

REQUEST FOR QUOTATION (RFQ)**RFQ No. 286-26
Compressor Maintenance Services****SCHEDULE OF EVENTS**

• RFQ Issued	09/30/26		
• Deadline to Submit Additional Questions	10/09/26	5:00 PM	Local Time
• Response to Written Questions	10/13/26	5:00 PM	Local Time
• RFQ Due Date	10/19/26	5:00 PM	Local Time

GENERAL INFORMATION:

The City of Thornton (Thornton) is requesting Quotations for Procurement of Compressor Maintenance Services for the City of Thornton's facilities.

BUYER CONTACT INFORMATION:

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

PA's Name: Denise Serna
PA's Title: Purchasing Analyst
PA's 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 currently has annual compressor maintenance services in place maintaining our facility equipment. We continually upgrade units as necessary to keep the compressors operational.

The units are currently at about eleven (11) of our facilities that are maintained by our current provider. Not all Thornton facilities are listed or have large compressors at their locations.

SCOPE OF WORK:

- Thornton requires on-call, as needed, Compressor Equipment Services related to annual maintenance, trouble shooting, repair, integration, and furnish and install services for Thornton's compressed air systems. The Service Provider shall provide materials, supplies, equipment, tools, and labor for various Services as described in both this general Scope of Services and in an individual task assignment indicated in a Purchase Order and/or Agreement. Service Provider shall not commence performance of any Work until a Purchase Order for the specific equipment and/or service has been approved by Thornton.
- Thornton may elect, at its sole option, to furnish some or all, of the parts and or materials for a specific service or element of Work related to the compressed air systems. Nothing contained herein will guarantee any minimum compensation or minimum amount of Work for the Service Provider.
- Thornton and the Service Provider shall review all Purchase Order Scope of Services to assure all parties that the Scope and role of each party is thoroughly defined. The Scope shall address the physical features of the Work, removal, and disposal of existing systems, the timeframe for completion of the service, any technical specifications, and budget constraints, if any. As a minimum, the Scope of Work shall include a written description of the service to be done, but preferably, the Scope shall also include sketches or engineering drawings when possible.
- The Work assigned to the Service Provider by Thornton may include, but shall not be limited to, the following:

Annual Maintenance and Services

- Measure and record all temperatures and pressures;
- Service the electric motor(s) according to manufactures instructions;
- Check motor overload and time delay settings;
- Check connection of the electrical cables at the motor terminals;
- Check condensate drain valve(s) for proper operation;
- Check for air and oil leaks;
- Check functioning of indicator lamps and gauges;
- Check functioning of LED's and gauges;
- Inspect safety valve(s);
- Check operation of regulating system;
- Inspect drive coupling element;
- Inspect belts;
- Inspect cooling fan(s);
- Inspect and clean if required, the outside of the cooler block(s);

- Check functioning of the unloading valve;
- Check for water leaks;
- Clean exterior of air compressor;
- Inspect foam insulation;
- Measure and record voltage and amperage;
- Inspect motor starter contacts;
- Inspect anti-vibration pads;
- Test run compressor to verify proper operation;
- Replace air filter element(s);
- Replace oil filter(s);
- Replace compressor oil;
- Inspect for proper oil level; and
- Report worn air compressor parts and if replacement is recommended.

Troubleshooting and Repair Services

- Provide troubleshooting and repair on an on-call, as-needed basis.
- Restore compressed air systems to operable condition as quickly as possible.
- Make a return phone call to Thornton's personnel as soon as possible, but no later than, within one (1) hour of Thornton initiating a call for service.
- Respond to routine maintenance, troubleshooting, and repair requests within two (2) business days of receiving Thornton's call for service. Routine maintenance, troubleshooting, and repairs may be performed during regular hours. Schedule routine maintenance, troubleshooting, and repairs with Thornton staff to avoid conflicts with other Thornton functions that are scheduled in the space and to minimize disruptions in service to Thornton's personnel.
- Arrive on site to commence urgent maintenance, trouble shooting, and repair services within three (3) hours of receiving Thornton's urgent call for service. Urgent maintenance, troubleshooting, or repairs may be required during regular hours, evening hours, nights, weekends, or holiday hours.

Furnish and Install Services (This is optional, not guaranteed work)

- Furnish and install compressed air components or system.
- Coordinate installation with Service Provider's subcontractors and with Thornton's other contractors to provide a system that is completely in place and fully functional.
- Integrate new components as described above when necessary.

- Perform testing and adjustment of the components and systems.
- Provide three (3) copies of warranty information on equipment supplied.
- Provide training for Thornton personnel on component and system operation.
- Obtain building permits when necessary.
- Cooperate with other contractors that Thornton may have working on the site.

Service and Warranty

- Service Provider shall provide a minimum of one (1) year warranty on equipment, parts, and labor on any equipment or systems supplied or on any Work performed by Service Provider, including labor.
- The Service Provider will own all new product and equipment that has been furnished and installed until Initial Acceptance has been granted by Thornton. Initial Acceptance is defined as the date that all Punch List items have been corrected to Thornton's satisfaction. Service Provider will be fully responsible to maintain all such equipment at Service Provider's expense until Thornton has issued Initial Acceptance of the Work for a given task order. Upon Initial Acceptance, the one (1) year Warranty Period will begin and Thornton will assume ownership and responsibility for the operation and routine maintenance of the equipment.
- The Service Provider retains responsibility for Warranty repairs until Final Acceptance of the installation has been granted by Thornton. Final Acceptance will be granted at the end of the Warranty Period provided no outstanding warranty issues are pending. Commencing with Initial Acceptance, Thornton may perform routine maintenance themselves or may require the Service Provider to perform the routine maintenance, in which case the Service Provider will be compensated as provided for herein.
- The Service Provider shall obtain and keep in force the necessary insurance to cover all theft, loss, or damage to the installed equipment and system components until Initial Acceptance is granted. The insurance shall provide completed operations coverage for a period of three (3) years following Initial Acceptance. The insurance coverage on the equipment and systems will include the cost of purchase, freight, delivery, installation, labor, and any other costs associated with obtaining and installing the equipment.
- All equipment and systems to be furnished by Service Provider will be newly manufactured unless refurbished equipment has been approved in advance by Thornton.

- After Hours - The Service Provider shall provide an after-hours urgent response capability during evenings, nights, weekends, and holidays by providing Thornton with a pager, cell phone, or answering service phone number to enable Thornton to call for urgent after-hours service. During an emergency, if Service Provider's personnel are unable to report to Thornton's facility due to weather or other condition, Thornton may, though Thornton shall not be required to, offer to transport Service Provider's personnel to Thornton's facility when compressor service is required during the emergency.
- Thornton may request that Service Provider provide other services not herein defined, in which case the Scope of Work and compensation for such services shall be mutually agreed upon by the Parties prior to commencement of the services and shall be incorporated herein by an amendment executed by the Parties.

EXPECTED QUANTITIES:

The quantities listed within this RFQ are to the best of Thornton's knowledge, and do not obligate the Buyer to procure additional items.

F.O.B. POINT:

FOB destination for repairs and parts at various facility locations with the City of Thornton as directed by Thornton's Building Maintenance Manager or Leads.

AWARD LENGTH:

The award from this solicitation may be done on a group basis, with each pump manufacturer as its own group. Thornton may make a final award based on the financial and operational interests that best meet Thornton's needs.

The initial award term from this solicitation will start from the **date of final award through December 31, 2027**. After the initial term expires, there will be an opportunity for a mutually agreed upon annual renewal of up to **five (5) years through December 31, 2031**.

No further extensions or renewals shall pass this date for service from the awarded Vendor, unless otherwise previously authorized in writing by the Thornton Purchasing Division.

AWARD DOCUMENTATION:

Upon Notice of Award, the Thornton Purchasing Division shall issue a Vendor Commitment Statement ("VCS") to the awarded Vendor(s) that memorializes the Scope of Work from this solicitation, along with the Vendor's awarded pricing. This VCS will be sent to the awarded Vendor for signature to finalize the award.

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 Procurement 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 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.

The Pricing Form has been provided under separate cover as a Microsoft Excel spreadsheet and is titled “Compressor Maintenance Services RFQ Appendix No. 2 Pricing Form”.

Proposing Vendors must complete the Pricing Form as part of their proposal submission. Submission of only a Vendor quote without signing and submitting this RFQ may be found unacceptable by Thornton.

ANNUAL PRICING UPDATES:

Upon each annual renewal of term, the Vendor may request a price adjustment for the following year. 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 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.

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

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 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.

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;
- Blanket PO number (will be provided annually to awarded Vendor); and
- Service 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.

TECHNOLOGY ACCESSIBILITY COMPLIANCE – COLORADO ANTI-DISCRIMINATION ACT (“CADA”):

As of 2021, House Bill 21-1110 and related regulations (8 CCR 1501-11) promulgated by the State of Colorado’s Office of Information Technology (“OIT”) require all local government technology and electronic documents (i.e., Reports generated in Adobe PDF, Word, etc.) to meet or exceed the applicable Website Content Accessibility Guidelines (“WCAG”) standards, regardless of if the product/information is external facing or used solely by Thornton employees on an internal basis.

All reports generated and submitted by the awarded Vendor to Thornton shall adhere to the State of Colorado's Anti-Discrimination Act ("CADA"), including all digital accessibility requirements. All reports, diagrams, drawings, etc., provided by the Vendor to Thornton shall be in an electronic format that is usable to Thornton (e.g., Adobe PDF, Microsoft Office, etc.) either through email or download, which shall become the property of Thornton.

Proposing Vendors are to note that Thornton does not govern or have oversight over these requirements. For more information on the CADA and WCAG guidelines, please follow this hyperlink to the State's OIT website: <https://oit.colorado.gov/hb21-1110-faq>

VENDOR PERFORMANCE MANAGEMENT:

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

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.

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**See Appendix 2 Pricing Form**

The Pricing Form has been provided under separate cover as a Microsoft Excel spreadsheet and is titled "Compressor Maintenance Services RFQ Appendix No. 2 Pricing Form".

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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 Compressor Maintenance Services RFQ Appendix 2 - Pricing Form
Yes ☐ No ☐
- 5) Completed and submitted your references, if Thornton requested them?
Yes ☐ No ☐