



**CITY OF FORT COLLINS
INVITATION TO BID
BID 6012**

BID OPENING: 3:00 p.m. (our clock), December 6, 2006

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 3:00 p.m. (our clock), December 6, 2006.

Questions concerning the scope of the bid should be directed to Project Manager Carson Hamlin (970) 221-6510.

Questions regarding bid submittal or process should be directed to Ed C. Bonnette, CPPB, C.P.M. Buyer (970) 416-2247.

A copy of the Bid may be obtained as follows:

1. Download the Bid from the Purchasing Webpage, Current Bids page, at: <https://secure2.fcgov.com/bsol/login.jsp>.
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 Bids may be withdrawn up to the date and hour set for closing.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

BID PROPOSAL
Bid 6012 CAMERA EQUIPMENT FOR CITY COUNCIL CHAMBERS

BID OPENING: WEDNESDAY DECEMBER 6, 2006 3:00p.m. (our clock)

WE HEREBY ENTER OUR BID FOR THE CITY OF FORT COLLINS' REQUIREMENTS FOR **CAMERA EQUIPMENT FOR CITY COUNCIL CHAMBERS** PER THE BID INVITATION AND ANY REFERENCED SPECIFICATIONS.

Any Purchasing questions regarding this inquiry should be directed to Ed Bonnette, Buyer, C.P.M., CPPB (970) 416-2247.

Any Technical questions regarding this inquiry should be directed to Carson Hamlin at Cable Channel 14 (970) 221-6510.

The City of Fort Collins is requesting bids for television camera equipment using the following guidelines:

1. Bidder is to fill in the Unit Price for each item, and multiply it out by the Quantity Requested, to fill in the Extended Price. Also, please fill in the Lead Time to deliver the item. All items must include freight F.O.B. Destination, Freight Prepaid. All freight charges must be included in prices submitted on proposal.

2. The City reserves the right to award items by **Total Bid, by Line Item, or by Product Type &/or Group; if that is more advantageous to the City.** If all items are bid, please be sure to fill in the **TOTAL BID EXTENDED PRICE** box on the Bid Sheet.

3. The City has listed a **Preferred Brand** for items listed on the Bid Sheet. **No substitutes are acceptable!** This equipment has to integrate with other existing equipment. The City will be the final judge as to whether the brand Bid is the same as the **Preferred** brand requested.

4. Please include **Warranty Information** for all items Bid.

SIGNATURE AND TITLE

TYPED OR PRINTED NAME AND TITLE

EMAIL

COMPANY NAME (AREA CODE) TELEPHONE & FAX NUMBER

ADDRESS: STREET, CITY, STATE, ZIP DATE

PLEASE GO TO www.fcgov.com/purchasing TO REGISTER IN OUR E-PROCUREMENT SYSTEM FOR FUTURE BID OPPORTUNITIES! BE SURE TO SELECT ALL APPROPRIATE COMMODITY CODES!