

**CITY OF PRESQUE ISLE, MAINE
PURCHASE OF A NEW COMPACT TRACTOR
INVITATION TO BID**

Sealed Proposals are being accepted for the purchase of a new compact tractor for the Rec & Parks Department.

Proposals will be received by the City of Presque Isle, Maine at the City Clerk's office, 12 Second Street, until **2 p.m. on Wednesday February 1, 2012**. Bids will be opened and read aloud beginning at 2 p.m.

All materials and labor required to complete the work will be supplied by the Bidder. The cost and expense of all necessary labor, tools and equipment required to complete the work will be included in the prices stated in the Proposal. Specifications can be obtained on the City Website at www.presqueisle.govoffice2.com.

A bid package can also be obtained at the following locations:

- Rec & Parks Department, 270 Main Street – telephone 764-2545;
- Finance Department, 12 Second Street – telephone 760-2718.

The City of Presque Isle is an Equal Opportunity Employer.

Date: January 23, 2012

SPECIFICATIONS AND CONTRACT DOCUMENTS

FOR THE

PURCHASE OF A NEW COMPACT TRACTOR

PRESQUE ISLE, MAINE

Date: January 23, 2012

CITY OF PRESQUE ISLE

REQUEST FOR BIDS

SECTION 1. GENERAL

The City of Presque Isle, is seeking bids from qualified individuals and companies (Bidder) for a new 'Compact Tractor'.

SECTION 2. STANDARD CONDITIONS

1. The bidder shall be responsible for all taxes, fees and permits required of this proposal.
2. The bidder shall be responsible for the proper disposal of any waste generated.
3. The bidder shall serve in the capacity of an independent contractor and shall not be deemed an employee or representative of the municipality. The bidder understands and agrees that he is an Independent Contractor for whom no Federal or State Income Tax will be deducted by the City, and for whom no insurance, group life insurance, vacation and sick leave, worker's compensation, unemployment and similar benefits available to City employees will accrue. The bidder further understands that annual information returns as required by the Internal Revenue Code or State of Maine Income Tax Law will be furnished to the bidder for his Income Tax records.
4. Unless otherwise stated, all bids shall be in a lump sum basis, FOB Presque Isle, in US Funds.
5. Any bids received after the date and time of opening will be rejected and returned unopened to the bidder. Time shall be determined as indicated on the clock when bids are received.
6. Unless otherwise stated all bids shall be submitted on the bid form supplied by the City. (Attachment B)
7. The City acting through its City Manager and/or City Council shall have the authority to reject any or all bids and to waive any informalities as it deems necessary. The City shall retain the right to determine what constitutes an informality. In his/her decision, the City may consider if other bidders are placed at a disadvantage by this decision. In all cases, the decision by the City shall be final.
8. Fax bids will not be accepted.
9. No bid may be withdrawn after the bid opening.
10. The bidder shall be responsible to provide all labor, materials and equipment necessary to perform the work or supply the material(s) requested in this bid and shall insure a timely completion of the work involved or the material(s) supplied in conformance with generally accepted work standards. The bidder hereby agrees to fully complete the project within the term of this agreement. All work shall be in conformance with all applicable local, state and federal laws, ordinances, rules and regulations.
11. The bidder shall not sublet, sell, transfer, assign or otherwise dispose of this agreement or any portion thereof, or of his right, title, or interest therein, without written request to and written

consent of the City Manager. No subcontracts or transfer or agreement shall in any case release the bidder of his liability under this agreement.

12. The performance of work or the delivery of equipment under the contract may be terminated by the City in whole or in part whenever for any reason the City Manager shall determine that such termination is in the best interest of the City. Any such termination shall be effected by delivery to the Bidder of a Notice of Termination specifying the extent to which such termination becomes effective. The contract shall be equitably adjusted to compensate for such termination and the contract modified accordingly. In any event, this contract shall be terminated on the contract end date.
13. The Bidder agrees to indemnify, defend and hold harmless the City, it's officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, materialmen, laborers, and any other person, firm or corporation furnishing or supplying work, services, materials 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 who may be injured or damaged by the bidder in the performance of this contract and against any liability, including costs and expenses, for violation of propriety rights, copyrights, or rights of privacy, arising out of publication, translation, reproduction, delivery, performance, use of, disposition of any data furnished under this contract or based on any libelous or other unlawful matter contained in such data.
14. Any and all notebooks, maps, plans, working papers or other work produced in the performance of this contract are property of the City.
15. Failure to provide requested information at the time the bid is submitted shall result in the bid being rejected.

SECTION 3. BIDDER QUALIFICATIONS

Each bidder must meet the following qualifications and ***A Statement of Bidders Qualifications (Attachment A) must be submitted with the Bid Proposal:***

1. The Bidder must be a factory authorized dealer, be able to perform warranty work, and provide parts and services locally
2. Bidder must provide warranty information. Bidder must provide manufacturer's literature and/or catalog cuts with the Bid.

SECTION 4. SUBMITTING A BID

All bid proposals must be submitted in a sealed envelope clearly marked "**Tractor Bid**" on the outside of the envelope. Bids must be received by Wednesday, February 1, 2012 at 2:00 p.m. at the City Clerk's Office, 12 Second Street, Presque Isle, Maine 04769. Any questions pertaining to this bid shall be directed to Chris Beaulieu, the City of Presque Isle Director of Recreation and Parks, (207) 764-2545.

All bids shall be opened and read aloud in public on Wednesday, February 1, 2012 at 2:01 p.m. at the above address.

SECTION 5. INSTRUCTION TO BIDDERS

Bidder Qualifications: The statement of bidder's qualifications (Attachment A) must be completed and submitted with the bidder's proposal. Failure to do so may result in disqualification.

Contract Award and Funding: Services under this contract will be funded by the City of Presque Isle and will be subject to all their applicable requirements.

Exceptions: *Exceptions to the specifications are to be listed separately, attached to and submitted with the bidder's proposal.* If the services offered by a bidder under the specifications meets the specifications except for minor factors or reasonably small amounts in dimensions, and if it is determined by the City that these minor variations from the specifications do not prevent the services being bid from performing as satisfactorily or from being as good as services fully meeting these specifications, then those minor variations in specifications may be waived by the City, if it deems it to be to its advantage, and the services with the waived variations in specifications will be accepted as fully meeting these specifications.

Verbal Agreements: No verbal agreements or conversations with any agent or employee of the City either before or after execution of the contract shall affect or modify any of the terms or obligations contained in any of the contract documents.

Tax Exemption: The City of Presque Isle is exempt from payment of taxes imposed by the State of Maine and/or the Federal Government. Such taxes must not be reflected in the bid price.

Delivery: Delivery of the tractor will be within 30 days of the bid opening. Delivery will be made to 270 Main Street, Presque Isle, Maine.

Payment Schedule: Payment will consist of a lump sum payment upon receipt of an invoice upon the delivery of the tractor.

SECTION 6: TECHNICAL SPECIFICATIONS

The tractor that is provided must meet or exceed the following specifications:

1. General: The tractor shall be new, clean, completely serviced, and include all standard manufacturer's equipment.
2. Model Year: 2011 or newer Compact Tractor
3. 4 Wheel drive
4. 4 Cylinder liquid cooled turbo diesel
5. Minimum of 59 hp engine with preference of 65 hp
6. Minimum of 50 hp to pto
7. Wet disk brakes
8. Power steering
9. Hydrostat Transmission
10. Engine Block Heater
11. Under the hood muffler/ exhaust pipe
12. Minimum of 770 CCA Battery
13. Minimum of 60 Amp alternator
14. 3rd hydraulic bank valve on the rear
15. Hood Guard
16. Stall Guard

17. Industrial R4 tires
18. Rear tires loaded
19. Category 1 hitch with quick release
20. External tool box
21. Wheel base no wider than 76 inches
22. Height of tractor no taller than 101 inches

23. Cab Specifications:
 - a. Factory Cab
 - b. Heater
 - c. Dual external review mirrors
 - d. Front and rear work lights
 - e. Front and rear wipers
 - f. Air ride seat
 - g. AM- FM radio

24. Attachments Specifications:
 - a. Self leveling loader arms with an 85 inch high volume bucket
 - b. 48 inch adjustable pallet forks
 - c. Minimum of a 76 inch but no larger than a 79 inch front loader mount hydraulic snow blower with hydraulic chute rotation, hydraulic deflector adjustment and drift cutters. Snow blower must also have a high capacity oil cooler with a minimum of 20 GPM and 3000 PSI.
 - d. Rear Hydraulic power pack unit
 - e. All attachments must be quick change attachment with loader arms.

Delivery will be to 270 Main Street, Presque Isle, Maine no later than 30 days after the bid has been awarded.

STATEMENT OF BIDDER'S QUALIFICATIONS
(If desired, the bidder may submit additional information.)

1. Name of Bidder: _____

Bidder is: Corporation () Partnership () Individual ()

2. Permanent Main Office Address: _____

3. Federal ID Number (Employer's ID No.): _____

4. When organized: _____

4. If a corporation, where incorporated? _____

5. How many years have you been engaged in business under your present firm or trade name?

6. A financial statement may be required of the successful bidder prior to award.

The Undersigned hereby authorize and requests any person, firm, or corporation to furnish any information requested by the Sponsor in verification of the recitals comprising this Statement of the Bidder's Qualifications.

Attest

Name of Bidder: _____

By: _____

Title: _____

Dated: _____

BID FORM
Deadline: 2:00 pm Wednesday, February 1, 2012

Submit to: City Clerk
12 Second Street
Presque Isle, ME 04769-2459

Company name: _____

Address: _____

Telephone/Fax: _____

The following bid is submitted in response to the Request for Bid for the purchase of new tractor.

The undersigned certifies that the information provided on the Bid Form is correct and that the equipment bid meets or exceeds the specifications.

Have all specifications been met? _____yes _____no If no, have all deviations been listed on a separate page attached to this Bid Form? _____yes _____no

Latest date of delivery is 30 days after bid opening: _____

Base Price Bid: \$ _____

Signature: _____

Printed Name: _____

Date: _____

By affixing my signature I certify that I have the authority to submit and bid and further certify that this bid meets or exceeds all requirements of the bid.

Attachment B