



**CITY OF FORT COLLINS
INVITATION TO BID
BID 6040 Furniture
Police Services Facility- Fort Collins
BID OPENING: 2:00 p.m. (our clock), April 9, 2007**

Sealed bids will be received and publicly opened at the office of the Director of Purchasing and Risk Management, P.O. 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 80521. If mailed, the address is P.O. Box 580, Fort Collins, 80522-0580.

Bids must be received at the Purchasing Office prior to 2:00 p.m. (our clock), April 9, 2007.

Bid security in the amount of **5% of the Bid** must accompany each Bid in accordance with the Instructions to Bidders.

Scope of Bid includes Furniture for the New Police Services Building and is scheduled to install as outlined in Instructions to Bidders. Vendors for furniture will be given "Notice to Proceed" as outlined in Instructions to Bidders.

All items within any single group must be bid in their entirety (no partial group bids will be accepted). City reserves the right to select bidders of each group in any combination that results in the least number of vendors for the entire bid package.

Questions concerning the scope of the bid should be directed to Project Manager Ron Kechter, (970) 221-6805, rkechter@fcgov.com.

Questions regarding bid submittal or process should be directed to David Carey, CPPB, Buyer, (970) 416-2191, dcarey@fcgov.com.

All requests for information & substitution submittals concerning Furniture package to be directed to Brinkley Sargent Architects, Melinda McNutt (972) 960-9970, mmcnutt@brinkleysargent.com, (972) 960-9751 (fax).

Furniture specifications used are meant to give a level of quality and not to limit competition. Requests for approval of non-specified manufacturer alternative products as substitutions will be fairly and impartially considered on the basis of direct comparison of performance characteristics. Submittals for substitutions will be received by Brinkley Sargent Architects, 5000 Quorum Drive, Suite 600, Dallas, TX 75254 **until 5:00pm (MT) on Tuesday, March 20, 2007**. Notification of approved substitutions will be issued to all Bidders by 5:00 pm (MT), Tuesday, March 27, 2007. All decisions concerning substitutions will be made by The City of Fort Collins. It is the sole responsibility of each bidder to supply all necessary samples, specifications and documentation required per the supplementary conditions of the contract contained herein to fairly consider substitutions. Failure to provide necessary information shall be a basis of rejection of substitute. No unapproved substitutions will be accepted on bid date.

A copy of the Bid may be obtained as follows:

1. Download the Bid from the Purchasing Webpage, Current Bids page, at: <https://secure2.fcgov.com/bsol/login.jsp>.
2. 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 sixty (60) 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.

Proposals must be submitted on the forms bound herein and the right to accept any bid, or to reject any or all bids and to waive formalities is hereby reserved by the City.

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 is 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 seven (7) days after the bid opening.

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