

# REQUEST FOR PROPOSAL CBT MATERIAL HANDLER PURCHASE

*Issued by:*



Ohio-Kentucky-Indiana Regional Council of Governments  
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Cincinnati, Ohio 45202  
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*On behalf of and in partnership with:*



**Key Dates:**

RFP Released to Public	June 7, 2021
Deadline for RFP Written Questions	June 28, 2021 – 12:00 p.m. EDT
Submittal Deadline	July 15, 2021 – 12:00 p.m. EDT
Public Opening	July 15, 2021 – 2:00 p.m. EDT via Zoom
Selection	July 20, 2021

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# **REQUEST FOR PROPOSAL CBT MATERIAL HANDLER PURCHASE**

## **OVERVIEW OF THE REQUEST PROCESS**

On behalf of CBT Partners, LLC, the Ohio Kentucky Indiana Regional Council of Governments (OKI) is seeking “Sealed Proposals” for the purchase of a new Material Handler. OKI will accept proposals until 12:00 p.m. EDT on July 15, 2021.

## **BACKGROUND**

OKI, as the Metropolitan Planning Organization (MPO) for the Greater Cincinnati/Northern Kentucky metropolitan area, is responsible for transportation planning and funding investments that develop collaborative strategies to improve the quality of life and the economic vitality of the region. Recognizing the link between freight mobility and economic development, OKI partnered with CBT to apply and successfully be awarded a 2020 Federal Railroad Administration’s (FRA) Consolidated Rail Infrastructure and Safety Improvements (CRISI) Program Grant. This Material Handler Purchase comprises one element of this CRISI project that will help increase safety, enhance efficiency, spur economic growth, improve air quality, and reduce maintenance costs of river to rail freight transport in the OKI region. Fifty percent of the project is funded by FRA.

## **PROPOSAL SPECIFICATIONS**

### **Minimum Specifications:**

1. Machine must be new, never used.
2. Excavator/material handler machine to unload bulk product.
3. Machine will need to be able to handle up to a five (5) yard bucket with a grab reach of at least 55 feet and a three (3) stage boom.
4. The cab needs to be elevated at least 10 feet from the ground and sit out by the boom so that the operator can see below at least 30 feet.
5. The base of the machine cannot exceed 25 feet by 20 feet (25'x20').
6. Vertical distance between dock and combing: 13 feet and 8 inches (13'8").
7. Height of hopper, railcar, stockpile, etc.: 19 feet and 3 inches (19'3").
8. Machine cannot exceed total weight of 151,800 pounds.
9. Warranty should cover all operational components, except normal expected wear on parts.

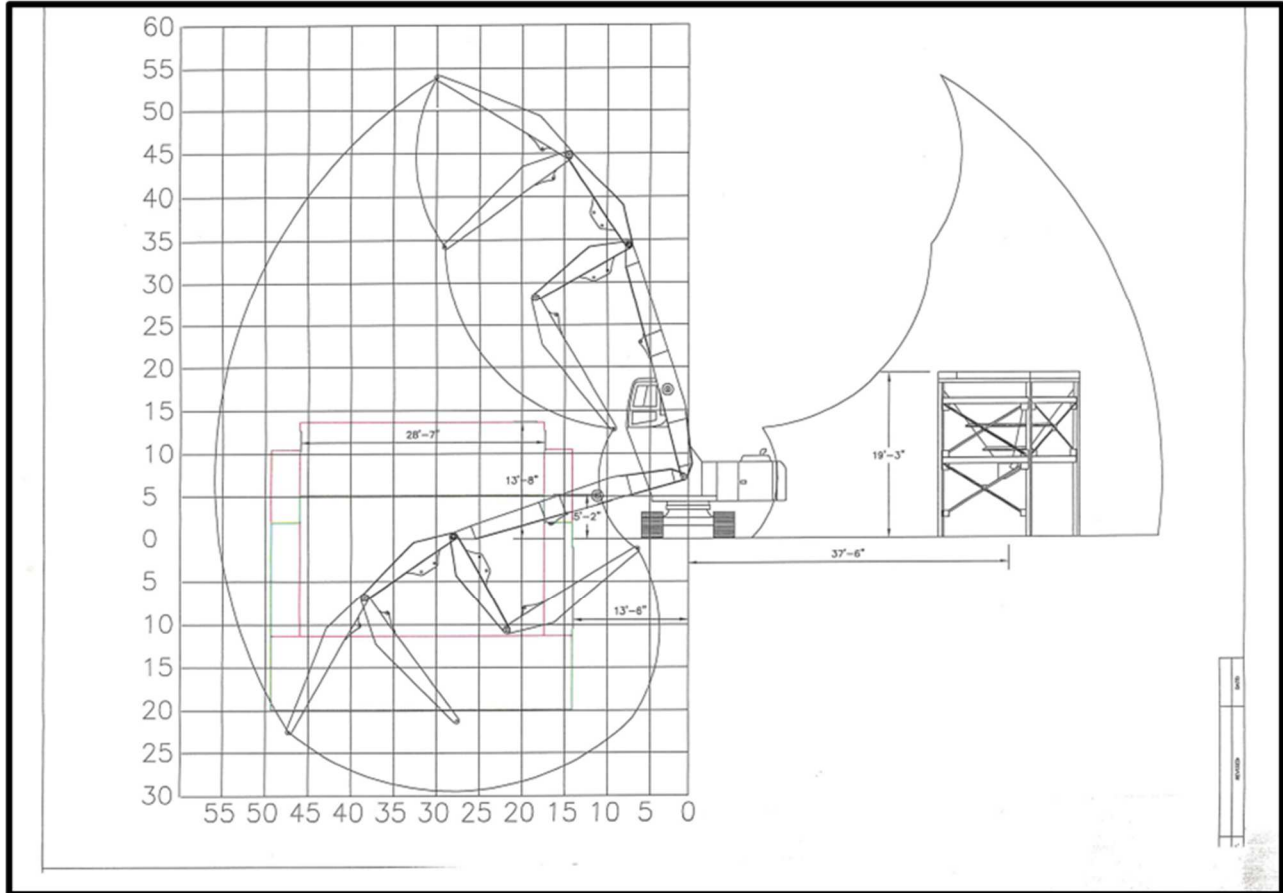
### **Additional Options:**

1. In regard to item number 2 above, if your company does not make a boom to meet this spec, please include quote from a third-party customized option.
2. Include warranty documentation

Proposals must include:

1. Detailed Cost
2. Vendor Name, Contact Person, Contact Person information (phone, email, mailing address)
3. Name of Equipment Manufacturer
4. Attachments #1, #2, #3, and #4 of this RFP.

Image: Material Handler Schematic



Additional Information:

- Proposals will NOT be accepted for refurbished equipment. All equipment MUST be new.
- Proposals are due to OKI 12:00 p.m. EDT on July 15, 2021
- Proposals will be publicly opened on July 15, 2021 at 2:00 p.m. EDT via Zoom.

**PROJECT TIMING AND AVAILABILITY**

The successful candidate or firm will be notified on July 20, 2021. Vendor's equipment availability and delivery schedule will be determined at this time.

## **FORMAT AND SUBMISSION**

1. Submittal: All items requested as part of the RFP must be completed in their entirety. Failure to do so can result in the submittal being declared unresponsive and will be automatically DISQUALIFIED. OKI must be in receipt of all Proposals by 12:00 p.m. EDT, July 15, 2021 at the following address.

**Ohio-Kentucky-Indiana Regional Council of Governments  
Attn: Finance Department  
CBT Material Handler  
720 E. Pete Rose Way, Suite 420  
Cincinnati, Ohio 45202**

The proposal should be placed in a sealed envelope and clearly marked "CBT Material Handler". Submissions not marked clearly will not be opened. Submissions received after the deadline will not be evaluated. No exceptions.

2. One (1) original and three (3) copies of the proposal packet are needed. Packets received after the deadline will be rejected. No other distribution is to be made. An official authorized to bind the contractor must sign packets.
3. Information Required from the Proposer: To be eligible for evaluation as a complete, responsive submittal to this solicitation, all submittals must contain all of the following documents, properly signed (as required), fully completed and arranged in the following order:
  - i. Cover Sheet: This document, Attachment #1, must include all the information found on the form. The form can be found under the Attachments section of the RFP. As a condition of submittal responsiveness, this document must be fully completed, signed, and submitted with the proposal.
  - ii. Detailed Proposal: There is no prescribed format for this document. The format of the document shall be at the discretion of Proposer. The document should address all elements listed under the Proposal Specifications.
  - iii. Conflict of Interest Statement: This document, Attachment #2, can be found under the Attachments section of the RFP. This form shall serve as a list of all entities and/or individuals with which the Proposer, including the firms comprising the Proposer's team (if applicable), has relationships that may create or appear to create conflicts of interest with the work to be performed as a result of the contract. If Proposer has no conflicts of interest to report, please indicate such by checking the appropriate box on Attachment #2. As a condition of submittal responsiveness, this document must be fully completed, signed, and submitted with the proposal.
  - iv. DBE: These documents, Attachments #3 and #4, can be found under the Attachments section of the RFP. These forms are required for compliance with the United States

Department of Transportation's (USDOT) requirements related to the participation by Disadvantaged Business Enterprises (DBE) in federally funded contracts and shall serve as proof of the Proposer's "good faith efforts" to, where practicable, include certified DBE firms in the proposal. If Attachments #3 and #4 are not applicable, please indicate such by checking the appropriate box on each form. As a condition of submittal responsiveness, these documents must be fully completed and submitted with the proposal package.

### **COMPLIANCE WITH LOCAL, STATE, AND FEDERAL REGULATIONS**

1. The firm agrees to comply with the Buy America provision as set forth in 49 U.S.C. § 22905(a).
2. The firm agrees to comply with Davis-Bacon and related acts as set forth in 49 U.S.C. § 22905(c)(2)(A).
3. The firm agrees to comply with 2 C.F.R. Part 200 and applicable supplementary USDOT or Federal Rail Administration (FRA) directives and regulations, including the prohibitions on using certain telecommunications and video surveillance services or equipment from China as set forth in 2 C.F.R. § 200.471.
4. The firm shall comply with the USDOT Maritime Administration regulations, 46 C.F.R. Part 381.
5. The firm agrees to comply with the Debarment and Suspension provisions set forth in 2 C.F.R. Part 1200 and the Drug-Free Workplace provisions set forth in 49 C.F.R. Part 32.
6. The firm shall comply with all pertinent local, state, and federal laws and regulations, including civil rights, that apply, whether or not specifically identified.

### **EVALUATION CRITERIA AND SELECTION**

Evaluation Criteria: A Selection Committee will review and evaluate all proposals based on Proposal Price and ability to meet minimum specifications.

Selection Process: A Selection Committee comprised of CBT's President, Vice President of Business Development, and Operations Manager will be used to evaluate submittals and make the final selection.

Public Bid Opening: A public opening will be held on July 15, 2021 at 2:00 p.m. via Zoom. See OKI website ([www.oki.org](http://www.oki.org)) for more details. The public opening is open to the public. Attendance at the public opening is not a requirement. After the public opening, the Selection Committee will rank the proposals in order of preference based on the Proposal Price and ability to meet minimum specifications.

Final Selection: The final selection will be made on July 20, 2021. CBT shall thereafter attempt to finalize a contract/purchase order with the selected firm.

## **COST OF PREPARATION**

Respondents are responsible for all costs associated with the preparation of materials in response to this RFP. OKI and CBT assume no responsibility for such costs. OKI and CBT reserve the right to waive any formality in the submitted proposals, to reject any and all proposals or to re-advertise for additional proposals.

## **NEWS RELEASES**

No news releases, pertaining to the request for proposals or any project that may arise, are to be made without prior approval of OKI.

## **GENERAL RFP DISCLOSURES**

1. If there are any questions concerning the RFP or the project, please contact Robyn Bancroft at [rbancroft@oki.org](mailto:rbancroft@oki.org). **Questions will be accepted in writing via email ONLY until 12:00 p.m. EDT on June 28, 2021. After this time, no additional questions will be addressed.** The responses to all questions will be posted on [www.oki.org](http://www.oki.org) by June 30, 2021.
2. By submitting a proposal, the offeror acknowledges and agrees to be bound by the terms and conditions of the solicitation. This RFP document including all terms, conditions and specifications contained herein shall become the basis of contract/purchase order upon award by OKI and CBT. It is further agreed between the parties, that any change of the contractual agreement must be formalized by issuance of a written modification from the Finance Department. If any modifications are made to this RFP, notice will be posted on [www.oki.org](http://www.oki.org).
3. Once submitted, an RFP becomes the property of OKI. OKI will release no information about the RFP submittal until after all requests have been received and are deemed a matter of public record.
4. All firms submitting an RFP must follow all instructions to be considered responsive.
5. All solicitations made by OKI are open and free to all competing firms, whereby all have a reasonable chance to be successful and be awarded the contract. If an individual or firm feels that the RFP is unfair for whatever reason, they should request, in writing, a copy of OKI's Title VI Complaint Procedure.
6. OKI encourages the use of Disadvantaged Business Enterprises. If the proposal includes use of a Disadvantaged Business Enterprise, the proposal must include Attachments #2 and #3 found under the Attachments section of the RFP.

**ATTACHMENT #1**  
**COVER SHEET**

**By signing below, you are agreeing to all OKI Terms & Conditions that are a part of this Request for Proposal.**

**Include this page in your response to this RFP.**

Firm: \_\_\_\_\_

Printed Name of Authorized Signer: \_\_\_\_\_

Title: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Printed Date: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_

Non-collusion Statement: By my signature below, I, individually and as an agent for the firm responding to this Request for Proposal, certify that neither I, nor the business entity for which I am an agent, nor any other agent for that business entity, have entered into any agreement, participated in any collusion, or otherwise taken any action, in restraint of free competitive bidding in connection with this submitted bid. I understand that failure to submit this statement as part of the bidding documents shall make this bid nonresponsive and therefore not eligible for award consideration.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**ATTACHMENT #2**  
**CONFLICT OF INTEREST STATEMENT**

**Include this page in your response to this RFP.**

Proposer shall provide a list of all entities and/or individuals with which it has relationships that create, or may appear to create, conflicts of interest with the work that is contemplated by this RFP. The list should indicate the names of the entities and/or individuals, their relationship to the Proposer, and a description of the real and/or apparent conflicts. In addition, please be sure to include descriptions of relationships with any or all OKI or CBT Board Members and employees that create, or may appear to create, any real and/or apparent conflicts of interest.

Please check appropriate box and include signature, title, and date at bottom of page.

The Proposer has no Conflicts of Interest and confirms that this form is not applicable.

The Proposer acknowledges the following real and/or apparent existing conflicts:

1.	Name:	
	Relationship to Proposer:	
	Description of Conflict:	
2.	Name:	
	Relationship to Proposer:	
	Description of Conflict:	
3.	Name:	
	Relationship to Proposer:	
	Description of Conflict:	
4.	Name:	
	Relationship to Proposer:	
	Description of Conflict:	
5.	Name:	
	Relationship to Proposer:	
	Description of Conflict:	

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**ATTACHMENT #3**  
**DBE CERTIFICATION**

**Include this page in your response to this RFP.**

Please check appropriate box and include this page in your response to this RFP.

The Proposer does not have DBE certification.

The Proposer has DBE Certification.\*

*\*Insert a copy of your DBE Certificate.*

**ATTACHMENT #4**  
**SUMMARY OF DBE PROPOSED WORK**

**Include this page in your response to this RFP.**

Please check appropriate box and include this page in your response to this RFP.

- The Proposer does not propose any DBE work and confirms this form is not applicable.
- The Proposer proposes the following DBE work summary:

<b>DBE Name</b>	<b>General Description of Proposed Work</b>	<b>Projected Percent of Work by DBE</b>