

**Invitation for Bids**  
**Fleet Passenger/Cargo Vehicle**  
**Moultonborough, NH**  
**May 20, 2010**



**Joel Mudgett, Chairman**  
**Board of Selectmen**

## **Table of Contents**

<b>Advertisement.....</b>	<b>3</b>
<b>Scope of Work or Specifications and Conditions.....</b>	<b>4</b>
<b>Bid Forms.....</b>	<b>6</b>
<b>Exhibit A .....</b>	<b>8</b>



**PLEASE POST**

**TOWN OF MOULTONBOROUGH**

**Invitation for Bids**

**Fleet Passenger/Cargo Vehicle**

Sealed bids for the provision of a fleet personnel/cargo vehicle will be accepted until 2:00 p.m. on Thursday, June 10, 2010 in the Offices of the SelectBoard, 6 Holland Street, PO Box 139, Moultonborough, NH 03254 at which time they will be opened and publicly read aloud.

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

Bids shall be good for a period of forty five (45) days after the date of bid opening. The bid is to be submitted in a separate sealed envelope marked with the name of the item for which bids are sought and the date and time advertised for the opening. If mailed, each bid should be in a separate sealed envelope, 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](mailto:cterenzini@moultonboroughnh.gov)), by Carter Terenzini, Town Administrator, no later than 4:00 p.m. on June 3, 2010.

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.

Joel Mudgett, Chairman/s/  
Board of Selectmen

Posted: Town Bulletin Boards (7)  
SAU

Advertised: Meredith News & Carroll County Independent 05/20/10 & 05/27/10  
Mailed: Vendors List  
Web: Craigslist; [winnipesaukee.com](http://winnipesaukee.com); NHLGC

## **Scope of Work or Specifications and Conditions**

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

The Town will procure one fleet passenger/cargo vehicle under this bid. This is an all cash purchase with no trade-in.

### **2.) Specifications & Certification**

See Attachment A

### **3.) Delivery Location and Timing**

All items fully furnished and equipped as specified, are to be delivered to the Moultonborough Highway Garage off Moultonborough Neck Road.

You must specify the number of calendar days that it will take you to deliver the item from placement of our order.

### **4.) Term of Contract**

N/A

### **5.) General Conditions**

a.) If you are in default of this contract you will be given ten (10) days notice to cure the default. You will have an additional ten (10) days to cure the default. If you do not do so we may cancel the contract.

b.) Any cash payment due to you will be paid upon delivery.

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

d.) Unless otherwise specified, you must provide the standard factory warranty as specified by the manufacturer.

e.) You must have a factory approved service facility within 50 miles of Moultonborough.

### **6.) Questions and Supplements**

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](mailto:cterenzini@moultonboroughnh.gov)), by Carter Terenzini, Town Administrator, no later than 4:00 p.m. on June 3, 2010.

**Please take critical note of the following!**

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, June 7, 2010. It is the bidder's responsibility to check and verify any such changes in order to account for them in their bid.

**7.) Viewing of Trade-In(s)**

N/A ~~You may view the Trade-Ins by making prior arrangements with Mr. Scott Kinmond, Road Agent/Director of Public Works. You may contact him by email at [skinmond@moultonboroughnh.gov](mailto:skinmond@moultonboroughnh.gov) or by phone at 1.603.253.7445.~~

**8.) Bid Due Date and Methods of Delivery**

Bids will be accepted until 2:00 p.m. on Thursday, June 10, 2010 in the Offices of the SelectBoard, 6 Holland Street, PO Box 139, Moultonborough, NH 03254 at which time they will be opened and publicly read aloud.

The bid on each item is to be submitted in a separate sealed envelope marked with the name of the item for which bids are sought and the date and time advertised for the opening. If mailed, each bid should be in a separate sealed envelope, similarly marked to protect against the actual bid being opened in error.

**Town of Moultonborough**

**Moving Equipment**

**Bid Form**

(Please Print in Ink or Type)

Name of Bidder: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
\_\_\_\_\_ Email \_\_\_\_\_

ATTENTION: Mr. Joel Mudgett, Chairman  
Board of Selectmen  
PO Box 139  
Moultonborough, NH 03254

Dear Mr. Mudgett:

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 following Items for the following unit pricing:

**Item**

**Price**

**1.) Fleet Passenger/Cargo Vehicle**

A. As specified \$ \_\_\_\_\_  
(In Figures)

**Fleet Passenger/Cargo Vehicle Bid Form**  
**Page 2**

\_\_\_\_\_ Dollars and \_\_\_\_\_ Cents  
(In Words)

**Time for Delivery:** I will deliver this equipment within \_\_\_\_\_ days (In Figures) of your placement of your order.

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.

**In order to be considered responsive each bidder must submit the following with this bid:**

- 1.) Completed Exhibit A

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 payment agreement in place or have filed an appeal over the same.

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Title of Bidder

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Corporate  
Seal

**EXHIBIT A**

**This is to be completed and attached to your Bid Form**

**Item 1: Fleet Passenger/Cargo Vehicle: The following are the minimums we expect. If you cannot check yes to each item you must explain any variance:**

- 1.) 2010 Mini van:
- 2.) Exterior Color: Dark Green
- 3.) Interior Type and Color: Cloth Type with Color to Be Selected From Standard Offerings
- 4.) Transmission: Automatic
- 5.) Front wheel drive
- 6.) V-6 engine
- 7.) Minimum 7 passenger seating
- 8.) Sto-N-Go seating (i.e. no need to remove seats to create a flat cargo platform.
- 9.) Power windows
- 10.) Power door locks
- 11.) Am/Fm Stereo
- 12.) State the Miles Per Gallon, City and Highway, per the most recent published EPA certification
- 13.) Minimum 3 year 36,000 bumper to bumper warranty
- 14.) Attach the Manufacturers' Catalog for the item(s) quoted

<b><u>Conformance and Variance Explanations</u></b>	
Y__N__	1.)
Y__N__	2.)
Y__N__	3.)
Y__N__	4.)
Y__N__	5.)
Y__N__	6.)
Y__N__	7.)
Y__N__	8.)
Y__N__	9.)
Y__N__	10.)
Y__N__	11.)
Y__N__	12.)
Y__N__	13.)
Y__N__	14.)