



Request for Bids
Sewer Department

City of Portsmouth, New Hampshire
Sewer Inventory – Bid #36-11A

City of Portsmouth
Public Works Department

Sewer Inventory

INVITATION TO BID

Sealed bid proposals, **plainly marked, Sewer Inventory, Bid #36-11A 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 June 14, 2011 @ 2:00 p.m. at which time all bids will be publicly opened and read aloud.

Scope: To supply and deliver sewer inventory used in the sewer operations.

Bid specifications may be obtained from the City's web site: www.cityofportsmouth.com, or 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 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.

1. Preparation of Bid Proposal

a) The bidder shall submit her/his proposal on the forms furnished by the City (attached). The bidder shall specify a unit price 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. All words and figures shall be in ink or typed.

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.

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 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.

2. Irregular Proposals

Bid proposals will be considered irregular and may be rejected 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.

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.

3. 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.

4. 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 proposal.

5. 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.

6. Disqualification of Bidders

Any of the following reasons may be considered as being sufficient for the disqualification of a bidder and the rejection of his proposal or proposals:

1. More than one proposal for the same work from an individual, firm, or corporation under the same or different name;
2. Evidence of collusion among bidders;
3. Failure to submit all required information requested in the bid specifications;
4. Failure to pay, or satisfactorily settle, all bills due for labor and materials on former contracts;
5. Default or unsatisfactory performance on previous contracts; or
6. Such disqualification would be in the best interests of the Owner.

AWARD

1. Consideration of Proposals

After the proposals are opened and read, they will be compared on the basis of the evaluation criteria. Bid results will be available to the public.

2. Award

Within 30 calendar days after the opening of proposals, if an award is to be made, awards will be made to the lowest responsible and qualified bidder for each item that complies with all the requirements prescribed. The successful bidder will be notified, by mail, that the bid has been accepted and awarded.

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.

3. Cancellation of Award

The City reserves the right to cancel an award at any time before notification to 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.

The City reserves the right to cancel an award after notification if the Bidder, on more than one occasion, fails to fulfill the delivery requirements or if the products fail to perform or are otherwise lacking in quality. Should an award be cancelled the City will award to the next lowest bidder if such bidder is prepared to commit to their bid price.

**CITY OF PORTSMOUTH
PORTSMOUTH, NEW HAMPSHIRE**

**General Requirements
and
Conditions of Award**

Sewer Inventory Bid

It is the intent of this proposal to establish agreements to supply and deliver sewer inventory used in the sewer operations.

Any quantity specified is an estimate only, and it is to be understood that the City of Portsmouth will purchase just the quantities necessary, at various times, to perform the intended operations. Such purchased quantities may be equal to, less than, or greater than the estimates. **Prices are not to be based on minimum quantities or minimum truck loads.**

Bid prices shall remain firm for a period of one (1) year from the date of contract award. The City of Portsmouth reserves the right to negotiate an extension of the contract beyond the expiration date for a period not to exceed one (1) year.

All bid prices shall be FOB the Water/Sewer Maintenance Shop located at 680 Peverly Hill Road, Portsmouth, NH. **No added freight or handling charges will be allowed.** Delivery shall be made within ten (10) working days of the order date. If vendor cannot meet the ten-day delivery specification, notice must be made upon receiving order. Upon notice, the City shall have the right to fulfill its requirements with another vendor. City will have the right to terminate the bid award if vendor does not meet ten-day delivery specifications, if product is defective, or of poor quality.

Each item will be considered on a separate item basis. This proposal does not require any bidder to submit an "all-or-none" bid. Please note that a few of the items have been renewed until 2011, therefore are not included as part of this bid.

Bid Specifications

Sewer Inventory Bid

5. Plastic fittings

Plastic RT SDR 35 Increases BxS Escentric
6x8

Plastic RT SDR 35 Caps
15"

END OF BID SPECIFICATIONS SECTION

BID PRICES SHALL REMAIN FIRM FOR A PERIOD OF ONE YEAR FROM DATE OF AWARD

Supply and deliver, in accordance with specifications and FOB Portsmouth Water Department, 680 Peverly Hill Rd., Portsmouth, N.H., the following:

ITEM

Price

5. Plastic fittings

BID PRICES SHALL REMAIN FIRM FOR A PERIOD OF ONE YEAR FROM DATE OF AWARD

Supply and deliver, in accordance with specifications and FOB Portsmouth Water Department, 680 Peverly Hill Rd., Portsmouth, N.H., the following:

Plastic RT SDR 35 Increases BxS Escentric

6 x 8

_____ /each

Plastic RT SDR 35 Caps

15"

_____ /each

PLEASE INCLUDE MANUFACTURER'S SPECIFICATION SHEETS FOR EACH ITEM

**CITY OF PORTSMOUTH
PORTSMOUTH, NEW HAMPSHIRE**

**BID PROPOSAL FORM
SEWER INVENTORY BID**

The undersigned agrees that he/she on behalf of Bidder has read the bid proposal documents and instruction to bidders and agrees to the terms and conditions set forth herein. The Bidder specifically understands that the City is under no obligation to purchase a particular quantity of the products listed. Bidder also understands that bid prices shall include delivery FOB to the address identified in the bid documents.

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: _____

Email: _____

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.