

City of Portsmouth  
Portsmouth, New Hampshire  
Public Works Department  
Parking Division  
Bid # 03-09

**INVITATION TO BID**

The City of Portsmouth, New Hampshire is seeking bids for an Electric Utility Vehicle for parking enforcement. **Sealed** bid proposals, **plainly marked Bid #03-09 Electric Utility Vehicle on the outside of the mailing envelope and the sealed bid envelope**, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801, will be accepted until **2:00pm July 30, 2008.**, at which time all bids will be publicly opened and read aloud.

Specifications and Proposal forms may be obtained from the City's web site at [www.cityofportsmouth.com](http://www.cityofportsmouth.com), or by contacting the Purchasing Coordinator at the above address, or by calling the Purchasing Coordinator at 603-610-7227. Questions may be **directed to the Purchasing Coordinator at 603-610-7227.** Continue below for the complete bid package.

Bidder must be a full-time dealer in electric vehicles.

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.

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**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 in 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 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.

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 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.

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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:

- D. More than one proposal for the same work from an individual, firm, or corporation under the same or different name;
- E. Evidence of collusion among bidders;
- F. Failure to submit all required information requested in bid specifications;
- G. Bidder is not qualified or able to provide the services or product(s) described in the bid specifications; or
- H. 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.

II. Reservation of Rights

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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.

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**PROPOSAL FORM**

**Electric Utility Vehicle**

CITY OF PORTSMOUTH, N.H.

To the City of Portsmouth, New Hampshire, herein called the Owner.

The undersigned, as Bidder, declares as follows:

1. All interested in the Bid as Principals are named herein.
2. This bid is not made jointly, or in conjunction, cooperation or collusion with any other person, firm, corporation, or other legal entity.
3. No officer, agent or employee of the Owner is directly or indirectly interested in this Bid.;
4. The bidder has carefully read and examined the Bid Documents and knows and understands the terms and provisions thereof.
5. The bidder understands that the bidder will supply or perform all labor, services, plant, machinery, apparatus, appliances, tools, supplies and all other activities required by this bid process in the manner and within the time therein set forth, and that the bidder will take in full payment therefore the following item prices as set forth below.
6. Bid price shall remain firm for thirty (30) days.

Bid Price for Electric Utility Vehicle: \_\_\_\_\_ \$ \_\_\_\_\_  
Price in Words Price in Figures

Extended 18 month warranty: \_\_\_\_\_ \$ \_\_\_\_\_  
Price in Words Price in Figures

Total Bid Price: Electric Utility Vehicle plus Extended Warranty:

\_\_\_\_\_ \$ \_\_\_\_\_  
Price in Words Price in Figures

**Price must include all items listed under the General Specifications.**

**Include vehicle specifications and warranty information with your proposal.**

\_\_\_\_\_  
Date Company

By: \_\_\_\_\_  
Print Name

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

Title: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

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

All Bids are to be submitted on this form and in a sealed envelope, plainly marked on the outside with the Bidder's name and address and the Project name as it appears at the top of the Proposal Form.

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**General Specifications – Electric Utility Vehicle**

Section 1: General

- a. Electric Utility Vehicle (EUV) – 4 Wheel Truck Body Style
- b. Bidders shall include all warranty documents within bid proposal
- c. All warranties shall not be pro-rated
- d. Bidder must be a full-time dealer
- e. Manufacturer and/or dealer Must Maintain A Service Center within a 100 Miles of Portsmouth, NH
- f. Bidder is Responsible to Explain ALL Exceptions to Bid Specifications in Writing
- g. Inspection and delivery of EUV Must Occur, at a local dealership within 2 (two) Months From the Award Date
- h. Bidder may provide a separate list of any recommended or common option(s) with cost that may be chosen by the Portsmouth Public Works Department after bid award
- i. By submitting bid, bidder authorizes the City of Portsmouth to make such inquiries of third parties as may be necessary to confirm the reliability and quality of the vehicle proposed.

Section 2: Vehicle

- a. 4 Wheel Truck Body Style
- b. Vehicle to be registered and driven on public roads. Maximum speed not to exceed 25 MPH
- c. Max GVW 3,000lbs
- d. 72 Volt traction battery voltage and 12 V auxiliary battery
- e. 12 Volt, 150 AH Traction batteries, absorbed glass mat, maintenance free, valve regulated
- f. Delta Q intelligent charger, 120 Volt, 12 amp draw, 4-6 hours from 50% state of charge
- g. Rear wheel drive, automatic differential
- h. Brushless 3 phase induction AC motor
- i. Curtis AC programmable solid state controller
- j. Transmission fixed in third gear, electronic forward/reverse switch
- k. Steel automotive type frame
- l. Steel cab and doors with roll down windows, side view mirrors, windshield wiper/washer, heater, power ventilation system
- m. Steel support front bumper/no rear bumper
- n. Front coil springs with shock absorbers and rear leaf suspension
- o. Gauges, including volt readout

Section 3: Warranty

- a. Manufacturers warranty not less than 18 months, extendable an additional 18 months

**OR**

SUITABLE EQUIVALENT ELECTRIC VEHICLE AND MANUFACTURERS WARRANTY.