

Teresa May Burns
Purchasing Coordinator
purchasing@pueblo.us



230 S. Mechanic
Pueblo, CO 81003
719-553-2350 PH
719-553-2351 FAX

**CITY OF PUEBLO
PURCHASING DEPARTMENT**

INVITATION TO BID

March 1, 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 18, 2009 at the City's Purchasing Office, 230 South Mechanic Street, Pueblo, CO for the following:

Project No.: 10-033

Project Name: Pool Chemicals for Parks

No faxed or electronically delivered bids will be accepted. Any bids received after the time and date listed above will be returned.

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.

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 a sealed envelope clearly marked with the above referenced project number and name. This material is being requisitioned by the City's Parks Department. Any questions regarding specifications should be directed to Dan Dasler at 719-553-2790.

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.
- 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. The City promotes intergovernmental cooperation of purchases. Any state or local governmental agency reserves the option to purchase any and all items from this bid that are deemed to be in the best interest of the agency.
- i. 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.

2. DELIVERY LOCATIONS

- a. City Park Pool, 800 Goodnight Avenue, Pueblo, CO.
- b. Mineral Palace Pool, 1500 N. Santa Fe, Pueblo, CO.
- c. Minnequa Park Pool, 714 Central, Pueblo, CO.
- d. Mitchell Park Pool, 1304 E. 12th Street, Pueblo, CO.
- e. Items will need to be delivered weekly at the four different pool locations listed above in the City, April thru August.
 - Item #1 – approximately 7-8 per week
 - Item #2 – approximately 14 cylinders per week as needed

3. TERMS

All prices quoted shall be honored from March 15, 2010 through May 31, 2011 unless there is an industry-wide price increase or decrease, which must be substantiated with a letter from the supplier. The City reserves the right to extend the term of this Agreement in one-year increments by written acceptance by both parties.

4. BASIS OF AWARD

Bid will be awarded to the vendor offering the lowest the grand total price (Unless otherwise selected by the Evaluation Committee from which an explanation will be provided.)

QUOTATION RECORD

Price must include all freight, delivery and handling charges to deliver the material to the required location.

Item #	Description	Estimated Quantity	Unit Price	Total Cost
1	Sodium Hydroxide (Caustic Soda) 55 gallon, 700 lb. drums	125	_____	_____
2	Chlorine 150 lb. cylinders (gas)	300	_____	_____
GRAND TOTAL				=====

Vendor agrees to deliver material within ____ days after receipt of purchase order.

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: _____

Email: _____