

5/13/16



TEXAS FACILITIES COMMISSION INVITATION FOR BIDS

IF NOT BIDDING
DO NOT RETURN THIS FORM.
BIDDER AGREES TO COMPLY WITH
ALL TERMS & CONDITIONS OF THIS IFB

BID OPENING ▶ Friday, 08/18/2017, 3:00 PM
REQUISITION NO. ▶ 303-7-01785-A Forklift Repairs, Austin, TX

τ FAILURE TO SIGN WILL DISQUALIFY BIDτ

AGENCY TO INVOICE
Texas Facilities Commission PO Box 13047 Austin, TX 78711-3047
DESTINATION OF SERVICES IF DIFFERENT THAN ABOVE
State Surplus Warehouse 6506 Bolm Road Austin, TX 78721

_____ DATE
AUTHORIZED SIGNATURE

*By signing this bid, bidder certifies that if a Texas address is shown as the address of the bidder, bidder qualifies as a Texas Resident Bidder as defined in Texas Administrative Code, Title 34, Part 1, Chapter 20.

CASH DISCOUNT ___% ___ DAYS

WHEN BIDDING:

Each bid must be placed in a separate envelope with bid opening date and requisition number annotated immediately below return address on SEALED BID ENVELOPE.

IF BIDDING, RETURN BIDS TO:
BY EMAIL: rico.gamino@tfc.state.tx.us
SUBJECT: IFB 303-7-01785 Forklift Repairs

FY FAX: 512-236-6164
SUBJECT: IFB 303-7-01785 Forklift Repairs

Vendor Name:	
Vendor Address:	
Vendor City	
Vendor State	
Vendor Zip:	
Contact Name:	
Contact Phone:	
Contact E-mail:	

Vendor ID # _____

THE ID NUMBER IS THE PAYEE IDENTIFICATION NUMBER ASSIGNED AND USED BY THE COMPTROLLER OF PUBLIC ACCOUNTS OF TEXAS TO PROCESS PAYMENT FOR GOODS/SERVICES. ENTER THIS NUMBER IN THE SPACE PROVIDED ABOVE IF NUMBER IS NOT PREPRINTED. IF THIS NUMBER IS NOT KNOWN, PLEASE VISIT <http://www.window.state.tx.us/taxinfo/taxforms/ap-152.pdf> TO SET UP A TEXAS IDENTIFICATION NUMBER.

PLEASE ALSO ENTER YOUR FEDERAL EMPLOYERS IDENTIFICATION NUMBER:

□□-□□□□□□□□

In an effort to minimize identity theft, every company MUST have an Employer Identification Number (EIN), also known as a federal tax identification number prior to award of a contract. For information on obtaining your EIN, you may call 800-829-4933.

PREFERENCES

See Section 2.38 of the State of Texas Procurement Manual regarding preferences.

Check below to claim a preference under 34 TAC Rule 20.38

- Supplies, materials or equipment produced in TX or offered by TX bidder or TX bidder that is owned by a service-disabled veteran *
- Agricultural products produced or grown in TX
- Agricultural products and services offered by TX bidders*
- USA produced supplies, materials or equipment
- Products of persons with mental or physical disabilities
- Products made of recycled, remanufactured, or environmentally sensitive materials including recycled steel
- Energy Efficient Products
- Rubberized asphalt paving material
- Recycled motor oil and lubricants
- Products produced at facilities located on formerly contaminated property
- Products and services from economically depressed or blighted areas
- Vendors that meet or exceed air quality standards
- Recycled or Reused Computer Equipment of Other Manufacturers
- Foods of Higher Nutritional Value

In accordance with the provisions of Texas Government Code §2156.063, Solicitation of Bids, Texas Government Code §2165.001, Custodianship of State Property and the Rules and Procedures adopted by the Texas Facilities Commission (TFC), TFC is seeking bids for forklift maintenance and repairs at the State Surplus Warehouse, located at 6506 Bolm Road, Austin, TX 78721.

This Invitation for Bids (IFB) consists of the following documents:

1. **IFB 303-7-01785 (This Document)**
2. **Attachment A – TFC Terms and Conditions**
3. **Attachment B – Contractor Qualifications Form**
4. **Attachment C - Criminal Background Checks and Application Guidelines**
5. **Attachment D – Current Equipment Inventory**

CONTRACT TERM: The services shall begin upon issuance of purchase order and shall continue through 08/31/2018, or upon termination pursuant to Section V. Termination and Default in Attachment A – TFC Terms and Conditions. The services may be renewed for one additional one-year term upon approval by both parties and issuance of a purchase order change notice.

This contract is contingent upon the continued availability of funding. If funds become unavailable through lack of appropriations, legislative budget cuts, amendment of the Appropriations Act, state agency consolidations, or any other disruption of current appropriations, provisions of the Termination Article in the Services Contract shall apply.

STATEMENT OF WORK: Provide all tools, materials, equipment, labor, coordination and supervisory activities necessary to perform the following:

- As-needed forklift repairs & maintenance on electric, propane, and diesel forklifts located at TFC warehouse in Austin, TX as specified in Attachment D – Current Equipment Inventory.
- Forklift repairs shall be performed onsite when feasible. If forklift must be relocated to service shop for repairs, Contractor shall provide a written quote for all transportation and labor costs for pick-up from and delivery to warehouse location. Only one ‘Shop Transportation Charge’ permitted per forklift per repair service call.
- Contractor shall arrive onsite within 24 hours from TFC for regular service calls.
- Contractor shall arrive onsite within 2 hours from TFC for emergency service calls. The emergency service call fee shall be allowed for emergency service calls only.
- Repairs are complete only upon verification of proper operation and approval by TFC staff.
- In response to a troubleshooting service call, for large repairs, a quote shall be provided as per the contracted rates for review by TFC staff. If accepted, the quote shall be considered a not-to-exceed price with only actual costs billable under the purchase order.
- Additional repairs that may be needed shall be quoted separately for review and approval by TFC Staff. Only pre-approved changes or additional repairs will be paid by TFC.
- Freight is not a reimbursable cost under this contract. Expedited shipping may be allowed with prior approval from TFC.
- All replacement parts must be new and include all product documentation. Used or refurbished equipment will not be accepted by TFC.
- Work shall be performed by trained forklift mechanics.
- Material and labor shall be warranted by Contractor for a period of at least one-year from the date of acceptance of services by TFC.
- All work shall be performed **during regular business hours**. Regular business hours are 8:00 AM – 4:30 PM, Monday through Friday.
- Jobsite must be cleaned daily so as not to disrupt employees or normal operations of affected area.
- Upon completion of the work, area will be cleaned and all debris accumulated will be removed from job site.

CONTRACTOR’S QUALIFICATIONS – Responding bidders shall complete and submit the **Attachment B – Contractor Qualifications Form**. Failure to provide **Attachment B – Contractor Qualifications Form** will result in disqualification of any bid that results from this IFB. Contractor must demonstrate at least three (3) years’ experience performing forklift repairs of the types specified in this IFB in order to be considered for

award. Include current clients', company name, contact information, and equipment service for each reference listed.

GENERAL AND CRIMINAL BACKGROUND CHECKS. Contractor represents and warrants that Contractor and Contractor's employees have not been convicted of a felony criminal offense, or that, if such a conviction has occurred, Contractor has fully advised TFC as to the facts and circumstances surrounding the conviction.

Contractor's employees and subcontractors that will complete any work on-site at a state-owned property may be subject to a criminal background check. Any expense associated with such criminal background check shall be borne by Contractor. If requested by TFC, a complete criminal background check shall be completed before any employee performs services at the site, and may be requested at any time thereafter. Criminal background checks must be accomplished by the Texas Department of Public Safety ("DPS"), which includes fingerprint processing by an independent third-party company selected by DPS. Upon receipt of the fingerprints of Contractor's employees and/or subcontractors, DPS or TFC, will adjudicate the results of the criminal background searches in accordance with the criteria set forth in **Attachment C - Criminal Background Checks and Application Guidelines**, attached hereto and incorporated herein for all purposes.

COMPENSATION AND FEES: Responding bidders shall provide a project cost as indicated below. **Bidders may not add qualifications, conditions or exceptions to the provided specifications.** Any such modifications will not be considered for evaluation, and may be cause for rejection of the bid, at the full and sole discretion of TFC.

- a. **Troubleshooting Service Call: Fee shall include travel and four hours onsite service to diagnose and troubleshoot repairs. Any materials needed for repairs shall be billed separately in addition to fixed fee. No additional labor fees unless repair exceeds four hours. Additional labor shall be billed in 15-minute increments.**
 - i. **Fixed Fee: \$ _____**
- b. **Labor Costs:**
 - i. **Standard Hourly Rate: \$ _____ / Hour**
 - ii. **Afterhours, Weekend, or Holiday Rate: \$ _____ / Hour**
- c. **Material Costs:**
 - i. **Material Costs shall be at cost plus _____ % Markup.**
- d. **Shop Transportation Charge:**
 - i. **\$ _____ Per Forklift Service Repair (If transportation cost varies based on equipment size, please list multiple rates)**
- e. **Emergency Service Call Fee:**
 - i. **\$ _____ Per Emergency Service Call**

SCHEDULE OF EVENTS: TFC reserves the right to change the dates shown below.

<u>EVENT</u>	<u>DATE</u>
Issue IFB	August 14, 2017
Deadline for Submission of Questions	August 16, 2017
Deadline for Submission of Bids	August 18, 2017, 3:00 PM

QUESTIONS: All questions shall be submitted in writing to Rico Gamino by e-mail to rico.gamino@tfc.state.tx.us by Thursday, July 27, 2017.

DEADLINE FOR BID SUBMISSION: All bids must be received by TFC by 3:00 PM, Central Time, Friday, August 18, 2017.

METHODS OF BID SUBMISSION: Each bid must include this **signed** form. Bids shall be submitted to TFC by one of the following methods:

1. By Email: rico.gamino@tfc.state.tx.us SUBJECT: IFB 303-7-01785 Forklift Repairs
2. By Fax: Fax # - 512-236-6164, SUBJECT: IFB 303-7-01785 Forklift Repairs

INSURANCE: Upon acceptance of the bid that is considered to provide best value to the State of Texas, the insurance requirements defined in **Attachment A – TFC Terms and Conditions, Section VIII – Bonds and Insurance** shall be met by providing a current Certificate of Insurance and corresponding policy endorsements.

TFC CONTACT: Rico Gamino @ 512-936-3567 or e-mail: rico.gamino@tfc.state.tx.us

ATTACHMENT A
TFC Terms and Conditions
Separate Attachment

ATTACHMENT B
Contractor Qualifications Form
Page 5 – 6 Below

ATTACHMENT C
Criminal Background Checks and Application Guidelines
The Criminal Background Checks and Application Guidelines can be obtained electronically from the Forms Index, <http://tfc.state.tx.us/divisions/facilities/prog/construct/formsindex>

Document #6-E – Criminal Background Checks and Application Guidelines

ATTACHMENT D
Current Equipment Inventory
Separate Attachment

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ATTACHMENT B
CONTRACTOR QUALIFICATIONS FORM

INSTRUCTIONS: This form shall be attached with any bid submitted in response to this solicitation. **Failure to complete this form or include with the bid shall disqualify any response to this IFB.**

COMPANY INFORMATION:

Number of Years in Business:		
Physical Office Presence in Austin Area? (Yes/No)		
Servicing Branch Address:		
Current Number of Permanent, Full Time Mechanics:		
Current Number of Permanent, Part-Time Mechanics:		
Geographic Limits of Operations for Branch:		
List any Industry Certifications/Qualifications/Formal Training Programs that your staff (who will be servicing this account) have been certified in:		
Name	Certifications/Qualifications/Formal Training	
List any applicable licenses currently held by staff that will services this account		
Name	License	Number

REFERENCES: Contractor shall submit three (3) references for which the contractor has provided services of similar size and scope *within the last three (3) years*.

A.	Client:		
	Point of Contact:		
	Telephone:		
	Facility Name:		
	Facility Address:		
	Start Date of Contract:		End Date of Contract:
	Types of Equipment Serviced:		

B.	Client:			
	Point of Contact:			
	Telephone:			
	Facility Name:			
	Facility Address:			
	Start Date of Contract:		End Date of Contract:	
	Types of Equipment Serviced:			
C.	Client:			
	Point of Contact:			
	Telephone:			
	Facility Name:			
	Facility Address:			
	Start Date of Contract:		End Date of Contract:	
	Types of Equipment Serviced:			

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