

**BID DOCUMENT
SPECIFICATIONS**

For Acquisition and Installation of a

**10 WHEEL HEAVY DUTY
CAB AND CHASSIS**

Town of Derry, New Hampshire

July 2017

INVITATION TO BID

B18-112 10 WHEEL HEAVY DUTY CAB AND CHASSIS

For the

Town of Derry, New Hampshire

Sealed bids will be received at the Derry Municipal Center, 14 Manning Street, Derry, NH 03038 **until 2:00pm, prevailing time, Friday, August 18, 2017**. Bids submitted after this date and time will not be accepted.

Bids must be submitted in a sealed envelope that is clearly marked:

**SEALED BID
10 WHEEL HEAVY DUTY
CAB AND CHASSIS**

For the Town of Derry, NH

DO NOT OPEN

Bids will be received for the acquisition of the items listed in **Description of 10 Wheel Heavy Duty Cab and Chassis**

Said equipment will be equipped by a separate vendor with a Front plow, wing plow, dump body and accessories and used for both winter and summer maintenance by the Town of Derry

The Bidding Documents may be examined on or after July 17, 2017 at the Derry Municipal Center located at 14 Manning Street, Derry, NH. Copies of the Bidding Documents are available on line at the Town of Derry website or may be picked up the Derry Municipal Center, 14 Manning Street, Derry, NH.

Bids may be held by the Town for a period no to exceed 60 days from the date of the bid opening for the purposes of evaluating bids prior to award of contract.

INFORMATION FOR BIDDERS

1. RECEIPT AND OPENING BIDS

The Town of Derry, New Hampshire, (herein called the Town) invites bids on the form attached hereto, all blanks of which must be appropriately filled in. Bids will be received by the Town at the Derry Municipal Center, 14 Manning Street, Derry, NH until 2:00pm, prevailing time, Friday, August 18, 2017.

The envelope containing the bid must be sealed, addressed and designated as:

**SEALED BID
10 WHEEL HEAVY DUTY
CAB AND CHASSIS**

For the Town of Derry

DO NOT OPEN

Bids may be held by the Town for a period no to exceed 60 days from the date of the bid opening for the purposes of evaluating bids prior to award of contract.

Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered.

2. DESCRIPTION OF 10 WHEEL HEAVY DUTY CAB AND CHASSIS

See "Attachment A"

3. PREPARATION OF BID

Each bid must be submitted on the prescribed proposal form showing a lump sum for each item and a total for items bid.

Each bid must be prepared in strict accordance with the requirements of the Information for Bidders and the included Specifications

The bid price shall not include Federal or State taxes

The Bidder shall not, either directly or indirectly, enter into any agreement, participate in any collusion, or otherwise take any action in restraint of free competitive bidding in connection with this bid.

4. **SUBCONTRACTS**

The bidder is specifically advised that any person, firm, or other party to whom it is proposed to award a subcontract under this Contract must be acceptable to the Town.

5. **BIDDER'S QUALIFICATIONS**

Each Bidder shall submit qualifications to the Town on the form provided herein titled "Statement of Bidder Qualifications". The form must be delivered to the Town prior to or with the sealed bid. The Town reserves the right to reject the bid of any Bidder who has failed to submit the qualifications form.

6. **TIME OF COMPLETION**

The Bidder must agree to commence work on or before a date to be specified in the written Notice to Proceed of the Town and to supply the equipment within 60 calendar days.

7. **ADDENDA AND INTERPRETATIONS**

No interpretation of the meaning of the plans, specifications, or other pre-bid documents will be made to any Bidder orally. Every request for interpretation should be in writing to the Town, and to be given consideration, must be received at least three (7) business days prior to the date fixed for opening of bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the Specifications which, if issued, will be placed on the Town website, not later than two (2) calendar days prior to the date fixed for the opening of bids. Failure of any Bidder to receive any such addendum or interpretation shall not relieve such Bidder from any obligation under bid as submitted. All addenda so issued shall become part of the Contract Documents

8. **LAWS AND REGULATIONS**

The Bidder's attention is directed to the fact that all applicable Federal and State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the project shall apply to the Contract throughout, and they will be deemed to be included in the Contract the same as though herein written out in full.

9. **BID OPENING & AWARD**

Bids when opened shall be irrevocable for a period of forty-five (45) calendar days following bid-opening date. Following a review of the bids, the Town will make a determination with respect to bid award. The Town, expressly reserves the right to reject any or all bids.

The successful Bidder shall not use the name of the Town in any advertising without first obtaining written permission for the Town.

10. **EXECUTION OF CONTRACTS**

The individual, firm, partnership, or corporation to whom or to which the Contract has been awarded shall sign the necessary agreements entering into a Contract with the Town and return them to the Office of the Town within fifteen (15) calendar days after the Contract is mailed or otherwise delivered to the successful bidder.

11. **APPROVAL OF CONTRACT**

No Contract is binding upon the Town until it has been executed by the Town and delivered to the Contractor.

12. **FAILURE TO EXECUTE CONTRACT**

Failure of a Bidder to comply with any of the requirements of the proposal, failure to execute the Contract with fifteen (15) calendar days after mailing, as specified, shall be just cause for the annulment of the award. In the event of such annulment, an award may then be made to the next best qualified Bidder, or the work re-advertised, or otherwise handled as the Town may elect.

13. **WARRANTIES**

All manufacturers' warranties shall apply.

14. **DELIVERY**

The 10 wheel cab & chassis is to be supplied to the Town of Derry, New Hampshire.

BID PROPOSAL FORM

**10 WHEEL HEAVY DUTY
CAB AND CHASSIS**

TOWN OF DERRY, NEW HAMPSHIRE

The undersigned _____, hereby
submit the following proposal to provide the Town the equipment described
in the SPECIFICATIONS FOR 10 WHEEL HEAVY DUTY
CAB AND CHASSIS

Total Bid Amount \$ _____

Spell out Bid Amount Total _____
_____ Dollars

Delivery Time _____

We understand that the Town reserves the right to accept or reject any or all proposals, to
waive any irregularity in any or all proposals and to make a vendor selection which is in
the best interest of the Town.

The undersigned agrees that the bid price and statements contained herein are true and
correct, that they were made without collusion, and agrees to the conditions set forth in
the request for bids and equipment specifications.

Signature: _____

Name / Title: _____

Company: _____

Address: _____

Telephone: _____ Fax: _____

STATEMENT OF BIDDER QUALIFICATIONS

This statement must be completed, notarized, submitted and received by the Town PRIOR to or on the date for opening of bids.

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. Where necessary, questions shall be answered on separate attached sheets. The Bidder may submit any additional information desired.

Name of Bidder: _____

Bidder is: Corporation: _____
 Partnership: _____
 Individual: _____

Permanent main office address: _____

Treasury Number (Employer's Identification #): _____

When organized? _____
If corporation, where incorporated? _____

How many years have you been engaged in the contracting business under your present firm or trade name? _____

General character of work performed by your company: _____

Have you ever failed to complete any work awarded to you? _____
If so, where and why? _____

Have you ever defaulted on a Contract? _____
If so, where and why? _____

List the more important contracts recently completed by you, stating approximate cost for each, and the month and year completed. Provide names and contact information of clients and references: _____

Credit Available: \$ _____

Bank Reference: _____

The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Town in verification of the recitals comprising this Statement of the Bidder Qualifications.

Name of Bidder

By: _____

Title: _____

Date: _____

State of _____

County of _____

NOTARIZATION

_____ being duly sworn, deposes and says that

he/she is _____ of _____

and that the answers to the foregoing questions and all statements therein contained are true and correct. Subscribed and sworn to before me this _____

day of _____, 20_____.

Notary Public

My Commission Expires: _____

CONTRACT DOCUMENTS

CONTRACT

This AGREEMENT, made this date: _____, by and between the Town of Derry, New Hampshire, herein called the Town, and _____ of _____, County of _____, and State of _____, hereinafter called "Contractor", a corporation organized under the laws of _.

WITNESSETH, that the Contractor and the Town for the consideration stated herein mutually agree as follows:

ARTICLE 1. **Statement of Work**

The Contractor shall furnish all labor, materials, equipment, and services, and perform and complete all work including all extra work directed, all as required for the delivery of a 10 Wheel Heavy Duty Cab and Chassis. including addenda to said specifications which addenda are numbered and dated as follows:

<u>Addendum #</u>	<u>Dated</u>
_____	_____
_____	_____
_____	_____

Said Specifications and Addenda are incorporated herein referenced and made a part hereof.

ARTICLE 2. **The Contract Price**

The Town shall pay the Contractor for the satisfactory performance of the Contract, in current funds, subject to additions and deductions as provided in the Specifications, the sum of: _____

The Town shall pay to the Contractor for the performance of the Contract the amounts determined for the equipment that the Town is agreeing to purchase from this company. The prices given in the proposal are made part of this Contract as fully as though they were reproduced herein verbatim.

ARTICLE 3. Contract Documents

The executed Contract Documents shall consist of the following component parts:

- a) This Instrument
- b) Addenda as listed herein
- c) Invitation to Bid
- d) Information for Bidders
- e) Technical Specifications
- f) Signed Copy of Proposal
- g) Bid Proposal Form

This instrument, together with the other documents enumerated in this Article 3, which said other documents are as fully a part of the Contract as if hereto attached or herein repeated, form the Contract. In the event that any provision in any component part of this Contract conflicts with any provision of any other component part, the provision of the component part first enumerated in the Article 3, shall govern, except as otherwise specifically stated.

ARTICLE 4. Time of Completion

The Contractor hereby agrees to commence work under this Contract on a date to be specified in a written "Notice to Proceed" of the Town, and to fully complete the project with 180 calendar days of said specified date.

Town of _____

Contractor: _____

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Address: _____
