

INVITATION TO BID

The City of Rochester, New Hampshire will accept sealed bid proposals for Police Vehicle Repairs. Bids must be submitted in a sealed envelope plainly marked:

“POLICE VEHICLE REPAIRS”

Bid #08-48

City of Rochester
31 Wakefield Street
Rochester, NH 03867
Attn: Purchasing Agent

All bids must be received no later than 6-19-08 at 2:45 PM. No late bids, faxed, e-mailed or telephone bids will be accepted. Bid proposals and specifications 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.

BID SPECIFICATIONS

The Rochester Police Department is seeking to obtain proposals for **Police Vehicle Repairs** for those items listed on the attached bid form. Award of and continuation of this bid is contingent upon annual funding appropriated by the Rochester City Council.

THE CONTRACT WILL COVER A TWO-YEAR PERIOD FROM JUNE 12, 2008 THROUGH JUNE 30, 2010 FOR THE SERVICES LISTED BELOW. THE CONTRACT MAY BE EXTENDED FOR A PERIOD OF ONE YEAR UPON MUTUAL AGREEMENT BETWEEN THE VENDOR AND THE CITY OF ROCHESTER PROVIDED NO ADDITIONAL COSTS ARE INCURRED FOR THE EXTENDED PERIOD.

NOTES:

- The contract shall include vehicle repair services to it's fleet of police vehicles.
- Vendor will bid upon services based upon an hourly rate for repairs. This rate is to include any costs associated with minimum service charges.
- The Police Department requires repair services to it's fleet of police vehicles including Ford Crown Victoria's, Ford Taurus, Toyota RAV4, Ford Ranger Pick Up, Diesel Chevy Van, Ford Ambulance, Ford F350 Truck and a Ford Expedition.
- Vendor will provide work area where the vehicles will be serviced.
- Vendor will provide secure area where vehicles may be left over night if needed.
- Vendor will provide new parts for repairs. Used or rebuilt parts will not be acceptable without prior approval of the Department. Only vehicle manufacturer approved parts will be acceptable without prior approval by Department.
- Vendor will not sub-contract repairs to other service providers without prior approval of the department (i.e. body-work, transmission service etc.)
- Vendor will service vehicles within an eight-hour time frame during vendor's normal business hours. In the event that parts must be ordered the time frame may be extended to 24 hours.

In the event that the vendor determines that they cannot make a repair, the Department will have the option to send the vehicle to another vendor based upon that vendor's ability to complete the work in a cost-effective manner.

INSTRUCTIONS 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 the unit price or lump sum bid, both in words and figures for each pay item listed. All words and figures shall be in ink or typed.

- B. If an amount 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 a 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; 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 address of the President, Secretary, 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 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. Interpretations

No oral interpretations will be made to any vendor as to the meaning of the specifications or terms and conditions of this sealed proposal invitation.

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.

No bid may be withdrawn, for a period of (60) sixty days subsequent to the opening of bids, without express written consent of the City of Rochester, NH.

V. Public Opening of 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. Evidence of collusion among bidders.
- B. Failure to supply complete information as requested by bid specifications.

AWARD AND EXECUTION OF CONTRACT

I. Consideration of Proposals

- A. Bids will be made public at the time of opening and may be reviewed only after they have been properly recorded. In case of discrepancy between the prices written in words and those written figures, the written in words shall govern. In case of discrepancy between the total shown in the proposal and that obtained by adding the products of the quantities of items and 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

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 as soon as practical after the bid opening. No bid shall be withdrawn for a period of (60) sixty days subsequent to the opening of bids, without the consent of the city of Rochester. The successful bidder will be notified, by the form being mailed 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 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 last 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 or appropriate (such as compatibility with existing equipment).

Police Vehicle Repair Services Bid Form

Vendor Name _____

Address _____

Phone _____

Signature _____

Title _____

Date _____

Bid for hourly labor rate _____
(in figures) (in words)

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