



## Administrative Services

### Purchasing Division

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#### CITY OF FORT COLLINS

#### INVITATION TO BID

#### BID #5722 ICE RESURFACING MACHINE

**BID OPENING: JULY 16, 2002, 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, 2<sup>nd</sup> 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), JULY 16, 2002.**

**A copy of the Bid may be obtained as follows:**

1. Call the Purchasing Fax-line, 970-416-2033 and follow the verbal instruction to request document #25722. **(The bid number must be preceded by a 2 when using the Fax-line.)**
2. Download the Bid from the Purchasing Webpage, Current Bids page, at: [www.fcgov.com/purchasing](http://www.fcgov.com/purchasing).
3. 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 Bids may be withdrawn up to the date and hour set for closing.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.

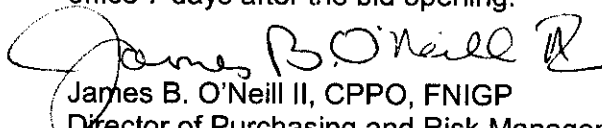
Freight terms: unless otherwise noted, all freight is F.O.B. Destination, Freight Prepaid. All freight charges must be included in prices submitted on proposal.

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 are 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 # 5722

**Bid Opening: July 16, 2002, 2:30pm (our clock)**

WE HEREBY ENTER OUR BID FOR THE CITY OF FORT COLLINS' REQUIREMENTS FOR THE ITEMS LISTED BELOW, PER THE BID INVITATION AND REFERENCED SPECIFICATIONS:

### 1.0 SCOPE

1.1 This specification establishes the minimum requirements for the purchase of:

#### **ICE RESURFACING MACHINE (ZAMBONI 500 or OLYMPIA MILLENNIUM)**

1.2 Should the manufacturer's current published data or specifications exceed the City's specifications, they shall be considered minimum and furnished.

### 2.0 BID CLARIFICATION

2.1 Clarification regarding these specifications shall be obtained from the Director of Purchasing and Risk Management prior to the time and date of the Bid Opening.

Any changes to these specifications will be made by a written addendum issued by the Director.

2.2 For questions concerning the bidding process and bid specifications, contact: Jim Hume, Buyer, Phone: 970-221-6776, Fax: 970-221-6707

For technical questions concerning this bid, contact: Ken Mannon, Operations Services Director, Phone: 970-221-6610, Fax: 970-221-6534.

### 3.0 DELIVERY

3.1 The date of delivery is an essential element of this proposal. Delivery of equipment shall be made to:

Equipment Services  
835 Wood Street  
Fort Collins, CO 80521

3.2 The word "delivery", as used in this specification, encompasses delivery of the actual equipment, as specified, complete with all necessary papers such as Manufacturer's Statement of Origin, application for title, invoice, warranty, shop, operator's and technical manuals, parts books, etc., as applicable.

3.3 All equipment must be completely washed and serviced in accordance with standard new equipment "make ready", and the manufacturer's specifications and be ready for delivery in drive away condition. A forty-five (45) day permit is to be included.

3.4 All units to be new and of the manufacturer's latest model in production at the time of delivery and standard equipped, unless otherwise specified. Time is of the essence. The City shall

be kept advised of any anticipated delay in delivery. In the event the successful bidder, hereinafter referred to as the Contractor, fails to properly perform delivery as specified above, within the specified time limit set forth by the Contractor in his bid proposal, the City shall sustain damages in an amount difficult to ascertain. Accordingly, after due allowance for any time extensions which are agreed by the City to be due to conditions beyond the Bidder's control, the Contractor shall be liable to the City, in the amount of Twenty-five (\$25) dollars as liquidated damages, and not as a penalty, for each and every calendar day that delivery is delayed. Additionally, no payment shall be made by the City for any delivery of specified equipment until all aspects of the contract have been fulfilled, unless pre-arranged and approved jointly by the Director of Purchasing and Risk Management and the Director of Fleet Services.

**4.0 WARRANTY**

**4.1** The manufacturer shall unconditionally warrant the entire vehicle and all component parts, but not accessory equipment, for a warranty period of specified usage that is currently being offered in open trade for that vehicle at the time of delivery. Additionally, the Contractor shall furnish the City a fully priced copy (parts and labor) of any warranty or commercial cost repair order which originates in his repair facility, subsequent to delivery, during the warranty period. No charge for service calls, travel time, travel expenses, mileage, or per diem will be allowed by the City in connection with the performance of any warranty repairs.

**5.0 DEALER IDENTIFICATION**

**5.1** No dealer identification will be allowed on any vehicle sold to the City of Fort Collins.

**6.0 Specifications Bid #5722, Ice Resurfacing Machine**

**6.1** Equipment bid on this proposal must meet or exceed the following minimum requirements. Any exceptions must be noted and listed on a separate sheet.

**General:** One (1) Ice Resurfacing Machine, Zamboni 500 or Olympia Millennium, with all standard equipment and other equipment, as specified below:

No.	Item	Description	Meets Spec - Y or N
6.2	Fuel type:	CNG carburetion (no tanks)	
6.3	Fuel control:	Electronic fuel management system	
6.4	Emission system:	3-way catalytic converter	
6.5	Wash system:	Wash water system with poly tank	
6.6		<b>Options:</b>	
		Automatic tire wash system	\$
		Additional blades (each)	\$
		Advertising racks	\$
		Conditioner edger	\$

**7.0 BID PROPOSAL**

**Bid #5722, Ice Resurfacing Machine**

**7.1 UNIT DESCRIPTION**

Make	Model	Year
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**7.2**

<b>BASE PRICE, as specified, per unit</b>	<b>\$</b>
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**Bidders must submit a complete description of the unit bid, including standard features and equipment, along with the items listed in 6.2 through 6.5.**

**8.0 FREIGHT TERMS**

FOB destination, freight prepaid and allowed. \$ \_\_\_\_\_

**9.0 DELIVERY**

Delivery will occur \_\_\_\_\_ days after proper notification of bid award.

**10.0 CONTRACTOR'S STATEMENT**

I have read and fully understand all the conditions, specifications, and special instructions herein set forth above in paragraphs 1.0 through 9.0. I hereby agree to comply with all said conditions, special instructions, and specifications as stated or implied.

Signature:	Title:
Company:	Date:
Street: City/State/Zip:	Phone #: Fax #: