

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services



December 4, 2015

Dear Bidder:

The City of Auburn is accepting written proposals for the Auburn Public Works Department for **(1) New Loader**. The City reserves the right to accept or reject any or all proposals in whole or in part and to waive any informality the City may determine necessary. The City also reserves to itself the exclusive right to accept any proposals when it is deemed by the City to be in its best interest. The City of Auburn is governed by Title 1 M.R.S.A. § 401-410, otherwise known as the Freedom of Information Act, which considers bid specifications as public documents. In awarding any proposal, the City may consider, but not be limited to, any of the following factors: Bidder qualifications, price, experience, financial standing with the City, warranties, references, bonding, delivery date, and service of Bidder. Vendors/Contractors shall be current on all amounts due to the City of Auburn prior to the City entering into any contract agreement. All proposals must include FOB to Auburn, Maine unless otherwise specified.

Proposals will not receive consideration unless submitted in accordance with the following instructions bidders. Please mark sealed envelopes plainly: **"Current Year Model Loader - Bid 2016-014"**.

Questions regarding this Request for Bids should be directed to Adam Stevens, Highway Supervisor, at (207) 333-6601, ext. 2160.

Please submit your proposal to the City of Auburn by 2:30 p.m., **Tuesday, December 22nd, 2015**. Proposals will be opened at 2:30 p.m. Proposals must be delivered to **Derek Boulanger, Facilities Manager/Purchasing Agent, 60 Court Street, Auburn, Maine 04210** on or before the date and time appointed. No proposals will be accepted after the time and date listed above.

Sincerely,

Derek Boulanger  
Facilities Manager/  
Purchasing Agent

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**CONDITIONS AND INSTRUCTIONS TO BIDDERS**

1. Bidders shall use the enclosed bid form for quotations. Whenever, in bid forms, an article is defined by using a trade name or catalog number, the term "or approved equal", if not inserted, shall be implied.
2. Submit a separate unit price for each item unless otherwise specified in the bid request. Award will be made on a basis of each item, or as a group, whichever is in the best interest of the City. Prices stated are to be "delivered to destination".
3. Bid proposals must be completed in full, in ink and must be signed by firm official. Bid proposal **MUST be notarized** prior to bid being sealed and will be disqualified if not notarized. Bids may be withdrawn prior to the time set for the official opening.
4. Bids will be opened publicly. Bidders or representatives may be present at bid opening.
5. Awards will be made to the lowest responsible bidder, considering the quality of the materials, date of delivery, cost which meets specification and is in the best interest to the City of Auburn.
6. All transportation charges, including expense for freight, transfer express, mail, etc. shall be prepaid and be at the expense of the vendor unless otherwise specified in the bid.
7. The terms and cash discounts shall be specified. Time, in connection with discount offered, will be computed from date of delivery at destination after final inspection and acceptance or from date of correct invoice, whichever is later.
8. The City is exempt from payment of Federal Excise Taxes on the articles not for resale, Federal Transportation Tax on all shipments and Maine Sales Tax and Use Taxes. Please quote less these taxes. Upon application, exemption certificate will be furnished with the Purchase Order when required.
9. Time of delivery shall be stated. If time is of the essence, the earliest date may be a factor in the bid award.
10. No contract may be assigned without the written consent of the Finance Director or her designate. The contract shall not be considered valid until a purchase order has been issued to the successful bidder.
11. Please state **Current Year Model Loader - Bid 2016-014** on submitted, sealed envelope.
12. The City of Auburn reserves the right to waive any formality and technicality in bids whichever is deemed best for the interest of the City of Auburn.

**GENERAL CONDITIONS****1. Equal Employment Opportunity**

The City of Auburn is an Equal Opportunity Employer and shall not discriminate against an applicant for employment, and employee or a citizen because of race, color, sex, marital status, physical and/or mental handicap, religion, age, ancestry or natural origin, unless based upon a bona-fide occupation qualification. Vendors and contractor or their agents doing business with the City shall not violate the above clause or the Civil Rights Acts of 1964. Violations by vendors shall be reviewed on a case-by-case basis and may mean an automatic breach of contract or service to the City of Auburn.

**2. Save Harmless**

The Bidder agrees to protect and save harmless the owner from all costs, expenses or damages that may arise out of alleged infringement of patents of materials used.

**3. Subcontracting**

The Bidder shall not subcontract any part of the work or materials or assign any monies due it without first obtaining the written consent of the municipality. Neither party shall assign or transfer its interest in the contract without the written consent of the other party.

**4. Warranty**

The Bidder warrants that all work will be of good quality and free from faults and defects, and in conformance with the specifications. All work not so conforming to these standards may be considered defective. The Bidder agrees to be responsible for the acts and omissions of all of its employees and all subcontractors, their agents and employees, and all other persons performing any of the work under a contract with the Bidder.

**BID PROPOSAL FORM**  
**Due December 22<sup>nd</sup>, 2015**

To: City of Auburn  
Derek Boulanger,  
Facilities Manager/  
Purchasing Agent  
60 Court Street  
Auburn, ME 04210

The undersigned individual/firm/business guarantees this price for Thirty days (30) from the bid due date. The undersigned submits this proposal without collusion with any other person, individual, or firm or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the City of Auburn, Maine. By signing this bid form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above.

Signature \_\_\_\_\_ Name (print) \_\_\_\_\_

Title \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email Address: \_\_\_\_\_

STATE OF MAINE  
\_\_\_\_\_, SS.

Date: \_\_\_\_\_

Personally appeared \_\_\_\_\_ and acknowledged the foregoing instrument to be his/her free act and deed in his/her capacity and the free act and deed of said company.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Print Name  
Commission Expires \_\_\_\_\_

**“(1) New Loader”**: In accordance with the specification listed herein.

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Amount for loader: \$ \_\_\_\_\_

**Less Trade: One 1991-644 John Deere Loader** \$ \_\_\_\_\_

**The city makes no claim of condition for trade-in.  
Equipment can be viewed at 296 Grace Lawn Road.**

**TOTAL** \$ \_\_\_\_\_

Vender guaranteed buy back amount at end of 5 years/5,000 hours:

**Does proposed equipment meet all the requested specifications? \_\_\_ Yes \_\_\_ No  
If no, please explain on Exception Sheet.**

The City of Auburn reserves the right to except or reject any and all bids in whole or in part, if it deems it in the best interest of the city.

Equipment will be tested by the City for a period of one week, before bid will be assigned to the winning vender. The City reserves the right to try more than one unit.

**GENERAL SPECIFICATIONS**

***LOADER Specifications***

The Specifications listed below under "Requested Specifications" represent the City's basic requirements for the equipment requested. The specifications should be viewed as a guideline for the City's needs and not an absolute minimum or maximum requirement. Alternate specifications will be considered but may or may not be accepted. Delivery date must be stated. A \$250.00 dollar per calendar day penalty will be assessed if unit is late, or out of specifications when delivered. The City will purchase the equipment that will best meet the requirements of the Auburn Fleet Maintenance Department. In order to be considered bidders must list the specifications of their equipment under "Vendor Specifications".

**NOTE:** If Vendor specifications do not meet the minimum requirements requested by the City, please provide a detailed explanation of the variations on the provided Exemption Sheet.

Vendor/ model #: \_\_\_\_\_

**Requested Specifications**

**Vendor Specifications**

**Unit:**

**Unit:**

- New unused current model year loader \_\_\_\_\_
- Must state Date of Delivery \_\_\_\_\_ Date \_\_\_\_\_

**“BIDDING REQUIREMENTS SECTION”**

<b>SECTION</b>	<b>SPECIFICATION DETAIL</b>	<b>COMPLY</b>
<b>Engine:</b>	Heavy duty turbocharged 6 Cylinder Diesel	YES [ ] NO [ ]
	Net Peak Horsepower minimum 162 Hp.	YES [ ] NO [ ]
	Net Peak Torque Minimum of 496 lb. ft @ 1600 rpm	YES [ ] NO [ ]
	Extreme duty oil filtration system	YES [ ] NO [ ]
	Muffled exhaust	YES [ ] NO [ ]
	Cold starting aid and glow plugs	YES [ ] NO [ ]
	Fuel System shall be high pressure Common Rail.	YES [ ] NO [ ]
	Fuel: Low sulfur diesel fuel	YES [ ] NO [ ]

	<p>110 volt, 1000 amp engine heater mounted for ease of operation</p> <p>Fluid levels should be easily checked by sight gauges or overflow tank from ground level.</p> <p>Under hood engine air cleaner shall be dry type with a restriction indicator.</p> <p>Unit shall have a Hydraulically driven Fan. Unit should have fan guard.</p> <p>Spin on water and fuel filters equipped with shut off valves</p> <p>Exhaust emission and noise level must comply with all applicable Federal, State of Maine and EPA Standards. EPA Tier 3or 4 emissions.</p>	<p>YES [ ] NO [ ]</p>
<p><b>Transmission:</b></p>	<p>Unit shall have Power shift Transmission</p> <p>Torque converter shall be cooled and filtered</p> <p>Minimum of (4) forward &amp; (3) reverse gears</p> <p>Unit shall have steering column shift lever F-N-R and gear shift lever</p> <p>Sight gauge showing transmission fluid at ground level.</p>	<p>YES [ ] NO [ ]</p>
<p><b>Axles</b></p>	<p>Final drives Heavy Duty: Specify Inboard or outboard</p> <p>Heavy Duty Axles, Front Axle equipped with locking Differential foot pedal operated instead of switch.</p>	<p>YES [ ] NO [ ]</p> <p>YES [ ] NO [ ]</p>
<p><b>Brakes</b></p>	<p>Hydraulically operated, self adjusting, power wet disc</p> <p>Must be protected from the elements</p> <p>Parking brake shall be automatic, spring applied, Hydraulically released</p>	<p>YES [ ] NO [ ]</p> <p>YES [ ] NO [ ]</p> <p>YES [ ] NO [ ]</p>



	<p>Dome light with independent on/off switch</p> <p>Gauges: oil pressure, water temperature amp-meter torque converter temperature, fuel level and other applicable gauges or warning devices.</p> <p>Heavy duty 2-speed front and rear windshield wipers with time delay and front washer</p> <p>Roof and floor sound suppression matting, below 72 dB</p> <p>Sun visors window washer front and rear</p> <p>Interior mounted circulation fan.</p> <p>AM/FM/cd/stereo with aux. port. Antenna to be mounted on Driver’s side of machine separated as much as possible from the 2 way radio antenna.</p> <p>Tinted safety glass</p> <p>Professionally installed city supplied, Two way radio installed prior to delivery, by a city authorized vender (city supplied radio) Antenna mounted on drivers side of machine separated from AM/FM Antenna.</p>	<p>YES [ ] NO [ ]</p>
<p><b>Electrical:</b></p>	<p>24-volt heavy duty direct electrical starting system</p> <p>Alternator: Minimum 150 amp alternator</p> <p>Batteries (2) with no less than 850 cold cranking amps each, at 0° F. group 31 stud tops</p> <p>Unit shall have all Led front and rear working lights, turn signals, and flashers, stop, and tail lights and reverse lights.</p> <p>Unit shall have a master electrical disconnect switch mounted in cab</p> <p>Any computer controlled function must have the ability to be “bypassed” in order to obtain a “limp-mode” of travel.</p>	<p>YES [ ] NO [ ]</p>

<b>Cooling System:</b>	Heavy duty design and construction with Ample capacity for continuous high engine output under extreme temperatures and/or operating conditions .Antifreeze to -40 F	YES [ ] NO [ ]
	Heavy duty metallic radiator guard	YES [ ] NO [ ]
	Bolted metal construction	YES [ ] NO [ ]
<b>Filters:</b>	Air filters: heavy duty dry dual stage	YES [ ] NO [ ]
	Filters must be located for ease of servicing	YES [ ] NO [ ]
	Disposable spin on type	YES [ ] NO [ ]
<b>Operating Weight:</b>	Minimum: 28000 lbs. with counterweights	YES [ ] NO [ ]
<b>Tires:</b>	Heavy duty with aggressive tread design for snow removal conditions radials	YES [ ] NO [ ]
	Front: 20.5 R25 L3 – Tires	YES [ ] NO [ ]
	A spare wheel and tire must be provided with the machine	YES [ ] NO [ ]
<b>Loader Specifications:</b>	Self leveling(hydraulic)	YES [ ] NO [ ]
	Z- Bar lift	YES [ ] NO [ ]
	Bucket position indicator	YES [ ] NO [ ]
	Automatic return to dig	YES [ ] NO [ ]
	Heavy duty general purpose Detachable bucket: 2.4 yd Minimum with lift points and reversible bolt on cutting edge. 8’-4” Maximum Width	YES [ ] NO [ ]
	Heavy duty detachable forks specify Length and minimum lifting lbs.	YES [ ] NO [ ]

<b>Equipment:</b>	Ride Control	YES [ ] NO [ ]
	Specify digging force _____	
	Specify lift capacity and height _____	
	All standard Led Headlights/working lights	YES [ ] NO [ ]
	Directional signals	YES [ ] NO [ ]
	Back up alarm	YES [ ] NO [ ]
	Horn	YES [ ] NO [ ]
	Two 360 degree led strobe lights factory Mounted and sealed on top of cab	YES [ ] NO [ ]
	Antifreeze to -40°F	YES [ ] NO [ ]
	Two (2) operator’s manuals, one (1) parts manual, and one (1) service manual paper and CD copies	YES [ ] NO [ ]
	Machine shall have appropriate. counter-weight installed on rear (state Lbs) _____	YES [ ] NO [ ]
	Engine block heater – 1,000 watt	YES [ ] NO [ ]
	Vandalism protection kit	YES [ ] NO [ ]
	Stop and hazard lights	YES [ ] NO [ ]
Cab mounted 5-lb.ABC fire extinguisher	YES [ ] NO [ ]	

	<p>Locking Tool box Keyed to door</p> <p>Locking engine compartment doors keyed to regular door.</p> <p>Service hour meter</p> <p>Emergency triangular reflectors</p> <p>Automatic low oil pressure/high temperature warning system: wired in a way as not to be easily accessible to the operator and be operational only when the ignition switch is in the on or run position.</p> <p>Fenders on front and rear</p> <p>Floor mat: One (1) piece</p> <p>Cab air conditioning</p> <p>Tilt steering wheel</p> <p>12 volt outlets (3 min.) cigarette style. Inverter that is installed to also be used for 2-way radio.</p> <p>Factory wired to receive a two way radio (Supplied by the city), installed by a city preferred vender prior to delivery.</p>	<p>YES [ ] NO [ ]</p>
<b>Warranty:</b>	<p>Full five (5) year / 5,000 hour no deductible Parts and labor</p> <p>Vendor will travel to perform work at the City maintenance facility at no cost to the City.</p>	<p>YES [ ] NO [ ]</p> <p>YES [ ] NO [ ]</p>
<b>Orientation and Training:</b>	<p>Minimum of eight (8) hours of training by a factory Representative will be provided for mechanics.</p> <p>Separate eight (8) hour training session will also be provided for the operators.</p>	<p>YES [ ] NO [ ]</p> <p>YES [ ] NO [ ]</p>

	Training sessions will be scheduled by the Fleet Maintenance Department.	YES [ ] NO [ ]
	Ongoing training will be provided as deemed necessary by the Fleet maintenance supervisor at no cost to the city.	YES [ ] NO [ ]
<b>Computer Equipment:</b>	Any available computer related diagnostic equipment (software or hardware) and training must accompany this purchase along with upgrades as available to dealer.	YES [ ] NO [ ]
<b>Parts Availability:</b>	All software, updates, and upgrades will be supplied free of charge as soon as they become available for the life of the unit.	YES [ ] NO [ ]
	Replacement parts shall have a 48 hour availability FOB (Auburn) or 15% discount per calendar day on parts.	YES [ ] NO [ ]
	If the unit will be down, due to warranty or parts unavailability for more than 2 calendar days dealers will supply a comparable loaner machine At no cost to the City.	YES [ ] NO [ ]
<b>Friction Materials:</b>	Friction materials <u>must</u> be non asbestos	YES [ ] NO [ ]
<b>Paint:</b>	Paint materials <u>must</u> be non asbestos State paint type, color and thickness.	YES [ ] NO [ ]
	<b>Does the proposed vehicle meet all the above specifications?</b>	YES [ ] NO [ ]
	<b>If no, please explain on Exception Sheet.</b>	

