



Admin. rative Services

Purchasing Division

**CITY OF FORT COLLINS  
INVITATION TO BID  
BID #5661  
FLOORING AND CERAMIC TILE AT THE AIRPORT ANNEX**

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 80524, at the time and date noted on the bid proposal and/or contract documents. If delivered, they are to be delivered 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 3:00p.m. (our clock), January 16, 2002.**

**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 Bids may be withdrawn up to the date and hour set for closing.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.

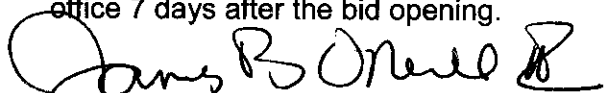
Freight terms: unless otherwise noted, all freight is F.O.B. Destination, Freight Prepaid. All freight charges must be included in prices submitted on proposal.

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

CITY OF FORT COLLINS

BID PROPOSAL

**BID #5661**  
**FLOORING AND CERAMIC TILE AT AIRPARK ANNEX**

**BID OPENING: JANUARY 16, 2002, 3:00 p.m. (our clock)**

WE HEREBY ENTER OUR BID FOR THE CITY OF FORT COLLINS' REQUIREMENTS FOR **FLOORING AND CERAMIC TILE AT THE AIRPARK ANNEX** PER THE BID INVITATION AND ANY REFERENCED SPECIFICATIONS AND DRAWINGS:

The City of Fort Collins is requesting bids to provide all materials, labor and installation required for flooring, cove base and ceramic tile, per the specifications and drawings A1, A4 and A5 for the tenant finish located at 5824 Wright Avenue, Loveland, Colorado.

Tile work must be complete by March 19, 2002 and carpet/flooring work must be completed by April 22, 2002 or as approved by Project Manager. Awarded contractor must name the City of Fort Collins as an additional insured as required in Exhibit "B" and sign the attached Service Agreement.

Floor Seal - Delete the requirement for seal in Rooms 110, 115, 116, 117 as indicated on the Room Finish Schedule on Drawing A4.

For technical questions, please call Ron Kechter, Project Manager at 970-221-6805.  
For purchasing questions, please call John Stephen, CPPB, Senior Buyer at 970-221-6775

**BID SCHEDULE**

Awarded Contractor must field verify the measurements after award. All measurements are approximate. Carpet price must include minor floor preparation, stairs, transitions and door thresholds. All colors to be chosen by owner and all work must be coordinated with Project Manager.

- 1. Carpet  
Cambridge, Wynford II, 425 square yards X \$ \_\_\_\_\_ /sq yd = \$ \_\_\_\_\_
- 2. Floor Tile  
Dal Tile 8"X 8" Dakota 208 square feet X \$ \_\_\_\_\_ /sq ft = \$ \_\_\_\_\_
- 3. Wall Tile  
Dal Tile 4 1/4"X4 1/4" oss - 215 square feet X \$ \_\_\_\_\_ /sq ft = \$ \_\_\_\_\_
- 4. Cove Base  
4" - 741 linear feet X \$ \_\_\_\_\_ /linear ft = \$ \_\_\_\_\_

**GRAND TOTAL \$ \_\_\_\_\_**

FIRM NAME: \_\_\_\_\_  
(Are you a corporation, DBA, Partnership, LLC, or PC)

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

BY: \_\_\_\_\_ / \_\_\_\_\_  
Signature Printed