The Pease Development Authority (“Owner” or “PDA”) is seeking bids for Two Gas Utility Carts, model year 2021, for use at the Pease Golf Course. Sealed bid proposals must be enclosed in two sealed envelopes (inner and outer) to prevent premature opening, both of which must be plainly marked "TWO GAS UTILITY CARTS”, the outside envelope addressed to the Pease Development Authority, Attn: Golf Course, 55 International Drive, Portsmouth, New Hampshire, 03801. Bids will be accepted until 10:00 a.m. local time on March 2, 2021, at which time all bids will be publicly opened and read aloud.

Scope: Bids for Two (2) Gas Utility Carts as described in Technical Specifications.

Technical Specifications for Two Gas Utility Carts may be obtained from the Pease Golf Course at the above address, on-line at www.peasedev.org or by calling the Golf Course at 603-433-6088.

Addenda to this bid, if any, including written answers to questions, will be posted on the PDA website at http://www.peasedev.org under the proper heading. Addenda and updates will NOT be sent directly to vendors.

PDA reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the PDA.
INSTRUCTION TO BIDDERS

I. Preparation of Bid Proposal

A. The Bidder shall submit its proposal upon the form furnished by the PDA (attached). Prices shall be given in both in words and figures.

B. Corrections made to amounts or information requested on the bid form should be made by crossing out the error and entering the new price or information above or below it. The correction must be initialed. In case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern.

C. The Bidder’s proposal must be signed by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture; by one or more officers of a corporation, or by an agent of the contractor legally qualified and acceptable to the owner. If the proposal is made by an individual, his name and post office address must be shown, by a partnership the name and post office address of each partnership member must be shown; as a joint venture, the name and post office address of each must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business addresses of the President, Secretary, and Treasurer.

D. All words, figures, corrections shall be in ink or typed. All signatures shall be in ink.

II. Delivery of Bid Proposals

When sent by mail, the sealed proposal shall be addressed to the Owner at the address set forth in the invitation. All proposals shall be filed prior to the time and at the place specified in the invitation for bids. Proposals received after the time for opening of the bids will be returned to the bidder, unopened. Faxed or emailed bid proposals are not acceptable.

III. Withdrawal of Bid Proposals

A bidder will be permitted to withdraw his proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

IV. Public Opening of Bid Proposals

Proposals will be opened and read publicly at the time and place indicated in the invitation for bids. Bidders, their authorized agents, and other interested parties are invited to be present (Please note, use of face masks covering one’s mouth and nose are required in PDA buildings).

V. Irregular Proposals and Disqualification of Bidders

Bid proposals that are irregular may be rejected at the discretion of the Owner. Irregular bid
proposals include the following:
A. Failure to use the bid form provided or alteration of the form;
B. Unauthorized additions, conditional or alternated bids, incomplete bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning;
C. The addition of any provision reserving the right to accept or reject an award, or to enter into a contract pursuant to an award; or
D. Failure to adhere to the requirements of the invitation or instructions.

Bidders may be disqualified and the bid proposal rejected for the following reasons:
E. More than one proposal for the same work from an individual, firm, or corporation under the same or different name;
F. Evidence of collusion among bidders;
G. Failure to submit all required information requested in bid specifications;
H. Bidder is not qualified or able to provide the services or product(s) described in the bid specifications; or
I. Disqualification is in the best interest of the PDA as determined by the PDA.

**AWARD**

I. Consideration or Proposals and Award
After the proposals are opened and read, bid results will be available to the public. In case of discrepancy between the prices written in words and those written figures, the prices written in words shall govern.

If an award is made, it will be made to the lowest, responsible, qualified bidder whose proposal complies with all the requirements prescribed, and whose bid is in the best interests of the PDA. The successful bidder will be notified by mail and/or emails at the addresses indicated on the proposal.

The award is not considered official until such time that a Purchase Order, fully executed contract, or an award letter has been issued by the PDA. No presumption of award shall be made by the bidder until such documents are in hand. Verbal notification of award is not considered official. Any action by the bidder to assume otherwise is done so at his/her own risk and the PDA will not be held liable for any expense incurred by a bidder that has not received an official award.

II. Reservation of Rights
The PDA reserves the right to cancel the award at any time before final notification of the successful bidder without any liability against the PDA. The PDA reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the PDA.
PEASE DEVELOPMENT AUTHORITY
TWO GAS UTILITY CARTS

TECHNICAL SPECIFICATIONS

I. GENERAL

These specifications describe two (2) gas utility carts, model year 2021. These gas utility carts shall be ruggedly built of new materials, suited for continuous outdoor work under extreme conditions year round.

II. GAS UTILITY CARTS

A. Motor:
   a) Automatic, continuously variable transmission
   b) Minimum 12 hp, EFI engine
   c) Gear: forward and reverse
   d) Minimum 5 gallon tank
   e) Spin on oil filter

B. Electrical:
   a) Electronic hour-meter
   b) Front Headlights LED
   c) Single 12 volt battery
   d) Starter/generator, solid state regulation
   e) USB ports (at least two)

C. Steering
   a) Self-adjusting rack and pinion

D. Suspension
   a) Independent leaf springs with dual hydraulic shocks or coils

E. Frame:
   a) Welded steel frame
   b) Body – front armorflex
   c) Body – rear aluminum or polyethylene
   d) Trailer hitch/receiver
   e) Heavy duty front bumper with brush guard
F. Brakes:
   a) Rear wheel mechanical drum or hydraulic wet brakes
   b) Parking brake

G. Wheels:
   a) Four (4) ply turf tires.

H. Cargo Box:
   a) Minimum: 40” x 38” x 10”
   b) Minimum load capacity 700 lbs.
   c) Tow capacity minimum 1,200 lbs.
   d) Hydraulic or electric lift/lower system
   e) Trash can mount

III. INSURANCE

   A. Bidder to Provide Certificate of Insurance evidencing:
      1. Comprehensive General Liability Insurance, on an occurrence basis
         (including vendor’s coverage) $2,000,000 each occurrence, $2,000,000
         products aggregate, and $2,000,000 general aggregate.

IV. WARRANTY

   The manufacturer and contractor shall warrant and guarantee these gas utility carts
   and all related components against defect due to design, material, or workmanship for
   a minimum of twenty four (24) months from the date of acceptance by PDA. The
   contractor shall make all necessary adjustments, repairs, and replacement of parts at
   the Owner’s request.

   The warranty shall include all material, labor, expenses, delivery charges, and other
   incidental charges necessary to the proper repair of any defects, at no cost to the Owner,
   during the warranty period. All replacement parts will be new or equivalent to new in
   performance. No warranties implied through the operation of the Uniform Commercial
   Code shall be disclaimed or modified.
V. **PAYMENTS**

Within thirty (30) days after delivery of the utility carts, the Owner shall make a payment in the amount of ninety percent (90%) of the contract amount. Until the Owner is satisfied with the performance of the electric utility cart in actual field condition, 10% of the total contract amount will be retained by the Owner. This 10% retainage will be forwarded to the contractor within 30-days after satisfactory performance has been observed by the Owner.

VI **DELIVERY**

Delivery will take place no later than May 1, 2021, in Portsmouth, N.H. The gas utility carts shall be packed securely for shipping and delivered to the Owner. An operations manual, maintenance manual, and complete parts list shall be provided in written and CD-ROM upon delivery. The contractor shall make available to the PDA a trained technician after delivery of the equipment to instruct maintenance personnel on the operations and maintenance of the equipment. Training will continue for as long as deemed necessary by the Owner. The on-site training shall be available within two-weeks of delivery of the equipment and shall be included in the cost of the equipment.

VII. **PRICE**

One price will be quoted lump sum and will include carts (satisfying these technical specifications), onsite training, warranty, and transportation to Pease Golf Course, 200 Grafton Drive, Portsmouth, New Hampshire 03801, by no later than May 1, 2021.
BID PROPOSAL FORM

YEAR 2021 Two (2) Gas Utility Carts:

Total Bid Two (2) Gas Utility Carts/Delivery/Instructions/Warranty:

Cart Brand and Model: ________________________________

Price in Figures $ ________________ Price in Words $ ________________

By submitting the bid above, Bidder certifies the Carts/Deliver/Instructions/Warranty satisfy the requirements of the Technical Specifications.

___________ approximate number of days from award that delivery will be made.
**DELIVERY OF UTILITY CART:** Bidder must state approximate number of days from award that delivery will be made. Must be no later than May 1, 2021. Bidder must deliver Gas Utility Cart to the Pease Golf Course, 200 Grafton Road, Portsmouth, New Hampshire. Bidder must pre-schedule the delivery date with the General Manager of the Golf Course.

The undersigned agrees that he/she on behalf of Bidder has read the bid proposal documents, the instruction to bidder’s specifications and agrees to the terms and conditions set forth herein. Bidder understands that the bid price shall include delivery FOB to the address identified in the bid documents.

Bidder further agrees that this bid is not made jointly or in conjunction, cooperation or collusion with any person, firm, corporation or other legal entity.

Bidder agrees no officer, agent or employee of the Owner is directly or indirectly interested in this Bid.

---------------------------------  
Submitted by Authorized Agent:

---------------------------------
(Print Name & Title)

Signature:

Date:

Company:

Address:

City/State/Zip:

E-mail address:

Telephone:

Fax: