

INVITATION FOR BID (IFB)

IFB No. 203-24

Thornton Police Department Fleet Harley Davidson

Purchasing Analyst of Record: Nykeba Klein

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City Hall - 2nd Floor
Contracts and Purchasing Division
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SECTION A: SCHEDULE, PURCHASING ANALYST 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	05/13/24	
Deadline to Submit Additional Questions	05/21/24	11:00 P.M.
Response to Written Questions	05/23/24	11:00 P.M.
Proposal Due Date	05/30/24	11:00 P.M.

A.2 PURCHASING ANALYST OF RECORD:

The Purchasing Analyst 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 Purchasing Analyst. No communication is to be directed to any other Thornton personnel.

The Purchasing Analyst of Record's contact information is as follows:

Name: Nykeba Klein
Title: Purchasing Analyst 1
Email: Nykeba.Klein@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 a 2024 or newer Harley Davidson FHLTP (Ducted Fairing with Windshield) Electra Glide Solo Law Enforcement Motorcycle (No Substitutions). Birch White Color Scheme.

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

Thornton Police Department (TPD) currently operates a fleet of ten (10) Harley Davidson FLHTP motorcycles in the patrol fleet. As these units wear over time, they must be replaced with newer units. Thornton's current replacement cycle for vehicles is at three (3) years, with typically an average of ten thousand (10,000) miles on each motorcycle. TPD only purchases new/current model year Harley Davidson FHLTP (Ducted Fairing with Windshield) Electra Glide Solo Law Enforcement Motorcycles, no exceptions, or substitutions for this make/model. TPD is currently seeking one (1) new motorcycle to be purchased in the current calendar year. Please include any and all accessories that are associated with that motorcycle.

B.2 SCOPE OF WORK – GENERAL CONSIDERATIONS:

Below are the specifications for the motorcycle(s), no exceptions, or substitutions.

- 1) Model
 - a) Brand new 2024 or newer (in the case of renewal, the year of the motorcycle must match the year of the renewal year or newer) Harley Davidson FHLTP (Ducted Fairing with Windshield) Electra Glide Solo Law Enforcement Motorcycle, Birch white color scheme no exceptions, or substitutions for this make/model.
- 2) Engine
 - a) Piston displacement of not less than 1868cc OHV Twin Cam 114 High Output Vibration Isolated V-Twin, air-cooled, equipped with OE standard oil cooler, two-cylinders with overhead valves and featuring EITMS (Engine Idle Temperature Management System), producing minimal vibration frequencies and magnitudes. Engine and transmission isolated from motorcycle frame utilizing a rubber mounting system.
 - b) Powertrain deluxe chrome group designed for low maintenance; black powder coat finish on engine; chrome rocker boxes, timer cover, outer primary housing and transmission covers.
 - c) Compression ratio: 10.5: 1.
 - d) Electronic Sequential Port Fuel Injection System (ESPFI).
 - e) Chain Drive Twin Cams.
 - f) Hydraulic Lifters requiring no maintenance service adjustments.
- 3) Clutch/Transmission
 - a) Clutch shall be of the latest multiple nine (9) plate design, or equivalent capability.
 - b) Hydraulically Actuated Clutch system.
 - c) Transmission to be of latest design, manual type, with not less than six (6) forward speeds.
 - d) Clutch disengage for starter motor operation.

- e) Primary Drive, double-row chain, 34/46 ratio.
 - f) Greaseless shifter shaft with "anti-vibration" rubber spacers.
 - g) Gear Ratios: 1st – 9.593, 2nd – 6.650, 3rd – 4.938, 4th – 4.000, 5th – 3.407, 6th – 2.875.
- 4) Brakes
- a) Reflex™ Linked Braking with ABS, linking disengages below 25 mph.
 - b) Hydraulic Disc brakes for both front and rear wheels.
 - c) Front brakes having dual 11.81-inch diameter floating discs.
 - d) Rear brake having a single disc.
 - e) Brakes shall be relatively free of heat fade.
 - f) Calipers-4 Piston.
 - g) Uniform Expanding Rear Rotor.
- 5) Suspension - *Motorcycles shall be provided with a suspension system to permit optimum handling conditions as required in law enforcement.*
- a) 49 mm telescopic front forks.
 - b) Rear air-adjustable shocks.
 - c) Rear suspension swing arm bearings shall require no lubrication for life of the motorcycle.
- 6) Wheels/Tires
- a) Black Impeller™ Cast Aluminum wheels, rim material to be impermeable to compressed air.
 - b) Tubeless type tires to have non-skid tread, designed to operate on paved highways and shall have a full, four-ply fabric reinforcement.
 - c) Bead-retention tires designed to remain on wheel during sudden loss of pressure.
 - d) Sealed automotive style wheel bearings requiring no end play adjustment and service interval of 100,000 miles (160,000 km).
- 7) Fuel Tank
- a) Fuel tank to have a capacity of six (6) U.S. gallons (or 22.71 liters). Must provide a minimum of 1. gal (3.8 L) reserve fuel capacity when main supply is exhausted.
 - b) Electric fuel pump.
- 8) Electrical System - *Electrical system shall be nominal 12-volt as follows:*
- a) Battery. Sealed, heavy-duty maintenance-free, 12-volt, minimum rated capacity - 28 ampere hours.
 - b) (Battery Council International rating), 270 cold cranking amps.
 - c) Ignition. Non-waste spark, alpha control.
 - d) Charging System. Three-phase, 50-amp high output alternator, solid state regulator. Charging system to supply all on-board batteries with a battery charger cord back-up installed and allowing one (1) charger to supply all on-board batteries.
 - e) Connectors. Industrial grade throughout, provided with electrical accessory

- connection.
 - f) Hand Controls. Water-resistant, integrated switches.
 - g) Starting System. 12-volt starter, solenoid operated engagement, relay required.
 - h) Horn. Sound level audible above motorcycle and traffic-generated noise.
- 9) Lighting
- a) Daymaker™ LED Headlight.
 - b) Front Emergency LED Lamps PAR-36, one (1) red and one (1) blue.
 - c) Taillight.
 - d) Turn Signals, self-canceling system.
 - e) Flashers, four-way, with independent switch.
 - f) License plate lighting with two (2) blue marker lamps.
 - g) Front (Amber) and Rear (Red) LED Fender Tip Lights
- 10) Visual Displays
- a) Speedometer. Analog & Digital speedometer, range 0-120mph (or kph equivalent).
 - b) Two (2) Re-settable trip meters.
 - c) Speed Capture with Digital Speed Display.
 - d) Gear Indicator.
 - e) Odometer. Calibrated, cumulative.
 - f) Tachometer. Analog.
 - g) Fuel level gauge.
 - h) Emergency Light Activation Indicators, separate indicators for front and rear emergency lights.
 - i) Stealth Mode indicator-if activated.
 - j) Cruise Control indicator.
 - k) Sight glass on brake master cylinders.
 - l) Fuel Mileage countdown till empty displayed in odometer window when low fuel indicator lamp is lit.
 - m) Turn Signal Indicators.
 - n) Hazard-Warning Lights Indicator.
 - o) Neutral Indicator.
 - p) High beam Indicator.
 - q) Low Oil pressure Indicator.
 - r) Voltmeter.
 - s) Engine diagnostic light.
 - t) ABS indicator lamp.
 - u) Security Lamp (if equipped with optional security system).
- 11) Feature Requirements
- a) Seat. Deluxe solo saddle, special police type, breathable material covering, adjustable coil over spring.
 - b) suspension system.
 - c) Cruise Control-OE standard.

- d) Stealth Mode-optional activation.
- e) Push to Talk Switch-requires other police radio equipment not supplied by H-D.
- f) Power ON for emergency equipment for thirty (30) minutes with ignition OFF.
- g) Analog and Digital Speed Display with Speed Capture feature.
- h) Gear Indicator.
- i) Side Stand. Jiffy stand with electronic disengage to prevent drive off with jiffy stand deployed.
- j) Foot Boards. Pivoting type with non-skid rubber pads.
- k) Guards. Front Bumper Guard with Light, Front engine guard bar and rear saddlebag guard bars. *Horizontal Saddlebag RailsOptional*.
- l) Saddlebags. Factory installed, law enforcement type Injection Molded GTX saddlebags.
- m) 2000 cubic inches of storage space per bag, water-resistant, utilizing one (1) touch operation latches.
- n) Final belt drive, with a rubber isolated sixty-eight (68) tooth rear drive sprocket.
- o) Chrome, two into one into two exhaust system.
- p) 15" Windshield. Constructed of clear polycarbonate, designed to break away with minimal force.
- q) Mirrors. Two (2) long stem true image mirrors.
- r) Key. One (1) key fits all locks.
- s) Wheelbase. 64 inches (1625 mm).
- t) Laden Seat Height. 27.3 inches (695 mm).
- u) Gross Vehicle Weight Rating. 1360 lbs. (617 kg.).
- v) Dry Weight. 791 lbs. (359 kg.).
- w) Running Order. 826 lbs. (375 kg.).
- x) Service Intervals. One 1000 miles and then every 5000 miles thereafter.
- y) Warranty. Twenty-four (24) months, unlimited mileage.

12) Accessories

Please see "**Appendix no 2 Sample Thornton Uplifting**" (under separate cover) for all needed accessories.

13) Trade-In Considerations:

Thornton currently has one (1) 2017 Harley Davidson FLHTP police motorcycle (VIN# 1HD1FMC10HB656888) that is being sought as a potential trade-in with this solicitation. This 2017 unit currently has twenty-one thousand eight hundred and eight (21,808) miles on it.

As part of this solicitation, Thornton will be seeking a proposed trade-in value for this unit, along with price floors for all future trade-in possibilities. These price floors will be the awarded Vendor's minimum offering for all future trade-ins from Thornton for a police motorcycle that is in good working order. All proposed prices for each price floor shall remain firm and fixed for the life of the entire Agreement.

All agreed upon trade-in amounts, for current solicitation needs and all future needs, shall be applied to the final purchase price of the vehicle. This amount will be the

amount shown and listed on all Purchase Orders and will be the final amount paid to the Vendor.

Thornton reserves the right to seek trade-ins for future units with the awarded Vendor from this Solicitation. However, Thornton also retains the right to publically auction off any future units, should the trade-in value not be sufficient. All future trade-ins from Thornton will be negotiated and mutually agreed upon prior to acceptance.

B.3 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 Agreement is to supply Thornton with its complete actual requirement of the materials specified in this proposal for the Agreement period.

B.4 F.O.B. POINT:

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

Thornton Fleet Management
1330 East 126th Avenue
Thornton, CO 80241

B.5 TITLING OF EQUIPMENT

The awarded Vendor shall be responsible for filing and providing all title and/or manufacturer's statement of origin ("MSO") paperwork. Vendor proposed pricing shall be inclusive of all titling and paperwork costs.

Upon approved receipt of goods, the trailer and all materials shall become property of Thornton.

All title and paperwork shall be made out to:

Thornton, City of
9500 Civic Center Drive
Thornton, CO 80229

B.6 DELIVERY CONSIDERATIONS:

All deliveries shall be made between the hours of 8:00am to 4:00pm, Monday through Friday, excluding holidays. The successful Vendor will be required to maintain adequate local inventories of replacement parts to cover normal usage by agencies of the Thornton.

B.7 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 Commitment Statement (provided upon acceptance of award)
- Delivery location (Building name and address)

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. 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.8 PROCUREMENT CARDS PAYMENT CONDITIONS

Awarded Vendors may be asked to have the capability of accepting Thornton's authorized Procurement Card as a method of payment. No price changes or additional fee(s) may be assessed when accepting the Procurement Card as a form of payment. Vendors unable to comply with this requirement are asked to indicate such exception on Vendor letterhead. This exception will be taken into consideration during the evaluation of the received proposals.

B.9 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 Support Services. 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.10 EMERGENCY PURCHASES:

Thornton reserves the right to purchase from other sources those items which are required on an emergency basis and cannot be supplied immediately from stock by the awarded Vendor.

B.11 PALLET CHARGE:

All pallets supplied shall be non-returnable, no deposit.

B.12 VENDOR PERFORMANCE MANAGEMENT:

Thornton may administer a Vendor performance management program as part this proposal and resulting commitment. 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.13 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.

The remainder of this page has been left blank intentionally.

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, service requirements, 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 hardware, service, support, software, travel, shipping, etc. which is necessary to the success of the project. All items must be identified as a separate line item with pricing and included as part of this IFB, unless otherwise requested by Thornton. Thornton will not increase any subsequent Agreement or purchase order (neither 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 PRICING:

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

C.3 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.

Price adjustment requests are to be made by the Vendor in writing (e.g., email) to the Thornton Purchasing Division, no later than sixty (60) calendar days prior to the Agreement's renewal date or year in which the adjustment may take effect. Should the Vendor fail to submit a request for a price adjustment to Thornton's Purchasing Division, then the current pricing shall remain in effect for the following renewal period of the Agreement.

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

Notwithstanding the above, Thornton may, at its sole discretion, consider other publicly published pricing indices and/or 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.

C.4 DISCOUNTS (FROM PUBLISHED PRICE LISTS):

Proposals shall be submitted on the basis of a discount from a manufacturer's Published Price List(s). Such Published Price List(s) must be common to and accepted by the industry in general. The lists must be printed, properly identified, and dated as to issuance and effectiveness.

Revised Published Price Lists may be used as a means of price adjustment. However, all proposals are to be firm for a period of thirty (30) Calendar Days after the proposal opening date and Revised Price Lists will not be accepted by Thornton until after that date. Revised Published Price Lists will be accepted only in the event of an industry-wide price change, as evidenced by the issuance of revised price lists by the manufacturer.

Revised Prices will not become effective until revised list(s) are submitted to Thornton under Vendor cover letter identifying the applicable Agreement number. Vendor cover letter and pricing lists must be dated, signed and submitted to the Purchasing Analyst.

In lieu of printed price list, any of the following may be provided:

- CD or Flash Drive
- Website
- Computer access codes

If one of these is provided, please so indicate in the proposed item at "Name of Price Schedule..."

C.5 PROPOSAL ITEMS/ PRICING AND INSTRUCTIONS:

All prices shall be firm and fixed until December 31, 2024. If extended unit pricing does not match total bid price, then unit pricing shall govern final evaluation amount. No changes to price shall be acceptable without first written authorization by the Contract and Purchasing Division.

The Pricing Form for this solicitation shall be in Microsoft Excel format, with a free-style ability for the Vendor to complete the form if there are any additional costs associated with your proposal. The Pricing Form is under separate cover and is entitled "**203-24 IFB Appendix No. 1 Pricing Form 4.30.24**".

Proposing Vendors shall note that it is unacceptable for a Vendor to submit a quote on their paperwork and not complete the Pricing Form.

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
- 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 Purchasing Analyst 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 solicitation may be done electronically through a Vendor portal (currently done via BidNet Direct®). Proposals can be submitted at 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 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 Purchasing Analyst 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 dictated in the Schedule of Events.

D.5 DOCUMENTS FOR FINAL VENDOR SUBMISSION:

Proposing Vendors are solely responsible 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) Section C.5 - Pricing and Instructions - **203-24 IFB Appendix No. 1 Pricing Form 4.30.24**
- 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 this entire RFP document that has been provided by Thornton with the Vendor's response. Only the above-mentioned items are currently required with your proposal submission. Thornton reserves the right to request any clarification, ask any questions, or request additional 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 have 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. Discount percent must be shown for each item listed. Proposals submitted without individual items and discount percent prices listed will be considered as non-responsive and rejected.

D.8 AWARD TERM LENGTH:

The initial award from this solicitation will start from the **date of final award** through **December 31, 2024**. After the initial term expires, there will be an opportunity for a mutually agreed upon annual renewal of up to **five (5) years through December 31, 2029**.

No further extensions or renewals shall pass this date for service from the awarded Vendor, unless otherwise previously authorized in writing by the Thornton Purchasing Division.

Upon notice of award, the Thornton Purchasing Division shall issue a Vendor Commitment Statement ("VCS") to the awarded Vendor that memorializes the Scope of Work from this solicitation, along with the Vendor's awarded pricing. This VCS will be sent to the awarded Vendor for signature to finalize the award.

D.9 ACCEPTANCE PERIOD:

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

D.10 POST AWARD PURCHASE ORDER:

The resulting award from this proposal will be a purchase order (PO) generated by Thornton's Contracts and Purchasing Division.

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.

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

- 1) Vendor indicates acceptance of the following conditions:
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 Proposal Documents, and having full knowledge of the product and/or services requested and described herein, hereby proposes that it will fulfill the obligations contained herein specifications set forth; and that it will furnish all required products and pay all incidental costs all in strict conformity with these Proposal Documents, for the stated prices as payment in full. Yes No
- 3) I acknowledge receipt of any and all published addenda and a copy of the sample Agreement as provided by Thornton : Yes No
- 4) I acknowledge that I have submitted all items and documents as required of the final proposal submission Yes No

Proposing Vendor's Name: _____

Date: _____

Submitted By (Printed): _____

Submitted By (Signature): _____

Title: _____

Telephone Number: _____

Email: _____

E.2 REFERENCES AND AUTHORIZATION AND RELEASE FORM:**REFERENCE AUTHORIZATION FORM**

By: _____, A Corporation
(Proposing firm) A Partnership whose address is _____
An Individual (Circle One)

Proposing firm has submitted a sealed Proposal to the City of Thornton (Thornton) for this solicitation.

Proposing firm hereby authorizes Thornton to perform such investigation of proposing firm as Thornton deems necessary to establish the qualifications, responsibility, trustworthiness, and financial ability of the proposing firm. By its signature hereon, the proposing firm authorizes Thornton to obtain reference information concerning the proposing firm and releases the party providing such information named above and Thornton from any and all liability to the proposing firm as a result of any reference information provided.

Proposing firm further authorizes Thornton to discuss and release any and all information regarding the Proposing firm's performance on its forthcoming services related to this project or other past projects upon receiving a request for such information. Proposing firm releases Thornton from any and all liability associated with such a release of information.

Proposing firm further waives any right to receive copies of reference information provided to Thornton. A copy or facsimile of this executed Reference Authorization and Release Form may be used with the same effectiveness as an original.

Proposing Vendor's Name: _____

Date: _____

Submitted By (Printed): _____

Submitted By (Signature): _____

Title: _____

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 Purchasing Analyst of Record listed within this solicitation in Section A.2 – Purchasing Analyst of Record.

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

Megan deGrood, CPPB
Purchasing Manager