



Town of Derry, New Hampshire

REQUEST FOR PROPOSALS

(#B13-123)
December 17, 2012

ACCEPTANCE DUE DATE: Friday January 11, 2013 4:00 p.m.

ACCEPTANCE PLACE Public Works Office – 2nd Floor
Derry Municipal Center
14 Manning Street
Derry, NH 03038

Sealed Envelopes Must Be Marked: **Propane Fueled Forklift**

Requests for technical information related to this request should be directed to:

Chief Mechanic, John Ciancuilli, (603) 432-2095

**TOWN OF DERRY
DEPARTMENT OF PUBLIC WORKS
14 MANNING STREET
DERRY, NEW HAMPSHIRE 03038**

I. NOTICE TO BIDDERS

Sealed bids will be received at the Department of Public Works, 14 Manning St, Derry New Hampshire, until 4:00 PM on January 11, 2013 for furnishing:

(1) Propane Fueled Forklift

II. INVITATION TO BID

Sealed bids, subject to the conditions as shown herein, are requested. The bid price shall include any charges for freight, delivery, containers, packaging, etc. Bids must be submitted in a SEALED envelope plainly marked:

SEALED BID – Propane Fueled Forklift

III. INSTRUCTION TO BIDDERS

1. Proposals shall be typewritten or written in ink on your letterhead. Officials of corporations shall designate their official title; partners or sole owners shall so state, giving the names of all interested parties. All corrections or erasures shall be initialed by the person signing the bid.
2. A bidder shall not stipulate in his proposal any conditions not contained in the specifications. If any specifications are found to be discriminatory by nature, comparable equipment will be considered. All comparable equipment must be clearly identified on the proposal. Any proposal which fails to comply with the instructions may be rejected forthwith.
3. Samples or descriptive matter may be filed with the bid.
4. In submitting the proposals, the vendor agrees that acceptance of any or all bids by the Town of Derry within a reasonable time or period constitutes a contract. No delivery shall become due or be accepted unless a purchase order shall first have been issued by the Town Administrator.
5. The Town reserves the right to reject any and all bids for any or all items covered in the bid request, to waive informalities or defects in bids or to accept such bids as it shall deem to be in the best interest of the Town to so do. Bidders will be considered for award on the basis of bid price, performance, record, experience, organization and full economic analysis.
6. Discounts will be figured from the date of delivery and acceptance of the articles, or in the case of incorrect invoice, from the date of receipt of corrected invoice, if this is subsequent to delivery and acceptance.

7. In determining the lowest responsible bid, the Town will consider all acceptable bids on a basis of the net price to be paid after deduction of the discount specified by the bids.
8. The successful bidder shall indemnify and save harmless the Town of Derry against all claims for royalties, for patents or suit for infringement thereon which may be involved in the manufacture or use of the material to be furnished.
9. All goods shall remain the property of the seller until delivered to and accepted by the Town.

MINIMUM SPECIFICATIONS:

**Minimum Lifting Capacity – 5,000 lbs
Sit Down Riding Style with Pneumatic Tires
Minimum Lift Height – 15 feet
Propane Fueled with appropriate capacity tank
Indoor and Outdoor Use
Model Year – 2002 or newer**

The bidder shall provide all information including the model year, hours, and attachments for units under consideration for sale to the Town of Derry.

NOTE: The Town of Derry is seeking a used forklift for its Highway Department operations. The intent of this bid is to solicit pricing not to exceed \$7500. The Town will consider all proposals that meet the minimum specifications but the Town reserves the right to purchase the unit that is in its best interest.

**10: Forward bids to: Town of Derry - Public Works Department
Propane Fueled Forklift
14 Manning Street
Derry, New Hampshire 03038**