

**CITY OF HELENA  
NOTICE TO BIDDERS**

The City of Helena will receive sealed bids for the purchase of **ONE (1) NEW 2014 or 2015 SOLID WASTE KNUCKLEBOOM CRANE for the SOLID WASTE DIVISION**. Bids will be opened at 2:15 p.m. local time on **October 15<sup>th</sup>, 2014** in the office of the City Clerk, City of Helena, 316 North Park Avenue.

Anyone wishing to submit bids may obtain detailed specifications from the City Fleet Maintenance Facility, 3001 E. Lyndale Avenue, Helena, MT, 59623, (406) 447-1565, or from the City of Helena website, <http://www.helenamt.gov/departments/public-works/fleet.html>.

The City of Helena reserves the right to reject any or all bids, to waive irregularities in the bidding process, or to accept the bid deemed to be in the best interests of the City of Helena.

Upon reasonable notice, the City of Helena, will provide assistance for those persons with sensory impairments. For further information, please contact the City Clerk at 447-8410 or TDD Relay service 1-800-253-4091 or VOICE 1-800-253-4093.

CITY OF HELENA, MONTANA  
/s/ Ron Alles  
City Manager

Advertise: September 28, 2014

October 5, 2014

(Legal Ad)

**INDEPENDENT RECORD  
PLEASE NOTE:**

**PLEASE BILL THIS LEGAL AD TO:**

**THE CITY OF HELENA  
FLEET MANAGEMENT  
ATTN: Ben Sautter  
316 N. PARK AVE.  
HELENA, MT 59623**

**CITY OF HELENA**  
**INSTRUCTIONS TO BIDDERS**  
**September 26, 2014**

Notice is hereby given that sealed bids will be received by the City Clerk for the City of Helena in the City-County Administration Building, Room 322, 316 North Park, Helena, Montana until 2:15 p.m. local time on **October 15<sup>th</sup>, 2014** for the purchase of **ONE (1) NEW 2014 or 2015 SOLID WASTE KNUCKLEBOOM CRANE for the SOLID WASTE DIVISION.**

No bid will be considered unless accompanied by a cashier's check, certified check, bank money order or bank draft, or by a bid bond; which security instruments shall be made unconditionally payable to the City of Helena, in an amount equal to ten percent (10%) of the amount bid. Bid security shall be returned to the bidders immediately after execution of contract/purchase order.

Bids are to be addressed to the City Clerk, City of Helena, 316 North Park, Helena, Montana 59623, and are to be marked on the outside of the envelope: **ONE (1) NEW 2014 or 2015 SOLID WASTE KNUCKLEBOOM CRANE for the SOLID WASTE DIVISION.**

Bids received after the stipulated time shall be returned unopened.

By submission of this bid, each bidder certifies, and in the case of a joint bid each party thereto certifies as to his own organization, that this bid has been arrived at independently, without consultant, communication, or agreement as to any matter relating to this bid with any other bidder or with any competitor.

Bidder shall upon submitting a bid, return completed City of Helena bid specification minimum requirement worksheets.

Bidder shall enter on the Request for Quotation the brand, model and year in the appropriate column.

The City of Helena reserves the right to reject any or all bids, to waive irregularities, or to accept any bid deemed to be for the public good.

Bids may be held by the City of Helena for a period not to exceed sixty (60) days from the date of opening of the Bids for the purpose of reviewing the bids and investigating the qualifications of the Bidder, prior to the award of the contract. The Bidder agrees that this bid shall be good and may not be withdrawn during this sixty (60) day period.

SUCCESSFUL BIDDER SHALL FURNISH AND DELIVER TO THE CITY OF HELENA SOLID WASTE DIVISION, ONE COMPLETE UNIT, CONFORMING TO THE FOLLOWING SPECIFICATIONS:

**MINIMUM TECHNICAL REQUIREMENTS FOR ONE (1) NEW 2014 or 2015 SOLID WASTE KNUCKLEBOOM CRANE for the SOLID WASTE DIVISION.**

Bidder shall complete each item with either a check mark to indicate the item being bid is exactly as specified, or on the line provided to the right of the item number indicate "SEE ATTACHED LETTER" to indicate any deviation of the item being bid from the specifications. IF EXCEPTIONS ARE MADE TO THESE SPECIFICATIONS, BIDDER MUST STATE IN DETAIL HOW THE VARIED PROPOSAL MEETS OR EXCEEDS THE REQUESTED SPECIFICATIONS. RESPONSE MUST BE ON BIDDER'S LETTERHEAD AND ATTACHED TO BID. PLEASE NOTE ALL EXCEPTIONS.

**SPECIFICATIONS**

**I. SCOPE**

Vendor will furnish one (1) electrically powered stationary knuckleboom crane complete with frame, boom, base, grapple, electric motor, hydraulic system, controls, and anchor bolts (if standard), together with accessories normally required for proper operation. Knuckleboom crane will bolt to existing floor mount. Solid Waste Crane, hereafter referred to as "crane"

**II. POWER SUPPLY**

Power to crane will be 460 volts, three-phase, 60 Hz. The electrical box mounted to the crane power supply will be protected with a 150 amp breaker. The electric/hydraulic power pack will be located on a separate, remote 49" x 77" platform.

**III. MOUNTING PLATE**

The mounting plate will be a minimum of 5' x 5' x 1" heavy-duty steel. No position of the crane or its accessories will extend more than 80" behind the centerline of rotation of the crane. Base plate will be mounted on shock-absorbing cushion.

**IV. PAINTING**

All exposed surfaces of crane will be factory primed and painted with a minimum of two coats of paint. Surface preparation and painting will be per the paint manufacturer's recommendations.

**V. EASE OF MAINTENANCE**

Design of crane will permit ease of access for removal and replacement of components for service and adjustment with minimum disturbance to other elements. Cab is provided and will have removable covers on the sides of the deck and a door in the top of the deck for ready access to parts beneath cab-deck.

**VI. CONDITIONS OF SERVICE**

The articulated crane will be hydraulically operated, electrically powered, with a solid waste grapple. Crane will be of integral heavy duty construction, complete with operating accessories customarily furnished with cranes of this type, together with modifications and optional attachments as specified.

**VII. CONSTRUCTION AND SPECIFICATIONS**

**A. FRAME AND BASE**

Crane frame and base will be fabricated steel, reinforced and designed to withstand the maximum stress normally imposed in heavy duty solid waste crane operations.

**B. SPECIFICATIONS (subject to change with optional modifications)**

- Compaction/Downforce.....5000 lbs., minimum at full extension
- Operating Pressure.....2250 psi
- Lift Capacity Rating.....21,500 lbs. at 8' maximum
- Mast Dimensions.....33" dia. X 48" x 1/2" wall
- Overall Boom Length.....25' 1", standard
- Below Ground Level Reach.....13' maximum, standard
- Ceiling Clearance.....21' approx. (consult factory when this is a factor)
- Boom Material.....6" x 10" x 1/2"
- Grapple.....1/3 cu. yd. solid waste type with wristing cylinder and compacting plate
- Grapple Weight.....1800 lbs.
- Main Cylinder.....1 of 7" x 37.5" w/3" rod diameter
- Jib Cylinder.....1 of 6" x 36" w/3" rod diameter
- Grapple Cylinder.....2 of 3.5" x 8" w/1.5" rod diameter
- Wristing Cylinder.....1 of 5" x 20" w/2.5" rod diameter
- Main Valve.....Stack Type
- Hydraulic Pump.....Triple, 23/23/18 gpm

Main Bearing.....	39” diameter internal gear (weld-on type)
Electric Motor.....	50 hp., 460v, 3-phase 60 Hz.
Swing System.....	Commercial Intertech drive motor, Fairfield S-3A planetary gear box
Swing Speed.....	Variable to 3 rpm
Swing Torque.....	6,250 ft. lbs.
Mast Rotation.....	capable of 360 degree, non-continuous
Motor Starter... ..	Combination, with 150 amp circuit breaker, base mounted
Accumulators.....	Two (2) nitrogen-filled, main and jib circuits
Hydraulic Tank.....	125 gallon capacity with low oil shut off
Hydraulic Oil Cooler.....	Sized to fit hydraulic system flow with over pressurization safe guard
Filtration System.....	2 return-line filters, 3 suction filters
Power Control Switch.....	Off/On, mounted at controls
Tank Gauges.....	Hydraulic fluid level/temperature
Controls.....	Dual hydraulic remote controls for main/jib swing and wristing,--separate electric rocker switches on handles for grapple orbit/and open and close functions
Mounting Plate.....	To fit existing bolt pattern without alterations to building structures
Paint.....	Two coats (minimum) of synthetic enamel
Embeds.....	Use existing

## **BOOM**

- A. The crane will be furnished with a straight articulating boom. The boom will be of all-welded steel construction, with replaceable bushings.
- B. Head, knuckle, and wristing pins will be a minimum of 2 ½" diameter. The head bolt bushing retainer will be reinforced 1 ¾" on each side. The cylinder pin side plates will be 1" on each side. The knuckle pin boss will have 1 ¼" reinforcement on each side. All pins will be retained by nuts with a minimum of 2" thread diameter, capable of being locked to the pin to prevent loosening. Boom shall have a minimum of ½" reinforcing plates on both sides.

The boom will be connected to the bearing plate by two head ears 1 ¼" thick, recessed into the bearing plate. The bearing plate will be 1 ½" thick.

## **C. ELECTIC MOTOR**

The crane will be driven by a minimum of a 50 hp, mill-and-chemical type TEFC motor. Motor will be rated at 460 volts, 60 Hz, three-phase.

## **D. HYDRAULIC SYSTEM**

The boom and grapple will be actuated by double-acting hydraulic cylinders with chrome-plated piston rods. The hydraulic pump will provide ample gallons per minute to meet minimum lift and compaction requirements, as specified. The hydraulic pump is designed so that more than two crane functions can be used simultaneously without reducing power to the functions. Ample hydraulic circuit and reservoir capacity will be furnished for sustained fast operation cycles without overheating. An efficient oil filtering system will be provided, with filter elements readily accessible for removal and replacement. Hydraulic oil level will be readily accessible for examination and maintenance. Should the oil level drop below a predetermined level, a sensor will turn the pump off electrically. Optional tank heater available for colder climate.

## **E. SWING SYSTEM**

The system will meet the minimum swing speed requirements. It will be independent of the main system and capable of 360 degree, non-continuous rotation.

## **F. GRAPPLE**

The grapple will be of heavy duty, all-welded construction and capable of picking and compacting refuse. The minimum volume capacity of the grapple will be 1/3 cu. yd.

Hoses and fittings will be protected from snagging and breaking. Grapple shall rotate continuously using a minimum of 20" diameter Rotek or equivalent bearing and a pinion on a torque motor that is bolted in place with a minimum of 4 bolts. Grapple shall contain a hydraulic manifold/swivel to allow continuous rotation of grapple.

## **G. OPERATOR'S CAB AND SEAT**

The operator's cab will allow visibility in all directions for the operator. Glass used will be safety automobile-type glass. The operator's seat will be adjustable in relation to the controls.

Cab will have a 110 volt air conditioning and heating system, if this option is selected. Customer to provide platform/steps to enter into cab.

## **H. ANCHOR BOLTS**

Crane Equipment Manufacturing Corporation will provide the required anchor bolts for installation of the crane. These bolts will be 1 1/4" in diameter, A687-4140 heat-treated type or equivalent. Crane anchor bolts will be precisely located and detailed on drawings.

## **I. TESTING**

Crane will be factory tested for a minimum of four hours prior to shipping.

## **VIII. INSTRUCTION MANUALS**

Equipment manufacturer will furnish detailed parts lists; installation, operation and maintenance instructions; and schematic drawings of hydraulic and electrical controls.

**“The Contractor, Vendor, or Crane Manufacturer shall be required to demonstrate that the crane will meet or exceed these minimum requirements. The crane supplier shall also be responsible for any and all costs associated in demonstrating that the crane foundation as designed will be adequate for a crane. Also, the Contractor shall be responsible for all costs associated with foundation design changes if determined necessary to accommodate crane.”**

## **IX. OPTIONS**

Listed below are options specified to be included:

- Cab air conditioning
- Cab floor heater
- Tank heater
- Electric/hydraulic swing stops
- Split controls
- Spare parts

**X. MISCELLANEOUS:**

Equipment and components necessary for operations, and normally supplied, shall be furnished with the vehicle even if not called for in the specifications.

The crane and all equipment shall be new. Used, demonstration, rebuilt, or remanufactured equipment is unacceptable.

All locally installed equipment shall comply with applicable OSHA/WISHA regulations.

**PRE-AWARD MEETING:**

Prior to preparation of the letter of intent to award to qualified bidder, a complete review will be required of bidder's ordering data, the submitted allowed manufacturer's literature and the City's purchase specifications to ensure that the bidder response to general and technical specification requirements fulfills the specification requirements.

**WARRANTY:**

Describe the terms of the warranty offered:

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**DELIVERY:**

The bidder will be responsible for delivering the completed unit to the City of Helena ready for use. The bid will include all freight and delivery charges. The unit must be delivered within 180 days of placing the order.

## **INVITATION TO BID - REQUEST FOR QUOTATION STANDARD TERMS AND CONDITIONS**

### **Competition**

The City of Helena encourages free and open competition among bidders. Whenever possible specifications, bid invitations and conditions are designed to accomplish this objective, consistent with the necessity to satisfy the City's needs and the accomplishment of a sound economical operation. The bidder's signature on this proposal guarantees that the prices quoted have been established without collusion with other eligible bidders and without effort to preclude the City of Helena from obtaining the lower possible competitive price. The award will be made to the lowest responsible bidder meeting specifications and all bid terms and conditions.

### **Preparation of Bids**

Bids will be written in ink and/or typewritten on bid forms furnished herewith. Erasures and alternations must be initialed by the bidder in ink. Telegraphic bids will be accepted only if they fully comply with all other conditions in the Invitation to Bid. No verbal bids shall be accepted. Bid quotations will be firm for thirty days, unless otherwise stipulated by bidder.

### **Bid Items**

The bidder warrants articles offered to conform to the specifications herein requested, to be fit and sufficient for the purpose manufactured, of good material and workmanship and free from defect.

### **Special Brands**

Brand name items or descriptions used in this proposal are specified solely for the purpose of indicating standards of quality, performance and/or use desired. Any bid offering goods or sources which deviate from the specifications must be clearly indicated by the bidder, otherwise it will be considered that the bid is in strict compliance with all terms and conditions. Substitutions must be identified by manufacturer and stock number and complete descriptive literature must be included with the bid. Goods delivered which do not conform to the contract terms, conditions or specifications may be rejected and returned at the vendor's expense. Any bid for foreign produced products shall be so indicated and the source of supply noted for each item.

### **Packaging**

No charges will be allowed for packing, wrapping, bags, containers, reels, etc., unless otherwise stipulated. All items shall be packed in accordance with prevailing commercial practices and in such a manner as to ensure delivery in good condition and as specified herein.

### **Delivery/Shipping**

Goods shall be prepaid, f.o.b. destination. In the event the contract terms specify f.o.b. shipping point, shipping charges will be prepaid and itemized as a separate item on invoicing. Such shipments shall be via the least expensive common carrier unless otherwise stipulated. The City of Helena reserves the right to reject any C.O.D. delivery.

### **Cash Discount**

Bidders may quote a cash discount, provided it is based on a period of twenty (20) days or more. A shorter period will not be considered in determination of a low bid. Any cash discounts as part of this contract will be computed from the date of receipt of a properly executed claim or the date of completion of delivery of all items in satisfactory condition, whichever is later.

**Excise Taxes**

The City of Helena is exempt from Federal Excise Taxes. Exemption certificates will be furnished upon request.

**Samples**

Samples of items must be furnished by the bidder if stipulated herein. Transportation costs, both to and from the Purchasing Division, will be assumed by the bidder. Each sample must be labeled with the bidder's name and the quotation and item numbers.

**Acceptance/Rejection of Bids**

The City of Helena reserves the right to accept or reject any or all bids, wholly or in part, to make awards in any manner deemed in the best interest of the City.

**All or None Proposals**

Bidders may submit alternate proposals on an "all-or-none" basis, but are requested to submit a primary quotation on an item-by-item basis to be considered for either type of award.

**Bid Determination**

Low bid shall be determined by the Base Bid less Cash Price or Trade-in for City of Helena equipment.

**Tabulation**

In the event that a quotation is entered in which the unit price and extension do not agree, the unit price shall prevail.

**Non-Discrimination**

In accordance with federal and state laws, the bidder agrees not to discriminate against any client, employee or applicant for employment or for services, because of race, creed, color, national origin, sex or age with regard to, but not limited to, the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; lay-offs or termination; rates of pay or other forms of compensation; selection for training; or rendition of services.

It is further understood that any vendor who is in violation of this clause shall be barred forthwith from receiving awards of any purchase from the City of Helena unless a satisfactory showing is made that discriminatory practices have ceased and the recurrence of such acts is unlikely.

**Qualification of Bidders**

Bidder shall not be eligible for the award of any contract if not deemed a responsible bidder as defined by City of Helena Ordinance No. 2244 relative to delinquent City of Helena taxes.

Attention of bidder is directed to the City of Helena Ordinance No. 2188 relative to requirement of General Business License for contractors transacting business within the City of Helena limits. Proof of business license may be required before award of bid.

## BIDDERS STANDARDS

- a) All required lubricants shall be available from Montana lubrication suppliers other than OEM dealers.
- b) Only standard (SAE) or metric bolts, nuts, etc. will be allowed (i.e. Whitworth is unacceptable).
- c) To ensure that the warranty provisions can be met, bids will only be accepted from vendors meeting the following requirements:
  - 1. The vendor must be factory authorized to sell and service the unit bid.
  - 2. The vendor must have an in-state sales/service facility that:
    - has a minimum of 2400 square feet of shop space.
    - employs a minimum of two full time factory qualified mechanics.
    - has a demonstrated service record for a minimum of twelve months prior to the bid opening date.
    - Dealers must provide detailed information regarding utilization of synthetic lubricants.

It is the intent of these provisions that the successful vendor be able to respond to required warranty work in a timely manner, from an in state location, with parts, special tools and trained personnel. The City therefore reserves the right to modify these requirements based on such factors as past service performance representing other franchises or manufacturers, an adequate size facility to have an inventory of repair parts and perform repair and service work and full-time mechanics who are certified to repair similar types of equipment.

Manufacturer's statement of origin (MSO) must accompany each unit at the time of delivery.

- All bids are considered to be F.O.B., City of Helena Vehicle Maintenance Facility.

CITY OF HELENA  
REQUEST FOR QUOTATION

**ONE (1) NEW 2014 or 2015 SOLID WASTE KNUCKLEBOOM CRANE for the CITY OF HELENA SOLID WASTE DIVISION.**

**BIDDER MUST USE THIS FORM ONLY IN SUBMITTING PRICES**

VENDOR \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THIS IS NOT AN ORDER  
October 15, 2014

RETURN BIDS TO: City Clerk, City of Helena, City-County Administration Building, Room 322, 316 North Park Avenue, Helena, MT 59623.

Sealed bids will be received by the undersigned up to 2:15 p.m. local time on **October 15<sup>th</sup>, 2014** to be then publicly opened in the offices of the City Clerk.

REQUEST FOR QUOTE ISSUED BY: Director of Public Works

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**ONE (1) NEW 2014 or 2015 SOLID WASTE KNUCKLEBOOM CRANE for the SOLID WASTE DIVISION.** Proposal dated **September 26<sup>th</sup>, 2014**

\$ \_\_\_\_\_ BASE BID  
\$ \_\_\_\_\_ TRADE VALUE 1992 Grizzly Crane  
( \$0 for no trade-in)  
\$ \_\_\_\_\_ TOTAL

This Section must be completed in full and signed: Date: \_\_\_\_\_

Delivery Date: \_\_\_\_\_ Company Name: \_\_\_\_\_

Terms: \_\_\_\_\_ By: \_\_\_\_\_  
(Signature - Authorized Representative)

Telephone Number \_\_\_\_\_