

ADDENDUM NO. TWO

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 25, 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 A.1, Schedule of Events, of the IFB is revised as shown below:

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	09/23/25 09/26/25	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 10/06/25	

- b. 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. Thornton requires a one-week notice prior to any delivery of the initial purchase of equipment to prepare the space to receive the equipment. Vendors shall provide the quantity of pallets for each shipment with the one-week notice.

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.

With each delivery, the awarded Vendor shall furnish (a) a printed inventory/bill of lading/invoice with the delivery that includes the list of equipment delivered and serial numbers, so that an inventory of the shipment may be performed on-site, and (b) an electronic .csv file (e.g., Microsoft Excel file) containing a list of the delivered equipment and serial numbers, to be furnished to Thornton within three business days of the delivery.

The awarded Vendor is responsible for completing any and all warranty registration requirements in accordance with manufacturer requirements. The awarded Vendor shall furnish to Thornton all warranty-related documentation.

- c. Appendix No. 2, Sample VCS, is revised and attached to this Addendum as "300-25 IFB Addend No. 1 Appendix No. 2 Sample VCS 09-25-25."
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: Is any assembly of the equipment required? Or are Vendors only required to deliver the equipment boxed (no assembly provided)?

Answer No. 1: The awarded Vendor is only required to deliver the equipment boxed; there is no assembly requirement.

Question No. 2: How firm is Thornton's requested delivery date of October 31, 2025, for the initial purchase of equipment?

Answer No. 2: Thornton's requested delivery date is on or before October 31, 2025, as Thornton desires to put this equipment into service as soon as possible. To this end, Thornton will accept piecemeal delivery of the initial purchase. We recognize, however, that the quantity of equipment required in the initial purchase likely exceeds Vendor stocks and will require special ordering and coordination with the equipment manufacturer, which could make meeting the October 31st date a challenge. Bidders shall include estimated delivery date(s) to Thornton in their bid. Thornton will accept a good-faith effort to meet the October 31st date, even if some equipment is projected to be delivered after October 31st.

Question No. 3: What is Thornton's capacity to receive shipments of the equipment? For example, how many semi-truck freight containers could Thornton accommodate at once for delivery and offloading at the Municipal Service Center? Does Thornton have forklifts on site to move the equipment? What advance notice does Thornton need prior to deliveries?

Answer No. 3: Thornton can process two (2) semi-truck deliveries simultaneously. Please note that there is **not** a dock at the Municipal Service Center. Thornton does have a forklift on-site. Thornton requires a one-week notice prior to delivery to prepare the space to receive the equipment. Vendors shall provide the quantity of pallets for each shipment with the one-week notice.

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. TWO

for Andrew Miskell, CPPB Date
Purchasing Manager