

## **NEW ELECTRIC CONVEYOR SYSTEM**

Issued by  
Port of Port Angeles  
338 W. First Street  
Port Angeles, WA 98362

<b>RFP INFORMATION</b>	
Contact:	Jenna Riley, Port of Port Angeles
Email Address:	<a href="mailto:jennar@portofpa.com">jennar@portofpa.com</a>
Phone:	(360) 417-3446 / (360) 417-3423
Submittal Date:	<b>October 10, 2025 at 5:00 PM (PDT)</b>

**PLEASE SUBMIT ALL CORRESPONDENCE AND PROPOSALS VIA E-MAIL  
DIRECTLY TO THE CONTACT LISTED ABOVE AND INCLUDE 'PORT OF PORT  
ANGELES CONVEYOR RFP' IN THE SUBJECT LINE**

The Port of Port Angeles (Port) is requesting proposals from qualified vendors for the following requirements:

One new electric conveyor system to primarily load soft wood chips, cedar wood chips, sawdust, and hog fuel. Specifications, technical data, and work duty description as listed in Table 1.

The Port will evaluate all proposals submitted and, if the Port's requirements are met, will contact the respondents with any questions or requests for additional information.

### **Solicitation Timeline:**

Release RFP	September 19, 2025
Proposals Due	<b>October 10, 2025 / @ 5:00 PM (PDT)</b>
Review of Proposals	October 13-15, 2025

**Table 1: New Electric Conveyor System Requirements**

**\*Please include a completed copy within your proposal**

Confirmation (Yes / No)	Specification / Work Duty	Requested Requirements
	Primary Commodity Conveyed	Soft Wood Chips, Hard Wood Chips, Cedar Wood Chips, Sawdust, Hog Fuel.
	Distance Conveyed	Approx 900 feet
	Topography	See attached aerial photo
	Throughput	700 tons per hour (wood chips)
	Mobile or Stationary	The portions covering public access (marked in red) would need to be mobile. All other portions can be mobile or stationary. Options for mobile, a stationary (overhead bridge) would be considered if height restrictions did not impede truck traffic.
	Drive directions	The system needs to have capacity to move 700 TPH from pier face to surge pile and from surge pile to pier face. Needs to be reversible.
	Safety	Conveyor covers should be designed for full conveyor belt cover. Also, dust mitigation for conveyor exchange points to minimize wind drift. Underside catchment is also required for overwater portions.
	Belting	3 ply 3/16 x 1/16 330 PIW V-Cleat MOR with vulcanized belt splice. Drag chains can be used in specific locations to ensure clog-free operations.
	Scrapers	Click (auto) tensioning belt scrapers
	Cleating	Belts need to be cleated or sufficient to handle wood chips at an incline/decline.
	Scales	2 or more Scales need to be integrated for business measurements (+/- 1 %)
	Hoppers in surge area	Hoppers or hopper system for up to 2 front-end loaders with 25yd buckets. Hoppers should be adjustable in position to reduce travel time on loaders. Vibrators allowed.
	Hoppers on Pier	Hopper(s) from pier should be able to handle 700 tph and buffer clam shell loads(15 yds x 2) from barge. Vibrators allowed.
	Telemetrics	Telemetrics package with real-time reporting, text, and email
	Marine Finish	Primer and finish coats to saltwater marine grade.
	Electrical	480 V / 3 PH / 60 Hz – 1800 RPM. Weatherproof enclosure with main disconnect, circuit breakers, and starters with on/off push buttons to control each motor. Electrical source marked on aerial in blue.
	Electrical Slide-Track	On board galvanized c-rail and steel wheels to deliver hydraulic hoses and/or electrical cords.
	Performance Guarantee	Successful applicant will need to ensure performance of this equipment at the stated throughput for the stated bulk product.
	Teletacker Connection	The conveyor system needs to be able to synchronize with the teletacker (ship loader) in terms of volume and speed. The teletacker is being posted under a separate RFQ.
	Delivery	The equipment and attachments shall be serviced, adjusted, and delivered in a condition of immediate use. The Port of Port Angeles will require that the machine be made available for physical inspection before purchase.
	Warranty	Minimum of a 12-month / 2,000-hour factory warranty for powertrain components and hydraulics, or better.

**Table 2: Proposal Requirements & Scoring:**

Each vendor's proposal must meet the following minimum requirements.

Cover Letter (10 Possible Points)	A maximum one-page, titled "Letter of Introduction" must be submitted, including the legal name of the respondent, address, telephone, email address, and the name, title, and signature of the person(s) authorized to submit the proposal on behalf of the firm. Cover letter will be assessed on completeness in providing the requested information.
Narrative (40 Possible Points)	Describe your proposed conveyor system, detailing the requirements listed in Table 1.
Experience (20 Possible Points)	List 2-3 references that would attest to the company's expertise, capabilities, and customer service.
Schedule (15 Possible Points)	Please include your estimated schedule to complete delivery of the conveyor system, including specific activities/tasks and important milestones. The schedule shall also include the manufacturing schedule and delivery of the conveyor system to the Port. You will not be assessed on how fast you can complete the project, but rather on your understanding of the magnitude and the scope, and your ability to complete this project in a reasonable time.
Full-Service Response (10 Possible Points)	Confirmation of ability to provide full-service response, inclusive of parts and labor within five hours.
Fee (5 Possible Points)	Vendors are required to submit a fee schedule for their proposed conveyor system, including delivery.
Build America, Buy America (No Points – Requirement)	The equipment must comply with <a href="#">Build America, Buy America</a> requirements.

**Proposal Review & Selection:**

Proposal selection will be based on price/value scoring. Factors 1 through 6, detailed in Table 2, will be scored by the Port selection team. The proposal with the highest score, including consideration for the total cost, will be selected and recommended to the Port Board of Commissioners (BOC) for acceptance.

The Port reserves the right to reject any proposals submitted. This RFP and the vendor's response, including all promises, warranties, commitments, and representations made in the successful proposal (as accepted by the Port), shall be binding and incorporated by reference in the contract with the vendor. The Port will not be liable for any costs incurred by the company in the preparation and presentation of the proposals submitted in response to this RFP. The selected vendor will be required to execute the Port's Standard Purchase Order, including all terms and conditions (attached).

The final purchase of any equipment offered under this RFP is contingent upon the availability of funding from MARAD's PIDP Program.

The Recipient, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

**Submission Requirements:**

Direct all technical inquiries on this Request for Proposals to Scott Hough at 360-417-3446 or [scotth@portofpa.com](mailto:scotth@portofpa.com).

The proposals shall be submitted as a PDF via email, **with the Subject: PORT OF PORT ANGELES CONVEYOR RFP, to Jenna Riley at [jennar@portofpa.com](mailto:jennar@portofpa.com)** no later than **5:00 PM PDT, October 10, 2025**. The content of the proposal should be clear, concise, and complete.

**Standard Port Purchase Order Terms & Conditions:**

The standard Port of Port Angeles purchase order terms and conditions are included for reference as Attachment A to this RFP.

**MARAD's 2024 PIDP Appendix A & E:**

Excerpts from the U.S. Department of Transportation Maritime Administration's (MARAD) 'Exhibits to MARAD Grant Agreements Under The Fiscal Year 2024 Port Infrastructure Development Program Grants' - Appendix A & E are included for reference as Attachment B to this RFP.



## PORT OF PORT ANGELES PURCHASING TERMS & CONDITIONS

**1. Entire Agreement:** The Purchase Order represents the entire and integrated agreement between the Port and the Vendor. It supersedes all prior discussions, negotiations, representations or agreements, whether written or oral. In the event of a conflict between the Purchase Order documents and applicable laws, codes or regulations the most stringent requirements of any of the above shall govern and be considered as a part of this Purchase Order. The Purchase Order shall be construed in accordance with the laws of the State of Washington. Venue for any action between the Port and the Vendor, arising out of or in connection with this Purchase Order shall be in Clallam County, Washington.

**2. Definitions:** "Buyer" means Port of Port Angeles. "Vendor" means the party with whom Buyer is Purchasing and any reference to "Seller", or "Supplier" shall also mean "Vendor". The term "Purchase Order" or "Order" shall mean the name or title of the instrument of purchasing, including all documents, exhibits, and attachments referenced therein.

**3. Brands:** Brands of equal quality, performance and use may be considered, provided Vendor specifies the brand and model and submits descriptive literature, when available. Any offer of a brand which is not equal to the quality, performance, or use specified must be represented as an alternate and not as an equal, and failure to do so shall be sufficient reason to disregard the offer.

**4. Changes:** No alteration in any of the terms, conditions, delivery, prices, quality, quantities, or specifications of this order will be effective without written order of the Port. Unauthorized substitutions will be made entirely at Vendor's risk and, at the Port's option, may be returned without prior authorization at Vendor's expense.

**5. Handling:** No charges will be allowed for handling which includes, but is not limited to packing, wrapping, bags, containers or reels, unless otherwise stated herein.

**6. Identification:** All invoices, packing lists, packages, shipping notices, instruction manuals, and other written documents affecting this order shall contain the purchase order number. Packing lists shall be enclosed in each and every box or package shipped pursuant to this order and shall specify contents therein.

**7. Delivery:** For any exception to the delivery date as specified on this order, Vendor shall give

prior notification and obtain written approval from the Buyer. With respect to delivery under this order, time is of the essence. The order is subject to termination for failure to deliver as specified. The acceptance of late performance with or without objection or reservation shall not waive the right to claim damage for such breach nor constitute a waiver of the requirements for the timely performance of any obligation remaining to be performed by Vendor.

**8. Shipping Instructions:** Unless otherwise specified, all goods are to be shipped prepaid, FOB destination. When shipment is specified FOB origin, Vendor agrees to prepay all shipping charges, route as instructed and, if instructions are not provided, route by most economical common carrier and to bill Buyer as a separate item on the invoice for said charges. If shipping charges are expected to exceed \$100.00, Buyer shall have the option of determining whether shipping shall be prepaid by Vendor or billed directly to Buyer. Vendor's invoice for shipping charges shall include a copy of the freight bill showing that payment for shipping charges has been made. It is agreed that Buyer reserves the right to refuse COD shipments.

**9. Risk of Loss:** Regardless of FOB point, Vendor agrees to bear all risks of loss, injury or destruction of goods and materials ordered herein which occur prior to delivery. Such loss, injury or destruction shall not release Vendor from any obligation hereunder.

**10. Term:** Any term specified in the solicitation or specification shall prevail. Should this be a one-time purchase, the Contract shall commence on the date the Port signs the same and shall expire sixty (60) days after delivery and acceptance of last item. If a Contract award, this contract shall be for the term specified in the solicitation, and if not specified shall be one year, with a one-year extension allowed at the option of the Port. Such extensions shall be automatic, and shall go into effect without written confirmation, unless the Port provides advance notice of the intention to not renew. The Vendor may provide also provide a notice to not extend, but must provide such notice at least 45 days prior to the otherwise automatic renewal date.

**11. Independent Agent:** The Vendor or its employees or agents performing under this Purchase Order are not employees or agents of the Port. Conduct and control of the work will be solely with the Vendor.



## PORT OF PORT ANGELES PURCHASING TERMS & CONDITIONS

**12. Assignments:** The provisions or monies due under this Purchase Order shall only be assignable with prior written consent of the Port. Shipment and billings made under any name other than Vendor's must indicate that shipment is being made through and is subject to all instructions, terms and conditions of this Order.

**13. Infringements:** Vendor agrees to protect and save harmless the Buyer against all claims, suits or proceedings for patent, trademark, copyright or franchise infringement arising from the purchase, installation, or use of goods and materials ordered, and to assume all expenses and damages arising from such claims, suits or proceedings.

**14. Liens:** Vendor warrants and represents that all the goods and materials furnished pursuant to this order are free and clear of all liens, claims or encumbrances of any kind.

**15. Workers Right to Know:** "Right to Know" legislation required the Department of Labor and Industries to establish a program to make employers and employees more aware of the hazardous substances in their work environment. WAC 296-800-108 requires that all manufacturers/distributors of hazardous substances must include with each delivery Material Safety Data Sheets (MSDS) for each hazardous material. Additionally, each container of hazardous material must be appropriately labeled with: the identity of the hazardous material, appropriate hazardous warnings, and the name and address of the chemical manufacturer, importer, or other responsible party. Labor and Industries may levy appropriate fines against employers for noncompliance and agencies may withhold payment pending receipt of a legible copy of the MSDS. OSHA Form 20 is not acceptable in lieu of this requirement unless it is modified to include appropriate information relative to "carcinogenic ingredients: and "routes of entry" of the product(s) in question.

**16. Warranties:** Vendor warrants that articles supplied under this order conform to specifications herein, are properly packaged, proper instructions and warnings are supplied, that all goods comply with applicable safety and health standards, and are fit for the purpose or

which such goods are ordinarily employed, except that if a particular purpose is stated, the material must also be fit for that particular purpose.

**17. Nonwaiver by Acceptance of Variation:** Acceptance by the Port of unsatisfactory performance with or without objection or reservation shall not waive the right to claim damage for breach, or termination, nor constitute a waiver of requirements for satisfactory performance of any obligation remaining to be performed by Vendor

**18. Payments, Cash Discount, Late Payment Charges:** Separate numbered invoices are required for each order. Invoice only for goods delivered. Invoices will not be processed for payment nor will the period of computation for cash discount commence until receipt of a properly completed invoice or when invoiced items are received, whichever is later. If an adjustment in payment is necessary due to damage or dispute, the cash discount period shall commence on the date final approval for payment is authorized. Unless otherwise stated, standard payment terms shall be net thirty days following month of invoice date. If Buyer fails to make timely payment, Vendor may invoice for one percent per month on the amount overdue, or a minimum of one dollar. Payment shall not be considered late if a check or warrant is available or mailed within the time specified. The Port cannot accept requests for prepayment or down payment. For contracts where Prevailing Wages are required, the Vendor must include a statement that certifies Prevailing Wages have been paid by the Vendor.

**19. Taxes:** Unless otherwise specified, Buyer agrees to pay all state of Washington sales or use tax. No charge by Vendor shall be made for federal excise taxes and Buyer agrees to provide exemption certificates when required.

**20. Prices:** Vendor agrees that goods shall be billed at the lowest price at which it offers to sell or sells goods of the same description at or before time fixed in this order for shipment, if price is not stated on this order.

**21. Rejection:** All goods or materials purchased herein are subject to approval by the Port. Any rejection of goods or material resulting because of nonconformity to the terms and specifications of this order, whether held by the Port or returned, will be at Vendor's risk and expense.



## PORT OF PORT ANGELES PURCHASING TERMS & CONDITIONS

**22. Nondiscrimination:** The Vendor agrees not to discriminate against any client, employee or applicant for employment or services because of race, creed, color, national origin, sex, marital status, age, sexual orientation, gender identity, or the presence of any sensory, mental or physical handicap, unless based upon a bona fide occupational qualification. It is further understood and agreed that any Vendor who is in violation of this clause or an applicable affirmative action program shall be barred forthwith from receiving awards of any purchase order from the Port unless a satisfactory showing is made that discriminatory practices or noncompliance has terminated and that a recurrence of such acts is unlikely.

**23. No Gifts and Gratuities:** Vendor shall not directly or indirectly offer anything of value (such as retainers, loans, entertainment, favors, gifts, tickets, trips, favors, bonuses, donations, special discounts, work, or meals) to any Port employee, or official, if it is intended or may appear to a reasonable person to be intended to obtain or give special consideration to the Vendor.

**24. Save Harmless:** Vendor shall protect, indemnify, and save the Buyer harmless from and against any damage, cost or liability for any injuries to persons or property arising from acts or omissions of Vendor, its employees, or agents.

**25. Insurance:** If the Vendor is performing services on Port premises the following insurance is required. If the Vendor is making deliveries only then the automobile liability insurance only is required. Vendor shall maintain at its own expense at all times during the term of this Purchase Order the following insurance with limits of liability specified:

A. Commercial General Liability (CGL) insurance, including:

- Premises/Operations
- Products/Completed Operations
- Personal/Advertising Injury
- Contractual/ Independent Vendors
- Stop Gap/Employers Liability

With minimum limits of liability of \$1,000,000 each occurrence combined single limit ("CSL") bodily injury and property damage;

B. Automobile Liability insurance, including coverage for owned, non-owned, leased or hired

vehicles with a minimum limit of liability of \$1,000,000 CSL;

C. Worker's Compensation for industrial injury to Vendor's employees.

The Port of Port Angeles shall be included as an additional insured under CGL and Automobile Liability insurance for primary and non-contributory limits of liability.

All insurers must be rated A VI or higher in the current A.M. Best's Key Rating Guide and licensed to do business in the State of Washington unless coverage is issued as surplus lines by a Washington Surplus lines broker.

Prior to performance of any scope of work, Vendor shall provide certification of insurance acceptable to the Port evidencing the minimum coverages and limits of liability and other requirements specified herein. Such certification must document that the Port of Port Angeles is an additional insured on a primary and non-contributory basis.

**26. Default:** In the event of breach by Vendor of any of the provisions of this Purchase Order, the Buyer reserves the right to terminate this Purchase Order forthwith upon giving oral or written notice to Vendor. Vendor shall be liable for damages suffered by Buyer resulting from Vendor's breach of Purchase Order. The parties agree that in the event a suit is instituted for any default, the prevailing party shall recover its costs and reasonable attorney's fees.

**27. Termination for Convenience:** The Port may terminate this Purchase Order at any time for government convenience, in which case it shall provide notice to the Vendor and reimburse the Vendor for its costs and fees incurred prior to the notice of termination.

**28. Audit:** Upon request, Vendor shall permit the Port and any other governmental agency involved in the funding of the Work to inspect and audit all pertinent books and records of Vendor, any subvendor, or any other person or entity that performed work in connection with or related to the Work, at any and all times deemed necessary by the Port, including up to six years after the final payment.

## APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Maritime Administration (MARAD), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21, including any amendments thereto.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor’s obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or MARAD to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or MARAD, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor’s noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or MARAD may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant

thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or MARAD may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

## APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

### **Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21, including any amendments thereto.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR Parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. § 1681 *et seq.*).