

City of Portsmouth  
Portsmouth, New Hampshire  
Public Works Department

**INVITATION TO BID**

**Sealed** bid proposals, **plainly marked** "Public Works Department Mowers Bid #31-11" **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. March 7, 2011 at which time all bids will be publicly opened and read aloud.

**Scope: the Portsmouth Public Works Department is seeking to purchase five (5) EXMARK Next Lazer Z Zero Turn Mowers. Two of the five mowers will have attachments.**

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 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.
- 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. Contractors submitting a proposal should check the web site daily for addenda and updates after the release date. Firms should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification.

### 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:

- 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 bidders 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

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**

for

**ZERO TURN MOWER**

**City of Portsmouth, New Hampshire**

**Highway Department and the**

**School Department**

Specifications for

EXMARK NEXT LAZER Z ZERO TURN MOWER (3 mowers)

and

EXMARK NEXT LAZER Z ZERO TURN MOWER

With UltraVac® 3 Bagger and QDS Systems (2 mowers)

## **MINIMUM SPECIFICATIONS**

City of Portsmouth, New Hampshire  
Public Works Department

### **SCOPE**

The City of Portsmouth intends to purchase five mowers. Three mowers will be used by the Highway Department and two will be used by the School Department. The two mowers used by the School Department will have attachments as described in the bid specifications. It is the intent of this specification to describe Exmark Next Lazer Z Zero Turn Mowers with the following minimum specifications considered necessary to perform the function indicated. The units shall be new, unused, of current production, design and source from an established, recognizable, manufacturer. Standard items in the manufacturers published literature, furnished by the bidder, shall be included in the bid. A copy of the specifications for the units being proposed shall be included with the bid. Any exceptions variations, and/or deletions must be noted or the bid may be rejected.

### **ZeroTurn Mower**

#### **MODEL**

EXMARK – NEXT LAZER-Z

#### **WEIGHT**

1212 lbs. minimum

#### **HEIGHT**

70.5 inches

#### **WIDTH**

72.8 inches

#### **LENGTH**

83.1 inches

**ENGINE:**

1. Kawasaki 29 hp V-Twin with Mobil 1 SuperSyn oil,
2. Kawasaki heavy-duty canister air filtration system,
3. Engine hour meter,
4. Electric Start.

**FUEL TANK**

12-gallon single fuel tanks with single fill location

**FRAME**

Unibody-welded, heavy duty 1.5" x3" tubular steel frame

**DRIVE TRAIN**

1. Two Exmark exclusive Parker unitized pump and wheel motor system with no hoses, Integrated cooling fans, 1.7 quart integrated reservoir, spin on filter and heavy duty components,
2. PTO Engagement MagStop Electromagnetic 250-ft. lbs. Clutch with spot brake,
3. Parking brake- lever-actuated disk and caliper,
5. Drive-Wheel release-allows unit to be moved without engine running.

**STEERING and MOTION CONTROL**

Hydraulically damped twin levers adjust fore and aft. Adjustable dampers (3 positions) to customize drive responsiveness. Also, adjustable to two height positions.

**TIRES:**

1. Front 13 x 650-6 4ply smooth thread,
2. Rear Drive 24 x 12-12 4 ply MultiTrac C/S.

**DECK:**

1. Style. "Full floating UltraCut" Series 6 featuring the heavy-duty Triton spindles. Side discharge standard,
2. 10-gauge top that is formed and continuously seam welded. 7-gauge side skirt and 7 gauge formed and welded spindle mounting locations for improved strength and reduce weight.. 4 point suspension, full-floating deck with 4 adjustable cone shaped anti-scrape rollers,
3. Width 60 inch,
4. Cutting heights 1 inch to 5 inch in .25 increments from the operators seat,
5. Blades .204 inch thick alloy steel,
6. Blade-Tip Speed approximately 18,500 fpm.

**EQUIPMENT:**

1. Seat High-back, two tone, bolstered seat with Elastomeric Vibration Control material, Mounted on innovative Seat isolation system that provides operator isolation in all three planes of motion, as well as fore and aft and seat flip up,
2. Deck Lift Assist Standard; foot controlled deck lift changes cutting height and lifts the deck to maneuver around obstacles. Transport auto lock selection allows you to manually allow for deck feathering without locking in transport mode,
3. Cup holder,
4. Safety package- Operator Presence Controls and drive system interlock.

**ELECTRICAL**

1. Batteries 12 volt,
2. Alternator 15-amp,
3. Instrumentation- voltmeter, engine coolant temperature gauge, low oil pressure and overheat alarm.

**ULTRAVAC® 3 BAGGER AND QDS SYSTEM (FOR 2 UNITS)**

1. Quick-attach design enables easy switching from bagging to side-discharge, without tools, in minutes.
2. Larger diameter, smooth-discharge tube handles volumes of debris with less clogging.
3. Compact design minimizes trailering space and lets you easily maneuver around obstacles.
4. Sealed hood reduces dust around the engine and operator.
5. High-capacity, durable bags and QDS hopper dramatically improve efficiency.

**MANUALS:**

At least one complete set of repairs, parts, and operating manuals. Also a wiring manual (CD ROM is acceptable).

**TRAINING:**

Operator and service training to include 250 hour service with extra set of mower blades.

**DELIVERY:**

Bidder must state approximate date from receipt of order delivery will be made. Maximum of 90 days from bid award. All five mowers will be delivered FOB to the Department of Public Works, 680 Peverly Hill Road, Portsmouth, NH 03801.

**WARRANTY:**

Warranty shall be on entire machine.

A loaner will be provided during warranty period if any machine is down for more than 5 working days. The Mowers must be completely assembled, serviced and ready to operate: including all standard equipment not otherwise specified.



City of Portsmouth, New Hampshire  
Public Works Department

**BID PROPOSAL FORM**  
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**EXMARK NEXT LAZER Z ZERO TURN MOWER**  
**Zero Turn Mower and UltraVac® 3 Bagger and QDS Systems**

Item #1

Bid Price per Mower (without attachments)

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

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

Total of Item #1:

Bid price per mower x 3 \$ \_\_\_\_\_  
Price in Figures

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

Item #2:

Bid Price per Mower with UltraVac® 3 Bagger and QDS Systems

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

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

Total of Item #2:

Bid price per mower x 2 \$ \_\_\_\_\_  
Price in Figures

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

Total Bid Proposal: Total of item #1 and total of item #2:

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

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

**DELIVERY:**

Bidder must state approximate date from receipt of order delivery will be made: \_\_\_\_\_ (no later than 90 days after award).

City of Portsmouth, New Hampshire  
Public Works Department

**BID PROPOSAL FORM**  
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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.

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: \_\_\_\_\_

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

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_