

**REQUEST FOR BIDS #22-SSD001**

**HEAVY EQUIPMENT OPERATOR TRAINING  
SIMULATOR**

**Randolph County Housing Authority**  
**Main Office: 2280 Randolph Ave, Elkins, WV 26241**  
**Delivery Location: 694 Beverly Pike, Elkins, WV 26241**

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**Main Office: 2280 Randolph Ave, Elkins, WV 26241**  
**Delivery Location: 694 Beverly Pike, Elkins, WV 26241**  
NON-BIDDER RESPONSE

**RFP #22-SSD001**

**Heavy Equipment Operator Training Simulators**

Randolph County Housing Authority is interested in the reasons why bidders fail to submit bids. Please indicate your reason(s) by checking all appropriate item(s) below and returning this form to the above address.

- Could not meet specifications or Scope of Services.
- Items requested not manufactured by our company
- Project not suited to firm. Quantities too small.
- Insufficient time allowed for preparation of bid.
- Product does not meet Made in America Requirements for federal purchaes
- Other reasons; please state and define:

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Vendor Name:

Contact Person:

Vendor Address:

Vendor Telephone:

**NOTICE TO BIDDERS RFP #22-SSD001**

The Randolph County Housing Authority (RCHA) hereby invites the submission of sealed bids for **RFP-#22-SSD001 for Heavy Equipment Operator Training Simulators.**

Bids shall be received **by Monday November 28, 2022, at 11am local time**  
At: Randolph County Housing Authority, 2280 Randolph Ave, Elkins, WV 26241  
or via email to [rcha@rchawv.org](mailto:rcha@rchawv.org) .

Jennifer Griggs  
Supportive Services Program Director

**BID DISTRIBUTION- IMPORTANT NOTICE**

The Randolph County Housing Authority, hereinafter referred to as "RCHA," officially distributes bidding documents through the Randolph County Housing Authority office.

**SECTION 1: BID IDENTIFICATION**

Title: **Heavy Equipment Operator Training Simulators**

Bid Number: **22-SSD001**

Requesting Division: **Supportive Services**

**SECTION 2: INTRODUCTION**

The intent of these specifications is to furnish information to responsible bidders for the purpose of obtaining bids for Heavy Equipment Operator Training Simulators as requested by Randolph County Housing Authority, for use at its Learning Center located at 694 Beverly Pike, Elkins WV 26241 and for use in a mobile trailer unit.

Randolph County Housing Authority reserves the right to reject any or all bids in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive or conditional bids.

This RFP does not commit RCHA to pay any costs incurred in the preparation or submission of bids.

Any factual information contained in this RFP is for informational purposes only and is subject to independent verification by the bidder.

**SECTION 3: SUBMISSION OF BIDS**

Bids and any other required documents must be submitted, sealed in an opaque envelope, plainly marked with the name and number of the bid and the name and address of the bidder, and accompanied by the required documents. Bids must be received no later than **Monday, November 28, 2022, at 11am**, at the following address:

Randolph County Housing Authority  
ATTN: Jennifer Griggs, Program Director  
2280 Randolph Ave  
Elkins, WV 26241

Alternative to mailed/delivered sealed bids

Randolph County Housing Authority office will accept emails of bids, that are contained on a single PDF as an attachment and emailed to [rcha@rchawv.org](mailto:rcha@rchawv.org)

Upon receipt RCHA's front desk worker will place PDF in sealed envelope and stamp with date and time email was received.

**SECTION 4: TERM OF BID**

The bid shall be in effect from the date of award until completion of the equipment purchase and all maintenance options exercised. Pricing shall remain firm until conclusion of the final maintenance term.

## **SECTION 5: SCHEDULE**

The anticipated schedule of key events with regard to this bid process is as follows:

- RFP Issued November 4, 2022
- Request(s) for Content Clarification(s) November 10, 2022
- Bid due Date November 28, 2022 at 11am
- **Public Bid Opening will be held at 11:01am at the RCHA office located at 2280 Randolph Ave, Elkins WV 26241**
- Award Announcements By December 12, 2022

**Note: The RCHA reserves the right to revise these dates.**

## **SECTION 6: QUALIFICATION OF BIDDER**

The RCHA desires that all bidders possess certain qualifications to ensure high quality product(s). Therefore, bidders must meet the following minimum requirements to be considered for an award under this RFP:

Bidder must have successfully provided product(s) of similar type and specifications. Bidder must be able to comply with the delivery schedule.

Bidder must be otherwise qualified and eligible to receive an award.

Randolph County Housing Authority may make such investigations it deems necessary to determine the ability of the Bidder to perform the work. The bidder shall furnish to RCHA, within five (5) days of a request, all such information and data for this purpose as may be requested. RCHA reserves the right to reject any bid if the information submitted by, or investigation of, a bidder fails to satisfy RCHA that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted.

- Bidder must include at least three (3) customer references from recent sales of heavy equipment simulators.
- All bidders must document five (5) or more years in the business of providing heavy equipment simulators.
- Equipment and software meet The Buy American Act: To be considered as being produced in the U.S., goods must be manufactured in the U.S. and at least 50% of the cost of their components must come from the U.S

## **SECTION 7: EQUIVALENT GOODS**

Manufacturers' brand names, if listed in specifications, are provided to indicate minimum requirements and bidding may be on brands specified, or equivalent. Specifications shall be furnished by bidder to support product equivalency. In the event of any claim by any unsuccessful bidder concerning or relating to the issue of "equal or better" or "or equal", the successful bidder agrees, that the bidder's own cost and expense, to defend such claim or claims and agrees to hold the RCHA free and harmless from any and all claims for loss or damage arising out of this transaction for any reasons.

## **SECTION 8: SPECIFICATION CLARIFICATION**

All inquiries with respect to this Request for Bids must be directed to the Randolph County Housing Authority as follows:

Jennifer Griggs  
2280 Randolph Ave  
Elkins, WV 26241  
Telephone: (304) 940-4596 – Cell Phone  
Email: [jgriggs@rchawv.org](mailto:jgriggs@rchawv.org)

All questions about the meaning or intent of the specifications must be submitted to the designated person in writing.

Any interpretation, corrections and changes to this RFP and requirements or extensions to the submittal date will be made in writing by Addenda. Sole issuing authority of Addenda shall be vested in the Randolph County Housing Authority Office.

Any addenda so issued are to be considered a part of this RFP document. The RCHA will be bound only by responses given by formal written Addenda.

## **SECTION 9: DISQUALIFICATION OF BIDDER AND REJECTION OF BIDS**

Any one or more of the following, among others, may be considered sufficient for the disqualification of a bidder and the rejection of a bid:

- Evidence of collusion among bidders.
- Failure to satisfy the submittal requirements of the RFP.
- Lack of responsibility as shown by past work, reference, or other factors.
- Default or termination of other contracts or agreements.
- Illegible or vague bids.
- Other causes as deemed disqualifying.

### Late Bids

All bids received after the time stated in the "Notice to Bidders," or the bid submission deadline as modified by formal addendum will not be considered and will be returned to the

bidder. The bidder assumes the risk of any delay in the mail.. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having bid deposited on time at the place specified. The date/time stamp in the Office shall be utilized in all cases to determine the official time of receipt.

#### Damaged/ Illegible Bids

The RCHA is not responsible for any bid or portion of a bid submittal that has been damaged or destroyed while in transit to RCHA. Bidders should take the necessary precautions to ensure that their submittal is received intact. Illegible bid documents will be rejected.

#### Irregular Bids

Bids will be considered irregular and shall be subject to rejection for the following reasons:

- If there are unauthorized additions, conditional or alternate pay items, or irregularities of any kind which make the bid incomplete, indefinite, or otherwise ambiguous.
- No oral, telegraphic, telephonic, or faxed bids will be considered.

### **SECTION 10: MODIFICATION AND WITHDRAWAL OF BIDS**

Bids cannot be altered or amended after submittal deadline. Any interlineation, alteration or erasure made before opening time must be initialed by the authorized signer of the bid, guaranteeing authenticity.

Bids may be modified or withdrawn at any time prior to the opening of bids by an appropriate document duly executed (in the manner that a bid must be executed) and delivered to the place where bids are to be submitted.

A bid may not be withdrawn or canceled by the bidder without justifiable cause following the date designated for the due date of bids, and bidder so agrees upon submittal of their bid.

If, prior to awarding of the bid or within three days after opening, whichever period is shorter, any bidder files a duly signed written notice with RCHA and promptly thereafter demonstrates to the reasonable satisfaction of RCHA that there was a material and substantial mistake in the preparation of its bid, that bidder may withdraw its bid in its entirety without penalty.

### **SECTION 11: SUBMITTAL REQUIREMENTS**

11.2 The bidder is required to submit Exhibits A-1 through A-4 plus any corresponding attachments in the sequence shown below. In order to aid the evaluation process, the bidder's submission should be in the following order and format:

- Bid Acknowledgement Form
- References
- Addenda Acknowledgement
- Bidder's Form of Contract

11.2 A Bidder's failure to provide all required documents with the bid submittal may result in rejection of the bid.

11.3 All information regarding brand, vendor catalog (stock #) and pricing, as well as substitute product information, must be included on the bid proposal form.

If substitute information is not provided, then it shall be assumed that the vendor is providing the product as per specifications in the same packaging requested and will be required to provide the requested item at the pricing offered upon delivery.

11.4 Signatures:

Bids must be signed in ink (preferably blue) by an authorized officer of the company.

Electronic signatures are acceptable.

## **SECTION 12: BID EVALUATION AND AWARD**

12.1 Bids shall remain valid until the award of a contract by RCHA or until rejected by Randolph County Housing Authority.

12.2 The final selection will be made to the responsible and responsive bidder offering the best value, as determined by the RCHA, based on evaluation of the following factors:

<b>Evaluation Factors</b>	<b>Weight</b>
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### Cost Factors:

Cost of Initial Purchase (Equipment, Installation and Training, 3 Year Maintenance and Technical Support)	35%
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### Non-Cost Factors:

<b>Functionality</b>	
All equipment simulations are offered on each operator station	15%
Training Feature	25%
Length of Manufacturer Warranty covering parts and labor	5%
Ability to switch between equipment simulations with little to no modification or setup required	15%
Evaluation of References	5%
	100%



## **SECTION 13: GENERAL TERMS AND CONDITIONS**

### 13.1 Award Notification

RCHA shall generate an award letter to the successful bidder. The successful bidder shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of RCHA. Bidder shall not ship or deliver any item until receipt of a valid purchase order from RCHA.

### 13.2 Contract/Agreement

The successful bidder's submittal, when accepted by RCHA either by formal letter of acceptance or Purchase Order, shall legally constitute acceptance and therefore, be subject to all the terms and conditions of the bid documents. Any and all ambiguities in bid documents, bid awards, contracts or related documents, including tariffs, shall be construed in favor of RCHA.

### 13.3 Purchase Orders

Purchase orders to initiate delivery of goods awarded under this RFP will be issued directly by RCHA as identified in this RFP. Invoices shall be issued by the successful bidder directly to the ordering entity.

### 13.4 Delivery Terms and Conditions

Unless otherwise specified herein, all deliveries shall be made within **60 days** of vendor's receipt of Purchase Order.

The Purchase Order shall designate the place of delivery. There will be scheduled hours and a specific location for product(s) deliveries which do not conflict with RCHA peak traffic times. Delivery hours are between the hours of 8:30 a.m. and 3:00 p.m. except on holidays. Deliveries may not cause interference with RCHA operations.

Title and risk of loss shall not pass to RCHA or participant districts, if applicable, until RCHA takes possession of the goods at the place of delivery.

Prior to payment, items furnished, or work performed will be inspected by the Purchasing Agent or her designee to determine their conformity to specification. No payment will be made for items not meeting specification.

RCHA and participant districts, if applicable, retain the right to purchase elsewhere and charge back to the bidder any increase if the bidder does not deliver within the time period indicated in this RFP.

Goods delivered must fully comply with all provisions of the contract as to time

of delivery, quality and the like. Goods supplied under this contract shall be subject to RCHA approval. If goods delivered do not fully conform and delivery time has expired, this shall constitute a breach and successful bidder shall not have the right to substitute conforming goods. Where the time for performance has not yet expired, the successful bidder may reasonably notify the RCHA of successful bidder's intention to cure; may pick up defective goods; and may then deliver conforming goods within the contract time but not afterward unless extension was granted as previously provided. If defective goods are not picked up within five (5) workdays after notification, the defective goods will become a donation to the RCHA for disposition.

Bidder shall file with the carrier all claims for breakage, imperfections, and other losses, which will be deducted from invoices. The RCHA shall not be responsible, however, when practicable will note for the benefit of the successful bidder when packages are not received in acceptable condition.

The RCHA shall not accept any delivery on Saturdays, Sundays, or legal holidays. Special accommodations may be made on deliveries required for daily consumption in the event of an emergency.

All delivery, freight charges, fuel surcharges and hazardous material surcharges (FOB RCHA designated location) shall be included in the bid prices. No additional charges will be paid. This contradicts item c. above.

No state or federal tariffs shall apply unless a copy of such tariff or tariffs is attached to the bid at the time of submission.

### 13.5 Payments

RCHA will make payment only after receipt and acceptance by the RCHA of the product(s) ordered.

Vendor invoices shall show the purchase order number and shall be mailed to the Divisions as indicated on the Purchase Order. The vendor's invoice shall state any prompt payment discounts available.

The RCHA shall not pay any additional freight, minimum order charges, fuel or other surcharge or delivery charges.

Payments of any claim shall not preclude RCHA from making claim for adjustment of any item found not to have been in accordance with specifications. Payments shall be made by RCHA with all rights reserved.

Payments for the used portion of an inferior delivery will be made by the RCHA on an adjusted price basis.

The RCHA is exempt (tax-exempt #\_\_55-0624517\_\_\_\_\_) from federal, state, and municipal sales/excise taxes. Therefore, bid price shall not include any such taxes. A Certificate of Exemption will be supplied to the winning Bidder

#### **SECTION 14: TERMINATION RIGHTS BY THE RCHA**

14.1 RCHA reserves the right to terminate the contract immediately in the event the successful bidder fails to meet delivery or completion schedules, or otherwise perform in accordance with these specifications. Breach of contract or default authorizes RCHA to award to the next lowest bidder or purchase elsewhere and charge the full increase in cost and handling to the defaulting successful bidder.

14.2 RCHA may terminate the contract without cause upon thirty (30) day's written notice.

#### **SECTION 15: CUMULATIVE RIGHTS**

15.1 The rights and remedies provided by this agreement are cumulative and the use of one right or remedy by a party shall not preclude or waive the right to use any or all of the remedies.

#### **SECTION 16: INDEMNIFICATION**

16.1 To the fullest extent permitted by law, the Contractor agrees to hold harmless, indemnify and defend the Randolph County Housing Authority and all its employees/representatives, and all participating school districts, from and against all claims, damages, losses and expenses (including, without limitations, legal expenses on a solicitor and client basis) arising out of, or in consequence of, any and all acts, omissions, or negligence of the Contractor. Further, the Contractor agrees to hold harmless, indemnify and defend RCHA, all its employees/representatives, and all participating school districts from and against all suits, actions and proceedings by whomsoever made, brought, or prosecuted, and in any manner based upon, arising out of, related to, occasioned by, or attributable to the infringement or contribution to the infringement of any intellectual or industrial property right, by the articles, methods, processes, or act employed by, or plans, drawings, specifications or other written data provided by the Contractor or its employees in concert with providing services.

#### **SECTION 17: WARRANTIES**

17.1 Warranty

The successful bidder shall warrant that all product(s) shall conform to the proposed specifications, drawings, descriptions listed in the RFP, sample(s) furnished by bidder, if any, and/or all warranties as stated in the Uniform Commercial Code and be free from all defects in material, workmanship, and title. The successful bidder will not limit or exclude any implied warranties and any attempt to do so may render that awarded contract void at the option of RCHA. In case of conflict between specifications, drawings and descriptions, the specifications shall govern.

## **Randolph County Housing Authority Request for Bids #22-SSD001 Heavy Equipment Operator Training Simulators Detailed Specifications**

### **General**

It is the intent of these specifications to describe Construction and Logging Equipment Operator Training Simulators, as requested by the Randolph County Housing Authority for use in construction trades program at RCHA' Learning Center and Trailer.

The equipment offered must be new and shall meet or exceed all requirements herein.

The name(s) of any manufacturer(s) or product name(s) mentioned in these specifications are supplied for the purpose of defining a minimum standard of quality and type. Such references are not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the functionality and quality of the specifications listed for any item.

RCHA reserves the right to waive minor variances from the specifications, provided that these differences do not violate the specification intent, materially affect the operation for which the equipment is being purchased, nor increase the estimated maintenance and repair cost to RCHA.

All bid pricing offered shall be inclusive of the following, as applicable and as specified in this Request for Bids: hardware, software, delivery, installation, support, training, maintenance.

### **Best Value**

This is a best value solicitation and award will be made to the bidder offering the best value, as determined by RCHA's evaluation of cost and non-cost factors which are further defined in this document (Section 14: Basis of Award).

Bidder shall identify on the Bid Proposal Form (Exhibit A-5) the make and model of equipment being offered. Bidder shall supply manufacturer's printed literature and/or specifications sheets with the bid submission. In addition, Bidders shall complete and return the Specification Response Form (Exhibit A-6), which is provided with this Request for Bids, to further describe in detail the equipment and services offered.

**Randolph County Housing Authority Request for Bids #22-SSD001**  
**Heavy Equipment Operator Training Simulators**  
**Detailed Specifications**

**I. General**

It is the intent of these specifications to describe Construction and Logging Equipment Operator Training Simulators, as requested by the Randolph County Housing Authority for use in construction and logging trades program at RCHA' Learning Center and Trailer.

The equipment offered must be new and shall meet or exceed all requirements herein.

The name(s) of any manufacturer(s) or product name(s) mentioned in these specifications are supplied for the purpose of defining a minimum standard of quality and type. Such references are not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the functionality and quality of the specifications listed for any item.

RCHA reserves the right to waive minor variances from the specifications, provided that these differences do not violate the specification intent, materially affect the operation for which the equipment is being purchased, nor increase the estimated maintenance and repair cost to RCHA.

All bid pricing offered shall be inclusive of the following, as applicable and as specified in this Request for Bids: hardware, software, delivery, installation, support, training, maintenance, year 2 and year three of maintenance and software upgrades costs.

**II. Best Value**

This is a best value solicitation and award will be made to the bidder offering the best value, as determined by RCHA's evaluation of cost and non-cost factors which are further defined in this document (Section 14: Basis of Award).

- III.** Bidder shall identify on the On their Own Company Bid Proposal Form (Exhibit A-5) the make and model of equipment being offered. Bidder shall supply manufacturer's printed literature and/or specifications sheets with the bid submission. In addition, Bidders shall complete and return the Specification Response Form (Exhibit A-6), which is provided with this Request for Bids, to further describe in detail the equipment and services offered.

#### IV. Items Required

##### CAT® SIMULATORS WITH TRAINING SIMULATOR SYSTEM OR EQUAL

Build Out for 1 machine for Forestry Simulators, with FM Log Loader and Track Feller Buncher

Build Out for 1 machine for Construction Simulators with Hydraulic Excavator, Articulated Truck, Backhoe Loader, and Track Type Tractor/Dozer

System Design to include a Full Simulator

System features to include, but not limited to, convertible OEM controls; 3-4-monitor screens; motion; Simulation training to teach the same techniques as found on real-world worksites. Record and report the results of simulations sessions and track user progress.

- Joystick controls.
- Buttons and switches to include Travel Speed Control, Automatic Engine Speed Control, Travel Alarm Cancel Switch, Work Tool Control, Light Switch, Upper Window Wiper, Upper Window Washer, Heavy Lift Control, Fine Swing Control, Lower Window Wiper, Lower Window Washer, Overload Warning Device, Engine Start Switch, Engine Speed Control, Quick Couple Control, Manual Low Idle.
- Foot pedals with travel levers (tramming forward/backward, counter rotate.)
- Keyboard and touchpad mouse for easy navigation of software.
- Durable tubular steel frame
- Replica operator's seat that slides forward and backward on frame and tilts forward and backward.
- Fully functional seat belt with sensor connected to computer software.
- Computer requirements:
  - Base Unit- Dell Precision T5820
  - Processor- Intel Xeon W-2125 (4.0GHz, 4.5 GHz Turbo, 4C, 8.25MB Cache, H T, (120W)) DDR4-2666
  - Memory- 8GB, Ag Sim moving to 16GB
  - Video Card: (Depends on simulator)
  - EVGA GeForce GTX 960 - 02G-P4-2966 (02G-P4-2966-KR)
  - EVGA GeForce GTX 1060 3GB FTW+(03G-P4-6367-KR)
  - EVGA GeForce GTX 1070 - 08G-P4-5173-KR o Hard Drive: 512 GB
  - Media Drive - 16x Slimline DVD Drive
  - Operating System – Windows 10 Professional, x64, English Language
- Monitor stand with three vertically hung 43" LED 1080P TVs
- Power requirements: Simulator-100 – 250V – 50/60HZ power supply, PC-100-250V – 50/60hz power supply, Monitor-100 – 250V – 50/60HZ power supply
- Training Records Management System:
  - Used to set up individual student accounts
  - Group students into classes
  - Archive student records for grades or future reference
  - Allows the ability to change metric standards for each exercise

- Choose which exercises a student must complete
  - Print detailed reports for the class, individual student, or specific exercises
  - Restrict access to simulator results in the database as needed
  - Set which metrics you want your students to achieve
- After completion of exercise, a report will be generated with metrics measured and a pass or fail score. Scoring for each exercise should be generated based on time, productivity, equipment damage (number of contacts with external objects), and training exercise success.
- Training Metrics
  - Unique metrics included for all exercises excluding Machine Walkaround and Controls Familiarization
  - 23 exercise specific metrics across 6 exercises
  - Controls Familiarization – 51 measured metrics.
  - Machine Walkaround – 52 inspections points. Examples of Metrics measured:
    - Execution Time
    - Productivity
    - Volume of Material Moved
    - Fuel Burned
    - Average Bucket Fill Factor
    - Distance Trammed
- Deformable terrain: 68x68 meter
- While simulation is in practice mode, the simulation exercises give step by step on-screen instruction to complete an exercise.
  - When in exam mode, the simulation exercise removes the on-screen instruction and automatically saves the record in Training Records Management System database for the instructor and student to review.
  - Languages available: English and Spanish
  - 1 year hardware and software warranty. The warranty is offered to the purchaser for defects in workmanship or materials for one year after the date of original purchase invoice date. This warranty includes replacement of defective simulator hardware pieces and/or software due to defects in workmanship or materials during the warranty period.
  - 3 years of phone, email support and maintenance software updates.
  - 3 years of SimScholars online curriculum
  - Complete simulator software must be pre-loaded and tested as a fully functional operating system before shipment.

### **Motion Platform**

- Requires four actuators that are removable
- Motion Platform is removable – customer has the option to operate the simulator with or without motion.
- Motion Platform provides three DOF (degree of freedom)
- Provides the student with a realistic working environment that simulates motions associated with:
  - Trimming
  - Turns
  - Swing
  - Tipping
  - Grade ascent and decent
- Motion cues associated with:



- Maneuvering over flat and sloped terrain
- Operating with an unbalanced load/tipping
- Equipment vibration
- Effects of bucket and soil interaction

### **Mobility Kit**

- Platform and casters used for ease of transport of simulator and front/rear monitor stands
- Platform can be lowered to ground via foot lever for static operation

### **Train the Trainer Service**

- Installation and Training of Hardware, Software, Reporting Tool, etc.
- At least one (1) day of onsite training at customer location

### **Training Curriculum**

- Online platform accessible from anywhere in the world
- Allows for individual or group development monitoring and progress to competency tracking, with leveled industry standard benchmarks.
- Accessible to instructor and learner for lesson plans and schedules, instructor guides, learner material, lessons, assessments and more.
- Find kinesthetic movement instructions for faster muscle memory and competency skillset acquisition.
- Includes multi-level assessment and instruction including machine or region-specific background knowledge and skillsets by exercise. Bridges classroom learning to cost effective simulator training to on the iron field applications.
- Features videos of correct way to perform training exercises for extra guidance.
- Includes additional resources beyond simulator for ongoing education and growth.
- Multiple languages available.
- The educational material will include individual lessons for students and detailed lesson plans for instructors. For businesses that want to focus on specific areas of training, the curriculum can be scaled and customized by our curriculum developer and training specialist. Material covered must include:
  - Machines
  - Learning Plan
  - Safety
  - Learning Objectives
  - Metrics/Exercise Benchmarks
  - Training Materials
  - Quizzes & Exams
  - Simulations

### **IPAD – Simulator Software (Optional)**

- Software for use by participants when not on machine to learn and practice skills.
  - IPADS will be provided by RCHA

### **VR Edition (Optional)**

- One Headset, two controllers and two sensors

- Leap Motion device
- Software/Hardware allows for 110-degree instantaneous Field of View / 360 degree fully capable Field of View
- Software/Hardware allows for operator to gain greater depth perception and overall, more realistic virtual experience by feeling as though in the actual machine.
- Powered with patented VR Now™ technology.

## **V. Required Services**

### **A. Installation and Training**

As part of the base bid price, the successful bidder will provide installation and training for the furnished system at RCHA Learning Center. A minimum of one training session, for a minimum of 4 RCHA staff members, is required following the completion of installation. Onsite installation and live, instructor-led training is required, barring any unforeseen travel/gathering restrictions as may be imposed due to COVID or other circumstances beyond the control of the vendor and the RCHA.

### **B. Maintenance and Technical Support**

1. Initial purchase shall include three (3) full years of system maintenance including:
  - unlimited technical support
  - one software update per year, per machine
  - a minimum one virtual training session following each software update to highlight changes and improvements to the system
2. Bid shall include pricing for three additional years of maintenance and technical support to include unlimited technical support and one software update per year, per machine.

## **VI. Lead Time**

Delivery shall be provided within 60 days of receipt of RCHA purchase order, unless otherwise discussed and agreed upon.

## **VII. Bid Price Structure**

All bid pricing submitted shall be fully inclusive of all costs to RCHA, including hardware, software, installation, training, freight charges and inside delivery, labor, travel, accommodations, and any additional ancillary charges.

## **VIII. Payment Terms**

Upon the successful bidder's submission of a properly completed invoice, RCHA will render partial payment within 14 days of order and remaining amounts due within 30 days of completion of system delivery, installation, and training.

## **IX. Basis for Award**

The basis of the award will consider cost and non-cost factors and will be based on a weighted rating scale. Point Values will be rated on a scale of 1 to 5, with 1 being the

worst and 5 being the best. The following factors will be considered:

Cost Factors:

Cost of Initial Purchase (Equipment, Installation, 3 Year Maintenance and Technical Support)

Cost factors will be rated with the following formula:

$[(\text{Low Bid} / \text{Your Bid}) \times (\text{Possible Point Value})] \times \text{Weight}$

Non-Cost Factors:

Functionality

All equipment simulations are offered on each operator station Crew Training Feature

Ability to change environment in simulations Quality of Displays (Size and Resolution)

Length of Manufacturer Warranty covering parts and labor

Ease of Use (ability to switch between equipment simulations with little to no modification or setup needed)

Evaluation of References

**RANDOLPH COUNTY HOUSING AUTHORITY**  
**REQUIRED INFORMATIONAL FORM TO BE**  
**COMPLETED AND RETURN WITH BID**

**BID IDENTIFICATION:**

Title:           **Heavy Equipment Operator Training Simulators (Best Value)**  
RFP Number: **22-SSD001**

**Bid:**

Please provide an itemized bid for the equipment and software specified starting above. All bid pricing offered shall be inclusive of the following, as applicable and as specified in this Request for Bids: hardware, software, delivery, installation, support, training, maintenance. Please include this information when your bid is submitted to accompany the your Bid Proposal Form (Exhibit A-5).

**THIS BID IS SUBMITTED TO:**

Randolph County Housing  
Authority  
2280 Randolph Ave  
Elkins, WV 26241

1. The undersigned BIDDER proposes and agrees, if this bid is accepted, to accept a Purchase Order for the goods described in the bid form and deliver said goods within the time indicated in this bid.
2. BIDDER accepts all of the terms and conditions of the Instructions to Bidders. This Bid may remain open for thirty (30) days after the day of Bid opening..
3. In submitting this Bid, BIDDER represents, as more fully set forth in this Bid, that:
  - (a) BIDDER has examined copies of all the Bid Documents and addenda, and also copies of the Notice to Bidders and the Instructions to Bidders.
  - (b) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other BIDDER to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or a corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for himself any advantage over any other Bidder or over the owner.
4. BIDDER will deliver the goods for the prices(s) as indicated in this bid submission, specifically Exhibit A-5 (Bid Proposal Form/ Vendor Bid Sheet)
5. BIDDER agrees to deliver the Goods within the number of calendar days or by the specific date indicated in the Bid.

6. The following Exhibits are attached to and made a condition of this Bid:

- A-1 Bid Acknowledgment Form
- A-2 Work Experience and  
References A-3 Addenda  
Acknowledgement
- A-4 Bidder's Form of Contract

7. Communication concerning this Bid shall be addressed to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

E-mail: \_\_\_\_\_

8. Order Placement

Please supply the following information for purchase order forwarding and order placement:

**Company:** \_\_\_\_\_

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

\_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Order Placement Days:** \_\_\_\_\_ **Hours:** \_\_\_\_\_

**REQUIRED INFORMATIONAL FORM TO BE COMPLETED AND RETURN WITH BID**

**BID IDENTIFICATION:**

Title: **Heavy Equipment Operator Training Simulators**  
RFP Number: **22-SSD001**

9. Discount

Discount for additional items not listed on the Bid Proposal Form \_\_\_\_\_ % Identify the Base Pricing Source (website, catalog, price list, etc.)

\_\_\_\_\_  
Purchases of items under discounted pricing terms are subject to all terms of this bid, including FOB destination and inside delivery requirements.

10. If your firm holds a certification in any of the following designations, please indicate so below:

\_\_\_\_\_ Minority Business Enterprise (MBE)

\_\_\_\_\_ Women’s Business Enterprise (WBE)

\_\_\_\_\_ Small Disadvantaged Veteran-Owned Business (SDVOB)

**COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**TEL. NO.:** \_\_\_\_\_

**FAX NO.:** \_\_\_\_\_

**FEDERAL TAX ID NO.:** \_\_\_\_\_

**REPRESENTATIVE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**SIGNATURE AND TITLE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**EXHIBIT A-1  
COMPLETE AND RETURN**

**BID ACKNOWLEDGMENT FORM – MUST**

The bidder acknowledges that he/she has carefully read the RFP and understands the specifications requested.

The bidder also acknowledges that should this bid be accepted by RCHA, such action shall constitute a legally binding agreement and therefore, be subject to all the terms and condition of the bid documents.

Bidder further acknowledges that he/she will contract with RCHA using a Purchase Order and comply with the requirements of the RFP and the Purchase Order terms and conditions.

Company Name of Bidder: \_\_\_\_\_

Business Address of Bidder: \_\_\_\_\_

\_\_\_\_\_

Business Phone Number: \_\_\_\_\_

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

Does the equipment and software meet The Buy American Act: To be considered as being produced in the U.S., goods must be manufactured in the U.S. and at least 50% of the cost of their components must come from the U.S.:

YES  NO

Business is legally designated as:

Sole Proprietorship  Partnership  Corporation

Authorized Agent: \_\_\_\_\_  
(Printed)

Authorizing Signature: \_\_\_\_\_

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

**EXHIBIT A-2**

**EXPERIENCE AND REFERENCES**

1. **Indicate the number of years your firm has been the business of providing the goods or services requested in this RFP:**

: \_\_\_\_\_

2. **List three (3) companies or governmental agencies where like or similar product(s) have been provided with in the last five (5) years:**

a. **Company Name:** \_\_\_\_\_

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

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

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

**E-mail:** \_\_\_\_\_

**Contract Date(s):** \_\_\_\_\_ to \_\_\_\_\_

b. **Company Name:** \_\_\_\_\_

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

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

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

**E-mail:** \_\_\_\_\_

**Contract Date(s):** \_\_\_\_\_ to \_\_\_\_\_

c. **Company Name:** \_\_\_\_\_

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

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

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

**E-mail:** \_\_\_\_\_

**Contract Date(s):** \_\_\_\_\_ to \_\_\_\_\_



**EXHIBIT A-3**

**ADDENDA ACKNOWLEDGEMENT**

**The bidder acknowledges the acceptance of all addenda listed below as issued by the RCHA purchasing office. In the event that no addenda have been issued in accordance with this bid document, bidder shall indicate it with the notation of N/A.**

**The bidder further acknowledges the inclusion of said addenda to the original bid documents and therefore binding in the agreement of the bidder with the RCHA.**

<b>Addenda Number</b>	<b>Date Received</b>	<b>Authorized Signature</b>

## EXHIBIT A-4

## BIDDER'S FORM OF CONTRACT

A BIDDER having a standard form of contract, or Master Agreement, which BIDDER proposes to govern the relationship between itself and RCHA, relative to the work to be performed, and/or purchases to be made, under this Request for Bids, shall attach the proposed contract/agreement to this form and provide it with the bid submission.

BIDDER's proposed contract will be subject to the review and approval of RCHA legal counsel.

If BIDDER submits no contract/agreement, BIDDER agrees to be bound by the terms and conditions set forth in this Request for Bids, without limitation.

**Check the appropriate option** and sign below:

BIDDER'S Proposed Contract/ Agreement Attached  
*(If selecting this option, include a copy of the terms and conditions document which you propose for the RCHA to sign)*

No Vendor Contract/ Agreement Submitted.  
*(Selection of this option indicates that the BIDDER agrees to be bound by the terms and conditions set forth in this Request for Bids, without limitation.)*

Authorized Agent:

Name: \_\_\_\_\_  
(Printed)

Title: \_\_\_\_\_  
(Printed)

By: \_\_\_\_\_

(Signature)

### **Exhibit A-5 Bid Proposal Form**

**Vendor should use their own form to provide the pricing. All pricing is to be broken down by component part. Please remember to include any training options, delivery and set up fees.**

**Also include any additional parts or services as optional that would be recommended.**

**Bid should include and break down all warranties included**

**Bid should provide options and pricing for upfront year 2 and year 3 maintenance, software support, and training fees**

Please provide bid information in a clear and concise manner, so it can easily be understood.

All Bid proposals should include bidder name.

All prices shall include delivery and manufacturer's warranty as detailed in the bid specifications.

If you are bidding equipment which is other than specified, please provide a copy of the manufacturer's specifications with your bid submission.

**Randolph County Housing Authority  
RFP #22-SSD001: Heavy Equipment Operator Training  
Simulators**

**Specification Response Form  
Exhibit A-6**

Instructions: For each component of the bid specification, please use "Bidder Response" column to indicate if you are offering (a) the item exactly as specified or (b) an alternative or equivalent product/ service. If offering an alternative, please provide details.		
Ref. No.	Bid Specification	Bidder Response
1	<u>Cat® Simulator with SimScholars™ Curriculum or EQUAL</u>	
	Operator station includes:	
	Monitor stand and monitors	
	hand controls (joystick),	
	foot controls (pedals)	
	Operator's seat that slides forward and backward on frame and tilts forward and backward	
	Keyboard and touchpad mouse for easy navigation of software	
	Seat with fully functional seat belt with sensor connected to computer software.	
	Ability to move from a stationary location to a trailer with ease.	

2	<p>Simulation Software:</p> <ul style="list-style-type: none"> <li>• Online platform accessible from anywhere in the West Virginia</li> <li>• Allows for individual or group development monitoring and progress to competency tracking, with leveled industry standard benchmarks.</li> <li>• Accessible to instructor and learner for lesson plans and schedules, instructor guides, learner material, lessons, assessments and more.</li> <li>• Find kinesthetic movement instructions for faster muscle memory and competency skillset acquisition.</li> <li>• Includes multi-level assessment and instruction including machine or region-specific background knowledge and skillsets by exercise. Bridges classroom learning to cost effective simulator training to on the iron field applications.</li> <li>• Features videos of correct way to perform training exercises for extra guidance.</li> <li>• Includes additional resources beyond simulator for ongoing education and growth.</li> <li>• Available in English and Spanish.</li> </ul>	

Ref. No.	Bid Specification	Bidder Response
	Forestry Simulators	
	Construction Simulators	
	Computer for software and training (Warranty for at least 3 years)	

3	Please describe the process required to switch between equipment type simulations on operator station	
	Please describe your offering for the following required services:	
4	Installation and Training	
	Onsite at RCHA location and once trailer arrives, installation in trailer	

Ref. No.	Bid Specification	Bidder Response
	Live, instructor-led training for a minimum of 4 staff	
5	Maintenance and Technical Support (3 Years)	
	Please describe the Maintenance and Technical support program offered with your system. Detail coverage for parts and labor, as well as the process for obtaining service.	
	Are the following included with your maintenance and tech support program?	
	Unlimited Technical Support	
	Software Updates	

	Training following software updates	

<b>Ref. No.</b>	<b>Bid Specification</b>	<b>Bidder Response</b>
6	Manufacturer's Warranty	
	Please describe the manufacturer's warranty which is included with your offered system. Detail the length of coverage for parts and labor as well as the process for obtaining warranty service.	
7	Estimated Lead Time for Delivery, Upon Receipt of Purchase Order	
	Bidder Name:	