

City of Waterville
DEPARTMENT OF PUBLIC WORKS
6 Wentworth Court
Waterville, Maine 04901-4892

TEL (207) 680-4744 FAX (207) 877-7532

REQUEST FOR BIDS

5000 Pound Forklift

DATE: July 2, 2012

INSTRUCTIONS TO BIDDERS

- 1. GENERAL:** The City of Waterville is accepting bids for a 5000 Pound Forklift meeting the specifications accompanying this document.
- 2. BID SUBMITTAL:** Sealed bids will be accepted by the Office of the Director of Public Works, 6 Wentworth Court, Waterville, Maine 04901 up to and including 10:00 A.M. local time, Tuesday, July 24, 2012 at which time they will be publicly opened and read. All bids will be placed in a sealed envelope clearly marked "Bid – Five thousand pound Forklift in the center with the bidder's name and address in the upper left hand corner. Bids not dated and time stamped by the Office of the Director of Public Works prior to the specified date and time stated above will be returned unopened. Facsimile bids will only be accepted by arrangement with the Office of the Director of Public Works. Arrangements may be made by contacting Frederick Dechaine at (207) 680-4746 or by faxing him directly at (207) 877-7532.
- 3. WITHDRAWAL OR REVISION OF BID:** A bidder may withdraw or revise a bid after it has been received by the Office of the Director of Public Works, provided the request is made in writing or in person before the time set for bid opening.
- 4. BID AWARD:** Bid award, if the City determines to award, will be made within thirty (30) calendar days after bid opening, to the lowest responsible bidder whose bid fully complies with all the requirements specified contingent upon approval by the City Council. The City reserves the right to reject any and/or all bids without absorbing any liability against the City.
- 5. Evaluation of Bids:** For purposes of evaluating the bids, in the event of any discrepancies on a proposal between an amount written out in words verses the same amount expressed in numbers, the amount written in words shall govern (if applicable). Similarly, unit prices shall prevail over extended totals. In the event of Additive Bid Items, the "low bid" shall be based upon the least total for the highest combination of bid items which may be awarded within the Control Amount

(i.e. a predetermined budget amount to be disclosed at the time of bid opening). In the event that all Base Bids exceed the Control Amount, the "low bid" shall be based solely upon the lowest Base Bid submitted. Bidders shall examine and familiarize themselves with the Specifications and Bid Documents. The bidder shall in no way be relieved of any obligation to provide the product, service and/or equipment specified through error, mistake or omission.

6. INTERPRETATION OF ADDENDA: It shall be the bidder's responsibility to make inquiry as to any interpretation of the specifications or requirements of the participants. Any changes in the specifications shall be by written addenda.

7. SPECIFIED QUANTITY: One (1) Unit

8. INVOICES AND PAYMENT: Invoices shall be transmitted to the City of Waterville, 1 Common Street, Waterville, Maine 04901-6699. It is the practice of the City of Waterville to pay invoices within thirty (30) days of receipt. The City is exempt from State of Maine Sales Tax.

9. PENALTY CLAUSE: N/A

10. INSURANCE: N/A

11. PERFORMANCE BOND: N/A

12. CANCELLATION: The City reserves the right to cancel any unfulfilled portion of the Contract if, in the opinion of the City, the services or materials supplied are unsatisfactory or are not in compliance with the terms and conditions of the specifications. Cancellation shall be effective following ten (10) calendar days written notice to the Bidder

13. EXCEPTIONS TO SPECIFICATIONS: These instructions to Bidders and General Paragraphs are an integral part of the Specifications for a Five thousand pound Forklift and will be binding on the Bidder. Bidders are advised that they shall be bound to the requirements of the Specifications, Instructions to Bidders and General Paragraphs unless exceptions are otherwise clearly noted in the Proposal. Any exceptions shall be considered, however, in determining the most acceptable proposal.

14. INQUIRIES: Any questions concerning this bid request should be directed to FRED DECHANE, Fleet Maintenance Manager, Department of Public Works, 6 Wentworth Court, Waterville, Maine 04901. Telephone inquiries can be made by calling (207) 680-4746 between the hours of 7:00 AM & 3:00 PM Monday thru Friday.

15. GENERAL PARAGRAPHS: See attached Bid Specification

Bid Specifications 5000 Pound Forklift

1. 5000 Pound Capacity at 24" load center.
2. Integrated Dashboard Display
3. Operator Restraint System
4. Adjustable Steering Column
5. Duratread Floormat
6. Operator Presence System (OPS)
7. Low fuel indicator

Power train:

2.0L or equivalent LPG EPA Emissions Certified Engine. Basic Powershift 1-speed Transmission with long-life clutch packs. Electronic inching and control. Self Energizing Drum brakes.

Mask: 3 Stage Full Free Lift. 187" Max Fork ht / 87" Lowered / 67" Free Lift / 236" Ext Height

Carriage: 42" Hook Integral Sideshifter

Forks: 48" Class II Hook Type (1.6"x3.9") Standard Taper Long.

Load Backrest Extension: 48" High

Mast Tilt: 5 Degrees Forward / 5 Degrees Back

Hydraulic Controls: 3 Cowl Mounted Levers

Hydraulic Valve: (3 Function (1 Aux)

Hose Group: 1 Aux Function – Internal Mounted

UL Approval: Type LP

Exhaust: Counterweight Rear Exhaust

Radiator: High Flow

Drive Tires: Pneumatic-Shaped Solid (PSS) 6.50x10

Steer Tires: Pneumatic-Shaped Solid (PSS) 5.00x8

Overhead Guard: 85" High

Steering Wheel: Steering Wheel with Wheel Spinner Knob

Directional Control: Directional Lever mounted on left side of steering column.

Seat: Non Suspension Vinyl, includes operator restraint with no-cinch seatbelt

Audible Alarm: Reverse direction activated

Visible Alarm: Amber LED strobe light – Keyswitch Activated, OHG mounted-does not increase height

Lights: Dual front Halogen headlights / Single rear Halogen work lights

Literature packet and Labels: Decals, Markings and Operator Manual

Literature: Parts Manual-CD, Serial Specific

Accessories: Fire Extinguisher-2.5 lb. Dry Chemical

LPG Tank: 33.5 lb. Aluminum with Aux. fill valve

Manual: Service Manual, CD

Spare LP Tank: 33.5 Aluminum tank

Operator Training: Up to 10 people

5000 POUND FORKLIFT

BID FORM

DATE: _____

To the Director of Public Works for the City of Waterville, Maine:

Please accept this bid submission from

(hereinafter called "Bidder"), a corporation* organized under the laws of the State of _____ or a partnership/individual** doing business as:

This bid is being submitted for a **5000 Pound Forklift** in compliance with your invitation for bids, having examined the specifications and conditions contained therein. Alternatives/Substitutions are as follows:

(Attach Additional Comments, As Necessary)

The Bidder proposes to supply the following:

Bid Option #1: 5000 Pound Forklift (Per Specifications)
No Trade-In Allowance \$ _____

Bid Option #2: 5000 Pound Forklift (Per Specifications)
With Trade-In Allowance:
1978 Allis Chalmers Forklift \$ _____

Extended Warranty: Provide Description Summary \$ _____

**Delivery Guaranteed within _____ days of contract award and not beyond sixty (60) days of contract award.

NAME OF BIDDER: _____

BY: _____
(Signature)

NAME AND TITLE: _____

ADDRESS: _____

TELEPHONE: _____

TAX ID# _____

* Affix seal if by Corporation

**Cross out word/phrases that do not apply