

Town of Wilton, NH
Invitation to Bid #03-23
Highway Department Backhoe



Date Posted: 5/11/20223
Proposal Deadline: 6/1/2023 @2:00 PM

Staff Contact

Nick Germain, Town Administrator

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Inquiry / Submissions Addresses:

Street Address

Administration Office
Wilton Town Hall
42 Main Street
Wilton, NH 03086

Mailing Address

Wilton Town Hall
Town Administrator's Office
P.O. Box 83
Wilton NH, 03086

It is the town's intent that this RFP shall permit competition. It shall be the respondent's responsibility to advise the Town Administrator (wiltonta@wiltonnh.gov) in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits awarding this project to one source

The Select Board of the Town of Wilton reserves the right to reject all or any part of any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Town of Wilton.

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1 General Information and Submission Process

1.1 Key Dates

Bid Deadline: June 1, 2023 @ 2:00 PM

Anticipated Bid Opening: June 1, 2023 @ 2:15 PM

Anticipated Award Timeframe: Within 20 days of proposal deadline

Anticipated Contract Signing: Within 20 days of deadline

1.2 Obtaining Proposal Documents

The Town of Wilton's primary outlet for distributing documentation for this Invitation for Bids is the Purchasing page on the town's main website: www.wiltonnh.gov. Essential documents can also be received in hardcopy from the Wilton Administration Office (42 Main Street).

1.3 Inquiries

Technical or administrative questions should be directed to this RFP's main contact listed on the cover page; technical questions will be referred to the Wilton Highway Department. Highly specific e-mailed or typed questions are strongly preferred, and should reference the section the respondent wants clarified. Responses that are deemed reasonably able to affect competitiveness for this RFP will be released as addenda.

1.4 Submission Instructions

Sealed hardcopy proposal packages, clearly marked "IFB #03-23 Highway Department Backhoe" must be received by Administration Office staff via mail (PO Box 83) or delivery (42 Main Street) before the proposal deadline on June 1, 2023 at 2:00PM. Each package **must include** four (4) copies of the following two (2) items:

1.4.1 Non-pricing information about the products and services requested in line with subsequent sections of this IFB, including the mandatory proposal components listed under **Section #5**.

1.4.2 Completed pricing sheets (Attachment #1) and if applicable, completed trade-in proposal sheets (Attachment Item #2). All entries on each sheet must be typed or written in ink; pencil will render a submission disqualifying.

1.5 Review and Award Process

Sealed bid packages not verifiably received by the Town of Wilton by 2:00 PM on Monday, June 1, 2023 will be immediately disqualified. Barring emergency, a public opening will be held at 2:15 PM on June 1, 2023 in the Wilton Town Hall Court Room (42 Main Street), where appropriately received bid packages will be opened and read aloud and recorded. Thereafter, town personnel relevant to the project will review all packages received, verify whether or not they meet the town's minimum requirements and specifications, and prepare a recommendation for the Wilton Select Board. Sooner product availability will be evaluated as more desirable than later guaranteed availability, but matching specification and cost will be the primary evaluation criteria. The Wilton Select Board, at their next feasible scheduled meeting, will consider the bids received: The Town of Wilton will award a contract to the lowest priced bid option

determined to be the closest match to the town's specifications and needs as assessed by the Wilton Select Board. If a final agreement can't be negotiated, the town reserves the right to move onto the next lowest priced, but qualified proposal and so on, or reject all bids.

2. Background

The Wilton Highway Department operates a fleet of vehicles and equipment to maintain roads and to or perform various public works operations. One of the most versatile, heavily relied upon pieces of equipment is a 2015 Case 580SN Backhoe that's been in service since 2016. The Town of Wilton seeks to replace this piece of equipment with a similar piece of equipment as approved by local voters.

2.1 Process Utilized

The Town of Wilton is utilizing a sealed competitive bidding process in compliance with its purchasing policy. Given that the town has identified the type of equipment and general class of specifications desired to replace its current piece of equipment, the process being utilized is a simplified "Invitation for Bids" (IFB).

2.2 Desired Outcome

2.2.1 The town secures procurement of a new, appropriately outfitted backhoe before the end of calendar year 2023

2.2.2 The town has guarantees for an appropriate warranty period

3. Specifications

3.1 Vehicle Specifications

The Town of Wilton seeks a new (2022-2023), heavy duty backhoe. While the town doesn't mandate a particular make or model, and will consider waiving minor deviations from outlined needs, the below specifications should be considered the base submission standard sought by the town.

Make/Model: Not specified

Year: 2022-2023

3.6 Liter, 4 Cylinder Tier 4f, 110 SAE J1349 Net Horsepower Engine
Engine Pre-Cleaner, Engine Pre-Heater, Engine Coolant Heater
Silicone Engine Hoses
12 Volt Electrical System, 150 Amp Automator, Dual 880 CCA Heavy Duty Batteries
4 Speeds Forward/3 Speeds Reverse Powershift Transmission
51,808# Front Axle. Mechanical Front Wheel with shaft Guard
58,422# Rear Axle, with Electronic Rear Differential Lock
Hydraulic Brake, with Dual Pedals and interlock, Four Wheel Braking
340/80-18 Front Tires, 500/70-24 Rear Tires
Climate Control
Interior Rearview Mirror, AM/FM Bluetooth Radio
Included Alarm System
Front and Rear/Side Mounted Halogen Work Lights
Rear Mounted Stop/Tail Lights, Front/rear Directional/Hazard Lights

Backup Alarm
Variable Flow, Axial Piston, Load Sensing/Flow Sharing, Closed Center 49.4 gpm Hydraulic System, with Hydraulic Oil Cooler
Pilot Control Backhoe Controls, with Pattern Changer
Auxiliary Hydraulic Valve for Rear Circuit, Aux. Rear Hydraulic Lines. w/Diverter Valve
Boom and Stick Drift Reduction Valves, Anti-Swing Valve
Vandalism Locks
Power Steering
Single Tilt Style Front Loader, with IT Style Quick Coupler
Front Hydraulic 3rd Function with Work Tool Control
1.5 Cubic Yard Bucket on Edge
Curved Style Boom
Manual Coupler
12" Dig Bucket
24" Dig Bucket
48" Tilt Bucket
Hydraulic Thumb

3.2 Alternative Equipment Proposals

The Town of Wilton will accept multiple alternative equipment models or configurations from a given vendor so long as they are determined to be comparable to the minimum specifications listed in **Section 3.1**. To formally submit an additional alternative, the vendor must merely fill out and submit separate pricing sheets for each different model and include its technical specifications in supplemental materials. These alternatives should be submitted in the same sealed bid package as the entire proposal package, and be similarly copied in line with submission instructions under **Section 1.4**.

3.3 Delivery and Availability

The sought piece of equipment must be delivered to the Wilton Highway Garage at 89 Whiting Hill Road, Wilton, NH. The Town of Wilton acknowledges ongoing supply chain issues, and while bids that can guarantee availability sooner than others will be evaluated positively, the town will also consider proposals that can only guarantee availability at a later date.

3.4 Warranty

Valid factory warranty must be guaranteed for the Town by the vendor upon receiving the vehicle. Any additional warranty options or associated costs should be detailed separately and not included in the figures listed on the pricing sheet(s).

3.5 Optional Trade-In Opportunity

As part of the bidding process for the new vehicle, the Town of Wilton will consider trade-in proposals for the Highway Department's retiring 2015 580SN Case Backhoe. Respondents interested in proposing a trade-value for the current piece of equipment must merely fill out and submit the trade in sheet listed in **Attachment Item #2**, which will be considered and accepted or rejected separately.

4. Award Requirements

4.1 Terms

The Town of Wilton is authorized to enter into an agreement to purchase a backhoe based upon a vote of town meeting. Upon award, the vendor must diligently pursue all ownership transfer activities and provide other such details sought or risk cancelation of the order.

4.2 Pricing

Pricing must be inclusive, clear, and concise, including such other information as requested or required. The pricing to be listed on the pricing sheet (**Attachment #1**) should represent the vendors total cost to provide and outfit the piece of equipment. Proposal prices submitted must be guaranteed for a minimum of 60 days after formal award. Responses must be typed or legibly written in ink to be acceptable.

4.3 Change Order

Equipment, material, or labor charges not anticipated by the town may be covered by a written change order signed by the Town Administrator if sufficient evidence is presented. No unanticipated costs may be incurred before the signed change order is received by the vendor from the Town of Wilton. Change to bid prices may be disqualifying and the town maintains a right to reject proposed price changes and go with another vendor

4.4 Confirmation of Specifications

The second page of the pricing sheet (Attachment Item #1) is a confirmation of specifications sheet. A respondent must fill out the appropriate details that confirm adherence to the listed specifications and explain any deviations (e.g. requested hydraulic thumb not available; engine possesses minor superior or inferior specifications to those listed).

5. Mandatory Proposal Components

5.1 Name, address, telephone number, fax number and e-mail address of the main respondent

5.2 A brief introductory statement signed by an authoritative officer able to commit the vendor to sell/furnish all requested products. At minimum, this statement should include:

5.2a. Acknowledgement that the main respondent is willing and capable to provide all proposed services and equipment, as well as adhere to mandatory award requirements and addendum instructions that may be issued

5.3 Answering the following question: Has the vendor disqualified from a state, local, or federal government Proposal in the last five years? If so, please explain under what circumstances this occurred.

5.4 A completed proposal sheet (**Attachment Item #1**) and, if part of the proposal, the signed optional trade-in sheet (**Attachment Item #2**)

5.5 Warranty information on the proposed equipment

5.6 An estimate or guarantee of product availability by a specific date including whether or not pick up by town staff is an option, or if delivery is an option or required (e.g. product immediately available; within 60 calendar days; within next calendar year, et cetera...)

5.7 Any additional technical or administrative material related to the vehicle(s) proposed or additional optional equipment

Attachment Item #1

Pricing Sheet

**IFB #03-23
Highway Department Backhoe
Pricing Sheet**

Date: _____

Proposed Equipment

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Bid Price: _____

Print Representative's Name and Title

Address-Street-City-Zip Code

Telephone Number and E-mail Address

Person signing proposal must be a person in your company authorized to sign a contract with the Town of Wilton

Notes to Respondent

- Pricing must be inclusive of all services requested by the town
- Responses in pencil will be considered invalid
- Please fill out the specification confirmation sheet on page 2. If a given specification on the proposed vehicle does not match a requested category, please briefly describe the deviation (e.g. green gem exterior not available; only white)
- Respondents may propose multiple vehicles as alternatives by simply filling out the pricing sheets for each proposed vehicle and including them in the proposal package.
- Technical details for each proposed vehicle must be included in the proposal package.

Specification or Additional Equipment	Is there a deviation?	Briefly describe any deviation
3.6 Liter, 4 Cylinder Tier 4f, 110 SAE J1349 Net Horsepower Engine		
Engine Pre-Cleaner, Engine Pre-Heater, Engine Coolant Heater		
Silicone Engine Hoses		
12 Volt Electrical System,150 Amp Automator, Dual 880 CCA Heavy Duty Batteries		
4 Speeds Forward/3 Speeds Reverse Powershift Transmission		
51,808# Front Axle. Mechanical Front Wheel with shaft Guard		
58,422# Rear Axle, with Electronic Rear Differential Lock		
Hydraulic Brake, with Dual Pedals and interlock, Four Wheel Braking		
340/80-18 Front Tires, 500/70-24 Rear Tires		
Climate Control		
Interior Rearview Mirror, AM/FM Bluetooth Radio		
Included Alarm System		
Front and Rear/Side Mounted Halogen Work Lights		
Rear Mounted Stop/Tail Lights, Front/rear Directional/Hazard Lights		
Backup Alarm		
Variable Flow, Axial Piston, Lord Sensing/Flow Sharing, Closed Center 49.4 gpm Hydraulic		
System, with Hydraulic Oil Cooler		
Pilot Control Backhoe Controls, with Pattern Changer		
Auxiliary Hydraulic Valve for Rear Circuit, Aux. Rear Hydraulic Lines. w/Diverter Valve		
Boom and Stick Drift Reduction Valves, Anti-Swing Valve		
Vandalism Locks		
Power Steering		
Single Tilt Style Front Loader, with IT Style Quick Coupler		
Front Hydraulic 3rd Function with Work Tool Control		
1.5 Cubic Yard Bucket on Edge		
Curved Style Boom		
Manual Coupler		
12" Dig Bucket		
24" Dig Bucket		
48" Tilt Bucket		
Hydraulic Thumb		

Attachment Item #2
Trade-in Proposal Sheet

IFB #03-23
Highway Department Backhoe
Trade-in Proposal Sheet

The Town of Wilton is accepting trade-in proposals associated with this invitation for bid. Vendors, sub vendors, or other partners choosing to participate in this optional component of this bid process are proposing a trade-in value for a used **Case 580SN Backhoe equipped with 4wd, Extend-a-Hoe, Cab w/Heat & AC, Hydraulic Thumb, with 24" & 36" Buckets, 1.25-yard Loader Bucket w/ Edge, and Pilot controls.** Vendors may call to schedule a time to inspect the vehicle if desired.

This piece of equipment currently has approximately **3700 hours** of run time as of the issuance of this Invitation to Bid. Although the vehicle is running and utilized regularly unto the present, the town is advising that it is being replaced due to significant reliability concerns, including periodic work stoppages that required significant repairs and part replacements. To that point, vendors that offer a trade-in must accept the piece of equipment as is and acknowledge the town blameless for any component failure after the transaction is completed.

Trade-in proposals may only be accepted if the associated vendor's bid is accepted. If a trade-in proposal is accepted in conjunction with the bid, the vendor must arrange to take possession of the vehicle and complete all necessary administrative transition steps within 30 days of the town receiving its desired equipment.

Proposed Trade-in Value_____

Print Representative's Name and Title

By signing below, the recipient accepts the vehicle completely as is, holds the town of Wilton blameless for vehicle or component failure after taking possession, and agrees to take possession of the vehicle within 30 days of the town receiving its new vehicle.

Authorized Signature

Address-Street-City-Zip Code

Telephone Number and E-mail Address

Attachment Item #3
Trade-in Opportunity Picture:
Case 580SN Backhoe

