

**CITY OF ROCHESTER, NEW HAMPSHIRE  
INVITATION TO BID**

The City of Rochester, New Hampshire, is accepting sealed bids for “**Preventative Routine Vehicle Maintenance Services.**” Bids must be submitted in a sealed envelope plainly marked:

“Sealed Bid, Police Vehicle”  
“**Bid 10-18**”

City of Rochester, New Hampshire  
31 Wakefield St  
Rochester, NH 03867  
Attn: Purchasing Agent

All bids must be received no later than **November 12, 2009** at **2:15** p.m. Actual bid opening will begin at **2:30** p.m. 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](http://www.rochesternh.net), or emailing [purchasing@rochesternh.net](mailto:purchasing@rochesternh.net), or by contacting the Purchasing Agent at City Hall, 31 Wakefield St, 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 with 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.

**BID SPECIFICATIONS**

The Rochester Police Department is seeking to obtain proposals for the purpose of providing Preventative Routine Vehicle Maintenance Services with the following specifications and description:

The Police Department requires routine vehicle maintenance services to its fleet of 19 police vehicles which include: Ford Crown Victoria Police Interceptor, Ford Taurus, Ford Ranger Pick Up, Ford Focus, Ford Expedition and Ford F350. The following services are required:

Item Number	Service
1	Oil and filter change
2	Transmission fluid and filter change
3	Differential fluid change
4	Engine coolant/antifreeze fluid flush and change
5	Fuel filter change
6	Air filter change

- Vendor will provide oil changes with high quality oil every 3000 miles.
- Vendor will provide chassis lubrication service at time of oil change.
- Vendor will provide an approved oil filter replacement for vehicle being serviced at time of oil change.
- Vendor will provide an inspection of the following at time of oil change.
  - Drive Belts
  - Hoses
  - Air Filter
  - Tire Pressure
  - Brake Fluid Reservoir
  - Differential Fluid
  - Power Steering Fluid
  - Transmission Fluid
  - Windshield Washer Fluid
  - Radiator Coolant
- Vendor will be required to receive authorization from the department for any repairs, which become necessary.

THE CONTRACT WILL COVER A PERIOD FROM THE DATE THE CONTRACT IS AWARDED TO JULY 1, 2010. 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.

**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.
- D. 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.

**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).

## PREVENTATIVE ROUTINE VEHICLE MAINTENANCE SERVICES

Vendor Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Item #1

BID PRICE PER VEHICLE \_\_\_\_\_  
(in figures) (in words)

Item #2

BID PRICE PER VEHICLE \_\_\_\_\_  
(in figures) (in words)

Item #3

BID PRICE PER VEHICLE \_\_\_\_\_  
(in figures) (in words)

Item #4

BID PRICE PER VEHICLE \_\_\_\_\_  
(in figures) (in words)

Item #5

BID PRICE PER VEHICLE \_\_\_\_\_  
(in figures) (in words)

Item #6

BID PRICE PER VEHICLE \_\_\_\_\_  
(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.