(1) 2018 International 7400 SFA 4x2 Cab & Chassis
Sealed Bid (Bid-2018-013)
Town of Salem, NH
February 13, 2018

SALEM PURCHASING
Christine Wholley, Purchasing Agent
603-890-2090 fax 603-890-2091
cawholley@salemnh.org

Christopher Dillon, Town Manager
Prepared for and in coordination with the Public Works Department
Ted Puzniak, Fleet
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COMPETITIVE SEALED BIDS

(1) 2018 International 7400 SFA 4x2 Cab & Chassis
March 7, 2018 @ 12:30pm EST.

It is the intent of the Town of Salem, New Hampshire to engage the services of a qualified firm to provide the town with the following product(s) or services to be purchased. “(1) 2018 International 7400 SFA 4x2 Cab & Chassis”

Sealed bids must be received no later than March 7, 2018 at or before 12:30pm from interested firms, to be eligible for consideration by the town. Each bid will be submitted in a sealed envelope which is clearly marked “Bid- 2018-013 International Cab & Chassis”

All sealed bids received will be considered confidential and not available for public review until after the bid opening on March 7, 2018 at 12:30pm.

Sealed bids and all correspondence relating to this ITB shall be submitted to:

CHRISTINE WHOLLEY
Purchasing Agent
Town of Salem
33 Geremonty Drive
Salem NH 03079

Qualified Firms requiring additional information or clarification relative to the contents of the bid may direct inquiries to Christine Wholley, Purchasing Agent at 603-890-2090 or cawholley@salemnh.org Please visit our website to download a copy of this Bid-2018-013 www.townofsalemnh.org Finance-Purchasing /bids-proposals. Copies will not be faxed.

(1) One original and (1) one copy is required and must be received at the above address no later than March 7, 2018 on or before 12:30pm, late bids will not be considered.

The Town reserves the right to reject any or all bids/proposals or any part thereof, to waive any informality or information in the bids/proposals, and to accept the bid /proposal considered to be in the best interest of the Town. The Town also reserves the right to conduct reasonable negotiations with low bidders and sole bidders. Failure to submit all information may declare a bid/proposal as non-responsive subject for disqualification.
Notice To Qualified Firms

*Do not alter bid documents in any way.
*All bid documents must be filled out to be considered.

If you wish to offer comments, additional information or alternate bids, please do below or on a separate sheet and attach it to the bid sheet.

•
•
•
•

The purpose of the attached specifications is to define minimum requirements only. They are not meant to be restrictive. All manufacturers meeting or surpassing these minimum specifications are invited to submit a bid/proposal.

Please don’t hesitate to call me if you need any additional information.
Christine Wholley, Purchasing Agent (603) 890-2090

For questions or clarification on specifications please contact
Ted Puzniak, Fleet (603) 890-2161

The Town of Salem reserves the right to reject any and all sealed bids/proposals that it deems non-conforming to the specifications enclosed. All information must be filled out correctly for consideration.

DO NOT FAX BIDS, THEY WILL NOT BE ACCEPTED.
Specifications Exception Form

In the interest of fairness and sound business practice, it is mandatory that you state any exceptions taken by you to our specifications.

It should not be the responsibility of the Town of Salem to ferret out information concerning the materials, which you intend to furnish.

If your bid/proposal does not meet all our specifications you must state it in the space provided below.

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Bids/proposals on equipment, vehicles, computers, supplies, services and materials not meeting specifications may be considered by the Town, however, all deviations must be listed above.

If your bid does not meet our specifications, and your exceptions are not listed above or in space provided, the Town of Salem may claim forfeiture on your bid, if submitted.

Signed________________________________________________
I DO meet specifications

Signed________________________________________________
I DO NOT meet specifications as listed in this bid, exceptions are in space provided.

Failure to submit this form with your Bid/Proposal response may result in your Bid/Proposal being rejected as unresponsive.
BID FORM

In compliance with all specifications enclosed the Bidder hereby proposes to provide services/equipment in strict accordance with the specifications provided. All services, materials, labor, and equipment required for furnishing (1) 2018 International 7400 SFA 4x2 Cab & Chassis as specified in the scope of work at the prices stated below;

(1) 2018 International 7400 SFA 4x2 Cab & Chassis

Specify Brand: ____________________________________________

Purchase Price Delivered

Dollars $____________________

Written Figures

Manufacturer’s Warranty____________________________________

Location of Warranty Services____________________________________

Extended Warranty $ __________________________

 Proposal Submitted by (Business Name)

 Title of person authorized to sign proposals

 Name of person authorized to sign proposals (printed)

 Signature of person authorized to sign proposals

 Business Phone ____________________ Business Fax ______________________________

 Business Address __________________________ Date _____________________________

 Business Email __________________________

 Business Type_____________________________(Individual, Partnership, Corporation etc.)
TECHNICAL SPECIFICATION CHECKLIST

2018 TOWN OF SALEM NH DPW

BID SPECS

(1) 2018 International 7400 SFA 4x2 Cab & Chassis

- 171” WHEELBASE  96”CA
- CUMMINS L-9  300 HP 860 FT LBS TORQUE
- ALLISON 3500 RDS W/ OVERDRIVE/ TRANS MODULE IN CAB
- 16,000 LB FRT AXLE
- 23,000 LB SINGLE REDUCTION W/ LOCKING DIFFERENTIAL 5.38 GEAR RATIO
- 2 11R 22.5 CONTINENTAL 496 TIRES HSC1 /HEAVIEST STEEL WHEEL AVAILABLE
  FRT/ REAR POWDER COATED WHITE
- 4 11R 22.5 CONTINENTAL 490 TIRES HDR
- REAR SUSPENSION 31,000 LB INCLUDES 4,500 LB AUX SPRING
- FRT POWDER COATED BUMPER ASSY
- DUAL AIR BRAKE SYSTEM /TRAILER CONNECTORS FOR TRAILER AIR
- 16.5 X 6 FRT BRAKES  16.5X 7 REAR BRAKES
- AIR DRYER LEFT SIDE REAR OF CAB W/ HEATER
- BENDIX TU-FLO 550 AIR COMPRESSOR
- 2 AIR TANKS 1 EACH SIDE ON FRAME ALUMINUM CONSTRUCTION
- FRT / REAR DUST SHIELDS
- TILT STEERING WHEEL  2 SPOKE  18 “ DIA
- DUAL POWER STEERING BOXES
- VERTICAL  RIGHT SIDE EXHAUST SYSTEM
- 12 VOLT ELECTRICAL SYSTEM
- 12 V 160 AMP ALTERNATOR
- 12V  38 MT STARTER MOTOR
- 3 12 V 1950 CCA TOTAL BATTERIES
- BATTERIES MOUNTED LEFT SIDE REAR CAB
- BODY BUILDER WIRING TO REAR OF FRAME / 6 BODY BUILDER SWITCHES
- MANUAL RESET CIRCUIT BREAKERS
- 2 YEAR SUBSCRIPTION ON COMMAND / SERVICE/ PARTS
- CHASSIS E COAT PRIMER ON FRAME  120,000 PSI W/ 2,654.000 RBM
• ENGINE BLOCK HEATER
• LEFT SIDE 70 GAL FUEL TANK  9.5 GAL DEF TANK  LEFT SIDE
• COMPLETE GAUGE CLUSTER
• TINTED GLASS / HEATED WINDSHIELD
• HEATED CAB / HOOD MOUNTED MIRRORS
• CAB VISOR
• CAB TO BE PAINTED DPW YELLOW
• DRIVERS AIR RIDE SEAT
• AIR BAG CAB SUSPENSION
• AM/ FM W/B BLUETOOTH RADIO
• WARRANTY STANDARD
• TOWING SERVICE WARRANTY 60 MONTHS
• EXTENDED ENGINE 84 MONTH WARRANTY
• TRUCK TO BE DELIVERED TO SALEM NH DPW
• DEALER TO BE LOCATED 50 MILE RADIUS TO SALEM NH
NON-COLLLUSION STATEMENT

The Undersigned certifies under penalties of perjury that this bid in all respects is bonafide, fair and made without collusion or fraud with any other person. As used in this paragraph, the “PERSON” shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

Title ____________________________________________

Signature __________________________________________

Company __________________________________________

INDEMNIFICATION AGREEMENT

The successful vendor agrees to indemnify, investigate, protect, defend and save harmless the Town of Salem, NH, it’s officials, officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm or corporation furnishing or supplying work, services, materials, equipment or supplies in connection with the performance of this contract and from any and all claims and losses accruing or resulting to any person, firm or corporation which may be injured or damaged by the vendor in the performance of this contract. In any case, the forgoing provisions concerning indemnification shall not be construed to indemnify the Town for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Town or its employees. This indemnification shall survive the expiration or early termination of this contract.

- Company __________________________________________
- Taxpayer Identification Number _________________________
- Authorized Signature _______________________________
- Contact Phone _________________________________
- Address _________________________________________
- Date ___________________________________________
FORM OF AGREEMENT

THIS AGREEMENT, Made this ____ day of ___ __2018 by and between the Town of Salem, NH herein called “CLIENT” and __________ called “CONTRACTOR” agrees to perform professional services and furnish/supply (1) 2018 International 7400SFA 4x2 Cab & Chassis as specified in BID 2018-013

The CONTRACTOR hereby proposes to provide all services, materials, equipment, and miscellaneous supplies required to furnish the proposed equipment in strict accordance with the technical specifications provided.

The CONTRACTOR agrees to furnish (1) 2018 International 7400SFA 4x2 Cab & Chassis per specifications. The manufacturer will be ________ as specified in the Form for General Bid.

The CONTRACTOR agrees to perform all of the work described in the technical specifications and comply with the terms therein for the sum of______________________, as shown in the Form for General Bid.

The CONTRACTOR agrees to all terms and conditions specified in sealed bid 2018-013
Invitation to Bid / Notice to Qualified Firms
Specification Exception / Form for General Bid
Technical Specifications / Insurance Requirements
Non-collusion Statement/General Terms and Conditions / Indemnification Agreement

The CONTRACTOR hereby agrees to supply appropriate equipment specified in the Form for General Bid on or before:

________________________________________

CONTRACTOR:
Title_________________________________
By: ________________________________
(Authorized Representative)
Date: ______________________________

CLIENT:
Title_________________________________
By: ________________________________
(Authorized Representative)
Date: ______________________________
GENERAL TERMS AND CONDITIONS

PREPARATIONS OF PROPOSALS: Proposals shall be submitted on the forms provided and must be signed by the Bidder or his authorized representative. The person signing the proposal shall initial any corrections to entries made on the attached forms.

Vendors must provide pricing on all items appearing on the bid forms unless specific directions in the advertisement, on the bid form or in the special provisions allowed for partial bids. Failure to provide pricing on all items may disqualify the bid. Alternative bids will be considered, unless otherwise stated, only if the alternate is described completely, including, but not limited to, sample, if requested and specifications sufficient so that a comparison to the request can be made.

Any questions or inquiries must be submitted in writing, and must be received by the Purchasing Department no later than seven (7) calendar days before the Request for Proposal due date to be considered. Any changes to the Request for Proposal will be provided to all bidders of record.

Completed Bid proposals shall contain the following:
- Completed and executed Bid Form
- Narrative of work experience and qualifications. (required only if specifically stated in the invitation)
- Executed Statement of Non-Collusion
- Executed Indemnification Agreement
- Completed Notice to Qualified Firms
- Completed Specifications Exception Form

Prospective Bidders are encouraged to complete the No Bid Questionnaire if they choose not to bid.

SUBMITTED PROPOSALS: Proposals must be submitted as directed in the Notice to Qualified Firms, and on the forms provided unless otherwise specified. Proposals must be typewritten or printed in ink. Proposals must be mailed or delivered in person. Proposals that are faxed or emailed will not be accepted.

WITHDRAWING PROPOSALS: Proposals may be withdrawn prior to the opening date and time upon written request of the Proposer up to three (3) calendar days prior to the bid opening. Negligence on the part of the Proposer in preparing his/her proposal shall not constitute a right to withdraw a proposal subsequent to the proposal opening.

PROPOSAL EVALUATION: The Town reserves the right to reject any and all proposals received in response to the proposal. A proposal may be rejected, if the Bidder:
- Fails to adhere to one or more of the provisions established in the Bid and General Terms and Conditions.
- Fails to submit its proposal at the time or in the format specified herein or to supply the minimum information requested herein.
- Fails to meet the minimum evaluation criteria specified in the Bid and General Terms and Conditions.
• Fails to submit its proposal to the required address on or before the deadline date established by the Town.
• Misrepresents its services, experience and personnel by providing demonstrably false information in its proposal or fails to provide material information.
• Fails to submit its cost on the enclosed bid form.
• Refuses a reasonable request for an interview.
• Refuses to provide clarification requested by the town.

RECEIPT AND OPENING OF PROPOSALS: Proposals shall be submitted prior to the time fixed in the Request for Sealed Bids/RFP. Proposals received after the time so indicated shall be returned unopened.

PROPOSAL RESULTS: All sealed bids received will be considered confidential and not available for public review until after the bid opening is conducted. Results will not be given over the phone. Requests for bid results shall be submitted in writing to the Purchasing Agent after the public opening. Request for Proposals will remain confidential until the proposer has been selected.

KNOWLEDGE AND EXPERIENCE: Only Contractors experienced in the industry will be considered for the work. Contractors shall submit a concise summary demonstrating their qualifications, including a minimum of three municipal and/or utility references familiar with their work. Highlight your company’s experience to provide the highest quality and effective product and reliable service and support.

References will be contacted to confirm the quality of previously completed work, suitability of Contractor operations, and responsiveness to the owner’s needs.

RIGHT TO REJECT BIDS: The Town reserves the right to reject any and all sealed bids, should the Town deem it to be in the best interest of the public.

Approval of funds to finance the contract will be subject to Town appropriation in March 2018. If funds for this project are not approved, the Owner reserves the right to reject any or all Bids.

AWARD OF CONTRACT: It is the policy of the Town of Salem, NH that contracts are awarded only to responsible bidders. In order to qualify as responsible, a prospective Contractor must meet the following standards as they relate to this request:

• Have adequate financial resources for performance or have the ability to obtain such resources as required during performance.
• Have the necessary experience, organization, technical and professional qualifications, skills and facilities.
• Be able to comply with the proposed or required time of completion or performance schedule; and
• Have a demonstrated satisfactory record of performance.
• Adhere to the specifications of this bid and provide all documentation required of this bid.
The contract will be awarded to a responsive & responsible Bidder based on the qualifications and experience of the bidder, the quality of the equipment/product/materials/services to be provided and the support that the bidder offers during the duration of the supply terms. No award will be made to any Bidder who cannot satisfy the Owner that he has sufficient ability and experience in this class of work and sufficient capital and plant to enable him to prosecute and complete the Work successfully. The Owner's decision or judgment on these matters shall be final, conclusive, and binding. The Owner may make such investigations as it deems necessary, and the Bidder shall furnish to the Owner, under oath if so required, all such information and data for this purpose as the Owner may request.

**EXECUTION OF AGREEMENT:** The successful Proposer shall sign (execute) the necessary agreements for entering into the contract and return such signed agreements to the town within ten (10) calendar days from the date mailed or otherwise delivered to the successful Proposer.

**FAILURE TO EXECUTE AGREEMENT:** Failure of the successful Proposer to execute the agreement at the date and time agreed upon by the Town and the successful Proposer shall be just cause for cancellation of the award and forfeiture of all deposits.

**CONTRACT TERMINATION:** If at any time the Proposer fails to provide proper services during the contract period, the Town of Salem, NH will have the option to terminate the contract at any time without notice.

**FAILURE TO SUPPLY GOODS OR SERVICES:** If during the contract period the successful vendor fails to supply the Town of Salem, New Hampshire with the equipment/service(s). The Town of Salem, will purchase this product/service(s) on the open market and the vendor will compensate the Town of Salem, New Hampshire with the difference between the bid price and the price incurred on the open market.

**INSURANCE CERTIFICATES:** Prior to the award of this contract, the Contractor shall be required to provide a Permit and License Bond in the amount of $5,000 which shall be in effect for the duration of the contract and warranty period.

Prior to award of this contract, the Contractor shall submit insurance certificates indicating coverage for all vehicles, public liability and property damage in the following amounts:

- **Comprehensive General Liability** $ 1,000,000/$ 3,000,000
- **Auto Liability: Property Damage** $ 1,000,000/$ 1,000,000
- **Personal Injury** $ 1,000,000/$ 3,000,000
- **Workmen’s Compensation** as required by the State of New Hampshire

**PRICING:** Unless otherwise specified all prices listed are firm for the term of the contract. All prices should include all labor and material costs, and any discounts offered. All services, materials, labor, and equipment required for the Work, will be supplied at the prices provided in the submitted Bid Form and are intended to provide a complete project.

**DELIVERY:** Pricing so stated on the Bid Form shall be inclusive of delivery and any other shipping charge. No additional compensation shall be granted for delivery or any shipment requirement unless specifically provided for. Deliveries are to be made only to the department or division indicated on the order and in accordance with accepted commercial practices.
**OR-EQUAL:** The name of manufacturer, trade name, or catalog number mentioned in this request for bid description is for the purpose of designating a minimum standard of quality and type. Such references are not intended to be restrictive, although specified color, type of material and specified measurements may be mandatory.

Proposals will be considered for any brand that meets or exceeds the quality of the specifications listed. On all such proposals, the bidder shall specify the product they are proposing and shall supply sufficient data to enable a comparison to be made with the particular brand or manufacturer specified. Failure to submit the above may be sufficient grounds for rejection of the proposal.

**GUARANTEES AND WARRANTIES:** All work performed under this contract shall be guaranteed for a period of one year from the date of project acceptance and issuance of final payment. The Contractor shall be responsible for promptly repairing/replacing any area which is deemed unacceptable by the Town. The Contractor shall reimburse all damages or losses due to deficient materials or workmanship.

**FORCE MAJEURE:** Neither party shall be liable for any inability to perform its’ obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or any other act of God.
No Bid Questionnaire

Reference: Sealed Bid-2018-013
If you choose not to bid, please complete the questionnaire below and return it with your response by the bid opening date. Your assistance in helping us to analyze no bid rationale is very much appreciated. Thank You.

* * * * No Bid Questionnaire * * * * *

A no bid is submitted in reply to the Town of Salem, NH invitation for bids for (enter requirement description): __________________________
Dated __________________________, for the following reasons:

______Item not supplied by our company.
______Bid Specification (Give reason(s) e.g., too restricted, not clear etc.)

______Profit Margin too low
______Past experience with the Town of Salem (give specific’s e.g. payment delay, bid process, admin problems, etc.)

______Insufficient time allowed to prepare and respond to bid request.
______Bid requirements too large ____ or too small ____ for our company.
______Priority of other business opportunities limits time.
______Other reason(s) Please Specify: ____________________________________

______________________________________________________________
______________________________________________________________

Company Name________________________________________________
Address_____________________________________________________
Phone_______________________________________________________

________________________   __________________________
(Signature)      (Name & Title)
Form W-9
Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2. Business name/disregarded entity name, if different from above.

3. Check appropriate box for federal tax classification; check only one of the following seven boxes:
   - Individual/sole proprietor
   - C Corporation
   - S Corporation
   - Partnership
   - Trust/estate
   - Limited liability company. Enter the tax classification (e.g., LLC, C corporation, S corporation, partnership).
   - Note: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member entity.
   - Other (use instructions)

4. Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3).
   - Exempt payee code (if any)
   - Exemption from FATCA reporting code (if any)

5. Address (number, street, apt. or suite no).

6. City, state, and ZIP code.

7. List account number(s) here (optional).

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note: If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest and dividends, or (c) the IRS has notified me that I am not subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, Item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here

Signature of
U.S. person

Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/f9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-K (gross proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1099-A (acquisition or abandonment of a property)
- Form 1099-C (cancellation of debt)
- Form 1099-E (student loan interest)
- Form 1099-T (alimony or scholarships)
- Form 1098 (mortgage interest)
- Form 1098-E (student loan interest)
- Form 1098-T (tuition)
- Form 1098-C (canceled debt)
- Form 1099A (acquisition or abandonment of a security)

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. person, payee, or recipient of payments.

If applicable, you are also certifying that as a U.S. person, you are a beneficiary of the payments or that the trust is not subject to backup withholding. If you are a U.S. person, your allocable share of any partnership income from a U.S. trade or business is subject to the withholding tax on foreign partner's share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from FATCA reporting is correct. See What is FATCA reporting? on page 3 for further information.

Cat. No. 10231X
Form W-9 (Rev. 12-2014)