

City of Portsmouth
Portsmouth, New Hampshire
Public Works Department

INVITATION TO BID

Sealed bid proposals, plainly marked "Public Works Department Downtown Street Lights- Bid #31-13" 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 February 12, 2013 at 2:00 p.m. at which time all bids will be publicly opened and read aloud.

Scope: The Portsmouth Public Works Department is purchasing twenty three complete new downtown street lights.

Specifications and bid proposal forms may be obtained from the City's web site at www.cityofportsmouth.com or by contacting the Purchasing Coordinator 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 under the project heading. 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.

Questions may be directed to the Purchasing Coordinator at 603-610-7227.

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 if 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 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. Vendors submitting a bid 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:

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

AWARD

I. Consideration or 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 the 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.

III. 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.

CITY OF PORTSMOUTH
FINANCE DEPARTMENT
PORTSMOUTH, NEW HAMPSHIRE

BID LIST

Downtown Street Lights

Specifications:

Pole Manufacturer “Spring City” Model “Hancock” 10’-2” heavy wall ductile iron pole without ladder rests with internal Anchors colored black with anchor bolts and mounting hardware (there are 4 - 3/4”x 24” galvanized anchor bolts and 8 - 3/4” galvanized nuts and 12 - 3/4” galvanized washers per pole). Poles shall be provided with two aerosol cans of matching touch up paint.

Quantity: 23

Lantern Manufacturer “Newstamp Lighting” Model “RS-TUR-177 Portsmouth” with two medium bases for compact florescent bulbs. Spare replacement glass for two lanterns shall also be provided. The florescent bulbs for above shall be: Philips Brand - Energy Saver Outdoor Medium Base Compact Fluorescent 8,000 Hour Life, 720 Lumen Output, 14 Watt Philips Model #202853 or approved equal. Two bulbs per lantern, shall be provided.

Quantity: 23

Shipping & Handling: Must be included for all items.

Poles and lanterns must be delivered FOB to a location to be determined in Portsmouth. The City must be notified at least two (2) business days in advance of delivery. Notice shall be given to David Desfosses at 603-766-1411 or to his designee.

Anchor bolts and hardware and the compact fluorescent bulbs shall be sent to the Public Works Building at 680 Peeverly Hill Road or be available for pickup locally within 45 days of acquiring a valid PO number from the City.

Vendor shall provide an invoice for poles, lanterns and accessories delivered and the City shall make payment within 30 days of acceptance of delivered materials.

BID PROPOSAL FORM

<u>Item</u>	<u>TOTAL</u>
Cost <u>Per</u> Complete Lanterns with bulbs \$ _____	\$ _____
Price in Words	Price in Figures
Cost <u>Per</u> Complete Pole with Anchors \$ _____	\$ _____
Price in Words	Price in Figures

Total Cost of (23) Lanterns & (23) Poles including Shipping and Handling:

\$ _____ (in figures)

Total Cost in Words \$ _____
(Total Cost shall be the basis of the award)

WARRANTY:

One year warranty.

DELIVERY:

Bidder must state approximate number of weeks from award that delivery will be made. Not to exceed 12 weeks. Weeks from Date of Award _____

The undersigned agrees that he/she on behalf of Bidder has read the bid proposal documents, the instruction to bidder's specifications and agrees to the terms and conditions set forth herein. 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 Authorized Agent:

(Print Name & Title)
Signature: _____

Date: _____

Company: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Fax: _____

In order to follow the City's sustainability practices, future bid invitations/specifications may be sent electronically. Please provide an email address as to where I could email future bid invitations/specifications of this type. Thank you in advance for your cooperation.

Email
Address: _____