

Specifications for **ONE (1) NEW 2017 SKID STEER/WHEELLOADER WITH ATTACHMENTS FOR THE CITY OF HELENA SOLID WASTE DIVISION** will be mailed on January 13, 2017 to the following:

T & E Equipment/Cat Rental  
3598 Centennial Dr.  
Helena, MT 59601

Western Montana New Holland  
7719 Thornton Drive  
Missoula, MT 59808

RDO Equipment  
4900 Tri Hill Frontage Rd  
Great Falls, MT 59404

Kamp Implement  
6855 Jackrabbit Lane  
Belgrade MT 59714

Titan Machinery  
1215 38<sup>th</sup> Street No.  
Great Falls, MT 59405

H&E Equipment  
C/O Frank Martin  
343 Floss Flats Road  
Belgrade, MT 59714

Frontline AG Solutions  
Attn: Chuck Butler  
205 Floss Flats  
Belgrade, MT 59714

Torgerson's LLC  
Attn: Phil Bretz  
4701 River Dr. North  
Great Falls, Mt 59405

Randall Camp  
Public Works Director

Ron Alles  
City Manager

Pete Anderson  
Solid Waste Superintendent

Debbie Havens  
Clerk of Commission

CITY OF HELENA  
INSTRUCTIONS TO BIDDERS

January 13, 2017

Notice is hereby given that sealed bids will be received by the City Clerk for the City of Helena in the City County Administration Building, Room 320, 316 North park, Helena, Montana until 2:30 p.m. local time on **February 8, 2017** for the purchase of **ONE (1) NEW 2017 SKID STEER/WHEEL LOADER WITH ATTACHMENTS FOR THE CITY OF HELENA SOLID WASTE DIVISION.**

No bid will be considered unless accompanied by a cashier's check, certified check, bank money order or bank draft, or by a bid bond; which security instruments shall be made unconditionally payable to the City of Helena, in an amount equal to ten percent (10%) of the amount bid. Bid security shall be returned to the unsuccessful bidder immediately after execution of contract/purchase order.

Bids are to be addressed to the City Clerk, City of Helena, 316 North Park, Helena, Montana 59623, and are to be marked on the outside of the envelope: **"BID FOR SKID STEER/WHEEL LOADER/SOLID WASTE DIVISION"**. Bids received after the stipulated time shall be returned unopened.

By submission of this bid, each bidder certifies, and in the case of a joint bid each party thereto certifies as to his own organization, that this bid has been arrived at independently, without consultant, communication, or agreement as to any matter relating to this bid with any other bidder or with any competitor.

In the event only one bid is received it will be returned unopened and the City shall readvertise and rebid inclusive of vendors outside the Helena area. This provision does not apply if there is not a supplier of the bid item(s) in the Helena area.

Bidder shall upon submitting a bid, return completed City of Helena bid specification minimum requirement worksheets.

Bidder shall enter on the Request for Quotation the brand, model and year in the appropriate column.

The City of Helena reserves the right to reject any or all bids, to waive irregularities, or to accept any bid deemed to be for the public good.

Bids may be held by the City of Helena for a period not to exceed thirty (30) days from the date of opening of the Bids for the purpose of reviewing the bids and investigating the qualifications of the Bidder, prior to the award of the contract. The Bidder agrees that this bid shall be good and may not be withdrawn during this thirty (30) day period.

City of Helena, Montana

/s/ Ron Alles

City Manager

**-BID SPECIFICATIONS WORKSHEET-**

**One (1) Model Year 2017 New Skid Steer/Wheel Loader with Attachments**

Please indicate if the machine offered can meet the desired configuration. Any "NO" must be clarified on a separate sheet if the bidder desires support for an alternate specification.

**YES NO**

- Diesel engine, turbo charged and after cooled;
- Minimum net HP 70;
- Engine and power train guards;
- Minimum operating 9,200 weight;
- 2 speed transmission
- 4 Way bucket with bolt on cutting edges & quick link bucket & fork package;
- 48 inch fork attachment;
- 84" powered angle broom;
- Engine block heater, 110 V;
- Ride control;
- Tires: solid industrial, cushion ride;
- Side entry door, not over or under bucket/arms
- Variable displacement axial piston hydraulic pump;
- Pilot operated joystick controls to include transmission and hydraulic controls;
- Heating and air conditioning with cab circulation fan;
- Pre cleaner, cab air;
- Auto/programmable reversible fan;
- Rear view camera;
- Deluxe seat with seat belt;
- Cab mounted strobe light;
- Windshield wipers with washer's front and rear;
- Safety start/stop functions;
- AM/FM radio;
- Alternator 12 volt 90 amp minimum, sealed;
- 1 (one) – 12 volt auxiliary power supplies in cab;
- 1 (one) – 12 volt heavy duty battery with master key shut-off;
- Cab work lights, front and rear, LED;
- Outside cab mirrors, inside rearview mirror;
- Reverse back-up alarm and cab mounted electric horn;
- Bid shall include one (1) complete set of service and parts manuals; two (2) sets of Operator's manuals; and one (1) complete set of parts and service manuals on CD Rom. Provided at delivery.

Please list explanations for any "NO" answers listed above:

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**PRE-AWARD MEETING:**

After Commission approval of bid award and prior to signing agreement to purchase a complete review will be required of bidder's ordering data, the submitted allowed manufacturer's literature and the City's purchase specifications to ensure that the bidder response to general and technical specification requirements fulfills the specification requirements. This review will take place at the City Shop facility located at 3001 East Lyndale in Helena Montana.

**Delivery:**

The bidder will be responsible for delivering the completed unit to the City of Helena in fully operational condition. The bid will include all freight and delivery charges. The unit must be delivered within 90 days of placing the order. Prior service must not exceed 20 hours.

**MAINTENANCE AND OPERATIONS TRAINING:**

The successful bidder will provide training for four (4) City mechanics. Training will be prior to delivery and at the City of Helena's maintenance facility. The successful bidder will supply minimum one day operator training at the time of delivery in Helena, MT.

**INVITATION TO BID – REQUEST FOR QUOTATION**

**STANDARD TERMS AND CONDITIONS**

**Competition**

The City of Helena encourages free and open competition among bidders. Whenever possible specifications, bid invitations and conditions are designed to accomplish this objective, consistent with the necessity to satisfy the City's needs and the accomplishment of a sound economical operation. The bidder's signature on this proposal guarantees that the prices quoted have been established without collusion with other eligible bidders and without effort to preclude the City of Helena from obtaining the lower possible competitive price. The award will be made to the lowest responsible bidder meeting specifications and all bid terms and conditions. The City of Helena has established a local preference procedure of awarding bids to the lowest responsible bidder who is a resident of Lewis and Clark County, Montana, and whose bid is not more than 3% higher than that of the lowest responsible bidder who is not a resident of Lewis and Clark County, Montana as defined in City of Helena Ordinance No. 2430. In all instances, Montana-made goods must be preferred for use in all projects if such goods are comparable in price and quality.

**Preparation of Bids**

Bids will be written in ink and/or typewritten on bid forms furnished herewith. Erasures and alternations must be initialed by the bidder in ink. Telegraphic bids will be accepted only if they fully comply with all other conditions in the Invitation to Bid. No verbal bids shall be accepted. Bid quotations will be firm for thirty days, unless otherwise stipulated by bidder.

### **Bid Items**

The bidder warrants articles offered to conform to the specifications herein requested, to be fit and sufficient for the purpose manufactured, of good material and workmanship and free from defect.

### **Special Brands**

Brand name items or descriptions used in this proposal are specified solely for the purpose of indicating standards of quality, performance and/or use desired. Any bid offering goods or sources which deviate from the specifications must be clearly indicated by the bidder, otherwise it will be considered that the bid is in strict compliance with all terms and conditions. Substitutions must be identified by manufacturer and stock number and complete descriptive literature must be included with the bid. Goods delivered which do not conform to the contract terms, conditions or specifications may be rejected and returned at the vendor's expense. Any bid for foreign produced products shall be so indicated and the source of supply noted for each item.

### **Packaging**

No charges will be allowed for packing, wrapping, bags, containers, reels, etc., unless otherwise stipulated. All items shall be packed in accordance with prevailing commercial practices and in such a manner as to ensure delivery in good condition and as specified herein.

### **Delivery/Shipping**

Goods shall be prepaid, F.O.B. destination. In the event the contract terms specify f.o.b. shipping point, shipping charges will be prepaid and itemized as a separate item on invoicing. Such shipments shall be via the least expensive common carrier unless otherwise stipulated. The City of Helena reserves the right to reject any C.O.D. delivery.

### **Cash Discount**

Bidders may quote a cash discount, provided it is based on a period of twenty (20) days or more. A shorter period will not be considered in determination of a low bid. Any cash discounts as part of this contract will be computed from the date of receipt of a properly executed claim or the date of completion of delivery of all items in satisfactory condition, whichever is later.

### **Excise Taxes**

The City of Helena is exempt from Federal Excise Taxes. Exemption certificates will be furnished upon request.

### **Acceptance/Rejection of Bids**

The City of Helena reserves the right to accept or reject any or all bids, wholly or in part, to make awards in any manner deemed in the best interest of the City.

### **All or None Proposals**

Bidders may submit alternate proposals on an "all-or-none" basis, but are requested to submit a primary quotation on an item-by-item basis to be considered for either type of award.

### **Bid Determination**

Low bid shall be determined by the Base Bid less Cash Price or Trade-in for City of Helena equipment.

**Tabulation**

In the event that a quotation is entered in which the unit price and extension do not agree, the unit price shall prevail.

**Non-Discrimination**

In accordance with federal and state laws, the bidder agrees not to discriminate against any client, employee or applicant for employment or for services, because of race, creed, color, national origin, sex or age with regard to, but not limited to, the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; lay-offs or termination; rates of pay or other forms of compensation; selection for training; or rendition of services.

It is further understood that any vendor who is in violation of this clause shall be barred forthwith from receiving awards of any purchase from the City of Helena unless a satisfactory showing is made that discriminatory practices have ceased and the recurrence of such acts is unlikely.

**Qualification of Bidders**

Bidder shall not be eligible for the award of any contract if not deemed a responsible bidder as defined by City of Helena Ordinance No. 2244 relative to delinquent City of Helena taxes.

Attention of bidder is directed to the City of Helena Ordinance No. 2188 relative to requirement of General Business License for contractors transacting business within the City of Helena limits. Proof of business license may be required before award of bid.

**CITY OF HELENA  
REQUEST FOR QUOTATION**

**ONE (1) NEW 2017 SKID STEER/WHEEL LOADER WITH ATTACHMENTS  
FOR THE CITY OF HELENA SOLID WASTE DIVISION  
BIDDER MUST USE THIS FORM ONLY IN SUBMITTING PRICES**

ENDOR

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THIS IS NOT AN ORDER

DATE: \_\_\_\_\_

RETURN BIDS TO: City Clerk, City of Helena, City – County  
Administration Building, Room 320, 316 North Park Avenue,  
Helena, MT 59623.  
Sealed bids will be received by the undersigned up to 2:30 p.m.  
local time February 8, 2017 to be then publicly opened in the  
offices of the City Clerk.

REQUEST FOR BID ISSUED BY: Director of Public Works

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Item \_\_\_\_\_ Brand \_\_\_\_\_  
Model \_\_\_\_\_ Year \_\_\_\_\_

**Bid Proposal for Skid Steer/Wheel Loader:**

One (1) New Skid Steer/Wheel Loader as specified above:      Base Bid      \$ \_\_\_\_\_

**Bid Proposal for Attachments:**

48 inch pallet forks      Base Bid      \$ \_\_\_\_\_

84 inch hydraulic powered angle broom  
With minimum 30° angle left or right      Base Bid      \$ \_\_\_\_\_

90 inch 4 in 1 combination bucket with bolt  
On cutting edge-no teeth      Base Bid      \$ \_\_\_\_\_

**BID TOTAL      \$ \_\_\_\_\_**

This Section must be completed in full and signed:      Date: \_\_\_\_\_

Delivery Date: \_\_\_\_\_      Company Name: \_\_\_\_\_

Terms: \_\_\_\_\_      By: \_\_\_\_\_

(Signature-Authorized Representative)

Telephone Number: \_\_\_\_\_