**APPENDIX B**

**REQUIRED SUBMISSIONS**

**1) Training/Support/Service/Warranty:**

 Provide documentation for the following:

1. A sample plan for training port staff to operate new equipment.
2. A plan or draft contract for ongoing technical support and service that will be provided after project completion.
3. A plan for emergency support and service.
4. Qualifications of personnel who will provide training, support, and service.
5. Provide all warranty descriptions associated with the cranes and/or its subparts.

**2) Safety Features:**

Describe all safety features of the proposed cranes, including:

a) Emergency Stops/Shutoffs

b) Overload Protection

c) Electronic Weighing System

d) Winch Limit Switches

e) Potential Remote-control Operation Feature

e) Any additional safety features

**3) Service and Maintenance**

The cranes should be constructed in a way that service and maintenance will not require another piece of equipment (ex: stairs, elevator, etc.). If this is not feasible, please note that in the proposal.

**4) Manufacturer History and Stability:**

1. Provide a synopsis of experience and history that describes the manufacturer’s qualifications to complete this project.
2. Include any experience the manufacturer has in producing cranes on other projects that are comparable to this project and provide references for any crane projects of similar scope.

**5) Lead Time/Installation:**

Describe the installation process and include the following:

1. The timeline from contract execution and project completion.
2. Milestones for each phase of the project (i.e., manufacturing, installation, training, testing, inspection, etc.).
3. A list of tests that will be performed and must be passed after installation and prior to final inspection and project sign-off.
4. A plan to maintain continuous port operations (hoist capabilities) with minimal disruptions throughout the project.

**6) Price/ Payment Terms:**

1. Provide a bid in US Dollars for all expenses in the proposal, including but not limited to materials, equipment, project management, installation, shipping, import duties, tariffs, taxes, training costs, permits, and inspection.
2. Provide terms and conditions for payment, including required down payment, payment schedule, and final payment.