

INVITATION FOR BID (IFB)

IFB No. 229-26

DWDM Upgrade

Purchasing Analyst of Record: Joshua Houston

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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>
Invitation for Bids (IFB) Issued	05/12/26	
Deadline to Submit Questions	05/22/26	4:30 P.M.
Response to Written Questions	05/28/26	
Bids Due Date	06/03/26	4:30 P.M.
Date of Bid Opening	06/04/26	9:00 A.M.
Location of Bid Opening	Virtual/Microsoft Teams	
Purchase Order/ Vendor Commitment Statement Issued to Awardee (tentative)	06/08/26	

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 for Dense Wavelength Division Multiplexing (DWDM) optical transport equipment to support the organization's transition from Coarse Wavelength Division Multiplexing (CWDM) to DWDM network infrastructure.

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.

On or about 2019, the Thornton Information Technology Division (“Thornton IT”) implemented Thornton’s current CWDM network backbone technology. Thornton IT is now in the process of migrating from its existing CWDM environment to a higher-capacity DWDM architecture capable of supporting increased bandwidth demands, improved wavelength management, and long-term scalability across the organization’s network backbone. Thornton began this upgrade in 2025 and will continue this Project through 2028 or 2029.

The requested DWDM upgrade equipment includes passive DWDM multiplexing and add/drop modules, LightGuide Cross-Connect (LGX) chassis components, tunable 10Gb DWDM optical transceivers, and related mounting and media conversion hardware. The solution is intended to maximize utilization of existing fiber assets while enabling future network growth and improved operational flexibility.

To ensure compatibility with Thornton’s existing DWDM equipment, Bidders **must** bid the Approved Networks (a brand of Legrand) brand-name equipment requested by Thornton. Substitute equipment will **not** be acceptable.

B.2 ESTIMATED QUANTITIES:

Thornton made its first purchase of DWDM equipment in 2025. Thornton’s anticipates making annual purchases of DWDM equipment through 2028 or 2029, when the Project will be completed. The anticipated quantities for 2026 are provided below, as well as the remaining quantities for 2027 through 2028/2029, and the total quantities of DWDM equipment for this Project:

Item	Purchased in 2025	Estimated 2026 Purchase	Estimated Quantities 2027-2028/2029	Total Quantities for this Project
ZS-DWDM-MDUO-100-44-L-8-0-16-R Rack Mount	4	0	4	8
ZS-DWDM-ADMB-100-8-L-8-1-16-2L DUAL LGX	1	1	2	4
ZS-DWDM-ADMB-100-8-L-8-1-25-2L DUAL LGX	1	1	2	4
ZS-DWDM-ADMB-100-8-L-8-1-34-2L DUAL LGX	1	1	2	4
ZS-DWDM-ADMB-100-8-L-8-1-43-2L DUAL LGX	1	1	2	4
ZS-LGX3R-14S-CHASSIS-1923 LGX3RU CHASSIS	4	4	8	16
OP-SFPP-TUNE-80-I SFP+ 10GBASE TUNABLE DWDM	6	28	132	166
FMC-10GSS3R-H-R2-DC Media Converter	0	0	16	16
FMC-DIN19RR 19inch DIN Rail Rackmount Bracket	0	0	4	4

Item	Total Estimated Quantities for this IFB
ZS-DWDM-MDUO-100-44-L-8-0-16-R Rack Mount	4
ZS-DWDM-ADMB-100-8-L-8-1-16-2L DUAL LGX	3
ZS-DWDM-ADMB-100-8-L-8-1-25-2L DUAL LGX	3
ZS-DWDM-ADMB-100-8-L-8-1-34-2L DUAL LGX	3
ZS-DWDM-ADMB-100-8-L-8-1-43-2L DUAL LGX	3
ZS-LGX3R-14S-CHASSIS-1923 LGX3RU CHASSIS	12
OP-SFPP-TUNE-80-I SFP+ 10GBASE TUNABLE DWDM	160
FMC-10GSS3R-H-R2-DC Media Converter	16
FMC-DIN19RR 19inch DIN Rail Rackmount Bracket	4

This IFB pertains only to the quantities for 2026 through 2028/2029. The quantities for 2025 have already been purchased.

The quantities listed above are Thornton’s best estimate of its actual needs. However, these estimates are not binding on Thornton, and Thornton is not obligated to order more than its actual needs or accept quantities above that which have been ordered. There is no guaranteed minimum quantity. All future orders are conditional upon Thornton’s City Council making annual appropriations for this Project.

B.3 F.O.B. POINT:

Prices quoted shall be F.O.B. Destination and delivered to the following point:

City of Thornton
 Information Technology
 Lower Level
 9500 Civic Center Drive
 Thornton, CO 80229
 Attention: Solomon Oyenuhah, Network Engineering Supervisor

B.4 DELIVERY CONSIDERATIONS:

All furnished equipment shall be new. Delivery is required within 30 Calendar Days after receipt of order for all purchases. All deliveries shall be made between the hours of 8:00am and 4:00pm, Monday through Friday, excluding holidays.

B.5 WARRANTIES:

All furnished equipment shall include the manufacturer's standard commercial warranty.

B.6 DISCONTINUED ITEMS:

If any of the specified equipment is discontinued by the manufacturer, or otherwise becomes unavailable, the Vendor shall promptly notify Thornton and propose an equivalent or superior replacement. The decision to accept a replacement is at Thornton's sole discretion.

Replacement equipment shall be offered at pricing equal to or lower than the original awarded pricing unless otherwise approved by 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, and specific item/part number;
- Total charge;
- Purchase Order and Vendor Commitment Statement numbers (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.8 PALLET CHARGE:

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

B.9 VENDOR PERFORMANCE MANAGEMENT:

Thornton may administer a Vendor Performance Management program as part of this IFB and any resulting Vendor Commitment Statement. 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.10 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 BID 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 bid 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 Bidder 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 Bidder'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 unit prices shall be firm and fixed and include shipping costs for delivery FOB Destination. Thornton's future orders shall use the pricing in effect for the year in which the order is made.

Thornton reserves the right to seek future price reductions where market conditions or manufacturer pricing trends support lower pricing for comparable products. Any pricing revisions shall be subject to mutual agreement and documented through a written amendment to the Vendor Commitment Statement.

C.3 BID ITEMS:

The Pricing Form has been provided under separate cover as a Microsoft Excel spreadsheet and is titled "229-26 IFB Appendix No. 1 Pricing Form." Bidders must complete the yellow-shaded cells of the Pricing Form as part of their bid. All other cells are locked for editing and shall not be manipulated by Bidders.

Thornton is requesting single, firm-fixed unit pricing for its 2026 estimated purchase quantities (column D). Thornton has developed estimated quantities for 2027, 2028, and 2029 for evaluation purposes only. Thornton is requesting annual, firm-fixed unit pricing for years 2027 (column G), 2028 (column J), and 2029 (column M). The Bidder's total evaluated price will populate in cell B17. All unit pricing shall include shipping for FOB Destination.

Note: Although the estimated quantities for 2028 and 2029 include several rows with quantity "0," Bidders' pricing is still requested for these items, should these items be ordered in 2028 or 2029.

The estimated quantities used in the Pricing Form are not binding on Thornton, and Thornton is not obligated to order more than its actual needs or accept quantities above that which have been ordered. There is no guaranteed minimum quantity. All future orders are conditional upon Thornton's City Council making annual appropriations for this Project.

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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 Bidders.

Upon request by a prospective Bidder, 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 Bidder 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 prospective Bidder will be provided to all prospective Bidders.

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 and complied with the requirements therein.

D.4 SUBMISSION OF BIDS:

Submission of Bids for this solicitation may be done electronically through a Bidder 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.

Bidders 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 BIDDER 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.3 (“229-26 IFB Appendix No. 1 Pricing Form”).
- 2) A current copy of your company’s W-9.
- 3) 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.
- 4) Section E.2 – References and Authorization Release Forms.

It is not necessary for Bidders to submit this entire IFB document that has been provided by Thornton with the Bidder’s response. Only the above-mentioned items are required with your Bid submission. Thornton reserves the right to request any clarification, ask any questions, or request additional documents that may aid in the evaluation of your Bid.

D.6 LATE BID SUBMISSIONS:

Bidders are expected to allow adequate time to upload a complete submission for consideration through the Bidder portal (currently BidNet Direct®). The Bidder portal will not allow a Bidder 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 Bidder portal or is received in the Purchasing Office prior to the submission deadline. Bids that are left in a “Draft” status in the Bidder 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 B17 of "229-26 IFB Appendix No. 1 Pricing Form."

Pricing determined to be materially unbalanced may render the proposal non-responsive.

D.9 AWARDS:

Thornton anticipates making a single Award from this IFB. Award will be made on an "all or none" basis. Prices must be shown for each item listed. Bids submitted without individual item prices listed will be considered as non-responsive and rejected. Thornton reserves the right to reject all Bids.

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 Bidder who is awarded from its bid will be awarded through a Vendor Commitment Statement that will last from the time of award through **December 31, 2029**.

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 BID CONSIDERATIONS:

Thornton maintains a standard set of bid considerations and terms and conditions for Bids that are non-federally funded and are not through a cooperative awarded process. These considerations are static between each bid process. It is the sole responsibility of the Bidder to have read all Bid considerations. A copy of these standard Bid considerations and terms and conditions have been uploaded with this Bid 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 Bidder to provide any proposed redlines to Thornton's same VCS is during the submittal process and all Bidder proposed redlines shall be submitted with the Bidder's Bid.

Thornton does not anticipate signing any separate Bidder contractual documents, including separate general or online terms and conditions, Bidder agreements, Bidder quotations with separate terms and conditions, etc. Bidders 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 Bidder 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 Bid 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 Bid 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 bid 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
(Vendor) _____, A Partnership whose address is _____
An Individual (Circle One)

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

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

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

Proposing Vendor 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

Vendor shall complete at least three (3) references in relation to the products/services proposed in this solicitation. Vendor may add more than three (3) references if desired, but is 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: _____

BIDDER 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) Completed and submitted the Pricing Form?
Yes No
- 4) Completed and submitted your references and the “References and Authorization and Release Form?”
Yes No
- 5) 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.

for _____
Andrew Miskell, CPPB
Purchasing Manager