

## **Request for Proposals New Diesel Backhoe Loader**

The Town of Norridgewock requires a 2019 or newer Diesel Backhoe Loader in accordance with the following conditions and specifications.

### **GENERAL CONDITIONS**

- 1) The Backhoe Loader shall be model year 2019 or newer and meet all state and federal regulations. The loader and all its equipment must be fully operational and meet all specifications upon delivery. An operator's parts and service manual shall be furnished upon delivery.
- 2) Any substitutions included under an "or equal" clause will be subject to the approval of the Town Manager.
- 3) The bidder must furnish all items of information requested on the bid request. Any item omitted may result in the bid being rejected in its entirety.
- 4) The Town reserves the right to reject any and all bids for any or all items covered in the bid request, to waive any informalities or defects in bids, or to accept such bids as it shall deem to be in the best interest of the Town. Bidders will be considered for award on the basis of bid price, performance record, parts availability, and full economic analysis.

### **BIDDER NOTES**

- 1) Prices are to exclude Federal taxes and Maine sales tax. The Town of Norridgewock is a political subdivision of the State of Maine and therefore exempt.
- 2) Equipment should be of latest model available and fully tested, serviced, fueled, and inspected by seller, ready to operate and found to be satisfactory to the Public Works Foreman and Road Commissioner.
- 3) Delivery date must be submitted and may be a factor in awarding the bid. Total bid price includes delivery to the Norridgewock Public Works Garage (61 Perkins St, Norridgewock, ME).

- 4) Complete specifications on all models bid must accompany the bid. Failure to complete the right-hand column of attached specification sheet may be cause for rejection. A manufacturer's brochure must accompany the bid.
- 5) Assured parts availability is a factor which may be considered in the bid evaluation.
- 6) Complete specifications and appropriate stock numbers must accompany the bid. Failure to provide full descriptive data may be cause for rejection of the bid.
- 7) Prospective bidders are required to submit a bid on the "trade-in" vehicle as described herein: 2001 Cat 416-D Backhoe Loader. Vehicle is available for inspection at the Norridgewock Public Works Garage upon request. Monday – Friday 7:00am - 3:30pm. Contact: Public Works Foreman Joe Bishop at (207) 431-1125.

### **BACKHOE LOADER SPECIFICATIONS**

The Specifications listed below under "Requested Specifications" represent the Town's basic requirements for the equipment requested. The specifications should be viewed as a guideline for the Town's needs and not as absolute minimum or maximum requirement. Alternate specifications will be considered but may not be accepted. The Town will purchase the equipment that will best meet the requirements of the Town Public Works Department. In order to be considered, bidders must list the specifications of their equipment under "Proposed Specifications". If proposed specifications do not meet the requested specification, please provide an explanation for the variation.

<u>REQUESTED SPECIFICATIONS</u>	<u>PROPOSED VENDOR SPECIFICATIONS</u>
<b>GENERAL</b>	
New, 2019 or newer model, 4-wheel drive rubber tire loader/backhoe with extendable dipper stick.	
Dealer shall maintain parts and service facilities within a 50-mile radius of Norridgewock, Maine.	
<b>VEHICLE</b>	
Equivalent to Cat 420-D (14' backhoe class), or greater	

<b>ENGINE</b>	
Turbocharged four-cylinder diesel with minimum net HP rating of 90.	
Engine equipped with a cold-starting aid and block heater.	
<b>POWER TRAIN</b>	
Power shift transmission with hydraulic shifting	
Electric clutch cutoff on loader lever	
Auto-shift feature	
<b>BRAKES</b>	
Service Brakes: Power assisted, hydraulic wet disc, self-adjusting, and self-equalizing	
Parking Brake: Spring applied, hydraulically released	
<b>STEERING</b>	
Hydrostatic power steering	
<b>TIRES</b>	
Rear tires at least 21L-24 (10)	
<b>HYDRAULIC CONTROLS</b>	
Rear auxiliary equipped with bi-directional capability to handle add-on equipment	
Heaviest available front counterweight available	
Capability of switching from thumb to tilt from inside operator's cab	
<b>OPERATOR'S CAB</b>	
Sound suppressed ROPS cab to meet all applicable Federal, State, and OSHA regulatory standards.	
Rearview mirrors, both internal and external	
Fabric covered, swing-around, extra cushioned, air suspension, multi-adjustable seat with seatbelt	

Cab heater and defroster, highest capacity available	
Illuminated instrument panel	
Dome light with independent on/off switch	
Cab gauges: oil pressure, water temp, amp meter, torque converter temp, fuel level, and other applicable gauges or warning devices	
Heavy duty 2-speed front and rear windshield wipers with time delay and washers	
Roof and floor sound suppression matting	
Sun visors	
Interior mounted circulation fan	
Fresh air filters	
<b>LOADER SPECIFICATIONS</b>	
Loader bucket capacity, 1.3 cubic yard minimum	
Bolted cutting edge on loader	
Differential lock/limited slip on front and conventional rear	
<b>LOADER CONTROLS</b>	
Shall include raise, lower, hold, float, and return to dig	
<b>BACKHOE ATTACHMENTS</b>	
48" Craig severe duty Class 4 ditching bucket with bolt-on cutting edge	
Craig heavy duty main pin 4-tine thumb	
24" Craig heavy duty Class 4 bucket with Esco ultra-lock teeth	
15" craig heavy duty Class 4 bucket with Esco ultra-lock teeth	

<b>STABILIZERS</b>	
Two independently-controlled stabilizers with reversible rubber street pads	
<b>REQUIRED EQUIPMENT, IF NOT STANDARD</b>	
Four (4) shock-mounted headlights	
Four (4) shock-mounted rear work lights	
Directional signals	
Backup alarm	
Horn	
Slow-moving vehicle emblem	
Boom transport lock	
Antifreeze, to -30° F or lower	
Two operator's manuals	
One Parts manual	
One Service manual	
Minimum 1-year warranty (full machine)	
Whalen round strobe light mounted on cab roof	
Vandalism protection kit	
Stop and hazard lights	
Floor mats	
Cab-mounted fire extinguisher, 5lb.	
AM/FM Radio, optional	
Tool box	
Service hour meter	
Front and rear spare wheel and tire (one each)	
Ride control	
Master disconnect	
Remote jump starter	
First service filters- air, oil, fuel	
Front wheel fenders	
<b>OPTIONAL WARRANTY</b>	
Must offer a standard manufacturer's warranty, plus a 30-month warranty for power train and hydraulics	

<b>ORIENTATION AND TRAINING</b>	
Training by factory representative provided for mechanics	
Separate training session provided for operators	
<i>Note: Minimum 2 hours of training; trainings to be scheduled by Public Works Foreman</i>	
<b>PARTS AVAILABILITY</b>	
Replacement parts for major components shall have a 48-hour parts availability	

**BID FORM  
DIESEL WHEEL BACKHOE LOADER**

YEAR, MAKE MODEL: \_\_\_\_\_

	Bid Amount
Backhoe Loader	
Trade Allowance (2001 Cat 416D)	
Total Bid, less trade	
Additional Warranty	
Additional Options	

EARLIEST DELIVERY: \_\_\_\_\_ DAYS AFTER RECEIPT OF ORDER

VENDOR	
ADDRESS	
SIGNATURE OF AUTHORIZED REPRESENTATIVE	
TELEPHONE	
EMAIL	

## Proposal Submission Information

### Incurred Costs

The Town of Norridgewock is not liable for any costs incurred in replying to this RFP.

### Proposal Submittal Instructions

#### **Submission of Proposal**

Sealed proposals must be mailed or hand-delivered to:

Town of Norridgewock  
Richard LaBelle, Town Manager  
PO Box 7 | 16 Perkins St.  
Norridgewock, ME 04957

All proposals shall be submitted in complete original form. Three copies of the proposal must be provided by the vendor. No faxed or emailed proposal will be accepted. Bids shall be sealed and marked clearly on the outside, '**Backhoe Loader Bid**'.

#### **Closing of Bids**

All proposals must be received by 2:00 p.m., Thursday, July 9, 2020.

#### **Opening of Proposals**

Proposals will be publicly opened and read at 2:15 p.m., Thursday, July 9, 2020 at the Norridgewock Town Office (16 Perkins St., Norridgewock).

#### **Review & Final Selection**

The review for final vendor selection shall begin on Wednesday, July 15, 2020 at 6:00 p.m. during the regularly scheduled meeting of the Board of Selectmen. The final selection may be made during this meeting. In the event final selection is not made on July 15, 2020, all vendors submitting proposals will be notified and notices will be available approximately four (4) days before the actual meeting date.

#### **Other Information**

Vendors may submit any other information or options that are not described in this proposal that would be beneficial to the Town of Norridgewock. If, in the vendor's opinion, the Town has overlooked anything material or relevant, such item(s) may be brought to the Town's attention and be included in the proposal.

## **Questions & Addenda**

Prospective proposers may direct questions (preferably via email) to the Town Manager or Public Works Foreman:

Richard LaBelle, Town Manager  
Town of Norridgewock  
16 Perkins St. | PO Box 7  
Norridgewock, ME 04957  
[townmanager@townofnorridgewock.com](mailto:townmanager@townofnorridgewock.com)

All questions are due no later than 4:00 p.m. on Wednesday, June 24, 2020. Answers to the questions will be available on the Town's bid website ([www.townofnorridgewock.com/bids](http://www.townofnorridgewock.com/bids)) as questions are posed and answered.

Prospective proposers are encouraged to notify the Town Manager via e-mail of one's interest in submitting a proposal and/or receiving information updates, in the event addendums are issued. An e-mail distribution list will be developed to most efficiently communicate with prospective vendors.

## **Terms and Conditions**

- A. The Town of Norridgewock reserves the right to accept or reject any or all proposals or portions thereof without stated cause.
- B. The Town of Norridgewock reserves the right to re-issue any requests for proposals.
- C. Upon the selection of a finalist vendor, the Town by its proper officials, employees, or agents shall attempt to negotiate and reach a final agreement with this vendor. If the Town, for any reason, is unable to reach a final agreement with this vendor, the Town reserves the right to attempt to reject such vendor and negotiate a final agreement with the vendor who has the next most viable proposal or bid. The Town may also elect to reject all proposals and re-issue a request for proposal.
- D. Clarification of proposals: The Town of Norridgewock reserves the right to obtain clarification of any point in a vendor's proposal or obtain additional information.
- E. The Town of Norridgewock is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability to meet the needs of the Town.

- F. The Town reserves the right to waive any formalities, defects, or irregularities in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the Town.
- G. The Town reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the vendor.