INVITATION FOR BID (IFB)

IFB No. 263-26

TRAFFIC SIGNAL PARTS

Purchasing Analyst of Record: Nykeba Klein

Nykeba.Klein@thorntonco.gov

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

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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.

Solicitation Item	Date	Time
Proposal Issued	**08/11/2026**	
Deadline to Submit Additional Questions	**08/25/2026**	**11:00 P.M.**
Response to Written Questions	**08/28/2026**	**11:00 P.M.**
Proposal Due Date	**09/15/2026**	**11:00 P.M.**

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 a 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: Nykeba Klein
Title: Purchasing Analyst 2
Email: Nykeba.Klein@thorntonco.gov

A.3 GENERAL SUMMARY OF PROCUREMENT NEEDS:

The City of Thornton, CO ("Thornton") is seeking Proposals from interested firms for the purchase and delivery of various manufacturers and models traffic signal components required for the Thornton's traffic operations, maintenance and upgrades.

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

B.1 CURRENT STATE:

Thornton previously solicited traffic signal materials under IFB 373-22. That Contract was awarded in 2022 and remains active; however, the City is issuing this new Invitation for Bid to update the list of materials and obtain current pricing. The previous solicitation did not generate sufficient historical usage data, and the City is reviewing all parts and quantities to ensure they reflect current operational needs. This IFB and all of its ensuing awards will replace the 2022 bid and establish an updated set of awards for traffic signal materials.

As part of this solicitation, vendors may propose alternate, comparable products when a brand name or part number is listed in the specifications or on the Proposal Item Pricing Sheet. Vendors submitting an alternate must provide the manufacturer/brand, part number, and a clear description of all differences compared to the listed brand-name item. Thornton will consider alternates; however, approval is not guaranteed.

Alternates will **not** be accepted for the following items:

- Item 24 – Push Button Switch, Pedestrian, Black
- Item 48 – EDI Conflict Monitor

B.2 SCOPE OF WORK – GENERAL CONSIDERATIONS:

1. General Requirements-

   Vendor shall provide:
   - New, current-production traffic signal components.
   - Materials that meet or exceed:
     - CO State DOT specifications
     - ITE (Institute of Trasportation Engineers) equipment standards
   - All manufacturer warranties plus any additional vendor-provided warranties.
   - Replacement of any defective or non-compliant items at no cost to Thornton.

2. Proposed Items - Vendors shall furnish all materials listed in the Pricing Form that has been provided under separate cover as a Microsoft Excel spreadsheet and is titled "263-26 IFB Appendix No. 1 Pricing Form". Items fall into the following categories:

   2.1 LED Signal Modules
   Includes all LED inserts in Bid Items 1-10:
   - 12" Arrow LED inserts (red, yellow, green)
   - 12" Ball LED inserts (red, yellow, green)
   - 3M LED inserts (red, yellow, green)
   - Pedestrian countdown modules (18")

These modules must meet ITE LED specifications and Thornton optical performance requirements. The signal housings must be composed of a plastic material.

2.2 Cabinet Equipment & Flashers
Includes Bid Items 11, 17-20, 48-50:

- **Cabinet flashers** (204 or 810) (this goes inside of a traffic signal cabinet)
- **Applied Information flasher clocks** with 10-year data plans (this is for school flashers assemblies)
- **AC flasher cabinets**, prewired with clock, data plan, and flasher (this is for school flashers assemblies)
- **Battery-powered flasher cabinets** with AGM batteries (this is for school flashers assemblies)
- **EDI power supplies (206L) (this is a conflict monitor for a traffic signal cabinet)**
- **UPS systems (1250LX-R)**
- **Clary 12V batteries**
- **EDI 2010 ECLiP conflict monitors**
- **170/333SD traffic signal cabinets**, with/without UPS (these are the complete traffic signal cabinets)

All cabinets must be delivered fully assembled, prewired, and ready for field installation.

2.3 Video Detection System
Includes Bid Items 12-16:

- **Iteris Next WDR video detection systems** (4-approach)
- **Iteris Next DVP video cards**
- **Iteris WDR video cameras (color)**
- **74” camera mounting brackets (74”)**
- **Axis Q6315-LE PTZ camera** with pole mount, surge protection, and POE

All systems must include required cables, mounts, and accessories for full deployment.

2.4 Pedestrian Equipment
Includes Bid Items 21-26 & 63:

- **Clamshell pedestrian signal housings** (left and right mount, no inserts)
- **Pedestrian push button stations** (5" x 7")

- **Pedestrian push button switches**
- **Two-sided pedestrian push button signs (R10-3B)**
- **Pole-mounted pedestrian push buttons**

All pedestrian equipment must meet ADA and MUTCD requirements.

2.5 Signal Housings, Backplates, and Visors
Includes Bid Items 27-33 and 54-59:

- **Screw-in visors** (McCain 12" and 8")
- **Louvered backplates** (3-, 4-, and 5-section; McCain and Eagle)
- **Traffic signal housings** (3-, 4-, and 5-section, black, with visors)
- **Signal mount assemblies** (3-, 4-, and 5-section, 59" band)

All housings must be compatible with Thornton-standard mounting hardware.

2.6 Poles, Bases, Caps and Mounting Hardware
Includes Bid Items 34-44:

- **Universal hand hole covers**
- **Rigid side-of-pole signal mounts**
- **Pedestrian pole bases** (Mocha Brown & Beige, Pelco)
- **Pedestrian poles, 15’** (Mocha Brown & Beige, Pelco)
- **Pole caps** (Mocha Brown & Beige)
- **Pole base collar assemblies**
- **Pedestrian pole assemblies (4’, Frey)**
- **Clamp kits, 59” band**

All colors must match Federal Standard 595C color numbers listed in the bid sheet.

2.7 Communication & Detection Equipment
Includes Bid Items 51-53:

- **Dymec Gigabit Ethernet switches** (KY-3170EM4/2)
- **Optical detectors** (Global Technologies 721 and 722)

All communication equipment must be compatible with Thornton’s existing network architecture.

2.8 Cabinet Accessories
Includes Bid Items 61-62:

- **Cabinet filter (3-ply 12’x16’x1)**
- **Cabinet filter (3-ply 6’x16’x1)**

B.3 ESTIMATED QUANTITIES:

The approximate quantities indicated for the material or equipment outlined herein are estimated as closely as possible. However, Thornton neither states nor implies any guarantee that actual purchases will equal the estimate. It is the intent of this proposal that Thornton will be supplied with more or less of the material or equipment according to actual needs during the life of the award, with orders to be placed by Thornton on an as-needed basis.

B.4 F.O.B. POINT:

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

Infrastructure Maintenance Center
12450 North Washington
Thornton, CO 80241

B.5 DELIVERY CONSIDERATIONS:

All deliveries shall be made between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays.

B.6 SAMPLES:

Upon request, Vendors are required to furnish a sample of the goods and/or services to be supplied at no cost to Thornton. Any sample submitted shall create an express warranty that the whole of the goods and/or services shall conform to the sample submitted. All samples become the property of 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;
- Total charge;
- Service date(s) or service period;
- Vendor Agreement number (provided upon acceptance of award);
- Blanket PO number (will be provided annually to awarded Vendor; and
- Delivery location (Building name and address).

Vendor shall also provide monthly statement billing (as required).

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 FELONY DISQUALIFICATION:

The Vendor shall not employ, retain, hire or use any individual that has been convicted of any felony charges as the same is defined under the laws of the State of Colorado in the performance of the services to be rendered and materials to be provided to Thornton pursuant to this proposal unless the Vendor receives prior written permission from the Director of Support Services. The Director may require that a fidelity bond, or such other assurance in such amount as deemed appropriate, be provided to Thornton as a condition precedent to the grant of such permission.

B.9 PROCUREMENT CARDS PAYMENT CONDITIONS:

Awarded Vendors 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 proposals.

B.10 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.11 PALLET CHARGE:

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

B.12 VENDOR PERFORMANCE MANAGEMENT:

Thornton may administer a Vendor performance management program as part this proposal. 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.13 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 proposal. 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 proposal shall be identified by each Vendor and incorporated into their proposal including any omissions for hardware, service, support, software, travel, shipping, etc. which is necessary to the success of the project. All items must be identified as a separate line item with pricing and included as part of this RFP, 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 proposal documents. Thornton reserves the right to purchase part or the entire proposal.

C.2 VENDOR PRICING SUBMITTAL:

All Vendor proposed pricing shall be submitted and completed on the Pricing Form (**263-26 IFB Appendix No. 1 Pricing**) 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.

Thornton’s Pricing Form shall be the official record of the Vendor’s proposed pricing submittal. The Vendor shall be deemed as non-responsive for further evaluation if the Vendor fails to complete and submit the Thornton Pricing Form that has been provided, unless otherwise approved by Thornton in writing.

C.3 VENDOR COOPERATIVE AGREEMENTS:

A proposing Vendor who has been awarded an agreement 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.

C.4 TARIFFS:

Thornton recognizes the ever-changing geopolitical climate and how this affects the Supplier's pricing. For the sake of convenience, all pricing submitted with this proposal shall contain all costs, including tariffs that are in place at the time of this proposal's posting.

If a during an awarded period with Thornton, the Supplier sees an increase in the steel and/or plastic prices due to tariffs, then the awarded Supplier is to document this change and submit it with their requested pricing updates. No requested pricing update shall be allowed more than once in any given renewal period.

If during an awarded period with Thornton, the Supplier sees a decrease or elimination of the tariffs that are in place at the time of this proposal's publication, then Thornton will expect the awarded Supplier to immediately reduce their agreed upon pricing to Thornton by no less than what the reduced/eliminated tariffs had been set at.

C.5 PRICING:

All prices quoted shall be firm and fixed for the award and initial purchase.

C.6 ANNUAL PRICE UPDATES:

The awarded Vendor must hold the Bid prices quoted firm until **September 31, 2027**, after which time the Vendor may request annual price adjustments for inflation based on the Denver-Aurora-Lakewood Price Index upon mutual agreement of the Parties.

Price adjustment requests are to be made by the Vendor in writing (e.g., email) to the Thornton Purchasing Division, no later than sixty (60) Calendar Days prior to the Agreement's renewal date or year in which the adjustment may take effect. Should the Vendor fail to submit a request for a price adjustment to Thornton's Purchasing Division, then the current pricing shall remain in effect for the following renewal period of the Agreement.

A link to index that is current at the time of this solicitation has been provided below:

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

Notwithstanding the above, Thornton may, at its sole discretion, consider other publicly published pricing indices and/or modifications as deemed appropriate given market conditions. Note, Thornton is under no obligation to make such considerations and may require vendors to provide documentation substantiating any unusual market conditions beyond its control.

C.7 DISCOUNTS (FROM PUBLISHED PRICE LISTS):

Proposals shall be submitted on the basis of a discount from a manufacturer's Published Price List(s). Such Published Price List(s) must be common to, and accepted by the industry in general. The lists must be printed, properly identified, and dated as to issuance and effectiveness.

Revised Published Price Lists may be used as a means of price adjustment. However, all proposals are to be firm for a period of thirty (30) Calendar Days after the proposal opening date and Revised Price Lists will not be accepted by Thornton until after that date. Revised Published Price Lists will be accepted only in the event of an industry-wide price change, as evidenced by the issuance of revised price lists by the manufacturer.

Revised Prices will not become effective until revised list(s) are submitted to Thornton under Vendor cover letter identifying the applicable Agreement number. Vendor cover letter and pricing lists must be dated, signed and submitted to the Purchasing Analyst.

In lieu of printed price list, any of the following may be provided:

- CD or Flash Drive;
- Website; and/or
- Computer access codes.

If one (1) of these is provided, please so indicate in the proposed item at “Name of Price Schedule...”

C.8 PROPOSAL ITEMS:

The Pricing Form that includes specific items used by Thornton’s Traffic Division, has been provided under separate cover as a Microsoft Excel spreadsheet and is titled “**263-26 IFB Appendix No. 1 Pricing Form**”. Proposing Vendors must complete the Pricing Form as part of their proposal submission.

C.9 CATALOG DISCOUNT FOR NON-LISTED TRAFFIC SIGNAL PARTS

In addition to providing firm pricing for all of the specific Items listed in “263-26 IFB Appendix No. 1 Pricing Form”, Vendors **must also complete the tab titled “Catalog Discount (Non-Listed Items)”** included in the Pricing Form workbook. This tab requires Vendors to provide a **percentage discount off their published catalog or price list** for categories of traffic signal equipment that are **not specifically listed** in the Bid Item schedule.

Thornton intends to use this discount structure to purchase additional traffic signal materials on an as-needed basis during the term of the Agreement when such materials are **not included** in the Bid Item list but fall within the general categories of traffic signal components normally supplied by the Vendor.

Vendor responses on this tab must include:

- The percentage discount off the Vendor's current published list price for each category;
- The name and publication date of the applicable catalog/price list;
- A link or digital reference where Thornton may verify list pricing;
- Any relevant notes regarding exclusions or conditions.

Proposing Vendors must complete the Catalog Discount (Non-listed Items) tab as part of their proposal submission.

The remainder of this page has been left blank intentionally.

SECTION D: PROPOSAL INSTRUCTIONS, EVALUATION, AND AWARD

D.1 PROPOSAL 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 proposals 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 PROPOSAL QUESTIONS:

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

D.4 SUBMISSION OF PROPOSALS:

Submission of proposals for this solicitation may be done electronically through a Vendor portal (currently done via BidNet Direct®). Proposals 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 proposal through BidNet®, may request to submit a physical copy of their proposal for consideration. A proposing Vendor 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 proposal. All physical proposal 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:

Proposing Vendors are solely responsible to ensure that their submission is complete and responsible prior to a final submission. As a reminder this Proposal contains the following documents that will require completion by the proposing Vendor:

1) Section C.8 – Proposal Items.
2) All additional technical information in support of your proposal.
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.
6) Section E.3 – Disclosure of Generative Artificial Intelligence (A.I.) Usage Form

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 PAGE LENGTHS FOR FINAL VENDOR SUBMISSION:

Thornton is seeking proposals from qualified firms with proposals from prospective Vendors that contain relevant information, pricing, technical information, sample reports, answers to questions, and other items that support that Vendor's proposal submission.

With this in mind, Thornton is requesting that proposing Vendors work to limit their submissions to **seventy-five (75)** pages or less.

D.7 LATE PROPOSAL SUBMISSIONS:

Proposing Vendors 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 proposal after the submittal date and time have passed. It is **highly recommended** that as a proposing Vendor you do not wait until the last minute to submit your proposal.

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

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

D.8 AWARDS:

Award(s) will be made to one (1) or more Vendor(s) on an individual item basis.

D.9 ACCEPTANCE PERIOD:

Submissions in response to this proposal shall remain valid until an award has been made to a proposing Vendor.

D.10 AWARD TERM LENGTH:

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

The Vendor who is awarded from this proposal will be awarded through a Vendor Commitment Statement (VCS) that will last from the time of award through **September 31, 2027**, as an initial term. After the initial term expires, there will be the opportunity for a mutually agreed upon annual renewal for up to **five** (**5**) additional years. No further extensions beyond a final expiration date of September 31, 2032, will be allowed unless otherwise approved in writing by the Thornton Purchasing Division.

D.11 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.12 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.

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 Agreement 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

A Corporation
By:______________________________, A Partnership whose address is _________________
(Proposing firm) 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: ______________________________

E.3 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 ☐

5) Completed and submitted your references?
   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

Digitally signed by Andrew Miskell
Date: 2026.08.06 15:11:37 -06'00'

Andrew Miskell, CPPB
Purchasing Manager