



**INVITATION FOR BID (IFB)**

**IFB NO. 196-23**

**ILLUMINATED STREET SIGNS**

**Buyer of Record: Jan Brandt**

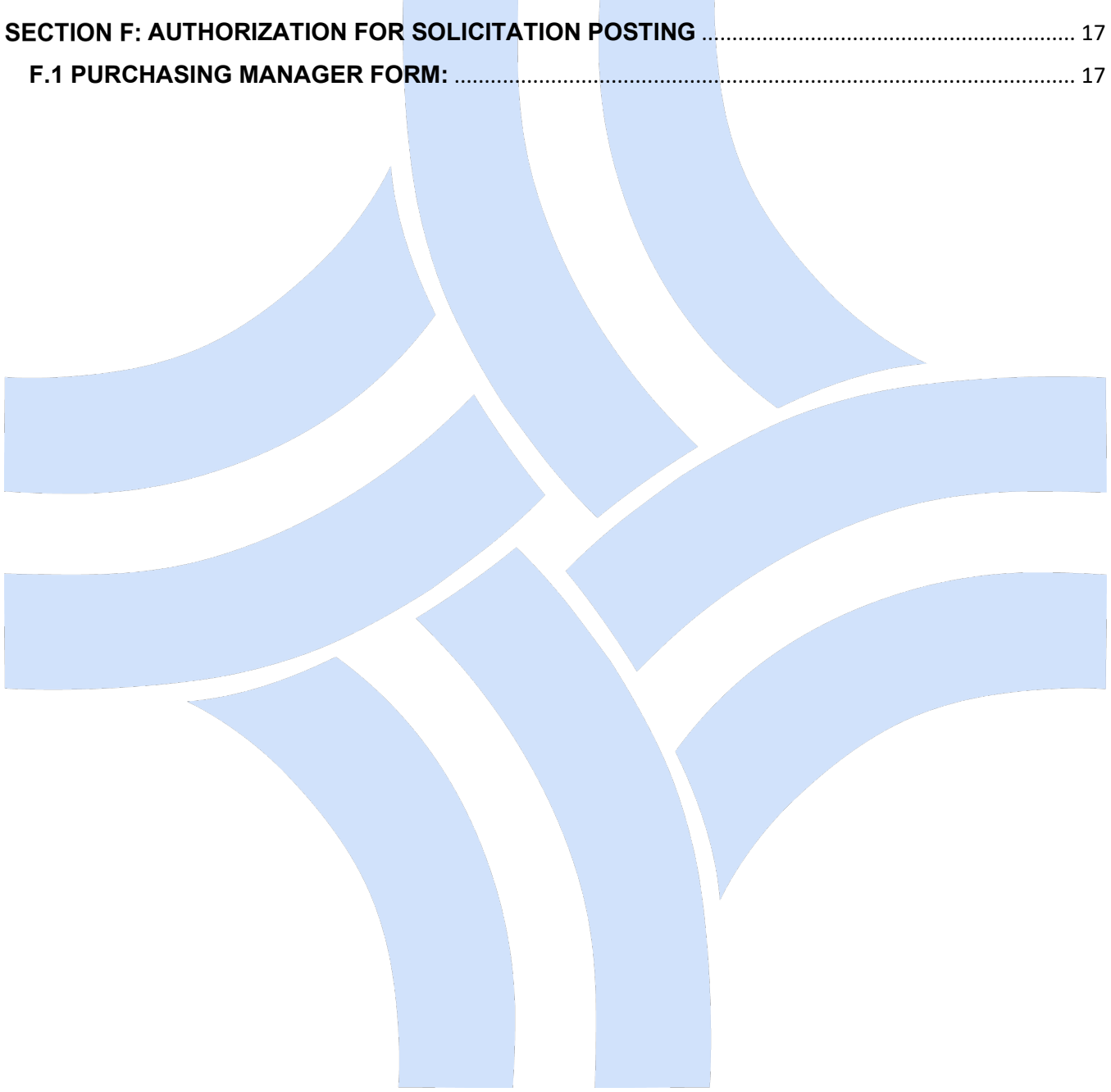
**[Jan.Brandt@thorntonco.gov](mailto:Jan.Brandt@thorntonco.gov)**

City Hall - 2<sup>nd</sup> Floor  
Contracts and Purchasing Division  
9500 Civic Center Drive  
Thornton, CO 80229-4326  
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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>
<b>Proposal Issued</b>	<b>07/21/2023</b>	
<b>Deadline to Submit Additional Questions</b>	<b>07/26/2023</b>	<b>3:00 P.M.</b>
<b>Response to Written Questions</b>	<b>07/28/2023</b>	<b>3:00 P.M.</b>
<b>Proposal Due Date</b>	<b>08/04/2023</b>	<b>3:00 P.M.</b>

**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:

Jan Brandt  
Purchasing Analyst II  
[jan.brandt@thorntonco.gov](mailto:jan.brandt@thorntonco.gov)

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

The City of Thornton, CO ("Thornton") is seeking Proposals from interested firms for the purchase of internally illuminated signs that shall be either single or double faced as indicated when the order is placed with the City of Thornton's (Thornton) logo and direction guide included.

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

The internally illuminated signs shall be "Naim-Series-Inter Mark II" signs manufactured by NuArt Lighting, Fullerton, California, or standard (96" L x 19" H x 9.375" D) signs manufactured by Southern Manufacturing, Orlando, Florida, or approved equal. The internally illuminated signs shall

be single or double faced with the Thornton's logo and direction guide as indicated when order is placed.

**B.2 ESTIMATED QUANTITIES:**

The approximate quantities indicated for the material or equipment outlined herein are estimated as closely as possible. However, Thornton neither states nor implies any guarantee that actual purchases will equal the estimate. It is the intent of this proposal that Thornton will be supplied with more or less of the material or equipment according to actual needs. See quote sheet on page ten for estimated quantities.

**B.3 F.O.B. POINT:**

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

City of Thornton  
Attention: Carlos Botello, Project Manager II  
Infrastructure Maintenance Center  
12450 N Washington Street  
Thornton, CO 80241  
720-977-6487

**B.4 DELIVERY CONSIDERATIONS:**

Deliveries will be accepted at the above location between the hours of 8:30 a.m. and 3:30 p.m., Monday through Friday, holidays excluded, unless special arrangements are made in advance of shipping the product. The successful Vendor will be required to maintain adequate local inventories to cover normal usage by agencies of the Thornton. Delivery of any items ordered under this proposal shall be made according to the arrangements made in the order request from the division.

**B.5 INVOICING REQUIREMENTS:**

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

The Vendor 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

- Vendor contract number (provided upon acceptance of award)
- PO number (will be provided annually to awarded Vendor)
- Delivery location (Building name and address as stated above)

Vendor 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.6 FELONY DISQUALIFICATION:**

The Vendor shall not employ, retain, hire or use any individual that has been convicted of any felony charges as the same is defined under the laws of the State of Colorado in the performance of the services to be rendered and materials to be provided to Thornton pursuant to this proposal unless the Vendor receives prior written permission from the Director of Contracts and Purchasing. The Director may require that a fidelity bond, or such other assurance in such amount as deemed appropriate, be provided to Thornton as a condition precedent to the grant of such permission.

#### **B.7 VENDOR PERFORMANCE MANAGEMENT:**

Thornton may administer a Vendor performance management program as part this proposal. The purpose of this program is to create a method for documenting and advising Thornton of exceptional performance or any problems related to the purchased goods and services.

#### **B.8 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 Vendor 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 TARIFFS:**

Thornton recognizes the ever-changing geopolitical climate and how this affects the Supplier's pricing. For the sake of convenience, all pricing submitted with this proposal shall contain all costs, including tariffs that are in place at the time of this proposal's posting.

If during an awarded period with Thornton, the Supplier sees an increase in the steel and/or plastic prices due to tariffs, then the awarded Supplier is to document this change and submit it with their requested pricing updates. No requested pricing update shall be allowed more than once in any given renewal period.

If during an awarded period with Thornton, the Supplier sees a decrease or elimination of the tariffs that are in place at the time of this proposal's publication, then Thornton will expect the awarded Supplier to immediately reduce their agreed upon pricing to Thornton by no less than what the reduced/eliminated tariffs had been set at.

### **C.3 PRICING:**

All prices quoted shall be firm and fixed. In the event the market price on any item is reduced during the period of the contract, the successful Vendor for that item shall reduce the proposal price to Thornton accordingly.

### **C.4 ANNUAL PRICE UPDATES:**

The awarded Vendor must hold the Bid prices quoted firm until December 31, 2024, after which time the Vendor 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 vendors 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.5 SPECIFICATIONS:**

The internally illuminated signs shall be "Naim-Series-Inter Mark II" signs manufactured by NuArt Lighting, Fullerton, California, or standard (96" L x 19" H x 9.375" D) signs manufactured by Southern Manufacturing, Orlando, Florida, or approved equal. The internally illuminated signs shall be single or double faced as indicated when ordered with the City of Thornton ("Thornton") logo and direction guide (see attached representative sign drawing). Signs shall be 8' in length.

The face of the panel shall be "Lexan" or an approved type of sufficient thickness to permit minimum deflection, as certified by the manufacturer. Replacement sign faces are also included in the proposal and may be 6' long or 8' long.

Colors for the sign faces shall be standard approved colors for highway signs. The colors may include white, green, blue, and red applied on the interior sign face. Green shall be Pantone 3435c Emerald Green (3M 3630-126). The City of Thornton logo shall be Pantone 300 Intense Blue (3M 3630-127). Blue for highway shields shall be Pantone 294 Bristol Blue (3M 3630-097). Red shall be Pantone 485 (3M 3630-33). Color tint shall show as intended and be consistent regardless of whether the sign is lit or unlit.

The sign layout shall include street name, metro block number, and Thornton or other municipality logo on one (1) or both sides of the sign assembly as indicated in the request.

The illumination source shall be light emitting diode (LED). The internal illumination shall provide a uniform lighting on the sign message and background. The light produced by the LED's shall not alter the colors or background on the signs faces.

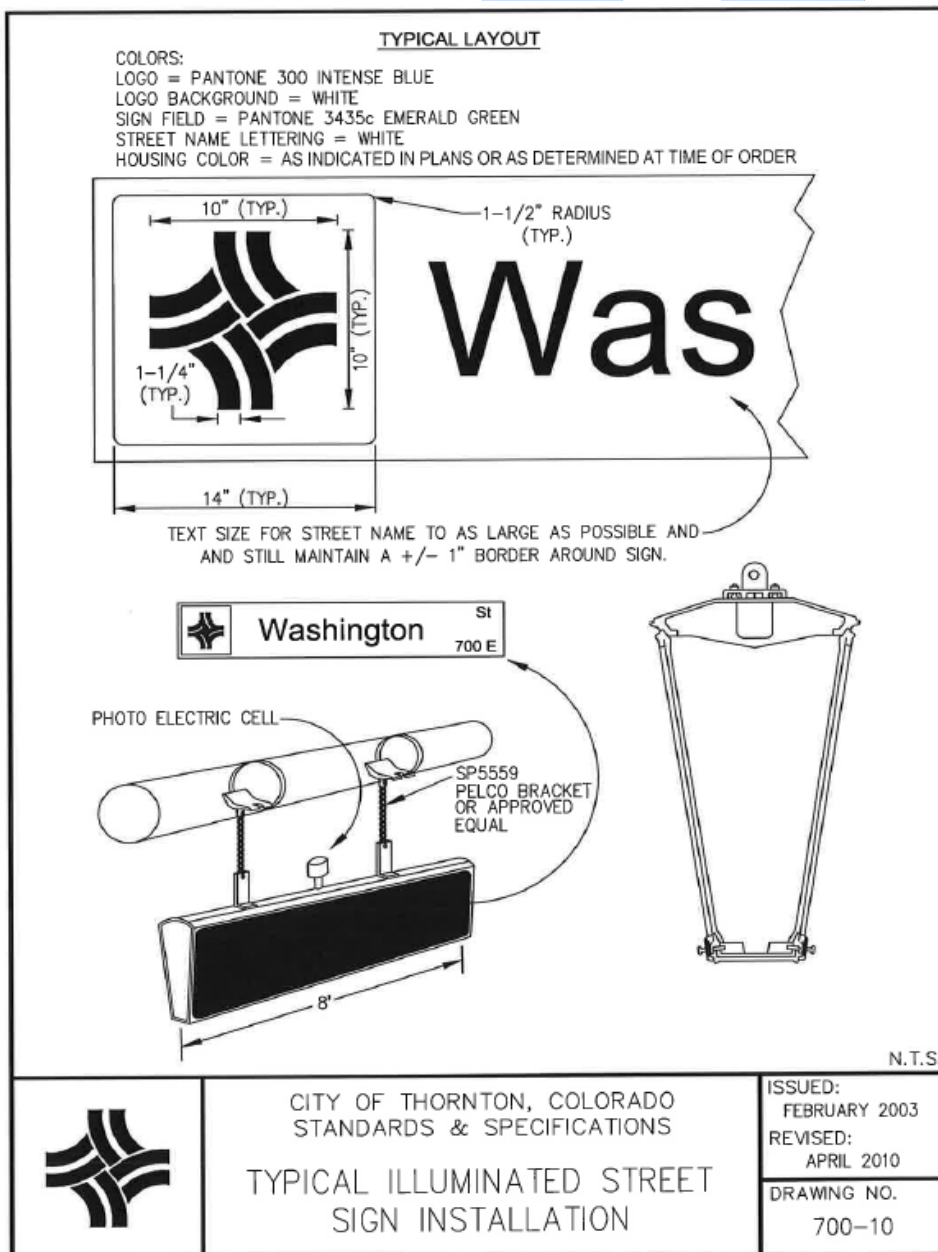
Each sign shall have a plug-in type photo cell. Photo-electric controls are required and shall be of the "hail-resistant" type and of the load rating for the intended use with the sign.

The front sign panel of the cage shall be hinged, either by a continuous hinge or extruded interlocking hinge, to provide access to the internal components of the sign. NuArt Lighting signs shall be top-hinged. Southern Manufacturing signs shall be bottom-hinged. A weather-tight gasket shall be provided all around the sign face to exclude dust and moisture. The latching devices shall be either screw type or latch type to provide a secure attachment of the sign face to the case. All exterior hardware, hinges, etc., shall be painted mocha-brown or beige as indicated when ordered. Colors shall meet Federal Standard 595C Colors (January 2008). Color number 10075, satin finish, "Mocha Brown", or Color 20227, semi-gloss finish, "Beige". The exterior of the sign shall receive a corrosion resistant coating and applicable primer and topcoat that shall provide protection against high



concentrations of liquid and solid de-icing agents such as magnesium-chloride, rock salt, and other corrosive compounds.

Mounting hardware shall consist of stainless steel chains, L brackets, shackles, and bands 42" or 72" in length as indicated when ordered.



## EXHIBIT "1"

### BID FORM

#### All Bids Must Be Submitted on This Form!

\_\_\_\_ Initial here if Bidder is claiming the Thornton-Based Business Local Vendor Consideration and submit a current copy of the Bidder's Thornton Business License with the Bid.

Thornton reserves the right to increase or decrease the order quantity of each line item prior to award. We also reserve the right to change the color selection and logo design with any order.

Item #	Est. Quantity	Description	Unit Cost	Extended Cost
1	4	Single Faced Standard 8' long illuminated Street Sign	\$	\$
2	28	Double Faced Standard 8' long illuminated Street Sign	\$	\$
3	3	Replacement face panel approximately 19" high and 6' long	\$	\$
4	12	Replacement face panel approximately 19" high and 8' long	\$	\$
5	2	Mast Arm Sign Bracket, 42" Band Mount, w/stainless chain, shackles, and L-bracket, Aluminum	\$	\$
6	64	72" band clamps, part number SH-PEL CHAIN SHACK 72	\$	\$

\*FOB is destination. Include freight, any surcharges, and/or delivery costs in the prices quoted.

**Prices firm until** December 31, 2024. Bid Proposals may not be withdrawn until forty-five (45) Calendar Days after date of Bid Proposal Submission.

**Delivery time after receipt of order:** \_\_\_\_\_

Clearly state the terms of the warranty offered by the Bidder and/or the manufacturer: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Additional warranty, if any, offered by Bidder: \_\_\_\_\_

**Meets specifications as provided:** YES \_\_\_ NO \_\_\_. If no, provide clarification below.

**Comments/clarifications:** \_\_\_\_\_

## **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 Vendors.

Upon request by a Proposing Vendor, 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 Vendor 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 Vendor will be provided to all Vendors.

### **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 Vendors 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 Vendor 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 VENDOR SUBMISSION:**

Proposing Vendors are to ensure that their 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 Vendor:

- 1) Exhibit 1 – Bid Form.
- 2) All additional technical information in support of your proposal.
- 3) A current copy of your company's W-9.
- 4) 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.
- 5) Section E.2 – References and Authorization Release Forms.

It is not necessary for a proposing Vendor 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 Vendors 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 Vendor to modify, save, nor upload their proposal after the submittal date and time has passed. It is **highly recommended** that as a proposing Vendor you do not wait until the last minute to submit your proposal.

Late Proposals will not be accepted. Sole responsibility rests with the Proposing Vendor 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 will be made on an "all or none" basis. Prices must be shown for each item listed. Proposals submitted without individual item prices listed will be considered as non-responsive and rejected.

**D.8 ACCEPTANCE PERIOD:**

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

**D.9 AWARD TERM LENGTH:**

The Vendor who is awarded from this proposal will be awarded through a commitment letter that will last from the time of award through **12/31/2024**. 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 periods will be executed by a **purchase order**.

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

A Purchase Order (PO) will be generated by Thornton's Contracts and Purchasing Division as a result of the Award from this solicitation. All future year's 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 Vendor 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.

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

Vendor 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 Vendor 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 Vendor, 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 Vendor's Name: \_\_\_\_\_

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

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

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

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

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

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







## REFERENCE FORM

Vendors shall complete at least three (3) references in relation to the products/services proposed in this solicitation. Vendors 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