

City of Portsmouth  
Portsmouth New Hampshire  
Portsmouth, School Department

**INVITATION TO BID**

**Sealed** bid proposals, **plainly marked** Bid #22-08 "School Department John Deere Model 3520 Tractor" **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 November 19, 2007 @ 2:00 p.m. at which time all bids will be publicly opened and read aloud.

Bid Specifications may be obtained from the Finance/Purchasing Department on the third floor at the above address, on-line at **www.cityofportsmouth.com**, or by calling the Purchasing Coordinator at 603-610-7227. **Please continue below for the complete bid document.**

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.

Questions may be directed to the Purchasing Coordinator at 603-610-7227, the School Department Business Office and/or the School Department Supervisor of Maintenance at 603-431-5080 ext. 223, or 251.

## 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 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.

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. The City of Portsmouth also reserves the right to reject the bid of a bidder who has failed to perform properly or complete on time contracts of a similar nature.

## MINIMUM SPECIFICATIONS

It is the intent of this specification to describe a **John Deere Model 3520 HSTC Tractor With Attachments**, with the following minimum specifications considered necessary to perform the function indicated. The unit 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 unit being proposed shall be included with the bid. Any exceptions, variations, and/or deletions must be noted or the bid may be rejected.

**MODEL:**3520 HSTC

**CAB:**ComfortGard Cab Model 3520 HSTC

Standard Cab features, including optional package listed below:

- Dual Exterior rearview mirrors
- AM/FM radio with CD player
- Rear Wiper/washer
- Front fenders
- Rear fenders

**LIGHTING:**Standard Lighting Package for Cab Tractors, including optional package listed below:

- Dual roof mounted adjustable rear work lights
- Rotating beacon light

**COLOR:**John Deere Green

**WHEELBASE:**68-IN.

### STANDARD EQUIPMENT: CAB & CHASSIS

Battery: 500 CCA

Brakes: Wet Disk

Engine: Yanmar 3TNV84T

Fuel Capacity: Diesel 12.8 Gallons

Steering: Power

Transmission: Optional Forward/Reverse eHydro – 3 Range

Power Take-Off (PTO): Optional Mid @ 2100

**MOWER:**Model # FDR 1672

**CUTTING WIDTH:**72-inch

**BRUSH:**60-inch

**Please include all other Standard Features**

Bid #22-08

**FRONT 3-POINT HITCH**

**MANUALS:**One operation manual is required.

**WARRANTY:**Warranty:

2 years on machine

1 year on attachments

3 years on engine and power train

**BID PROPOSAL FORM**

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

The undersigned, as Bidder, herein referred to as singular and masculine 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 agrees to be bound by the terms and conditions set forth therein;
- 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 the bid documents in the manner and within the time therein set forth, and that the bidder will take in full payment therefor the following item prices as set forth below.

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 bid number and name

Make & Model: \_\_\_\_\_

Bid Price: \_\_\_\_\_

Bid price in words Bid price in numbers

Bid Price must be firm for 30 days.

Tractor Information Specifications  YES  NO  
 attached:

**DELIVERY:**

Bidder must state approximate date from receipt of order delivery will be made: \_\_\_\_\_. Delivery date must be no later than 30 days after receipt of order, earlier delivery date preferred.

**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.

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Submitted by Authorized Agent:

\_\_\_\_\_

(Print Name & Title)

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

Date: \_\_\_\_\_

Company: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

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

Fax: