

# KEENE STATE COLLEGE

Purchasing Office  
Keene State College  
229 Main Street  
Keene, NH 03435-1601  
Phone: (603)358-2493; 358-2494  
Fax: (603)358-2495  
Web Site: [www.keene.edu /purchasing](http://www.keene.edu/purchasing)

**This page MUST be faxed to the KSC Purchasing Office IMMEDIATELY!**

## BIDDER INFORMATION FORM

April 11, 2016

Bid Number: 13538-0001

Due Date & Time: 4/22/16 – Noon

Project Description: FORKLIFT - NEW OR USED

Returning this form will indicate your intention on bidding and ensure we have correct information for future correspondence regarding this project.

Will Bid  Will Not Bid

The Information below applies to: This bid only  All bids

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax this page to: (603) 358-2495.

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Today's Date: 4/11/16

Bid Number: 13538-0001

Due : 4/22/16 – noon

Project Description: FORKLIFT - NEW OR USED

**Request for Bid (RFB). This is not an order.** The Keene State College reserves the right to reject any or all bids and to waive any formalities in the bidding.

Bids are to be sealed with the bid number clearly marked on the outside of your envelope. Bids must be received by the Keene State College Purchasing Office prior to the date and time indicated above. Bids will be opened in the KSC Purchasing Office and read aloud at the time and date indicated above.

Fax bids will not be considered

## **KSC Inclement Weather Policy:**

It is the College's policy to declare curtailed operations when the most severe weather conditions are expected or experienced. Before coming to a bid opening during inclement weather, you may call the college at 603/358-2493 or 358-2494 to learn if the College is open or if curtailed operations are in effect. Any bid openings scheduled for a day when curtailed operations have been declared will be postponed until the next business day. All delayed bid openings will be at the same time as originally scheduled,

**Renee Harlow**

Purchasing Director

Keene State College  
KSC Purchasing Office  
229 Main Street  
Keene, NH 03435-1601  
Telephone #: 603/358-2493// 358-2494  
Fax #: 603/358-2495

Bid Number: 13538- 0001  
Due Date & Time: 4/22/16 – Noon

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#### GENERAL INFORMATION AND SPECIFICATIONS

The specifications listed are intended to illustrate the type of equipment required without restricting the purchase to any particular manufacturer. If a manufacturer is specified, owner considered equals will be considered. All vehicles are to be equipped with gasoline engines unless otherwise noted.

**All exceptions or deviations to the specifications are to be noted on the spec sheets.**  
**Manufacture, year, model number and style bidding MUST be listed OR YOUR BID WILL BE REJECTED.** Manufacturer specification sheets listing standard and optional equipment are to be submitted with the bid. All equipment is to be factory installed unless exception is noted on bid and accepted by the Owner.

#### CAMPUS DELIVERY POINT INSPECTION & DELIVERY CONTACT

Keene State College - Michael Fuller  
Whitcomb Building  
Keene, NH 03435  
603/358-2701

Keene State College seeks to purchase one new or demo/used price as an alternative. Used equipment must be under five (5) years old with less than 1000.00 hours. All bids must include delivery of the forklift.

- Actual Lifting Capacity -4500lbs @24" load center
- Maximum Fork Height-189"
- 6 Degree Tilt Forward and back
- 48" Load Backrest
- 40" Hang-on Side Shifter
- Travel Speed 11.20 mph
- Lift Speed 118 fpm
- Active Stability System(SAS)
- LP Gas Powered 4 cylinder OHV Engine
- Automatic Transmission
- Power Steering
- Pneumatic tires
- Automatic Fork Leveling
- All applicable OSHA required Safety Features

Bid Alternates (Optional Pricing)

- Work Platform
- Roof Cover
- Fork Positioning System

**Vendor must supply all Safety Information, Operators and Parts Manual.  
Must also provide certified training upon delivery.**

Must provide Trade-In allowance for KSC Hyster H150 Forklift

Both to be delivered to KSC as quickly as possible. Please provide a firm delivery date.

All bidders must provide enough product description, marketing and promotional materials with their bids to allow the User to formally evaluate your products.  
Failure to provide this level of detail may disqualify your bids.

**All bids are sealed, to be opened in the Keene State College Purchasing Office,  
4/22/16 at Noon.**

The total costs to the Institution must be included with your bid responses.

All bids must include any/all warranty and service information.

All bidders must complete and submit the attached price table with their bid submittals.  
Purchase reference bid #13538-0001 must be marked on the outside of your return envelopes.

Requirements for Preparation and Submission of Proposals

Submission is to be a single document in PDF format. To allow proposers to present as much information as they may choose (each site has varying restrictions on the size of e-mail attachments), the proposal must be submitted on **a flash drive or CD** (CD or flash drive should be identified with company name; file name should include company name, RFP #13538- 0001 as well as any other identifier you choose).

Proposal packages are to be sent to:

Renee Harlow  
Purchasing Director Keene  
State College  
229 Main Street  
Keene, NH 03435-1601

Can you meet the requested deadlines?

YES \_\_\_\_\_ NO \_\_\_\_\_

KEENE STATE COLLEGE VEHICLE BID # 13538-0001 - PRICE PAGES

1) Purchase Costs: Keene State College, through the University System of New Hampshire shall provide for insurance coverage

	<b>TOTAL PRICE</b>
DESCRIPTION	<b>New</b>
New Forklift	

	<b>TOTAL PRICE</b>
DESCRIPTION	<b>Used/Demo</b>
Used Forklift	

List any/all other costs: \_\_\_\_\_

List any/all terms and conditions we should consider for bid award.