

TOWN OF HAMPTON, NH  
INVITATION TO BID

Bid 2016-005 Two (2) One-ton Heavy Duty Trucks w/Dump Body

I. INTENT

The Town of Hampton, acting through its Town Manager for the Hampton Parks and Recreation Department and the Hampton Department of Public Works (DPW), in accordance with the provisions of New Hampshire Revised Statutes Annotated Chapter 37, Section 6 and the provisions of the Town of Hampton Purchasing Policy requests sealed written bids from qualified licensed Dealers for the purchase and delivery of two (2) new One-ton Heavy Duty Truck w/Dump Bodies and one plow.

II. INSTRUCTIONS TO BIDDERS

The Bid price shall be held firm and not withdrawn for 90 days from Bid opening for each vehicle. All prices shall include any and all taxes, surcharges, and fees. All delivery costs shall be included in the pricing.

The vehicles shall be of current production from an established, recognized manufacturer. The successful vendor shall provide written information on the standard warranty for each of the vehicles and the vehicles associated components.

In addition, the successful vendor shall provide all information concerning any safety bulletin or recall of any parts and/or components of the vehicle by the manufacturer, its suppliers, or any government agency for a period of ten (10) years.

All inquiries regarding the bid document, bid procedure, and any technical aspect may be directed to Dyana Martin, Parks and Recreation Director, at (603) 929-5920, weekdays between the hours of 8:00 am and 6:00 pm, or by email [dmartin@town.hampton.nh.us](mailto:dmartin@town.hampton.nh.us) or contact Chris Jacobs, Department of Public Works Director at (603) 926-3202, weekdays between the hours of 7:00 am and 3:30 pm, or by email [cjacobs@town.hampton.nh.us](mailto:cjacobs@town.hampton.nh.us).

All bids shall be submitted in conformance with this Invitation to Bid and all its sections, and any attachments, and any addenda distributed, all requested information must be supplied. Failure to comply will be reflected in the evaluation of the bid, and may result in disqualification of the bidder.

III. QUALIFICATIONS

The successful vendor will be a licensed dealer in New Hampshire, Massachusetts, Maine, and/or Vermont.

IV. TRADE-IN VEHICLES

The Town of Hampton has the following five vehicles for trade-in value against the cost of the new vehicles. Bidders are requested to provide the trade-in value for each of the vehicles in Part C of the bid proposal form.

- Vehicle #1 - 2001 Chevrolet Silverado (#36) pickup truck, 4WD Duramax Diesel, 69,151 miles
- Vehicle #2 - 2004 Chevrolet Silverado (#18) pickup truck, 4WD, 153,387 miles

Vehicle #3 - 2003 GMC Sierra 1500 (#19) pickup truck, 39,904 miles

Vehicle #4 - 2000 Chevrolet Silverado 1500 (#23) Pickup truck, 2 WD, 89,039 miles

The vehicles may be viewed by appointment only, you may set up appointments by calling Chris Jacobs, Department of Public Works Director at (603) 926-3202, or Dyana Martin, Parks and Recreation Director, at (603) 929-5920.

All trades are in as is, as seen condition. Vehicles will be traded-in if deemed to be prudent by the Parks and Recreation Director, Public Works Director, the Town Manager, and the Board of Selectmen.

## V. MINIMUM SPECIFICATIONS

Part A. The following items are to be included in the bid price under Part A of the Bid Proposal Form for Parks and Recreation truck w/dump body.

### General

- One-ton Heavy Duty Truck
- Regular Cab
- 8' Dump body
- 60" Cab to Axle
- Two-Wheel Drive
- Dual Rear Wheels

### Dump Body

- Airflo or Gallion
- 2-3 yd. body
- Hoist
- Cab shield
- Fold up ladder
- Front and rear mud flaps with anti-sail
- Pintle plate with 2" Reese style receiver and multi hitch
- Double acting tailgate

### Mechanical

- 6.0L V8 Gasoline Engine
- Heavy-Duty 6-Speed Automatic Transmission
- Two-Wheel Anti-Lock Disc Brakes
- Heavy-Duty Alternator & Battery
- Leaf Spring Rear Suspension
- Full-Size Spare Tire w/ Steel Wheel
- 17" Silver Painted Steel Wheels
- Power Steering
- Aluminized Stainless Steel Exhaust System
- Mechanical Jack & Wheel Wrench
- Tilt Wheel
- Manual Transfer Case

### Central Hydraulic System

- Muncie engine or transmission mounted pump, controlled by electric clutch or equivalent
- Gresen valves
- Quadco levers
- Stainless steel control cables

### Custom LED Strobe Light Package

- 4 oval strobes in the cab shield
- LED stop/turns
- LED back-ups
- LED Oval strobes at the rear of the truck

### Exterior

- Exterior Paint: Woodland Green
- Standard Bumpers
- Molded Grille
- Rectangular Halogen Headlamps
- Cargo Area Lamp
- West Coast Style Mirrors
- Intermittent Windshield Wiper System
- Two (2) Front Tow Hooks
- All Terrain Black Wall Tires

### Interior

- 40/20/40 Front Seat, Dark Vinyl Interior
- Gauges-Including: Speedometer, Tachometer, Odometer, Trip Odometer, Voltmeter, Fuel Level, Engine Temperature, Oil Pressure
- Key-In-Ignition Warning Buzzer
- Air conditioning
- Heater / Defogger w/ Side Window Defoggers
- AM / FM Stereo - Inc: Seek-Forward / Reverse, Digital Clock, Four (4) Speakers
- Glove Box w/ Latched Door
- Molded Plastic Door Trim Panels w/Dual Integral Armrest, Map Pockets
- Passenger Assist Handle
- Lighting-Including: Dome, Reading, Ashtray, Glove Box, Delayed Entry Feature, Under Hood

### Safety Features

- Manual Lap / Shoulder Safety Belts, Outboard Seat Positions, Front Outboard Shoulder Belt Height Adjusters
- Manual Lap Safety Belts, Center Seat Position
- Energy-Absorbing Steering Column / Instrument panel
- Head Restraints, Front Seat
- Daytime Running Lamps

- Center, High-Mounted Stop Lamp
- Side Door Guard Beams
- Single Note Horn

#### Manufacturer's Warranty – Minimum Specifications

- Corrosion perforation warranty: 60 months/unlimited distance
- Basic warranty: 36 months/36,000 miles
- Roadside assistance coverage: 60 months/100,000 miles
- Powertrain warranty: 60 months/100,000 miles

Part B. The following items are to be included in the bid price under Part B of the Bid Proposal Form for the DPW truck w/dump body.

#### General

- One-ton Heavy Duty Truck
- Regular Cab
- 8' Dump body
- 60" Cab to Axle
- Four-Wheel Drive
- Dual Rear Wheels
- Snowplow Package

#### Dump Body

- Airflo or Gallion
- 2-3 yd. body
- Hoist
- Cab shield
- Fold up ladder
- Front and rear mud flaps with anti-sail
- Pintle plate with 2" Reese style receiver and multi hitch
- Double acting tailgate

#### Mechanical

- 6.0L V8 Gasoline Engine
- Heavy-Duty 6-Speed Automatic Transmission
- Four-Wheel Anti-Lock Disc Brakes
- Heavy-Duty Double Alternator & Two (2) Batteries
- Leaf Spring Rear Suspension
- Full-Size Spare Tire w/ Steel Wheel
- 17" Silver Painted Steel Wheels
- Power Steering
- Aluminized Stainless Steel Exhaust System
- Mechanical Jack & Wheel Wrench
- Tilt Wheel
- Manual Transfer Case

- All Service Manuals and Owner's Manuals

#### Plow

- Plow - American Sno-Plows, FTP 108 Trailblazer, 3/8" thick polymer mold board, installed, tested and painted

#### Central Hydraulic System

- Muncie engine or transmission mounted pump, controlled by electric clutch or equivalent
- Gresen valves
- Quadco levers
- Stainless steel control cables

#### Plow Hitch

- One ton front hitch with halogen plow lights

#### Custom LED Strobe Light Package

- 4 oval strobes in the cab shield
- LED stop/turns
- LED back-ups
- LED Oval strobes at the rear of the truck

#### Exterior

- Exterior Paint: Woodland Green
- Standard Bumpers
- Molded Grille
- Rectangular Halogen Headlamps
- Cargo Area Lamp
- West Coast Style Heated Mirrors
- Intermittent Windshield Wiper System
- Two (2) Front Tow Hooks
- All Terrain Black Wall Tires

#### Interior

- 40/20/40 Front Seat, Dark Vinyl Interior
- Gauges-Including: Speedometer, Tachometer, Odometer, Trip Odometer, Voltmeter, Fuel Level, Engine Temperature, Oil Pressure
- Key-In-Ignition Warning Buzzer
- Air conditioning
- Heater / Defogger w/ Side Window Defoggers
- AM / FM Stereo Radio with Bluetooth and Microphone, Seek-Forward / Reverse, Digital Clock, Four (4) Speakers
- Right hand and left hand electric powered windows
- Glove Box w/ Latched Door
- Molded Plastic Door Trim Panels w/Dual Integral Armrest, Map Pockets
- Passenger Assist Handle

- Lighting-Including: Dome, Reading, Ashtray, Glove Box, Delayed Entry Feature, Under Hood

#### Safety Features

- Manual Lap / Shoulder Safety Belts, Outboard Seat Positions, Front Outboard Shoulder Belt Height Adjusters
- Manual Lap Safety Belts, Center Seat Position
- Energy-Absorbing Steering Column / Instrument panel
- Head Restraints, Front Seat
- Daytime Running Lamps
- Center, High-Mounted Stop Lamp
- Side Door Guard Beams
- Single Note Horn

#### Manufacturer's Warranty – Minimum Specifications

- Corrosion perforation warranty: 60 months/unlimited distance
- Basic warranty: 36 months/36,000 miles
- Roadside assistance coverage: 60 months/100,000 miles
- Powertrain warranty: 60 months/100,000 miles

#### Part C. Optional Items.

The following optional items are to be individually priced for each of the two vehicles on the Bid Proposal Form. These items may or may not be included in the award depending upon available funding for both trucks.

- 4.10 Rear Axle Ratio
- 6.0L V8 Diesel Engine
- High Capacity Air Cleaner (K47)
- Locking Rear Differential
- Heavy-duty trailer package
- HD Auxiliary Battery (600CCA)
- Heated Outside Mirrors
- Rear Window Defogger/Defroster
- Roof Marker Lights
- Provision for Cab Roof Mounted Beacon

#### Part D. Trade-In.

The Public Works Department and the Parks and Recreation Department have the following five (5) vehicles to trade-in for value against the cost of the new vehicles. Bidders are requested to provide the trade-in value for each of the vehicles in Part C of the bid proposal form.

Vehicle #1 - 2001 Chevrolet Silverado (#36) pickup truck, 4WD Duramax Diesel, 69,151 miles

Vehicle #2 - 2004 Chevrolet Silverado (#18) pickup truck, 4WD, 153,387 miles

Vehicle #3 - 2003 GMC Sierra 1500 (#19) pickup truck, 39,904 miles

Vehicle #4 - 2000 Chevrolet Silverado 1500 (#23) Pickup truck, 2 WD, 89,039 miles

## VI. CONTRACT AGREEMENT

The vendor selected through the award process will be required to enter into a contract agreement with the Town of Hampton and to execute the contract agreement within two weeks of the date of award, unless prior arrangements are made with the DPW Director or his designee. This document "Bid 2016-005 Two (2) One-ton Heavy Duty Trucks w Dump Body" shall become part of the contract.

The selected vendor and/or its employees shall not represent themselves as employees or agents of the Town of Hampton.

## VII. PRODUCT AND DELIVERY SPECIFICATIONS

The successful vendor shall state the expected delivery date for each of the vehicles. The vehicles shall be delivered to the Hampton Public Works Department no later than 120 days from award of bid by Town. Award of bid is expected to be within (15) working days of the bid opening.

The successful vendor shall provide training for all Public Works employees on the use of each vehicle, its components, and systems, if applicable.

## VIII. LIQUIDATED DAMAGES

The contract as awarded will contain a liquidated damages clause to the effect that there shall be a \$100/day late penalty should the successful vendor fail to meet the scheduled delivery dates for either of the two vehicles. Such late penalty shall be deducted from the payment for the vehicles by way of liquidated damages.

## IX. PAYMENT

Payment will be made within 30-days of receipt of the submission of a completed invoice and authorized by DPW Director or his designee. Payment of each invoice automatically releases any lien that the invoice may have provided against the Town.

Invoicing Instructions. All invoices shall include the following information:

1. Company name
2. Date of delivery
3. Vehicle(s) delivered
4. Contract number

## X. USE OF SUBCONTRACTORS

The use of subcontractors will not be allowed under this contract.

## XI. LAWS, PERMITS AND LICENSING

It shall be the selected vendor's responsibility, and anyone employed by the selected vendor to adhere to and comply with all federal, state and local laws, regulations, and codes as well as with all standards and practices relating to the work being performed or the services provided. In addition, it is the selected vendor's responsibility, and anyone employed by the selected vendor to procure and keep in effect any and all licenses, permits, notifications or other regulatory requirements relating to the work to be performed or the services to be provided.

## XII. NON-ASSIGNMENT

Neither the selected vendor nor the Town shall assign, transfer, convey, or otherwise hypothecate the contract or their rights, duties, or obligations hereunder or any part thereof without the prior written consent of the other, which consent shall not be unreasonably withheld.

## XIII. INDEMNIFICATION

In accepting the awarded contract, the selected vendor agrees to hold harmless and indemnify the Town of Hampton and its officers, agents, and employees from any liability and any all claims, suits, damages, and attorney's fees and costs, arising from the work to be performed or the services to be provided.

## XIV. TERMINATION

The Town of Hampton acting through the Town Manager retains the right to terminate and dismiss the selected vendor for non-performance, or poor performance with five (5) working days' notice. Additionally, the Town of Hampton acting through the Town Manager reserves the right to negotiate a contract agreement with the next qualified vendor for completion of the contract.

## XV. SUBMITTAL REQUIREMENTS

All prospective bidders are expected to carefully examine this Invitation to Bid and all its sections, and any attachments, and any addenda distributed before submitting a bid proposal. Failure to do so will not relieve the selected vendor of the obligation to furnish all equipment and labor necessary to carry out the provisions of the Invitation to Bid. The submission of a bid proposal shall be considered prima facie evidence that the bidder has made such examination and has taken into account the Town's intent.

All costs related to the bid proposal preparation and/or submission will be borne by the submitting bidder in responding to this Invitation to Bid or in responding to any request for interviews, additional information, etc. prior to the issuance of a contract.

Any bid proposal which is incomplete, conditional, or obscure, or which contain erasures, alterations or other irregularities of any kind, or in which errors occur or contain abnormally high or low costs, may be rejected.

The completed Bid Proposal Form must contain the full name of the company and the address. Failure to manually sign the Bid Proposal Form will disqualify the submitting bidder. The person signing the Bid Proposal Form shall show title or authority to bind the firm in a contract agreement. Company name and authorized signature must appear on the Bid Proposal Form in the space provided.

The cost shall be stated in both words and figures on the Bid Proposal Form. All words and figures shall be written in ink. In case of a discrepancy between the figures and the words, the written words shall govern.

All submitted bid proposals shall be sealed and shall contain one (1) original and two (2) copies of the completed bid proposal package. This includes this entire document, including the Bid Proposal Form, all attachments, and any addenda distributed.

All vendor(s) are required to provide the following information with their submissions, and in the order that follows:

1. Original and two (2) copies of the Invitation to Bid
2. Bid Proposal Form
3. All attachments and any addendums
4. Summary of Qualifications
5. A list of three (3) references for which comparable services have been performed. This list shall include company name, person to contact, address and telephone number. Failure to include references will be ample cause for rejection of proposal as non-responsive. Preferred references include other local government agencies.

#### XVI. RETURN OF SEALED BID PROPOSALS

**Sealed bid proposals will be received until 3:00 PM on Thursday, May 19, 2016 at the Town Manager's Office, 100 Winnacunnet Road, Hampton, NH 03842.** Sealed bid proposal envelopes must be clearly marked "**Bid 2016-005 Two (2) One-ton Heavy Duty Trucks w Dump Body**".

No faxed or emailed bid proposal or faxed or emailed withdrawals of the bid proposal will be permitted. If a withdrawal is made in either fashion, it will be destroyed upon receipt.

A prospective bidder may withdraw its bid proposal, upon request to the Town Manager before the time of opening; the bid proposal will be returned unread. At the Town's discretion, late bid proposals may be returned to bidder unopened.

- (1) Correction or Withdrawal of Bid Proposal and Cancellation of Awards under Competitive Sealed Bid.

Correction or withdrawal of inadvertently erroneous bid proposals before or after award, or cancellation of awards or contracts based on such bid proposal mistakes, shall be permitted at the Town Manager's sole discretion. However, no changes in the proposed cost(s) or other provisions of the bid proposal prejudicial to the interest of the Town or fair competition shall be permitted. Except as otherwise provided by regulation, all decisions to permit the correction or withdrawal of a bid proposal, or to cancel awards or contracts based on errors or omissions, shall be supported by a written determination made by the Town Manager or his/her representative. No bid proposal may be withdrawn when the result would be to award the contract to another bid proposal of the same vendor(s) or of another vendor(s) in which the ownership of the withdrawing vendor(s) is more than five percent. If the Town Manager or his designee denies the withdrawal of a bid proposal, he shall notify the bidder in writing stating the reasons for his decision.

#### XVII. DISQUALIFICATION

A bidder may be disqualified and their bid proposal rejected for either of the following reasons: 1) failure to supply complete information as requested by this Invitation to Bid or 2) evidence of collusion among other bidders. Any bid proposal(s) so rejected for reason #2 will disqualify the bidder(s) involved from consideration in future dealings with the Town.

The lack of experience of prospective vendors may be grounds for disqualification in the award process.

#### XVIII. PURCHASING POLICY APPLIES

The Town of Hampton's Purchasing Policy and Purchase Procedures in Chapter 718 of the Hampton Code applies to any bid proposals received hereunder.

#### XIX. AWARD

The Town acting through the Town Manager reserves the right to reject any or all proposals, to waive any informality on the bids received, to omit any item or items and/or to accept any proposal as he may deem to be in the best interest of the Town. The decision of the Town Manager shall be final.

It is the intent of the Town to award the contract to the most qualified bid proposals that meets all necessary requirements stated in this document and appendices and in accordance with the Town of Hampton's Purchasing Policy and Procedures.

The award will be made to the lowest responsive and responsible bid that meets the specifications contained herein on a total cost basis, with terms viewed as most favorable to the Town of Hampton. An award will only be made after evaluation of a submitted bid and the satisfactory negotiation of a final contract.

The award is expected to be made within (15) working days of the bid opening.

#### XX. NO RESPONSE REQUEST

It is requested of all prospective bidders that if they will not be submitting a bid proposal to submit a letter of no response to the Town of Hampton.

#### XXI. POSTING OF BIDS

This Invitation to Bid and any attachments, and any addenda distributed are posted on the Town's website at <http://hamptonnh.gov/wp-content/uploads/Townmanager/Forms/RFP>

All prospective vendor(s) seeking to submit a bid proposal are requested to inform the Town of Hampton by email at [inquiries@town.hampton.nh.us](mailto:inquiries@town.hampton.nh.us) that they have obtained the Invitation to Bid from the Town's Website. Please provide your name, address, phone number, and email address. This will enable the Town of Hampton to forward any addenda distributed and/or additional information that may be required for compliance with the Invitation to Bid document.

#### XXII. GOVERNING LAW AND VENUE

This Invitation to Bid, the bid proposal document, and the contract agreement to be entered into shall be governed by the statutory and common laws of the State of New Hampshire and venue shall lie in the State Courts of the State of New Hampshire as to any dispute.

**BID PROPOSAL FORM**

**Bid 2016-005 Two (2) New One-ton Heavy Duty Trucks w/ Dump Body**

Town Manager  
 100 Winnacunnet Road  
 Hampton, NH 03842

The bidder shall specify here in figures and words the costs for Part A, B, C and D as specified in the Section V. Detailed Specifications attached hereto and made a part hereof. In the case of a discrepancy between the figure and the words, the written words shall govern.

All costs shall include all equipment, materials, labor, and tools incidental to the delivery of the vehicles.

**Part A: Specifications for Park and Recreation Truck**

Year, Make, & Model: \_\_\_\_\_

Cost in figure: \$ \_\_\_\_\_

Cost in words: \_\_\_\_\_ Dollars

Manufacturer’s Warranty – Description/Duration: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

(If necessary, please attach additional pages for warrantee details and options.)

**Part B: Specifications for Public Works Department Truck with Plow**

Year, Make, & Model: \_\_\_\_\_

Cost in figure: \$ \_\_\_\_\_

Cost in words: \_\_\_\_\_ Dollars

Manufacturer’s Warranty – Description/Duration: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

(If necessary, please attach additional pages for warrantee details and options.)

**Part C: Options**

In the spaces provided below, submit bid prices for each optional item. If unavailable, or included in truck price, state so.

A.	4.10 Rear Axle Ratio	\$	
			(Figures)
			Dollars (Words)
B.	6.0L 8V Diesel Engine	\$	
			(Figures)
			Dollars (Words)

C	High Capacity Air Cleaner (K47)	\$	(Figures)
			Dollar (Words)
D.	Locking Rear Differential	\$	(Figures)
			Dollars (Words)
E.	Heavy-Duty Trailer Package	\$	(Figures)
			Dollars (Words)
F.	HD Auxiliary Battery (600CCA)	\$	(Figures)
			Dollars (Words)
G.	Heated Outside Mirrors	\$	(Figures)
			Dollars (Words)
H.	Rear Window Defogger	\$	(Figures)
			Dollars (Words)
I.	Roof Marker Lights	\$	(Figures)
			Dollars (Words)
J.	Provision for Roof Mounted Beacon	\$	(Figures)
			Dollars (Words)
Exceptions, Additions, Other Options:			

**Part C: Trade-Ins**

On the lines below, submit a trade-in value in figures and words for each of the following vehicles. These values maybe deducted from the cost of the trucks, and maybe factored into the evaluation of all submitted bid proposals.

Trade-in Values:

Vehicle #1 - 2001 Chevrolet Silverado (#36) pickup truck, 4WD Duramax Diesel, 69,151 miles

\$ \_\_\_\_\_

Price in Figures

\$ \_\_\_\_\_

Price in Words

Vehicle #2 - 2004 Chevrolet Silverado (#18) pickup truck, 4WD, 153,387 miles

\$ \_\_\_\_\_

Price in Figures

\$ \_\_\_\_\_

Price in Words

Vehicle #3 - 2003 GMC Sierra 1500 (#19) pickup truck, 39,904 miles

\$ \_\_\_\_\_

Price in Figures

\$ \_\_\_\_\_

Price in Words

Vehicle #4 - 2000 Chevrolet Silverado 1500 (#23) Pickup truck, 2 WD, 89,039 miles

\$ \_\_\_\_\_

Price in Figures

\$ \_\_\_\_\_

Price in Words

The undersigned is submitting this Bid without collusion with any other individual or corporation.

By signing you are attesting that you are duly authorized by law to commit the individual, association, partnership, company or corporation to the terms of the bid and resulting contract attached hereto.

Name of Bidder \_\_\_\_\_

Address of Bidder \_\_\_\_\_

City, State and Zip Code of Bidder \_\_\_\_\_

Business Telephone of Bidder \_\_\_\_\_

Business Fax Telephone Number of Bidder \_\_\_\_\_

E-Mail Address of Bidder \_\_\_\_\_

Bidders Website Address \_\_\_\_\_

Signature of Authorized Person \_\_\_\_\_

Date \_\_\_\_\_

Once submitted, the Bid price shall be held firm and not withdrawn for 90 days from Bid opening.