

## **INVITATION TO BID**

The City of Rochester, New Hampshire is accepting sealed bids for a **Auto Scrubber Floor Machine**. Bids must be submitted in a sealed envelope plainly marked:

### **Auto Scrubber Floor Machine**

#### **Bid #16-22**

City of Rochester  
31 Wakefield Street  
Rochester, NH 03867  
Attn: Purchasing Agent

All bids must be received no later than **“November 19, 2015”** at **2:15 PM**. Actual bid opening will be at Rochester City Hall, 31 Wakefield Street in Rochester NH, at **2:30 PM**. No late bids, faxed, e-mailed or telephone bids will be accepted. Bid proposals and specifications may be obtained by visiting [www.rochesternh.net](http://www.rochesternh.net), or emailing [purchasing@rochesternh.net](mailto:purchasing@rochesternh.net), or by contacting the Purchasing Agent at City Hall, 31 Wakefield Street, Rochester, NH 03867, (603) 335-7602. All bid questions must be submitted in writing (email preferred) to the Purchasing Agent. Bidders are to monitor website for addendums, and postings of all bid questions and answers. The period for questions or addendums will end 1 week prior to bid opening. All bid proposals must be made on the bid proposal forms supplied, and the bid proposal forms must be fully completed when submitted.

**Equipment Description:** The City of Rochester is soliciting bids for a environmentally friendly Ride-on Auto Scrubber Floor Machine with EcoFlex or equivalent System and an onboard detergent-dispensing system using a refillable cartridge. The specifications below are written to establish minimum requirements. All makes and models will be considered. The auto scrubber should at a minimum meet these specifications.

### Specifications

Scrubber Head Type	Disc
Cleaning Path	28"
Sound Pressure Level	63.7 dB A
Maximum Transport Speed	3.91 mph (6.3 kph)
Maximum Cleaning Speed	3.12 mph (4.8 kph)
Maximum Coverage Per Hour	39,424 sq ft (3,663 sq m)
Solution tank	28 gal (106 L)
Recovery Tank	29 gal (110L)
Flow Rates	0.33 gal/min (1.25L/min) 0.66 gal/min (2.50 L/min) 1.0 gal/min (3.79 L/min)
Maximum Productivity	
Per tank Scrubbing	85 minutes
Power Source	24VDC
Brush Drive Motor	0.64 hp (480 W)
Brush Speed	260 RPM
<u>Scrub Pressure</u>	
Regular Scrub	90 lb (39 kg)
Heavy Scrub	150 lb (65 kg)
Extreme Scrub	220 lb (96 kg)
Drive Motor	1.05 hp (780 W)
Vacuum Motor	0.75 hp (560 W)
Sealed Water lift	63 in H2O (15.7 KPa)
CFM	66 @ in (5 cm) orifice
Minimum Aisle Turning Radius	63 in (160 cm)
Body Length	60 in (152 cm)
Body Height	51.7 in (131 cm)
Body Width	27.5 in (70 cm)
Maximum Width w/o Squeegee	31 in (79 cm)
Squeegee Width	32.6 in (83 cm)
Maximum Weight w/o Batteries	536 lb (244 kg)
Maximum Weight (full solution tank and largest batteries)	1,451 (658 kg)
Maximum Shipping Weight	1,400 lb (635 kg)
Grade ability Transport	16% (9 degrees)
Grade ability Cleaning	9% (5 degrees)
Maximum PSI (full tank and 200 lb rider)	175 PSI (12.3 kg/sq cm)

## Bid Proposal Form

Company Name:\_\_\_\_\_

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

Telephone#\_\_\_\_\_Fax#\_\_\_\_\_E-mail\_\_\_\_\_

\_\_\_\_\_  
Print Name\_\_\_\_\_  
Authorized Signature\_\_\_\_\_  
Date

Estimated time of delivery\_\_\_\_\_

Total Cost for Auto Scrubber Floor Machine \$\_\_\_\_\_

bid results will be posted after 48 hours on the City of Rochester's web site:  
www.rochesternh.net or will be available by request via e-mail at the following address:  
purchasing@rohcesterh.net.

## **INSTRUCTION TO BIDDERS**

### **PREPARATION OF BID PROPOSAL**

1. The Bidder shall submit her/his proposal upon the form(s) furnished by the City (attached). The bidder shall specify a unit price for each pay item. All figures shall be in ink or typed.
2. If a unit price or lump sum bid already entered by the bidder on the proposal form is to be altered it should be crossed out with ink, the new unit price or lump sum bid entered above or below it, and initialed by the bidder, also with ink. In case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern.
3. The bidder's proposal must be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture, by one or more officers of a corporation, or by an agent of the contractor legally qualified and acceptable to the owner. If the proposal is made by an individual, his name and post office address must be shown, by a partnership the name and post office address of each partnership member must be shown; as a joint venture, the name and post office address of each must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business addresses of the President, Secretary, and Treasurer.
4. All questions shall be submitted in writing to and received by the Purchasing Agent at the above address, a minimum of 7 days prior to the scheduled bid opening. The Purchasing Agent, will then forward both the question and the city's response to the question to all known prospective bidders.

### **IRREGULAR PROPOSALS**

Bid proposals will be considered irregular and may be rejected for any of the following reasons:

1. If the proposal is on a form other than that furnished by the Owner or if the form is altered or any part thereof is detached.
2. If there are unauthorized additions, conditional or alternate bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.
3. If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
4. If the proposal does not contain a unit price for each pay item listed, except in the case of authorized alternate pay items.

### **DELIVERY OF BID PROPOSALS**

When sent by mail, the sealed proposal shall be addressed to the City of Rochester, Purchasing Agent, 31 Wakefield Street, Rochester, NH 03867. All proposals shall be filed prior to the time and at the place specified in the invitation for bids. Proposals received after the time for opening of the bids will be returned to the bidder, unopened. Emailed or faxed bid proposals are not acceptable.

**WITHDRAWAL OF BID PROPOSALS**

A bidder will be permitted to withdraw his proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

**PUBLIC OPENING OF BID PROPOSALS**

Proposals will be opened and read publicly at the time and place indicated in the invitation for bids. Bidders, their authorized agents, and other interested parties are invited to be present.

**DISQUALIFICATION OF BIDDERS**

Either of the following reasons may be considered as being sufficient for the disqualification of a bidder and the rejection of her/his bid proposal(s):

1. Evidence of collusion among bidders.
2. Failure to supply complete information as requested by the bid specifications.

**CONSIDERATION OF PROPOSALS**

1. Bids will be made public at the time of opening and may be reviewed only after they have been properly recorded. In case of discrepancy between the prices written in words and those written figures, the prices written in words shall govern. In case of a discrepancy between the total shown in the proposal and that obtained by adding the products of the quantities of items and unit bid prices, the latter shall govern.
2. The right is reserved to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the judgment of the City, the best interest of the City of Rochester will be promoted thereby.
3. Bid results will be available on the website at [www.rochesternh.net](http://www.rochesternh.net) within 48 hours of the bid opening.

**AWARD OF CONTRACT**

The City holds the right, in its judgment, to award the contract to the bidder, which it feels is in the best interest of the City. If a contract is to be awarded, the Contractor/Vendor selection shall be based in part on possession of the necessary experience, organization, technical and professional qualifications, skills and facilities, reference checks, project understanding, approach, ability to comply with proposed or required time to completion or performance, licensing or certification, in good standing with Federal, State and Local agencies, possession of satisfactory record of performance, cost and to a responsible and qualified bidder whose proposal complies with all the requirements prescribed as soon as practical after the bid opening. No bid shall be withdrawn for a period of (60) sixty days subsequent to the opening of bids without the consent of the City of Rochester. The successful bidder will be notified, by the form mailed to the address on his proposal, that his bid has been accepted and that he has been awarded the contract.

**CANCELLATION OF AWARD**

The City reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability or other claim against the City.

**BID EVALUATION**

In addition to the bid amount, additional factors will be considered as an integral part of the bid evaluation process, including, but not limited to:

1. The bidder's ability, capacity, and skill to perform within the specified time limits.
2. The bidder's experience, reputation, efficiency, judgment, and integrity.
3. The quality, availability and adaptability of the supplies and materials sold.
4. The bidder's past performance.
5. The sufficiency of bidder's financial resources to fulfill the contract.
6. The bidder's ability to provide future maintenance and/or services.
7. Any other applicable factors as the City determines necessary and appropriate (such as compatibility with existing equipment).

**CONDITIONS AT SITE**

Bidders shall be responsible for having ascertained pertinent local conditions for delivery, such as: location, accessibility and general character of the site.

**LAWS, PERMITS AND REGULATIONS**

1. The Contractor shall comply with all State and Local laws, ordinances, regulations and requirements applicable to equipment hereunder, including building code requirements. If the Contractor/ vendor ascertain at any time that any requirement of this Contract is at variance with applicable laws, ordinances, regulations or building code requirements, she/he shall promptly notify the City of Rochester in writing.

**SUBCONTRACTS**

1. The bidder shall be fully responsible to the City of Rochester for the acts and omissions of any Subcontractors used in fulfillment of this purchase.

**MATERIALS AND WORKMANSHIP**

1. Unless otherwise specified, all materials and equipment incorporated into the work under the Contract shall be new. All workmanship shall be first class and by persons qualified in their respective trades.

**STANDARDS**

1. Reference in the Specifications to any article, device, product, material, fixture, form or type of construction by name, make or catalog number shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition. In such cases the Bidder may, at his option, submit any articles, device, product, material fixture, form or type of equipment that they believe meets the minimums requested in specifications.
2. Substitution After Bid Opening: No substitutions will be considered after bids have been opened.

**EXTRAS**

Except as otherwise herein provided, no charge for any extra equipment or material will be allowed unless the Director of Public Works has ordered the same, in writing.

**DEFAULT AND TERMINATION OF CONTRACT****If the Contractor:**

1. Fails to deliver product under Contract within the time specified; or
2. Becomes insolvent or has declared bankruptcy, or commits any act of bankruptcy or insolvency; or
3. Makes an assignment for the benefit of creditors; or
4. For any other causes whatsoever, fails to carry on in an acceptable manner; the City of Rochester will give notice, in writing, to the Contractor for such delay, neglect, and default.

**OBTAINING BID RESULTS**

Bid results will be available on the website at [www.rochesternh.net](http://www.rochesternh.net) within 48 hours of the bid opening.