



55 International Drive Portsmouth NH 03801

INVITATION FOR BIDS

(IFB)

Full-Size Crossover Utility Vehicle

Issued on May 8, 2024

Due date: May 28, 2024, at 2:00 P.M. Local Time

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ADVERTISEMENT FOR BIDS
Full-Size Crossover Utility Vehicle

The Pease Development Authority (“PDA”) invites sealed Bids for the purchase of a **Full-Size Crossover Utility Vehicle** to be used at Pease Development Authority Properties. Bids will be received at the office of PDA, 55 International Drive, Portsmouth, N.H. 03801 until **2:00 P.M. local time, May 28, 2024**, at which time they will be opened publicly. The mailing address is:

Pease Development Authority
Attn: Finance Department
55 International Drive
Portsmouth, NH 03801

Bids shall be closed in two (2) envelopes (inner and outer) both of which shall be sealed and clearly labeled, **“Full-Size Crossover Utility Vehicle, submitted by (Vendor’s name) Attn: Finance Department”**. Bid documents will be available on or after May 8, 2024, by calling Toni-Marie Vaughn at (603) 766-9284 or emailing bids@peasedev.org. Details can also be found on our website at <https://peasedev.org/business-3/bids-and-opportunities>

Disadvantaged Business Enterprises will be afforded full opportunity to submit responses to this advertisement. PDA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964(78 Stat. 252, USC §§ 2000d to 2000d-4), hereby notifies all offerors that it will affirmatively ensure no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

INSTRUCTIONS FOR SUBMITTING BIDS

1.0 RECEIPT AND OPENING OF BIDS

The Pease Development Authority (herein called “Authority” or the “PDA”) invites sealed Bids for the purchase and delivery of a **Full-Size Crossover Utility Vehicle** on the form attached hereto, all blanks of which must be filled in. The Authority will receive Bids at its offices at 55 International Drive, Portsmouth, NH 03801 **until 2:00 P.M. local time, Tuesday, May 28, 2024.** The Mailing Address is:

Pease Development Authority
Attn: Finance Department
55 International Drive
Portsmouth, NH 03801

Bid documents will be available on or after May 8, 2024 by visiting <https://peasedev.org/business-3/bids-and-opportunities/> or by contacting Toni-Marie Vaughn via email at bids@peasedev.org or by phone at (603) 766-9284. It is the Bidders’ responsibility to contact Ms. Vaughn to be placed on the Bidders List. Only Vendors who are on the Bidders List will be allowed to submit a response to this IFB. Furthermore, Vendors who are on the Bidder List will be made aware of any discrepancies and/or omissions when they are discovered in the bid documents per addendum. Before preparing the Bid package, Vendors should carefully examine this IFB in its entirety.

The Bid package should include **one (1) original** and **one (1) duplicate** copy, labeled as such and shall be enclosed in **two (2) envelopes (inner and outer)**, both of which shall be sealed, addressed, and designated on the outside envelope as: **“Bids for Full-Size Crossover Utility Vehicle, submitted by (Vendor’s name) Attn: Finance Department.”**

The Authority may consider informal any Bid not prepared and submitted in accordance with the provisions herein and may waive any informalities or reject any and all Bids. Bids may be withdrawn prior to the above scheduled due date or authorized postponement thereof. Any Bid received after the time and date specified above shall not be considered in the evaluation process. All offers shall remain valid for a period of ninety (90) calendar days and shall NOT be withdrawn after the actual Bid due date.

Questions for the purpose of clarifying contents in the IFB must be submitted in writing by email to, bids@peasedev.org and must be received no later than 12:00 P.M. local time on May 17, 2024. Questions and responses will be made available to all Bidders on our website as a posted **“Addendum”** and an email notification will be sent to those Bidders on the Vendors List on or before 2:00 P.M. May 20, 2024.

2.0 GENERAL

The following specification describes a new, unused, John Deere XUV835M, 4X4 Crossover Utility Vehicle, or EQUAL. This 4x4 Utility Vehicle or **EQUAL** shall be ruggedly built of new materials, suited for continuous work under extreme, year-round conditions. It is the Bidder's responsibility to provide sufficient

data/information with their bid to determine if the proposed vehicle conforms to the technical requirements set forth below. The PDA reserves the right to determine equivalency.

2.1 John Deere XUV835M or **EQUAL TECHNICAL REQUIREMENTS**

A. **Engine:**

1. Three (3) cylinder, 54 H.P minimum. direct injected, liquid cooled, non-turbo gasoline,
2. Full pressure lubrication system with replaceable spin-on, type filter; and
3. Requires a heavy-duty element, dry-type air cleaner.

B. **Electrical:**

1. Automotive-type alternator shall be 12-volt, 85 Amp,
2. Service indicator,
3. Digital hour-meter,
4. Battery charging indicator,
5. Low oil pressure warning,
6. 4WD indicator,
7. Fuel level indicator,
8. Differential indicator,
9. Coolant temperature indicator; and
10. Head light and taillight package.

C. **Fuel:**

1. Fuel type shall be gasoline,
2. Auto-bleed fuel system; and
3. Minimum eleven (11) U.S. gallon fuel capacity with fuel shutoff valve.

D. **Drive Train:**

1. Transmission will be Automatic engagement, CVT type requiring no gear changes during operation. **Manual clutch type will not be accepted,**
2. Transmission will incorporate Park, Reverse, Neutral, Forward-high range, and Forward-low range in one shift selector,
3. Front drive axle will be limited slip differential,
4. Rear drive axle will be Positive locking switch activated,
5. Suspension will be four-wheel independent A arm type incorporating coil springs, and gas shocks with minimum 8 in of travel; and
6. Transmission will incorporate a Descent Control system.

E. **Cab & Chassis:**

1. Cab will be fully enclosed hard cab with all glass windows,
2. Front windshield wiper,
3. Factory heating and air conditioning package will be provided,

4. Side view mirrors,
5. Power tilt bed of 45 in. x12 in. x52 in., with 1,000 lb. capacity,
6. Standard 2 in. receiver hitch,
7. Tow capacity of 4,000 lb. minimum,
8. Ground clearance 11 in. minimum,
9. Wheelbase of 84 in. minimum,
10. Overall length 130 in. maximum,
11. Height of 80 in. maximum; and
12. Dump bed will be textured spray in polyurethane lined to protect against damage.

F. Brakes:

1. Parking brake shall be drive, interlocking type; and
2. Brakes will be hydraulic disc type dual piston front and single piston rear.

G. Frame:

1. Steel minimum seven-gauge construction.

H. Seats:

1. Three (3) passenger vinyl 60/40 split bench seat; and
2. Continuous lap and shoulder style seatbelt with retractor.

I. Tires and Wheels:

1. Rear tires shall be 27 x 11 – R14 inch radial, pneumatic off-road tires,
2. Front tires shall be 27 x 9 – R14 inch radial pneumatic off-road tires; and
3. Wheels will be painted steel. **One piece aluminum wheels will not be accepted.**

J. Miscellaneous:

1. Glove box,
2. Cup holders,
3. Power Steering.

3.0 INSURANCE

Bidders shall adhere to the minimum insurance requirements that are attached hereto.

4.0 WARRANTY

The manufacturer and Bidder shall warrant and guarantee the Full-Sized John Deere XUV835M or **EQUAL**, and all components herein, against defect due to design, material, or workmanship for a minimum of twelve

(12) months from the date of acceptance by the Authority. The Bidder shall make all necessary adjustments, repairs, and replacement of parts at the Authority'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 Authority, 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 Code shall be provided.

5.0 DELIVERY

Delivery will take place no later than 30 days from Notice to Award. This Full-Sized Crossover Utility Vehicle, like the John Deere XUV835M or **EQUAL**, and incidentals shall be packed securely for shipping and delivered to the PDA Maintenance Department at 7 Lee Street, Portsmouth, NH 03801. An operation manual, and a service manual and complete parts list, shall be provided upon delivery. The Bidder shall make available to the Authority a trained technician after delivery of the equipment to instruct PDA maintenance personnel on the operations and maintenance of the equipment. Training will continue for as long as deemed necessary by the Authority. The on-site training shall be available within one (1) week of delivery of the equipment and shall be included in the cost of the equipment.

6.0 BID SUBMITTAL

The attached bid form is required for this bid and must be received at the following address not later than 2:00 P.M. local time, May 28, 2024.

Pease Development Authority
Finance Department
Full-Size Crossover Utility Vehicle
55 International Drive
Portsmouth, NH 03801

Bids must be enclosed in sealed envelopes (inner and outer), both of which must be clearly labeled "Full-Size Crossover Utility Vehicle Submitted by (vendors name) Attn: Finance Department".

FULL-SIZE CROSSOVER UTILITY VEHICLE BID FORM

The UNDERSIGNED does hereby certify that the items to be furnished to the Pease Development Authority (“PDA”) will meet all the specifications and requirements of the “Full-Size Crossover Utility Vehicle IFB Package,” dated May 8, 2024.

The UNDERSIGNED hereby certifies that no employee, officer, or agent of the PDA, nor any member of their immediate family has any interest in the award of a contract herein; nor, is any such employee, officer, or agent, employed by or about to become an officer or employee of any person, firm, partnership, or corporation which may benefit from the award of the contract herein.

The UNDERSIGNED must be familiar with all aspects of the delivery of the product and be familiar with the conditions of the site where delivery shall be made.

This agreement is based on the foregoing issued before execution of this agreement and any amendments hereafter to be made.

The PDA will award the contract for the supply and delivery of **one (1), Full-Size Crossover Utility Vehicle**, to the lowest responsive and responsible bidder. The PDA reserves the right to reject any and all proposals to waive any informalities.

Price: All-inclusive price for the supply and delivery of **ONE (1), NEW, Full-Size Crossover Utility Vehicle** at Pease Development Authority according to the specifications contained herein:

Dollars: \$ _____

\$ _____

(Unit price is to be shown in both words and figures. In case of discrepancy, the unit price shown in words will govern.)

John Deere XUV835M is representative of the type and quality required; the manufacturer and product # of your offer for this item is:

_____ if quoting other than the indicative model, compete, detailed specifications **MUST** be submitted.

Note: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid.

VENDOR: _____

By: _____

(Its) _____

DATE: _____

Address: _____

Phone: _____

Fax: _____

E-Mail: _____

**FULL-SIZE CROSSOVER UTILITY VEHICLE
BID FORM CONTINUED**

The Pease Development Authority reserves the right to reject any or all bids and to waive any informalities.

This bid shall not be withdrawn within 90 days after the actual date of opening.

Upon receipt of notice of award of this Bid, the Undersigned will deliver the required insurance certificates to execute a Contract.

The following addendum language is included in the event addendums need to be issued:

Proponent acknowledges receipt of the following addenda:

Addendum No. _____
Signature _____ Date _____

Addendum No. _____
Signature _____ Date _____

Addendum No. _____
Signature _____ Date _____

Respectfully submitted by:

Company

Signature

Print or Type Name and Title

Address

Telephone and Email address

Date

MINIMUM INSURANCE REQUIREMENTS

TO: ALL CONTRACTORS, SUBCONTRACTORS AND/OR AGENTS

RE: MINIMUM REQUIREMENTS OF CERTIFICATES OF INSURANCE FOR CONTRACTORS/SUBCONTRACTORS WORKING ON PROPERTY OF PEASE DEVELOPMENT AUTHORITY AT PEASE INTERNATIONAL TRADEPORT

All subcontractors and/or any agents thereof are required to **provide proof of insurance to the Pease Development Authority (“PDA”)** before the commencement of any work on property of PDA at Pease International Tradeport. The following are the minimum requirements for insurance coverage:

1. **General Liability:** \$1,000,000 general liability coverage **per occurrence** and \$2,000,000 **per project aggregate**.
2. **Automobile Liability:** \$1,000,000 automobile liability coverage.
3. **Workers Compensation:** Coverage equal to minimum statutory levels as required by New Hampshire State law.
4. **Environmental/Pollution Liability:** As required by activities which give rise to the necessity for such coverage in a minimum amount of \$1,000,000 **per occurrence** and \$2,000,000 **per project**.
5. **Professional Liability:** As required by activities which give rise to the necessity for such coverage and in such amounts as determined by PDA from time to time.
6. **Additional Insureds:** Pease Development Authority must be named as additional insured under all liability coverages.
7. **Notice of Cancellation:** A **30-day** notice of cancellation (with the exception of a 10-day notice for non-payment of premium) must be provided.
8. **Waiver of Subrogation.** With the exception of workers’ compensation coverage, a statement that a waiver of subrogation is included with respect to applicable coverage.
9. **Primary Insurance.** A provision that any liability coverage required to be carried shall be primary and noncontributing with respect to any insurance carried by the PDA.
10. **Certificate Holder:** Pease Development Authority
55 International Drive
Portsmouth, NH 03801

If you have any questions, please call the Pease Development Authority Legal Department at **(603) 433-6348**.

SAMPLE CERTIFICATE OF INSURANCE FORM

LIABILITY LIMITS

Coverage
\$4,000,000 Per Occurrence and Per Project Aggregate

AUTOMOBILE LIABILITY
\$1 Million minimum

WORKERS COMPENSATION
Meets NH statutory requirements

PROFESSIONAL LIABILITY
\$1 Million minimum
If applicable

ENVIRONMENT POLLUTION LIABILITY
\$1 Million minimum
If applicable

ADDITIONAL INSURED
Pease Development Authority is named as Additional Insured

PRIMARY INSURANCE WAIVER OF SUBROGATION
Required

Mail Certificate to Certificate Holder
Cancellation Clause
Shall assure 30 days written notice

ACCORD CERTIFICATE OF INSURANCE						
PRODUCER SAMPLE FORMAT	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.					
	COMPANIES AFFORDING COVERAGE					
INSURED CONTRACTOR NAME AND ADDRESS	COMPANY A					
	COMPANY B					
	COMPANY C					
	COMPANY D					
COVERAGES: THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFF. DATE	POLICY EXP.	LIMITS	
	GENERAL LIABILITY <input checked="" type="checkbox"/> Commercial General Liability <input type="checkbox"/> Claims Made <input checked="" type="checkbox"/> Occur GENL. AGGREGATE LIMIT APPLIES PER: Policy <input checked="" type="checkbox"/> Project <input type="checkbox"/> Loc				GENERAL AGGREGATE PRODUCTS-COMP/OP \$ PERSONAL&ADV INJURY \$ EACH OCCURRENCE \$4,000,000.00 FIRE DAMAGE \$ MEDICAL EXPENSES \$	
	AUTOMOBILE LIABILITY <input type="checkbox"/> Any Auto <input type="checkbox"/> All-Owned <input type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hired Autos <input type="checkbox"/> Non-Owned Autos				Combined Single Limit \$1,000,000.00 Bodily Injury (Per person) \$ Bodily Injury (Per accident) \$ Property Damage (Per accident) \$	
	GARAGE LIABILITY <input type="checkbox"/> Any Auto				Auto Only – EA Accident \$ Other Than Auto Only \$	
	EXCESS LIABILITY <input type="checkbox"/> Occur <input type="checkbox"/> Claims Made <input type="checkbox"/> Deductible <input type="checkbox"/> Retention				Each Occurrence \$ Aggregate \$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				Statutory Limits \$100,000 Each Accident \$500,000 Disease Policy \$100,000 Disease Each Employee	
	OTHER Professional Liability \$1,000,000 Environmental/Pollution Liability \$1,000,000					
DESCRIPTIONS OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS						
Project address, Pease Development Authority is named as Additional Insured. With the exception of workers' compensation coverage, a waiver of subrogation is included with respect to applicable coverages. Coverage shown is primary and non-contributing with respect to any insurance carried by Pease Development Authority.						
CERTIFICATE HOLDER				CANCELLATION		
Pease Development Authority 55 International Drive Portsmouth, NH 03801				Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurance company will endeavor to mail 30 days written notice to the named to the certificate holder left, but failure to mail such notice shall impose no obligation or liability of any kind upon the insurer, its agents or representatives.		
				AUTHORIZED REPRESENTATIVE:		

STATEMENT OF QUALIFICATIONS

Attach this statement, fully completed, to the Bid Form and submit it to the Authority on the date and time for opening of bids.

All Questions must be answered, and the data given must be clear and comprehensive. Where necessary, questions shall be answered on separate attached sheets. The Vendor may submit any additional information he/she desires.

1. Name of Vendor:

- 1.a Vendor is: Corporation
Partnership
Individual
Limited Liability Company

2. Permanent main office address:

2.a Treasury Number (Employer's Identification No.)

3. When organized:

4. If a corporation, where incorporated:

5. How many years have you been engaged in the business under your present firm or trade name?

6. General character of work performed by your company:

STATEMENT OF QUALIFICATIONS CONTINUED

7. Have you ever failed to complete any work awarded to you? ()Yes ()No If yes, where and why?
8. Have you ever defaulted on a contract? ()Yes ()No
If Yes, where and why?
9. List of references (**minimum of three**) – Provide Company Name, Company contact, email, and phone number

Attach proof of licensure and any other pertinent information that may assist the Authority in evaluating your bid.