

City of Portsmouth
Portsmouth, New Hampshire
Police Department

INVITATION TO BID

Sealed bid proposals, **plainly marked** "Police Department – Eaton Powerware UPS and Extended Battery Module BID NUMBER 18-11" **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., January 4, 2011 at which time all bids will be publicly opened and read aloud.

Scope: The Portsmouth Police Department is seeking to purchase an Eaton Powerware 9355 3 phase 30kVA UPS - KB3013100000010 - 208/208volt and an Eaton Powerware Extended Battery Module, 103004193-5501, including warranty/service and installation. All necessary hardware, equipment, accessories, wiring, etc. necessary to successfully integrate with the City's current power structure shall be provided as part of the cost price provided.

Specifications and proposal forms may be obtained from the Finance/Purchasing Department on the third floor at the above address, on-line at <http://www.cityofportsmouth.com/finance/purchasing.htm>, or by calling the Purchasing Coordinator at 603-610-7227.

Addenda to this bid, 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 proper heading. Addenda and updates will NOT be 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 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.

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.

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.

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.

Portsmouth, New Hampshire
Police Department

BID SPECIFICATIONS

Item #1: Eaton Powerware 9355 3 phase 30kVA UPS - KB3013100000010 - 208/208volt

Item #2: Eaton Powerware Extended Battery Module, 103004193-5501

SUBMITTALS:

The Supplier shall furnish operating and maintenance manuals and forward them to the Owner. Operating instructions shall be supplied for each piece of equipment and shall include copies of posted instructions.

DELIVERY and INSTALLATION:

All materials and equipment shall be new, undamaged, and shall be of the Underwriters' Laboratories (UL) label and be listed by UL for the use herein intended.

All necessary hardware, equipment, accessories, wiring, etc. necessary to successfully integrate with the City's current power structure shall be provided as part of the cost price provided.

Factory set-up is required during regular business hours: 8:30 a.m.- 4:30 p.m., Monday through Friday, excluding Holidays observed by the City.

Bidder must state the approximate number of days, from award, that delivery and installation will be made. Not to exceed 90 days. Bidder must deliver product to the Portsmouth Police Department, 3 Junkins Avenue, Portsmouth, New Hampshire.

WARRANTY/MAINTENANCE AGREEMENT:

Minimum 3 year warranty on the Eaton Powerware 9355 3 phase 30kVA UPS - KB3013100000010 - 208/208volt and a minimum 2 year warranty on Extended Battery Module, 103004193-5501 EBM. Maintenance agreement will provide 7x24 coverage with a 4 hour response. Vendor should be able to buy parts from Eaton Powerware and contract to Eaton Powerware as needed to service equipment if they are not able to do so.

Maintenance Agreement shall include at a minimum the following:

1. Parts,
2. annual scheduled preventative maintenance,
3. labor on site,
4. freight charges on replacement parts,
5. 24 hour toll-free support hotline, and a copy of the maintenance agreement shall be submitted with the bid proposal.

CITY OF PORTSMOUTH
POLICE DEPARTMENT
PORTSMOUTH, NEW HAMPSHIRE

BID PROPOSAL FORM

Item # 1: Eaton Powerware 9355 3 phase 30kVA UPS - KB3013100000010 - 208/208volt

In Figures \$ _____ Price in Words \$ _____

Item #2: Eaton Powerware Extended Battery Module, 103004193-5501

In Figures \$ _____ Price in Words \$ _____

Delivery and Installation charge:

In Figures \$ _____ Price in Words \$ _____

Warranty: Minimum 3 year warranty and 2 year warranty on EBM, that provides 7x24 coverage with a 4 hour response. Vendor should be able to buy parts from Eaton Powerware and contract to Eaton Powerware as needed to service equipment if they are not able to do so.

In Figures \$ _____ Price in Words \$ _____

TOTAL BASIS OF AWARD includes the total of:
Item 1, Item 2, Delivery and Installation, and warranty:

Total in Figures: \$ _____ Total in Words \$ _____

List the approximate number of days from award that delivery and installation will be made: _____

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. 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: _____