



Administrative Services

Purchasing Division

CITY OF FORT COLLINS INVITATION TO BID

BID #5755 CHRISTMAS TREE RECYCLING

BID OPENING: DECEMBER 11, 2002, 3:00 P.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 3:00 p.m. (our clock), December 11, 2002. BID RESPONSES MAY BE FAXED TO THE PURCHASING OFFICE AT 970-221-6707.

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 #25755. **(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.
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 Bids may be withdrawn up to the date and hour set for closing.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

FAXBID PROPOSAL
BID #5755
CHRISTMAS TREE RECYCLING
BID OPENING: DECEMBER 11, 2002 3:00 P.M. (our clock)

WE HEREBY ENTER OUR BID FOR THE CITY OF FORT COLLINS REQUIREMENTS FOR CHRISTMAS TREE RECYCLING PER THE BID INVITATION AND ANY REFERENCED SPECIFICATIONS:

SCOPE OF WORK: The City of Fort Collins is seeking the services of a solid waste firm for a Community Christmas Tree Recycling Program. The contract period will be from December 23, 2002 through January 13, 2003. The contractor will provide eighteen (18) roll-off containers as specified below for the purpose of collecting Christmas trees from citizens at the following four (4) designated public drop-off sites. The contractor will also provide four (4) dumpsters as specified below for the purpose of collecting trash at the four (4) designated drop-off sites.

At the option of the City, the Award from this Bid may be extended for additional one year periods not to exceed four (4) additional one year periods.

For questions about the bidding process, please contact Ed Bonnette, C.P.M., Buyer; at 970-416-2247; e-mail ebonnette@fcgov.com.

For questions about the Scope of Work, container placement, etc. please contact Shirley Bruns, Natural Resources Dept., at 970-221-6264; e-mail sbruns@fcgov.com.

REQUIREMENTS:

- Full roll-off containers will be hauled to the Larimer County Landfill, 5887 So. Taft Hill during regular landfill hours, and unloaded in the area designated for Christmas trees. The Contractor will not be charged the landfill tipping fee for roll-off containers from these four City Christmas tree drop-off sites.
- One 3-cubic yard dumpster will be placed at each drop-off site for plastic bags, trash, etc.
- All containers must be in place by 10:00 A.M., Monday, December 23, 2002 and removed from all drop-off sites no later than 6:00 P.M., Monday, January 13, 2003.
- The Contractor must be available on high volume days - Saturday, December 28th and Saturday, January 4th to pull containers throughout the day at Edora Park and Rolland Moore Park.
- The City may request that changes be made to the original schedule based on the volume of trees collected at any of the drop-off points. Additions and deletions to the original services schedule shall be accommodated by the Contractor at the unit prices quoted.
- On or before January 30, 2003, the Contractor will provide documentation including the date of the haul, drop-off location, and number of containers to the City of Fort Collins Natural Resources Department.
- Space Requirement: At a minimum, there must be twenty (20) feet between roll-off containers at the drop-off sites.

30 - Cubic Yard Roll-off Containers

| Location | Container Needs | Hauling Frequency Per Week | Hauling Schedule | Place, Pickup and Pull Dates |
|---|---------------------|----------------------------|-------------------------------------|---|
| Edora Park 1420 E. Stuart (parking lot near tennis courts) Note: don't put containers over stormwater gutter | (6) 30-cy roll-offs | Four (4) | Monday, Wednesday, Friday, Saturday | Place on Dec 23 Week 1: Dec 27, Dec 28 Week 2: Dec 30, Jan 3, Jan 4 Week 3: Jan 6, Jan 8, Jan 10, Jan 11 Pull on Jan 13 |
| Rolland Moore Park (parking lot, southeast corner) 2201 So. Shields | (6) 30-cy roll-offs | Four (4) | Monday, Wednesday, Friday, Saturday | Place on Dec 23 Week 1: Dec 27, Dec 28 Week 2: Dec 30, Jan 3, Jan 4 Week 3: Jan 6, Jan 8, Jan 10, Jan 11 Pull on Jan 13 |
| Street Utility 625 Ninth Street NE corner asphalt area near concrete ramp (corner Lemay & E. Vine) | (4) 30-cy roll-offs | Three (3) | Monday, Wednesday, Friday | Place on Dec 23 Week 1: Dec 27 Week 2: Dec 30, Jan 3 Week 3: Jan 6, Jan 8, Jan 10 Pull on Jan 13 |

| | | | | |
|--------------------------------------|---------------------|-----------|---------------------------------|--|
| Gulley Greenhouse 6029 S. Shields | (2) 30-cy roll-offs | Three (3) | Monday, Wednesday, Friday | Place on Dec 23 Week 1: Dec 27 Week 2: Dec 30, Jan 3 Week 3: Jan 6, Jan 8, Jan 10 Pull on Jan 13 |
| | | | | Estimated Total Roll-off Loads: 162 |

| 3 - Cubic Yard Trash Dumpsters | | | | |
|---|-------------------------|-----------------------------------|-------------------------|--|
| Location | Container Needs | Hauling Frequency Per Week | Hauling Schedule | Place, Pickup and Pull Dates |
| Edora Park 1420 E. Stuart (parking lot near tennis courts) | (1) 3-cy trash dumpster | One (1) | Friday | Place on Dec 23 Dec 27, Jan 3, Jan 10 Pull on Jan 13 |
| Rolland Moore Park (parking lot, southeast corner) 2201 So. Shields | (1) 3-cy trash dumpster | One (1) | Friday | Place on Dec 23 Dec 27, Jan 3, Jan 10 Pull on Jan 13 |

| | | | | |
|---|----------------------------|---------|--------|--|
| Street Utility 625 Ninth Street NE corner asphalt area near concrete ramp | (1) 3-cy trash dumpster | One (1) | Friday | Place on Dec 23 Dec 27, Jan 3, Jan 10 Pull on Jan 13 |
| Gulley Greenhouse 6029 S. Shields | (1) 3-cy trash dumpster | One (1) | Friday | Place on Dec 23 Dec 27, Jan 3, Jan 10 Pull on Jan 13 |
| | | | | Total 3-cy Dumpster pickups: 16 |

BID #5755 CHRISTMAS TREE RECYCLING

BID SCHEDULE:

| <u>Container</u> | <u>Normal Price/Haul</u> | <u>% Discount</u> | <u>Net Price/Haul</u> |
|------------------|--------------------------|-------------------|-----------------------|
|------------------|--------------------------|-------------------|-----------------------|

| | | | |
|-----------------------------|----------|-------|-------|
| 30 Cubic-Yd Rolloffs | \$ _____ | _____ | _____ |
|-----------------------------|----------|-------|-------|

X 162 Scheduled

Hauls

= \$ _____ (A)

| | | | |
|-----------------------------|----------|-------|-------|
| 3 Cubic-Yd Dumpsters | \$ _____ | _____ | _____ |
|-----------------------------|----------|-------|-------|

X 16 Scheduled

Pickups

= \$ _____ (B)

(A) \$ _____ + (B) \$ _____ = \$ _____ TOTAL BID

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____ **FAX:** _____

BID SUBMITTED BY: _____

SIGNATURE: _____

DATE: _____