

City of Portsmouth
Portsmouth, New Hampshire
School Department

Bid#02-24

(3) New Ford F-350 XL Pickup Trucks

INVITATION TO BID

Sealed bid proposals, **plainly marked “Bid#02-24, Portsmouth School Department, (3) Three New Ford F-350 XL Regular Pickup Trucks” on the outside of the envelope as well as the sealed bid envelope**, delivered to the Finance/Purchasing Department 3rd floor, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, will be accepted until September 14, 2023 at 2:00 p.m. at which time all bids will be publicly opened and read aloud.

Scope: The Portsmouth School Department is seeking to purchase:

- One (1) New Ford F-350 XL with 8’ Bed with Front Head Safety Rack and Plow installed.
- Two (2) New Ford F-350 XL with Utility Service Body with Ladder Rack, Front Head Safety Rack, and Plow installed.

Additionally, the Portsmouth School Department seeks to solicit bids for the sale of the following vehicles:

- 1- 2012, Blue Ford F350 pickup truck with service body and no plow.
Mileage – 59,9247 (Mileage will increase as vehicle is still in service)
- 2- 2011, GMC 1500 Sierra with plow.
Mileage – 193,078 (Mileage may increase as vehicle is still in service)

You may set up an appointment to see these vehicles by emailing purchasing@cityofportsmouth.com

Specifications for the new vehicle’s proposal forms may be obtained on-line at www.cityofportsmouth.com/finance/purchasing.com. Questions may be directed to the Procurement Coordinator by emailing purchasing@cityofportsmouth.com by September 8, 2023 @ 1:00 p.m.

Addenda to this bid, if any, including written answers to questions, will be posted on the City of Portsmouth website at City of Portsmouth under the project heading by September 12, 2023. 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 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/her 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. Bidders submitting a proposal should check the web site for addenda and updates after the release date. Bidders should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification.
- F. Disadvantaged Business Enterprises (DBEs) as defined in 49 CFR Part 26 are encouraged to submit a proposal. If applicable, documentation of DBE status shall be included with the submittal.

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/her proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

INSTRUCTION TO BIDDERS CONTINUED

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.

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 e-mail at the address indicated on the proposal.

The city may award to one or to multiple bidders, based on the best price for each individual item. Alternatively, the city may award to one bidder based upon lowest grand total provided.

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.

INSTRUCTION TO BIDDERS CONTINUED

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.

BID SPECIFICATIONS

2 - New Ford F-350 XL Regular Cab Pickup Truck with service body

1 – New Ford F350 XL Regular Cab Pickup with 8’ bed

For the Facility Maintenance Division of the City of Portsmouth School Department

The intent of this specification is to procure a new, latest model, pickup truck that is fully functional and equipped for snow removal.

The following are minimum acceptable specifications but not limited to. Any exceptions shall be noted in the comment section.

Clarification of Standard Equipment:

Model:

- F-350 XL Regular Cab
 - One truck with 8’ bed with front safety rack installed.
 - Two trucks with Standard Utility Service body with ladder rack and front head safety rack installed.

BID SPECIFICATIONS CONTINUED

- 6.8L V8 gasoline engine
- 6 Speed automatic transmission
- Single rear wheel
- 4x4
- Non-limited slip axle
- Color: Blue Metallic
- XL package
- Vinyl Earth Gray Interior
- Snow plow prep package
- Power Package: Windows, locks, A/C, heated Mirrors, Seats, etc.
- 100v/400w Inverter Outlet
- Bluetooth Sync
- Front and Rear splash guards/mud flaps
- Exterior Backup Alarm
- Upfitter Switches
- Spray-in bedliner
- Extra heavy-duty alternator
- Telescoping trailer tow mirrors
- Platform running
- 3 Spare sets of keys
- Trailer brake controller
- 40/20/40 Vinyl Seating with Vinyl Front Arm Rest Storage
- LED Amber strobe lights
 - 2 Mounted in the front grill
 - 1 Mounted in each side mirror (2 total)
 - 2 Mounted in rear of the truck body
- Class IV receiver hitch
- Spare tire, wheel jack

Plow:

- Fisher 8'6" XV 2 V- Plow series plow, mounted on Minute Mount 2 – Stainless Steel. Plow to be installed at delivery.

Warranty:

- 3 years/36,000 miles of bumper-to-bumper coverage and 5 years/60,000 miles of powertrain coverage.

Comments: _____

BID PROPOSAL FORM

Item #1

New Ford F-350 XL WITH 8' Bed with Front Head Safety Rack and Plow installed:

\$ _____ \$ _____
Price in Words In Figures

Item #2

New Ford F-350 XL with Utility Service Body with Ladder Rack and Front Head Safety Rack Installed, and Plow installed.

\$ _____ \$ _____
Price in Words In Figures

Item #3

New Ford F-350 XL WITH Utility Service Body with Ladder Rack and Front Head Safety Rack Installed and Plow installed.

\$ _____ \$ _____
Price in Words In Figures

Item #4:

Vehicle Trade in #1

\$ _____ \$ _____
Price in Words In Figures

Item #5:

Vehicle Trade In #2

\$ _____ \$ _____
Price in Words In Figures

Grand total bid upon which the award will be made by:

Total for 3 Vehicles Minus Trade in's:

\$ _____ \$ _____
Price in Words In Figures

BID PROPOSAL FORM CONTINUED

DELIVERY NEW VEHICLE: Bidder must state approximate number of days from award that delivery will be made. **Bidder must deliver vehicle to Little Harbour School, 50 Clough Drive, Portsmouth, New Hampshire.** Bidder must pre-schedule the delivery date for the new vehicles with the School Departments Director of Building & Grounds.

Approximate Number of Days for Delivery: _____

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 and 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.

Bidder agrees that, if successful, it shall complete and provide to the City the Vendor Certification attached hereto as Exhibit A prior to delivery of the vehicle.

Submitted by Authorized Agent:

(Print Name & Title)

Signature: _____

Date: _____

Company: _____

Address: _____

City/State/Zip: _____

E-mail address: _____

Telephone: _____

Fax: _____