



**Peter Nourse PE, Director**  
✉ [pnourse@gilfordnh.org](mailto:pnourse@gilfordnh.org)

## DEPARTMENT OF PUBLIC WORKS

Mia Gagliardi • Brian DeNutte • Michael Donovan • Dee Chitty • Kevin Carlisle • Michelle Crumb  
Operations Highway Recycle Center Bldg & Grnds Sewer System Clerical  
Manager Superintendent Supervisor Supervisor Technician Assistant

### REQUEST FOR PROPOSALS/BIDS RFP 2017 EQUIPMENT RENTAL

The Town of Gilford is requesting bids for the rental of a Roadside Flail Mower. **Proposals must be submitted no later than 10:00am Friday April 7, 2017** to the Department of Public Works office at 55 Cherry Valley Road, Gilford NH 03249. Proposals should be in a sealed envelope marked "Roadside Mower". Late or faxed proposals will not be accepted. Proposals will be opened and evaluated by the Department of Public Works after the final date set for receipt. It is anticipated that the Selectmen will award the proposal at a public meeting to be held April 26<sup>th</sup> at 7:00pm.

Selection will be made on the "best qualified" basis. Criteria for selection will include, but not be limited to technical merit, cost, compatibility, experience, references, support and reliability as determined solely by the Board of Selectmen.

The Town of Gilford reserves the right to accept or reject any and/or all proposals or any part hereof, to waive any formality in the proposal process and to accept the proposal considered to be in the best interest of the Town. Failure to submit all information called for may be sufficient grounds for disqualification.

Questions regarding this Request for Proposal should be directed to: Peter C. Nourse, Director at [pnourse@gilfordnh.org](mailto:pnourse@gilfordnh.org) or by calling 603-527-4778.

#### SPECIFICATIONS:

1. Roadside Flail Mower will be made available to the Town on two separate occasions on or about the weeks of July 3<sup>rd</sup> through July 17<sup>th</sup> and September 11<sup>th</sup> through September 22<sup>nd</sup>.
2. Price shall include delivery and pick up of mower at the Department of Public Works 55 Cherry Valley Road, Gilford NH 03249.

55 Cherry Valley Road, Gilford, NH 03249 • ☎(603) 527-4778 • FAX (603) 527-4781

✉ [publicworks@gilfordnh.org](mailto:publicworks@gilfordnh.org)

**EQUIPMENT FOR CONSIDERATION:**

Equipment Model: \_\_\_\_\_ Equipment S/N: \_\_\_\_\_

July Bi/Weekly Rates: \_\_\_\_\_ Delivery: \_\_\_\_\_

September Bi/Weekly Rates: \_\_\_\_\_ Delivery: \_\_\_\_\_

**COMPANY INFORMATION:**

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

Contact Person: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

## GENERAL TERMS AND CONDITIONS

### PREPARATION OF PROPOSALS and QUOTES

Proposals shall be submitted on the forms provided and must be signed by the Proposer or his authorized representative. Any corrections to entries made on the Proposal forms shall be initialed by the person signing the proposal.

Proposers must quote on all items appearing on the proposal forms unless specific directions in the advertisement, on the proposal form or in the special provisions allow for partial proposals. Failure to quote on all items may disqualify the proposal. When proposals on all items are not required, proposers shall insert the words "no proposal" where appropriate.

Alternative proposals will be considered, unless otherwise stated, only if the alternate is described completely, including, but not limited to, sample, if requested and specifications sufficient so that a comparison to the request can be made.

Any questions or inquiries must be submitted in writing, and must be received by the Public Works Department no later than seven (7) calendar days before the Request for Proposal/Quote due date to be considered. Any changes to the Request for Proposal/Quote will be provided to all proposers of record.

The proposer has not divulged to, discussed or compared his proposal with other proposers and has not colluded with any other proposer or parties to a bid whatever. NOTE: No premiums, rebates or gratuities permitted either with, prior to or after any delivery of materials. Any such violation will result in the cancellation and/or return of materials (as applicable) and the removal from Proposal List(s).

The vendor may be required to supply proof of compliance with proposal specifications. When requested, the vendor must immediately supply the Town with certified test results or certificates of compliance.

### DISQUALIFICATION

Awards will not be made to any person, firm or company in default of a contract with the Town.

### DELIVERY

Deliveries are to be made only to the department or division indicated on the order and in accordance with accepted commercial practices, without extra charge for packing or containers.

Deliveries which do not conform to the specifications or are not in good condition upon receipt shall be replaced promptly. Deliveries shall be inside the building, and accepted weekdays, between the hours of 7:30am and 4:00pm unless otherwise stated.

#### CONTRACT EXTENSION

The Town reserves the right to extend this contract for three (3) additional years by mutual agreement with the Proposer and with the approval of the Board of Selectmen of the Town.

#### INVOICING

Invoices will be processed upon receipt and shall be net thirty (30) for equipment rental. The invoice must include an itemization of all items, supplies, including unit list price, net price, extensions and total amount due.

**(I) (We) hereby certify that (I) (We) have read each and every part of this proposal and advertisement, and (I) (We) understand that failure to comply with any statement, part or request of this proposal will be cause for rejection thereof.**

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

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