



Administrative Services

Purchasing Division

CITY OF FORT COLLINS

INVITATION TO BID

BID #5904

SALE OF RACQUETBALL COURT PANELS

BID OPENING: MARCH 25, 2005, 2:30P.M. (Our Clock)

Sealed bids will be received and publicly opened at the office of the Director of Purchasing and Risk Management, PO Box 580, 215 North Mason St., 2nd floor, Fort Collins, Colorado 80522, at the time and date noted on the bid proposal and/or contract documents. If delivered, they are to be sent to 215 North Mason Street, 2nd Floor, Fort Collins, Colorado 80524. If mailed, the address is P.O. Box 580, Fort Collins, 80522-0580.

Bids must be received at the Purchasing Office prior to 2:30p.m. (our clock), MARCH 25, 2005.

A copy of the Bid may be obtained as follows:

1. Download the Bid from the Purchasing Webpage, Current Bids page, at: www.fcgov.com/purchasing.
2. Come by Purchasing at 215 North Mason St., 2nd floor, Fort Collins, and request a copy of the Bid.

Special Instructions

All bids must be properly signed by an authorized representative of the company with the legal capacity to bind the company to the agreement. Bids may be withdrawn up to the date and hour set for closing. Once bids have been accepted by the City and closing has occurred, failure to enter into contract or honor the purchase order will be cause for removal of supplier's name from the City of Fort Collins' bidders list for a period of twelve months from the date of the opening. The City may also pursue any remedies available at law or in equity. Bid prices must be held firm for a period of forty-five (45) days after bid openings.

Submission of a bid is deemed as acceptance of all terms, conditions and specifications contained in the City's specifications initially provided to the bidder. Any proposed modification must be accepted in writing by the City prior to award of the bid.

Only bids properly received by the Purchasing Office will be accepted. All bids should be clearly identified by the bid number and bid name contained in the bid proposal.

No proposal will be accepted from, or any purchase order awarded, to any person, firm or corporation in default on any obligation to the City.

Bids must be furnished exclusive of any federal excise tax, wherever applicable.

Bidders must be properly licensed and secure necessary permits wherever applicable.

Bidders not responding to this bid will be removed from our automated vendor listing for the subject commodities.

The City may elect where applicable, to award bids on an individual item/group basis or on a total bid basis, whichever is most beneficial to the City. The City reserves the right to accept or reject any and all bids, and to waive any irregularities or informalities.

Sales prohibited/conflict of interest: no officer, employee, or member of City Council, shall have a financial interest in the sale to the City of any real or personal property, equipment, material, supplies or services where such officer or employee exercises directly or indirectly any decision-making authority concerning such sale or any supervisory authority over the services to be rendered. This rule also applies to subcontracts with the City. Soliciting or accepting any gift, gratuity, favor, entertainment, kickback or any items of monetary value from any person who has or is seeking to do business with the City of Fort Collins is prohibited.

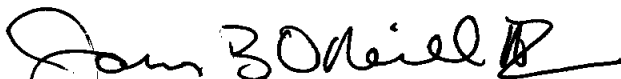
Freight terms: unless otherwise noted, all freight is F.O.B. Destination, Freight Prepaid. All freight charges must be included in prices submitted on proposal.

Discounts: any discounts allowed for prompt payment, etc., must be reflected in bid figures and not entered as separate pricing on the proposal form.

Purchasing restrictions: your authorized signature of this bid assures your firm's compliance with the City's purchasing restrictions. A copy of the resolutions is available for review in the Purchasing Office or the City Clerk's Office. Request Resolution 91-121 for cement restrictions.

Collusive or sham bids: any bid deemed to be collusive or a sham bid will be rejected and reported to authorities as such. Your authorized signature of this bid assures that such bid is genuine and is not a collusive or sham bid.

Bid results: for information regarding results for individual bids send a self-addressed, self-stamped envelope and a bid tally will be mailed to you. Bid results will be posted in our office 7 days after the bid opening.


James B. O'Neill II, CPPO, FNIGP
Director of Purchasing and Risk Management

CITY OF FORT COLLINS

INVITATION TO BID ON SURPLUS EQUIPMENT

BID #5904

FOR SALE: RACQUETBALL COURT GLASS PANELS

BID OPENING: MARCH 25, 2005, 2:30 P.M. (OUR CLOCK)

WE HEREBY ENTER OUR BID FOR THE PURCHASE OF THE CITY OF FORT COLLINS YOUTH ACTIVITY CENTER (YAC) **SALE OF RACQUETBALL COURT GLASS PANELS** PER THE BID INVITATION AND ANY REFERENCED SPECIFICATIONS:

The Youth Activity Center (YAC), located in Fort Collins, Colorado is requesting bids for the purchase of Racquetball Court Glass Panels, using the following **BIDDING GUIDELINES**:

- 1) **The award will be made based on the Highest Bid.** Bidder is to fill in their Bid Price in the indicated space.
- 2) The purchase is as-is, where-is. Neither the Youth Activity Center nor the City of Fort Collins extends any warranty, express or implied, for this material. The buyer is responsible for picking up the material at the City of Fort Collins Youth Activity Center, 415 East Monroe Drive, in Fort Collins, Colorado (right next to the Foothills Mall in southeast Fort Collins). The winning bidder must remove the Panels from the Youth Activity Center premises within 10 working days after notification of award. Neither the Youth Activity Center nor the City will be responsible for any shipping or transportation arrangements. Purchases are to be paid for by Certified Check or Money Order made out to the City of Fort Collins, for the total amount of the Bid.

Specifications:

Racquetball Court glass panels and door

2 panels, 106" X 84" X 1/2", metal trim on one side

1 door, 30" X 84" X 1/2", with latch, no hinges

Successful bidder will be responsible from removing all items from their current location at the Youth Activity Center, 415 E. Monroe Dr. Fort Collins, CO 80525. Delivery is not available. To arrange for viewing or for further information, contact Dave Mosnik at 970-416-2528, 9:00 AM - 4:00 PM, Monday - Friday.

If you have any questions regarding the bidding process, please contact Ed Bonnette, C.P.M., CPPB, Buyer, at 970-416-2247; or e-mail at ebonnette@fcgov.com .

**BID #5904 YOUTH ACTIVITY CENTER SALE OF RACQUETBALL COURT GLASS
PANELS BID FORM**

BID PRICE \$ _____

Bidder Name (or Agency Name): _____

Address: _____

Telephone # _____ FAX # _____

E-mail address _____

Respondent Name: _____
(Please Print)

By: _____
(Signature)



