



BID NO _____

ISSUE DATE _____

INVITATION FOR BID (IFB) COVER SHEET

BID TITLE: _____

SUBMISSION DEADLINE: _____ on _____

SUBMIT BID TO: City Clerk's Office
11701 Community Center Dr
Northglenn CO 80233
or
bids@northglenn.org

CONTACT: _____

EMAIL: _____

PHONE: _____

Bidding instructions and drawings are available at the Rocky Mountain E-Purchasing website or at: https://www.northglenn.org/government/bids_with_the_city.php

MANDATORY PREBID CONFERENCE: _____

DATE & TIME: _____ at _____

LOCATION: _____

The undersigned hereby affirms that (1) he/she is a duly authorized agent of the vendor, (2) he/she has read all terms and conditions, requirements, and instructions of this bid as stated or implied, (3) the vendor warrants that he/she is familiar with all provisions of the contract documents and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her offer, (4) that the offer is being submitted on behalf of the vendor in accordance with any terms and conditions set forth in this document, and (5) that the vendor listed on the bid submission must match all contract and insurance documents submitted upon award.

PRINT OR TYPE YOUR INFORMATION

Company _____ Fax Number _____

Address _____ City, State Zip _____

Contact Person _____ Title _____

Email _____ Phone _____

Signature _____

Print Name _____

INSTRUCTIONS TO BIDDERS

1. **BID NO:** _____

2. **BID TITLE:** _____

3. **PURPOSE OF SOLICITATION:**

4. **SCHEDULE OF ACTIVITIES:** The following schedule of activities delineates the timing of the solicitation and the estimated project schedule. These dates may be subject to change at the City's discretion.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

5. **BID SUBMITTAL REQUIREMENTS:** Vendors must provide the following information.

- **Cover Sheet.** Include the completed Cover Sheet.
- **Prices.** Prices must be provided on the forms provided. The vendor shall not alter forms (e.g. add or modify categories for posting prices offered) unless expressly permitted to do so. No other form shall be accepted.
- **Submission Timeline.** It is the responsibility of the submitting vendors to ensure timely receipt by the City. The City reserves the right to reject any late submittals. Bids must be received no later than _____ on _____.

6. **INTERPRETATION OF DOCUMENTS AND SPECIFICATIONS:** Wherever the word "contract" appears, it shall be held to include all the documents as listed. No less than all of the parts of the contract documents shall constitute the formal contract. If any person contemplating submitting a bid for the proposed contract is in doubt as to the true meaning of any part of specifications, schedules, or information sheets or the proposed contract documents, he may submit to the project manager a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt and actual delivery. Any interpretation of such documents will be made only by an addendum duly issued, and a copy of such addendum will be mailed or delivered to each person receiving a set of such documents. The City will not be responsible for any explanation or interpretation of such documents which anyone presumes to make on behalf of the City.

7. **TERMS AND CONDITIONS:** As set forth in the contract agreements and any supplemental, the following terms and conditions will apply to this Invitation for Bid, each vendor's bid and to the negotiations, if any, of any said contract. Submission of a bid in response to this IFB indicates the vendor's acceptance of the terms and conditions contained in this document and the contract.
8. **BIDDER EXPENSES:** The City of Northglenn will not be responsible for any expenses incurred by any vendor in preparing and submitting an offer.
9. **BID:** All bids must be made on the forms provided. No alterations in bids or in the printed forms thereof, by erasures, deletions, or interpolations will be acceptable unless each alteration is signed or initialed by the vendor. If initialed, the City may require the vendor identify the alteration so initialed. If mailed or delivered, each bid must be enclosed in a sealed envelope labeled with the words _____.
The bid shall be submitted to the City of Northglenn, Office of the City Clerk, 11701 Community Center Drive, Northglenn, Colorado 80233-8061.
10. **WITHDRAWAL:** A vendor may withdraw his bid at any time prior to the expiration of the final date and time set for receipt of bids. Withdrawal notification must be in written form, and must be received in the Offices of the City Clerk prior to the closing date and time.
11. **IRREVOCABILITY:** Following the time of closing, all bids will become irrevocable offers to the City and will remain as such until 90 days from date of submission. By submission of a bid, the vendor agrees to enter into a contract. In addition all quoted prices will be firm and valid up to 90 days from date of submission. The City may, in its sole discretion, release any bid and return any bonds if applicable prior to the 90 days.
12. **LATE BIDS:** Any Bids received after the Final date and time for receipt of Bids will not be accepted and will be unopened and discarded without being considered.
13. **SIGNATURES OF VENDORS:** Each vendor shall sign his bid, using his legal signature and giving his full business address. The person signing the bid must be an officer of the company or partnership. Bids by partnerships shall be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the President, Secretary, or other persons authorized to bind it in the matter. The names of all persons signing should also be printed below the signature. A bid by a person who affixes to his signature the word, "President", "Secretary", "Agent" or other designation without disclosing his principal, may be held to be a bid of the individual signing. When requested by the City, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished. Bids submitted electronically are to be typed in lieu of written signature (see the cover letter).
14. **OPEN RECORDS ACT:** Notwithstanding any language contained in a bid to the contrary, all bids submitted to the City become the property of the City. Any information considered proprietary should be marked by the vendor and as such and will be kept confidential to the extent provided by law.
15. **SALES TAX:** Vendors shall not include federal, state, or local excise, sales or use taxes in prices offered, as the City is exempt from payment of such taxes.
16. **MISTAKES IN BIDDING INSTRUCTIONS:** If the City makes a mistake in drafting the bidding instructions or any other contract documents, the City reserves the right to reject any or all bids, or to require that vendors submit an alternate bid with adjustments made to correct the error(s). Such errors will be set forth in an addendum. If the vendor has already been selected and has started performing work under the contract, and the City then discovers a mistake in the contract documents for which the City is responsible, the City may opt to reform the contract. If the mistake causes the vendor to receive compensation for materials not used in the work or for labor that would not be required for the work, the contract price shall be decreased proportionally. If the mistake causes the vendor to fail to bid on work

which must be performed in order to properly complete the contract, the City may increase the contract price to equal the proportionate increase in the cost of required materials and labor caused to the vendor. In the alternative, the City may solicit bids for such additional work, or the City may reassign such additional work to another vendor, as the City deems appropriate. Nothing in this provision shall apply to mistakes made by the vendor in completing the bid form or in performing the contract.

- 17. BID RESULTS:** Vendors desiring to know bid results must enclose a self-addressed, stamped envelope with their bid. A bid summary sheet will be mailed after the bid opening. No bid results will be given over the telephone. Vendors attending the bid opening will receive a copy of the results after the opening of the bids.
- 18. ACCEPTANCE OF BID:** It is expressly understood and agreed that the City reserves the right to reject any or all bids, to waive formalities, and accept the bid which appears to be in the City's best interest.
- 19. APPEAL OF AWARD:** Solicitations will be awarded based on multiple criteria, price being just one of the conditions. Vendors can review the solicitation's special terms and conditions for information on evaluation criteria. Vendors may appeal the award decision by submitting, in writing, to the City of Northglenn, a request for reconsideration within 7 calendar days after the posting of the Notice of Intent to Award, provided that the appeal is sought by the vendor prior to the City finalizing a contract with the selected vendor. Vendors who were deemed non-responsive are ineligible to participate in the appeal process.
- 20. DEFENSE OF SUITS:** In case any action at law or suit in equity is brought against the City, any officer, employee, or agent thereof, for or on account of the failure, omission, or neglect of the vendor to do and perform any of the covenants, acts, matters, or things by this contract undertaken to be done or performed, or for the injury or damage caused by the negligence of the vendor or his subcontractors or his or their agents, or in connection with any claim or claims based on the lawful demands of subcontractors, workmen, material, men or suppliers or machinery and parts thereof, equipment, power tools and supplies incurred in the fulfillment of the contract, the vendor shall indemnify and save harmless the City, officers, employees, and agents of the City, of and from all losses, damages, costs (including attorney's fees), expenses, judgments, or decrees whatever arising out of such action of suit that may be brought as aforesaid.
- 21. CONTRACT NEGOTIATIONS:** If the City decides to proceed and to negotiate a contract, the City intends to provide written notification to the vendor whose bid is deemed by the City to be in the best interests of the City and the City will attempt to negotiate a contract with the selected vendor(s) on terms and conditions stated in this IFB or in the successful vendor's bid, but shall also include terms and conditions later negotiated. If the City and the successful vendor are unable to execute a contract and the vendor has been notified that it is the successful vendor then the City may cease all discussions with the (first) successful vendor without any further obligation to that vendor and select another (second) vendor as the successful vendor. If the (second) vendor is rejected, as per the terms above, then the City, without any further obligation to that vendor, may select another (third) vendor as the successful vendor and so on, or the City reserves the right to reject all bids and re-bid.

BID FORM

City of Northglenn
11701 Community Center Drive
Northglenn, Colorado 80233-8061

BID: Pursuant to the "advertisement for bids" for the above named project, and being familiar with all contractual requirements therefore, the undersigned bidder hereby proposes to furnish all labor, materials, tools, supplies, equipment, transportation, services and all other things necessary for the completion of the contractual work, and perform the work in accordance with the requirements and intent of the contract documents, within the time of completion set forth herein, for, and in consideration of the following prices.

Proposal of _____ (hereinafter called **BIDDER**) organized and existing under the laws of the State of _____ doing business as _____*.
To the **CITY OF NORTHGLENN** (hereinafter called **CITY**). In compliance with your advertisement for bids, **BIDDER** hereby proposes to perform **WORK** on

in strict conformance with the **CONTRACT DOCUMENTS**, within the time set forth therein, and at the prices stated below.

By submission of this **BID**, each **BIDDER** certifies, and in case of a joint **BID** each party thereto certifies as to his own organization that this **BID** has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this **BID** with any other **BIDDER** or with any competitor.

BIDDER hereby agrees to commence **WORK** under this contract on or before a date to be specified in the **NOTICE TO PROCEED** and to fully complete the **PROJECT** as indicated in the General Conditions.

BIDDER acknowledges receipt of the following **ADDENDUM**:

*Insert "a corporation", "a partnership", or "an individual" as applicable.

Sub-contractors (if any): Work they will perform:

1. _____ Email: _____

2. _____ Email: _____

3. _____ Email: _____

Please provide a complete and accurate list of at least three references and contact phone numbers:

1. _____ Phone: _____

Email: _____

2. _____ Phone: _____

Email: _____

3. _____ Phone: _____

Email: _____

Respectfully submitted,

(Seal, if Bid is by a Corporation)

Attest

Signature

Address

Title

Date

License Number
(If Applicable Signature)

Phone Number

BID SUMMARY

(Vendor Name)

Hereby submits to the City of Northglenn, Colorado the following bid items complete and in place as specified for the:

_____ - _____

ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT COST	TOTAL COST

TOTAL FOR ALL ITEMS _____

TOTAL IN WORDS _____

BID SPECIFICATIONS

Bid Specifications

Unit type	Number	Location	Charge per unit	Additional charges (winterizing, etc)
		PARKS YEAR ROUND		
ADA	1	Northwest Open Space		
Standard	1	Northwest Open Space		
Standard	1	Northwest Open Space- Recycle * Service only on city unit monthly		
Standard	2	EB Rains		
ADA	1	EB Rains		
ADA	1	Danahy		
		PARKS – SEASONAL (April – October)		
ADA	1	Rotary		
ADA	1	Al Thomas		
ADA	1	Wyco		
		RECREATION Cross Country		
Standard	12	Northwest Open Space		
		RECREATION Sparkler Tournament		
		Drop off 6/26		
		Pick up 7/3		
Standard	5	• Daily Servicing		
		Northwest Open Space		
		RECREATION Mudapalooza		
ADA	1	Northwest Open Space		
Standard	9	Northwest Open Space		
		Drop off 7/21		
		Pick up 7/24		

All **Parks** units must be serviced twice weekly – Monday **and** Friday – unless **noted**.

All unit pricing shall include hand sanitizer.

All recreation and city special event unit dates and locations will be verified by City of Northglenn staff at least one week prior to the event.

Unit type	Number	Location	Cost per unit	
		City Special Events Neighborhood Nights		
ADA	1	Fox Run		
Standard	1	Fox Run		
		Drop off 6/1, PU 6/2		
ADA	1	Wyco		
Standard	1	Wyco		
		Drop off 6/22, PU 6/23		
ADA	1	Festival Lawn		
Standard	1	Festival Lawn		
		Drop off 7/20. PU 7/23		
ADA	1	EB Rains (east)		
Standard	1	EB Rains		
		Drop off 8/10, PU 8/11		
ADA	1	Danahy		
Standard	1	Danahy		
		Drop off 8/24, PU 8/25		
		Pride		
ADA	1	Festival Lawn		
Standard	4	Drop off 6/9, PU 6/12		
ADA	1	Dancing - Decades		
Standard	4	Festival Lawn		
		Drop off 8/18, PU 8/21		
		Food Truck Carnival		
ADA	6	Festival Lawn		
Regular	48	Drop off 5/19, PU 5/22		Clean 5/20 and 5/21 AM
Handwash	16			
		July 4		
ADA	3	Drop off 7/3 PM, PU 7/5		
Regular	28			
Handwash	9			
		Pirate Fest		
ADA	2	EB Rains		
Standard	20	Drop off 9/15, PU 9/18		Clean 9/16
Handwash	8			
		Safe Street Halloween		
ADA	1	TBD		

Regular	7	Drop off 10/20, PU 10/23		
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Location

Northglenn Address

Al Thomas

1720 Leroy Dr

Danahy

10600 Livingston Dr

EB Rains

11700 Community Center Dr

Festival Lawn

1 E Memorial Parkway

Huron Crossing Park

600 W. 117th Ave

Larson Park

10763 Larson Dr

Northwest Open Space

10801 Pecos St.

Rotary

10750 Pecos St

Wyco

11675 Wyco Dr

Total bid amount based on quantities listed above: _____

The awarded contract will be for the 2023 calendar year, and the City reserves the right to renew for an additional three (3) years.