



Salina Airport Authority

REQUEST FOR PROPOSAL

BOOM LIFT

August 13, 2019

I. Introduction

The Salina Airport Authority (SAA) is seeking proposals for an 85' Boom Lift.

Proposals may be sent via email or delivered to the address below no later than 4:00 p.m. on Friday, August 30, 2019. Should the SAA decide to award a proposal, such notification of award shall be made to the proposer no later than Friday, September 27, 2019. Any proposal received after this date will not be considered.

Request for Proposal shall be submitted to:

Kasey L. Windhorst
Business and Communications Manager
Salina Airport Authority
3237 Arnold Ave
Salina, KS 67401
(785) 827-3914
kaseyw@salair.org

All questions related to the equipment specifications should be directed to:

David Sorell
Manager of Operations
(785) 342-9217
davids@salair.org

One lift that best meets the Airport Authority's needs and requirements will be submitted for approval to purchase. Final approval for the vehicle for purchase will be attained at the Salina Airport Authority Board of Directors meeting on Wednesday, September 18, 2019.

II. Proposal Guidelines and Requirements

All proposals must be capable of being understood without reference to other documents and must include, at minimum, the following sections:

- a. A cover letter should be signed by an individual with authority to bind the organization to the terms quoted in the proposal.
- b. A section providing a breakdown of all costs associated with the proposal.
- c. A section of contract should include detail specifications on the equipment proposed.
- d. A section should be provided detailing the proposer ability to offer service and maintenance on the equipment or a recommendation of nearest equipment service center.

All proposals received will be kept confidential throughout the evaluation process. However, upon award, all information becomes public record. If any portion of a proposal contains “proprietary” information, it should be clearly noted, and all efforts will be made to retain the confidentiality of such information.

III. Basis of Awarding

This is an open and competitive process. The following guidelines will be used to determine the best proposal.

- a. Experience with organizations similar in size and/or operations
- b. Recommendations from former clients and prior experience with the SAA, if applicable
- c. Cost, as determined by the lowest cost commensurate with quality of product and service
- d. Ability to deliver lift within 6 weeks of contract award.
- e. After bid and prior to the award, the proposer agrees to offer to the SAA, a test drive of equipment, if so desired by SAA.

The right is reserved, as the interest of the SAA may require, to reject any or all proposals, to take any or all proposals under advisement, or to accept any proposal as may be deemed to be the SAA’s interest in meeting the standard of lowest and best proposal.

IV. Specifications and Technical Requirements

Base Proposal:

Year:	New and/or Used
Height:	85 feet
Make:	Genie or equivalent
Motor:	Gas with propane option
Electric Power:	AC power to platform
Platform:	6 Foot
Options:	Self-leveling, work light
Approximate Hours:	Less than 2,500
Drivelines:	4 Wheel drive
Attachments:	5 Foot jib
Warranty:	Factory warranty if new and transferrable warranty if used.

Add Alternates:

No. 1	Welder option on platform
No. 2	Air option on platform

Please break out the cost proposal for each Add Alternate.

V. Insurance Requirements and Other Documentation

The proposer shall clearly state in the proposal the company will maintain the following insurance at the proposer's expense.

- a. Worker's Compensation Insurance
- b. Comprehensive Commercial General Liability Insurance

The proposer shall hold harmless, defend, and indemnify the Salina Airport Authority and the Authority's agents, officers and employees against liability that may be imposed upon them by reasons of the proposer's failure to provide worker's compensation and liability coverage.

A completed W-9 form must be submitted to the Salina Airport Authority before any invoices can be paid.

VI. Equal Opportunity

The Salina Airport Authority is committed to Equal Opportunity. The respondent will not discriminate against any employee or applicant because of race, color, religion, sex, or national origin. The respondent agrees to comply with the Fair Labor Standards Act, Fair Employment Practices, Equal Opportunity Act and other applicable State and Federal Laws.