

Administrative Services

Purchasing Division

CITY OF FORT COLLINS

INVITATION TO BID

BID #5753

SOFT DRINK CONCESSION, EPIC AND CITY PARK POOL

BID OPENING: DECEMBER 20, 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, 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 2:30p.m. (our clock), December 20, 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 #25753. **(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 Bids may be withdrawn up to the date and hour set for closing.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.

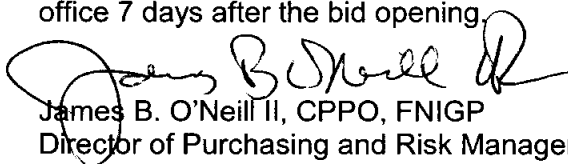
Freight terms: unless otherwise noted, all freight is F.O.B. Destination, Freight Prepaid. All freight charges must be included in prices submitted on proposal.

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

CITY OF FORT COLLINS

BID PROPOSAL

BID #5753

SOFT DRINK CONCESSION, EPIC AND CITY PARK POOL

BID OPENING: December 20, 2002 @ 2:30pm, (our clock)

The City of Fort Collins is soliciting bids for a vendor to supply canned and bottled soft drinks, along with soft drink syrup for the City's concession stands at Edora Pool/Ice Center (EPIC) and at City Park Pool.

WE HEREBY ENTER OUR BID FOR THE CITY OF FORT COLLINS REQUIREMENTS FOR A **SOFT DRINK SUPPLIER**, PER THE BID INVITATION AND ANY REFERENCED SPECIFICATIONS.

Product Usage:

2001 EPIC-Canned and Bottled*	235 cases
City Park** "	<u>+ 25 cases</u>
	260 cases
EPIC-Bag in the Box Syrup	460 gallons
City Park** "	<u>+ 70 gallons</u>
	530 gallons
2002 Estimated EPIC-Canned and Bottled*	220 cases
to date City Park** - "	<u>+ 0 cases</u>
	220 cases
EPIC-Bag in the Box Syrup	750 gallons
City Park** "	<u>+ 0 gallons</u>
	750 gallons

* Includes ½ liter water, 20oz soft drinks, and 20 oz sports drink

**The City Park concession is open approximately June through August of each year.

** City Park Pool and Concessions were closed in 2002

Bid Proposal:

Specifications: Quantities are 2002 estimates for pricing purposes only. The ice tea, pink lemonade, and punch quantities are for pricing only. The exact product mix and order quantities will be determined by EPIC and City Park personnel and the vendor.

Qty.	Description	Price/ each	Price/ lot
150 boxes	5 gallon, bag in the box, soft drink syrup	\$	\$
20 cases	20 oz plastic bottles of soft drink	\$	\$
0 cases	Half-liter bottles of soft drink	\$	\$
100 cases	Half-liter bottles of water	\$	\$
100 cases	20 oz bottles of sport drink	\$	\$
1	5 gallon box, Pink Lemonade syrup	\$	\$
1	5 gallon box, Hawaiian Punch (or equivalent) syrup	\$	\$
Total			\$ _____

Pricing: The discounts reflected in the above prices must be applied in the same way to any product changes made over the term of the award.

Products and Services: Bidders shall provide, on a separate sheet, descriptions of products offered under this bid. Also on a separate sheet, list additional goods, services, and support related to this bid which will be offered at no charge to the City. Include a reasonable fair market value for these offered goods, services, and support.

Award: The bid will be awarded to the lowest responsive and responsible bidder, after taking into consideration the value of any additional goods, services, and support offered as part of the bid. The award will be for an initial term of one year. At the sole option of the City, the award may be renewed for additional one-year terms, not to exceed four (4) such one-year terms. Price, product, and service level changes shall be negotiated with and agreed to by both parties.

Any questions or inquiries regarding this bid should be directed to:
 Ed Bonnette, C.P.M., Buyer, phone: 970-416-2247, fax: 970-221-6707, email: ebonnette@fcgov.com

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