

City of Portsmouth
Portsmouth, New Hampshire
Public Works Department

Bid 74-15
New Utility Body for a Ford F-250
INVITATION TO BID

Sealed bid proposals, **plainly marked** “Bid 74-15 New Utility Body for a Ford F-250” **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 2:30 p.m. May 28, 2015 at which time all bids will be publicly opened and read aloud.

Scope: The Portsmouth Public Works Department Parking Division is seeking to purchase a new utility body for a Ford F-250.

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.

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 Specifications

New Utility Body for Ford F-250:

For the Parking Division of the City of Portsmouth Public Works Department

It is the intent of this specification to describe a Stahl Challenger ST Utility Body, with the following minimum specifications considered necessary to perform the function indicated. The unit shall be new, unused, of current production, design and source from an established, recognizable manufacturer. Standard items in the manufacturer’s published literature, furnished by the bidder, shall be included in the bid. A copy of the specifications for the unit being proposed shall be included with the bid. Any exceptions, variations, and/or deletions must be noted or the bid may be rejected. All components furnished under this specification shall be capable of the stress of municipal snow plowing, and general highway maintenance.

Equipment to be installed on a Ford F250, 4x4, Chassis provided by the City of Portsmouth.

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

Minimum Requested:	Actual Bid:
Stahl CST98VVS Utility Body	_____
Body length will be 98”	_____
Body width will be 79.98”	_____
Load space floor width will be 48.5”	_____
Cab to axle distance will be 56”	_____
Construction of all body panels will be 12-20 gauge galvanneal steal	_____
Front vertical compartments will have two adjustable trays with dividers	_____
Horizontal compartments will have one adjustable tray with dividers	_____
Rear vertical compartments will have one adjustable tray with dividers	_____
Will have an aluminum fuel fill kit	_____

Will have a step bumper with recessed lights

Truck will be equipped with a class 3 receiver hitch

There will be a cab guard mounted to the front of body with front and rear facing oval safety strobes. The overall height of the truck will be less than 7'2"

The bed will be treated with a spray-on rubberized bed liner. The coating will be applied to the bed side walls and the exterior top of boxes

The body will be painted to match the cab

The truck shall be equipped with a backup alarm

The rear of the body shall be equipped with two oval strobes, two stop/turn lights, two oval backup lights

All wiring to be sealed wiring harness

All controls and power packs shall be mounted inside the cab

Manuals:

An as-built set of electrical schematics shall be provided for the body

One parts manual shall be provided

One operational manual shall be provided

Warranties:

One year parts and labor

Five year warranty for rust and corrosion

New Utility Body for Ford F-250:

BID PROPOSAL FORM

Item #1 New Utility Body for a Ford F-250

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

Warranties:

Item #2

One Year Parts and Labor:

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

Item #3

*Five Year Warranty for Rust
& Corrosion*

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

Bases of award:

Total Bid: Items 1, 2 & 3

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

DELIVERY NEW VEHICLE: Bidder must state approximate number of days for delivery. Delivery is expected 90 days from the delivery of the chassis. Bidder must deliver vehicle to the Public Works Department, 680 Peverly Hill Road, Portsmouth, New Hampshire.

Approximate Number of Days for Delivery: _____

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.

Submitted by Authorized Agent:

(Print Name & Title)

Signature: _____

Date: _____

Company: _____

Address: _____

City/State/Zip: _____

E-mail address: _____

Telephone: _____

Fax: _____