



City of Harrisonburg, Purchasing Office

345 South Main Street

Harrisonburg, VA 22801

Table with 3 columns: ISSUE DATE, INVITATION TO BID NUMBER, FOR; DEPARTMENT, DATE/TIME OF CLOSING, CONTRACT ADMINISTRATOR.

Bids - In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the bid is accepted, to furnish items or services for which prices are quoted, delivered or furnished to designated points within the time specified.

NAME AND ADDRESS OF FIRM:

Telephone/Fax No.:

Federal Employer Identification # :

State Corporation Commission #:

Prompt Payment Discount: % for payment within days/net days

By signing this proposal, Vendor(s) certifies, acknowledges, understands, and agrees to be bound by the conditions set forth in this ITB.

CHECK ONE: [] INDIVIDUAL [] PARTNERSHIP [] CORPORATION [] LLC

Vendor's Legally Authorized Signature

Date

Print Name

Title

Sealed bids, subject to terms and conditions of this Invitation to Bid will be received by the City of Harrisonburg Purchasing Office, 345 South Main Street, Room 201, Harrisonburg, Virginia 22801 until the date/ time specified above for furnishing items or services delivered or furnished to specified destinations within the time specified or stipulated by the vendor(s).

The City does not discriminate against small and minority businesses or faith-based organizations.

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Fairway Reel Mower

SECTION/TITLE

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NOTE: BID PRICING FORM AND OTHER FORMS TO BE EXECUTED
& RETURNED BY THE BIDDER

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1.0 BACKGROUND & PURPOSE

The City of Harrisonburg Parks & Recreation, Heritage Oaks Golf Course, is issuing an invitation for sealed bids for the purchase of the latest model Fairway Reel Mower, as described in the attached specifications.

Heritage Oaks Golf Course, voted **Best of the Valley** 2008, 2009, 2011 and 2012 is a challenging and scenic course for golfers of all abilities. Owned by the City of Harrisonburg and designed by William Love, Heritage Oaks offers a wide variety of holes including links-style holes as well as traditional, tree-lined holes. Golfers enjoy playing this picturesque par 70 course as it offers four sets of tees on each hole with overall distances ranging from 4500 yards to 6325 yards.

2.0 GENERAL SPECIFICATIONS

See Attachment #2.

It is the bidder's responsibility to provide appropriate brochures and technical specifications to demonstrate to the City's satisfaction that the unit offered at quoted price substantially meets or exceeds the City's requested specifications. The City will determine whether the equipment offered meets specifications. Equipment deemed not to meet minimum specifications will not be accepted, resulting in rejection of the bid.

3.0 INSTRUCTIONS TO BIDDERS

Submission of Bids

Bids will be received prior to and accepted on or before Wednesday, September 11, 2013 at 3:00 PM local time at the Purchasing Office located at 345 South Main Street, Room 201, Harrisonburg, Virginia 22801. Office hours are 8:00 am to 5:00 pm Monday through Friday. Each bid must be submitted on company letterhead, and in a sealed envelope clearly labeled, "Bid For Fairway Reel Mower ITB Number 2014007-PR-B". Faxed or late bids will not be accepted. Any costs incurred by offerors in preparing or submitting bids or proposals are the offeror's sole responsibility; the City of Harrisonburg will not reimburse any offeror for any costs incurred as a result of the preparation of this invitation to bid.

All bids must contain the following completed forms:

- Cover Sheet, Signed
- Attachment 1 State Corporation Commission Form
- Attachment 3 Bid Form
- Any and All Addenda, Signed

City Contacts

Questions related to bid submittals should be directed in writing to:

Ms. Pat Hilliard, Purchasing Agent
Fax 540-432-7778
Purchasing@harrisonburgva.gov

Questions related to the specifications should be directed in writing to:

Mr. John Libassi, Assistant Golf Course Superintendent
John.Libassi@harrisonburgva.gov

Any relevant questions will be answered and posted as an addendum on the City's website at www.harrisonburgva.gov/bids-proposals and on eVA at www.eva.virginia.gov.

Authority to Bind Firm in Contract

Bids must include full legal firm name and address of bidder. Failure to manually sign bid may disqualify the bidder. Person signing bid should show Title or Authority to bind the firm in a Contract.

4.0 AWARD OF CONTRACT

The bid will be awarded to the lowest responsive, responsible bidder submitting as described in the attached specification form meeting the standards set forth by the City of Harrisonburg, Virginia. The City will reserve the right to reject any or all bids and will further reserve the right to waive or not waive any informality in any bid. The City reserves the right to waive any technical errors in bids received and/or to reject any and all bids on the basis of incomplete documentation and any discrepancies deemed pertinent in the accepting of the bid.

The City reserves the right to ask for additional information from the vendor to determine the responsibility, quality and accountability of the company.

Upon selection of a suitable vendor, the City will issue a "Notice of Award" on the City's website at www.harrisonburgva.gov/bids-proposals and also on eVA at www.eva.virginia.gov. A contract will be awarded based upon cost of product and date of delivery available.

5.0 TERMS & CONDITIONS FOR THE CITY OF HARRISONBURG, VA

PURCHASING AND CONTRACTING MANUAL: This solicitation is subject to the provisions of The Purchasing and Contracting Policy Manual for the City of Harrisonburg (City) and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is available for review at www.Harrisonburgva.gov/bids.

APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

ANTI-DISCRIMINATION: By submitting their (bids/proposals), (bidders/offerors) certify to the City that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and 2.2-4311 of the *Virginia Public Procurement Act*.

In every contract over \$10,000 the provisions below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

2. The City does not discriminate against small and minority businesses or faith based organizations.

ETHICS IN PUBLIC CONTRACTING: By submitting their (bids/proposals), (bidders/offerors) certify that their (bids/proposals) are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other (bidder/offeror), supplier, manufacturer or subcontractor in connection with their (bid/proposal), and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their (bids/proposals), (bidders/offerors) certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

DEBARMENT STATUS: By submitting their (bids/proposals), (bidders/offerors) certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

ANTITRUST: By entering into a contract, the contractor conveys, sells, assigns, and transfers to the City all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the City under said contract.

MANDATORY USE OF CITY FORM AND TERMS AND CONDITIONS FOR IFBs AND RFPs

1. **(For Invitation For Bids(ITB):)** Failure to submit a bid on the form provided, (if provided) shall be a cause for rejection of the bid. Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid; however, the City reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the City may, in its sole discretion, request that the bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.

2. **(For Request For Proposals(RFP):)** Failure to submit a proposal on the form provided, (if provided) shall be a cause for rejection of the bid. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the City reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

REVISIONS TO THE OFFICIAL ITB/RFP: No offeror shall modify, revise, edit or make any unauthorized change(s) to the original Official Invitation to Bid (ITB) or Official Request for Proposal (RFP). The Official solicitation document and the Addenda(s) are the documents posted on the City of Harrisonburg's web site and/or authorized by the City of Harrisonburg's Purchasing Agent. Any such violation as stated above may result in rejection of the ITB/RFP response. In addition, violations may result in the debarment of the offeror by the City of Harrisonburg.

CLARIFICATION OF TERMS: If any prospective (bidder/offeror) has questions about the specifications or

other solicitation documents, the prospective (bidder/offeror) should contact the person whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

PAYMENT:

1. To Prime Contractor:

a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).

b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.

c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price.

d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.

e. Individual contractors shall provide their social security numbers, and proprietors, partnerships, and corporations shall provide the City with a federal employer identification number, prior to receiving any payment from the City.

f. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve the City of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia, 2.2.4363*).

2. To Subcontractors:

a. A contractor awarded a contract under this solicitation is hereby obligated:

(1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the City for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or

(2) To notify the City and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.

b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the City, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the City.

PRECEDENCE OF TERMS: General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

QUALIFICATIONS OF (BIDDERS/OFFERORS): The City may make such reasonable investigations as deemed proper and necessary to determine the ability of the (bidder/offeror) to perform the services/furnish the goods and the (bidder/offeror) shall furnish to the City all such information and data for this purpose as may be requested. The City reserves the right to inspect (bidder's/offeror's) physical facilities prior to award to satisfy questions regarding the (bidder's/offeror's) capabilities. The City further reserves the right to reject any (bid/proposal) if the evidence submitted by, or investigations of, such (bidder/offeror) fails to satisfy the City that such (bidder/offeror) is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

TESTING AND INSPECTION: The City reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the contractor in whole or in part without the written consent of the City.

CHANGES TO THE CONTRACT: Changes can be made to the contract in any of the following ways:

1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
2. The Purchasing Agent or City delegated agent may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the City a credit for any savings.

DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the City, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies, which the City may have.

CANCELLATION OF THE CONTRACT: The City may terminate any agreement resulting from this solicitation at any time, for any reason or for no reason, upon thirty days advance written notice to the Contractor. In the event of such termination the Contractor shall be compensated for services and work performed prior to termination.

TAXES: Sales to the City of Harrisonburg are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request.
(NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS)

USE OF BRAND NAMES: Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict (bidders/offerors) to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The (bidder/offeror) is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the City to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the (bidder/offeror) clearly indicates in its (bid/proposal) that the product offered is an "equal" product, such

(bid/proposal) will be considered to offer the brand name product referenced in the solicitation.(**NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS**)

TRANSPORTATION AND PACKAGING: By submitting their (bids/proposals), all (bidders/offerors) certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.(**NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS**)

INSURANCE: By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have insurance coverages per the solicitation document at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. (**NOT NORMALLY REQUIRED FOR GOODS CONTRACTS. INSURANCE IS REQUIRED WHEN WORK IS TO BE PERFORMED ON CITY OWNED OR LEASED FACILITIES OR PROPERTY.**)

AVAILABILITY OF FUNDS: Agreements are made subject to the appropriation of funds by the Harrisonburg City Council and are null and void in the event of non-appropriation by the City Council. Non-appropriation of funds shall not be deemed a cancellation and shall terminate this agreement without recourse and with no liability on the part of the City.

SELECTION PROCESS/AWARD: Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the department will publicly post such notice for a minimum of ten (10) days, or will notify all responsive bidders/offerors.

BID/PROPOSAL ACCEPTANCE PERIOD: Any bid/proposal resulting from this solicitation shall be valid for (30) days. At the end of the (30) days the bid/proposal may be withdrawn at the written request of the Bidder/Offeror. If the bid or proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

EXCUSABLE DELAY: The City shall not be in default of any failure in performance of this agreement in accordance with its terms if such failure arises out of causes beyond its reasonable control and without the fault of or negligence of the City. Such causes may include, but are not restricted to acts of God or the public enemy, fires, flood, epidemics, quarantine restrictions, strikes, freight embargoes, and usually severe weather, but in every case the failure to perform must be beyond the reasonable control and without the fault or negligence of the City.

DRUG-FREE WORKPLACE: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

SAFETY and OSHA STANDARDS: All parties performing services for the City shall comply with all Occupational Safety and Health Administration (OSHA), State Occupational Health Standards, and any other applicable rules and regulations. All parties shall be held responsible for the training, supervision, and safety of their employees. Any unsafe acts or hazardous conditions that may cause injury or damage to any persons or

property within and around the work site areas under this contract shall be remedied per the regulatory agency's guidelines.

PERMITS AND FEES: All proposals submitted shall have included in price the cost of any business or professional licenses, permits or fees required by the City of Harrisonburg or the Commonwealth of Virginia. The offeror must have all necessary licenses to perform the services in Virginia and, if practicing as a corporation, be authorized to do business in the Commonwealth of VA.

COOPERATIVE PROCUREMENT: This procurement is being conducted on behalf of other public bodies, in accordance with 2.2-4304 (A) of the Code of VA. The successful bidder has the option to provide these same items (services), except architectural and engineering services, at the same prices, awarded as a result of this solicitation to any public body within the Commonwealth of Virginia. If any other Public body decides to use the final contract, the contractor(s) must deal directly with that public body concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payment. Failure to extend a contract to any public body will have no effect on consideration of your bid.

STATE CORPORATION COMMISSION IDENTIFICATION NUMBER: Pursuant to Code of VA 2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Link to the SCC site is <http://www.scc.virginia.gov>.



ATTACHMENT 1: STATE CORPORATION COMMISSION FORM

Virginia State Corporation Commission (“SCC”) registration information: The undersigned Offeror:

is a corporation or other business entity with the following SCC identification number: _____ **-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder’s out-of-state location) **-OR-**

is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned Offeror’s current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

Signature: _____ **Date:** _____

Name: _____
(Print)

Title: _____

Name of Firm: _____

This form must be completed & returned with your bid documents.



ATTACHMENT 2: SPECIFICATIONS

DESCRIPTION	CITY PROPOSED SPECIFICATIONS	DEALER PROPOSED SPECIFICATIONS
<u>MOWER TYPE</u>	4 wheel type, all wheel drive, single person seating with three front and two center mounted reel type cutting units	
<u>ENGINE</u>		
TYPE	3-4 Cylinder, 4 Cycle, liquid-cooled, diesel engine.	
HORSEPOWER	Minimum of 24 hp at 2,500 to 3,000 rpm.	
LUBRICATION	Fully pressurized type.	
FUEL FILTER	Replaceable spin-on type with fuel/water separator.	
AIR FILTER	Heavy-duty 2-stage filter with replaceable element and restriction indicator.	
OIL FILTER	Spin-on replaceable type.	
RADIATOR	Rear-mounted, away from operator. Hinged debris screen for tool-free access to radiator.	
<u>DRIVETRAIN</u>		
TYPE	Closed loop hydrostatic drive with available all wheel drive. All or 4 wheel drive standard or with installed conversion kit.	
IMPLEMENT DRIVE	Hydraulic, via gear pump.	
HYDRAULIC OIL FILTER	(2) Spin-on cartridge type elements, (1) for transmission and steering circuits, (1) for mow and lift circuits. Filter change indicator visible from operator seat	
HYDRAULIC OIL COOLER	Radiator style cooler mounted against engine radiator so both get air flow from engine fan. Hydraulic cooler tilts out via tool-free latches for cleaning	
SHIFT METHOD	Infinitely variable traction speed with single foot pedal assembly for control of speed and direction.	
BRAKES	Either hydraulic or dual drum type on front wheels. Pedal operated service brakes with intergrated locking latch for parking brake.	
TIRES	(Approximate) Front - (2) 26.5 X 14 - 12, tubeless, turf tread. Rear - (2) 20 X 12 - 10, tubeless, turf tread.	
<u>FRAME & CHASSIS</u>		
FRAME	All welded formed steel with front and rear tie	
HYDRAULIC TANK	Non-metallic tank. Fill cap to be covered by lid with tool-free access.	
STEERING	Power steering on isolated circuit. Tilt wheel feature with hand or foot operated locking pedal.	

DESCRIPTION	CITY PROPOSED SPECIFICATIONS	DEALER PROPOSED SPECIFICATIONS
OPERATOR ACCESS	Operator boards machine without stepping over cutting units.	
ACCESS STEPS	Steps with adjustable height.	
SEAT	High back type with deluxe suspension and fore/aft adjustment. Seat belt and Roll Over Protection System (2-4 post ROPS). Seat must have pressure sensitive, safety interlock.	
SEAT BASE	Elevated type, includes drink holder, and 12 volt power outlet.	
ARM RESTS	Right side armrest built into operator control console.	
CONTROL CONSOLE	Attached on right side of seat suspension, moves fore/aft with seat. Includes ignition key, warning and diagnostic lights, enable/disable mow switch, headlight switch, raise/lower joystick, throttle lever, hour meter, and coolant temperature gauge.	
<u>ELECTRIC COMPONENTS</u>		
STARTER	12 volt electric	
ALTERNATOR	40 amp	
BATTERY	12 volt, 585 cold cranking amps at 0 degrees fahrenheit.	
GLOW PLUGS	12 volt automatic start assist glow plugs.	
SAFETY INTERLOCKS	Interlock switches for seat, pto, and traction pedal	
EMERGENCY SHUT DOWN	In case of high coolant temperature, warning light comes on and reels shut down. If temperature continues to rise, engine will shut down before damage occurs.	
GAUGES	Hour meter, fuel gauge, coolant temperature gauge. 4-light warning cluster gauge with oil pressure, water temperature, charge fault, and glow plug indicator.	
DIAGNOSTICS	On-board electronic controller module with Console-mounted indicator light for electrical malfunctions.	
<u>OPERATOR CONTROLS</u>		
HAND OPERATED	Throttle lever, ignition switch, headlight switch, enable/disable mow switch, and implement lift/lower joystick.	
FOOT OPERATED	Traction pedal, mow speed limiter, and parking/service brakes.	
<u>CUTTING UNITS</u>		
TYPE	(5) Hydraulically driven, 7 blade, reel type cutting units.	

DESCRIPTION	CITY PROPOSED SPECIFICATIONS	DEALER PROPOSED SPECIFICATIONS
CONSTRUCTION	Die-cast aluminum cross member with honeycomb support members and cast iron end plates. Cutting unit positions on traction unit are <u>completely interchangeable</u>	
REEL	22" wide and 7" diameter, austempered blades.	
HEIGHT OF CUT RANGE	.375" to 2.0"	
CUT HEIGHT ADJUSTMENT	Height of cut arm at each end of front roller. Loosen nut securing HOC arm, turn cap screw to <u>adjust height. secure nut on HOC arm.</u>	
CUT AGGRESSIVENESS	Adjustable bedbar aggressiveness via spacers on rear roller mounting flange. Design allows reels of different diameter to cut with same aggressiveness for matched after-cut appearance.	
CUTTER DRIVE	Each cutting unit driven by gear type, quick disconnect hydraulic motor.	
WEIGHT TRANSFER	Each cutting unit equipped with adjustable weight transfer from front to back roller.	
GRASS DEFLECTORS	Each cutting unit equipped with replaceable grass deflectors, adjustable discharge shields and <u>grass collection basket.</u>	
BEDKNIVES	Each cutting unit equipped with high strength, bolted on, replaceable steel knife with hardened tool steel cutting edge. Lip height of .270"	
BEDKNIFE ADJUSTMENT	Each cutting unit has spring-loaded, indexed adjustment screw at each end of bedbar. For each click clockwise, bedknife moves .0009" closer to reel.	
FRONT ROLLERS	Each cutting unit has 3" diameter grooved Weihle plastic coated front roller and an additional 3" diameter smooth roller, both with roller scraper. with optional rear roller power brush priced separately.	
REAR ROLLERS	Each cutting unit has 3" diameter smooth steel rear roller with roller scraper. Cutting unit design assures rear roller is parallel to reel and eliminates need for leveling of rear roller. (Provide optional rear roller power brush priced separately).	
REEL SPEED	Manually adjustable reel speed control.	
BACKLAPPING	On-board backlapping with manual levers for front and rear circuits.	
<u>CAPACITIES & DIMENSIONS</u>		
ENGINE OIL CAPACITY	Approximately 5 quarts	
HYDRAULIC OIL CAPACITY	Approximately 11 gallons	
FUEL CAPACITY	Approximately 13.5 gallons	
COOLANT CAPACITY	Approximately 10 quarts	
OVERALL DRY WEIGHT	Approximately 2,400 to 2,900 lbs.	

DESCRIPTION	CITY PROPOSED SPECIFICATIONS	DEALER PROPOSED SPECIFICATIONS
GROUND PRESSURE	10 PSI	
WHEEL BASE	62"	
TRANSPORT WIDTH	92"	
MAXIMUM CUT WIDTH	100"	
OVERALL LENGTH	111"	
OVERALL HEIGHT	63"	
GROUND SPEED	0-10 mph transport, 0-8 mph mow.	
SOUND PRESSURE LEVEL	85 dB(A) at operator's ear.	
<u>WARRANTY</u>		
LENGTH	Standard period is 2 years or 1500 hours, whichever comes first. Optional extended protection plans available.	
TERMS	Limited type warranty, protects against defects in material and workmanship. Does not cover repairs due to abuse, neglect, normal wear and tear, or regular maintenance.	
<u>SERVICE SUPPORT</u>		
LOCATION	Vendor to maintain permanent repair facility and parts warehouse within 120 miles of city maintenance facility.	
MOBILE SERVICE	Vendor must offer mobile service and perform warranty repairs on site at city facilities.	
INTERNET SUPPORT	Manufacturer to provide all available service manuals, part lists and updates on the internet at no charge.	
TELEPHONE SUPPORT	Vendor to provide technical support via toll free phone line.	
<u>PARTS SUPPORT</u>		
DELIVERY	Vendor to provide regular UPS delivery and offer next day delivery for emergencies.	
TELEPHONE SUPPORT	Vendor to provide toll free phone line for ordering parts and customer service.	
INTERNET SUPPORT	Manufacturer to provide all available parts breakdowns and updates on the internet at no charge. Vendor to provide 24 hour a day parts ordering, stock checks, purchase history, and billing information via the internet.	
<u>DOCUMENTATION</u>		
PARTS MANUAL	2 copies to be included	
OWNER'S MANUAL	2 copies to be included	
SERVICE MANUAL	1 copy to be included	
TRAINING VIDEO	1 copy to be included	



ATTACHMENT 3: BID FORM

(Vendor's name and address)

offers a total quotation of \$ _____, **including delivery**, for the Fairway Reel Mower per the Specifications listed in ITB Number 2014007-PR-B, dated this _____ day of _____, 2013 with the order to be delivered to the Heritage Oaks Golf Course located at 680 Garbers Church Road Harrisonburg, VA 22801, with an anticipated delivery date of _____. This quotation will be valid from a date of _____ until a date of _____.

Signed: _____
(Agent for vendor)

Title: _____

****This form must be completed & returned with your bid documents.****