

City of Laconia
Purchasing Office
45 Beacon Street East
Laconia, NH 03246

Date:
Bid#:
Bid Due Date:
Bid Due By (Opening):

Please direct any questions regarding this Bid/Proposal to: Jonathan Gardner at 603-524-3877 or by Email to jgardner@laconianh.gov

BID INVITATION FOR:

Unless specifically amended or deleted, by the Purchasing Office, the following General Terms and Conditions apply to this Bid and any resulting Purchase Order or Contract.

GENERAL TERMS AND CONITIONS:

BIDS. Bids must be received at the Purchasing Office before the date and time specified for the opening. Bids must be submitted on this bid form or exact copies and must be typed or clearly printed in ink. Corrections must be initialed. Bids are to be made less Federal Excise Tax and no charge for handling unless required by law. Bids will be made available to the public after the time of award. Bid results will be given by mail only if requested in writing and accompanied by a self addressed, stamped business size envelope.

SPECIFICATIONS. Vendors must submit on items as specified. Any changes in specifications must be noted on the "Specifications Exception Form". Vendors shall be notified in writing if any changes to the specifications are made.

AWARD. The award will be made to the responsible vendor submitting a conforming Bid meeting specifications at the lowest cost unless other criteria are noted in the Request for Bid. Unless otherwise noted, the award may be made by individual items. If there is a discrepancy between the unit price and the extension, the unit price will prevail. When identical low bids are received the low bidder may be determined by the toss of a coin. Discounts will not be considered in making award but may be offered on the invoice for earlier payment and will be applicable on the date of completion of delivery or receipt of invoice, whichever is later.

ASSIGNMENT PROVISION. The responding vendor hereby agrees to assign all causes of action that it may acquire under the antitrust laws of New Hampshire and the United States as the result of conspiracies, combinations, or contracts in restraint of trade which materially affect the price of goods or services obtained by the city under this contract if so requested by the City of Laconia.

CITY'S OPTIONS. The City of Laconia reserves the right to reject or accept all or any part of any bid, to determine what constitutes a conforming bid, to award the bid solely as it deems to be in the best interest of the City, and to waive irregularities that it considers not material to the bid.

PUBLIC INFORMATION. The responding vendor hereby acknowledges that all information relating to this bid and any resulting order (including but not limited to fees, contracts, agreements and prices) are subject to the laws of the State of New Hampshire regarding public information.

PERSONAL LIABILITY. The responding vendor agrees that in the preparation of this bid or the execution of any resulting contract or order, representatives of the City of Laconia shall incur no liability of any kind.

PROOF OF COMPLIANCE. The responding vendor may be required to supply proof of compliance with bid/proposal specifications. When requested, the responding vendor must immediately supply the Purchasing Office with certified test results or certificates of compliance. Where none are available, the City of Laconia may require independent laboratory testing. All costs for such testing, certified test results or certificates of compliance shall be the responsibility of the responding vendor.

FORM OF CONTRACT. The terms and conditions set forth in any additional Terms and Conditions by the Purchasing Office are part of the bid and will apply to any contract awarded the responding vendor unless specific exceptions are taken and accepted and will prevail over any contrary provisions in Terms and Conditions submitted by the responding vendor.

OFFER. The undersigned hereby offers to sell to the City of Laconia the commodities or services indicated in the following page(s) of this Bid at the price(s) quoted in complete accordance with all conditions of this Bid.

Company Name: _____

Address: _____

Phone#: _____ **Fax#:** _____

Authorized Signature: _____

Printed Name: _____

This document must be signed by a person who is authorized to legally obligate the responding vendor. A signature on this document indicates that all City of Laconia terms and conditions are accepted by the responding vendor and that any and all other terms and conditions submitted by the responding vendor are null and void, even if such terms and conditions have terminology to the contrary. The responding vendor shall also be subject to City of Laconia contract and purchase order terms and conditions.