

BID DOCUMENTS & SPECIFICATIONS
for
PUBLIC WORKS DEPARTMENT EQUIPMENT
BID NUMBER 21-06
Skid-Steer Loader

John P. Bohenko, City Manager
City of Portsmouth, New Hampshire

Prepared by:
City of Portsmouth
Public Works Department
680 Peverly Hill Rd.
Portsmouth, NH 03801

City of Portsmouth
Portsmouth, New Hampshire
Public Works Department

INVITATION TO BID

Sealed bid proposals, **plainly marked**, “Public Works Department Equipment Bid #21-06 Skid-Steer Loader” **on the outside of the mailing envelope as well as the sealed bid envelope**, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, will be accepted until **2:00pm, November 1, 2005** at which time all bids will be publicly opened and read aloud.

To purchase one (1) piece of Equipment “Skid – Steer Loader with bucket”.

The total bid package may be obtained from the Finance/Purchasing Department on the third floor at the above address, by calling the Purchasing Clerk at 603-610-7227, or from our website: www.cityofportsmouth.com. If you have any questions please contact the Finance/Purchasing Department.

The City of Portsmouth reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the City.

INSTRUCTION TO BIDDERS

I. Preparation of Bid Proposal

- A. The Bidder shall submit the proposal upon the forms furnished by the City (attached). The bidder shall specify a unit price, both in words and figures, for each pay item for which a quantity is given and shall also show the products of the respective unit prices and quantities written in figures in the column provided for that purpose and the total amount of the proposal obtained by adding the amount of several items. All words and figures shall be in ink or typed.
- B. If a unit price or lump sum bid already entered by the bidder on the proposal form is to be altered it should be crossed out with ink, the new unit price or lump sum bid entered above or below it, and initialed by the bidder, also with ink. In case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern.
- C. The bidder's proposal must be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture; by one or more officers of a corporation, or by an agent of the contractor legally qualified and acceptable to the owner. If the proposal is made by an individual, his name and post office address must be shown, by a partnership the name and post office address of each partnership member must be shown; as a joint venture, the name and post office address of each must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business addresses of the President, Secretary, and Treasurer.

II. Disqualified Proposals

Bid proposals will be considered irregular and may be disqualified for any of the following reasons:

- A. If the proposal is on a form other than that furnished by the Owner or if the form is altered or any thereof is detached.
- B. If there are unauthorized additions, conditional or alternated bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.
- C. If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
- D. If the proposal does not contain a unit price for each pay item listed, except in the case of authorized alter pay items.
- E. More than one proposal for the same work from an individual, firm, or corporation under the same or different name.

F. Evidence of collusion among bidders.

III. Delivery of Bid Proposals

When sent by mail, the sealed proposal shall be addressed to the owner at City of Portsmouth care of Purchasing Department, 1 Junkins Avenue, Portsmouth, NH 03801. All proposals shall be filed prior to the time and at the place specified in the invitation for bids. Proposals received after the time for opening of the bids will be returned to the bidder, unopened. Faxed bid proposals are not acceptable. The envelope shall be clearly Labeled “**PUBLIC WORKS DEPARTMENT EQUIPMENT BID #21-06 Skid-Steer Loader**”.

IV. Withdrawal of Bid Proposals

A bidder will be permitted to withdraw his proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

V. Public Opening of Bid Proposals

Proposals will be opened and read publicly at the time and place indicated in the invitation for bids. Bidders, their authorized agents, and other interested parties are invited to be present.

AWARD AND EXECUTION OF CONTRACT

I. Consideration of Proposals

A. After the proposals are opened and read, they will be compared on the basis of the responsiveness to the specifications described and the price. No contract will be awarded except to responsible bidders capable of supplying the equipment specified. Bid results will be available to the public. In case of discrepancy between the prices written in words and those written figures, the prices written in words shall govern. In case of a discrepancy between the total shown in the proposal and that obtained by adding the products of the quantities of items and unit bid prices, the latter shall govern.

B. The right is reserved to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the judgment of the City, the best interest of the City of Portsmouth will be promoted thereby.

II. Award of Contract

Prior to award of the Contract the City reserves the right to require an on-site demonstration of the proposed equipment at no cost to the City. If as a result of this demonstration the equipment is deemed unacceptable, the City will contact the next lowest bidder whose proposal complies with all the requirements prescribed, until an acceptable demonstration is conducted.

Within 30 calendar days after the opening of proposals, if a contract is to be awarded, the award will be made to the lowest responsible and qualified bidder whose proposal complies with all the requirements prescribed. The successful bidder will be notified, by the mail to the address that the bid has been accepted.

III. Cancellation of Award

The City reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the City.

Insurance Requirements

Insurance shall be in such form as will protect the Contractor from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract whether such operation by himself or by anyone directly or indirectly employed by him.

AMOUNT OF INSURANCE

- A) Comprehensive General Liability:
Bodily injury or Property Damage - \$1,000,000/\$2,000,000
Per occurrence and general aggregate
- B) Automobile and Truck Liability:
Bodily Injury or Property Damage - \$1,000,000/\$2,000,000
Per occurrence and general aggregate

Additionally, the Contractor shall purchase and maintain the following types of insurance:

- A) Full Workers Comprehensive Insurance coverage for all people employed by the Contractor to perform work on this project. This insurance shall at a minimum meet the requirements of the most current laws of the State of New Hampshire.
- B) Contractual Liability Insurance coverage in the amounts specified above under Comprehensive General Liability.
- C) Product and Completed Operations coverage to be included in the amounts specified above under Comprehensive General Liability.

BID SPECIFICATIONS

Skid-Steer Loader

City of Portsmouth, New Hampshire

INTRODUCTION

As part of the operations of the City of Portsmouth’s water treatment facility in Madbury, New Hampshire, treatment residuals are drained to lagoons and pumped to drying beds. These drying beds then create dried product that requires a skid-steer loader to haul them out of the beds. Due to the nature of the operation, a unit with rubber tracks for traction and stability is required for hauling the residuals. The unit must also be user-friendly so that various operational staff will be able to run the machine. Therefore, selection of equipment will also be based on performance in meeting this requirement which will require testing of the unit at the Madbury facility. Vendors will be required to demonstrate their equipment prior to selection.

All equipment bid is to be new not refurbished or rebuilt.

Proposed Base Bid shall meet the minimum requirements as listed below:

Diesel Engine

Rubber Track Width:	18 inch tracks
Track Length:	96 inches
Track Width:	78 inches
Bucket Width:	80 inches
Operating Capacity:	1,600 kg
Hydraulic Horsepower:	40 hp
Hydraulic Pressure:	21,500 kPa
Hydraulic flow:	81 l/min
Dump Height:	89 inches

DELIVERY: Delivery shall be made within 60 days of the date of the award. Delivery is to be made to the City of Portsmouth Water Treatment Facility located at 60 Freshet Road, Madbury, New Hampshire. Price shall be FOB.

WARRANTY: Warranty shall be offered to cover structural defects, engine and hydraulic system at no additional cost. Please include warranty information with bid proposal.

DOCUMENTATION:

- Parts Manual
- Operational Manual
- Shop Manual for all equipment and components

TRAINING: Vendor shall provide training at no additional cost to the City.

ATTACHMENTS:

- **Bucket shall be included.**

SPECIAL CONDITIONS:

The City may at a later date consider purchasing additional attachments to the Skid Steer Loader. The City is under no obligation to purchase any additional attachments submitted in this proposal.

- **Please submit on a separate page any additional machine attachments and options your Skid-Steer Loader utilizes.**

City of Portsmouth
Portsmouth, New Hampshire
Public Works Department

BID PROPOSAL FORM

BASE BID One Complete **Skid-Steer Loader including bucket**, as described in the Bid Specifications

\$ _____
Price in Figures

\$ _____
Price in Words

The undersigned agrees that he/she on behalf of Bidder has read the bid proposal documents, instruction to bidders and the bid specifications and agrees to the terms and conditions set forth therein.

Bidder further agrees that this bid is not made jointly or in conjunction, cooperation or collusion with any person, firm, corporation or other legal entity.

Bidder agrees no officer, agent or employee of the Owner is directly or indirectly interested in this Bid.

Date

Bidder

Phone

By: _____

Fax

Title: _____

E-mail address

Business Address

City, State, Zip Code

All Bids are to be submitted on this form and in a sealed envelope plainly marked “**PUBLIC WORKS DEPARTMENT EQUIPMENT BID #21-06 Skid-Steer Loader**” on the outside envelope.

The City's Purchasing Department is trying to determine the most efficient means of advertising our bids. Please help us by taking a moment to answer the following questions. We appreciate your assistance. Please circle your answers.

- 1. How did you learn of this bid?**
 - a. City's web-page**
 - b. Portsmouth Herald**
 - c. Word of mouth**
 - d. Other means of advertising i.e., Works In Progress, Construction Summary, etc.**
 - e. Bid Invitation through the mail.**

- 2. How did you obtain the actual bid document?**
 - a. City's web-page**
 - b. Through the mail**
 - c. By contacting the Purchasing Clerk.**

A vendor is under no obligation to submit this page with his/her proposal, but it would be greatly appreciated. Thank you in advance for your assistance.