

WASHOE COUNTY SCHOOL DISTRICT
Reno, Nevada
CFO STAFF REPORT

TITLE: AWARD OF REQUEST FOR BID #059-25-04-20 FOR PURCHASE OF FORKLIFTS TO SILVER STATE FORKLIFT IN THE AMOUNT OF \$67,600.00

TO: Mark Mathers, Chief Financial Officer

FROM: Andrea J. Sullivan, Director of Procurement & Contracts

DATE REPORT WRITTEN: April 28, 2020

SUMMARY: The Request for Bid (RFB) for Purchase of Forklifts was opened on April 9, 2020 and seven (7) bids were received. The recommendation is to award this bid to Silver State Forklift in the amount of \$67,600.00 as outlined in the bid tabulation (refer to Attachment A to the CFO Staff Report).

Section 32.1 of the RFB document indicates that one (1) new forklift will be purchased for the Facilities Management Department the specifications set forth in the RFB document. This section also states that the District Warehouse will purchase either one (1) new forklift meeting the specifications or one (1) used forklift meeting the specifications whichever the District deems in its best interest. After the evaluation of the submittals, the Facilities Management Department has determined it would be in the best interest of the District to purchase the new 2020 forklift to replace the existing 1986 forklift that is currently being used at the Edison Warehouse. Also, after the evaluation and careful consideration, the District Warehouse has determined it would be in the best interest of the District to purchase the new 2020 forklift to replace the existing 2005 forklift. Both of the purchases have been approved by the Financial Review Committee. The recommendation is to award this RFB to Silver State Forklift in the amount of \$67,600.

ADDITIONAL BACKGROUND INFORMATION: The Bid for the purchase of forklifts was issued to purchase two (2) forklifts; one (1) for the Facilities Management Department and the other for the District Warehouse.

An email was sent to those suppliers who have registered with the District's Purchasing Department to receive bids for this commodity. As required by law, the bid was advertised in the Reno Gazette Journal on March 17, 2020. It was also

posted nationally on Onvia/Demandstar and on the Washoe County School District's Purchasing website.

PREVIOUS BOARD ACTION: N/A

ATTACHMENTS:

Attachment A – Bid Tabulation for Bid #059-25-04-20

STRATEGIC PLAN: This agenda item supports Goal 5, "To ensure our schools are safe, secure, supportive and welcoming environments where students and staff are able to succeed academically and professionally at the highest possible levels" of *Envision WCSD 2020*.

BOARD POLICY:

[Board Policy 3321 – Bids/Quotations and Contracts](#)

LEGAL: This Bid was conducted within the requirement of Nevada Revised Statutes (NRS) 332.

FINANCIAL: Total dollars recommended for award is \$67,600.00. Funding for this contract will be coming from the GST Fund.

COMMUNITY INVOLVEMENT: N/A

ALTERNATIVES: N/A

RECOMMENDATION: That the CFO approves the award of Request for Bid #059-25-04-20 for Purchase of Forklifts to Silver State Forklift in the amount of \$67,600.00.

WASHOE COUNTY SCHOOL DISTRICT		Attachment A			
BID # 059-25-04-20					
TABULATION FOR PURCHASE OF FORKLIFTS					
KEY:					
I.S.	INSUFFICIENT SPECIFICATIONS	NO SPEC.	NO SPECIFICATIONS		
L.P.	LOCAL PREFERENCE	NO SUB.	NO SUBSTITUTIONS ALLOWED		
N.A.	NOT AVAILABLE	N.S.	NO SAMPLE		
N.A.S.	NOT AS SPECIFIED	R.A.B.	REJECT ALL BIDS		
N.B.	NO BID	*	RECOMMENDED		
N.C.	NO CHARGE	**	CHOSEN BY LOTTERY		
BUYER HAS REVIEWED AND APPROVED: Pam Homentowski DATE: May 1, 2020					
APPEAL WINDOW CLOSING ON: Thursday, May 7, 2020					
ITEM 1 – “NEW” Stand-up Counterbalanced Truck Lift 2019 or 2020 model with 3 wheel Configuration					
VENDOR		QTY.	EACH PRICE	EXT. PRICE	RECOMMENDED
Crown Lift Trucks	New RC5535-35	2	\$43,293.98	\$86,587.96	
Raymond Handling Concepts Corp.	Raymond Model #4150 (warranty: 3 yrs.)	2	\$34,250.00	\$68,500.00	
Reno Forklift Bid 1	Mitsubishi Model #FBCS-16NZ (warranty: 36 months/6,000 hrs.)	2	\$39,620.80	\$79,241.60	
Reno Forklift Bid 2	Doosan Model #B1850-9 New (warranty: 3 yr./ 6,000 hrs.)	2	\$34,106.96	\$68,213.92	
Silver State Forklift	Clark Model #ESX17 (warranty: 36 months/ 5,000 hrs.)	2	\$33,800.00	\$67,600.00	*
ITEM #2 “Used” Stand-up Counterbalanced Truck Lift 2015 model year or newer with a Maximum unit hours not to exceed 3,000 and 3 wheel configuration					
VENDOR		QTY.	EACH PRICE	EXT. PRICE	RECOMMENDED
Crown Lift Trucks	Used RC5535.35	0	\$25,892.88	\$0.00	
Raymond Handling Concepts Corp.	Raymond Model #4150, 2016 With 915 deadman hours (1 year factory warranty)	0	\$22,500.00	\$0.00	
Reno Forklift Bid 1	No bid				N.B.
Reno Forklift Bid 2	No bid				N.B.
Silver State Forklift	No bid				N.B.