

Contract Documents and Specifications

for

PATIENT AND FUNCTIONAL NEEDS COTS

BID # 55-24

Karen S. Conard, City Manager

## **INVITATION TO BID**

**Sealed** bid proposals, **plainly marked** “PORTSMOUTH HEALTH DEPARTMENT PATIENT AND FUNCTIONAL NEEDS COTS Bid# 55-24” **on the outside of the envelope**, addressed to the Finance/Purchasing Department, 3<sup>rd</sup> Floor, City Hall, 1 Junkins Ave, Portsmouth, New Hampshire, 03801, will be accepted until **Wednesday August 7, 2024, at 2:00 p.m.**

The Portsmouth Health Department is seeking to purchase two-hundred and two (202) Patient and Functional Needs Cots with Mattresses, Safety Rails, IV Poles, and Portable Racks and Rack Covers.

Further information about this request may be obtained on the City of Portsmouth website at: [www.cityofportsmouth.com/finance/purchasing.htm](http://www.cityofportsmouth.com/finance/purchasing.htm). Questions will only be accepted and answered in writing. Questions should be addressed to [purchasing@cityofportsmouth.com](mailto:purchasing@cityofportsmouth.com) by **4:00 Thursday August 1, 2024**.

Addenda to this proposal, if any, including written answers to questions, will be posted on the City’s website by **Monday August 5, 2024 @ 4:30 p.m.** under the project heading.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, to accept any proposal and to negotiate such terms and conditions of any proposal that may be in its best interest.

## **INSTRUCTIONS TO BIDDERS**

### I. Preparation of Bid Proposal

The Bidder shall submit its proposal upon the form furnished by the City (attached).

### II. Delivery of Bid Proposals

The sealed proposals shall be plainly marked **“PORTSMOUTH HEALTH DEPARTMENT PATIENT AND FUNCTIONAL NEEDS COTS WITH MATTRESSES, SAFETY RAILS, IV POLES, AND PORTABLE RACKS AND RACK COVERS Bid# 55-24”** on the outside of the envelope, addressed to Finance/Purchasing Department, 3rd Floor, City Hall, 1 Junkins Ave, Portsmouth, New Hampshire, 03801. Bids will be accepted until **Wednesday August 7, 2024, at 2:00 p.m.** Proposals received after the time for opening bids will be returned to the bidder, unopened.

### III. Withdrawal of Bid Proposals

Bidders will be permitted to withdraw proposals unopened after submission if request is received by [purchasing@cityofportsmouth.com](mailto:purchasing@cityofportsmouth.com) prior to the time specified for opening the proposals.

### IV. 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 altered bids, incomplete bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.

Bidders may be disqualified, and the bid proposal rejected for the following reasons:

- C. More than one proposal for the same [service(s)/work/product(s)/item(s)] from an individual, firm, or corporation under the same or different name;
- D. Evidence of collusion among bidders;
- E. Failure to submit all required information requested in bid specifications;

- F. Bidder is not qualified or able to provide the [service(s)/work/product(s)/item(s)] described in the bid specifications;  
or
- G. 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 a 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.

### 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 bid that it may deem to be in the best interest of the City.

**BID PROPOSAL FORM**

**CITY OF PORTSMOUTH FINANCE DEPARTMENT PORTSMOUTH, NEW HAMPSHIRE**

**Portsmouth Health Department**

**BID**

**PATIENT AND FUNCTIONAL NEEDS COTS WITH MATTRESSES, SAFETY RAILS, IV POLES,  
AND PORTABLE RACKS AND RACK COVERS**

**Make/Model : Variable**

**Quantity: Two-Hundred Two (202)**

**Minimal Required Features**

**COTS**

450 lb. working capacity

Heavy duty leg locks on all legs

Safety and Instructional labeling

Mattress meets FED STD 1633 for flammability

ADA compliant

Mattress – 2” minimum dense material & able to be decontaminated

32” x 80” minimum sleeping surface

Wheelchair transferable height – 18”

Multi-position adjustment

Light weight

Folds for rack storage

Constructed for heavy, repeated use

Wheelchair transferrable height

**SAFETY RAILS** - Stow on board safety rails

**IV POLES** - Stow on board IV pole

**STORAGE RACKS**

Wheeled storage racks for 8 or 10 matching cots per rack with maximum dimensions of 40" x 42" x 72". Storage for 200 cots total.

Dust covers for stored racks

**WORKMANSHIP WARRANTY AND PERFORMANCE GUARANTEE**

**Item #1 COTS**

Price(per-Cot):

In Figures \$ \_\_\_\_\_ Price in Words \$ \_\_\_\_\_

**Item #2 SAFETY RAILS**

Price (per- safety rail set):

In Figures \$ \_\_\_\_\_ Price in Words \$ \_\_\_\_\_

**Item#3 IV POLES**

Price (per -IV Pole)

In Figures \$ \_\_\_\_\_ Price in Words \$ \_\_\_\_\_

**Item #4 STORAGE RACKS**

Price (per – rack)

In Figures \$ \_\_\_\_\_ Price in Words \$ \_\_\_\_\_

**Item #5 RACK DUST COVERS**

Price (per-cover)

In Figures \$ \_\_\_\_\_ Price in Words \$ \_\_\_\_\_

Grand Total Bid: Upon which the award will be made.

(Total per patient and functional needs cots with mattresses, safety rails, IV poles, and portable racks and rack covers, with Warranty and Guarantee)

In Figures \$ \_\_\_\_\_ Price in Words \$ \_\_\_\_\_

**DELIVERY:** Bidder must state approximate number of days from award that delivery will be made. Not to exceed 90 days. Bidder must deliver cots with safety rails and IV poles, racks and rack covers to the Cottage Street Garage, 125 Cottage Street, Portsmouth, NH 03801.

Bidder must pre-schedule the delivery date with Kim McNamara, Portsmouth Health Department at 603-610-7273.

The undersigned, on behalf of Bidder, agrees they have read the bid proposal documents and the instructions for bidder specifications and agrees to the terms and conditions set forth herein. Bidder understands that bid prices shall include delivery to 125 Cottage Street, Portsmouth, NH 03801 and the bid price shall be firm for 60 days.

Bidder further acknowledges that this bid is not made jointly or in conjunction, cooperation or collusion with any person, firm, corporation, or other legal entity.

**Bidder agrees that no officer, agent, or employee of the City is directly or indirectly interested in this Bid. Submitted by Authorized Agent:**

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Print Name & Title: \_\_\_\_\_

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

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

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

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

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

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

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

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