

City of Portsmouth
Portsmouth, New Hampshire
Portsmouth School
Department

INVITATION TO BID

Sealed bid proposals, **plainly marked** "PORTSMOUTH SCHOOL DEPARTMENT 2019 or newer Ford 12 Passenger Transit Van, Bid#43-24"**on the outside of the envelope**, addressed to the Finance/Purchasing Department 3rd Floor, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, will be accepted until **Thursday April 4, 2024, 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) 2019 or newer Ford 12- Passenger Transit Van with all-wheel-drive.

Specifications may be obtained from the City's website: www.cityofportsmouth.com/finance/purchasing.htm

Addenda to this bid, if any, including written answers to questions, will be posted on the City of Portsmouth website at 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

Bidders will be permitted to withdraw proposal unopened after deposit if 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 via email.

The award is not 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 their own risk and the City will not be held liable for any expense incurred by a bidder that has not received an official award.

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.

CITY OF PORTSMOUTH
FINANCE DEPARTMENT
PORTSMOUTH, NEW HAMPSHIRE

**Portsmouth School
Department**

BID

FORD AWD 12-PASSENGER TRANSIT VAN

Make/Model: **2019 or newer Ford Pass AWD 12 Passenger Transit Van**

Quantity: **One (1)**

Include the following Vehicle Requirements:

Standard Features:

All Standard equipment for the Pass AWD 12 Passenger Transit Van Model

Minimal Required Features:

- **XL Trim but limited to**
- **Gas Engine**
- **10-Speed Transmission**
- **Front License Plate Bracket**
- **Vinyl F/R Floor Covering**
- **50 State Emissions**
- **Keyless Entry Pad if available**
- **12 Passenger Seats**
- **Leather Seats**
- **Destination & Delivery**
- **5-year/100,000-mile Power Train Care Extended service plan.**

Additional

- **Prefer the van to be White in color however other colors can be introduced.**
- **2 Additional Keys**

Please include a complete list of all vehicle features in your bid (standard and optional).

CITY OF PORTSMOUTH
FINANCE DEPARTMENT
PORTSMOUTH, NEW HAMPSHIRE

BID PROPOSAL FORM

Item # 1 2019 or newer Ford AWD 12 Passenger Transit Van

Price per – Van:

In Figures \$ _____ Price in Words \$ _____

Warranty: 5 year/100,000 Extended Service Plan Powertrain Care Protection with ZERO deductible per vehicle (if not included in ‘standard’ package):

In Figures \$ _____ Price in Words \$ _____

**Grand Total Bid: Upon which the award will be made
(Total per 2019 or newer Pass AWD 12 Passenger Transit Van & Warranty)**

In Figures \$ _____ Price in Words \$ _____

DELIVERY NEW VEHICLES: Bidder must state approximate number of days from award that delivery will be made. Not to exceed 90 days. Bidder must deliver passenger transit van to the Portsmouth School Department at City Hall, 3 Junkins Avenue, Portsmouth, New Hampshire. Bidder must pre- schedule the delivery date for the new vehicle with the School Department Director of Maintenance.

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 to 1 Junkins Ave. Portsmouth, NH 03801 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.

Submitted by Authorized Agent:

(Print Name & Title)

Signature: _____

Date: _____

Company: _____

Address: _____

City/State/Zip: _____

E-mail address: _____

Telephone: _____

Fax: _____