



City of Glenwood Springs
Procurement Department
101 West 8th Street
Glenwood Springs, CO 81601
INVITATION TO BID BD 2019-002
COVER SHEET

Date: January 29, 2019

Bid number: BD 2019-002

Bid title: **Equipment Rental and Services**

Bids will be received until: February 28, 2019
2:00 p.m., local time
at 101 West 8th Street, Procurement Office,
First Floor, Glenwood Springs, Colorado
81601

Responses may also be submitted electronically to bidresponse@cogs.us no later than the time and date stated above. Include the Bid title and #BD2019-002 in the Subject line of the email. If email responses are not sent to the email address listed above, they will be considered as non-responsive and will not be accepted.

Goods or services to be delivered to or performed at: **City of Glenwood Springs South Canyon Landfill**

Mandatory Pre-bid meeting: **February 12, 2019, 10:30 am, at Glenwood Springs South Canyon Landfill, 1205 County Road 134, Glenwood Springs, CO 81601**

For additional information contact Mary Lou Haflinger: 970-384-6468

Email Address: marylou.haflinger@cogs.us

Documents included in this package: Cover Sheet
Special Terms and Conditions
Specifications
Addendum to Professional Services
Exhibit A, Equipment List and Pricing
Exhibit B, Specified Services
Exhibit C – Landfill Area Map

If any of the documents listed above are missing from this package, they may be picked up at 101 West 8th Street, Procurement Department, First Floor.

The undersigned hereby affirms that (1) he/she is a duly authorized agent of the contractor, (2) he/she has read all terms and conditions and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her offer, (3) that the offer is being submitted on behalf of the contractor in accordance with any terms and conditions set forth in this document, and (4) that the contractor will accept any awards made to it as a result of the offer submitted herein for a minimum of ninety (90) calendar days following the date of submission.

PRINT OR TYPE YOUR INFORMATION

Name of Company: _____ Fax: _____

Address: _____ City/State: _____ Zip: _____

Contact Person: _____ Title: _____ Phone: _____

Authorized Representative's Signature: _____ Phone: _____

Printed Name: _____ Title: _____ Date: _____

Email Address: _____

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City of Glenwood Springs
Procurement Department
101 West 8th Street
Glenwood Springs, CO 81601

**INVITATION TO BID BD 2019-002
EQUIPMENT RENTAL AND SERVICES
SPECIAL TERMS AND CONDITIONS**

SCHEDULE OF ACTIVITIES: The following activities outline the process to be used to solicit contractor responses and to evaluate each contractor proposal.

January 29, 2019 and February 8, 2019	Advertise
February 12, 2019 at 10:30 a.m.	Mandatory pre-bid meeting
February 18, 2019	Deadline for submitting questions
February 19, 2019	Local Preference due
February 22, 2019	Proposal deadline
March 7, 2019	Award contract (estimate)

PURPOSE OF SOLICITATION - TO PURCHASE ITEMS THROUGH A SINGLE SOLICITATION: The purpose of this Solicitation is to provide **Equipment Rental and Services** through a single solicitation.

TERM OF CONTRACT: This contract shall commence on the date of the Purchase Order or Notice of Award and shall remain in effect until such time as the commodities, equipment and/or services acquired in conjunction with this Solicitation have been completed and accepted by the City's authorized representative. Notwithstanding, it shall be understood and agreed that any required warranty period which exceeds this term shall remain in full force for the duration of the warranty period.

TERMINATION OF CONTRACT:

- A. The City may, by written notice to the successful Contractor, terminate the contract if the Contractor has been found to have failed to perform its service in a manner satisfactory to the City as per specifications, including delivery as specified. The date of termination shall be stated in the notice. The City shall be the sole judge of non-performance.
- B. The City may cancel the contract, without penalty, upon thirty days written notice for reason other than cause. This may include the City's inability to continue with the contract due to the elimination or reduction of funding.

METHOD OF AWARD - HOURLY RATE, CUBIC YARD, DAILY RATE: Award of contract for equipment listed in EXHIBIT A will be made to the lowest responsive, responsible Vendor(s) who offers hourly rates for all equipment classifications listed. The lowest responsive, responsible Vendor in the aggregate shall be designated as the primary Vendor for all equipment listed in the Solicitation and shall be given the first opportunity to supply said classifications to the City. Award of contract for services listed in EXHIBIT B will be made to the lowest responsive, responsible Vendor(s) who offers per cubic yard and daily rates for all equipment needed to complete the tasks for this Bid. The lowest responsive, responsible Vendor in the aggregate shall be designated as the primary Vendor for all job classifications listed in the Solicitation and shall be given the first opportunity to supply said job classifications to the City. **Awarded Contractor must provide qualified operator(s) for the equipment listed on Exhibit A, Equipment Listing and Pricing Sheet. The City reserves the option to separately award contracts for the equipment listed on Exhibit A, and the services listed on Exhibit B.**

ELIGIBILITY OF CONTRACTORS - MINIMUM YEARS OF EXPERIENCE AND OPERATIONAL FACILITIES REQUIRED: Pre-award inspection of the Contractor's facility may be made prior to award of

the contract. Responses will only be considered from Contractors which have been engaged in the business of manufacturing or distributing the goods and/or performing services as described in this Solicitation for a minimum period of three years prior to the date of this Solicitation. The Contractors must be able to produce evidence that they have an established satisfactory record of performance for a reasonable period of time and have sufficient financial support, equipment and organization to ensure that they can satisfactorily execute the services if awarded a contract. The term equipment and organization as used herein shall be construed to mean a fully equipped and well established company in line with the best business practices in the industry and as determined by the proper authorities of the City. The City reserves the right, before awarding the contract, to require a Contractor to submit such evidence of its qualifications as it may deem necessary, and may consider any evidence available to it (including, but not limited to, the financial, technical and other qualifications and abilities of the Contractor, including past performance and experience with the City) in making the award in the best interest of the City.

ASSIGNMENT OF CONTRACT NOT ALLOWED: Responses will only be considered from Contractors which are directly engaged in the business of manufacturing or distributing the goods and/or performing the services described in this Solicitation. Accordingly, no part of this contract can be assigned to another contractor.

ADJUSTMENT OF QUANTITIES: While the quantities stipulated in this Solicitation will be used by the City for purposes of determining the low Contractor meeting Specifications, it is hereby agreed and understood that the City has the right to adjust/reduce/increase the quantities ordered in conjunction with this Solicitation based on budgetary conditions.

BID SUBMITTAL: the following pages must be submitted with your bid: Invitation to Bid, Specification Sheet, Exhibit A- Equipment List and Pricing, Exhibit B-Specified Services, and the Addendum to Professional Services Agreement.

INDEMNIFICATION: The successful Contractor shall indemnify and hold the City harmless from any and all claims, liabilities, losses and causes of action which may arise out of the fulfillment of the Contractor's contractual obligations as outlined in this Solicitation. The Contractor or its insurer(s) shall pay all claims and losses of any nature whatever in connection therewith, and shall pay the costs of defense of all suits, against the City when applicable, and shall pay all costs and judgments which may issue thereon.

INSURANCE: The Contractor shall purchase and maintain at its own expense, insurance which is at least as broad, and with limits at least as great as outlined below:

General Liability

Policy form:	Occurrence
Policy Aggregate	\$ 2,000,000
Products/completed operations aggregate	2,000,000
Each occurrence limit	1,000,000
Personal & advertising injury limit	1,000,000
Products/completed operations Defense in excess of limits	
Per location / per job aggregate limit	
Blanket contractual Independent contractors	
Primary & non-contributory	
Show Waiver of Subrogation in favor of the City (if not, show city job/location specifically)	All locations / operations
Name the City as "Additional Insured"	

Automobile Liability:

Combined single limit:.....	\$ 1,000,000
Any auto	(or Hired & Non-owned, if you own no vehicles)
Show Waiver of Subrogation in favor of the City	
Primary & non-contributory	
Auto pollution liability	(IF you carry any hazardous cargo)
(If the Contractor is providing repairs to City vehicles on the Contractor's property, the Contractor shall possess Garage Liability Insurance, covering premises, auto and completed operations)	
Name the City as "Additional Insured"	

Workers' Compensation:

Workers Compensation benefits:	per Colorado Statute
Employers liability – limit per accident	\$ 100,000
Employers liability – limit per disease	100,000
Employers liability – disease aggregate	500,000
All owners/officers who will be on City property or job site must be covered	
Show Waiver of Subrogation in favor of the City	
Coverage must apply to workers in Colorado	

Insurance companies providing the coverages specified above must be authorized to do business under the laws of the State of Colorado and must be rated no less than “A-“ by A.M. Best Company. Issuance of a contract is contingent upon verification of all required coverage, as required below.

ACCIDENT PREVENTION: The Contractor shall be required to take safety precautions in an effort to protect persons and City property. All contractors shall conform to all OSHA, State and County regulations while performing under the terms and conditions of this contract. Any fines levied by the above mentioned authorities because of inadequate compliance with these requirements shall be borne solely by the Contractor which is responsible for same.

PROTECTION OF PROPERTY: All existing structures, utilities, services, roads, trees, shrubbery, resident's vehicles, etc., located on City property shall be protected against damage or interrupted services at all times by the Contractor during the term of this contract. The Contractor shall be held responsible for repairing or replacing any and all property which is damaged by reason of the Contractor's operation on the property to the satisfaction of the City.

PRICE OFFERS SHALL BE FIXED AND CONTRACTOR: The prices offered by the Contractor shall remain fixed and Contractor. No changes in the Response shall be allowed after the date and time of the Solicitation opening due to error by the Contractor. Responses may not be withdrawn after the time and date set for the Solicitation opening for a period of ninety (90) calendar days.

LABOR, MATERIALS AND EQUIPMENT TO BE SUPPLIED BY THE CONTRACTOR: Unless otherwise provided in this Solicitation, the Contractor shall furnish all labor, materials and equipment necessary for satisfactory contract performance. When not specifically identified in this Solicitation, such materials and equipment shall be of a suitable type and grade for the intended purpose. All materials, workmanship, and equipment shall be subject to the inspection and approval of the City's Project Manager.

RESPONSE TO QUESTIONS: Questions which arise during the response preparation period regarding issues around this Solicitation, procurement and/or award should be directed, in writing, via fax, email or U.S. mail, to Mary Lou Haflinger, Contracts Coordinator, Procurement Department, City of Glenwood Springs, 101 West 8th Street, Glenwood Springs, Colorado 81601, marylou.haflinger@cogs.us, fax number 970-945-2597. The contractor submitting the question shall be responsible for ensuring that the question is received by the buyer at least seven (7) calendar days prior to the scheduled opening of the Solicitation.

Any official interpretation of this Solicitation must be made by an agent of the City's Procurement Department who is authorized to act on behalf of the City. The City shall not be responsible for interpretations offered by employees of the City who are not agents of the City's Procurement Department.

METHOD OF AWARD - HOURLY RATE, CUBIC YARD, DAILY RATE: Award of contract for equipment listed in EXHIBIT A will be made to the lowest responsive, responsible Vendor(s) who offers hourly rates for all equipment classifications listed. The lowest responsive, responsible Vendor in the aggregate shall be designated as the primary Vendor for all equipment listed in the Solicitation and shall be given the first opportunity to supply said classifications to the City. Award of contract for services listed in EXHIBIT B will be made to the lowest responsive, responsible Vendor(s) who offers per cubic yard and daily rates for all equipment needed to complete the tasks for this Bid. The lowest responsive, responsible Vendor in the aggregate shall be designated as the primary Vendor for all job classifications listed in the Solicitation and shall be given the first opportunity to supply said job classifications to the City. **Awarded Contractor must provide qualified operator(s) for the equipment listed on Exhibit A, Equipment Listing and**

Pricing Sheet. The City reserves the option to separately award contracts for the equipment listed on Exhibit A, and the services listed on Exhibit B.

HOURLY RATE DEFINED: The hourly rates quoted by the Contractor shall include full compensation for operator, equipment use, travel time, fuel and any other costs incurred by the Contractor.

EMERGENCY SERVICE: The successful Contractor shall provide emergency equipment rental on a 24 hour/seven-days-a-week basis. Emergency equipment rental response time shall be no more than 4 hours after verbal notification by the City.

METHOD OF PAYMENT - PERIODIC INVOICES FOR COMPLETED SERVICES: The successful Contractor shall submit an invoice to the City's Finance Department. The invoice shall reference the appropriate Purchase Order number, the service address(s), a detailed explanation of the work that was performed. The periodic invoices shall not exceed thirty calendar days from the date of the service. Under no circumstances shall the invoices be submitted to the City in advance of the service being performed.

OPTION TO RENEW FOR SUBSEQUENT YEARS (WITH PRICE ADJUSTMENT): The prices or discounts quoted in this Solicitation shall prevail during the specified term of the contract, at which time the City shall have the option to renew the contract for an additional one year period. The optional renewal periods shall not exceed three (3) years. This option is a City prerogative and not a right of the Contractor and will be exercised only when such continuation is clearly in the best interest of the City. Unless otherwise notified in writing, the option period shall become automatic at the end of the original period. During the option period, the City will consider an adjustment to the pricing structure if the contractor notifies the City of a price adjustment. The Contractor shall notify the City of such adjustments during the option period at least thirty (30) calendar days prior to the effective date of the new price to be charged to the City. The City reserves the right to reject any price adjustments submitted by the Contractor and/or to terminate the contract with the Contractor based on such price adjustments.

LOCAL PREFERENCE:

(a) Legislative intent. It is the intention of the City Council whenever possible to use, without significant additional cost to the taxpayers or ratepayers, local businesses and/or subcontractors for construction services or procurement of goods and supplies (excluding sole source procurement, emergency procurements, small purchase procurement, used supplies procurement or professional service procurement and any procurement made with external funding source requirements that preclude application of local preference) in those instances when awarding contracts in the amount of twenty-five thousand dollars (\$25,000.00) or more, pursuant to competitive procurement, with City funds. The City Council intends to give local businesses an advantage in the bidding process so that monies received from such contracts will be spent by the employees of local businesses in the local economy. Local business preference may be used as one (1) factor in determining the award of a bid over twenty-five thousand dollars (\$25,000.00). This local preference will only be available to responsible and responsive bidders and/or subcontractors that meet all applicable bid evaluation criteria.

(b) Definition of local business.

(1) When applied to construction contracts, *Local Business* shall mean a business and/or a subcontractor individually applying for Local Business designation which meets the criteria in either Subsections a. and c. or Subsections b. and c. as listed below:

a. The business headquarters must be located and primarily doing business within a forty-five (45) mile radius of the intersection of 8th Street and Grand Avenue in Glenwood Springs. In the event the business is incorporated or otherwise registered, it must be incorporated or otherwise registered in Colorado.

b. At least seventy-five percent (75%) of the business work force, at the time of the application, must reside within a forty-five (45) mile radius of the intersection of 8th Street and Grand Avenue in Glenwood Springs.

c. The business shall have at least seventy-five percent (75%) of business vehicles registered at the time of the application, with the government agency having jurisdiction over areas within a forty-five (45) mile radius of the intersection of 8th Street and Grand Avenue in Glenwood Springs.

(2) When applied to procurement of goods, supplies, construction equipment and other vehicles, *Local Business* shall mean a business that is located and primarily doing business in the corporate limits of the City. In the event the business is incorporated or otherwise registered, it must be incorporated or otherwise registered in Colorado.

(c) Local Business Designation. Prior to submitting a bid, any business and/or subcontractor wishing to obtain the Local Business Designation shall apply for such designation by submitting sufficient written documentation to the City Manager which supports a request for such designation. The owner of the business and/or subcontractor seeking Local Business Designation shall submit a signed, sworn affidavit affirming the truthfulness of all information supplied to the City with the application for Local Business Designation. To receive Local Business Designation of any subcontractor amounts included in its bid, a business must certify the accuracy of the contents of the subcontractor's Local Business Designation application submitted pursuant to this Section. The City Manager may grant a Local Business Designation to a business and/or subcontractor if such business and/or subcontractor has satisfied the criteria set forth in Subsection (b). In the event the City Manager does not grant a Local Business Designation upon request, such business and/or subcontractor may appeal the decision by providing a written explanation of the basis of the appeal to the City Council within five (5) business days of receiving the City Manager's decision. A decision by a majority of the City Council present shall be made at the time of the award of the contract for which the appeal is made.

(d) Local Business preference. In the event that a determination is made that a submitted bid is from a responsible and responsive bidder and that the business submitting the bid and/or a subcontractor included in the bid has a Local Business Designation, the bid comparison and award shall be made after taking any applicable local preference into consideration.

All portions of the submitted bid attributable to a Local Business shall be aggregated for application of the local preference as follows: if the aggregate Local Business portion of the submitted bid contract amount is equal to or less than Two Hundred Thousand Dollars (\$200,000.00), the Local Business preference will be five percent (5%); if the aggregate Local Business portion of the submitted bid contract amount is more than Two Hundred Thousand Dollars (\$200,000.00), the Local Business preference will be Ten Thousand Dollars (\$10,000.00) plus two and one-half percent (2.5%) of the aggregate Local Business portion in excess of Two Hundred Thousand Dollars (\$200,000.00); no Local Business preference, in any event, shall exceed One Hundred Thirty-Five Thousand Dollars (\$135,000.00). Determination of the lowest responsible and responsive bidder shall be made after any appropriate Local Business preference amount is applied to the submitted full bid contract amount.

(e) Notice. Every bid shall contain notification of this Section setting forth this Local Business preference and shall require a bidder to submit, at a time to be specified, the manner in which, if at all, such business and/or subcontractor may qualify for Local Business Designation under this Local Business preference policy.

(f) Timing. No Local Business Designation shall be allowed unless such designation has been given in writing prior to the award of bid.

(g) Challenge. In the event any person wishes to challenge the Local Business Designation of a business and/or subcontractor which has received such designation, such challenge shall be submitted in writing to the City Manager. The written documentation supporting such challenge must set forth, with specificity, the reasons supporting the allegation that the business and/or subcontractor should not continue to receive the Local Business Designation. The City Manager, at his/her discretion, shall investigate such allegations and may seek the imposition of the remedies set forth in this Section.

(h) Civil penalty. In the event a business and/or subcontractor has been given the Local Business Designation and the City Manager determines that such designation is erroneous, such business shall be penalized in the same monetary amount as the Local Business preference advantage which was applied to the bid from such business when it was awarded the contract. In addition, such business and subcontractor shall be subject to debarment for a period of three (3) years.

(i) False affidavit. It shall be unlawful for any person to make a false statement in the affidavit or to provide false information supporting application for the Local Business Designation.

(j) Violations. In addition to the other remedies provided in Subsection (h) (Civil Penalty), any person violating Subsection (i) (False Affidavit) shall be deemed guilty, per occurrence, of a misdemeanor and, upon conviction of the same, shall be punished, per occurrence, in accordance with the provisions of Section 010.020.080 in the Municipal Court. Violations of any provision shall be deemed to be a strict liability offense as defined in Subsection 120.010.010. Culpable mental state is not required with respect to any material element of a violation of this Subsection.

Any Contractor, Subcontractor or supplier wishing to obtain local business designation shall apply for such designation by submitting sufficient written documentation supporting such request to the City Manager no later than 5:00 p.m. (local time), February 28, 2019. Copies of the Local Business Preference Ordinance may be obtained by contacting the Procurement Department, City Hall, 101 West 8th Street, Glenwood Springs, Colorado, 81601 (970-384-6445).

CONTENTS OF OFFER:

- A. General Conditions. Contractors are required to submit their Offers in accordance with the following expressed conditions:
1. Contractor shall make all investigations necessary to thoroughly inform themselves regarding the plant and facilities affected by the delivery of materials and services as required by the conditions of the Solicitation. No plea of ignorance by the Contractor of conditions that exist or that may hereafter exist as a result of failure to fulfill the requirements of the contract documents will be accepted as the basis for varying the requirements of the City or the compensation to the Contractor.
 2. Contractors are advised that all City contracts are subject to all legal requirements contained in the City procurement policies, the Procurement Department's procedures and state and federal statutes. When conflicts between the Solicitation and these legal documents occur, the highest authority will prevail.
 3. Contractors are required to state exactly what they intend to furnish to the City via this Solicitation and must indicate any variances to the terms, conditions, and specifications of this Solicitation no matter how slight. If variations are not stated in the Contractor's Offer, it shall be construed that the Contractor's Offer fully complies with all conditions identified in this Solicitation.
 4. City Of Glenwood Springs intends and expects that the contracting processes of the City and its Contractors provide equal opportunity without regard to gender, race, ethnicity, religion, age or disability and that its Contractors make available equal opportunities to the extent third parties are engaged to provide goods and services to the City as subcontractors, contractor, or otherwise. Accordingly, the Contractor shall not discriminate on any of the foregoing grounds in the performance of the contract, and shall make available equal opportunities to the extent third parties are engaged to provide goods and services in connection with performance of the contract (**joint ventures are encouraged**). The Contractor shall disseminate information regarding all subcontracting opportunities under this contract in a manner reasonably calculated to reach all qualified potential subcontractors who may be interested. The Contractor shall maintain records demonstrating its compliance with this article and shall make such records available to the City upon the City's request.
 5. All Offers and other materials submitted in response to this Solicitation shall become the property of the City of Glenwood Springs.
- B. Clarification and Modifications in Terms and Conditions
1. If any Contractor contemplating submitting an Offer under this Solicitation is in doubt as to the true meaning of the specifications, the Contractor must submit a **written request** for clarification to the City's Contact person as stated in the Special Terms and Conditions. The Contractor submitting the request shall be responsible for ensuring that the request is

received by the City at least five (5) calendar days prior to the scheduled Solicitation opening or as stated in the Special Terms and Conditions.

Any official interpretation of this Solicitation must be made, in writing, by an agent of the City's Procurement Department who is authorized to act on behalf of the City. The City shall not be responsible for interpretations offered by employees of the City who are not agents of the City's Procurement Department.

The City shall issue a written addendum if substantial changes which impact the technical submission of Offers are required. The Contractor shall certify its acknowledgment of the addendum by signing the addendum and returning it with its Offer. In the event of conflict with the original contract documents, addenda shall govern all other contract documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.

C. Prices Contained in Offer--Discounts, Taxes, Collusion

1. Contractors may offer a cash discount for prompt payment. Discounts will be considered in determining the lowest net cost for the evaluation of Offers; discounts for periods of less than twenty days, however, will not be considered in making the award.
2. Contractors shall not include federal, state, or local excise or sales taxes in prices offered, as the City is exempt from payment of such taxes.
3. The Contractor, by affixing its signature to this Solicitation, certifies that its Offer is made without previous understanding, agreement, or connection either with any persons, Contractors or corporations making an Offer for the same items, or with the City. The Contractor also certifies that its Offer is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. To insure integrity of the City's public procurement process, all Contractors are hereby placed on notice that any and all Contractors who falsify the certifications required in conjunction with this section will be prosecuted to the fullest extent of the law.

PREPARATION AND SUBMISSION OF OFFER:

A. Preparation

1. Mailed offers must be typed or legibly printed in ink. The use of erasable ink is not permitted. All corrections made by the Contractor must be initialed **in blue ink** by the authorized agent of the Contractor.
2. Mailed offers must contain, **in blue ink**, a manual signature of an authorized agent of the Contractor in the space provided on the Solicitation cover page. **The original cover page of this Solicitation must be included in all Offers. If the Contractor's authorized agent fails to sign and return the original cover page of the Solicitation, its Offer shall be invalid and shall not be considered.**
3. Unit prices shall be provided by the Contractor on the Solicitation's Specification and Pricing Form when required in conjunction with the prescribed method of award and **shall be for the unit of measure requested**. Prices that are not in accordance with the measurements and descriptions requested may be considered non-responsive and may not be considered. Where there is a discrepancy between the unit price and the extension of prices, the unit price shall prevail.
4. Alternate Offers will not be considered unless expressly permitted in the Specification's Special Terms and Conditions.
5. The accuracy of the Offer is the sole responsibility of the Contractor. No changes in the Offer shall be allowed after the date and time that the Offers are due.

B. Submission

1. The Offer shall be sealed in an envelope with the contractor's name and the bid number on the outside.
2. Unless otherwise specified, when a Specification and Pricing form is included as a part of the Solicitation, it must be used when the Contractor is submitting its Offer. The Contractor shall

- not alter this form (e.g. add or modify categories for posting prices offered) unless expressly permitted in the addendum duly issued by the City. No other form shall be accepted.
3. Offers submitted via facsimile machines will not be accepted.
 4. Contractors which qualify their Offers by requiring alternate contractual terms and conditions as a stipulation for contract award must include such alternate terms and conditions in their Offers. The City reserves the right to declare Contractors' Offers as non-responsive if any of these alternate terms and conditions are in conflict with the City's terms and conditions, or if they are not in the best interests of the City.
- C. Late Offers. Offers received after the date and time set for the opening shall be considered non-responsive and returned unopened to the Contractor.
- D. Contractor Information Form. All Contractors are required to complete the Contractor Information Form that is included with this solicitation.

MODIFICATION OR WITHDRAWAL OF OFFERS

- A. Modifications to Offers. Offers may only be modified in the form of a written notice on company letterhead and must be received prior to the time and date set for the Offers to be opened. Each modification submitted to the City's Procurement Department must have the Contractor's name and return address and the applicable Solicitation number and title clearly marked on the face of the envelope. If more than one modification is submitted, the modification bearing the latest date of receipt by the City's Procurement Department will be considered the valid modification.
- B. Withdrawal of Offers
1. Offers may be withdrawn prior to the time and date set for the opening. Such requests must be made in writing on company letterhead.
 2. In accordance with the Uniform Commercial Code, Offers may not be withdrawn after the time and date set for the opening for a period of ninety (90) calendar days. If an Offer is withdrawn by the Contractor during this ninety day period, the City may, at its option, suspend the Contractor from the bid list and may not accept any Offer from the Contractor for a six month period following the withdrawal.

REJECTION OF OFFERS:

- A. Rejection of Offers. The City may, at its sole and absolute discretion:
1. Reject any and all, or parts of any or all, Offers submitted by prospective Contractors;
 2. Readvertise this Solicitation;
 3. Postpone or cancel the process;
 4. Waive any irregularities in the Offers received in conjunction with this Solicitation to accept an offer(s) which has additional value or function and/or is determined to be more advantageous to the City;
 5. and/or Determine the criteria and process whereby Offers are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by the City.
- B. Rejection of a Particular Offer. The City may, at its sole and absolute discretion, reject an offer under any of the following conditions:
1. The Contractor misstates or conceals any material fact in its Offer;
 2. The Contractor's Offer does not strictly conform to the law or the requirements of the Solicitation;
 3. The Offer expressly requires or implies a conditional award that conflicts with the method of award stipulated in the Solicitation's Special Terms and Conditions;
 4. The Offer does not include documents, including, but not limited to, certificates, licenses, and/or samples, which are required for submission with the Offer in conjunction with the Solicitation's Special Terms and Conditions and/or Technical Specifications; or
 5. The Offer has not been executed by the Contractor through an authorized signature on the Specification's Cover Sheet.

C. Elimination From Consideration

1. An Offer may not be accepted from, nor any contract be awarded to, any person or Contractor which is in arrears to the City upon any debt or contract or which is a defaulter as surety or otherwise upon any obligation to the City.
2. An Offer may not be accepted from, nor any contract awarded to, any person or Contractor which has failed to perform faithfully any previous contract with the City, state or federal government, for a minimum period of three years after this previous contract was terminated for cause.

- D. The City reserves the right to waive any technical or formal errors or omissions and to reject any and all bids, or to award contract for the items hereon, either in part or whole, if it is deemed to be in the best interest of the City to do so.

APPEAL OF AWARD.

- A. Right to protest. Any actual or prospective bidder, offeror or contractor who is aggrieved in connection with the solicitation or award of a contract may file a protest as follows:

1. Prior to bid opening. If the course of the protest is known or should have been known to the aggrieved person prior to the opening of bids, such protest must be presented, if at all, to the City Manager as soon as it becomes known or should have become known but no later than the close of business on the day prior to the bid opening.
2. After bid opening. If the cause of the protest is known or should have been known to the aggrieved person after the bid opening, such protest must be presented, if at all, to the City Council within two (2) business days after the bid opening but, in no event, later than the bid award.

(b) Form of protest. The bid protest shall be in writing and specify the exact grounds for the protest. Any grounds not set forth in the written protest shall be waived.

(c) Determination of protest.

(1) By the City Manager. Bid protests made to the City Manager shall be decided by the City Manager as soon as is practicable after receipt of the protest but, in any event, no later than one hour prior to the bid opening. Such decision shall be in writing. In the event the decision is such and so substantial that other bidders or prospective bidders may desire to modify their bid proposals, the City Manager shall give notice of such decision to all bidders and prospective bidders of such decision. If insufficient time remains prior to the bid opening for bidders and prospective bidders to modify their bid proposals, then the City Manager at the place and time for bid opening can announce a reasonable continuance of the bid opening. No further public notice will be required except that all bidders who have submitted proposals as of the original time for bid opening and who are not present at the bid opening shall be given prompt written notice of the continuance of the bid opening and the reason for such continuance.

(2) By the City Council. Any person aggrieved by the decision of the City Manager may appeal his/her decision to the City Council, which appeal shall be decided, if practicable, prior to bid opening or, if not practicable, then prior to the award of bids. If the City Manager determines it to be in the best interests of the City when an appeal is made of his/her decision pursuant to this Paragraph, he/she may continue the bid opening in accordance with the provisions of this Subsection. If a bid protest is made to Council pursuant to Paragraph 010.060.160(a)(1), Council shall make a determination of the protest prior to bid award. If Council determines that the bid protest is appropriate, it may, but need not, determine to rebid the contract. The decision of Council shall be final from which an appeal to Court in accordance with the laws of the State, may be taken. Such appeal must be filed within ten (10) days of Council's decision or it shall be waived.

(d) Waiver. The failure of an aggrieved person to make a bid protest or an appeal of the same in accordance with the terms of this Section shall be deemed to be a waiver of such protest.



City of Glenwood Springs
Procurement Department
101 West 8th Street
Glenwood Springs, CO 81601

INVITATION TO BID BD 2019-002

SPECIFICATION SHEET

Equipment Rental Requirements

SCOPE OF WORK:

The City of Glenwood Springs is seeking a qualified Contractor for equipment rental as required for the South Canyon Landfill. The successful Contractor will work under the direction of the South Canyon Landfill Superintendent, or designated City employee. The successful Contractor shall provide rental equipment on a 24 hour/seven-days-a-week basis. Response time for Rental Equipment listed on Exhibit A shall be no more than four (4) hours after verbal notification by the South Canyon Landfill Superintendent, or designated City employee. Response time for Services listed on Exhibit B shall be no more than 40 hours after verbal notification by the South Canyon Landfill Superintendent, or designated City employee.

Successful Contractor must be able to supply the rental equipment with operators listed on Exhibit A, Equipment List and Pricing sheet. Loader and motor grader blades must have a straight edge, no teeth allowed.

Awarded Contractor must provide qualified operator(s) for equipment listed on Exhibit A, Equipment Listing and Pricing Sheet.

The hourly rates quoted by the Contractor shall include full compensation for operator, equipment use, travel time, fuel and any other costs incurred by the successful Contractor.

Certificates of insurance, naming the City as additional insured, must be required as specified in the bid documents.

List phone number and personnel information for the City to contact for emergency rental equipment needs:

_____ Phone number

_____ Personnel information

Does your offer comply with all the terms and conditions? If no, indicate exceptions on a separate sheet of paper.

Yes _____

No _____

Does your offer meet or exceed all specifications? If no, indicate exceptions on a separate sheet of paper.

Yes _____

No _____

Have you filled in all the blanks listed above?

Yes _____

No _____

Bid Submission:

Address the envelope as follows.

City of Glenwood Springs
Procurement Office, First Floor,
101 West 8th Street
Glenwood Springs, CO 81601
Bid #BD 2019-002

Responses may also be submitted electronically to bidresponse@cogs.us no later than the time and date stated above. Include the Bid title and #BD2019-002 in the subject line of the email.

If email responses are not sent to the email address listed above, they will be considered as non-responsive and will not be accepted.

City of Glenwood Springs
Addendum to Professional Services Agreement

Work By Illegal Aliens Prohibited. Pursuant to Section 8-17.5-101, C.R.S., *et. seq.*, as amended Contractor warrants, represents, acknowledges, agrees and certifies that:

1. Contractor does not knowingly employ or contract with an illegal alien who will perform work under this agreement. Contractor shall not knowingly enter into a contract with a subcontractor that fails to certify to Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien who will perform work under this Agreement.
2. Contractor will participate in the electronic employment verification program created in Public Law 208, 104th Congress, as amended, and expanded in Public Law 156, 108th Congress, as amended, and jointly administered by the Department of Homeland Security and the Social Security Administration, or its successor program (hereinafter, "E-Verify Program") or will participate in the "Department Program" as established in §8-17.5-102(5)(c), C.R.S., as amended, in order to conContractor the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement.
3. Contractor has conContractored the employment eligibility of all employees who are newly hired for employment to perform work under this agreement through participation in the E-Verify Program or the Department Program.
4. Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.
5. If Contractor obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien, Contractor shall be required to:
 - (a) notify the subcontractor and the City within three (3) days that Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and
 - (b) terminate the subcontract with the subcontractor if within three (3) days of receiving the notice required pursuant to this subparagraph the subcontractor does not stop employing or contracting with the illegal alien; except that Contractor shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
6. If Contractor participates in the Department Program, Contractor shall provide a notarized written afContractoration to City that Contractor has, as required by the Department Program, examined the legal work status of employees hired to perform work under this Agreement and shall comply with all other requirements of the Department Program. (A sample contract afContractoration may be obtained at: <http://www.coworkforce.com/lab/pcs/default.asp>)
7. Contractor shall comply with any reasonable request by the Colorado Department of Labor and Employment ("Department") made in the course of an investigation that the Department is undertaking pursuant to its legal authority.
8. Nothing in this Addendum shall be construed as requiring Contractor to violate any terms of participation in the E-Verify Program.
9. If Contractor violates this Addendum, the City may terminate this Agreement for breach of contract. If this Agreement is so terminated, Contractor shall be liable for actual and consequential damages to the City arising out of said violation.

CONTRACTOR

DATE: _____

BY: _____

EXHIBIT A

HOURLY RATES

Skid Steer Loader 246	\$ _____
Excavator 321	\$ _____
Excavator 336	\$ _____
Motor Grader 140	\$ _____
Rubber Tire Backhoe 580	\$ _____
Rubber Tire Loader 930	\$ _____
Rubber Tire Loader 950	\$ _____
Dozer D3 114" in. blade max	\$ _____
Dozer D6	\$ _____
Dozer D9	\$ _____
Smooth Drum Compactor min. 66" in. drum	\$ _____
Tandem Dump	\$ _____
2000 gal water truck/fill pump	\$ _____
Bar type Grizzly	\$ _____
Labor	\$ _____
Standby Labor	\$ _____
Overtime Labor	\$ _____

TOTAL PER HOUR RATES \$ _____
TOTAL WRITTEN IN WORDS _____

List Misc. Equipment and hourly rate:

List Misc. Billable:

NOTE If your specific piece of equipment isn't an exact match, list comparable equipment with specifics

EXHIBIT B

TASK ONE : Road Grading and Drainage

One weeks' notice will be given to mobilize the necessary equipment in preparation to do routine road maintenance, grading, spreading crushed concrete, watering, rolling, pulling road side ditches, hauling excess materials for stockpile. There is approximately two (2) miles of dirt road on site. Work will be done during normal landfill hours. No flagging is required, would recommend "road work ahead" signs posted speed limit is 15 mph. Pricing will be based on an eight (8) hour day and can be divided into half day increments for billing.

Task one does not include snow removal.

Price for Mobilization and De-mobilization \$ _____

Price written in words: _____

Price per eight (8) hours of road maintenance \$ _____

Price written in words: _____

TASK TWO: Generate and stock pile cover dirt

Twice a year given one weeks' notice to mobilize the necessary equipment to generate dirt cover material from the designated on-site borrow areas. The material will be hauled to a designated stockpile area and measured by survey to determine total volume. The goal will be to stockpile approximately 6,000 cy at each notice. We will try to schedule them is Spring and late Fall of the year.

South Canyon Landfill will provide a water truck for haul road dust control during Task Two.

Payment will be per cubic yard stockpiled \$ _____

written _____

NOTE: Materials generated from clearing and grubbing will be stockpiled in the area of clearing.

South Canyon Landfill will provide crushed concrete if needed.

During anticipated frequent road maintenance needs, contractor will be allowed to leave equipment on site to reduce mobilization and de-mobilization costs.

EXHIBIT C:
LANDFILL AREA
MAP

STOCKPILE
AREA

INTERNAL
ROADWAYS
IN RED

INTERNAL
ROADWAYS
IN RED

BORROW AREA

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