

**Town of Newmarket**  
**Matthew Angell**

**Interim Finance Director**  
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Newmarket, NH 03857



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## **Request for Proposal #17-0005**

### **Vehicle Maintenance**

You are cordially invited to submit a Bid for Vehicle Maintenance in accordance with the attached specifications, terms, and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

One copy of the Proposal must be submitted in a sealed envelope, plainly marked:

BID #17-0005 . Vehicle Maintenance  
Finance Office  
Town of Newmarket  
186 Main Street  
Newmarket, NH 03857

All proposals/bids must be received by May 24, 2016 at 2:00 pm EST

Matthew Angell,  
Interim Finance Director

**Town of Newmarket**  
**Request for Bid – Vehicle Maintenance**  
**Number – 17-0005**

**1. Introduction**

The Town of Newmarket, New Hampshire is requesting pricing information and availability of vehicle maintenance for Town owned vehicles.

**2. General Requirements**

Vendors making proposals must respond in writing to all requirements of this Request for Proposal (RFP). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

No late, telephone, e-mail, or facsimile proposals will be accepted.

Costs incurred for the preparation of a proposal in response to this RFP shall be the sole responsibility of the vendor submitting the proposal. The Town of Newmarket reserves the right to select or reject any vendor that it deems to be in the best interest to accomplish the project specified. The Town reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The Town reserves the right to discontinue the select process at any time prior to awarding of a contract. The Town reserves the right to waive defects and informalities of the proposals.

Procurement information shall be a governmental record to the extent provided in NH RSA 91-A:4 and 5 and shall be available to the public. Proprietary information shall be considered a governmental record.

**3. Project Requirements**

The Town of Newmarket operates vehicles of various makes and models, which are listed on the table below. Many of these vehicles require repair and maintenance during normal business hours; however, the Town will require emergency repairs on an as needed basis.

The successful vendor will supply all labor, parts, and materials for the care and maintenance, including emergency repair, of Town owned vehicles, mobile equipment, and generators.

The successful vendor must maintain an electronic database of vehicle maintenance records and provide a monthly report to the Director of Public Works.

It is the intent of the Town to take the results of this bid and, after careful review and analysis of the prices and any possible options being offered, present the facts to the Town council on the May 4th and obtain approval on May 18th.

Any deviations from the specifications must be so noted and any bid prices must be reflective of these deviations.

Questions should be directed Rick Malasky, Director of Public Works at (603) 659-3093 or rmalasky@NewmarketNH.gov.

#### 4. Information Available

2005	Ford	F250	Water
2005	Freightliner	Truck	Highway
2005	Freightliner	Truck	Highway
2005	Ford	Crown Victoria	Fire
2006	Ford Econoline	Ambulance	Fire
2006	John Deere	Loader 544J	Highway
2006	Spartan	Fire Truck	Fire
2007	Ford	Crown Victoria	Police
2007	Ford	F350	Water
2008	Ford	Allstar Van	Recreation
2008	Ford F450	Truck	Highway
2008	Freightliner	Dump Truck	Highway
2009	Ford	E450 Ambulance	Fire
2009	Ford	Taurus	Police
2009	Ford F250	Pickup	Wastewater
2009	HME Intruder	Aerial Ladder Truck	Fire
2010	Ford	Crown Victoria	Police
2011	Ford	Crown Victoria	Police
2012	Ford	Expedition	Police
2012	Ford	F150 Pickup	Highway
2013	International	Dump Truck	Highway
2014	Ford	Explorer	Police
2014	Ford	Explorer	Police
2015	Ford	F350 PU	Highway
2015	Ford	F250 PU	Highway
2015	International	7400 Dump Truck	Highway
2015	Mahindra	Tractor	Highway
2015	Chevrolet	1500 Silverado	Highway
2016	Ford	Explorer	Police
1992	Generator Trailer	Trailer	Highway
1995	Sullivan	Compressor 185QA5B	Highway
1996	John Deere	Mower GT262	Highway
1998	Bandit Chipper		Highway

Year	Make	Model	Department
2006	Ford	Crown Victoria	Police
2006	Ford Econoline	Ambulance	Fire
2006	John Deere	Loader 544J	Highway
2006	Spartan	Fire Truck	Fire
2007	Ford	Crown Victoria	Police
2007	Ford	Pickup	Water
2008	Ford	Allstar Van	Recreation
2008	Ford F450	Truck	Highway
2008	Freightliner	Dump Truck	Highway
2009	Ford	E450 Ambulance	Fire
2009	Ford	Taurus	Police
2009	Ford	Crown Victoria	Police
2009	Ford F250	Pickup	Wastewater
2009	HME Intruder	Aerial Ladder Truck	Fire
2010	Ford	Crown Victoria	Police
2011	Ford	Crown Victoria	Police
2011	Ford F350	Pickup	Other
2012	Ford	Expedition	Police
2012	Ford	F350 S/CAB	Other
2012	Ford	F150 Pickup	Highway
2013	International	Dump Truck	Highway
	Kayak Trailer	Trailer	Recreation
	Bike Trailer	Trailer	Recreation
1970	Pump Trailer	Trailer	Highway
1980	Generator Trailer	Trailer	Highway
1988	Ranger	Trailer	Police
1989	Tank Trailer	Trailer	Highway
1990	Utility Trailer	Trailer	Highway
1992	Generator Trailer	Trailer	Highway
1992	Utility Trailer	Trailer	Highway
1992	Peque	Utility Trailer	Highway
1995	Sullivan	Compressor 185QA5B	Highway
1996	John Deere	Mower GT262	Highway
1998	Bandit Chipper		Highway
1999	Commercial	Line Stripper	Highway
1999	Smart Speed	Trailer	Police
2002	Sportsman	700 ATV	Police
2002	Treton	ATV Trailer	Police
2003	Landscape	Trailer	Highway
2003	Multi-Purpose Trackless	Sidewalk Tractor MT5	Highway

Year	Make	Model	Department
2005	Scag	19HPKAWI Mower	Highway
2008	Godwin	Pump Trailer	Wastewater
2009	John Deere	Mower X320	Highway
2010	Trackless MTS	Sidewalk Tractor	Highway

**Insurance**

The successful vendor will be required to submit a certificate of insurance showing minimum liability limits of \$1,000,000, types of liability coverage, and workers compensation participation. Thirty day notice is required for cancellation of policy and Town of Newmarket shall be listed as additional insured.

**Commitments**

Provide a description of the vendor's overall capability, resources, and assurance that it can meet its commitment to successfully complete vehicle maintenance.

**Compliance With Laws**

The successful bidder warrants and promises that it will comply with all state and federal requirements regarding vehicle maintenance.

**PRICING**

Vehicle Maintenance . based on a two (2) year agreement for vehicle maintenance.

Payment: This should address vehicle maintenance for a pre-determined period of time (July 1, 2016 through June 30, 2018). The bidder must bid on all of the following items:

**Vehicle, mobile equipment, generator maintenance and repair, regular work hours:  
Monday – Friday**

Bid Price in Figures (must be total costs)    \$ \_\_\_\_\_

Bid Price in words \_\_\_\_\_

**Vehicle, mobile equipment, generator maintenance and repair, emergency hours:  
Monday – Friday 5:00 pm – 7:00 am, weekends, and holidays**

Bid Price in Figures (must be total costs)    \$ \_\_\_\_\_

Bid Price in words \_\_\_\_\_

**Parts and Materials Mark-up**

Mark-up (Expressed as a percentage over cost)    \_\_\_\_\_%

**REFERENCES**

Recent names and phone number information must be provided for at least three (3) other customers for whom these types of services have been provided.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**CONTACT INFORMATION, SUSPENSION & DEBARMENT CERTIFICATE,  
AND SIGNATURE REQUIRED:**

Recent names and phone number information must be provided for at least three (3) other customers for whom these types of services have been provided.

Contact information:

Official Entity Name		Warranty/Guarantee	
Address		FOB Information	
City, State, Zip		Availability	
E-mail Address		State of Incorporation	
Telephone Number		Price holds for	
Fax Number			

**Suspension and Debarment Certificate:**

I certify that this vendor has not been suspended or debarred from participating in any federal or State contract or grant.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## **BID PROTESTS**

1. Any actual or prospective bidder who is aggrieved in connection with the solicitation or award of a bid or contract may protest and seek resolution of complaints with the Purchasing Agent. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the time for the opening of bids on the closing day for proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposal. In that event, the protest shall be submitted within three (3) calendar days after the aggrieved person knows or should have known of the facts giving rise thereto.
2. If a satisfactory resolution of the protest is not achieved by submitting a compliant with the Finance Director, the person submitting the protest shall submit a written appeal to the Town Administrator within three (3) calendar days of a decision by the Finance Director.
3. Purchasing procedures shall be stayed pending a decision of the Town Administrator unless the Town Administrator decides that the award of a contract is necessary to protect substantial interest of the Town.



## **BID, RFP, AND QUOTE TERMS AND CONDITIONS**

1. **BID ACCEPTANCE AND REJECTIONS:** The Town of Newmarket reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed ~~bid~~ most advantageous to the Town;+to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.
2. **FINAL BID PRICE:** Terms and FOB point are always part of the bid. FOB point is always to be Newmarket, New Hampshire unless otherwise indicated by the bidder. It is the bidder's responsibility to so designate an FOB point other than Newmarket. If the bidder has any special payments or delivery clauses which could effect the final delivery price of an item up for bid, that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.
3. **LATE PROPOSALS/BIDS:** Any bids received after the specified date and time will not be considered, nor will late bids be opened.
4. **PAYMENT TERMS:** It is customary for the Town of Newmarket to pay its bills within 20 . 30 working days following delivery of, and receipt for, all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.
5. **BRAND NAMES:** When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the Finance Director so that it may be checked into for bids for the coming year. The bidder will state in the proposal the brand name and any guarantees of the proposed materials. The brand name is to be for the material that meets all specifications.
6. **SUBCONTRACTORS:** Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the Town of Newmarket reserves the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor.
7. **PROPER DOCUMENTATION:** Any respondent to a bid request should sign off on and return to the Finance Department the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with and understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.
8. **INDEMNIFICATION:** The Bidder will indemnify the Town against all suits, claims, judgments, awards, loss, cost, or expense (including without limitation to attorneys'fees) arising in any way out of the Bidder's performance or non-performance of its obligations under this contract. Bidder will defend all such actions with counsel satisfactory to the Town at its own expense, including attorneys'fees, and will satisfy any judgment rendered against the Town in such action.

9. BID RESULTS: The Finance Office will not respond to phone inquiries for Bid Results, other than to identify the apparent low bidder and its total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis of a particular bid request by either attending a bid opening (which is open to all interested parties); by coming to Town Hall after a bid opening and asking to look through the file.