



## Administrative Services

### Purchasing Division

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**CITY OF FORT COLLINS  
INVITATION TO BID  
BID #5736  
COLLINDALE CLUBHOUSE FURNITURE**

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 2:00p.m. (our clock), OCTOBER 4, 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 Bids may be withdrawn up to the date and hour set for closing.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

BID PROPOSAL

**BID #5736**

**BID OPENING: OCTOBER 4, 2002, 2:00p.m., (our clock)**

WE HEREBY ENTER OUR BID FOR THE CITY OF FORT COLLINS' REQUIREMENTS FOR **COLLINDALE CLUBHOUSE FURNITURE** PER THE BID INVITATION AND ANY REFERENCED SPECIFICATIONS:

The City of Fort Collins is requesting bids for commercial grade furniture using the following **BIDDING GUIDELINES:**

- 1) The City has indicated a Preferred Brand for each item listed on the bid. The bidder may elect to offer an "or equivalent" brand as an option. The City will be the final judge as to whether the "equivalent" brand is acceptable in lieu of the Preferred brand requested. ***Vendors must submit specifications for each item bid.***
- 2) The City reserves the right to make awards on a Line Item basis, by Area Grouping, or on a Total Bid basis; whichever is most beneficial to the City.
- 3) All bids must include freight F.O.B. Destination, Freight Prepaid. All freight charges must be included in prices submitted on proposal.
- 4) Delivery to the site is requested the third week of January 2003. ***Please indicate delivery date for each item on the Bid Form. Preference may be given to vendors who can meet that delivery window. The site will not be available for deliveries prior to that time.***
- 5) Bidder is to fill in the Unit Price for each item, and multiply it out by the Quantity requested to fill in the Extended Cost. The Total Cost on Page 2 should be filled in **ONLY IF ALL ITEMS HAVE BEEN QUOTED.**
- 6) Furniture submitted must be ***Commercial Grade Only.*** Bidder must include warranty information for all brands submitted.
- 7) All furniture must be set up and laid out as shown on the Furniture Plan drawing, ***enclosed.***
- 8) The following will be included in the on-site setup procedure:
  - a) All tables shall be leveled.
  - b) All appropriate tags and labels shall be removed.
  - c) All small nicks shall be covered.
  - d) All surfaces shall be cleaned and polished. All furniture is to be ready for customer use.
  - e) All packing materials shall be removed from the site.

If you have any questions please contact Ed Bonnette, C.P.M., Buyer, at 970-416-2247.

Collindale Clubhouse Furniture Bid Sheet					
QTY	DESCRIPTION	PRODUCT NO	UNIT PRICE	EXTENDED	DELIVERY DATE
<b>Seating</b>					
72	Chair: MTS #953 Chair w/Comfort Web Seat - MTS #PET601 Espresso Petals fabric/custom wood finish to match architect's sample w/solid satin black legs #S-18.	MTS-953 (Architect's S1 ) <b>Private Dining Area</b>			
4	Chair: Arcadia #1901 "Ventana Lounge Chair" in Luxor II Leather w/Maharam Collection II fabric on seat backs and #26 "Ebony on Maple" legs. Refer to A/A10.3 for color specs.	Arcadia #1901 (Architect's S2) <b>Fireplace Pit Area</b>			
1	Sofa: Arcadia #1903 "Ventana Sofa" in Luxor II Leather #CD-30 Black w/ #26 "Ebony on Maple" legs	Arcadia #1903 (Architect's S3) <b>Fireplace Pit Area</b>			
16	Bar-Height Stool: MTS #953-30 "Bar Stool" in custom wood finish to match architect's sample w/solid satin black legs #S-18	MTS #953-30 (Architect's S4) <b>High Tables Area</b>			
36	Chair: MTS #953 "Chair" in custom wood finish to match architect's sample w/solid satin black legs #S-18	MTS #953 (Architect's S5) <b>High Tables Area</b>			
8	MTS #900-30/953 "Swivel Bar Stool" in custom wood finish to match architect's sample w/solid satin black legs #S-18	MTS #900-30/953 (Architect's S6) <b>Bar Area</b>			
1	Chair: Kessler #3730 "Chair" in Midnight Black w/Kessler Seat Fabric #SF "Sharif"	Kessler #3730 (Architect's S8) <b>Women's Restroom Area</b>			
32	Chair: Kessler #3A41-CS "Dining Cast Seat La Paz" - #R8 Desert Sand	Kessler #3A41-CS (Architect's S7) <b>Patio Dining Area</b>			
<b>Tables</b>					
12	Top: MTS #311/315 "Square to Round Table 34 x 34 to 48 R" w/Wilsonart Plastic Laminate #4608-60 "Caldera Beige" w/Bullnose Edge in custom wood finish to match architect's sample. Base: MTS #C1-28R-4 "Table Base" in solid satin black #S-18	MTS #311/315; MTS #C1-28R-4 (Architect's T1) <b>Private Dining Area</b>			

**Collindale Clubhouse  
Furniture Bid Sheet**

QTY	DESCRIPTION	PRODUCT NO	UNIT PRICE	EXTENDED	DELIVERY DATE
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*This list may be awarded by Line Item, Area Grouping, or on a Total Bid basis . All items must be the Model Number listed, or a proposed equivalent. Please provide manufacturers specifications and Warranty on the item with your Bid; in order for the item to be considered. In all cases, please provide order Delivery Date for each Line Item bid.*

FIRM NAME: \_\_\_\_\_

PHONE/FAX: \_\_\_\_\_

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

BIDDER'S NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

<b>Collindale Clubhouse Furniture Bid Sheet</b>					
<b>QTY</b>	<b>DESCRIPTION</b>	<b>PRODUCT NO</b>	<b>UNIT PRICE</b>	<b>EXTENDED</b>	<b>DELIVERY DATE</b>
4	Top: MTS #315 30" Round Top w/ Bullnosed Edge E 1-1/4 in custom wood finish to match architect's sample. Wilsonart Plastic Laminate #4608-60 "Caldera Beige". Base: MTS #C1-22R-SU Stand Up Base w/footring in solid satin black #S-18.	MTS #315; MTS #C1-22R-SU (Architect's T2) <b>High Tables Area</b>			
8	Top: MTS #315 36" Square Top w/ 1-1/4 wood Bullnose Edge in custom wood finish to match architect's sample. Wilsonart Plastic laminate #4608-60 "Caldera Beige". Base: MTS #C1-22R-4 Round Base in solid satin black #S-18.	MTS #315; MTS #C1-22R-4 (Architect's T3) <b>Lounge Dining Area</b>			
2	Top: MTS #315 24 x 30" Top w/1-1/4 wood Bullnose Edge in custom wood finish to match architect's sample. Wilsonart Plastic Laminate #4608-60 "Caldera Beige". Base: MTS #C1-22R Round Base in solid satin black #S-18.	MTS #315; MYS #C1-22R (Architect's T4) <b>Lounge Dining Area</b>			
1	Arcadia #5500-S 42 x 42 Metro Collection Cocktail Table	Arcadia #5500-S (Architect's T5) <b>Fireplace Pit Area</b>			
2	Arcadia #5504-S 28 x 28 Metro Collection Corner Table	Arcadia #5504-S (Architect's T6) <b>Fireplace Pit Area</b>			
1	Arcadia #5505-S 42 x 14 Metro Collection Sofa Table	Arcadia #5505-S (Architect's T7) <b>Fireplace Pit Area</b>			
8	Top: Kessler #9974-SU "Marble Mosaic Table Top". Base: Kessler #1615 48" Table Base in #R8 Desert Sand (4 with Umbrella, 4 without).	Kessler #9974-SU; Kessler #1615 (Architect's T8) <b>Patio Dining Area</b>			
<b>Umbrellas</b>					
4	Umbrella: Kessler #9W99-00 Market Umbrella in #7768 Dots Meadow. Base: Kessler #9B95-00 50-LB Black Umbrella Base.	Kessler #9W99-00; Kessler #9B95-00 (Architect's U1) <b>Patio Dining Area</b>			
			<b>TOTAL</b>		