

REQUEST FOR QUOTATION (RFQ)**RFQ No. 121-26
LEAD AND COPPER ANALYSIS****SCHEDULE OF EVENTS**

• RFQ Issued	10/01/26		
• Deadline to Submit Additional Questions	10/08/26	2:00 P.M.	Local Time
• Response to Written Questions	10/14/26	4:00 P.M.	
• RFQ Due Date	10/21/26	4:00 P.M.	Local Time

GENERAL INFORMATION:

The City of Thornton (Thornton) Water Quality Laboratory (WQ Lab) is requesting Quotations for Procurement of lead and copper analysis vendors to assist with Thornton's compliance lead and copper testing program. The WQ Lab desires one (1) Vendor that will supply an all-inclusive service from mailing out sampling kits, contacting residents, coordinating with a certified laboratory, and reporting results and developments to residents and the WQ Lab. Further, the WQ Lab staff desires the ability to monitor all current developments in the program from their desks or phones.

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: Carol Arellano
PA's Title: Purchasing Analyst
PA's Email: Carol.Arellano@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.

SCOPE OF WORK:

Quotations submitted must equal or exceed the specifications or Scope of Work contained herein. Any deviation from this specification MUST be noted in detail and submitted in writing with this Quotation.

Thornton's Water Quality Laboratory (WQ Lab) is looking for a contractor to assist with

Thornton's compliance lead and copper testing program. The WQ Lab desires one (1) Vendor that will supply an all-inclusive service from mailing out sampling kits, contacting residents, coordinating with a certified laboratory, and reporting results and developments to residents and the WQ Lab. Further, the WQ Lab staff requires the ability to monitor all current developments in the program from their desks or phones.

The minimum, specific requirements of the Scope of Work are as follows:

Vendor will:

- Maintain inventory of supplied lead and copper homes: resident name, phone number, email address, State identification number (for example, LCR103).
- Mail out sample bottle kits to the appropriate homes, include return address labels and sampling instructions.
 - Sample instructions must be customizable to incorporate Thornton-specific identification, program information, and sampling instructions.
 - Bottles shall be supplied in a mailing container that may be used again to return the collected sample to the analytical lab. Residents should not have to supply their own packaging containers to return their samples.
 - Tracking for these samples and kits must be available from beginning (empty kits leaving the warehouse) to end (samples analyzed and results posted).
 - All postage must be included in the cost of the program or the kits.
- Notify residents to inform them of when kits will be mailed out so they may expect them.
- Remind residents to collect samples when samples are not returned after a predetermined time.
 - These reminders will continue weekly or at an interval agreed upon with the WQ Lab, until samples are returned, customer declines further participation, monitoring window expires, or the WQ Lab requests the kits to be invalidated.
- Coordinate with and have all samples analyzed by a laboratory that is certified for lead and copper analysis for Drinking Water. This laboratory must have certification with the State of Colorado.
- Update the WQ Lab weekly (at a minimum) with the following information; new developments, number of kits mailed out, samples in transit, samples arrived at lab, sample analyses completed, and samples lost with explanation.

- Contact each resident by mail with their results as sample analyses are completed.
 - Result letters must be customizable to incorporate Thornton-specific identification, all mandatory language as required by the EPA or State, and other edits as requested by the WQ Lab.
 - Letters must include the residents' results presented in a manner that is appropriate to those results. For example, high results must have different, more-cautionary language than non-detected results.
 - Copies of these letters are also forwarded to the WQ Lab as they are mailed out to the residents.
 - Postage for these letters must be included in the cost of the program or kits.
 - Vendor should specifically alert the WQ Lab when any sample result exceeds the action level of 15 ppb for lead or 1,300 ppb for copper.
 - Letters shall be delivered within State and Federally mandated timeframes.
- Provide a multi-user, web-based software where the WQ Lab may do the following:
 - Enter in new sample home information.
 - Check status of sample kits active in the program.
 - Check sample results of all kits completed:
 - Sample results should be filterable and exportable to Excel.
 - Easily see if any exceedances were incurred and running trends of 90th percentile calculations.
 - Order additional kits or invalidate existing kits as needed.

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:

For software renewals and billing purposes:

Thornton City Hall
Attention: IT Department
9500 Civic Center Drive
Thornton, CO 80229

AWARD LENGTH:

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 **six (6) years through December 31, 2033**.

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:

At Thornton's sole discretion, the Vendor may be awarded through the issue of a Vendor Commitment Statement ("VCS"), with Thornton's simplified purchase order terms and conditions as the ruling document, or through the completion of a formal agreement, if the Vendor has terms and conditions that are needed for consideration.

Should the Vendor not have any terms and conditions for consideration, Thornton will issue a VCS to the awarded Vendor 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.

Should the Vendor have terms and conditions for consideration, the Vendor is required to provide an editable copy (e.g., Microsoft Word, unlocked Adobe PDF, etc.) of all applicable terms and conditions for Thornton's Legal Department to review and potentially redline/amend. The final agreement is subject to change at Thornton's sole discretion. Hyperlinks to the Vendor's terms and conditions are not considered acceptable.

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 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.

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.

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,CUUS48BSA0

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.

VENDOR PERFORMANCE MANAGEMENT:

Thornton may administer a Vendor performance management program as part this solicitation and resulting 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:

Thornton shall not be bound by and the Vendor shall not request or rely on any oral interpretation or clarification of this RFQ. Therefore, any questions regarding this RFQ 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.

PROPOSAL SUBMISSION:

Submission of Quotations for this solicitation may be done electronically through a Vendor portal (currently done via BidNet Direct®). Quotations 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 quotation through BidNet®, may request to submit a physical copy of their quotation 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 quotation. All physical quotation submissions shall be submitted and recorded no later than the date and time indicated in the Schedule of Events.

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).

The remainder of this page has been left blank intentionally.

PRICING FORM:

(All 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.

The number of units reflected below are the quantities ordered in 2023. This number is to provide an estimate of what has been ordered in the past. There are no guarantees that this amount will be ordered in future years.

	<u>DESCRIPTION</u>	<u>QTY.</u>	<u>DELIVERED UNIT PRICE</u>	<u>DELIVERED AND EXTENDED PRICE</u>
1.	Compliance Kit: Includes all costs related to the kit (kit, shipping, administrative costs, etc.)	125	\$ _____	\$ _____
2.	Lead & Copper Testing: Includes testing, analysis, administrative cost related to the testing/results.	104	\$ _____	\$ _____
3.	Web Based Software Program	1	\$ _____	\$ _____
Total Quotation Price Submission				\$ _____
Shipping Schedule (Number of Days Aro)				_____ Days
Proposed Make:				
Proposed Model, Item, or Part No.				
Have you submitted all product literature, including information on software?				Yes or No (Circle One)
Standard One (1) Year Warranty submitted with Quotation				Yes or No (Circle One)
Warranty other than standard One (1) Year submitted with Quotation				Yes or No (Circle One)

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) Completed and signed the "Disclosure Generative Artificial Intelligence (A.I.) Form?"
Yes ☐ No ☐
- 3) Reviewed and understood the scope of work, and what Thornton's needs are?
Yes ☐ No ☐
- 4) Completed and submitted any applicable technical information in support of your submittal?
Yes ☐ No ☐
- 5) Completed and submitted the Pricing Form?
Yes ☐ No ☐
- 6) Completed and submitted your references, if Thornton requested them?
Yes ☐ No ☐