



Finance Department
1204 NE 201st Avenue
Fairview, OR 97024
503-661-7200

Reynolds School District #7
REQUEST FOR PROPOSALS

FORKLIFT SUPPLY

PROPOSALS DUE

June 4, 2015

2:00 PM PDT

**Reynolds School District #7
Procurement
1204 NE 201st Ave
Fairview, OR 97024
RSD_RFP@rsd7.net**



INTRODUCTION

Reynolds School District (RSD) will be accepting proposals for the sale of a forklift until **June 4, 2015, 2:00 PM PDT**. Both postmark and email proposals will be accepted.

Mail:
**Reynolds School District #7
Procurement
1204 NE 201st Ave
Fairview, OR 97024**

Email:
RSD_RFP@rsd7.net

INFORMATION

Current RSD equipment:

Forklift: Model # ERP035TCE36SE083
Serial # N477838

Battery: Model # 18-85S-21
Serial # 95044F2

Battery
Charger: Exide Load Hog Charger
Model # LE1-18-850B
Serial # KBJ9988

REQUIREMENTS

SPECS

- 192” 3/stage mast (10’ height minimum)
- 82” lowered height
- 80.5” length, to face of forks (strong preference)
- 42” forks (not to exceed)
- 41” width

Other

- 3-wheel unit (strong preference)
- Unit must be electric
- Unit must accommodate current battery – 36 Volt w/ hard wire
 - Proposal must include removal of battery from old unit and installation to new unit
 - If current battery cannot be used, Vendor needs to propose an option for the buy-back of current battery and sale of new battery



- If Vendor offers Maintenance Agreements, include options for review

You proposal submission must include:

- Vendor Name
- Address
- Primary Contact Name, Phone, Email
- Authorized Signature and Date
- Unit Specifications
- Cost Breakdown
 - *Example:*

Forklift Unit.....	\$ _____
Delivery/Installation	\$ _____
Battery options	\$ _____
Maintenance options (if applicable)	\$ _____
Other _____	\$ _____

- ❖ Please indicate if RSD staff can view your proposed model at your facility on the afternoon of Friday, June 5th. Include any afternoon time constraints.

SELECTION CRITERIA

Reynolds School District will evaluate proposals in the best interest of the District. Determining factors include best financial value, and how well each proposal meets the needs and requirements listed.

Please send any questions by Wednesday, May 27th to RSD_RFP@rsd7.net

Answers and any other addenda will be posted on Reynolds School District’s website <http://www.reynolds.k12.or.us/rfps>