

Town of Lee

INVITATION TO BID

Sealed bid proposals, **plainly marked**, “Transfer Station Equipment Bid Skid- Steer Loader” **on the outside of the sealed envelope**, addressed to the Town Hall, 7 Mast Road, Lee, New Hampshire, 03861, will be accepted until **4:00pm, July 28, 2016** at which time all bids will be publicly opened and read aloud.

The total bid package may be obtained from the Selectmen’s Office at the above address, by calling Town Hall at 603-659-5414, or from our website leenh.org. If you have any questions please contact the Town Administrator.

The Town of Lee 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 Town.

INSTRUCTION TO BIDDERS

I. Preparation of Bid Proposal

- A. The Bidder shall submit the proposal upon the forms furnished by the Town (attached). All words and figures shall be in ink or typed.
- B. The bidder's proposal must be signed with ink by the individual, by one or more members of the partnership, by one or more officers of a corporation, or by an agent of the contractor legally qualified and acceptable to the owner.
- C. The bid shall be submitted on the Bid Form furnished herewith. It shall include all costs that are to be paid by the Town, and shall exclude state and federal taxes not applicable to municipalities. Bidders must indicate on the Bid Form the manufacturer and model number of the proposed vehicle, warranty information, the time required for delivery, and any exceptions to the Town's specifications (use additional pages, if necessary.) A schedule of the standard and optional equipment that are included in the bid price shall be attached with the Bid Form.

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. Evidence of collusion among bidders.

III. Delivery of Bid Proposals

When sent by mail, the sealed proposal shall be addressed to the Town of Lee, 7 Mast Road, Lee, NH 03861. 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 not be opened. Faxed bid proposals are not acceptable. The envelope shall be clearly labeled "**Transfer Station Equipment Bid Skid- Steer Loader.**"

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.

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.
- 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 Town, the best interest of the Town of Lee will be promoted thereby.

II. Award of Contract

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

III. Cancellation of Award

The Town 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 Town.

BID SPECIFICATIONS

Specifications are based on a 2016 S570 Bobcat® Skid-Steer Loader and related equipment. Bids will be accepted for an alternate make/model that is of equal quality and value or better, which determination shall be at the complete discretion of the Town of Lee. All equipment bid is to be new and not refurbished or rebuilt.

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

S570 Bobcat® Skid-Steer Loader - Tier 4 Compliant, 61 hp Diesel Engine

Option A51 Package – Enclosed cab w/AC/Heat; Suspension Seat; Cab Accessories Package (Deluxe Headliner with Dome Light, Cab Accessory Harness, Power Port, Lower Interior Panels with Storage Compartments, and Cup Holder); Power Bob-Tach™ Mounting System

Roll-Over Protective Structure (ROPS) meets SAE-J1040 & ISO 3471

Falling Objects Protective Structures (FOPS) meets SAE-J1043 & ISO 3449, Level I

Two Speed Travel

10-16.5, 10PR, Severe Duty Tires

Radio

Strobe Light Kit – Amber

Counterweight Kit, 200 lbs.

Back-up camera

DELIVERY: Delivery shall be made within 60 days of the date of the award.

Delivery is to be made to the Town of Lee Transfer Station located at 11 Recycling Center Road, Lee, New Hampshire. Price shall be FOB Lee.

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 Town.

SPECIAL CONDITIONS:

The Town may at a later date consider purchasing additional attachments for the Skid Steer Loader. The Town 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.

Town of Lee
BID PROPOSAL FORM

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

\$ _____ \$ _____
Price in Figures Price in Words

MAKE: _____ MODEL: _____

OPTIONAL EQUIPMENT: _____

Warranty: _____

Delivery Date: _____

Trade – In Allowance for 773 Bobcat® Skid-Steer Loader Serial # *519016446*
(4809 hours on 6-29-16):

\$ _____ \$ _____
Price in Figures Price in Words

The undersigned agrees that he/she on behalf of Bidder has read the bid proposal documents, instructions 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, and agrees no officer, agent or employee of the Owner is directly or indirectly interested in this Bid.

Date Company Name

Phone By: _____

Fax Title: _____

E-mail address Business Address

Town, State, Zip Code

All Bids are to be submitted on this form and in a sealed envelope plainly marked **“Transfer Station Equipment Bid Skid- Steer Loader”** on the outside envelope.