INVITATION FOR BIDS

The City of Durango Colorado, by and through its Grants/Contracts Division, is accepting bids for Santa Rita Pump Station Motor Control Center Switchgear in accordance with the terms, conditions, and specifications contained in these documents.

Bidders wishing to participate should ensure they have all addenda prior to submission of a Bid. Failure to acknowledge receipt of any addenda applicable to this project could result in the rejection of your Bid.

This project and any subsequent addenda will be posted to the Rocky Mountain E-Purchasing website (www.bidnetdirect.com/colorado then click on Vendor Login or Vendor Registration, as applicable).

Questions
Each offeror, before submitting his proposal, shall become fully informed as to the extent and character of work required. All questions must be submitted via Rocky Mountain E-Purchasing, www.bidnetdirect.com/colorado.

Question Deadline: August 17, 2020 Time: 3:00 p.m. (Local Time)
(Questions received after the deadline may not be accepted.)

Final Addendum: September 2, 2020 Time: 4:30 p.m. (Local Time)
Submittal Instructions (Reference: Bid Submission Section)
Submittal requirements are outlined in the Bid Submission Section of the Bid Documents.

Project Title: Santa Rita Pump Station Motor Control Center Switchgear

Bid Due Date and Time: September 8, 2020 3:00 p.m. (local time)

Deliver Bid To: Rocky Mountain E-Purchasing www.bidnetdirect.com/colorado

It is the sole responsibility of the respondent to see that the bid is received before the submission deadline.

All bids submitted shall be binding upon the respondent if accepted by the City within sixty (60) calendar days of the submission date. Negligence upon the part of the respondent in preparing the bid confers no right of withdrawal after the time fixed for the submission of bid.
This project is being bid in accordance with the City of Durango Purchasing Policy.

Bob Grogan, Jr.
Purchasing-Buyer Specialist
Grants/Contract Division

Published: August 1 & August 5, 2020

949 E 2nd Avenue · Durango CO 81301 · 970.375.4994
City of Durango  
Santa Rita Pump Station Motor Control Center Switchgear IFB  

I. INFORMATION FOR BIDDERS  

Bids will be received by the City of Durango (herein called the “Contracting Agency”) until September 8, 2020, 3:00 p.m. (Local Time). Bids must be delivered via: www.bidnetdirect.com/colorado prior to deadline. It is the sole responsibility of the bidder to see that the bid is received before the submission deadline. Late bids will not be considered.  

Each bidder, before submitting a bid, shall become fully informed as to the extent and character of work required. All questions must be submitted electronically via: www.bidnetdirect.com/colorado prior to the deadline stated in the Bidding Procedure Timetable. The City will respond to all questions in the form of an Addendum uploaded to www.bidnetdirect.com/colorado  

All Bids must be made on the required Lump Sum Bid Schedule. All blank spaces must be filled in, and the Bid form must be fully completed and executed when submitted. Only one copy of the bid form is required. Any improperly completed bids will not be accepted.  

The Contracting Agency may waive any informalities or minor defects or reject any and all Bids. Any Bid may be withdrawn prior to the above scheduled time for the opening of Bids or authorized postponement thereof. Any Bid received after the time and date specified shall not be considered and will be rejected. No Bidder may withdraw a Bid within 60 days after the actual date of the opening thereof. Should there be reasons why the Contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the Contracting Agency and the Bidder.  

The Bid Documents and any Addenda issued contain the provisions required for the contract of the Project. Information otherwise obtained from an officer, agent or employee of the Contracting Agency, or any other person shall not affect the risks or obligations assumed by the Contractor or relieve him from fulfilling any of the conditions of the contract.  

This IFB includes a project description, scope of work, submission requirements, selection process and criteria, insurance requirements, between City and Contractor for Contractor Services. A Purchase Order will be issued after final award of the project.  

Any bid that fails to conform to the essential requirements of the Invitation For Bids will be rejected.  

a. Any bid that does not conform to the applicable specifications shall be rejected unless the invitation authorizes the submission of alternate bids and the items or services offered as alternates meet the requirements specified in the IFB.  

b. Bid shall be rejected when the bidder imposes conditions that would modify requirements of the invitation or limit the bidder's liability to the Owner, since to allow the bidder to impose such conditions would be prejudicial to other bidders. For example, bids shall be rejected in which the bidder:
1. Protects against future changes in conditions, such as increased costs, of total possible costs to the Owner cannot be determined
2. Fails to state a price and indicates that price shall be “price in effect at time of delivery”.
3. Takes exceptions to the IFB terms and conditions.
4. Inserts the bidder’s terms and conditions

Prospective firms are encouraged to carefully read this IFB in its entirety.

**BIDDING TIMETABLE**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects 1st Publication</td>
<td>August 1, 2020</td>
</tr>
<tr>
<td>Projects 2nd Publication</td>
<td>August 5, 2020</td>
</tr>
<tr>
<td>Contractor Questions Due</td>
<td>August 17, 2020, 3:00 p.m. (Local Time)</td>
</tr>
<tr>
<td>Final Addendum Issued by Purchasing</td>
<td>September 2, 2020, 4:30 p.m. (Local Time)</td>
</tr>
<tr>
<td>Bid Opening</td>
<td>September 8, 2020 3:00 p.m. (Local Time)</td>
</tr>
<tr>
<td>Notice of Award</td>
<td>September 15, 2020</td>
</tr>
</tbody>
</table>

II. **SCOPE OF SERVICE**

Successful Bidder to provide Allen Bradley Switchgear with control features as described in the project drawings, specifications, and bid documents. Include delivery of switchgear to City of Durango, 105 S Camino Del Rio, Durango Colorado 81301

Product Approvals: Product cut-sheets / shop drawing indicating required specifications are met, shall be provided to City of Durango, Utility Department upon Notice of Award to enable acceptance prior to purchase of switchgear. Any switchgear purchased prior to approval will be subjected to rejection and replacement at the contractor’s cost.

III. **PROJECT DRAWINGS / SPECIFICATIONS**

   Attachments

   1. 22388_SRPS_MV_MCC_E003
   2. 22388_SRPS_MV_MCC_E006
   3. 22388_SRPS_MV_MCC_EquipSpec
   4. ABFactoryDrawings
   5. Gateway (Santa Rita) Pump Station Plans

IV. **BIDDER QUALIFICATIONS**

In evaluating each bidder, consideration shall be made utilizing the following criteria. Deficiency in any of the areas listed below may be adequate cause for bid rejection.
A. Bidder shall provide a separate representative list of the firm’s current and previous contracts, with a contract person and telephone number, related to the services requested.

B. The ability, capacity, and skill of the bidder to perform the contract or provide the service required.

The Proposer further agrees to the following:
   a) To examine all specifications and conditions thoroughly.
   b) To provide for appropriate insurance, deposits, and performance bonds if required.
   c) To comply fully with the scope of services as described in Section II for the agreed contract.
   d) Agreement to any and all registration and certification requirements required for public contracts within City of Durango Policy, Colorado Revised Statutes or other applicable standard, rule or law.
   e) The firm must provide certification that its proposal is made without previous understanding, agreement, or connection with any person, firm or corporation making a proposal; without prior knowledge of competitive prices, and it is in all respect fair; and without outside control, collusion, fraud, or otherwise illegal action.
   f) The firm must certify that no member of the City Council of Durango, Colorado, or members of his or her immediate family, or other officer or employee of the City has received or has been promised directly or indirectly any financial benefit related to the IFB.

V. INSTRUCTIONS TO BIDDERS

BID SUBMISSION:

- Submit Bids electronically via www.bidnetdirect.com/colorado prior to deadline. All Bids must be made on the required Bid Schedule.
- Submit Bid Schedule and Bid Form with receipt acknowledgement of addendum.
- Include the items listed in Section IV (A) (above) with Bid Form.
- Please submit all your required documents in a single pdf file in the bidder’s company name. Any exceptions to the specifications must be attached hereto and made a part of the contract. Retain one copy for your records.

NOTES:

- Successful Contractor must complete a W-9 form (Taxpayer Identification No.) prior to the start of the project.
- Successful Contractor must complete the Illegal Alien Certification online.
- The City of Durango is exempt from all local, state, and federal taxes.
- The City of Durango reserves the right to reject any and all bids.
VI. AWARD CRITERIA

In evaluating each bidder, consideration shall be made utilizing the following criteria. Deficiency in any of the areas listed below may be adequate cause for bid rejection.

1. Meets or exceeds specifications.
2. Total cost to provide Scope of Services.
3. Vendor References and ability to deliver required products.

VII. ILLEGAL ALIEN CERTIFICATION

Per State Statute, all City of Durango contracts for services are now required to include certification that the vendor does not knowingly contract with illegal aliens.

HB 1343 requires certification from the vendor that the vendor has registered with, or certified that they are in compliance with, the E-Verify Program, formerly known as the Basic Pilot Program. The E-Verify Program is a free program run by the Federal Government within the Department of Homeland Security. The program requires an employer to apply for entry into the program and make certain agreements with the Department of Homeland Security and Social Security programs.


Therefore, effective immediately, every Successful Vendor shall be required to:

1) Fill out the Certification Statement Regarding Illegal Aliens form and return it to the City of Durango Purchasing Agent, and
2) Apply to participate in the E-Verify Program with the Division of Homeland Security.

The City will not make payments on any contract until the attached form is on file in the office of the Grants/Contracts Division.
Project Title: Santa Rita Pump Station Motor Control Center Switchgear

Lump Sum Bid Amount: ______________

Contractor: _____________________________________________________________________

Contact: _______________________________________________________________________

Address: _______________________________________________________________________

Email: _________________________________________________________________________

Phone Number: __________________________________________________________________

Date: __________________________________________________________________________

Signature: ______________________________________________________________________
BID FORM

Proposal of __________________________ (hereinafter called "Bidder"), organized and existing under the laws of the State of ________________, doing business as __________________________* to the City of Durango (hereinafter called "Contracting Agency").

* Insert "a Corporation", "a Partnership", "an Individual", as applicable.

In compliance with your Advertisement for Bids, Bidder hereby proposes to perform all work for the Santa Rita Pump Station Motor Control Center Switchgear in strict accordance with the Bid Documents, within the time set forth therein, and at the prices stated below.

By submission of this Bid, the Bidder certifies, and in the case of joint Bid, each party thereto certifies as to their own organization, that this Bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this Bid with any other Bidder or with any competitor.

The date of beginning and the time for delivery of the switchgear are essential conditions of the Contract Documents and the work embraced shall be commenced on the date specified in the Notice to Proceed.

Bidder acknowledges receipt of the following Addendum:

<table>
<thead>
<tr>
<th>ADDENDUM NUMBER</th>
<th>DATE</th>
<th>ACKNOWLEDGEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addendum No. 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Addendum No. 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Addendum No. 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Addendum No. 4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Bidder agrees to perform all work described and contained in the bid documents for the unit prices or lump sums as shown on the Bid Schedule for the Project. Bidder acknowledges that quantities are estimated and are only for the purpose of comparing bids.

Bidder acknowledges that payment will be based on the lump sum price or the actual quantities furnished, installed, or constructed as provided for in the bid documents and approved by the City of Durango.

Signature: ___________________________________________

Title: ________________________________________________

Company: ___________________________________________

Address: ___________________________________________
STATEMENT OF RESIDENCY

PROJECT: Santa Rita Pump Station Motor Control Center Switchgear

As a condition precedent to the award to me, or us, of a contract by the City of Durango for the products or services related to the above-listed project, I, ______________________________, as the individual owner, partner, manager, officer, or person delegated to sign this form, do hereby certify that the firm named below is a:

(Check one only) 0 Local Bidder (La Plata County) 0 Regional Bidder (Region 9 of Colorado) 0 Non-resident Bidder

Local Bidder* means:
A local bidder is defined as a person, partnership, corporation, limited liability company or joint venture which is authorized to transact business in Colorado, and which maintains a business office within La Plata County.

Regional Bidder** means:
A person, partnership, corporation, or joint venture which is authorized to transact business in Colorado, which maintains a business office within Region 9 of Colorado.

Non-resident Bidder: Location (City/State) ________________________________

I, ______________________________, declare under penalty of perjury that the statements made in this document are true and complete to the best of my knowledge.

(Firm Name:

(I insert name of corporation, limited liability company, partnership or sole proprietorship)

(insert trade name or name under which corporation, company, partnership or proprietorship is doing business, if different from legal name of entity or proprietor)

By:____________________
Signature

Title

Date

* Local bidders shall receive a 5% preference over all bidders or $100,000, whichever is less. In no event shall the local bidder preference exceed the amount of $100,000.

** Regional Bidders will receive a 3% preference over Non-Resident Bidders or $40,000, whichever is less. In no event shall the regional bidder preference exceed the amount of $40,000
NOTICE OF AWARD
City of Durango, Colorado

Date

CONTRACTOR’S NAME

Re: Santa Rita Pump Station Motor Control Center Switchgear

Dear CONTRACTOR:
You are hereby notified that the City of Durango has accepted your bid for the above-referenced project in the amount of $ .

Within fifteen (15) calendar days, you are required to provide the following items to the Grants/Contracts Division, 949 East 2nd Avenue, Durango CO 81301:

   a. Executed Acceptance of Notice of Award; and

If you fail to return the above-described items within fifteen (15) calendar days from the date of this Notice, the City of Durango will be entitled to consider all your rights arising out of the acceptance of your bid as abandoned. The City of Durango will be entitled to such other rights as may be granted by law.

Sincerely,

Bob Grogan
Buyer Grants/Contracts Division

Enclosures: W-9 Form
ACCEPTANCE OF NOTICE OF AWARD

CONTRACTOR’S NAME

Re: Santa Rita Pump Station Motor Control Center Switchgear

Receipt of the Notice of Award is hereby acknowledged on this ___ day of __________, 2020.

By  __________________________________________________________________________

Signature  _______________________________________________________________________

Title  _________________________________________________________________________

Company  ______________________________________________________________________

Please execute and return this form with the contracts, bonds, Certificates of Insurance, required licenses, and completed W-9 in one envelope to:

City of Durango
Grants/Contracts Division
949 East 2nd Avenue