

Invitation for Bids
Vertical Downstroke Balers
Moultonborough, NH
August 6, 2009



Karel A. Crawford, Chairman
Board of Selectmen

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PLEASE POST

TOWN OF MOULTONBOROUGH

Invitation for Bids

Sealed bids for the provision of two (2) vertical balers for recyclable materials will be accepted until 4:00 p.m. on Thursday, August 27, 2009 in the Offices of the SelectBoard, 6 Holland Street, PO Box 139, Moultonborough, NH 03254. They will be opened and publicly read aloud at 7:00 p.m. that evening or as soon thereafter as the SelectBoard's agenda allows.

A detailed package with information on the equipment to be delivered, the conditions thereof, and bid forms, is available at www.moultonboroughnh.gov (Paid, Volunteer and Contract Openings) or said offices during normal business hours.

If mailed, each bid should be in a separate sealed envelope marked, similarly marked to protect against the actual bid being opened in error. Any questions with respect to this invitation must be received, in writing by mail (above address), fax (603.476.5835) or email (cterenzini@moultonboroughnh.gov), by Carter Terenzini, Town Administrator, no later than 4:00 p.m. on August 20, 2009.

The town reserves the right to reject any and all bids, and waive any minor or non-material informalities, if deemed to be in its best interests.

Karel A. Crawford, Chairman/s/
Board of Selectmen

Posted: Town Bulletin Boards (7)
SAU

Advertised: Meredith News & Carroll County Independent 08/06/09 & 08/13/09
Mailed: Vendors List
Web: Craigslist; winnipesaukee.com; NERRA

Scope of Work or Specifications and Conditions

1.) General Description of the Project, Materials and Quantities

The Town will procure two (2) vertical downstroke balers, together with associated installation and training, for a cash payment to the vendor. This is not a lease.

Your bid price is all inclusive of the equipment, freight to our location, installation, and training.

2.) Specifications & Certification

See Exhibit A

3.) Delivery Location and Timing

All equipment is to be shipped to the Moultonborough Transfer Station within sixty (60) days of the placement of the order. Installation and training is to be completed within seventy five (60) days of the order.

4.) Term of Contract

There will be one contract issued for all services.

5.) General Conditions

a.) You must produce a certificate of insurance, naming the town, its officers, employees and assigns, as Certificate Holder and additionally Named Insured, for the following types and levels of coverage:

- Workers Compensation	Statutory
- Automobile and Equipment	\$1 Million/\$2 Million
- Property Damage	\$1 Million/\$2 Million
- General Liability	\$1 Million/\$2 Million

If you use a sub-contractor for any portion of the work you must obtain from them, and provide to us a similar certificate in similar amounts.

b.) Payments will be made within thirty (30) days of the submission of a bill showing conformance with all work requirements.

d.) The term “days” shall mean calendar days.

6.) Site Inspection, Questions and Supplements

You may inspect the premises where you will make the installation and provide the training during normal hours of operation. Those are Monday, Tuesday, Friday, and Saturday from 8:30 a.m. to

5 p.m. and Sunday from 1 p.m. to 5 p.m. We advise you to call ahead to Mr. Scott Greenwood at 1.603.476.8800.

Any questions with respect to this invitation must be received, in writing by mail (above address), fax (603.476.5835) or email (cterenzini@moultonboroughnh.gov), by Carter Terenzini, Town Administrator, no later than 4:00 p.m. on August 20, 2009.

The answers, and any other changes or supplements to this document, will be posted on the Town web site as an Addendum no later than 4:00 p.m. on Monday, August 24, 2009. It is the bidder's responsibility to check and verify any such changes in order to account for them in their bid.

6.) Bid Due Date and Methods of Delivery

Bids will be accepted until 4:00 p.m. on Thursday, August 27, 2009 in the Offices of the SelectBoard, 6 Holland Street, PO Box 139, Moultonborough, NH 03254. They will be opened and publicly read aloud at 7:00 p.m. that evening or as soon thereafter as the SelectBoard's agenda allows.

If mailed, each bid should be in a separate sealed envelope, similarly marked to protect against the actual bid being opened in error.

The town reserves the right to reject any and all bids, and waive any minor or non-material informalities, if deemed to be in its best interests. The Town may hold bids for forty five (45) days prior to awarding a contract.

Exhibit A: Vertical Baler Specification

			Specifications Standards, if bidding manufacture is different please explain
1.	yes____	no____	Type: Vertical Downstroke
2.	yes____	no____	Power Supply: three (3) phase, 208 volt
3.	yes____	no____	Motor: Ten (10) Horsepower
4.	yes____	no____	Pump: Fifteen (15) gallons per minute (GPM)
5.	yes____	no____	Pressure: Minimum PSI 2400 Maximum PSI 2600 (both under normal operating conditions)
6.	yes____	no____	Capacity of Hydraulic Fluid: Twenty Two (22) Gallons
7.	yes____	no____	Cylinder Bore: 6"x3"
8.	yes____	no____	Cylinder Stroke: 48"
9.	yes____	no____	Bale Size: 60" x 30" x 48"
10.	yes____	no____	Cycle Time: fifty (50) Seconds
11.	yes____	no____	Freight: Inclusive of all shipping charges to 235 Holland Street. Town will, upon prior arrangement, remove the equipment and set it in its preferred location. Delivery must be made, excluding legal holidays on a Monday, Tuesday or Friday, 8 a.m. to 5 p.m.
12.	yes____	no____	Installation: Make final connections from Town Cut-Out to Machine Cut-Out (Town cut-out will be within 10 linear feet of machine cut-out) and bolt baler to concrete slab
13.	yes____	no____	Installation Inspection: Certify inspection and sign-off before proceeding to provide training to users.
14.	yes____	no____	Operations Manual & Video: One copy per machine in three ring binder with appropriate cover and end tab. Such manual should include the normal preventative maintenance schedule. Videos should be on VHS or CD with CD preferred.
15.	yes____	no____	Training: Minimum four hours of training on-site on the proper operation (loading, baling and unloading), maintenance (cleaning, preventative maintenance, common minor repairs), addressing abnormal situations (jams and the like) and common troubleshooting tips.
16.	yes____	no____	Safety Features: Key or other lock-out device at the machine; appropriate signage per OSHA and ANSI requirements, provision of step-by-step lockout tagout procedure.
17.	yes____	no____	Warranty: Minimum one year on parts and labor

Town of Moultonborough

Vertical Balers

Bid Form

(Please Print or Type)

Name of Bidder: _____

Address: _____

Contact Person: _____
Telephone _____ Fax _____
_____ Email _____

ATTENTION:

Ms. Karel A. Crawford, Chairman
Board of Selectmen
PO Box 139
Moultonborough, NH 03254

Dear Ms. Crawford:

Having examined the documentation provided with the subject Invitation for Bids the undersigned proposes to furnish all materials as requested in accordance with the subject documents.

The undersigned acknowledges Addenda # _____
(If none, write none).

If I am notified my proposal is accepted within forty five (45) days of the bids having been opened, I will execute a contract for the work within fourteen (14) days thereafter.

I propose to provide the specified materials for the following unit pricing

<u>Equipment</u>	<u>Unit Price</u>
1.) Balers (Complete w/installation and training) Per Item	\$ _____ (Delivered)

I understand that the town reserves the right to reject any and all bids, and waive any minor or non-material informalities, if deemed to be in its best interests. I understand that the Town may hold my bid for forty five (45) days prior to awarding a contract.

I certify, under the penalties of perjury, that (1) I have had an opportunity to view the full bid package and am aware it was my responsibility to perform my own due diligence appropriate to submitting this proposal, (2) I am fully authorized to submit this bid, (3) I have not engaged in discussions, negotiations, or collusion with any person to determine what my bid will be and (4) that I, to the best of my knowledge and belief, have paid all taxes, fees, assessments, betterments or other municipal charges that I owe to the Town of Moultonborough or have a payment agreement in place or have filed an appeal over the same.

Signature of Bidder

Corporate
Seal

Title of Bidder

Signed this _____ day of _____, _____.