

INVITATION FOR BID (IFB)

IFB No. 300-25

Parks Division Battery-Powered Handheld Lawn and Garden Equipment

Purchasing Analyst of Record: Joshua Houston

Joshua.Houston@thorntonco.gov

City Hall - 2nd Floor
Contracts and Purchasing Division
9500 Civic Center Drive
Thornton, CO 80229-4326
Main Phone: (303) 538-7325

TABLE OF CONTENTS

SECTION A: SCHEDULE, PURCHASING ANALYST OF RECORD, AND GENERAL SUMMARY OF NEEDS 4

A.1 SCHEDULE OF EVENTS:..... 4

A.2 PURCHASING ANALYST OF RECORD: 4

A.3 GENERAL SUMMARY OF PROCUREMENT NEEDS: 4

SECTION B: CURRENT STATE, SCOPE OF WORK, AND SPECIAL CONSIDERATIONS .. 5

B.1 CURRENT STATE: 5

B.2 SCOPE OF WORK – GENERAL CONSIDERATIONS:..... 5

B.3 ESTIMATED QUANTITIES: 6

B.4 F.O.B. POINT: 6

B.5 DELIVERY CONSIDERATIONS: 7

B.6 INVOICING REQUIREMENTS: 7

B.7 PROCUREMENT CARDS PAYMENT CONDITIONS:..... 7

B.8 EMERGENCY PURCHASES: 7

B.9 PALLET CHARGE: 8

B.10 VENDOR PERFORMANCE MANAGEMENT: 8

B.11 COOPERATIVE PURCHASING: 8

SECTION C: PRICING AND PROPOSAL ITEMS 9

C.1 PRICING INFORMATION: 9

C.2 PRICING:..... 9

C.3 PRICING UPDATES: 9

C.4 BID ITEMS: 10

SECTION D: BID INSTRUCTIONS, EVALUATION, AND AWARD 11

D.1 BID POSTED LOCATIONS:..... 11

D.2 QUESTIONS: 11

D.3 ADDENDA:..... 11

D.4 SUBMISSION OF BIDS: 11

D.5 DOCUMENTS FOR FINAL VENDOR SUBMISSION: 12

D.6 LATE BID SUBMISSIONS:..... 12

D.7 BID OPENING 13

D.8 EVALUATION OF BIDS 13

D.9 AWARDS: 13



D.10 ACCEPTANCE PERIOD: 13
D.11 AWARD TERM LENGTH: 13
D.12 POST AWARD PURCHASE ORDER: 13
D.13 STANDARD PROPOSAL CONSIDERATIONS: 14
D.14 SAMPLE VENDOR COMMITMENT STATEMENT: 14
SECTION E: REQUIRED VENDOR SIGNATURE FORMS 15
E.1 ACCEPTANCE AND ADDENDA ACKNOWLEDGEMENT FORM: 15
E.2 REFERENCES AND AUTHORIZATION AND RELEASE FORM: 16
SECTION F: AUTHORIZATION FOR SOLICITATION POSTING 19
F.1 PURCHASING MANAGER FORM: 19

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>
Invitation for bids (IFB) Issued	09/15/25	
Deadline to Submit Questions	09/23/25	4:30 P.M.
Response to Written Questions	09/25/25	4:30 P.M.
Bids Due Date	10/01/25	4:30 P.M.
Date of Bid Opening	10/02/25	12:00 P.M.
Location of Bid Opening	Virtual/Microsoft Teams	
Purchase Order/Vendor Commitment Statement Issued to Awarded Vendor (tentative)	10/03/25	

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 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: Joshua Houston
Title: Senior Purchasing Analyst
Email: Joshua.Houston@thorntonco.gov

A.3 GENERAL SUMMARY OF PROCUREMENT NEEDS:

The City of Thornton, CO ("Thornton") is seeking bids from interested firms for the purchase of commercial-grade battery-powered handheld lawn and garden equipment for the Thornton Parks Division.

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

B.1 CURRENT STATE:

Thornton is a home-rule city in Adams County, Colorado, located ten (10) miles northeast of Denver. The Thornton Parks Division, part of Thornton Parks, Recreation and Community Programs (TPRCP), is responsible for the maintenance of all public parks, sports fields facilities, open space, and trails; managing the city's forestry program; and landscape maintenance for designated medians, streetscapes and rights-of-way. The Parks Division maintains over 140 miles of trails and over 2,500 acres of parks. The Parks Division carries out its maintenance programs primarily using gas-powered handheld lawn and garden equipment, including blowers, string trimmers, pole trimmers, brush cutters, lawnmowers, chain saws, and pressure washers.

On February 16, 2024, the Colorado Air Quality Control Commission adopted Rule 29, which mandates that local governments in Colorado may not use gasoline-powered push and handheld lawn and garden equipment with an internal combustion engine smaller than 7kW (10 horsepower) between June 1st and August 31st of each year in the “ozone nonattainment area,” which includes the entirety of Thornton and Adams County. Rule 29 went into effect on June 1, 2025. The intent of the regulation is to combat the formation of ground-level ozone in the Front Range, of which air pollution from small engines is a contributor.

To comply with Rule 29 and maintain the capabilities of the Parks Division, Thornton's Parks Division is replacing its fleet of gas-powered handheld lawn and garden equipment with commercial-grade, battery-powered equipment that provides the same or similar capabilities as its existing fleet of gas-powered equipment.

B.2 SCOPE OF WORK – GENERAL CONSIDERATIONS:

Thornton is soliciting its requirement for commercial-grade, battery-powered handheld lawn and garden equipment on a “brand name or equal” basis. See “300-25 IFB Appendix No. 1 Equipment List” for a list of the battery-powered equipment desired by Thornton.

Parks Division personnel have evaluated the battery-powered handheld lawn and garden equipment of several manufacturers and determined that the commercial-grade equipment manufactured by EGO POWER+ best meets Thornton's needs by providing like-capabilities to gas-powered equivalent equipment. Because of the scale of Thornton's trail and park systems, adopting a commercial-grade battery-powered fleet of equipment that operates with the same or similar efficiency and effectiveness to that of the current gas-powered fleet is critical for the Parks Division to accomplish its mission.

“300-25 IFB Appendix No. 1 Equipment List” identifies the EGO POWER+ model desired by Thornton, the quantities required, and the minimum specifications that products from a different manufacturer must meet, should the bidder propose an alternate product to EGO POWER+. ***If a bidder proposes an alternate product in place of the identified EGO POWER+ model, that alternate product must meet ALL of the minimum specifications listed in “300-25 IFB***

Appendix No. 1 Equipment List.” The minimum specifications are the salient characteristics of the product that constitute Thornton’s need. If a bidder proposes an alternate product to the EGO POWER+ model that **does not** meet **all** minimum specifications, the bidder may be considered non-responsive.

For batteries in particular, Thornton recognizes that manufacturers offer various battery configurations and charging systems. IFB item nos. 11-15 in “300-25 IFB Appendix No. 1 Equipment List” include a field charging bank, charging hub, charging docks, and two different battery types. Bidders proposing products from an alternate manufacturer may propose different charging and battery products to the specifications shown in IFB item nos. 11-15, but the products **must** provide similar or the same capabilities in terms of the capability to charge batteries in the field, and the capability to charge a similar number of batteries using a single standard 15-amp, 120-volt outlet. The field charging capabilities of the EGO POWER+ batteries and the capability to charge up to seventy (70) batteries using a single standard electrical outlet are key aspects of the EGO POWER+ system that must be met by the products of any alternate manufacturer proposed by bidders. Additionally, the batteries proposed by bidders shall be interoperable with all equipment proposed.

The intent of this solicitation is to provide a solution for the Parks Division’s commercial-grade, battery-powered handheld lawn and garden equipment needs for the next five years, including the initial purchase of equipment as described in “300-25 IFB Appendix No. 1 Equipment List,” as well as future needs through September 30, 2030. The Park Division’s future battery-powered equipment needs are not yet firm, but it is expected that the Parks Division will require additional and replacement battery-powered handheld lawn and garden equipment through this five-year period. The awarded vendor will be required to sign a Vendor Commitment Statement agreeing to the pricing and terms and conditions that will govern future purchases through September 30, 2030; see “300-25 IFB Appendix No. 2 Sample VCS.”

B.3 ESTIMATED QUANTITIES:

Quantities listed are Thornton’s current and actual needs, however, they do not obligate Thornton to order or accept more than what has been placed as an original order and by the availability of appropriated funds.

B.4 F.O.B. POINT:

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

**Municipal Service Center
8651 Colorado Blvd
Thornton, CO 80229
Attention: Park Maintenance Supervisor**

B.5 DELIVERY CONSIDERATIONS:

Delivery is requested for the initial purchase of equipment on or before **Friday, October 31, 2025**. Because the Thornton Parks Division desires to put this equipment into service as soon as possible, the Awarded Vender is encouraged to deliver the required items as soon as possible, even if this requires delivery in a piecemeal fashion.

Delivery is required within 30 days after receipt of order for all future purchases.

B.6 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 project number (provided upon acceptance of award);
- Delivery location (Building name and address).

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.7 PROCUREMENT CARDS PAYMENT CONDITIONS:

Awarded Vendor 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 bids.

B.8 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.9 PALLET CHARGE:

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

B.10 VENDOR PERFORMANCE MANAGEMENT:

Thornton may administer a Vendor performance management program as part this proposal and any resulting agreement. 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.11 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 bid. 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 IFB shall be identified by each Vendor and incorporated into their bid including any omissions for hardware, service, support, software, travel, shipping, etc. which is necessary for the success of the project. All items must be identified as a separate line item with pricing and included as part of the vendor's bid, 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 bid documents. Thornton reserves the right to purchase part of or the entire items in a bid.

C.2 PRICING:

All prices quoted shall be firm and fixed for the five (5) year period of the award, subject to the pricing updates described in Section C.3 below.

C.3 PRICING UPDATES:

Bidders shall submit pricing for all five years. If, during this five-year period, the manufacturer increases the prices charged to distributors, the awarded vendor may request a pricing update. The request for a pricing update shall be submitted no later than 60 days in advance of when the requested pricing update is to take effect. The awarded vendor shall be limited to no more than two pricing updates in any 12-month period.

Pricing updates must be based upon documented manufacturer's price increases and must be verifiable. Discount percentages quoted must remain constant relative to the awarded vendor's original pricing. Pricing updates may **only** be made in response and in proportion to a documented manufacturer's price increase.

The vendor must provide a complete template that includes both items with price changes as well as items where changes are not requested. Items with price increases must be clearly identified.

C.4 BID ITEMS:

The Pricing Form has been provided under separate cover as a Microsoft Excel spreadsheet and is titled “300-25 IFB Appendix No. 3 Pricing Form.” Bidders must complete the Pricing Form as part of their bid.

Bidders shall complete the following sections of “300-25 IFB Appendix No. 3 Pricing Form:”

- Table A (Summary):
 - Cell D11: Select “yes” or “no” as to whether you claim the Thornton business preference. If this question is answered “yes,” the discount associated with this preference will automatically calculate in cell D12.
- For Table B (Year one (1) / Initial Purchase):
 - Columns D through F: Alternate manufacturer and product information, if the bidder is proposing products from an alternate manufacturer. This information will automatically populate in Tables C through F once entered.
 - Column H, IFB item nos. 11-15 only: Any alternate quantity of batteries, chargers, and docks for the initial purchase, if applicable, to align to an alternate manufacturer’s offerings.
- For each of the yearly tables (Tables B through F):
 - Columns I and J: Unit price and unit shipping cost.

Cells highlighted in gray are locked for editing and shall not be manipulated by bidders.

The items and quantities in Year one (1) are for Thornton’s initial purchase of equipment. The quantities in years two (2) through five (5) are estimates of future needs, which are calculated at five percent (5%) of the year one (1)/Initial Purchase quantity. The estimated quantities for years two (2) through five (5) will be used for award evaluation purposes only to approximate the total cost to Thornton over the five (5) year period.

If the bidder proposes products from an alternate manufacturer, the bidder ***must*** include with its bid all technical and product information (e.g., manufacturer’s manuals, specifications sheets, technical data sheets) necessary for Thornton to independently determine that the proposed products meet the ***ALL*** of the minimum specifications listed in “300-25 IFB Appendix No. 1 Equipment List.” Failure to do so may render the bid nonresponsive.

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SECTION D: BID INSTRUCTIONS, EVALUATION, AND AWARD**D.1 BID 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 solicitations 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 QUESTIONS:

Thornton shall not be bound by and the Vendor shall not request or rely on any oral interpretation or clarification of this IFB. Therefore, any questions regarding this IFB 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 IFB 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 bidder to confirm that they have acquired all addenda related to this IFB and they have reviewed/ complied with the requirements therein.

D.4 SUBMISSION OF BIDS:

Submission of bids for this solicitation may be done electronically through a Vendor portal (currently done via BidNet Direct®). Bids 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 bid through BidNet®, may request to submit a physical copy of their bid for consideration. Bidders 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 bid. All physical bid 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:

Bidders are solely responsible to ensure that their submission is complete and responsible prior to a final submission. As a reminder this IFB contains the following documents that will require completion by the bidder:

- 1) The Pricing Form required in Section C.4 (“300-25 IFB Appendix No. 3 Pricing Form”).
- 2) Technical and product information in support of your bid if proposing products from an alternate manufacturer, as required in Section C.4.
- 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 BID SUBMISSIONS:

Bidders 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 bid after the submittal date and time have passed. It is **highly recommended** that as a bidder you do not wait until the last minute to submit your bid.

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

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

D.7 BID OPENING

The date and time for bid opening is provided in the Schedule of Events.

Bid opening will be conducted virtually through a Microsoft Teams meeting. Bid opening is public; interested parties are to request a meeting invitation link from the Purchasing Analyst of Record. During the bid opening, each bidder's name will be announced and the bidder's Pricing Form will be displayed in the Teams meeting. Each bidder's name and the amount of their bid will be recorded. After each bid has been opened, a summary of all bids will be presented.

D.8 EVALUATION OF BIDS

Award will be made to the lowest-priced responsible and responsive bidder whose bid meets the requirements and criteria set forth in this IFB, unless the City Manager determines that the public interest will be better served by accepting a higher bid.

The bidders' evaluated price will be the amount calculated in cell D13 of "300-25 IFB Appendix No. 3 Pricing Form."

D.9 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.10 ACCEPTANCE PERIOD:

Submissions in response to this IFB shall remain valid until an award has been made to a bidder.

D.11 AWARD TERM LENGTH:

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

The Vendor who is awarded from its bid will be awarded through a Vendor Commitment Statement that will last from the time of award through **September 30, 2030**.

D.12 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.13 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.

D.14 SAMPLE VENDOR COMMITMENT STATEMENT:

A sample Vendor Commitment Statement (VCS) has been provided under separate cover as part of this solicitation. This VCS has been provided to inform the bidder of Thornton's expectations for the awarded Vendor from this solicitation. This VCS is subject to change at Thornton's sole discretion.

The VCS that has been provided by Thornton for this Project will include the awarded vendor's pricing and govern the work performed by the Vendor and, if applicable, their subcontractors. The opportunity for a prospective Vendor to provide any proposed redlines to Thornton's same VCS is during the submittal process and all Vendor proposed redlines shall be submitted with the Vendor's bid.

Thornton does not anticipate signing any separate Vendor contractual documents, including separate general or online terms and conditions, Vendor agreements, Vendor quotations with separate terms and conditions, etc. Vendors who have such documents that are required for their solution must submit these documents for Thornton's review as part of their bid submission.

The Vendor does not need to complete any of the information within the sample VCS as part of the bid submission process. At Thornton's sole discretion and as part of the bid evaluation process, the Purchasing Analyst of Record may contact a bidder for any clarifications.

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 Vendor Commitment Statement 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: _____

VENDOR CHECKLIST

This checklist is for aiding the bidder in completing their submission, only. It is **not** a requirement for a bidder to submit this checklist with their bid.

Have you, as a bidder made sure to do the following with your bid:

- 1) Completed and signed the "Acceptance and Addenda Acknowledgement Form"?
Yes No
- 2) Reviewed and understood the scope of work, and what Thornton's needs are?
Yes No
- 3) If proposing products from an alternate manufacturer, submitted technical and product information in support of your bid?
Yes No
- 4) Completed and submitted the Pricing Form?
Yes No
- 5) Completed and submitted your references and the "References and Authorization and Release Form?"
Yes No
- 6) Included a current copy of your company's W-9?
Yes No

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.

Andrew Miskell, CPPB
Purchasing Manager