

REQUEST FOR QUOTATION (RFQ)**RFQ No. 243-26**
Gould Pump Rebuild RFQ**SCHEDULE OF EVENTS**

• RFQ Issued	08/11/2026		
• Site Visit	08/20/2026	10:00 A.M.	Local Time
• Deadline to Submit Additional Questions	08/24/2026	5:00 P.M.	Local Time
• Response to Written Questions	08/27/2026	5:00 P.M.	Local Time
• RFQ Due Date	08/31/2026	5:00 P.M.	Local Time

GENERAL INFORMATION:

The City of Thornton (Thornton) is requesting Quotations for procurement of water pump experts to rebuild two of Thornton's pumps located at the Wes Brown Treatment Plant. Work may be done on site or off site as proposed.

BUYER CONTACT INFORMATION:

The Purchasing Analyst's ("PA's") contact information from the City's Purchasing Office for this solicitation is as follows:

PA Name: Denise Serna
PA Title: Purchasing Analyst
PA Email: Denise.Serna@Thorntonco.gov

Note: Communications with anyone other than the Purchasing Division during the course of the solicitation may result in rejection of your Quotation. All questions, comments, and submissions regarding this Request for Quotation (RFQ) shall be addressed to the Buyer, not to the end user.

CURRENT STATE:

Thornton has two (2) Gould pumps at Thornton's Wes Brown Treatment Plant that are in need of being rebuilt. Pump models and installation dates are listed here. The work should be scheduled for removal for the repair work in October 2026.

- (1 Each Model #3196 Pump – installed 2004/2005
- (1 Each Model #3180XL Pump - installed approximately 2020

SCOPE OF WORK:

Qualified field service technicians shall perform the following services to rebuild and reinstall two (2) pumps one (1) Goulds' pump 3196 and one (1) 3180XL.

Goulds 3196 Pump:

Qualified field Service Technicians shall perform the following services for rebuilding and reinstallation of one (1) 3196 pump.

- Coordinate with plant personnel to complete all required Lockout/Tagout (LOTO) procedures prior to beginning work.
- Disconnect suction and discharge piping as required for pump removal and maintenance.
- Disconnect electrical power and perform an inspection of the pump volute.
- Disassemble the pump assembly, thoroughly clean all components, and inspect for wear or damage.
- Replace the following components:
 - o O-rings
 - o Gaskets
 - o Bearings
 - o Lab seal O-rings
 - o Bearing lock washer
 - o Bearing locknut
- Reinstall the repaired Goulds 3196 pump assembly.
- Perform precision laser alignment between pump and driver.
- Conduct startup, operational testing, and performance verification to confirm proper operation.

Goulds 3180XL Pump:

Qualified field Service Technicians shall perform the following services for rebuilding and reinstallation of one (1) 3180XL pump:

- Coordinate with plant personnel to complete all required Lockout/Tagout (LOTO) procedures prior to beginning work.
- Disconnect suction and discharge piping as required for pump removal and maintenance.
- Disconnect electrical power from the pump assembly.
- Disassemble the pump assembly, thoroughly clean all components, and inspect for wear or damage.
- Replace the following components:
 - o O-rings
 - o Gaskets
 - o Bearings
 - o Seal O-rings

- o Bearing lock washer
- o Bearing locknut
- o Mechanical seal (John Crane or approved equivalent)
- Reinstall the repaired Goulds 3180XL pump assembly.
- Perform precision laser alignment between pump and driver.
- Conduct startup, operational testing, and performance verification to confirm proper operation.

F.O.B. POINT DESTINATION:

Wes Brown Water Treatment Plant
2651 E. 86th Avenue
Thornton, CO 80229

PRICING AND INSTRUCTIONS:

All prices shall be firm and fixed until an award has been made by Thornton. If extended unit pricing does not match total bid price, then unit pricing shall govern final evaluation amount. No changes to price shall be acceptable without first written authorization by the Contract and Purchasing Division.

All Vendor proposed pricing shall be submitted as completed on the Pricing Form listed below that has been provided by Thornton. Proposing Vendors may include a copy of their pricing on a Vendor quote as additional explanation of pricing only. Any Vendor terms and conditions, hyperlinks, or “click-through” agreements, etc., stated on a Vendor quote shall not be enforceable, unless first approved in writing by Thornton’s Purchasing Division.

A proposing Vendor who has been awarded through a competitive solicitation process that has resulted in the Vendor being a part of cooperative purchasing award, may submit pricing that is in line and references the Vendor’s cooperative purchasing award, however, such reference shall be in name and pricing submittal only. For avoidance of doubt, any pricing submitted by a Vendor shall not exceed the ceiling pricing awarded to the Vendor, nor shall Thornton be bound the terms and conditions of such cooperative purchasing agreement that is held by the Vendor unless otherwise authorized in writing by Thornton’s Purchasing Division.

All price adjustments shall be based upon the Denver-Aurora-Lakewood consumer price index (CPI) and are subject to review and approval by Thornton’s Purchasing Division.

A link to this index at the time of this RFQ has been provided below.

https://data.bls.gov/pdq/SurveyOutputServlet?data_tool=dropmap&series_id=CUURS48BSA0,CUUSS48BSA0

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 should 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;
- Purchase Order (PO) number will be provided
- Service location of Work (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.

VENDOR PERFORMANCE MANAGEMENT:

Thornton may administer a Vendor performance management program as part this solicitation. 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.

STANDARD PROPOSAL CONSIDERATIONS:

Thornton maintains a standard set of RFQ considerations and terms and conditions for RFQs that are non-federally funded and are not through a cooperative awarded process. These considerations are static between each RFQ process. It is the sole responsibility of the proposing Vendor to have read all RFQ considerations. A copy of these standard RFQ considerations has been uploaded with this RFQ document as a separate cover.

SITE VISIT:

A site visit will be conducted as per the Schedule of Events at the following location:

Wes Brown Water Treatment Plant
2651 E. 86th Avenue
Thornton, CO 80229

VENDOR QUESTIONS:

Vendor Questions will be collected by the Buyer and answered via an addendum that shall be sent to all participating Vendors according to the Schedule of Events listed above.

PROPOSAL SUBMISSION:

Quotations are to be submitted no later than the time and date listed within the Schedule of Events listed above. Quotations shall be submitted either via BidNet® direct email to the Buyer, or through physical submission to the address listed above on the first page.

BASIS OF AWARD:

Award shall be made to the responsive, responsible, Bidder meeting the specifications and having the lowest possible cost consistent with the quality and service needed for effective use. The following is a list of the criteria that may be used in determining the Award:

- 1) Responsiveness to the terms and conditions of the RFQ;
- 2) Responsibility of the Bidder;
- 3) Adherence to specifications and/or Scope of Work and/or Services;
- 4) Delivery and/or completion time;
- 5) Guarantees and warranties;
- 6) Prices quoted;
- 7) Local vendor consideration; and/or
- 8) Overall cost effectiveness and greatest benefit as deemed in the best interest of Thornton.

Thornton-based businesses may be granted consideration in evaluation of price quotes if they meet the following criteria:

- A. The business maintains an office, manufacturing, training, retail, or repair facility within Thornton city limits;
- B. The business has a current Thornton business license;
- C. The business is current on all Thornton obligations; and
- D. The Bidder requests the consideration on the Bid Proposal Form and supplies the necessary documentation.

All nonmonetary bid criteria being equal, Thornton business' price quotes will be discounted for the purpose of evaluating the quotes when compared to non-Thornton-based businesses by the lesser of five percent (5%) of the price quote or ten thousand dollars (\$10,000).

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PRICING FORM

(All Price Quotations must be submitted on this form)

Note to Vendors: Unless listed as a separate line item, all pricing provided shall be considered as a delivered price. Both pricing and delivery time will be taken into consideration when evaluating this bid price.

	DESCRIPTION	TOTAL COST
1.	Goulds Pump 3196 Rebuild and Reinstallation – price should include removal and rebuild, replacement parts, realignment of pump and driver, operational testing, and performance verification of proper operation and pickup (if necessary), delivery, and reinstallation of pump.	\$
2.	Goulds Pump 3180XL Rebuild and Reinstallation - price should include removal and rebuild, replacement parts, realignment of pump and driver, operational testing, and performance verification of proper operation and pickup (if necessary), delivery, and reinstallation of pump.	\$
3.	Include any additional costs not stated above: 	\$ \$

Estimated Timeframe to Complete the Work: _____

Include any warranty on workmanship? _____

Include any warranty on replacement parts? _____

ACCEPTANCE OF CONDITIONS AND ADDENDA ACKNOWLEDGEMENT FORM

Vendor indicates acceptance of the following conditions:

1. 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 requested and described herein, hereby proposes that it will fulfill the obligations contained herein in accordance with all terms, conditions, and 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.

3. I acknowledge receipt of any and all published addenda:

Yes ☐ No ☐

4. My firm is claiming the Thornton Based Business Local Vendor Consideration:

Yes ☐ No ☐

Proposing Vendor's Name: _____

Vendor Representative (Printed): _____

Vendor Representative (Signature): _____

Title: _____

Phone Number: _____

Email: _____

Date: _____

DISCLOSURE OF GENERATIVE ARTIFICIAL INTELLIGENCE (A.I.) USAGE FORM

Generative Artificial Intelligence (“Gen AI”) is a technology that can create content, including text, images, audio, or video, when prompted by a user. Generative AI systems learn patterns and relationships from large amounts of data, which enables systems to generate new content that may be similar, but not identical, to the underlying data.

The Proposing Vendor shall inform the City of Thornton (Thornton) within this form if it has used Gen AI, including Gen AI from third parties, to complete all or a portion of the submitted proposal, including but not limited to, responses to proposal questions, technical specifications, pricing, etc. The Proposing Vendor shall also clearly identify and inform Thornton of any clarifications and additional information requested by Thornton during this solicitation process of submitted information that contains Gen AI content (as applicable).

Select One:

- ☐ On behalf of the Proposing Vendor identified below, I hereby certify that I have read this form and affirm that all documents submitted by the Vendor in response to this proposal do NOT contain any content derived from a Gen AI platform or equivalent.
- ☐ On behalf of the Proposing Vendor identified below, I hereby certify that I have read this form and affirm that all documents submitted by the Vendor in response to this proposal DO contain content derived from a Gen AI platform or equivalent. Gen AI is contained in the following documents/sections/exhibits. The Vendor may attach a detailed list of the requested Gen AI disclosures on your company’s letterhead if there is insufficient space to list these items below and additional space is needed by your firm.
- 1)
- 2)
- 3)

By signing below, the Proposing Vendor acknowledges that the information submitted within their proposal has been reviewed and submitted and that Thornton shall not be held liable by the Vendor for any mistakes or misrepresentations by the submitting Vendor regarding Gen AI.

Proposing Vendor’s Name: _____

Submitted By (Printed): _____

Submitted By (Signature): _____

Title: _____

Date: _____

VENDOR CHECKLIST

This checklist is for aiding the proposing Vendor's in completing their submission, only. It is **not** a requirement for a proposing Vendor to submit this checklist with their final proposal.

Have you, as a proposing Vendor made sure to do the following with your proposal:

- 1) Completed and signed the "Acceptance of Conditions 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 any applicable technical information in support of your submittal?
Yes ☐ No ☐
- 4) Completed and submitted the Pricing Form?
Yes ☐ No ☐