February 8, 2021

Request for Proposal
Order Picker Forklift
Rice University Library Service Center

Rice University requests your firm's proposal for purchase of an Order Picker Forklift to be used at the Library Service Center, located on the Rice University South Annex in Houston, Texas.

Background
The Library Service Center is a high-density book storage facility on the South Annex property of Rice University. The off-site facility contains approximately 22,000 sqft of high-density modular shelving, including an 11,000 sqft addition to be completed in Summer 2021. The existing 11,000 sqft storage area features a maximum shelf height of 31'1". The new addition will feature a maximum shelf height of 32'6". This RFP is to procure an order picker with a height capacity to accommodate this taller shelving.

Equipment Required Capabilities and Features
The selected Vendor will provide an order picker capable of operating in the following environment:

1. Operating environment: average 50°F and 30% humidity
2. Width of aisles: 46"
3. Elevation of highest shelf: 32'6" above floor – Vendor will indicate maximum height of operator platform
4. Cross-aisle overhead brace: 34'0" above floor (at 32'6" shelves)

The selected Vendor will provide an order picker with the following required features, at a minimum:

1. Rail-guided
2. 36V battery
    a. Existing battery charging station output: 36V; 136A
3. Side work lights on platform
4. Flip-up side-gates on operator platform
5. Battery covers

Each of the above-listed required features will be acknowledged on the Vendor's proposal. Any of these features that are *not* available will also be addressed on the proposal.

Equipment Optional Features
Provide separately-listed "Add" pricing for each of the following optional features:

1. Pallet clamp
2. Lift limit bypass switch as added safety feature between the two storage areas with differing shelving heights
3. Safety feature to require that platform side-gates are lowered in order to operate lift
4. Retractable tether
5. Harness
6. Automated safety zoning/control at ends of aisles
7. Specialty paint color on cover

Each of the above-listed features will be acknowledged on the Vendor's proposal. Any of these features that are *not* available will also be addressed on the proposal.

Existing Order Picker
As a potential option to be explored, if there is an opportunity for the Vendor to accept an equipment trade-in for credit off of the purchase price, below are details on the Facility's existing order picker:

- Manufacturer, Model: Raymond EASI-OPC30TT
- Serial Number: EASI-04-AN33569
- Equipment Information:
    - 300" maximum fork height
    - 36V battery
    - Date of Manufacture: January 29, 2004
    - Hours: 3,240hr - as of 10/07/2020
    - Regular maintenance performed by Malin, records on site.

Contract Form and Compensation
Rice University will issue a Purchase Order to the selected Vendor for the equipment purchase.

Proposal Requirements
A proposal to provide the equipment described herein must include the following items in order to qualify for Rice's consideration:

- Purchase price for *new* order picker, with the aforementioned required features. Separately listed "add" pricing for each optional feature.
- Purchase price for *preowned* order picker, with the aforementioned required features. Separately listed "add" pricing for each optional feature. In order for preowned option to be considered, bidder must include a summary of their preowned equipment quality assurance program.
- Trade-in value for Rice's existing order picker. If trade-in is not an option, bidder will state this.
- Warranty, options and costs. Include information regarding warrant period and warranty inclusions/exclusions.
- Recurring Maintenance, options and costs. Include information regarding maintenance frequency and equipment downtime during regular maintenance.
- Operator training and refresher training, options and costs.
- Equipment repair. Include information on the following:
    - Availability of Houston, Texas-based repair technicians.
    - Expected or guaranteed response time for service/repair calls.
    - Availability of "loaner" equipment, if repairs are estimated to exceed a certain duration of equipment downtime – specify equipment availability, downtime duration threshold, and related costs, if any.
- Equipment on-site delivery date, stated as a lead-time duration from when the contract is signed.
- Minority or HUB participation. The proposal will state if the bidder is a minority or historically underutilized business (HUB).

Proposal Submission and Inquiries
Proposals are due no later than 5:00pm (CST) on **Friday, 2/19/2021.** Proposals must be submitted electronically in PDF format to Rice Project Manager, Matt Hester, at matt.hester@rice.edu.

All inquiries must be submitted electronically to Rice Project Manager Matt Hester at matt.hester@rice.edu, no later than 5:00pm (CST) on Friday, 2/12/2021. Inquiry responses will be provided electronically to all bidders.

Vendors are encouraged to make themselves familiar with Rice University policies related to the COVID-19 pandemic. More information is available at the following: https://coronavirus.rice.edu/.

Rice University is tax exempt – Texas limited sales tax permit No. 1-74-11-9620-1 and federal manufactures excised No. A-113311.

Rice University does not reimburse Vendors for expenses related to the preparations of the offers.

Bids shall remain open to acceptance and shall be irrevocable for a period of sixty days after the Bid closing date.

Rice will notify the successful candidate within approximately 10 days after proposal's due date. The final contract negotiations/revisions will commence immediately thereafter. Rice retains the right to negotiate all fees and costs prior to contract execution.

Rice University appreciates your firm's interest and looks forward to receiving your submission for this project.

Matt Hester
Project Manager
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713-348-5066

Attachments
- None