

City of Portsmouth  
Portsmouth, NH  
Purchasing Department/School Department

### INVITATION TO BID

The Portsmouth School Department is soliciting bids for a Kawai grand piano or equivalent. Sealed bid proposals, plainly marked “Kawai Grand Piano or equivalent” Bid #69-14 on the outside of the envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801 will be accepted until May 7, 2014 @ 2:00 p.m. at which time all bids will be publicly opened and read aloud.

The bid specifications may be obtained from the City’s web site: <http://www.cityofportsmouth.com/finance/purchasing.htm>, by contacting the Finance/Purchasing Department on the third floor at the above address, or by calling the Purchasing Coordinator at 603-610-7227. Addenda to this bid document, if any, including written answers to questions, will be posted on the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading. Addenda and updates will NOT be sent directly to vendors. Questions may be addressed to the Purchasing Coordinator.

The City of Portsmouth and the Portsmouth School Department 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 its proposal upon the form furnished by the City (attached). Prices shall be given in both in words and figures.
- B. Corrections made to amounts or information requested on the bid form should be made by crossing out the error and entering the new price or information above or below it. The correction must be initialed. 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 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.
- D. All words, figures, corrections shall be in ink or typed. All signatures shall be in ink.
- E. Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading. Addenda and updates will NOT be sent directly to firms. Contractors submitting a proposal should check the web site daily for addenda and updates after the release date. Firms should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification.

### II. Delivery of Bid Proposals

When sent by mail, the sealed proposal shall be addressed to the owner at the address and in the care of the official in whose office the bids are to be received. 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.

### III. 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.

IV. 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.

V. Irregular Proposals and Disqualification of Bidders

Bid proposals that are irregular may be rejected. Irregular bid proposals include the following:

- A. Failure to use the bid form provided or alteration of the form.
- B. Unauthorized additions, conditional or alternated bids, incomplete bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.
- C. The addition of any provision reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.

Bidders may be disqualified and the bid proposal rejected for the following reasons:

- A. More than one proposal for the same work from an individual, firm, or corporation under the same or different name;
- B. Evidence of collusion among bidders;
- C. Failure to submit all required information requested in bid specifications;
- D. Bidder is not qualified or able to provide the services or product(s) described in the bid specifications; or
- E. Disqualification is in the best interest of the City of Portsmouth.

AWARD

I. Consideration of Proposals and Award

After the proposals are opened and read, 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.

Within 30 calendar days after the opening of proposals, if an award is made, it will be made to the lowest, responsible, qualified bidder whose proposal complies with all the requirements prescribed. The successful bidder will be notified by mail at the address indicated on the proposal.

The award shall not be considered official until such time that a Purchase Order, fully executed contract or an award letter has been issued by Finance Director. No presumption of award shall be made by the bidder until such documents are in hand. Verbal notification of award is not considered official. Any action by the bidder to assume otherwise is done so at his/her own risk and the City will not be held liable for any expense incurred by a bidder that has not received an official award.

II. Reservation of Rights

The City reserves the right to cancel the award at any time before final notification of the successful bidder without any liability against the City. 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.

III. Payment

Payment shall be made within 30 days of receipt of invoice after the final acceptance of the piano by an authorized School Department employee.

Delivery shall be coordinated with the School Department by contacting Steve Bartlett, School Department Business Administrator at (603) 610-4161.

**City of Portsmouth, New Hampshire  
Finance Department/School Department**

**BID SPECIFICATIONS**

<b>Item</b>	<b>Quantity</b>	<b>Description</b>
<b>A:</b>	<b>1</b>	<b>Kawai 5'11 grand piano w/bench Model: GX2 Finish: ebony satin Condition: New (or equivalent piano)</b>
<b>B:</b>	<b>1</b>	<b>Quilted Cover</b>
<b>C:</b>	<b>1</b>	<b>Grand Piano Truck (dolly)</b>
<b>D:</b>	<b>1</b>	<b>Damp chaser system</b>
<b>E:</b>		<b>Delivery/setup and Tuning</b>
<b>F:</b>		<b>Warranty- include warranty information with bid proposal</b>

An equivalent brand of piano will be considered that meets the bid specifications in terms of performance, quality and sound. The City in its sole discretion will determine whether any piano proposed is an equivalent and satisfies the bid specifications.

**Delivery Location:**                   **Portsmouth Middle School  
155 Parrott Ave.  
Portsmouth, NH 03801**

**BID PROPOSAL FORM**  
**Page 1 of 3**

**Bid pricing per item**

<b>A</b>	<p><b>Kawai 5'11 grand piano w/bench</b>  <b>Model: GX2</b>  <b>Finish: ebony satin</b>  <b>Condition: New</b></p> <p>_____ \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
<b>A</b>	<p><b>Equivalent grand piano w/bench:</b></p> <p><b>Brand:</b> _____</p> <p><b>Model:</b> _____</p> <p><b>Finish:</b> _____</p> <p><b>Condition:</b> <u>new</u></p> <p>_____ \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
<b>B</b>	<p><b>Quilted Cover</b></p> <p>_____ \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
<b>C</b>	<p><b>Grand Piano truck (dolly)</b></p> <p>_____ \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>



**Bid Proposal Form  
Page 3 of 3**

The Bidder has received and acknowledged Addenda No. \_\_\_\_\_ through \_\_\_\_\_

**All Bids are to be submitted on this form and in a sealed envelope, plainly marked on the outside with the Bidder's name and address, and "Kawai Grand Piano or equivalent" Bid #69-14 delivered to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801 no later than: May 7, 2014 @ 2:00 p.m.**

At all times the undersigned agrees to maintain insurance coverage as described in Exhibit A. The City reserves the right to request insurance certificates demonstrating proof of coverage.

The undersigned also agrees that if selected, Bidder will indemnify the City against all suits, claims, judgments, awards, loss, cost or expense (including without limitation attorneys' fees) arising in any way out of the Bidder's performance of its obligation under this award. Bidder will defend all such actions with counsel satisfactory to the City at its own expense, including attorneys' fees, and will satisfy any judgment rendered against the City in such action.

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.

Submitted by: \_\_\_\_\_  
(Print Name & Title)

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

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

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

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

City/State/Zip: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

Fax No: \_\_\_\_\_



**EXHIBIT A**

**INSURANCE REQUIREMENTS**

General

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

At a minimum, the Contractor shall purchase and maintain, during the term of the award, insurance of the limits and types specified below:

- A) Comprehensive General Liability:  
**Bodily injury or Property Damage -- \$1,000,000/\$2,000,000**  
Single Limit/aggregate
  
- B) Automobile and Truck Liability:  
**Bodily Injury or Property Damage -- \$2,000,000**  
Combined Single Limit

**Coverage requirements may be satisfied by an excess/umbrella policy.**

- C) 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 minimum requirements of the most current laws of the State of New Hampshire.

Additional Insured.

The City of Portsmouth shall be named as an additional insured: City of Portsmouth, Attn: Legal Department, 1 Junkins Avenue, Portsmouth NH.

The Contractor's insurance shall be primary in the event of a loss.