

Specifications for **ONE (1) NEW 2013 OR 2014 SKID STEER LOADER WITH ATTACHMENTS FOR THE CITY OF HELENA UTILITY MAINTENANCE DIVISION** will be mailed on August 2, 2013 to the following:

T & E/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

H&E Equipment  
3806 US Highway 12 East  
East Helena, MT 59635

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

New Holland of Belgrade, Inc.  
PO Box 188  
5900 Jackrabbit Lane  
Belgrade, Montana 59714

Phil Hauck  
Interim Public Works Director

Ron Alles  
City Manager

Kevin Hart  
Utility Maintenance Superintendent

Debbie Havens  
Clerk of Commission

**CITY OF HELENA  
NOTICE TO BIDDERS**

The City of Helena will receive sealed bids for the purchase of **ONE (1) NEW 2013 OR 2014 SKID STEER LOADER WITH ATTACHMENTS FOR THE CITY OF HELENA UTILITY MAINTENANCE DIVISION**. Bids will be opened at 2:00 p.m. local time on **August 21, 2013** in the office of the City Clerk, City of Helena, 316 North Park Avenue.

Anyone wishing to submit bids may obtain detailed specifications by contacting City Fleet Maintenance Facility, 3001 E. Lyndale Avenue, Helena, MT, 59623, (406) 447-1565, or from the City of Helena website, <http://www.helenamt.gov/departments/public-works/fleet.html>.

The City of Helena reserves the right to reject any or all bids, to waive irregularities in the bidding process, or to accept the bid deemed to be in the best interests of the City of Helena.

Upon reasonable notice, the City of Helena will provide assistance for those persons with sensory impairments. For further information, please contact the City Clerk at 447-8410 or TDD Relay service 1-800-253-4091 or VOICE 1-800-253-4093.

**CITY OF HELENA, MONTANA**

**/s/ Ron Alles  
City Manager**

Advertise: **August 4, 2013**

**August 11, 2013**

(Legal Ad)

CITY OF HELENA  
INSTRUCTIONS TO BIDDERS  
August 2, 2013

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 2:00 p.m. local time on **August 21, 2013** for the purchase of **ONE (1) NEW 2013 OR 2014 SKID STEER LOADER WITH ATTACHMENTS FOR THE CITY OF HELENA UTILITY MAINTENANCE 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 LOADER/UTILITY MAINTENANCE 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

**CITY OF HELENA  
SPECIFICATIONS AND PROPOSAL**

August 2, 2013

**ONE (1) NEW 2013 OR 2014 SKID STEER LOADER WITH ATTACHMENTS  
FOR THE CITY OF HELENA UTILITY MAINTENANCE DIVISION**

**Intent:**

This portion of the specification describes rubber tire skid steer loader and attachments.

**General Terms:**

All equipment furnished under this contract shall be new, complete, unused, and the same as the manufacturer's current production model. Accessories not specifically mentioned herein, but necessary to furnish complete units ready for use, shall also be included. The units shall conform to the best practices known to the trade in design, quality of material and workmanship. Assemblies, sub-assemblies, and component parts shall be standard and interchangeable throughout the entire quantity of units, as specified in these Specifications and Proposal.

**Parts Manual:**

Bidder shall furnish one (1) complete set of parts, wiring, service, operation, and owner's manuals. Hard copy and DVD or CD.

**Parts:**

Parts availability must be guaranteed for a minimum period of no less than four (4) years with one (1) week delivery.

Bidder shall furnish one (1) complete extra set of all filters (oil, air, fuel, hydraulics, transmission, coolant, etc.) with each chassis.

**Inspect:**

The city reserves the right to inspect a completed unit prior to bid acceptance.

**Training:**

Maintenance and repair training at the City of Helena for four (4) City of Helena mechanics regarding the new units to be included in the bid.

**ONE (1) NEW 2013 OR 2014 SKID STEER LOADER WITH ATTACHMENTS  
FOR THE CITY OF HELENA UTILITY MAINTENANCE DIVISION**

**SKID STEER SPECIFICATIONS:**

<u>Description</u>	<u>Minimum requirements</u>	<u>Yes</u>	<u>No</u>	<u>Exception</u>
<b>ENGINE:</b>	Emission rating Tier 4	_____	_____	_____
	Net power 74 horse power	_____	_____	_____
	Engine Aspiration Turbo Intercooled	_____	_____	_____
	Oil filters - spin on type, (no canister type) with water separator	_____	_____	_____
	Fuel filters - spin on type, no canister type	_____	_____	_____
	110 volt engine block heater minimum 1500 watts	_____	_____	_____
	Engine shall be governed electronically providing precise single injection events that improves machine performance, fuel efficiency and improves starting in extreme conditions.	_____	_____	_____
	Engine shall have automatic pre-heat and auto-shut down provided	_____	_____	_____
	Engine to provide Auto Idle feature to automatically reduce engine speed to idle when the machine is not in use.	_____	_____	_____
	Spark arrestor muffler	_____	_____	_____
<b>PERFORMANCE:</b>				
	Operating weight minimum 8,300 lbs	_____	_____	_____
	Rated standard operating load minimum 2,690 lbs	_____	_____	_____
	Tipping load minimum 5,380 lbs	_____	_____	_____
	Dump height at discharge 112"	_____	_____	_____

**ONE (1) NEW 2013 OR 2014 SKID STEER LOADER WITH ATTACHMENTS  
FOR THE CITY OF HELENA UTILITY MAINTENANCE DIVISION**

**SKID STEER SPECIFICATIONS:**

<u>Description</u>	<u>Minimum requirements</u>	<u>Yes</u>	<u>No</u>	<u>Exception</u>
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**PERFORMANCE CONTINUED:**

Bucket breakout (lbs) not less than 6,500	_____	_____	_____
Arm lifting force (lbs) 6,200	_____	_____	_____
Maximum dump angle full height 40 <sup>0</sup>	_____	_____	_____
Bucket rollback at ground level 31 <sup>0</sup>	_____	_____	_____
Lift type Radial (R) or Vertical (V)	_____	_____	_____

**DRIVETRAIN:**

Two speed travel option	_____	_____	_____
Tire size 12x 16.5 heavy duty 12 ply tire	_____	_____	_____

**HYDRAULICS:**

Standard pump flow minimum (gpm) 23	_____	_____	_____
Optional pump high flow (gpm) 30	_____	_____	_____
Hydraulic pressure minimum 3,400 (psi)	_____	_____	_____

**ELECTRICAL AND LIGHTING:**

The loader shall have 2 front halogen work lights and 1 LED rear work light to illuminate the work area	_____	_____	_____
The battery shall be no less than 12, 925 CCA	_____	_____	_____
In cab Power Quk-Tatch TM system shall be electronically activated for convenient machine to attachment coupling	_____	_____	_____
Cab enclosure option shall be pressurized and sealed	_____	_____	_____

**ONE (1) NEW 2013 OR 2014 SKID STEER LOADER WITH ATTACHMENTS  
FOR THE CITY OF HELENA UTILITY MAINTENANCE DIVISION**

<u>Description</u>	<u>Minimum requirements</u>	<u>Yes</u>	<u>No</u>	<u>Exception</u>
<b>OPERATOR STATION:</b>				
	Machine shall be equipped with auxiliary hydraulic activated by a thumb switch located on joystick controls	_____	_____	_____
	Joystick control options shall provide a foot throttle for fuel efficiency and periodic power bursts	_____	_____	_____
	Machine shall be equipped with a standard equipment pull-down interlocking lap bar	_____	_____	_____
	The monitor shall have LCD display of operator selectable monitoring: hour meter, engine rpm, battery voltage, engine coolant temp, hydraulic oil temp, job clock, service codes, self-diagnostics, and configuration code features	_____	_____	_____
	The LED warning indicators shall include: glow plug, seat switch, seat belt, door open, auxiliary hydraulics, park brake engages, stop, low engine oil pressure, engine coolant over-temperature, battery not charging, air filter restriction and hydraulic filter restriction	_____	_____	_____
	Both the negative and positive terminals of the battery must be directly accessible with the loader arm located in any position	_____	_____	_____
	The boom cylinders shall be cushioned for machine protection, smoother operation, and lower noise	_____	_____	_____
	Fuel tank shall be protected by a locking engine compartment and easily accessed without opening a rearward door	_____	_____	_____
	Unit shall have a vandal protection package that includes a lockable engine enclosure for all fluid fill locations	_____	_____	_____

**ONE (1) NEW 2013 OR 2014 SKID STEER LOADER WITH ATTACHMENT  
FOR THE CITY OF HELENA UTILITY MAINTENANCE DIVISION**

<u>Description</u>	<u>Minimum requirements</u>	<u>Yes</u>	<u>No</u>	<u>Exception</u>
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**OPERATOR STATION CONTINUED:**

	The machine shall have four point front and rear tie downs for unit transport	_____	_____	_____
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	The unit shall be provided with an in-cab boom service lockout bar so only one person can easily secure the boom in the upright position	_____	_____	_____
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	Backup alarm	_____	_____	_____
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	Enclosed and sealed cab with heater and air conditioning	_____	_____	_____
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	Front access to operator compartment by a roll up overhead door (No swing door)	_____	_____	_____
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	Engine hour meter	_____	_____	_____
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	Water temperature gauge/direct reading	_____	_____	_____
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	Engine oil gauge/direct reading	_____	_____	_____
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	Volt meter gauge/direct reading	_____	_____	_____
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	Fuel gauge/direct reading	_____	_____	_____
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**GENERAL:**

	Minimum 26 gallon fuel tank	_____	_____	_____
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	Bidder must be capable of shipping all repair parts within (24) twenty four hours of placement of an order by regular mail, e-mail or fax or telephone	_____	_____	_____
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	The vehicle and all equipment shall be new. Used, demonstration, rebuilt, or remanufactured equipment is unacceptable	_____	_____	_____
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	Equipment and components necessary for operations, and normally supplied, shall be furnished with the vehicle even if not called for in the specifications	_____	_____	_____
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**ONE (1) NEW 2013 OR 2014 SKID STEER LOADER WITH ATTACHMENTS  
FOR THE CITY OF HELENA UTILITY MAINTENANCE DIVISION**

<u>Description</u>	<u>Minimum requirements</u>	<u>Yes</u>	<u>No</u>	<u>Exception</u>
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**GENERAL CONTINUED:**

<p>The successful Vendor will provide an application for Certification of Title or completed MSO and Title application made out per current Montana State Law with delivery of each unit.</p>	_____	_____	_____
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<p>The vehicle shall have full dealer preparation and be ready for service when delivered</p>	_____	_____	_____
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<p>All locally installed equipment shall comply with applicable OSHA/WISHA and DOT regulations</p>	_____	_____	_____
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<p>The successful bidder will be responsible for a minimum of one day of training for the maintenance and operation of the loader cab and chassis. The training will be held at the City of Helena shop facility located at 3001 East Lyndale Avenue. Training will be at the time of delivery of the vehicle</p>	_____	_____	_____
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**WARRANTY, REPAIR, PARTS AND SERVICE:**

<p>Warranty work must be completed within one week of turning vehicle over to vendor</p>	_____	_____	_____
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<p>Bidder is responsible for warranty on all components. Warranty work shall be performed in Helena. If warranty work is required outside of Helena, all transportation, mileage, labor and repairs are the responsibility of the bidder</p>	_____	_____	_____
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<p>Inspection of the bidder's parts and service facility may be required before bid award</p>	_____	_____	_____
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<p>A full-time, complete local parts and service facility offering factory authorized warranty service and maintaining a local parts supply adequate to perform complete repair is required</p>	_____	_____	_____
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**ONE (1) NEW 2013 OR 2014 SKID STEER LOADER WITH ATTACHMENTS  
FOR THE CITY OF HELENA UTILITY MAINTENANCE DIVISION**

<b><u>Description</u></b>	<b><u>Minimum Requirements</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Exception</u></b>
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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

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**DELIVERY:**

The bidder will be responsible for delivering the completed unit to the City of Helena. The bid will include all freight and delivery charges. The unit must be delivered within 90 days of placing the order. Prior use must not exceed 20 hours. All equipment will be 100% ready for use before being accepted

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**INVITATION TO BID - REQUEST FOR QUOTATION  
STANDARD TERMS AND CONDITIONS**

**BIDDERS STANDARDS**

- a) All required lubricants shall be available from Montana lubrication suppliers other than OEM dealers
- b) Only standard (SAE) or metric bolts, nuts, etc. will be allowed (i.e. Whitworth is unacceptable)
- c) To ensure that the warranty provisions can be met, bids will only be accepted from vendors meeting the following requirements:
  - 1. The vendor must be factory authorized to sell and service the unit bid including all attachments, components, and/or accessories
  - 2. The vendor must have an in-state sales/service facility that:
    - a. Has a minimum of 2400 square feet of shop space
    - b. Employs a minimum of two full time factory qualified mechanics
    - c. Has a demonstrated service record for a minimum of twelve months prior to the bid opening date

It is the intent of these provisions that the successful vendor be able to respond to required warranty work in a timely manner, from an in state location, with parts, special tools and trained personnel. The City therefore reserves the right to modify these requirements based on such factors as past service performance representing other franchises or manufacturers, an adequate size facility to have an inventory of repair parts and perform repair and service work and full-time mechanics certified to repair similar types of equipment.

Manufacturer's statement of origin (MSO) must accompany each unit at the time of delivery.

All bids are considered to be F.O.B., City of Helena Vehicle Maintenance Facility

## **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.

## **INVITATION TO BID - REQUEST FOR QUOTATION STANDARD TERMS AND CONDITIONS**

### **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.

### **Samples**

Samples of items must be furnished by the bidder if stipulated herein. Transportation costs, both to and from the Purchasing Division, will be assumed by the bidder. Each sample must be labeled with the bidder's name and the quotation and item numbers.

### **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.

**INVITATION TO BID - REQUEST FOR QUOTATION  
STANDARD TERMS AND CONDITIONS**

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 2013 OR 2014 SKID STEER LOADER WITH ATTACHMENTS  
FOR THE CITY OF HELENA UTILITY MAINTENANCE DIVISION  
**BIDDER MUST USE THIS FORM ONLY IN SUBMITTING PRICES****

THIS IS NOT AN ORDER

VENDOR \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 2:00 p.m.  
local time August 21, 2013 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 Loader:**

1. One (1) New Skid Steer as specified above      BASE BID    \$ \_\_\_\_\_ \$ \_\_\_\_\_

**Bid Proposal for Attachments**

1. 48" pallet forks      BASE BID    \$ \_\_\_\_\_ \$ \_\_\_\_\_

2. Hydraulic breaker with nail point  
750 ft. lb. class      BASE BID    \$ \_\_\_\_\_ \$ \_\_\_\_\_

3. 84 inch hydraulic powered angle broom  
With minimum 30" angle left or right      BASE BID    \$ \_\_\_\_\_ \$ \_\_\_\_\_

4. 74 inch low profile dirt bucket with bolt  
on cutting edge      BASE BID    \$ \_\_\_\_\_ \$ \_\_\_\_\_

**BID TOTAL    \$ \_\_\_\_\_ \$ \_\_\_\_\_**

(12)  
**CITY OF HELENA  
REQUEST FOR QUOTATION**

**ONE (1) NEW 2013 OR 2014 SKID STEER LOADER WITH ATTACHMENTS  
FOR THE CITY OF HELENA UTILITY MAINTENANCE DIVISION**

THIS IS NOT AN ORDER

VENDOR \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 2:00 p.m.  
local time August 21, 2013 to be then publicly opened in the  
offices of the City Clerk.

REQUEST FOR QUOTE ISSUED BY: Director of Public Works

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All Warranties supplied and or purchased will be the responsibility  
of the individual manufacturer. Please state the standard warranty  
supplied:

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

This Section must be completed in full and signed:

Date: \_\_\_\_\_

Delivery Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Terms: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature - Authorized Representative)

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