

TOWN OF SUNAPEE REQUEST FOR PROPOSAL 2021 EXCAVATOR RENTAL

The Town of Sunapee (Town), New Hampshire is accepting Bid Proposals for their annual excavator rental.

PROJECT LOCATIONS: Town of Sunapee.

PROJECT DESCRIPTION & REQUIREMENTS: The vendor selected for this project will be responsible for renting one excavator to the Town of Sunapee Highway Department. The Highway Department will take delivery of, and/or reserves the right to pick up the excavator sometime during the week of May 3, 2021. The Town will rent the excavator for up to 4-months from the date that the excavator arrives at the Highway Garage.

EXCAVATOR & PROPOSAL SUBMISSION REQUIREMENTS: The following information is provided for each vendor to use when preparing his/her proposal, and shall be followed in order to be considered for the rental:

EXCAVATOR

1. The excavator(s) being offered for rent by the vendor shall have the following minimum working components:
 - A digging bucket (quick disconnect preferred),
 - A grading bucket (quick disconnect preferred),
 - A hydraulic thumb,
 - 4-way grading blade,
 - Rubber tracks,
 - Closed cab (meeting all safety requirements)
 - Zero turn,
 - Air conditioning.
 - All other necessary components for the smooth and safe operation of the excavator.

The size of the excavator should be between 12-ton +/- to 20-ton +/- . The vendor may provide more than one excavator for the town to choose to rent in his/her proposal. The make, model and size of the excavator must be included with each machine being offered for rent by the vendor.

RENTAL PERIOD & ESTIMATED COST

2. The Town may elect to rent the excavator on a monthly basis or for the period of May 2021 through August 2021. The vendor shall include the following information with his/her proposal:
 - A. Total cost per month for each machine being offer by the vendor?
 - B. Total cost for 4-month rental for each machine being offered by the vendor?
 - C. Total cost for delivery and pickup for each of the machines being offered by the vendor, and to/from the Highway Department?
3. The contractor shall provide the name of his/her company, the company's mailing address, the name of the individual that will be responsible for the rental of the excavator(s), the telephone and cell phone number of the individual that will be responsible for the rental of the excavator(s), and e-mail addresses for the person(s) that will be responsible for the rental of the excavator(s).

ADDITIONAL INFORMATION:

1. No pre-bid meeting will be conducted for the excavator rental.
2. The Town will carry insurance coverage on the machine throughout the duration of the rental agreement.
3. The contractor shall **sign and date** his/her proposal. By doing so, he/she acknowledges that they have the equipment for the term of the rental agreement.
4. Proposals must be mailed or hand delivered to the Town Offices, Attn: Highway Director, 23 Edgemont Road Sunapee, NH 03782. All proposals must be **sealed** in an envelope clearly marked “**2021 ROADWAY CLEANING**”, and they must be received by 1:00 p.m. October 1, 2020.
5. A **public bid opening** will be conducted at 1:15PM on October 1, 2020, in the meeting room that is located down stairs in the Town Offices. At that time, all proposals will be opened and read aloud by the Town Manager and/or the Highway Director to anyone who wishes to attend the bid opening. Face covering and social distancing shall be followed at the bid opening.
6. The Town will review all bid proposals following the public bid opening. The Town reserves the right to select the proposal that is determined to be in its best interest.
7. Any proposal that is not submitted in accordance with the requirements of this Request for Proposal may be disqualified by the Town.
8. The Town reserves the right to accept or reject any or all proposals, either in whole or in part; to waive any defects, informalities, and/or minor irregularities in proposal responses.
9. Any questions should be directed to Scott A. Hazelton, Highway Director, in writing at: scotth@town.sunapee.nh.us . Questions must be received on or before September 29, 2020. Response to questions will be provided in writing to all bidders via e-mail on or before September 30, 2020.