



55 International Drive Portsmouth NH 03801

INVITATION FOR BIDS

**IFB-25-01 – 300-Gallon Sprayer**

**Issued on July 8, 2024**

**Due date: July 25, 2024, at 2:00 P.M. Local Time**

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**ADVERTISEMENT FOR BIDS**

**IFB 25-01 – 300-Gallon Sprayer**

The Pease Development Authority (“PDA”) invites sealed Bids for the purchase of a **300-Gallon Sprayer** to be used at Pease Development Authority’s Golf Course. Bids will be received at the office of PDA, 55 International Drive, Portsmouth, NH 03801 until **2:00 P.M. local time, July 25, 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, **“IFB 25-01 – 300-Gallon Sprayer submitted by (Vendor’s name) Attn: Finance Department”**. Bid documents will be available on or after July 8, 2024, by calling Toni-Marie Vaughn at (603) 766-9284 or emailing [bids@peasedev.org](mailto:bids@peasedev.org). Details can also be found on our website at <https://peasedev.org/business-3/bids-and-opportunities>

## 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 **300-Gallon Sprayer** on the forms 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, Thursday, July 25, 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 July 8, 2024 by visiting <https://peasedev.org/business-3/bids-and-opportunities/> or by contacting Toni-Marie Vaughn via email at [bids@peasedev.org](mailto: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. Bidders should carefully examine this IFB in its entirety before preparing their Bid package.

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 envelope as: **“IFB 25-01 – 300-Gallon Sprayer 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](mailto:bids@peasedev.org) and must be received no later than 2:00 P.M. local time on July 15, 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 vendors on the Bidders List on or before 2:00 P.M. July 17, 2024.

### 2.0 TITLE VI SOLICITATION NOTICE

PDA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (7878 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, [select businesses, or disadvantaged business enterprises or airport concession disadvantaged business enterprises] will be afforded full and fair opportunity to submit bids in response to this invitation and 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), or age in consideration for an award

### **3.0 GENERAL**

The following specification describes in part a Toro Multi Pro 5800 **300-Gallon Sprayer vehicle**. This 300-Gallon Sprayer, or the equivalent, shall be ruggedly built of new materials, suited for continuous work under extreme year-round conditions.

#### **3.1 300-Gallon Sprayer**

##### **A. Engine:**

1. 50 hp, 1.6L, 4-cylinder, liquid-cooled electronic fuel injection, throttled control, three-way catalytic converter, gear-driven valve train, and diagnostic port.

##### **B. Electrical:**

1. Automotive-type alternator with I/C regulator shall be 12-volt, 60 amp,
2. Dash mounted ignition switch,
3. Traction interlock switch,
4. Digital hour-meter,
5. Engine oil pressure warning lamp,
6. Spray pressure gauge,
7. Over-temperature warning lamp,
8. Low voltage warning lamp,
9. Glow plug indicator lamp,
10. 12-volt, 37.5-watt halogen sealed beam headlights

##### **C. Fuel:**

1. Fuel type shall be unleaded gasoline,
2. Auto-bleed fuel system; and,
3. Minimum 12 U.S. gallon fuel capacity with fuel shutoff valve,
4. Standard fuel gauge

##### **D. Frame and Suspension:**

1. Welded high strength steel tubular construction,
2. Suspension front: straight axle with twin independent leaf springs, dual shock absorbers. Rear: rigid with high flotation rear tires,

##### **E. Wheels:**

1. Front: 23" diameter rounded profile, 4-ply rating, turf tread,
2. Rear: 26.5" diameter rounded profile, 6-ply rating, turf tread,

3. 2-wheel mechanical cable operated multi disc wet brakes with additional hydrostatic braking through drive train,

**F. Sprayer and Boom Assembly:**

1. Solution Tank: High density, impact resistant polyethylene with large 16” fill well,
2. Rated Capacity: 300-Gallon (1,136 liter) Minimum,
3. Spray Pump: Dual diaphragm positive displacement, minimum 45 gpm output, capacity range up to 220 psi max
4. Agitator: Minimum four (4) side mounted jet agitation nozzles for full tank agitation
5. Controls: Throttle control; spray pump switch; tank agitation switch; individual boom section switches; master boom switch; speed-lock switch; manual/automatic spray mode switch; boom lift/lower switches; manual application rate control (pressure) switch; USB port; 12V power socket; automatic spray rate control,
6. Electronic Flow Controls system to regulate changing pump rpm and eliminate pressure skip/drop when turning boom on/off and compensate for variations in ground speed,
7. Breaks away fore and aft, folds rearward behind tank for storage or transport,
8. Electric triangular truss-style open boom,
9. Drift reduction, quick disconnect with diaphragm check valves,
10. Foam marking kit
11. Systematic and contact nozzles

**G. Accessories:**

1. On board mixing station
2. Fresh water rinse kit, 30-gallon (minimum) separate tank
3. Sunshade with windshield
4. Ultra Sonic boom leveling kit

**4.0 INSURANCE**

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

**5.0 WARRANTY**

The manufacturer and Bidder shall warrant and guarantee their 300-Gallon Spayer and all related components herein, against defects due to design, material, or workmanship for a minimum of twenty-four (24) months from the date of acceptance by PDA. The Vendor 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 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 Code shall be disclaimed or modified.

## 6.0 PAYMENTS

Payments shall not be due until thirty (30) days after the invoice has been received or all items have been delivered, inspected, and accepted by the agency, whichever is later. Invoices shall be sent to [invoices@peasedev.org](mailto:invoices@peasedev.org) after the unit has been accepted.

## 7.0 DELIVERY

**Delivery will take place no later than September 2, 2024.** This 300-Gallon Sprayer, and incidentals, shall be packed securely for shipping and delivered to the PDA Golf Course at 200 Grafton Road, Portsmouth, NH 03801. An operation manual, service manual, and a complete parts list shall be provided upon delivery. The awarded Bidder shall make available to the Authority a trained technician after delivery of the equipment to instruct the 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 week of delivery of the equipment and shall be included in the cost of the equipment.

## 8.0 PRICE

Bid pricing will be quoted lump sum and will include onsite training, training manuals, and transportation to Pease Golf Course Maintenance Department, 200 Grafton Road, Portsmouth, NH 03801

## 9.0 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, July 25, 2024.

Pease Development Authority  
Finance Department  
**IFB 25-01 – 300-Gallon Sprayer**  
55 International Drive  
Portsmouth, NH 03801

**Bids must be enclosed in two (2) sealed envelopes (inner and outer), both of which must be clearly labeled “IFB 25-01 – 300-Gallon Sprayer submitted by (Vendor’s name) Attn: Finance Department”.**

**IFB 25-01 – 300-GALLON SPRAYER 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 “300-Gallon Sprayer IFB 25-01 Bid Package,” dated July 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 vendor’s signature on a Bid submitted in response to this IFB guarantees that the prices, terms and conditions, and price quoted have been established without collusion with other vendors and without effort to preclude the Authority from obtaining the best possible competitive pricing.

The PDA will award the contract for the supply and delivery of **one (1), 300-Gallon Sprayer**, to the lowest, responsive, and responsible bidder. The PDA reserves the right to reject any and all bids and to waive any informalities.

\*\*\*\*\*

**Price:** All-inclusive price for supply and delivery of a **300-gallon Sprayer** 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.)

Toro Multi Pro 5800 300-Gallon Spayer is representative of the requested: if quoting something other than the indicative model the manufacturer and product # of your offer for this item is: \_\_\_\_\_.

*A complete, detailed specification sheet MUST be included with your bid response.*

**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: \_\_\_\_\_



**IFB 25-01 – 300-GALLON SPRAYER  
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 ninety (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, VENDORS 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						
<b>PRODUCER</b>  <b>SAMPLE FORMAT</b>		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				
<b>INSURED CONTRACTOR NAME AND ADDRESS</b>		COMPANY A				
		COMPANY B				
		COMPANY C				
		COMPANY D				
<b>COVERAGES:</b> 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	
	<b>GENERAL LIABILITY</b> <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 \$	
	<b>AUTOMOBILE LIABILITY</b> <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) \$	
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> Any Auto				Auto Only – EA Accident \$ Other Than Auto Only \$	
	<b>EXCESS LIABILITY</b> <input type="checkbox"/> Occur <input type="checkbox"/> Claims Made <input type="checkbox"/> Deductible <input type="checkbox"/> Retention				Each Occurrence \$ Aggregate \$	
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>				Statutory Limits Each Accident \$ 100,000 Disease Policy \$ 500,000 Disease Each Employee \$ 100,000	
	<b>OTHER</b> Professional Liability \$1,000,000 Environmental/Pollution Liability \$1,000,000					
<b>DESCRIPTIONS OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS</b>						
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.						
<b>CERTIFICATE HOLDER</b>				<b>CANCELLATION</b>		
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.		
				<b>AUTHORIZED REPRESENTATIVE:</b>		

## 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 (if applicable) and any other pertinent information that may assist the Authority in evaluating your bid.**