

CITY OF ROCHESTER, NEW HAMPSHIRE

INVITATION TO BID

The City of Rochester, New Hampshire, will accept sealed bids for "Hybrid/Alternative Fuel Vehicles". Bids must be submitted in a sealed envelope plainly marked:

"Hybrid/Alternative Fuel Vehicles"

Bid # 08-02

City of Rochester, New Hampshire

31 Wakefield Street

Rochester, NH 03867

Attn: Purchasing Agent

All bids must be received no later than August 7, 2007 at 2:30 PM. No late bids, telephone, faxed, or emailed bids will be accepted. The bid specifications, appendices and proposal forms may be obtained by visiting www.rochesternh.net, or emailing purchasing@rochesternh.net, or by contacting the Purchasing Agent at City Hall, 31 Wakefield Street, Rochester, NH 03867, (603) 335-7602. All bid questions must be submitted in writing (email preferred) to the Purchasing Agent. All bid proposals must be made on the bid proposal forms supplied, and the bid proposal forms must be fully completed when submitted.

The City of Rochester reserves the right to reject any or all bids or any part thereof, to waive any formality, informality, information and/or errors in the bids, to accept the bid(s) considered to be in the best interest of the City, or to sell on the open market if it is considered in the best interest of the City to do so. Failure to submit all information called for may be sufficient for disqualification.

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, both in words and figures, 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. 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 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.
- D. All questions shall be submitted in writing to the Purchasing Agent. The Purchasing Agent will then forward both the question and the City's response to the question to all prospective bidders.

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

Any of the following reasons may be considered as being sufficient for the disqualification of a bidder and the rejection of his proposal or 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 supply complete information as requested by the bid specifications.

AWARD AND EXECUTION OF CONTRACT

I. Consideration of Proposals

- A. After the proposals are opened and read, they will be compared on the basis of the selection criteria. Bid results will be available to the public only after they have been properly recorded by the purchasing agent. In case of discrepancy between the prices written in words and those written figures, the prices written in words shall govern, In case of a discrepancy between the total shown in the proposal and that obtained by adding the products of the quantities of items and unit bid prices, the latter shall govern.
- B. The right is reserved to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the judgment of the City, the best interest of the City of Rochester will be promoted thereby.

II. Award of Contract

Within 30 calendar days after the opening of proposals, if a contract is to be awarded, the award will be made to the lowest responsible and qualified bidder whose proposal complies with all the requirements prescribed. The successful bidder will be notified, by letter, purchase order, or formal contract remitted to the address on his proposal, that his bid has been accepted and that he has been awarded the contract.

III. Cancellation of Award

The City reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the City.

BID EVALUATION

In addition to the bid amount, additional factors will 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 bidder's experience, reputation, efficiency, judgment, and integrity
- C. the quality, availability and adaptability of the supplies and materials sold
- D. bidder's past performance
- E. sufficiency of bidder's financial resources to fulfill the contract
- F. bidder's ability to provide future maintenance and/or services
- G. other applicable factors as the City determines necessary and appropriate (such as compatibility with existing equipment.)

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

HYBRID/ALTERNATIVE FUEL VEHICLES – BID PROPOSAL NO. 08-02

BID SPECIFICATIONS

The City of Rochester is requesting pricing information and availability on the purchase of two new Hybrid/Alternative fuel vehicles. Minimum specifications are listed below. Manufacturers listed below are examples. The City will consider comparable and or alternative vehicles with similar features.

1) Vehicles

Minimum Specifications

Compact/subcompact

4 Passenger

Front wheel drive

Four cylinder engine

Air conditioning

Floor mats – front and rear

40 MPG City

Standard Equipment for all other items is acceptable

Example Vehicles

Toyota Prius

Honda Civic

2) Warranty

Minimum 3 year/36,000 miles bumper to bumper warranty for all vehicles

3) Delivery

Sedans –must be delivered within sixty (60) calendar days of receipt of a City purchase Order.

4) Year

Vehicles must be model year 2007 or newer. Only new vehicles will be considered for bid acceptance.

5) Packaging

It is the intention of the City to select the bid or bids that are the most favorable to the City. The City reserves the right to purchase each vehicle independently of each other from various vendors or from the same vendor. Vendors may provide a package price

option for two (2) vehicles. Each vehicle within the package pricing terms must meet all other specifications as described in this proposal.

**CITY OF ROCHESTER NEW HAMPSHIRE
PURCHASING AGENT****HYBRID/ALTERNATIVE FUEL VEHICLES
BID PROPOSAL NO. 08-02****BID PROPOSAL FORM**

In addition to filling in the below table(s), please attach a separate sheet to fully describe each vehicle's features.

| Description | Vehicle | Vehicle | Vehicle | Vehicle | Total |
|--------------------|----------------|----------------|----------------|----------------|--------------|
| Year | | | | | |
| Make | | | | | |
| Model | | | | | |
| Mileage | | | | | |
| Warranty | | | | | |
| Bid Price | | | | | |

List available exterior paint color options below:

**CITY OF ROCHESTER NEW HAMPSHIRE
PURCHASING AGENT**

**HYYBRID/ALTERNATIVE FUEL VEHICLES
BID PROPOSAL NO. 08-02**

BID PROPOSAL FORM (continued)

Date

Bidder

Phone

By: _____

Title: _____

Business Address

City, State, Zip Code

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 Project name as it appears at the top of the Proposal Form.

Bid results will be posted on the City of Rochester website at www.rochesternh.net within 48 hours of the bid opening.