



Grants/Contracts Division

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: 4:30p.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

July 27, 2020
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

Projects 1st Publication	August 1, 2020
Projects 2nd Publication	August 5, 2020
Contractor Questions Due	August 17, 2020, 3:00 p.m. (Local Time)
Final Addendum Issued by Purchasing	September 2, 2020, 4:30 p.m. (Local Time)
Bid Opening	September 8, 2020 3:00 p.m. (Local Time)
Notice of Award	September 15, 2020

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.

An employer must apply to participate in the E-Verify Program over the internet. Following is the website: <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES> a set of instructions will appear and the applicant should follow those instructions to apply.

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.

City of Durango
Grants/Contracts Division
949 E 2nd Avenue
Durango CO 81301
970.375.4994

BID SCHEDULE

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 for 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:

ADDENDUM NUMBER	DATE	ACKNOWLEDGEMENT
Addendum No. 1		
Addendum No. 2		
Addendum No. 3		
Addendum No. 4		

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: _____

Telephone: _____

FAX: _____

City of Durango Business License No. _____

(SEAL) - if bid is by a Corporation

ATTEST:

Name: _____

(Please type)

Title: _____

(end of bid schedule)



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
- b. Completed W-9.

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