

## Administrative Services

### Purchasing Division

#### CITY OF FORT COLLINS INVITATION TO BID

**BID #5828**

#### **PLUMBING CONTRACTOR - ANNUAL**

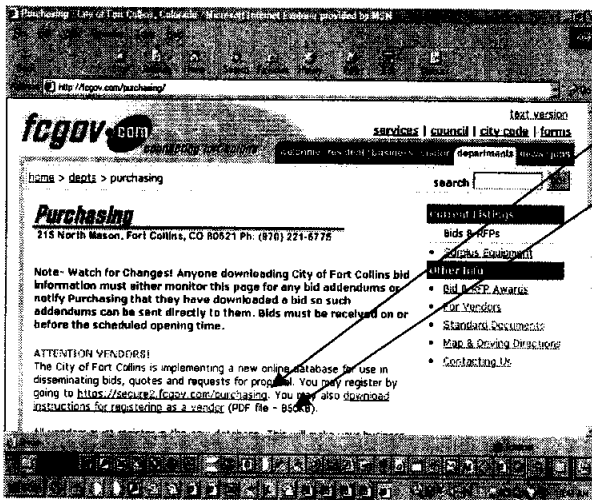
Sealed bids will be received and publicly opened at the office of the Director Of Purchasing and Risk Management, 215 North Mason St., 2nd floor, Fort Collins, Colorado 80524, at the time and date noted on the bid proposal and/or contract documents. If delivered, they are to be delivered to 215 North 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 2:30 p.m. (our clock), DECEMBER 1, 2003.**

**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](http://www.fcgov.com/purchasing).
2. 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/bs0/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.

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 Bids may be withdrawn up to the date and hour set for closing.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

Sincerely,



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

**CITY OF FORT COLLINS**

**BID PROPOSAL**

**BID # 5828**

**BID OPENING: December 1, 2003, 2:30pm (our clock)**

**WE HEREBY ENTER OUR BID FOR THE CITY OF FORT COLLINS' REQUIREMENTS FOR Plumbing Contractor - Annual Bid PER THE BID INVITATION AND ANY REFERENCED SPECIFICATIONS:**

Service Provider will perform plumbing services for the City of Fort Collins to include: new installations, repair, maintenance and fire sprinkler work. Needed services during the contract period will be requested through issuance of work orders. There is no guaranteed minimum amount of services to be ordered. No work order exceeding \$50,000 will be issued. The City reserves the right to supply any or all materials. The service provider will occasionally be required to work outside normal business hours (8:00am to 5:00pm), Monday through Friday.

1. Service Provider must:
  - A. Provide normal services as established in the work order. Provide emergency or urgently requested services within 2 (two) hours of request.
  - B. Carry insurance levels and provide bonding as required in the attached Services Agreement.
  - C. Provide a phone number to be used by the City to request emergency or urgently needed services after normal working hours.
  - D. Clean-up the job site at the end of each day and at work completion.
  - E. Obtain any needed permits for repair or installation work.
  - F. Provide proof of personnel qualifications, to include but not limited to: copies of licenses, school certificates, letters of reference, etc.
  - G. Provide evidence of having adequate and sufficient equipment to perform quality services.
  - H. Move and reset all furnishings which may interfere with doing the work.
2. Bidder Qualification. Bidder must have:
  1. A minimum of five (5) years of consistent experience in commercial plumbing work.
  2. At least three (3) years experience in institutional and, or, industrial remodel projects where contractor's trades people have worked in close proximity to administrative employees .
  3. Work must be performed by contractors payroll employees unless otherwise approved by the City.
  4. A master license or have on staff.

3. Work Order Procedure:

1. All job estimates must be submitted on a unit price basis consistent with the prices established in the Methods of Award/Bid Schedule section.
2. Contractor will invoice for all jobs completed on a unit price basis with the prices established in the Method of Award/Bid Schedule section, including appropriate mark up on materials, if any. Material invoices must be included with the billing invoices.
3. The contractor may be required, by the City user Department Representative, to submit for review a breakdown of hours worked per man/day for journeyman and/or helpers on any project or item of work requested.
4. Work order number must be included on the billing invoices.

4. Hourly rates charged for work ordered under this Agreement will be:

A. Normal Hours (From \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.)

\$ \_\_\_\_\_ per hour (Journeyman)    \$ \_\_\_\_\_ per hour (apprentice)

B. Overtime Rates:

\$ \_\_\_\_\_ per hour (journeyman)    \$ \_\_\_\_\_ per hour (apprentice)

C. Material Costs:

The maximum material mark-up that the City will pay is:

<\$500 10%

>\$500 8%

Please indicate what your company mark-up will be whether it is the same or less:

Cost plus \_\_\_\_\_ percent for individual materials costing more <than \$500.

Cost plus \_\_\_\_\_ percent for individual materials costing less >that \$500.

**Material invoices are to be included with billing statements.**

5. Service Agreement

Contractor must enter into the attached services agreement (SAMPLE) and provide the required insurance. This agreement is effective for one year from the date on the service agreement. At the option of the City, the Agreement may be extended for additional one year periods not to exceed four (4) additional one year periods. Pricing changes shall be negotiated by and agreed to by both parties and may not exceed the Denver - Boulder CPI-U as published by the Colorado State Planning and Budget Office. Written notice of renewal shall be provided to the Service Provider and mailed no later than sixty (60) days prior to contract end.

6. Method of Award:

Award will be based upon (1) the most favorable total cost for the labor and material requirement stated below and (2) the Service Provider meeting the requirements of the Service Agreement.

16 Hours X \$ \_\_\_\_\_ (Normal hourly rate for Journeyman) = \$ \_\_\_\_\_  
12 Hours X \$ \_\_\_\_\_ (Normal hourly rate for Apprentice) = \$ \_\_\_\_\_  
5 Hours X \$ \_\_\_\_\_ (Overtime hourly rate for Journeyman) = \$ \_\_\_\_\_  
4 Hours X \$ \_\_\_\_\_ (Overtime hourly rate for Apprentice) = \$ \_\_\_\_\_

\$450 in Materials X 1. \_\_\_\_\_ % = \$ \_\_\_\_\_  
\$800 (Individual material item) X 1. \_\_\_\_\_ % = \$ \_\_\_\_\_

**TOTAL COSTS** = \$ \_\_\_\_\_

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

SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

PHONE/FAX # \_\_\_\_\_

## **Exhibit A: Sample Service Agreement**

### **SERVICES AGREEMENT WORK ORDER TYPE Plumbing Contractor**

THIS AGREEMENT made and entered into the day and year set forth below, by and between THE CITY OF FORT COLLINS, COLORADO, a Municipal Corporation, hereinafter referred to as the "City" and ###, hereinafter referred to as "Service Provider".

#### **WITNESSETH:**

In consideration of the mutual covenants and obligations herein expressed, it is agreed by and between the parties hereto as follows:

#### **1. Services to be Performed**

- a. This Agreement shall constitute the basic agreement between the parties for services. The conditions set forth herein shall apply to all services performed by the Service Provider on behalf of the City and particularly described in Work Orders agreed upon in writing by the parties from time to time. Such Work Orders, a sample of which is attached hereto as Exhibit "D", consisting of one (1) page, and incorporated herein by this reference, shall include a description of the services to be performed, the location and time for performance, the amount of payment, any materials to be supplied by the City and any other special circumstances relating to the performance of services. The only services authorized under this agreement are those which are performed after receipt of such Work Order, except in emergency circumstances where oral work requests may be issued. Oral requests for emergency actions will be confirmed by issuance of a written Work Order within two (2) working days.
- b. The City may, at any time during the term of a particular Work Order and without invalidating the Agreement, make changes within the general scope of the particular services assigned and the Service Provider agrees to perform such changed services.

#### **2. Changes in the Work**

The City reserves the right to independently bid any services rather than issuing work to the Service Provider pursuant to this Agreement. Nothing within this Agreement shall obligate the City to have any particular service performed by the Service Provider.

#### **3. Time of Commencement and Completion of Services**

The services to be performed pursuant to this Agreement shall be initiated as specified by each written Work Order or oral emergency service request. Oral emergency service requests will be acted upon without waiting for a written Work Order. Time is of the essence.

#### **4. Contract Period**

This Agreement shall commence January 1, 2004 and shall continue in full force and effect until December 31, 2004, unless sooner terminated as herein provided. In addition, at the option of the City, the Agreement may be extended for additional one year periods not to exceed four (4) additional one year periods. Pricing changes shall be negotiated by and agreed to by both

parties. Pricing changes shall be negotiated by and agreed to by both parties and may not exceed the Denver - Boulder CPI-U as published by the Colorado State Planning and Budget Office. Written notice of renewal will be provided to the Service Provider and mailed no later than sixty (60) days prior to contract end.

**5. Delay**

If either party is prevented in whole or in part from performing its obligations by unforeseeable causes beyond its reasonable control and without its fault or negligence, then the party so prevented shall be excused from whatever performance is prevented by such cause. To the extent that the performance is actually prevented, the Service Provider must provide written notice to the City of such condition within fifteen (15) days from the onset of such condition.

**6. Early Termination by City/Notices**

Notwithstanding the time periods contained herein, the City may terminate this Agreement at any time without cause by providing written notice of termination to the Service Provider. Such notice shall be mailed at least fifteen (15) days prior to the termination date contained in said notice unless otherwise agreed in writing by the parties. All notices provided under this Agreement shall be effective when mailed, postage prepaid and sent to the following address:

**City**

**Service Provider**

City of Fort Collins Purchasing  
PO Box 580  
Fort Collins, CO 80521

In the event of early termination by the City, the Service Provider shall be paid for services rendered to the termination date, subject only to the satisfactory performance of the Service Provider's obligations under this Agreement. Such payment shall be the Service Provider's sole right and remedy for such termination.

**7. Contract Sum**

This is an open-end indefinite quantity Agreement with no fixed price. The actual amount of work to be performed will be stated on the individual Work Orders. The City makes no guarantee as to the number of Work Orders that may be issued or the actual amount of services which will in fact be requested.

**8. Payments**

- a. The City agrees to pay and the Service Provider agrees to accept as full payment for all work done and all materials furnished and for all costs and expenses incurred in performance of the work the sums set forth for the hourly labor rate and material costs, with markups, stated within the Bid Schedule Proposal Form, attached hereto as Exhibit "C", consisting of ## (#) page[s], and incorporated herein by this reference.
- b. Payment shall be made by the City only upon acceptance of the work by the City and upon the Service Provider furnishing satisfactory evidence of payment of all wages, taxes, supplies and materials, and other costs incurred in connection with the performance of such work.



**9. City Representative**

The City's representative will be shown on the specific Work Order and shall make, within the scope of his or her authority, all necessary and proper decisions with reference to the work requested. All requests concerning this Agreement shall be directed to the City Representative.

**10. Independent Contractor**

It is agreed that in the performance of any services hereunder, the Service Provider is an independent contractor responsible to the City only as to the results to be obtained in the particular work assignment and to the extent that the work shall be done in accordance with the terms, plans and specifications furnished by the City.

**11. Personal Services**

It is understood that the City enters into the Agreement based on the special abilities of the Service Provider and that this Agreement shall be considered as an agreement for personal services. Accordingly, the Service Provider shall neither assign any responsibilities nor delegate any duties arising under the Agreement without the prior written consent of the city.

**12. Acceptance Not Waiver**

The City's approval or acceptance of, or payment for any of the services shall not be construed to operate as a waiver of any rights under the Agreement or of any cause of action arising out of the performance of this Agreement.

**13. Warranty**

- a. Service Provider warrants that all work performed hereunder shall be performed with the highest degree of competence and care in accordance with accepted standards for work of a similar nature.
- b. Unless otherwise provided in the Agreement, all materials and equipment incorporated into any work shall be new and, where not specified, of the most suitable grade of their respective kinds for their intended use, and all workmanship shall be acceptable to City.
- c. Service Provider warrants all equipment, materials, labor and other work, provided under this Agreement, except City-furnished materials, equipment and labor, against defects and nonconformances in design, materials and workmanship for a period beginning with the start of the work and ending twelve (12) months from and after final acceptance under the Agreement, regardless whether the same were furnished or performed by Service Provider or by any of its subcontractors of any tier. Upon receipt of written notice from City of any such defect or nonconformances, the affected item or part thereof shall be redesigned, repaired or replaced by Service Provider in a manner and at a time acceptable to City.

**14. Default**

Each and every term and condition hereof shall be deemed to be a material element of this Agreement. In the event either party should fail or refuse to perform according to the terms of this agreement, such party may be declared in default thereof.

**15. Remedies**

In the event a party has been declared in default, such defaulting party shall be allowed a period of ten (10) days within which to cure said default. In the event the default remains uncorrected, the party declaring default may elect to (a) terminate the Agreement and seek damages; (b) treat the Agreement as continuing and require specific performance; or (c) avail himself of any other remedy at law or equity. If the non-defaulting party commences legal or equitable actions against the defaulting party, the defaulting party shall be liable to the non-defaulting party for the non-defaulting party's reasonable attorney fees and costs incurred because of the default.

**16. Binding Effect**

This writing, together with the exhibits hereto, constitutes the entire agreement between the parties and shall be binding upon said parties, their officers, employees, agents and assigns and shall inure to the benefit of the respective survivors, heirs, personal representative, successors and assigns of said parties.

**17. Indemnity/Insurance**

- a. The Service Provider agrees to indemnify and save harmless the City, its officers, agents and employees against and from any and all actions, suits, claims, demands or liability of any character whatsoever, brought or asserted for injuries to or death of any person or persons, or damages to property arising out of, result from or occurring in connection with the performance of any service hereunder.
- b. The Service Provider shall take all necessary precautions in performing the work hereunder to prevent injury to persons and property.
- c. Without limiting any of the Service Provider's obligations hereunder, the Service Provider shall provide and maintain insurance coverage naming the City as an additional insured under this Agreement of the type and with the limits specified within Exhibit "B", consisting of one (1) page, attached hereto and incorporated herein by this reference. The Service Provider before commencing services hereunder, shall deliver to the City's Director of Purchasing and Risk Management, 256 West Mountain Avenue, Fort Collins, Colorado 80521 one copy of a certificate evidencing the insurance coverage required from an insurance company acceptable to the city.

**18. Entire Agreement**

This Agreement, along with all Exhibits and other documents incorporated herein, shall constitute the entire Agreement of the parties. Covenants or representations not contained in this Agreement shall not be binding on the parties.

**19. Law/Severability**

This Agreement shall be governed in all respect by the laws of the State of Colorado. In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction such holding shall not invalidate or render unenforceable any other provision of this Agreement.

## Exhibit B: Insurance Requirements

1. The Service Provider will provide, from insurance companies acceptable to the City, the insurance coverage designated hereinafter and pay all costs. Before commencing work under this bid, the Service Provider shall furnish the City with certificates of insurance showing the type, amount, class of operations covered, effective dates and date of expiration of policies, and containing substantially the following statement"

\* "The insurance evidenced by this Certificate will not be cancelled or materially altered, except after ten (10) days written notice has been received by the City of Fort Collins."

In case of the breach of any provision of the Insurance Requirements, the City, at its option, may take out and maintain, at the expense of the Service Provider, such insurance as the City may deem proper and may deduct the cost of such insurance from any monies which may be due or become due the Service Provider under this Agreement. The City, its officers, agents and employees shall be named as additional insureds on the Service Provider's general liability and automobile liability insurance policies for any claims arising out of work performed under this Agreement.

2. Insurance coverages shall be as follows:

A. **Workers' Compensation & Employer's Liability.** The Service Provider shall maintain during the life of this Agreement for all of the Service Provider's employees engaged in work performed under this agreement:

1. Workers' Compensation insurance with statutory limits as required by Colorado law.
2. Employer's Liability insurance with limits of \$100,000 per accident, \$500,000 disease aggregate, and \$100,000 disease each employee.

B. **Commercial General & Vehicle Liability.** The Service Provider shall maintain during the life of this Agreement such commercial general liability and automobile liability insurance as will provide coverage for damage claims of personal injury, including accidental death, as well as for claims for property damage, which may arise directly or indirectly from the performance of work under this Agreement. Coverage for property damage shall be on a "broad form" basis. The amount of insurance for each coverage, Commercial General and Vehicle, shall not be less than \$500,000 combined single limits for bodily injury and property damage.

In the event any work is performed by a subcontractor, the Service Provider shall be responsible for any liability directly or indirectly arising out of the work performed under this Agreement by a subcontractor, which liability is not covered by the subcontractor's insurance.

**Exhibit D: Sample Work Order Form**

WORK ORDER FORM  
PURSUANT TO AN AGREEMENT BETWEEN  
THE CITY OF FORT COLLINS  
AND

\_\_\_\_\_  
DATED: \_\_\_\_\_

Work Order Number:

Purchase Order Number:

Project Title:

Commencement Date:

Completion Date:

Maximum Fee: (time and reimbursable direct costs):

Project Description:

Scope of Services:

Professional agrees to perform the services identified above and on the attached forms in accordance with the terms and conditions contained herein and in the Professional Services Agreement between the parties. In the event of a conflict between or ambiguity in the terms of the Professional Services Agreement and this work order (including the attached forms) the Professional Services Agreement shall control.

The attached forms consisting of consisting of (\_\_\_\_) pages are hereby accepted and incorporated herein, by this reference, and Notice to Proceed is hereby given.

**Service Provider:**

By: \_\_\_\_\_

Date: \_\_\_\_\_

**City of Fort Collins:**

Submitted By: \_\_\_\_\_

Project Manager

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Director of Purchasing & Risk Management (if over \$30,000.)

Date: \_\_\_\_\_