



## Administrative Services

### Purchasing Division

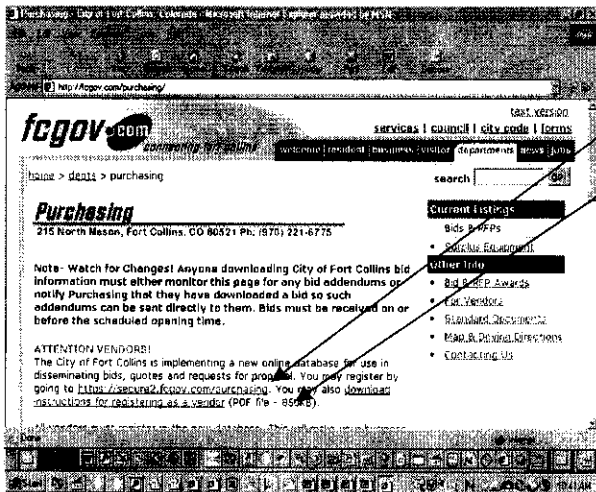
#### CITY OF FORT COLLINS INVITATION TO BID BID # 5814

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 6, 2003.**

**Important Notice:** Registration: The City of Fort Collins Purchasing Division has implemented an on-line vendor registration system. This system allows vendors to register, view and update their business information and commodities. In the future, vendors will also be able to receive Requests for Proposals (RFP's) through the on-line system. All vendors doing business with the City of Fort Collins are requested to register.

The vendor registration system is accessible through the City of Fort Collins Purchasing Department internet webpage at [www.fcgov.com/purchasing](http://www.fcgov.com/purchasing).



The vendor registration form is located by clicking <https://secure2.fcgov.com/bsol/login.jsp>

Note the printable instruction pages link.

If you have any difficulty completing the registration process, please call the Purchasing Division at (970)221-6775 for assistance.

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 Bids may be withdrawn up to the date and hour set for closing.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

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

**CITY OF FORT COLLINS  
BID PROPOSAL  
BID NO. 5814  
BID OPENING: 2:00 p.m. (our clock) October 6, 2003**

WE HEREBY ENTER OUR BID FOR THE CITY OF FORT COLLINS' REQUIREMENTS FOR **TRANSFORMERS, 100KVA** PER THE BID INVITATION AND ANY REFERENCED SPECIFICATIONS.

**QUANTITY:**

**DESCRIPTION:**

20 Ea.

TRANSFORMER, 100 kVA PAD-MOUNTED COMPARTMENTAL TYPE, SINGLE PHASE DISTRIBUTION WITH SEPARABLE INSULATED LOAD BREAK HIGH VOLTAGE CONNECTORS. HIGH VOLTAGE RATING: 13200 GRDY/7620. LOW VOLTAGE RATING: 240/120. SERIAL NUMBER 170 TO BE IN ACCORDANCE WITH SPECIFICATION #368-120-170, REVISION EE.

\$ \_\_\_\_\_ Ea.    \$ \_\_\_\_\_ Total

Delivery in Weeks \_\_\_\_\_

Mfr. & Mfr.# \_\_\_\_\_

DELIVERY MAY ALSO BE AN EVALUATION FACTOR

Guaranteed No Load Loss	_____
Guaranteed Full Load Loss	_____
Guaranteed Total Load Loss	_____
Impedance (%)	_____

The Transformers being bid meet or exceed the specifications. Yes \_\_\_\_ No \_\_\_\_\_. If not, please list exceptions on a separate sheet of paper and attach to your bid.

Escalation is \_\_\_\_\_, is not \_\_\_\_\_ applicable for the Transformers bid. If escalation applies, the bidder shall indicate in his bid the specific items or materials subject to escalation, and shall give the method and indices to be used in computing the amount thereof. Escalation occurring after the quoted delivery date will not be paid unless delays are the result of actions by the City. Escalation occurring after acceptance, if purchaser exercises the option to delay shipment after manufacturing is completed, will not be paid.

For purposes of warranty and service ONLY approved manufacturers or distributors authorized by an approved manufacturer to serve the Fort Collins area may bid.

Bid #5814

**SUPPLEMENTAL INSTRUCTIONS**

Prices quoted must remain firm for a 30 day period after the opening date.

Freight terms: F.O.B. destination freight prepaid. All freight charges must be included in pricing submitted on proposal and not entered as separate pricing.

Any discount allowed by Vendor for prompt payment, etc. must be reflected in quoted figure, and not entered as separate pricing.

The City reserves the right to accept or reject any and all quotes.

Bidder not responding to the services requested in this bid shall be removed from our automated listing for: Not applicable

Any questions or inquiries regarding this bid should be directed to:

Opal F. Dick, CPPO, Senior Buyer (970) 221-6778

SIGNATURE AND TITLE		TYPED OR PRINTED NAME AND TITLE		
COMPANY NAME		TELEPHONE NUMBER, AREA CODE		
ADDRESS:	STREET,	CITY	STATE, ZIP	DATE