

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services



August 7, 2013

Dear Bidder:

The City of Auburn is accepting written proposals for the Auburn Public Works Department for a **2013/14 Sidewalk Tractor**. 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 to bidders. Please mark sealed envelopes plainly: **"2013 Sidewalk Tractor – Bid 2014-006"**.

Questions regarding this Request for Bids should be directed to Ted Corbett, Fleet Manager, at (207) 333-6601, ext. 2162.

Please submit your proposal to the City of Auburn by 2:00 p.m. **Tuesday, August 27, 2013** **Proposals** will be opened at 2:00 PM. 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. **Tractor not delivered within 5 days of delivery date will be deemed late and assessed a penalty fee of \$250 for every day beyond stated date of delivery.** Any such incidents such as company strikes will be taken into consideration and will be able to move out the delivery, but must be in writing.
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 **"Sidewalk Tractor – Bid 2014-006"**, 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.

If these specifications, either whole or in part, do not meet all Federal and State of Maine DOT and ICC mandates it shall be the responsibility of the successful bidder to bring specifications into compliance prior to awarding bid. The City will not accept a tractor that will not allow all the accessories and attachments required to capture total use of existing tractor and those in our fleet inventory.

All warranties will commence starting from the date the completed fully functional tractor goes into service with the City of Auburn and no sooner.

Additionally, to keep parts inventories to a minimum we require that standardization be taken into consideration to maximize uptime and minimize down time when parts are needed to be transferred from one tractor (minus attachments) to another. Successful bidder shall supply in writing parts availability with time tables of 4, 8, 16, 24 and 48 hour time periods for critical and routinely replaced tractor and attachment parts.

BID PROPOSAL FORM
Due Tuesday, August 27, 2013

To: City of Auburn
Derek Boulanger,
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 _____

SPECIFICATIONS

**AUBURN PUBLIC WORKS DEPARTMENT
2013 / 2014 FOUR WHEEL DRIVE ARTICULATING, OSILLATING, RUBBER TIRED,
 DIESEL POWERED MULTI-PURPOSE TRACTOR DESIGNED FOR YEAR ROUND WORK**

**(FAILURE TO ANSWER ALL QUESTIONS COULD LEAD TO REJECTION OF BID)
 (Note any deviation from the requested specification – All proposals will be reviewed)**

Description	Yes	No
<u>General</u>		
Width: Tractor shall be no wider than 50-1/2 inches, including fenders		
Height: Tractor shall be no higher than 79 inches to top of roof		
ENGINE: Shall be a 4 cylinder turbo water-cooled diesel, with a minimum of 110 horse power @ 2500RPM. Must comply with Tier 2 EPA regulations and bear certification label. Shall have a cold starting aid controlled by the ECM indicating when the engine is ready to start. Engine must have quick change air breather with pre-cleaner mounted outside of engine compartment. Pre-cleaner must have sight bowl. Overhead panel must include an electronic diagnostic port for retrieval of engine and diagnostic information. ECM automatically de-rates the engine output if a problem is detected, such as high coolant temp or low oil pressure. If the condition worsens, the warning lamp will illuminate giving the operator 30 seconds to safely park the tractor before the engine shuts down.		
ENGINE ACCESS: The side hoods shall have hinged access doors; top hood shall open independently. Quick, easy access to engine oil dipstick required.		
COOLING: Engine shall be water-cooled means of an 18" fan and radiator. Fan must be enclosed in wire cage. Hydraulic oil shall be cooled with a cross flow heat exchanger		
Transmissions: Hydrostatic – The tractor shall be propelled an Eaton hydrostatic transmission and controlled by a single foot pedal.		
Mechanical – The tractor shall have a two speed mechanical transmission which provides a) low speed range of 0 – 12 km/hr and b) a high speed range of 32km/hr		
P.T.O.: PTO drive system to be mechanical by way of a clutch, 11-1/2" over-center type is preferred. Must be electric over hydraulic actuation with indicator light. Actuation by lever not acceptable. FRONT - 1 3/8" diameter 6 spline 540 PTO rpm @ 2160 engine rpm.		
Minimum 90 PTO HP required. The municipality may request to witness a dyno test to confirm the PTO HP. Must have access to PTO shaft shear bolts from inside cab.		
IMPLEMENT HITCHES TO BE INCLUDED: FRONT - quick hitch - with dual, double acting lifting cylinders, and spring loaded lift latches. Must be capable of attaching existing Trackless attachments. If not, bidder must supply at n/c new attachments to replace existing Trackless attachments.		
AXLES: Shall be Dana model 60 full float with trac-lok limited slip differentials front and rear. Rated capacity of each axle to be 5900 lbs. - total allowable G.V.W. to be 11,800 lbs.		
BRAKING SYSTEMS: Shall have a minimum of 3 braking systems, hydrostatic, service and emergency/parking. Service brakes - must have 4 wheel brakes.		
WHEELS / TIRES: Tires shall be 10.00 x 16.5 loader lug winter tread mounted on heavy-duty wheels with 8 studs.		

ITEM

2013 or 2014 Trackless Sidewalk Tractor or approved equal. 4 wheel drive, tier 3 engine, hydrostatic drive, fully articulating and oscillating main frame, 115 hp Cummins turbo-charged diesel engine, ROPS certified safety cab, full instrumentation, Danna 60 axles with limited slip, radial summer tires, hydraulic system to operate all tractor functions with joy stick controls, A/C and cab pressurize, back-up alarm, cab mounted strobe light with brush guard as well as 360 degree LED lighting to be mounted on all four sides of A/C unit and behind light protection cage, air ride high back seat.

Required & Include in price:

- a. One extra pump and valves.
- b. Reversing engine fan.
- c. FNR Upgrade Joystick.

\$ _____

TRADES

Trade-in Allowance #1: 1999 Holder Model # C240 (Current Hours 2,365) With angle blade, broom, snow blower, 60" deck lawn mower as attachments

\$ _____

Trade-in Allowance #2: 1986 Trackless Model MT5T-975 (Current Hours 6,679) with attachments, snow blower, straight plow, sander, V-Plow, 60"mower, sweeper

\$ _____

Net FOB Auburn Public Works Department

\$ _____

PROVIDE PRICING FOR THE FOLLOWING OTIONS:

- 1. 14' FINISH ROTARY MOWER
- 2. TRUCK LOADING CHUTE
- 3. TELESCOPIC LOADING CHUTE
- 4. ARTICULATING HINGE PLOW
- 5. SNOQUIP XX51 SNOW BLOWER
- 6. 60"x32" HYDRAULIC SWEEPER
- 7. BOOM FLAIL MOWER

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

Optional Bids Accepted such as Demos or Rebuilt/Refurbished \$ _____

Make and Model and Year: _____

Make and Model and Year: _____

State Warranty: _____

State cost for extended warranty – 60 months or 10,000 hours \$ _____

Delivery Date: _____