

City of Portsmouth  
Portsmouth, New Hampshire

**Bid#63-18**

**STEPP Skid Mounted Hot Top Box**

**Or Equivalent**

**INVITATION TO BID**

Sealed bid proposals, plainly marked "**Bid#63-18 STEPP Skid Mounted Hot Top Box or equivalent**" on the outside of the, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, will be accepted until **2:00 p.m. April 12, 2018** at which time all bids will be publicly opened and read aloud.

This bid is available at <http://www.cityofportsmouth.com/finance/purchasing.htm> or by contacting the Finance/Purchasing Department at the following number: (603) 610-7227.

Questions may be directed to the Finance/Purchasing Department. Addenda to this proposal, if any, including written answers to questions will be posted on the City of Portsmouth website under the project heading. Any addenda will be not sent directly to vendors.

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 its proposal upon the form furnished by the City (attached). Prices shall be given in both 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/her 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 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. Bidders submitting a proposal should check the web site for addenda and updates after the release date. Bidders should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification.
- F. Disadvantaged Business Enterprises (DBEs) as defined in 49 CFR Part 26 are encouraged to submit a proposal. If applicable, documentation of DBE status shall be included with the submittal.

### **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/her 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 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.

## **Bid Specification**

The intent of this specification is to procure a Skid Mounted Hot Top Box  
For the Highway Division of the City of Portsmouth

**The following are the minimum acceptable specifications. Any exceptions shall be noted in the column titled "Actual Bid"**

### **Minimum Requested:**

### **Actual Bid:**

STEPP Model STPH-4.0	
Installed or Equivalent	
On a City supplied <b>STELLAR</b>	_____
4.0 CU YD. (5 Ton) Skis Mounted	
Diesel Fired Pre-Mix Heater	_____
Hook- Lift Model 138-18-20K with	
All Standard Features	_____
220V Electric Overnight Heater	_____
Rear Mounted Compactor Plate Carriers	_____
Rear Mounted LED Traffic Advisor	_____
(2) Stainless Tool Holders) Shovel	
Cleaning Compartments	_____
(2) Rear Mounted LED Strobe Beacons	_____
Mounted Fire Extinguishers	_____
Fold down Side Rails	_____
Wash down System w/Hose reel	_____
Skid Mounted Spoils Bin	_____
Air Blast System	_____
Heated Tack Tank	_____
Electric Overnight Heat	
For Tack Tank	_____
Pumping System for Tack w/ Spray	
Wand and Hose Reel	_____
Power Beyond for Hydraulic Tools	
And Dual Hydraulic Hose Reel	_____
Asphalt Anti-bridging Mixer	_____

### **Standard Warranty Apply**

**Bid Proposal Form**  
**Bid 63-18**  
**Skid Mounted Hot Top Box**

**STEPP Model STPH-4.0 Skid Mounted Hot Top Box**

Or equivalent: \_\_\_\_\_  
                            **Make and model**

\$ \_\_\_\_\_

Price in Words

\$ \_\_\_\_\_

Price in Figures

**Warranty:**

Standard warranty

\$ \_\_\_\_\_

Price in Words

\$ \_\_\_\_\_

Price in Figures

**Basis of Award**

**Grand Total Bid: Hot Top Box & Warranty**

\$ \_\_\_\_\_

Price in Words

\$ \_\_\_\_\_

Price in Figures

An equivalent Skid Mounted Hot Top Box will be considered that meets the bid specifications. The City in its sole discretion will determine if a make and model other than a STEPP Model STPH-4.0 is considered equivalent and satisfies the bid specifications.

**DELIVERY:** Bidder must state approximate number of days from award that delivery will be made.  
Approximate Number of Days for Delivery: \_\_\_\_\_

**DELIVERY NEW VEHICLE:** Delivery is expected no later than 120 days from receipt of award.  
Bidder must deliver vehicle to Department of Public Works, 680 Peverly Hill Road, Portsmouth, NH 03801.

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

Bidder understands that bid prices shall include delivery FOB to the address identified in the bid documents and bid price shall be firm for at least 45 days.

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.

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Submitted by Authorized Agent:

\_\_\_\_\_

(Print Name & Title)

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

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

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

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

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

E-mail address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_