

## INVITATION TO BID

The City of Rochester, New Hampshire is accepting sealed bids for **the sale and removal of 9 items/vehicles**. Bids must be submitted in a sealed envelope plainly marked:

**“Surplus Vehicle Sale  
Bid #10-19”**

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

All bids must be received no later than **“November 18<sup>th</sup>, 2009”** at **“2:15”** p.m. Actual bid opening will begin at 2:30 p.m. No late bids, faxed, e-mailed or telephone bids will be accepted. Bid proposals and specifications may be obtained by visiting [www.rochesternh.net](http://www.rochesternh.net), or emailing [purchasing@rochesternh.net](mailto: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 items/vehicles can be inspected at the following address, between the hours of 7:00 a.m. and 3:00 p.m., Monday through Friday, during the time frame of November 9<sup>th</sup> – November 13<sup>th</sup>, 2009.

Department of Public Works, 45 Old Dover Road, Rochester, NH 03867  
Point of Contact: Richard Cousins, (603) 332-4096

**Bid Proposal Form**

VENDOR NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX# \_\_\_\_\_ E-MAIL \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Item	Year	Make	Model	Bid Amount (Words)	Bid Amount (Figures)
01	2000	GMC	One Ton		\$
02	2000	Chevy	S-10 P/U		\$
03	1998	Dodge	Ram P/U		\$
04	2006	Ford	Crown Victoria		\$
05	2007	Ford	Crown Victoria		\$
06	1986	Chevy	C-30 Van		\$
07	2006	Ford	Crown Victoria		\$
08	2004	Ford	Crown Victoria		\$
09	N/A	N/A	Gas Powered Emergency Generator		\$

**Description:**

These items/vehicles are being **sold as is**. The City will not provide any type of warranty or guarantee either express or implied on any of these items/vehicles. Some items/vehicles may be inoperable. To view a complete description of the item/vehicle status, you must visit the site at which they are displayed.

These items/vehicles are on display from November 9<sup>th</sup>, 2009 through November 13<sup>th</sup>, 2009, Monday through Friday between the hours of 7:00 a.m. through 3:00 p.m. All sealed bids must be received at City Hall prior to November 18<sup>th</sup>, 2009, at 2:15 p.m.

Upon award of bid, payment and removal of equipment from City of Rochester premises must be completed within 7 days of award or the next successful bidder will be awarded purchase. Payment must be made in cash, money order, or bank certified check made payable to the City of Rochester. Once payment is made, the sale is final and no refunds or returns will be allowed.

**I. INSTRUCTIONS TO BIDDERS****A. Preparation of Bid Proposal**

1. The Bidder shall submit her/his proposal upon the forms furnished by the City (attached). The Bidder shall specify the item/vehicle bid amount; both in words and figures for each item listed. All words and figures shall be in ink or typed.
2. If an amount entered by the bidder on the proposal form is to be altered it should be crossed out with ink, the new item/vehicle bid amount 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.
3. 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.
4. All questions shall be submitted in writing to and received by the Purchasing Agent at the above address a minimum of 7 days prior to the scheduled bid opening. The Purchasing Agent will then forward both the question and the City's response to the question to all prospective bidders.

**B. Irregular Proposals - Bid proposals will be considered irregular and may be rejected for any of the following reasons:**

1. If the proposal is on a form other than furnished by the Owner, or otherwise specified, or if the form is altered or any thereof is detached.
2. 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.
3. 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.
4. If the proposal does not contain a unit price for each pay item listed, except in the case of authorized alter pay items.

**C. 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.****D. Delivery of Bid Proposals**

1. 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.

E. Withdrawal of Bid Proposals

1. 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.
2. 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.

F. Public Opening of Proposals

1. 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.

G. 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 or proposals:

1. More than one proposal for the same item from an individual, firm, or corporation under the same or different name.
2. Evidence of collusion among bidders.
3. Failure to supply complete information as requested by bid specifications.

**II. BID EVALUATION**

A. 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:

1. Sufficiency of bidder's financial resources to fulfill the contract.

**III. AWARD AND EXECUTION OF CONTRACT**

A. Consideration of Proposals

1. 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.
2. 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.

B. Award of Contract

1. If a contract is to be awarded, the award will be made to the highest responsible and qualified bidder whose proposal complies with all the requirements prescribed in the bid specifications page(s) and bid evaluation section of this document, 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, at the address listed on the proposal that the bid has been accepted and contract negotiations shall follow.

C. Cancellation of Award

1. 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.

**IV. DEFAULT AND TERMINATION OF CONTRACT**

- A. Cause – Any of the following reasons, but not limited to, may be cause for termination of the contract or agreement entered into between the City and vendor.
1. Fails to begin work under Contract within the time specified in the notice to proceed.
  2. Becomes insolvent or has declared bankruptcy, or commits any act of bankruptcy or insolvency.
  3. For any other causes whatsoever, fails to carry on the work in an acceptable manner, the City of Rochester will give notice, in writing, to the Contractor for such delay, neglect, and default.
    - a. If the Contractor does not proceed in accordance with the Notice, then the City of Rochester will have full power and authority without violating the Contract to take the prosecution of the work out of the hands of the Contractor. The City of Rochester may enter into an agreement for the completion of said Contract according to the terms and conditions thereof, or use such other methods as in their opinion will be required for the completion of said Contract in an acceptable manner.
    - b. All extra costs and charges incurred by the City of Rochester as a result of such delay, neglect or default, together with the cost of completing the work under the Contract will be deducted from any monies due or which may become due to said Contractor. If such expenses exceed the sum which would have been payable under the contract, then the Contractor shall be liable and shall pay to the City of Rochester the amount of such excess.

**OBTAINING BID RESULTS**

Bid results will be posted after 48 hours on the City of Rochester's web site: [www.rochesternh.net](http://www.rochesternh.net) or will be available by request via e-mail at the following address: [purchasing@rochesternh.net](mailto:purchasing@rochesternh.net)