
REQUEST FOR BID
Stand-Up Forklift
South Dakota Science and Technology Authority
SDSTA Purchase Order # 27168
February 25, 2025

The South Dakota Science and Technology Authority (SDSTA) is seeking bids for **Stand-Up Forklift** for the Sanford Underground Research Facility (SURF). Documents included in this Request for Bid include:

- A. This Request for Bid
- B. Draft Purchase Order Agreement

Please review all documents carefully to ensure your submission meets the required qualifications and includes all necessary information.

1.0 Background

SDSTA is a quasi-governmental agency established by the State of South Dakota to operate and manage the Sanford Underground Research Facility (SURF) at the former Homestake Gold Mine in Lead, SD. This facility has been rehabilitated and developed to support a variety of scientific experiments, including physics, biology, geology, and others.

The Operations group at SURF requires specific equipment to effectively carry out daily facility operations. One such essential piece of equipment is a Stand-Up style forklift capable of fitting through an eight (8)-foot door.

2.0 Scope

SDSTA is requesting a bid for the cost of a Stand-Up Forklift that meets the following specifications, including shipping:

- 1. Battery Powered Electric Unit
- 2. New Condition
- 3. Minimum Lifting Capacity of 3,500lbs
- 4. Battery
- 5. Charger

3.0 Schedule

Ordering of the items noted in the **Scope** section above should commence following the full execution of the Purchase Order Agreement.

The proposed timeline is:

RFB Posted..... 02/25/25
RFB Response Due 04/03/25
Purchase Order Issued By (Target) 04/23/25

4.0 Bid Elements – Please INLCUDE the following with your bid:

- 4.1 Written exception(s) to RFB
- 4.2 Specifications
- 4.3 Cost of Battery & Charger to be listed as separate line items with individual costs
- 4.4 Shipping costs
- 4.5 Total bid cost
- 4.6 Estimated delivery schedule
- 4.7 Warranty information

5.0 Bid Requirements

For your bid to be eligible for consideration, please submit an electronic copy in **.pdf format** to Shelly Nisly at mnisly@sanfordlab.org.

- 5.1 Questions must be submitted in writing via email to Shelly Nisly (mnisly@sanfordlab.org). Answers will be emailed to all prospective bidders and posted to the sanfordlab.org website.
- 5.2 The bid period may be extended at the discretion of the SDSTA based on the quantity and/or complexity of questions. Any notices of extension of time to respond will be distributed to all prospective bidders.
- 5.3 All communication regarding this procurement between RFB release and Purchase Order being issued shall be directed to Shelly Nisly. Communications with other SDSTA staff regarding this procurement in advance of the Purchase Order being issued are not allowed.

6.0 Selection Process

The SDSTA will review all submitted bids for adherence to this request’s requirements and capabilities and select the firm providing the Lowest Cost – Technically Acceptable bid.

Revision History

Rev	Date	Section	Paragraph	Summary of Change	Authorized by
01	5/17/2022	NA	NA	Initial issue	CCR 573
02	12/1/2022	NA	NA	Change document number from OC to COM	CCR 655