

City of Portsmouth
Portsmouth, New Hampshire
Police Department

INVITATION TO BID

Sealed bid proposals, **plainly marked** "POLICE DEPARTMENT SCOTT SWAT-PAK SCBA FR RESPIRATORS - BID NUMBER 56-06 " **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 Tuesday, March 28, 2006 at 2:30 p.m. at which time all bids will be publicly opened and read aloud.

Scope: To Purchase 7 Units of SCBA RESPIRATORS

(see breakdown of "unit" in Police Department Bid List section)

Specifications and bid proposal forms may be obtained from the Finance / Purchasing Department on the third floor at the above address, by calling the Purchasing Clerk at 603-610-7227, or from our website www.cityofportsmouth.com. **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.

If you have any questions please contact the Finance / Purchasing Department at the following number: 603-610-7227.

INSTRUCTION TO BIDDERS

I. Preparation of Bid Proposal

- A. The Bidder shall submit her/his proposal upon the forms furnished by the City (attached). The bidder shall specify a unit price for each pay item for which a quantity is given and shall also show the products of the respective unit prices and quantities written in figures in the column provided for that purpose and the total amount of the proposal obtained by adding the amount of several items. All words and figures shall be in ink or typed.
- B. If a unit price or lump sum bid already entered by the bidder on the proposal form is to be altered it should be crossed out with ink, the new unit price or lump sum bid entered above or below it, and initialed by the bidder, also with ink.
- C. The bidder's proposal must be signed with ink 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.

II. Irregular Proposals

Bid proposals will be considered irregular and may be rejected for any of the following reasons:

- A. If the proposal is on a form other than that furnished by the Owner or if the form is altered or any thereof is detached.
- B. If there are unauthorized additions, conditional or alternated bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.
- C. If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
- D. If the proposal does not contain a unit price for each pay item listed, except in the case of authorized alter pay items.

III. 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.

IV. 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.

V. 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.

VI. Disqualification of Bidders

Either of the following reason may be considered as being sufficient for the disqualification of a bidder and the rejection of his proposal of proposals:

- 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.

AWARD

I. Consideration of Proposals

After the proposals are opened and read, they will be compared on the basis of the evaluation criteria. Bid results will be available to the public.

II. Award

Within 30 calendar days after the opening of proposals, the award will be made to the lowest responsible and qualified bidder WHOSE LUMP SUM BID BASED ON THE TOTAL COST OF 7 UNITS complies with all the requirements prescribed. The successful bidder will be notified, by the form mailed to the address on his proposal, that his bid has been accepted and that he has been awarded the bid.

III. Cancellation of Award

The City reserves the right to cancel the award at any time before 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 EVALUATION

In addition to the bid amount, additional factors may be considered as an integral part of the bid evaluation process, including, but not limited to:

- A. the bidder's ability, capacity, and skill to perform within the specified time limits
- B. the quality, availability and adaptability of the supplies and materials sold
- C. other applicable factors as the City determines necessary of appropriate (such as compatibility with existing equipment.)

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

**POLICE DEPARTMENT
BID LIST**

Equipment “Unit” to include:

PSCOTT SWAT-PAK SCBA FR

4,500psi, 60-minute Carbon Cylinder

EBSS, 6 ft. hose and pouch

BID PROPOSAL FORM

Item # 1 SCOTT SWAT-PACK SCBA FR

Item _____ Item Cost

SCOTT SWAT-PAK SCBA FR
With: 4,500psi 60-minute Carbon Cylinder,
EBSS, 6ft hose and pouch

TOTAL UNIT COST \$ _____

Unit Cost x 7 Units = \$ _____

**LUMP SUM BID BASED ON
TOTAL COST OF 7 UNITS**

DELIVERY:

Delivery to be made within 10 business days of award.

WARRANTY:

One-year warranty on all bid items.

The undersigned agrees that he/she on behalf of Bidder has read the bid proposal form, and, the instruction to bidders 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: _____