

Town of Londonderry, Vermont

100 Old School Street
South Londonderry, VT 05155
802-824-3356
www.londonderryvt.org

INVITATION TO BID

RFP NO. 2021-08

DATE: June 24, 2021

PROJECT TITLE: Tractor with Roadside Mower & Ditch Blower

PROPOSAL DUE DATES: Bid proposals are due by July 7, 2021, no later than 2:00 PM. See section 5 for specific directions on bid submittal.

ESTIMATED TIME PERIOD FOR CONTRACT: Delivery of all equipment is desired by October 31, 2021.

BIDDER ELIGIBILITY:

This procurement is open to those bidders who satisfy the minimum qualifications stated herein and are legally qualified to conduct sales of equipment in the state of Vermont.

CONTENTS OF THE INVITATION TO BID (ITB):

1. Introduction
2. Proposal Schedule
3. Submission of Proposals
4. General Provisions
5. Project Specific Provisions
6. Evaluation and Contract Award
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1. INTRODUCTION

The Town of Londonderry, Vermont, ("Town") is accepting proposals from tractor and implement dealers ("Proposers") for a new tractor with both a roadside mower and roadside ditch blower to be used by the Town Highway Department meeting the attached Minimum Specifications.

Proposers are to supply detailed specifications on the equipment proposed for sale to the Town, including options, warranties, and delivery dates. For ease of evaluation, the make and model of the tractor and the make and model mower and blower are to be clearly noted in the proposal. Proposers may submit multiple bids that include different makes and/or models of tractors and associated equipment.

The Town is exempt from the Vermont State Sales Tax.

No trade-in of existing equipment is proposed at this time.

2. Proposal Schedule

Activity	Date
ITB Issue & Publication	June 24, 2021
Question & Answer Period	June 28-July 2, 2021
Proposals Due @ 2:00 PM	July 7, 2021
Selectboard meeting @ 6:00 PM	July 12, 2021
Purchase Order issuance anticipated	July 15, 2021
All prices must be valid through	August 7, 2021
Desired equipment delivery to Town Garage	October 31, 2021

3. SUBMISSION OF PROPOSALS

- A. Bids should be submitted electronically to the following email address: townadmin@londonderryvt.org. Sealed Bids will also be accepted by mail or in-person at 100 Old School Street, South Londonderry, VT 05155.
- B. Respondents are to use the enclosed Bid Proposal Form (page 7) to submit their proposal. The completed form and any attachments should be scanned to PDF format and sent as a single attachment to the email address above, or delivered via mail or in-person. Failure to use the enclosed form shall be deemed as non-responsive and shall invalidate any submittal. Additional materials which clarify and/or supplement the response form should be attached to the Bid Proposal Form.
- C. All proposals must be submitted to the Town of Londonderry in care of the RFP Coordinator with reference to “**Tractor Bid**” in the email subject line, or on the envelope if submitted by mailed or in-person. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered. Bidders shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.
- D. There will be no public opening of the bids received by the Town, but they will be reviewed by Town staff, and ultimately the Londonderry Selectboard on **July 12, 2021**.

4. GENERAL PROVISIONS

A. RFP Coordinator

The following RFP Coordinator will serve as the single point of contact for this solicitation:

Shane O’Keefe, Town Administrator
Town of Londonderry
100 Old School Street, South Londonderry, VT 05155
Phone: 802-824-3356, ext. 5 Email: townadmin@londonderryvt.org

Except as noted below, all communication between the bidder and the Town upon release of this ITB shall be with the RFP Coordinator. Any other communication will be considered unofficial and non-binding on the Town. Bidders are to rely on written statements issued by the RFP Coordinator.

Should potential bidders wish to receive clarification on any aspect of the equipment specifications with a Town representative prior to bidding, please contact Road Foreman Josh Dryden at 802-824-3471 or roadforeman@londonderryvt.org before July 2, 2021.

B. Commitment of Funds

The Town of Londonderry Selectboard is the only entity that may legally commit the Town to the expenditures of funds for a contract resulting from this ITB. No costs chargeable to the proposed contract may be incurred before receipt of a fully and properly executed contract.

C. Right to Accept or Reject Proposals

The Town reserves the right to accept or reject any proposal, at its sole discretion, and to award a contract based solely on their determination of the best proposal considering all circumstances and conditions applicable to this project/purchase. This ITB does not obligate the Town to contract for purchases or services specified herein.

D. Right to Retain and/or Utilize Information Contained in Submitted Proposals

The Town reserves the right to retain all of the proposals and to use any ideas in a proposal regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the Proposer of the conditions contained in this ITB unless clearly stated to the contrary and specifically noted in the proposal submitted and confirmed in the contract between the Town and the selected vendor.

5. PROJECT SPECIFIC PROVISIONS

A. Insurance & Indemnification Requirements

- 1) The proposer shall maintain full casualty insurance coverage on the entire equipment from the time of initial manufacture until the equipment has been accepted by the Town. The Town reserves the right to require proof of such insurance from the proposer's insurance company before entering into any contractual agreement with the proposer. Delivery of the equipment to the Town will not constitute final acceptance.
- 2) Prior to a Purchase Order being issued, the successful proposer shall provide a certificate of insurance that lists the amount of their company's product liability insurance coverage. This coverage shall not be less than \$2,000,000 dollars total aggregate coverage.

- 3) If available product liability insurance is less than \$2 million, the bidder is encouraged to take an exception and provide a certificate with the lower amount.

B. Operation and Maintenance Manuals

The Proposer shall supply at the time of delivery of the completed vehicle and equipment one complete and detailed set of operation and maintenance manuals for all equipment components.

C. Service of Equipment

- 1) Each bidder shall supply, with their proposal, detailed information on the bidder's ability to perform routine and emergency service on the equipment after delivery. Detailed information shall be provided on service facilities, personnel, service vehicles, and the type and nature of repair work the bidder is able to provide. The bidder's location shall be no more than 3 hours driving time from the Londonderry Town Garage to the nearest fully staffed repair facility operated by the bidder. Subcontracting of service is not acceptable.
- 2) It is the intent of the Purchaser to assure that parts and service are readily available for the equipment specified. Service capabilities will be one of the criteria for award of this contract.

D. Date of Delivery

The Town wishes to receive delivery of the equipment by October 31, 2021. Each Proposer shall provide in their proposal the number of calendar days for construction of the equipment and the final delivery date. This final delivery date may be used to evaluate the manufacturer and award the final contract.

E. Delivery

The sale price of the equipment will be F.O.B. South Londonderry, Vermont. If delivery of the equipment is not made in accordance with the delivery agreement made by the successful proposer, the Town reserves the right to cancel the order without charge or penalty. Target date for delivery of specified equipment will be October 31, 2021.

F. Quality & Engineering of Product

- 1) The design of the equipment must embody the latest approved design practices. The workmanship must be of the highest quality in its respective field. Special consideration shall be given to service access to areas needing periodic maintenance, ease of operation, and symmetrical proportions. Construction must be heavy-duty and ample safety factors must be provided to carry loads as specified. The construction method employed will be in such a manner as to allow ready removal of any component for service or repair.

- 2) All material and components listed in this proposal are a minimum standard. No exceptions of lesser quality or capacity will be acceptable. All materials, components and the completed equipment must conform and comply to all Federal, State, Underwriters Laboratories, and any other applicable standards. The vehicle will be engineered prior to construction to ensure compliance to regulatory requirements and to assure a high standard of professional quality.

G. Warranties

- 1) All warranties expressed or implied that are provided by each manufacturer will be in writing. Options for extended warranties should be provided.
- 2) Labor warranty shall be provided to replace any defective parts (not including chassis). The labor warranty shall be applicable at the Londonderry Town Garage or when the equipment is returned to the manufacturer's authorized service or warranty center with expenses of transportation paid by the bidder.
- 3) Bidders shall provide optional pricing, or take exception, for warranty service at the Londonderry Town Garage or expenses of transportation paid by the bidder for warranty work performed elsewhere.
- 4) A detailed list of all warranties and their provisions shall be listed in the bidder's specifications.

H. Proposal Price

Each bidder's proposal must include all items required in the Town of Londonderry specifications.

I. Exceptions

- 1) The following specifications are considered minimum, and design and construction standards against which the equipment will be inspected.
- 2) If the bidder cannot meet any specific specification requirement a detailed "List of Exceptions" listing the areas of non-compliance shall be submitted. The reference must include page number, paragraph, and the exact nature of the exception. Failure to follow this format, provided for the convenience of the Purchaser, will render the vendor's proposal non-responsive and ineligible for award of contract.
- 3) The Purchaser reserves the right to reject any or all bid proposals and purchase the equipment it deems most suitable to its needs. The Purchaser does not, in any way, obligate itself to accept the lowest or any bid. Any bidder taking "total exception" to the complete specification or a major element will result in immediate rejection of the proposal.

J. Financing

The inclusion of dealer financing or lease-to-own is optional.

K. Minimum Equipment Specifications

1) TRACTOR

- a. Tractor must be of a size that incorporates a frame subassembly system. If mounting directly to frame schematic of installation should be included.
- b. Engine must have a minimum of 100 horsepower.
- c. Transmission must have a minimum of 12 forward and 12 reverse gears and shall be controlled by a power shuttle (also known as hydraulic shuttle) or equivalent design.
- d. Four-wheel drive
- e. Closed cab with reinforced glass or polycarbonate replacement
- f. Loaded or weighted R4 tires to complement boom application
- g. Height not to exceed 13'11" when mower is in transport position
- h. Strobe / warning lights to be installed on tractor
- i. Air suspension seat
- j. Heat and Air conditioning
- k. Hydraulic 3-point hitch with telescoping draft links
- l. Hitch lift 3500 pound minimum
- m. Backup alarm
- n. AM/FM radio
- o. Engine block heater
- p. Tractor exhaust shall be compliant with applicable Tier 4 emission standards

2) MOWER

- a. Must be suitable for roadside mowing
- b. 20' (min.) mid-mount boom mower with hydraulic-controlled front door
- c. 60" (min.) rotary cutter head
- d. Hydraulics for the mower shall be electronically controlled by a fully proportional joystick
- e. Mower shall be designed to safely fold at the rear of the tractor when not in use.
- f. Power Take Off (PTO), draw bar, and three-point hitch should be free from obstruction for use of other implements while mower is on tractor
- g. Must include break valve to stop cutter head quickly
- h. In-cab temperature gauge to be provided

3) BLOWER

- a. PTO-driven turbine debris blower
- b. Must be suitable for roadside ditch and debris blowing application
- c. Remote operated 360-degree chute
- d. Attach to tractor via rear-mounted 3-point hitch

6. EVALUATION AND CONTRACT AWARD

A. Evaluation Procedure

- 1) Proposals will be evaluated in accordance with the requirements stated in this request and the *Town of Londonderry Purchasing Policy*.
- 2) The RFP Coordinator may contact the bidder for clarification of any portion of the bidder's proposal.

B. Evaluation and Selection Criteria

The Town will consider the following criteria when evaluating and selecting proposals:

- Price
- Clarity and completeness of the submitted proposal
- Bidder's ability to perform within the specified time limits
- Bidder's experience and reputation, including past performance for the Town of Londonderry
- Quality of the materials and services specified in the bid
- Bidder's ability to meet other terms and conditions, including insurance and bond requirements, if any.
- Bidder's availability to provide future service, maintenance, and support.
- Bidder's financial stability.
- Any other factors that the Town determines are relevant and appropriate in connection with a given project or service.

C. Notification to Bidders

The Town will notify the apparently successful Contractor of the Town's selection as soon as possible following the Selectboard's vote on acceptance of the bid.

Bid Proposal Form is on following page

7. BID PROPOSAL FORM

Due: July 7, 2021 at 2:00 PM

Complete and submit the following proposal, please write clearly.

1. Vehicle & Equipment: Check here [] if supplementary documentation is attached.

	TRACTOR	MOWER	BLOWER
YEAR:			
MAKE:			
MODEL:			
ENGINE HP:		N/A	N/A
*			
*			
*			
UNIT COST:	\$	\$	\$
COMBINED TOTAL BID:	\$	DELIVERY DATE:	

* Additional specified items can be added here

Company: _____

Authorized Representative: _____

Address: _____

Phone: _____

Email: _____

Signature: _____ **Date:** _____

[END OF DOCUMENT]