



City of Fort Morgan

INVITATION TO BID City of Fort Morgan Inventory Control Department LED Light Fixtures

The City of Fort Morgan is accepting sealed bids for **LED Light Fixtures** until 3:00 p.m. (our clock) on August 4, 2021 at City Hall located at 110 Main Street, Fort Morgan, Colorado 80701. Bids will be accepted in person, by regular mail or courier, or my email. If hand delivered, they are to be sent to 110 Main Street, Fort Morgan, CO 80701. If mailed, the address is PO Box 100, Fort Morgan, CO 80701. If emailed, the address is cfm.bids@cityoffortmorgan.com.

Bids must be received at City Hall prior to 3:00 p.m. (our clock) on August 4, 2021.

All questions regarding this bid should go to **Doug Hofman, Inventory Control**. Questions must be submitted in writing via e-mail to doug.hofman@cityoffortmorgan.com. The cut-off date and time for questions is **Wednesday, July 28, 2021 at 9:00 a.m.** It is the responsibility of the prospective bidders to contact Doug Hofman to verify receipt of questions at **(970) 542-3917**. Based upon such inquiry, the City may choose to issue an Addendum.

A copy of the bid and associated documentation may be obtained as follows:

1. The City website at www.cityoffortmorgan.com
2. City Hall located at 110 Main Street, Fort Morgan

All bids, whether delivered, mailed or emailed, must use the attached city Bid Form and follow all other instructions and specifications in this Invitation to Bid. The city reserves the right to reject any bids that do not comply with the instructions outlined here.



City of Fort Morgan

INSTRUCTIONS TO BIDDERS City of Fort Morgan Inventory Control Department LED LIGHT FIXTURES

I. GENERAL INSTRUCTIONS

All bids must be properly signed by an authorized representative of the company with the legal capacity to bind the company to the contractual agreement. In addition, the bidder's authorized signature of the bid assures the company's understanding of the City's Procurement Policy. A copy of the policy is available upon request at the City Clerk's Office.

Bid(s) may be withdrawn up to the date and time set for closing upon written, faxed or e-mailed notice to the City. Bid(s) may not be withdrawn for a period of sixty (60) days after the date of opening. Negligence upon part of the bidder in preparing their bid(s) shall not constitute a right to withdraw a bid(s) subsequent to the bid opening. A conditional or unqualified bid may be cause for rejection.

Only Bids properly received will be accepted. Each Bid and applicable documentation as requested must be submitted in a sealed envelope, (if mailed or delivered), labeled:

**City of Fort Morgan
2021 Bid for LED Light Fixtures
Attention: Doug Hofman**

and bear the name of the bidder and their address.

- If Bid is to be delivered via private courier, such as **FedEx, UPS, etc.**, it is to be sent to: **110 Main Street, Fort Morgan, CO 80701.**
- If Bid is to be mailed via **USPS**, it is to be sent to: **PO Box 100, Fort Morgan, CO 80701.**
- If Bid is to be emailed, it is to be sent to: cfm.bids@cityoffortmorgan.com

All bid price(s) must include, but are not limited to, equipment cost, attachments, warranty, manuals, parts, freight, packaging, delivery and discounts. Separate pricing will not be considered unless otherwise noted. The intent of this bid is to purchase fully functional equipment for the purpose it is designed to meet.

II. SPECIFICATIONS

ALL EQUIPMENT MUST BE MINIMUM FULL GRADE COMMERCIAL OR BETTER AND PREFERENCE TO NAME BRAND EQUIPMENT AND/OR PARTS AS LISTED, IF APPLICABLE. THE CITY OF FORT MORGAN RESERVES THE SOLE RIGHT TO DETERMINE IF THE BID MEETS SPECIFICATIONS.

A. Minimum Specifications:

1. General:
Equipment shall be new, not used and of the current year model and have been in production for a minimum of 12 months. Hybrid, one-off or prototype equipment is unacceptable.
2. Manuals: All applicable manuals and associated documentation.



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B. Warranty:

Manufacturer's warranty shall be not less than one (1) year on entire unit including all parts and labor. Bidders submitting literature stating warranties which do not fully comply with warranty requirements of these specifications must submit a letter from the manufacturer certifying warranty compliance as an integral part of their proposal.

C. Delivery:

1. All freight is to be FOB Destination.
2. All parts and service manuals (as specified herein), manufacture's certificate of origin (if available), along with a copy of the priced invoice, must accompany the unit at time of delivery.
3. At the time of delivery to City of Fort Morgan, all of the unit and optional equipment must meet or exceed all Federal, State of Colorado, OSHA, MSHA, and DOT safety, noise, lighting, and health standards for this type of equipment.
4. Delivery shall be complete to the following address:

**City of Fort Morgan
Inventory Control Department
710 East Railroad Avenue
Fort Morgan CO 80701**

III. SUBMITTALS

All bids submitted pursuant to this invitation shall contain the following:

1. A completed and signed Bid Form.
2. Applicable manufacturer's brochures and specification sheet(s). All modifications made to the standard production unit described in the manufacturer's brochures must be certified by the manufacturer and submitted with the bid, or the bid will be deemed "non-responsive" and rejected without further review. Bidder must be prepared to demonstrate a unit similar to the one proposed, if requested; and
3. A copy of the factory standard warranty policy for the unit bid and copies of any extended warranty policies available.



City of Fort Morgan

BID FORM

City of Fort Morgan Inventory Control Department

LED Light Fixtures

BIDS DUE: August 4, 2021 at 3:00 p.m. (our clock)

WE HERBY ENTER OUR BID FOR THE CITY OF FORT MORGAN'S REQUIREMENTS FOR **LED LIGHT FIXTURES** PER THE BID INVITATION AND ANY REFERENCED SPECIFICATIONS AND DRAWINGS. THE UNDERSIGNED CERTIFIES THAT HE/SHE HAS EXAMINED THE SPECIFICATIONS AND INSTRUCTIONS TO BIDDERS AND HAS SUBMITTED A BID IN FULL COMPLIANCE AND WITHOUT COLLUSION WITH ANY OTHER PERSON, INDIVIDUAL OR CORPORATION.

Prospective Bidders may bid on a single unit or multiple units. The bid may be awarded to more than one Bidder. Items may be awarded individually, or in whole, based on the lowest responsible bid.

All Bids must be made on the required Bid Form. All blanks spaces for Bid prices must be filled in, printed in ink or typewritten, and the Bid Form must be fully completed and executed when submitted. Only one copy of the Bid Form is required. Should the Bidder not provide certain goods, or desire not to bid certain items, the Bid price shall be filled in as "N/A".

Payment for work performed or goods sold to the City of Fort Morgan can be expected within 30 days after receipt of the invoice and satisfactory acceptance from the department receiving the service or goods. Any discount allowed by the vendor for prompt payment, etc., must be reflected in the bid figure, and not entered as separate pricing on the bid.

Description:

The bid is for LED light fixtures to be utilized by the City of Fort Morgan Electric Department. Purchases of said goods are expected to be throughout the current calendar year on an "as-needed" basis and are not anticipated to be a one-time purchase. Quantities shown are an estimate only and are for the Bidders reference in establishing unit costs.

I. Unit Bid:

<i>Item</i>	<i>LED Fixtures</i>	<i>Units</i>	<i>Estimated Quantity</i>	<i>Unit Cost</i>
1.	EOI:ESU-FAO13P03240M-105FIUI-151NN	EA	60	
2.	CREE RULHT-5ME-C40K TYPE 5 50 WATT 4000K W/O arm.	EA	60	
3.	DTL Elite photo control DLL127 1.5 CULJ50	EA	150	

II. Submittal and For Information Purposes Only:

<i>Item</i>	<i>Description</i>	<i>Included with Bid</i>
1.	Completed and signed Bid Form	
2.	Applicable Manufacturer's brochures and specification sheet(s).	
3.	A copy of applicable factory standard warranty policy and any extended warranty policies available.	



City of Fort Morgan

BID FORM

City of Fort Morgan Inventory Control Department
LED Light Fixtures
BIDS DUE: August 4, 2021 at 3:00 p.m. (our clock)

ADDENDA:

<u>Addendum Number</u>	<u>Date of Addendum</u>	<u>Date Received</u>
_____	_____	_____
_____	_____	_____

SIGNED: _____ TITLE: _____

PRINTED NAME: _____

FIRM: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DATE: _____ TELEPHONE NUMBER: _____

EMAIL: _____