



Administrative Services

Purchasing Division

CITY OF FORT COLLINS

INVITATION TO BID ON SURPLUS EQUIPMENT

E-BID #5805

SALE OF: SENIOR CENTER RECUMBENT STEPPERS

BID OPENING: AUGUST 21, 2003, 3:00pm (our clock)

Sealed bids will be received and publicly opened at the office of the Director Of Purchasing and Risk Management, 215 North Mason, 2nd Floor, Fort Collins, Colorado 80524, at the time and date noted on the bid proposal and/or contract documents.

Bids must be received at the Purchasing Office prior to August 21, 2003 3:00pm (our clock). BID RESPONSES MAY BE E-MAILED TO THE PURCHASING OFFICE AT ebonnette@fcgov.com, OR FAXED TO 970-221-6707.

A copy of the Bid may be obtained as follows:

1. Download the Bid from the Purchasing Webpage, Current Bids page, at: www.fcgov.com/purchasing then via the Current Bids pushbutton.
2. Come by Purchasing at 215 North Mason, 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 Bids may be withdrawn up to the date and hour set for closing.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 of the awarded bidder to complete the purchase of the surplus equipment will be cause for removal of bidder'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 and conditions 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 any person, firm or corporation in default on any obligation to the City.

Bidders must be properly licensed and secure necessary permits wherever applicable.

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 their dependent or person residing in and sharing the expenses of their household, shall have a financial interest in the purchase of surplus equipment. This rule also applies to subcontracts with the City. Soliciting or accepting any gift, 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: All shipping charges relating to the sale of surplus items are the responsibility of the buyer.

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.



for James B. O'Neill II, CPPO, FNIGP
Acting Director of Purchasing and Risk Management

CITY OF FORT COLLINS

INVITATION TO BID ON SURPLUS EQUIPMENT

E-BID #5805

FOR SALE: SENIOR CENTER RECUMBENT STEPPERS

BID OPENING: AUGUST 21, 2003, 3:00p.m. (OUR CLOCK)

WE HEREBY ENTER OUR BID FOR THE PURCHASE OF THE CITY OF FORT COLLINS SENIOR CENTER'S **SALE OF RECUMBENT STEPPERS** PER THE BID INVITATION AND ANY REFERENCED SPECIFICATIONS:

The Senior Center, located in Fort Collins, Colorado is requesting bids for the purchase of two (2) surplus Nu Step TRS 3000 Total Body Recumbent Steppers, using the following **BIDDING GUIDELINES**:

- 1) **The award will be made based on the Highest Bid.** Bidder is to fill in their Bid Price in the indicated space. **The Senior Center has placed a Minimum Acceptable Bid of \$150.00 each on this equipment. Bids received for less than \$150 will not be considered.**
- 2) The purchase is as-is, where-is. Neither the Senior Center nor the City of Fort Collins extends any warranty, express or implied, for this equipment. The buyer(s) is/are responsible for picking up the equipment at the City of Fort Collins Senior Center, 1200 Raintree Drive, in Fort Collins, Colorado. The winning bidder(s) must remove the Stepper(s) from Senior Center premises within 10 working days after notification of award. Neither the Senior Center nor the City will be responsible for any shipping or transportation arrangements. Purchases are to be paid for by Certified Check or Money Order made out to the City of Fort Collins, for the total amount of the Bid.

Specifications:

One - NU STEP TRS 3000
Total Body Recumbent Stepper
Model # TRS 3000
Serial # 305449

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These machines are recumbent stair steppers. They have been in use at the Senior Center for about 6 - 7 years. The Center bought new ones this year. The seniors love these machines. Very easy on the joints, easier to get in and out of; and the monitor is easy to understand. There is no warranty and they have been used heavily for the past 6 - 7 years. They are in fair condition. If interested, the Senior Center can provide the successful Bidder(s) with the name of an individual who can provide maintenance for these machines.

See attached pictures of Steppers. Machines can be seen at the Senior Center prior to bidding (except August 3-10, when the Center will be closed for annual maintenance).

If you have any questions regarding the bidding process, please contact Ed Bonnette, C.P.M., CPIM, Buyer, at 970-416-2247; or e-mail at ebonnette@fcgov.com.

BID #5805 SENIOR CENTER SALE OF RECUMBENT STEPPERS BID FORM

MINIMUM BID OF \$150.00 PER MACHINE, PLEASE!

Serial #305449

BID PRICE \$ _____ Dollars

Serial #305450

BID PRICE \$ _____ Dollars

Bidder Name (or Agency Name): _____

Address: _____

Telephone # _____ FAX # _____

E-mail address _____

Respondent Name: _____
(Please Print)

By: _____
(Signature)





