBs will be the responsive and responsible bidders that meet the IFB requirements and have the **highest percentage discount** total as calculated using the tool set forth in [Exhibit C – Bid Price](#).

- Designation as an ASB does not imply that Enterprise Services will issue an award for a Master Contract to your firm. Rather, this designation allows Enterprise Services to perform further analysis and ask for additional documentation. The bidder must not construe this as an award, impending award, attempt to negotiate, etc. If a bidder acts or fails to act as a result of this notification, it does so at its own risk and expense.
- Upon announcement of the ASB, bidders may request a debrief conference as specified in [Exhibit E – Complaint, Debrief & Protest Requirements](#).

- 4.7. **AWARD OF MASTER CONTRACT.** Subject to protests, if any, Enterprise Services and the ASB will enter into a Master Contract for good and/or service as set forth in [Exhibit D – Master Contract](#).
- An award, in part or full, is made and a contract formed by signature of Enterprise Services and awarded bidder(s) on the Master Contract. Enterprise Services reserves the right to award on an all-or-nothing consolidated basis.
  - Enterprise Services reserves the right to award a contract for manufacture’s **entire lift catalog and garage associated equipment (excludes tools)** as a whole or by category or item depending on whichever method results in the lowest overall cost to Purchasers. Separate awards will be considered only if the price offered is great enough to offset additional costs inherent to multiple contracts. Bidders are not required to bid on all categories included in the bid.
  - Enterprise Services reserves the right to award to Bidders based solely on meeting all IFB requirements and both FTA and Buy America compliance.
  - Following the award of the Master Contract, all bidders will receive a Notice of Award, usually through an email to the bidder’s email address provided in the bidder’s bid.
- 4.8. **BID INFORMATION AVAILABILITY.** Enterprise Services will post bid evaluations to the Enterprise Services’ website.
- 4.9. **ADDITIONAL AWARDS.** Enterprise Services reserves the right, during the resulting Master Contract term, to make additional Master Contract awards to responsive, responsible bidders who are not awarded a Master Contract. Such awards would be on the same or substantially similar terms and conditions and would be designed to address a Contractor vacancy (e.g., a contractor is terminated or goes out of business), respond to Purchaser needs, or be in the best interest of the State of Washington for **WA State Only unless agreed to in State Participating Addendums**.

**EXHIBIT A1 – BIDDER’S CERTIFICATION**

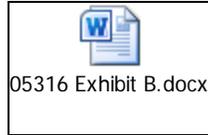


**EXHIBIT A2 – BIDDER’S PROFILE**



## EXHIBIT B – VEHICLE LIFTS AND GARAGE ASSOCIATED EQUIPMENT SPECIFICATIONS

**Specifications:** By submitting a bid, Bidders are agreeing that they comply with all specifications provided in this Exhibit.



**Required Submittal:** Bidders must complete the attached FTA and Buy America Attestation and return as part of their bid submittal. File should be titled **Company Name\_FTA**



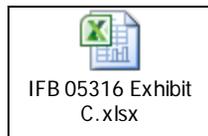
## EXHIBIT C – BID PRICE

**Pricing Offer:** Bidder shall provide a comprehensive selection of products and pricing through established catalog/price list is for all established categories. Pricing for these items shall be based on a single fixed discount percent (%) from list price in **Vehicle Lifts and a separate single fixed discount percent (%) from list price in Garage Associated Equipment**. There is no limit to the number of commodities or equipment offered under each category. **Percentage discount must remain firm for the full term of the contract.**

Bid pricing shall not include installation.

Shipping shall be added to Purchaser's invoice as a pass through fee only. Contractor shall provide actual shipping invoice to Purchaser, if requested.

NOTE: Pricing provided on the Price Worksheet is to be rounded to the nearest whole cent.



### Instructions

**DO NOT ALTER THE PRICE SHEET IN ANY WAY.** If discrepancies are found in the price sheet, alert the Procurement Coordinator (listed in Section 1) immediately.

Bidder shall provide all information requested in columns provided. Failure to provide such information may cause the bid to be deemed non-responsive and may be rejected.

Column C: Provide Manufacturer name

Column D: Provide Model Number

Column E: Provide Manufacturer's Suggested Retail Price (MSRP)

Column F: Provide Percentage Discount Off MSRP (one standard percentage on all lifts

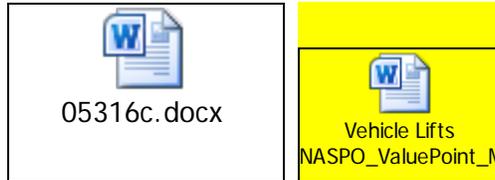
Column G: Final Price after Discount

Column H: Meets Buy America/FTA

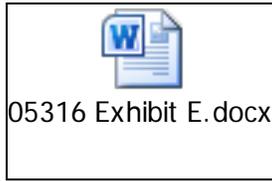
Pricing for all items shall be based on a **single fixed discount percent (%)** form list price.

**EXHIBIT D – MASTER CONTRACT**

See attached Washington State Master Contract and NASPO ValuePoint Terms and Conditions for IFB No. 05316 – Vehicle Lifts and Garage Associated Equipment.



**EXHIBIT E – COMPLAINT, DEBRIEF, & PROTEST REQUIREMENTS**



**EXHIBIT F— DOING BUSINESS WITH THE STATE OF WASHINGTON**

