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**CITY OF PUEBLO
PURCHASING DEPARTMENT**

INVITATION TO BID

February 25, 2010

The City of Pueblo, hereafter referred to as "City", will receive sealed bids up to the hour of 11:00:00 AM (MT) on March 11, 2010 at the City's Purchasing Office, 230 South Mechanic Street, Pueblo, CO for the following:

Project No.: 10-030

Project Name: Trees for Parks 2010

Bids are subject to conditions as shown herein, and are to include any charges for freight, delivery containers, packaging, etc. The purchase of these items shall be contingent upon appropriation of the necessary funds by the requisitioning department.

Bid Specifications and other information are available at the office of the Purchasing Agent or online at www.pueblo.us/purchasing. No faxed or electronically delivered bids will be accepted. Any bids received after the time and date listed above will be returned.

The City reserves the right to reject any and all bids for any or all items covered in the Invitation for Bid, to waive informalities or defects in bids or to accept as it shall deem to be in the best interest of the City.

All bids must be enclosed in an envelope clearly marked with the above referenced project number and name. These items are being requisitioned by the City's Parks Department. Direct all questions concerning specifications to Charlie Carlino at 719-821-1270.

1. INSTRUCTIONS TO BIDDERS

- a. Bids shall be typed or written in ink on the form prepared by the City. Officials of corporations shall designate their official title; partners or sole owners shall so state, giving the names of all interested parties. The person signing the bid must initial all corrections or erasures. Bidder must initial at the bottom of the Quotation Record if indicated.
- b. Bidders shall not stipulate in proposals any conditions not contained in the specifications unless specifically requested in the special instructions. Any bid that fails to comply exactly with these instructions may be considered to be non-responsive.
- c. When approximate quantities are stated, the City reserves the right to increase or decrease the quantity as best fits its needs. All prices quoted must be honored from March 1, 2010 through March 31, 2011. The City reserves the option to renew contract in one-year increments.
- d. In submitting the bid, the vendor agrees that acceptance of any or all parts of bid by the Director of Purchasing within a reasonable time or period constitutes a contract, subject to vendor complying with all City contract requirements. No delivery shall become due or be accepted

unless a purchase order or contract shall first have been issued by the City's Purchasing Department.

- e. If vendor fails to make delivery in accordance with the agreed delivery date or schedule, or otherwise fails to observe or comply with any other terms, conditions, instructions, specifications or warranties applicable to this bid, the City may terminate the purchase order or contract award by written notice to the vendor.
- f. The City is exempt from Federal, State and Local taxes; however, the successful bidder is subject to such taxes on materials used in performing this contract and may not be exempt from such taxes.
- g. The City is an Equal Opportunity Employer. Bidders will commit to and meet the nondiscrimination and equal employment requirements of Section 1.8.3. P.M.C. Minority and Woman Owned Businesses are encouraged to submit bids.
- h. If the lowest bid is not accepted as being the best, bid must be approved by an Evaluation Committee and the reason therefore stated and filed with the bid.
- i. Items which are defective or fail to meet the needs for which they are intended to the satisfaction of the using department will be picked up by the vendor and the cost for those items credited without restocking fees or charges to the City of Pueblo.

2. MINIMUM SPECIFICATIONS

Each set of bedding plants and perennials shall be supplied as indicated in the Quotation Record. In addition, the height of each plant shall match or be of higher quality than described in the Quotation Record.

All trees shall be delivered and unloaded by contractor at City Park compound between the hours of 7:30 am and 11:00 am and 12:45 pm and 2:30 pm. All trees must be delivered by April 1, 2020. No substitutions without approval of Pueblo Parks and Recreation staff.

QUOTATION RECORD

TREES FOR PARKS 2010

<u>Tree Size</u>	<u>ITEM DESCRIPTION</u>		<u>EST. QUANTITY (Each Tree)</u>	<u>Unit Price (Each Tree)</u>	<u>Total</u>
2.5 in. caliper	Autumn Purple Ash	Fraxinus americana	1	_____	_____
2.5 in. caliper	Amur Chokecherry	Prunus maackii	2	_____	_____
2.5 in. caliper	White Fringe Tree	Chionanthus virginicus	2	_____	_____
2.5 in. caliper	Ginko	Ginko biloba (MALES ONLY)	1	_____	_____
2.5 in. caliper	Tulip Tree	Liridendron tulipifera	3	_____	_____
2.5 in. caliper	Eastern Redbud	Cercis canadensis	2	_____	_____
2.5 in. caliper	Goldenrain Tree	Koereuteria paniculata	4	_____	_____
2.5 in. caliper	English Oak	Quercus robur	4	_____	_____
2.5 in. caliper	Red Horsechestnut	Aesculus carnea	2	_____	_____
2.5 in. caliper	Japanese Tree Lilac	Syringa reticulata	2	_____	_____
2.5 in. caliper	Washington hawthorn	Crataegus phaenopyrum	4	_____	_____
8 ft. height	Pinyon Pine	Pinus edulis	4	_____	_____
8 ft. height	Colorado Blue Spruce	Picea pungens var. glauca cvs.	2	_____	_____

GRAND TOTAL FOR TREES

SIGNATURE

The undersigned, having carefully read and considered these bid documents, does hereby offer to provide such products or services on behalf of the City, in the manner described and subject to the terms and conditions set forth in the attached bid. Products or services will be provided at the rates set forth in said bid.

The undersigned further states that this bid is made in good faith and is not founded on, or in consequence of, a collusion, agreement, or understanding between themselves or any other interested party.

Company: _____ Contact: _____

Authorized Signature: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Cell: _____