INVITATION FOR BID (IFB)

IFB No. 110-26

POWDERED ACTIVATED CARBON

Purchasing Analyst of Record: Carol Arellano

Carol.Arellano@ThorntonCO.Gov

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

TABLE OF CONTENTS

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	**8/27/26**	
Deadline to Submit Additional Questions	**9/4/26**	**2:00 p.m. MST**
Response to Written Questions	**9/9/26**	**4:00 p.m. MST**
Proposal Due Date	**9/16/26**	**4:00 p.m. MST**

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: Carol Arellano
Title: Purchasing Analyst II
Email: Carol.Arellano@ThorntonCO.Gov

A.3 GENERAL SUMMARY OF PROCUREMENT NEEDS:

The City of Thornton, CO ("Thornton") is seeking Proposals from interested firms for the purchase of Powdered Activated Carbon (PAC). Proposing firms must have appropriate quantities of approved PAC to supply Thornton's estimated needs of 500,000 – 850,000 lbs. annually.

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

B.1 SCOPE OF WORK – GENERAL CONSIDERATIONS:

A. Supply and delivery requirements:

The Vendor must have appropriate quantities of the submitted Powder Activated Carbon (PAC) to supply the City of Thornton's estimated needs of 500,000-850,000 lbs. annually which shall be delivered in bulk 40,000 lb. loads. Delivery shall typically occur between the months of March and November. Some months will have higher demand than others, ranging from 1-4 loads. A reserve of up to forty (40) 800-1,000 lb. supersacks of PAC will also be supplied. PAC loads must be delivered on a specified mutually agreed upon date, within ten (10) Calendar Days of order notification.

B. Physical and performance-based requirements of product:

Preference will be given to U.S.A. origin, chemically activated wood-based PAC. All PAC must meet the following requirements:

- Virgin in nature;
- Iodine rating exceeding 500;
- Meet AWWA Standard B600-16;
- Certified to ANSI/NSF Standard 61 for use in drinking water applications;
- Gold number abrasion rating (< 3);
- Ash % (<10% by weight);
- Fine content of 5 um or finer (<16%); and
- Geosmin/MIB Performance Test (AWWA Standard B-600-16) coupled with Perfluoroalkyl Substance (PFAS) Performance Test.

C. Testing Requirement:

Any Vendor wishing to submit a proposal will first submit representative samples of PAC along with corresponding fees directly to the 3rd party labs listed below, with address shown, by September 14, 2026. **Submit one (1) sample of each proposed PAC to each lab.**

1. Test Series 1: Gold number abrasion test.
    a. Conducted by and to be sent to: WRES, Inc. Mineral sample for Abrasion Testing for City of Thornton, 11500 Trails End Rd, Leander, TX 78641. Phone 214-348-3001. Email: bmiller@wres.us.
    b. 0.5 pound sample required with your firm submitting payment to WRES Inc. of one thousand six hundred thirty-two dollars and fifty cents per sample ($1632.50) for testing required at time of sample submission to WRES, Inc.
        i. Note: It takes seven (7) to ten (10) Business Days to complete sample testing.

2. Test Series 2: Ash %, fine content of 5 um or finer %, particle size analysis, Total Organic Carbon (TOC), Perflouoalkyl Substance (PFAS) and Geosmin/MIB Performance Test (AWWA Standard B-600-16), and Iodine Number.
    a. Conducted by and to be sent to: Engineering Performance Solutions for City of Thornton, 3161 St. Johns Bluff Road S., Suite 3, Jacksonville, FL 32246. Phone: 855-338-7770. E-mail: Christine@epslabs.com.
    b. 1.0 pound sample required with your firm submitting payment to Engineering Performance Solutions of three thousand four hundred and eighty dollars per sample ($3,480) for testing required at time of sample submission to Engineering Performance Solutions.
        i. Note: It takes four (4) to six (6) weeks to complete testing.

Proposal samples will be required. The sample must be submitted, at no expense to Thornton, prior to the submittal of a Vendor's bid packet. Failure to comply with this requirement, or failure of the sample to meet the required specifications, will be cause for Thornton to reject the Vendor from consideration on that item.

D. Delivery requirements:

1. All Bill of Ladings and Certificates of Analysis will be stamped with the NSF logo. A certificate of analysis will be supplied with every load delivered. The certificate shall display test results for moisture, density, fineness, and iodine number per AWWA Standard B600-16. Any product not meeting the AWWA Standard B600-16 minimum test results may be rejected.

2. Vendor is responsible for all transportation and shipping. Related costs for these activities are included with the proposal pricing.

3. All PAC delivered will match the physical and performance-based qualifications of the original sample submitted for qualification testing.

B.2 ESTIMATED QUANTITIES:

Quantities listed are Thornton's best estimate and do not obligate Thornton to order or accept more than Thornton's actual requirements during the period of this Agreement, as determined by actual needs and availability of appropriated funds. It is expressly understood and agreed that the resulting Agreement is to supply Thornton with its complete actual requirement of the materials specified in this proposal for the Agreement period.

Thornton's estimated need for PAC is approximately 500,000 – 850,000 lbs. annually. Historically Thornton has received deliveries where a single load consists of 40,000 lbs.

B.3 F.O.B. POINT:

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

City of Thornton
Wes Brown Water Treatment Plant
3651 East 86th Avenue
Thornton, CO 80229

B.4 DELIVERY CONSIDERATIONS:

All deliveries shall be made between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, excluding holidays unless special arrangements are made in advance of shipping the product. PAC loads must be delivered on a specified mutually agreed upon date, within ten (10) Calendar Days of order notification.

Deliveries of PAC Supersacks must be delivered via a flatbed truck and will be offloaded by Thornton staff using Thornton's forklift.

Bulk deliveries of PAC must be delivered in a pneumatic trailer and offloaded into Thornton's PAC tank with assistance from Thornton staff.

B.5 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;
- Blanket PO number (will be provided annually to awarded Vendor; and
- Delivery location Wes Brown Water Treatment Plant, 3651 East 86th Avenue, Thornton, CO 80229.

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.6 PALLET CHARGE:

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

B.7 VENDOR PERFORMANCE MANAGEMENT:

Thornton may administer a Vendor performance management program as part this proposal and resulting Vendor Commitment Statement (VCS). 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.8 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.9 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.

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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 as a 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.

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 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 ANNUAL PRICE UPDATES:

The awarded Vendor must hold the Bid prices quoted firm until December 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.6 PROPOSAL ITEMS:

The pricing form for this IFB will be in a Microsoft Excel format that is required for the Vendor complete. The form is under separate cover and is entitled "110-26 IFB Appendix No. 1 Pricing Form". Failure to complete and submit this form with a Vendor's bid submittal may result in Thornton deeming the proposing Vendor as non-responsive and excluded from evaluation.

All proposed unit pricing for proposed products shall be an all-inclusive price, with unit pricing including, but not limited to, materials, transportation, labor, unloading, insurance, trip fees, delivery charges, fuel, demurrage, etc.

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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 B.1.c - Copies of tracking numbers for proof of sample submittals having been sent to the required labs.

2) Section C.6 – Proposal Items.

3) All additional technical information in support of your proposal.

4) A current copy of your company's W-9.

5) 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.

6) Section E.2 – References and Authorization Release Forms.

7) 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 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.7 AWARDS:

Due to the nature of the items requested on this proposal, and the importance of the equipment or services that they impact, Thornton reserves the right to award a primary and secondary Vendor on each line item. It shall be the responsibility of the primary Vendor to survey the needs of the various agencies involved to ensure that adequate inventory is maintained to service their day-to-day operations. Thirty (30) days will be allowed after award for stocking of frequently requested items. The first call will always be made to the primary Vendor. If the primary Vendor is unable to furnish the item(s) requested within the time frame, the agency will contact the secondary Vendor. Repeated supply deficiencies will be reported to Thornton and may be grounds for disqualification of the primary Vendor. In the event that the item is unavailable locally and requires special order, the primary Vendor shall be given the opportunity to provide it. As always, Thornton reserves the right to source critical materials from outside Vendors.

D.8 ACCEPTANCE PERIOD:

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

D.9 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 VCS that will last from the time of award through December 31, 2027. After the initial term expires, there will be the opportunity for a mutually agreed upon annual renewal for up to four (4) additional years.

All future renewal period will be executed by a VCS.

D.10 POST AWARD PURCHASE ORDER:

A Purchase Order (PO) will not be immediately 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.11 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: ______________________________________

Submitted By (Printed): ______________________________________

Submitted By (Signature): ______________________________________

Title: ____

Telephone Number: ______________________________________

Email: ____

Date: ____

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: ____

Submitted By (Printed): ____

Submitted By (Signature): ____

Title: ____

Date: ____

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) Submitted the representative PAC samples per the Testing Requirements and provided copies of tracking numbers?
Yes ☐ No ☐

6) 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: 2026.08.26 07:16:40 -06'00'

Andrew Miskell, CPPB
Purchasing Manager