



**INVITATION FOR BID (IFB)**

**IFB No. 370-22**

**ANALYTICAL LAB SERVICES**

**Buyer of Record: Carol Arellano**

**[Carol.Arellano@Thorntonco.gov](mailto:Carol.Arellano@Thorntonco.gov)**

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**SECTION A: SCHEDULE, BUYER OF RECORD, AND GENERAL SUMMARY OF NEEDS**

**A.1 SCHEDULE OF EVENTS:**

The following is a list of important items, dates, and times that pertain to this solicitation. All times listed below are in reference to the local Thornton, Colorado time.

<u>Solicitation Item</u>	<u>Date</u>	<u>Time</u>
Proposal Issued	12/21/22	10:00 A.M.
Deadline to Submit Additional Questions	12/23/22	10:00 A.M.
Response to Written Questions	12/28/22	10:00 A.M.
Proposal Due Date	1/4/23	10:00 A.M.

**A.2 BUYER OF RECORD:**

The Buyer of Record for this solicitation will be the central point of contact throughout the solicitation process. All questions and inquiries must be submitted in writing via a direct email to the Buyer. No communication is to be directed to any other Thornton personnel.

The Buyer of Record’s contact information is as follows:

Buyer Name: **Carol Arellano**  
 Buyer Title: **Purchasing Analyst**  
 Buyer Email: **Carol.Arellano@Thorntonco.gov**

**A.3 GENERAL SUMMARY OF PROCUREMENT NEEDS:**

The City of Thornton, CO (“Thornton”) is seeking Proposals from interested firms for Analytical Lab Services.

The contracted lab will perform analyses by Environmental Protection Agency (EPA) approved drinking water methods where applicable. If methods other than those listed on the Required Testing List will be used, the contract lab must indicate the alternate method.

**SECTION B: CURRENT STATE, SCOPE OF WORK, AND SPECIAL CONSIDERATIONS****B.1 SCOPE OF WORK – GENERAL CONSIDERATIONS:**

1. Thornton personnel will collect water samples in accordance with the attached Required Testing List. Samples will be delivered to the contracted lab by Thornton personnel, or shipped, or picked up by the contracted lab. If a sample pick-up Service is available, the contracted lab shall indicate any additional costs for this Service. The contracted lab will save duplicate and unused portions of samples for thirty (30) Calendar Days following the final Analytical Report date.
2. The contracted lab must provide clean sample bottles with appropriate preservatives. The price quoted for each test parameter should include the cost of the sample bottle.
3. If shipping is required, sample bottles and sample coolers will be shipped to Thornton at the cost of the contracted lab. Thornton will be responsible for the cost of shipping samples and sample coolers to the contracted lab. All samples bottles and coolers shall be shipped to Wes Brown Water Treatment Plant, 3651 East 86<sup>th</sup> Avenue, Thornton, CO 80229, Attention: Water Quality Laboratory. An example of an average shipment would be forty pounds (40 lbs.), sixty quart (60 qt.) cooler. Bottles and coolers must arrive at least two weeks prior to the sampling event.
4. The contracted lab will perform analyses by Environmental Protection Agency (EPA) approved drinking water methods where applicable. If methods other than those listed on the Required Testing List will be used, the contract lab must indicate the alternate method.
5. If any of the minimum detection limits listed on the Required Testing List cannot be met, the contracted lab must indicate the alternate detection limits.
6. Analytical Reports will be delivered to Thornton Water Quality staff within fifteen (15) working days for the routine testing listed on the Required Testing List. If the contracted lab for any reason cannot deliver an Analytical Report within the fifteen (15) day working day time frame, Thornton Water Quality Staff shall be notified by phone or e-mail.
7. Analytical reports will, where appropriate, include standard laboratory quality control documentation such as (at a minimum) laboratory blank, spike, duplicate, or external standard (or surrogate) values for each set of test parameters. The contract lab shall include an explanation of any failure to meet Quality Assurance/Quality Control (QA/QC)

criteria. The contract lab will contact Thornton when QA/QC criteria are not met and make all reasonable efforts to explain and correct any QA/QC failures.

8. The contract lab and any subcontracted laboratories must be certified by the State of Colorado for any of the test parameters analyzed that are included in the Colorado Primary Drinking Water Regulations. The contract lab and any sub-contracted laboratories, must also participate in Water Supply Performance Evaluation Studies for these parameters. The certification documentation and previous two (2) performance evaluation results for the prospective contract laboratory(s) must be submitted with the Bid and any time during the term of the Contract when requested by Thornton. If at any time the contract lab loses their drinking water certification from the State of Colorado, Thornton shall be notified and Thornton reserves the right to cancel the Agreement with no prior notice.
9. The contract lab shall have the ability to provide Environmental Data Coding (EDCs) screens for United States Geological Survey (USGS) methods, USGS M4mod and USGS M2mod.

**REQUIRED TESTING LIST  
INORGANIC TESTING**

<b>PARAMETER</b>	<b>Minimum Reporting Limit (MRL)</b>	<b>Method (or approved equivalent)</b>	<b>Annual Total (includes monthly, quarterly, and semi-annual samples)</b>
Cyanide	0.01 mg/l	EPA 335.4	18
TKN	0.10 mg/l	EPA 351.3	13
Bromate	0.001 mg/l	EPA 317.0	25
Aluminum	0.05 mg/l	EPA 200.7	4
Antimony	0.001 mg/l	EPA 200.8	110
Arsenic	0.001 mg/l	EPA 200.8	110
Barium	0.002 mg/l	EPA 200.8	110
Beryllium	0.001 mg/l	EPA 200.8	110
Cadmium	0.001 mg/l	EPA 200.8	110
Chromium	0.001 mg/l	EPA 200.8	110
Chromium, 6+	0.0001 mg/l	EPA 218.6	4
Copper	0.001 mg/l	EPA 200.8	131
Iron	0.02 mg/l	EPA 200.7	24

**REQUIRED TESTING LIST  
INORGANIC TESTING**

<b>PARAMETER</b>	<b>Minimum Reporting Limit (MRL)</b>	<b>Method (or approved equivalent)</b>	<b>Annual Total (includes monthly, quarterly, and semi-annual samples)</b>
Lead	0.001 mg/l	EPA 200.8	21
Manganese*	0.002 mg/l	EPA 200.8	24
Mercury	0.0002 mg/l	EPA 245.1	110
Nickel	0.005 mg/l	EPA 200.8	110
Selenium	0.005 mg/l	EPA 200.8	110
Silver	0.002 mg/l	EPA 200.8	110
Sodium	1 mg/l	EPA 200.7	110
Thallium	0.001 mg/l	EPA 200.8	110
Uranium	0.001 mg/l	EPA 200.8	12
Radium 226	1 pCi/l	EPA 903.1	12
Radium 228	1 pCi/l	EPA 904.0	12
Gross Alpha/Beta	3 pCi/l	EPA 900.0	12
Zinc	0.005 mg/l	EPA 200.8	110
Phosphorus, Total	20 µg/L	EPA 365.4	24

\*Manganese –Dissolved and Potentially Dissolved



**REQUIRED TESTING LIST  
ORGANIC TESTING**

<b>PARAMETER</b>	<b>Minimum Reporting Limit (MRL)</b>	<b>Method (or approved equivalent)</b>	<b>Annual Total (includes monthly, quarterly, and semi-annual samples)</b>
VOC	0.5 – 5 ug/l	EPA 524.2	26
SOC	0.02 – 1 ug/l	EPA 525/525.2	24
Aldicarb/Carbamate	0.5 ug/l	EPA 531/531.2	24
Diquat	0.4 ug/l	EPA 549.2	24
EDB/DBCP	0.01 ug/l	EPA 504.1	24
Endothall	10 ug/l	EPA 548.1	24
HAAs	1 – 2 ug/l	6251B/552.2/552.3/524.2	120
Herbicides	0.1 ug/l	EPA 515.3	24
Pesticides	0.1 – 1 ug/l	EPA 505	24
PFCs – 37 compounds	2 ng/l	EPA 533/537.1	20
THMs	0.5 ug/l	EPA 551.1	140
BTEX	0.5 ug/l	EPA 524.2	8
Oil and Grease	5 mg/l	1664	2
Water Suitability	n/a	SM 9020	1
Cylindrospermopsin/ Microcystin	0.1 ug/l	L231	24

**REQUIRED TESTING LIST  
ORGANIC TESTING**

<b>PARAMETER</b>	<b>Minimum Reporting Limit (MRL)</b>	<b>Method (or approved equivalent)</b>	<b>Annual Total (includes monthly, quarterly, and semi-annual samples)</b>
CCL 5 – 66 compounds, three chemical classes, 12 microbes	n/a	n/a	2
Acesulfame	0.02 ug/l	n/a	1-24
Galaxolide	0.01 ug/l	n/a	1-24

**B.1 ESTIMATED QUANTITIES:**

Quantities listed are Thornton’s best estimate and do not obligate Thornton to order or accept more than Thornton’s actual requirements during the period of this agreement, as determined by actual needs and availability of appropriated funds. It is expressly understood and agreed that the resulting contract is to supply Thornton with its complete actual requirement of the materials specified in this proposal for the contract period.

**B.2 F.O.B. POINT:**

Prices quoted shall be F.O.B. Destination and delivered, as required, to the following points:

Wes Brown Water Treatment Plant  
3651 E. 86<sup>th</sup> Avenue  
Thornton, CO 80229

**B.3 DELIVERY CONSIDERATIONS:**

All deliveries shall be made between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, excluding holidays.

**B.4 INVOICING REQUIREMENTS:**

Thornton's Accounts Payable Division is the only division within Thornton that issues payments to Service Providers whom have submitted invoices. Thornton only issues payments from invoices and will not issue payments to Service Providers off of quotes.

The Service Provider must be capable of providing invoices that include the following details:

- Invoice number
- Invoice date
- Itemized charges, including unit of measurement
- Total charge
- Service date(s) or service period
- Service Provider contract number (provided upon acceptance of award)
- Blanket PO number (will be provided annually to awarded Service Provider )
- Delivery location (Building name and address)

Service Provider shall also provide monthly statement billing (as required).

Thornton's standard payment terms are net thirty (30) Calendar Days after receipt of an invoice. All invoices submitted shall be emailed to [AP.Invoices@ThorntonCO.gov](mailto:AP.Invoices@ThorntonCO.gov). In lieu of email, physical copies may be submitted to City of Thornton – Accounts Payable, 9500 Civic Center Drive, Thornton, CO 80229-4326. Invoices sent to anyone other than Accounts Payable are not considered to be properly submitted and will not be paid until they are properly submitted.

**B.5 COOPERATIVE PURCHASING:**

Thornton encourages the proper use of cooperative purchasing and reserves the right to make results of this solicitation available to other governmental agencies seeking like equipment, goods, or services. Other agencies using this solicitation must do so according to regulations established by their individual organizations and accept sole responsibility for its use. The terms and conditions of any resulting transaction shall be exclusively between the buyer and the seller. Buyers and sellers using this solicitation in a cooperative or "piggy-back" fashion, agree to defend and hold harmless Thornton from any dispute or action arising from its use.

## **SECTION C: PRICING AND PROPOSAL ITEMS**

### **C.1 PRICING INFORMATION:**

This section shall include a description of the proposed costs and prices. All pricing information shall be limited solely to this section of your proposal. This section should address all requirements set forth in Section B as well as any other items pertinent to your proposal pricing such as additional discounts for increased quantities, etc. The requirements have been developed to allow Thornton to uniformly evaluate prices submitted for the work. Accordingly, you should follow these instructions carefully and provide all data requested in the formats specified herein and in any referenced attachments.

Any omissions in this proposal shall be identified by each Service Provider and incorporated into their proposal including any omissions for software, hardware, support etc. which is necessary to the success of the project and must be identified as a separate line item with pricing and included as part of this proposal. Thornton will not increase the contract or any purchase order (either dollar amount or time) for items not included in the submitted proposal documents. Thornton reserves the right to purchase part or the entire proposal.

### **C.2 ANNUAL PRICE UPDATES:**

The awarded Service Provider must hold the Bid prices quoted firm until December 31, 2023, after which time the Service Provider may request annual price adjustments for inflation based on the Denver-Aurora-Lakewood Price Index upon mutual agreement of the Parties.

Notwithstanding the above, Thornton may, at its sole discretion, consider other pricing modifications as deemed appropriate given market conditions. Note, Thornton is under no obligation to make such considerations and may require Service Providers to provide documentation substantiating any unusual market conditions beyond its control.

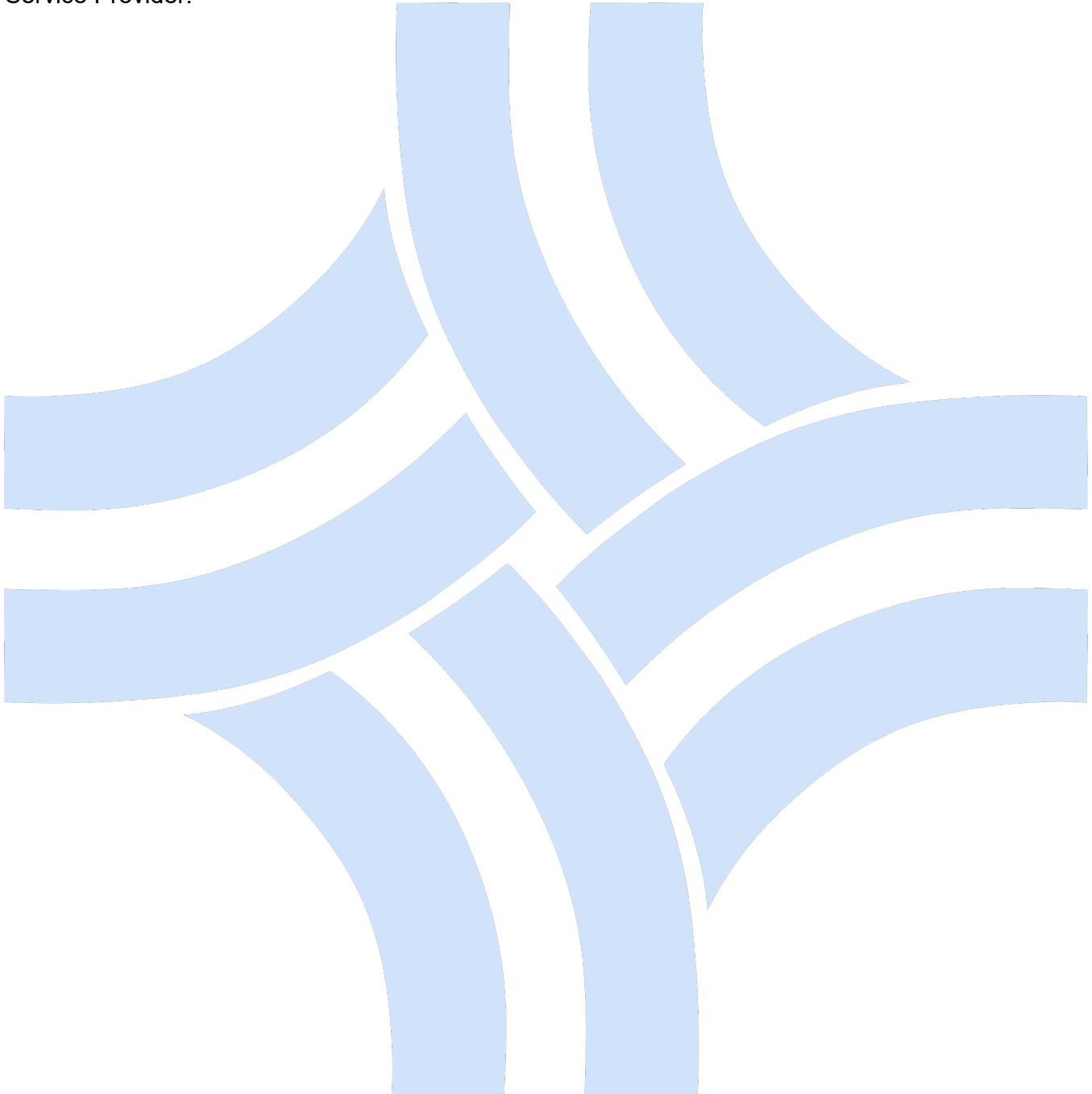
A link to index that is current at the time of this solicitation has been provided below:

[https://data.bls.gov/pdq/SurveyOutputServlet?data\\_tool=dropmap&series\\_id=CUURS48BSA0,CUUSS48BSA0](https://data.bls.gov/pdq/SurveyOutputServlet?data_tool=dropmap&series_id=CUURS48BSA0,CUUSS48BSA0)

### **C.3 PROPOSAL ITEMS:**

The pricing form for this solicitation shall be in a Microsoft Excel format, with a free-type ability for the Service Provider to complete the form if there are any additional costs associated with your proposal. The form is under separate cover and is entitled "370-22 IFB Pricing Form 12-15-22".

Any prices not stated by the Service Provider within this pricing form shall be considered by Thornton to be inclusive of the pricing that has been provided by the Service Provider, with the only exception being that of future services that have not been created or available for offer by the Service Provider.



**SECTION D: PROPOSAL INSTRUCTIONS, EVALUATION, AND AWARD****D.1 PROPOSAL POSTED LOCATIONS:**

This Invitation for Bid (IFB) has been posted publicly to the following locations:

- BidNet® Direct: [www.BidNetDirect.com](http://www.BidNetDirect.com)
- Thornton's Purchasing website: <https://solicitations.thorntonco.gov/solicitations>

Thornton currently uses BidNet Direct® and its own website to distribute official records for all copies of publicly posted proposals for viewing. Both websites operate as a free to view and download option for prospective Service Providers

Upon request by a Proposing Service Provider, the Purchasing Division will also make this solicitation available for viewing at the Contracts and Purchasing Division office. The address for the office is located on the cover page.

**D.2 PROPOSAL QUESTIONS:**

Thornton shall not be bound by and the Service Provider shall not request or rely on any oral interpretation or clarification of this proposal. Therefore, any questions regarding this proposal are encouraged and must be submitted in writing by email to the Buyer of Record listed within this solicitation.

Questions received up to deadline to submit question in the Schedule of Events will be answered in writing per the Schedule of Events. Answers to questions from any Service Provider will be provided to all Service Providers.

**D.3 ADDENDA:**

In the event it becomes necessary to revise, change, modify or cancel this Proposal or to provide additional information, addenda will be issued and made available on BidNet Direct and on Thornton's website. It is the responsibility of the proposer/ contractor to confirm that they have acquired all addenda related to this proposal and they have reviewed/ complied with the requirements therein.

**D.4 SUBMISSION OF PROPOSALS:**

Submission of proposals for this proposal may be done electronically through a Vendor portal (currently done via BidNet Direct®). Proposals can be submitted at [www.bidnetdirect.com](http://www.bidnetdirect.com), but shall not be completely submitted later than the date and time indicated in the Schedule of Events. If you experience problems with BidNet Direct, please call 1-800-835-4603 for assistance. There is no charge by BidNet Direct for this service

Proposing Service Providers who feel they are unable to submit a proposal through BidNet®, may request to submit a physical copy of their proposal for consideration. A proposing Service Provider shall email the Buyer of Record prior to the question due date listed in the Schedule of Events, for instructions on where and how to submit their physical proposal. All physical proposal submissions shall be submitted and recorded no later than the date and time indicated in the Schedule of Events.

#### **D.5 DOCUMENTS FOR FINAL SERVICE PROVIDER SUBMISSION:**

Proposing Service Providers are to ensure that they're submission is complete and responsible prior to a final submission. As a reminder this proposal contains the following documents that will require completion by the proposing Service Provider:

- 1) Section C.3 – Proposal Items “370-22 IFB Pricing Form 12-15-22”.
- 2) All additional technical information in support of your proposal.
- 3) A current copy of your company's W-9.
- 4) Certifications and Performance Evaluation Results outlined in Scope of Work, Section B.1.8
- 5) Section E.1 – Acceptance of Conditions and Addenda Acknowledgement Form.
  - a. Include a current copy of your Thornton Business License if you are claiming the Local Vendor Consideration.
- 6) Section E.2 – References and Authorization Release Forms.

It is not necessary for a proposing Service Provider to submit the entire proposal document that has been provided by Thornton in your response. Only the above mentioned items are currently required with your proposal submission. Thornton reserves the right to request any clarification questions or documents that may aid in the evaluation of your proposal.

#### **D.6 LATE PROPOSAL SUBMISSIONS:**

Proposing Service Providers are expected to allow adequate time to upload a complete submission for consideration through the Vendor portal (currently BidNet Direct®). The Vendor portal will not allow a Service Provider to modify, save, nor upload their proposal after the submittal date and time have passed. It is **highly recommended** that as a proposing Service Provider you do not wait until the last minute to submit your proposal.

Late Proposals will not be accepted. Sole responsibility rests with the Proposing Service Provider to ensure that its Proposal is completely uploaded through the Vendor portal or are received in the Purchasing Office prior to the submission deadline. Proposals that are left in a “Draft” status in the Vendor portal will not be accepted by Thornton for consideration.

All physical proposals received in the Purchasing Office after the submittal date and time will be immediately rejected without consideration.

**D.7 AWARDS:**

Award(s) will be made to one (1) or more Service Provider(s) on an individual item basis.

**D.8 ACCEPTANCE PERIOD:**

Submissions in response to this proposal shall remain valid until an award has been made to a proposing Service Provider.

**D.9 AWARD TERM LENGTH:**

The goal of this proposal is to establish a multi-year purchasing avenue with an awarded Service Provider.

The Service Provider who is awarded from this proposal will be awarded through a Purchase Order that will last from the time of award through the date indicated on the Purchase Order. After the initial term expires, there will be the opportunity for a mutually agreed upon annual renewal for up to four (4) additional years.

All future renewal period will be executed by a Purchase Order.

**D.10 POST AWARD PURCHASE ORDER:**

A Purchase Order (PO) may be generated by Thornton's Contracts and Purchasing Division as a result of the Award from this solicitation. This Award shall allow Thornton to place orders on an as-needed basis for future years' worth of needs that may arise, based on City Agency actual needs. All future year POs shall be conditional upon annual appropriation approval by Thornton's City Council. Thornton shall not be liable for any future charges from the awarded Vendor should the funding not be appropriated and approved by City Council.

**D.11 STANDARD PROPOSAL CONSIDERATIONS:**

Thornton maintains a standard set of proposal considerations and terms and conditions for proposals that are non-federally funded and are not through a cooperative awarded process. These considerations are static between each proposal process. It is the sole responsibility of the proposing Service Provider to have read all proposal considerations. A copy of these standard proposal considerations and terms and conditions have been uploaded with this proposal document as a separate cover.



**SECTION E: REQUIRED SERVICE PROVIDER SIGNATURE FORMS****E.1 ACCEPTANCE OF CONDITIONS AND ADDENDA ACKNOWLEDGEMENT FORM:**

Service Provider indicates acceptance of the following conditions:

1. City of Thornton Charter Section 7.4 prohibits Thornton from issuing a Purchase Order to firms which employ certain family members of employees unless the Thornton Council determines it is in Thornton's best interest. For the purposes of this Charter Section, a domestic partner shall be considered equivalent to a family member. The Service Provider attests to the following:

No City Council Member, member of a board or commission, Municipal Judge, City Manager, City Attorney, or employee of the City of Thornton, or any such person's family member, domestic partner, or person assuming a relationship being the substantial equivalent of the above, has an existing or pending, direct or indirect, financial, pecuniary or personal interest in the proposing firm or this Invitation for Bid, except as follows: (list, if any)

2. The undersigned Service Provider, having examined the Bid Documents, and having full knowledge of the product requested and described herein, hereby proposes that it will fulfill the obligations contained herein in accordance with all terms, conditions, and specifications set forth; and that it will furnish all required products and pay all incidental costs all in strict conformity with these Bid Documents, for the stated prices as payment in full.

3. I acknowledge receipt of any and all published addenda: Yes  No

4. My firm is claiming A Thornton Based Business Local Vendor Consideration: Yes  No

Proposing Service Provider's Name: \_\_\_\_\_

Submitted By (Printed): \_\_\_\_\_

Submitted By (Signature): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_



## REFERENCE FORM

Service Providers shall complete at least three (3) references in relation to the products/services proposed in this solicitation. Service Providers may add more than three (3) references if desired, but are not required to do so.

1. Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Office Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_
  
2. Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Office Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_
  
3. Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Office Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**SECTION F: AUTHORIZATION FOR SOLICITATION POSTING****F.1 PURCHASING MANAGER FORM:**

All communications regarding this solicitation shall be directed to the Buyer of Record listed within this solicitation in Section A.2 – Buyer of Record.

This solicitation has been reviewed and approved for a public posting by the Thornton Purchasing Manager.

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Megan deGrood, CPPB  
Purchasing Manager