

ADDENDUM NO. ONE

INVITATION FOR BID

**PARKS DIVISION BATTERY-POWERED HANDHELD LAWN AND
GARDEN EQUIPMENT**

PROJECT NO. 300-25

CITY OF THORNTON, CO

TO: Prospective bidders and all others concerned

DATE: September 22, 2025

PURPOSE: To provide additional information and clarification to the solicitation documents for the above-referenced Project.

1. The following information shall become part of the original Invitation for Bid (IFB) for this Project.

a. Section B.5, Delivery Considerations, of the IFB is revised as shown below:

Delivery is requested for the initial purchase of equipment on or before **Friday, October 31, 2025** [emphasis in original]. 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. If the bidder is aware of a backorder situation with the manufacturer for any products that are part of the initial purchase, the bidder shall include this information in its bid, including when the bidder anticipates that delivery will be made to Thornton. If the bidder is unable to commit to delivery of the initial purchase items within a reasonable window after October 31, 2025, Thornton may find the bid non-responsive.

Delivery is required within thirty (30) calendar days after receipt of order for all future purchases. If a backorder situation with the manufacturer develops in the future, the awarded vendor would be excused from this delivery deadline, provided the awarded vendor provides written documentation substantiating the backorder situation and an estimated date for when the products will be delivered to Thornton.

b. Section C.2, Pricing, of the IFB is revised as shown below:

All prices quoted shall be firm and fixed for the ~~five (5) year period of the~~ initial

award, subject to the pricing updates described in Section C.3 below.

- c. Section C.3, Pricing Updates, of the IFB is deleted in its entirety and replaced with the following:

Bidders shall submit firm and fixed pricing for Thornton's evaluation and initial pricing of the award. The awarded vendor may then request up to two pricing updates in any 12-month period, with the first pricing update taking effect **no sooner than** (a) **after** Thornton's initial purchase and (b) **January 1, 2026**. The request for a pricing update shall be submitted no later than sixty (60) days in advance of when the requested pricing update is to take effect.

Pricing updates are to generally be based upon and no higher than the Consumer Price Index for All Urban Consumers (CPI-U) for Denver-Aurora-Lakewood for the period preceding the pricing update request.

Thornton may, at its sole discretion, consider other bases for pricing updates, including but not limited to other publicly published pricing indices, documented price increases by equipment manufacturers, changes in tariff rates impacting the price of the equipment, or unusual market conditions beyond the control of the awarded vendor. The burden for establishing a bona fide basis for a pricing update rests with the awarded vendor.

All pricing update requests must be submitted in writing to the Thornton Purchasing Division. 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.

- d. Section C.4, Bid Items, of the IFB is deleted in its entirety and replaced with the following:

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.":

- Columns D through F: Alternate manufacturer and product information, if the bidder is proposing products from an alternate manufacturer.
- 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.
- Columns I and J: Unit price and unit shipping cost.
- Cell L23: 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 L24.

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

The quantities in column H are for Thornton's initial purchase of equipment, which Thornton intends to order in its entirety in an initial purchase order to the awarded vendor. Specific quantities have not been identified for future orders.

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.**

- e. Section D.8. Evaluation of Bids, is revised as shown below:

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 ~~L25D13~~ of "300-25 IFB Appendix No. 3 Pricing Form."

- f. Appendix No. 2, Sample VCS, and Appendix No. 3, Pricing Form, are revised and attached to this Addendum as "Draft 300-25 IFB Addend No. 1 Appendix No. 2 Sample VCS 09-22-25" and "Draft 300-25 IFB Addend No. 1 Appendix No. 3 Pricing Form 09-22-25," respectively.
2. The following questions and answers are provided for additional clarification to the IFB. All answers from Thornton in response to Vendor submitted questions have been provided below.

Question No. 1: In section C.3, Pricing Updates, pricing updates are limited to "no more than two pricing updates in any 12-month period." This will work for us, but the pricing tables in the Pricing Form list dates which split right before the end of the year, which is when almost all manufacturers do yearly pricing adjustments. The pricing will therefore need to be updated before the spring of 2026. Can we remove the dates and fill them in as changes happen while complying with the "no more than two pricing updates in any 12-month period" stipulation?

Answer No. 1: The previous annual periods (October through September) have been removed from the IFB.

Question No. 2: Does Thornton expect Tables C, D, E, and F in Appendix No. 3, Pricing Form, to be completed now for the next five years? Or are these tables to be used for pricing updates after award? If left blank, will the bid be considered "non-responsive?" Predicting pricing for the next five years is not possible.

Answer No. 2: Pricing is now only requested for the initial award.

Question No. 3: Upon award of the contract, will the initial purchase order for Year One products include all products listed, or will the purchases be phased throughout the Year One period (10/15 – 9/26)?

Answer No. 3: The initial purchase order will be for *all* the products listed as part of Thornton's initial purchase. Thornton does *not* plan to phase purchases throughout the first year of the award. The initial purchase quantities represent Thornton's current need, although Thornton may place additional orders during the first year as additional needs are established.

Question No. 4: In the event of a backorder situation from the manufacturer for any products ordered, is there a penalty or other consequence to the supplying vendor?

Answer No. 4: For the initial purchase of equipment, delivery is requested on or before Friday, October 31, 2025. If the bidder is aware of a backorder situation with the manufacturer for the initial purchase, the bidder shall include this information in its bid, including when the bidder anticipates that delivery will be made to Thornton. If the bidder is unable to commit to delivery of the initial purchase items within a reasonable window after October 31, 2025, Thornton may find the bid non-responsive.

For all future purchases, delivery is required within thirty (30) days after receipt of order. If a backorder situation with the manufacturer develops in the future, the awarded vendor would be excused from this delivery deadline, provided the awarded vendor provides written documentation substantiating the backorder situation and an estimated date for when the products will be delivered to Thornton.

3. All other terms and conditions shall remain unchanged except as provided by this Addendum. Bidders must acknowledge receipt of this Addendum in their bid.

END OF ADDENDUM NO. ONE

Andrew Miskell, CPPB
Purchasing Manager

Date