



Request for Proposal  
Wastewater Forklift Truck  
#B2024-SWR-15

**Town of Seabrook, New Hampshire**  
**Wastewater Department**



**REQUEST FOR PROPOSAL # B2024-SWR-15**

*You are cordially invited to submit a Request for Proposal with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully before submitting a proposal.*

*Three (3) copies of the Proposal must be submitted in a sealed envelope, plainly marked:*

***RFP# B2024-SWR-15  
Forklift  
Town of Seabrook  
C/o Shaylia Wood  
Chief Procurement Officer  
99 Lafayette Road  
Seabrook, NH 03874***

***All proposals/bids must be received by May 2nd, 2024 at 2:00 p.m. EST and will be opened publicly at such time.***



Request for Proposal  
Wastewater Forklift Truck  
#B2024-SWR-15

**PURPOSE OF PROPOSAL**

The Town of Seabrook is soliciting a Request for Proposals from qualified vendors to provide a forklift truck for the Town’s Wastewater Treatment Facility, as per the specifications outlined in the RFP.

**PROPOSAL TERMS**

The Town of Seabrook reserves the right to accept or reject any and all proposals in whole or in part received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the contractor's qualifications, and capabilities to provide a particular service. The Town reserves the right to consider proposals for modifications at any time before a contract is awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to meet the Town's specifications and needs best. There will be no reimbursement to any candidate if the selection process is terminated. The Town of Seabrook reserves the right to waive defects and informalities of the proposals.

All bids must be received no later than 2:00 pm EST on May 2nd, 2024. The submittal package shall include three (3) copies of the proposal. No telephone, email, or facsimile proposals will be accepted. All proposals received after the deadline will not be accepted and will be returned unopened.

**SCOPE OF WORK**

See attached Bid Proposal Form

**INTENTION TO BID / ADDENDA**

Bidders that want to participate in the RFP are urged to submit an intention to bid form to receive addendums and possibly additional information. Intention to Bid forms can be found on the Town website at [www.Seabrooknh.info/procurement](http://www.Seabrooknh.info/procurement). Completed Intention to Bid forms and questions may be emailed to the Chief Procurement Officer at [Swood@seabrooknh.org](mailto:Swood@seabrooknh.org). All questions shall be submitted in writing to only the Chief Procurement Officer at the above address by April 25, 2024, at 2:00 pm EST. The Chief Procurement Officer will then forward both the question and the Town's response to questions to all prospective bidders. In the event it becomes necessary to revise any part of the RFP, addenda will be provided by email and on the Town website at [www.Seabrooknh.info/procurement](http://www.Seabrooknh.info/procurement). Deadlines for submission of RFP’s may be adjusted to allow for revisions. To be considered, original proposals with amended proposals must be submitted before the date and time specified.

**WITHDRAWAL OF BID PROPOSAL**

A bidder will be permitted to withdraw his/her proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.



Request for Proposal  
Wastewater Forklift Truck  
#B2024-SWR-15

**CONSIDERATION OF PROPOSALS**

Bids will be made public at the time of opening and may be reviewed only after they have been properly recorded. In the case of discrepancy between prices written in words and those written in figures, the prices written in words shall govern. In the event of a discrepancy between the total shown in the proposal and that obtained by adding the products of the quantities of items and bid prices, the latter shall govern.

**AWARD OF CONTRACT**

The successful bidder will be notified, by mail to the address on his/her proposal, that his/her bid has been accepted and that he/she has been awarded the contract.

**CANCELLATION OF AWARD**

The Town reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the Town.

**EXTRAS**

Except as otherwise herein provided, no charge for any extra work or material will be allowed unless the Town Manager has ordered the same, in writing.

\*The Town of Seabrook is a Tax-Exempt Organization.

**BID SUBMISSIONS**

Bids must be signed by an official authorized to bind the contractor to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

“The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section, the word "person" means any natural person, joint venture, partnership, corporation, or other business or legal entity.”

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Company) & (Title)



Request for Proposal  
Wastewater Forklift Truck  
#B2024-SWR-15

**CONTRACT TERMS**

The Town of Seabrook will negotiate contract terms upon selection. All contracts are subject to review by Town of Seabrook legal counsel and will be awarded upon signing of a commitment or contract, which outlines terms, scope, budget, and other necessary items.

Approved by:

\_\_\_\_\_  
William M. Manzi III  
Town Manager

4/9/24



Request for Proposal  
Wastewater Forklift Truck  
#B2024-SWR-15

**BID PROPOSAL FORM FOR:** \_\_\_\_\_

**Company**

**SPECIFICATIONS**

*The following are minimum acceptable specifications. Any exceptions shall be noted in the column titled "Actual Bid". Please attach a specification sheet for the proposed offer.*

This forklift will not be strictly operated on concrete and will frequently be operated in a parking lot.

**Minimum Requested:**

**Actual Bid**

Equipment shall be new and warranted for three (3) years/4,000 hours.

\_\_\_\_\_

Type: Internal combustion, liquid propane, greater than 50 horsepower

\_\_\_\_\_

Wheelbase: Less than 70 inches

\_\_\_\_\_

Ground clearance center of wheelbase: minimum 6 inches.

\_\_\_\_\_

Machine weight: under 9,000 lbs

\_\_\_\_\_

Max lowered mast height: 87"

\_\_\_\_\_

Minimum lift height: 185"

\_\_\_\_\_

Lift capacity:  $\geq$ 4,000 lbs

\_\_\_\_\_

Fork length: ~48"

\_\_\_\_\_

Wet disc brakes

\_\_\_\_\_

Full suspension seat

\_\_\_\_\_

Swing away LP tank bracket for easy engine compartment access.

\_\_\_\_\_

Traction pneumatic tires

\_\_\_\_\_

Rear grab handle

\_\_\_\_\_

Hydraulic 3rd function

\_\_\_\_\_

\$ \_\_\_\_\_ \$ \_\_\_\_\_

Price in words

Price in figures