

# **INVITATION FOR BID (IFB)**

**IFB No. 113-25**

**NEWLY REFURBISHED AND NEW CISCO PHONES**

**Purchasing Analyst of Record: Andrew Miskell, CPPB**

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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	June 9, 2025	
Deadline to Submit Additional Questions	June 15, 2025	11:00 P.M.
Response to Written Questions	June 18, 2025	
Proposal Due Date	June 24, 2025	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:** Andrew Miskell, CPPB  
**Title:** Purchasing Manager  
**Email:** [Andrew.Miskell@ThorntonCO.gov](mailto:Andrew.Miskell@ThorntonCO.gov)

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

The City of Thornton, CO ("Thornton") is seeking Proposals from interested firms for the as-needed, purchase of various newly refurbished Cisco model phones during the following award period, no approved equivalent.

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

### **B.1 CURRENT STATE:**

The City of Thornton is located in the Denver Metro region of Colorado, and it is a city that is the northern border of Denver. Thornton's Information Technology ("IT") Division is the team that is responsible for the oversight and installation of all technology for Thornton personnel.

This solicitation is being conducted due to the current awarded Vendor's award expiring on October 31, 2025, and Thornton is seeking to establish an award with a Vendor as a multi-year purchasing avenue for newly refurbished Cisco brand phones, and if needed by Thornton, an avenue to purchase brand new Cisco phones. Thornton's preference is for newly refurbished phones going forward, but may occasionally need to purchase a brand-new Cisco phone due to varying office factors/conditions.

### **B.2 AWARD TERM LENGTH:**

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

The Vendor who is awarded from this proposal will be awarded through a Vendor Commitment Statement ("VCS") that will last from the time of award and date of Vendor signature of the VCS, through **December 31, 2031**.

### **B.3 SCOPE OF WORK – GENERAL CONSIDERATIONS:**

Thornton personnel regularly use Cisco phones for general office and communication use between employees and external personnel, such as Vendors, citizens, etc. Proposing Vendors are to note that Thornton will not accept proposals for brands other than Cisco (no approved equivalents).

Upon award from this solicitation, the awarded Vendor will coordinate with the Thornton IT team on an as-needed basis for the ordering of various office phones for Thornton personnel. All phones purchased by Thornton from the awarded Vendor shall be reconditioned to manufacturer and factory standards. All proposed phone pricing will be for phones only, as Thornton will not need the Vendor to include cables or wiring accessories with each phone that is purchased. Any cables and wiring accessories that Thornton may need will be done on a case-by-case basis.

No software licensing will be required of Thornton to purchase phones from the awarded Vendor.

The following models of Cisco phones are what Thornton has traditionally purchased as newly refurbished models:

- Cisco 8851 – Wall mountable
- Cisco CP-8800-A-KEM
- Cisco 8832

On occasion, Thornton has traded in old switches and previous versions of phones that are still in working condition (e.g., model # 8831) on an as-needed/available basis with the current Vendor, and Thornton would seek to have the same ability with the awarded Vendor from this solicitation. Proposing Vendors shall note that Thornton does not have a set ratio of switches, such as 1:1, 1:5, or 1:20.

Models of phones that Thornton may seek to trade-in are:

- Cisco 8851
- Cisco 8800-CP-BEKEM
- Cisco 8831
- Cisco 8832

Once a phone has been replaced, the old phone that is no longer functional is recycled by Thornton by utilizing a different contracted Vendor that Thornton utilizes for electronics recycling. Thornton does not anticipate setting up any separate award with a Vendor for the recycling of older or obsolete materials.

**B.4 ESTIMATED QUANTITIES:**

Thornton does not guarantee any quantity of item listed herein to be ordered during the coming year. However, for information only, since 2020, Thornton has purchased on a yearly average, the following amounts of each model.

<b>Make</b>	<b>Model</b>	<b>Average Annual Quantity</b>
Cisco	8851	20
Cisco	8800-A-KEM	100
Cisco	8832	5
Cisco	Wall Mounts for 8851	5
Cisco	Wall Mounts for 8800	5
Cisco	Key Expansion Module for 8800	5

**B.5 F.O.B. POINT:**

All phones shall be delivered directly to the Thornton IT Division. Prices quoted by the proposing Vendor shall be F.O.B. Destination and delivered, as required, to the following location:

**Thornton City Hall  
9500 Civic Center Drive  
Thornton, CO 80229  
Attention: Information Technology Division**

**B.6 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.7 WARRANTY CONDITIONS:**

Thornton's expectation of the Vendor is that all phones purchased by Thornton that are newly refurbished Cisco phones will have a lifetime warranty from the awarded Vendor. Any phone that Thornton has purchased from the Vendor that fails for any reason, will be replaced by the Vendor at the Vendor's cost. If a warranty claim is needed by Thornton, the Vendor shall ship and deliver the warranty replacement to Thornton prior to Thornton returning the original, defective phone that has had a warranty claim submitted. No replacement or shipping costs for the warranty replacement will be invoiced to Thornton.

**B.8 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 Award number (provided upon acceptance of award)
- Blanket PO number (will be provided annually to awarded Vendor)
- Delivery location (Building name and address)

Vendor shall also provide monthly statement billing (as required and upon Thornton's request).

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.9 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.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 VCS. 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 from other municipalities and political subdivisions 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 RFP, 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 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 for the life of the award that results from this solicitation.

### **C.4 PROPOSAL ITEMS:**

The pricing form for this IFB will be in a Microsoft Excel free-type format, for the Vendor to complete the form. The form is under separate cover and is entitled "113-25 IFB Appendix No. 1 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](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 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](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 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 indicated 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.4 – Proposal Items.
- 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. 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 POST AWARD PURCHASE ORDER:**

A Purchase Order (PO) will not be immediately 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.10 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.

**The remainder of this page has been left blank intentionally.**

**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: \_\_\_\_\_



**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.

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Andrew Miskell, CPPB  
Purchasing Manager