



Administrative Services

Purchasing Division

**CITY OF FORT COLLINS
INVITATION TO BID
BID #5819
PICNIC TABLES**

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, 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 2:00p.m. (our clock), OCTOBER 27, 2003.

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 Bids may be withdrawn up to the date and hour set for closing.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 #5819 – PICNIC TABLES

BID OPENING: OCTOBER 27, 2003, 2:00p.m., (our clock)

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

The City of Fort Collins is requesting bids for picnic tables using the following Bidding Specifications & Guidelines:

PICNIC TABLE SPECIFICATIONS

MESH PICNIC TABLES (for use in picnic shelters)

Top and Seat: Top and seats shall be vinyl coated and fabricated of ¼" #9 gauge expanded metal with 1 ½" x 1 ¾" angle steel borders, and 1/8" x 1 ¾" flat supports. Top shall be 8' long, benches shall be 6' long for wheel chair access. Color to be determined by owner.

Frame: Walk through design. Frame shall be 2 3/8" OD structural tubing, hot dipped galvanized, with pre-drilled anchor holes. Cross braces shall be 1 5/16" OD tubing and must be mounted between the leg assemblies and a steel center channel.

Hardware: Stainless steel hardware

ALUMINUM PICNIC TABLES (for use on the turf)

Top and Seat: Top and seats shall be constructed of 13ga. 6063-T6 anodized aluminum with extruded aluminum end caps and top and seat support angles of 10 gauge galvanized steel. Top and seats shall be 6' long.

Frame: Walk through design. Frame shall be of 2 3/8" OD structural tubing, hot dipped galvanized, with pre-drilled anchor holes. Cross braces shall be 1 ½" OD tubing and must be mounted between the leg assemblies and a steel center channel.

Hardware: Stainless steel hardware

The City reserves the right to make awards on a Line Item basis or on a Total Bid basis; whichever is most beneficial to the City.

All bids must include freight F.O.B. Destination, Freight Prepaid. All freight charges must be included in prices submitted on proposal.

Lead time for delivery must be indicated for all items. Delivery is to be made in one complete shipment.

Please specify colors available, for each style of table. ***Please supply pictures of tables being quoted; if they are available.***

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 should be filled in **ONLY IF BOTH ITEMS HAVE BEEN**

QUOTED.

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

Bid #5819 Picnic Tables						
Qty	Description	Unit Price	Extended	Leadtime	Colors Available?	
15 each	Mesh Picnic Tables (see specifications above)					
70 each	Aluminum Picnic Tables (see specifications above)					
		Extended Total (if Both Items Bid)				

Vendor Name: _____

Address: _____

Telephone # _____ FAX # _____

Respondent Name: _____
(Please Print)

By: _____
(Signature)