

**INVITATION TO BID**

**BOULDER COUNTY YOUTH CORPS  
LEASED VEHICLES FOR SUMMER 2018**

**BID # 6698-17**



**SUBMITTAL DUE DATE  
MONDAY, SEPTEMBER 25, 2017  
2:00 P.M.**

**BOULDER COUNTY PURCHASING**

**2025 14<sup>TH</sup> STREET  
BOULDER CO 80302**

[Purchasing@bouldercounty.org](mailto:Purchasing@bouldercounty.org)

**INVITATION TO BID  
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LEASED VEHICLES FOR SUMMER 2018  
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**BACKGROUND:**

The Boulder County Youth Corps, a division of the Boulder County Parks and Open Space Department, is seeking proposals to rent a minimum of seven (7), with the possibility to increase that number to eleven (11), twelve (12) passenger vans, plus 1 (one) to 4 (four) crew-cab pickup trucks with attached camper shells, for a time frame of eight (8) weeks during the summer of 2018. It is expected vehicles will be delivered to Boulder County no later than 9:00 a.m. on June 6, 2018 and be ready for pick-up by the selected vendor after 3:00 p.m. on August 2, 2018.

**CONTRACT LANGUAGE:**

The successful bidder will be required to enter into a Contract for Services. The County retains the right to select more than one contractor. The selected contractor(s) will be required to enter into a Continuing Services Contract, for the current year with an option to renew, in writing, for four (4) additional years. The Contractor acknowledges that a Contract does not constitute a guarantee that Contractor will receive any Projects or Work of any kind under this Contract, if selected, and in such event, Contractor would not receive any payment from County.

**W-9 REQUIREMENT:**

Please provide a copy of your business's W-9 with your proposal.

**BOULDER COUNTY INSURANCE REQUIREMENTS:**

Boulder County is self-insured and will provide a Certificate of Insurance, with the below listed coverage, to the selected Contractor for all rental vehicles.

General Liability:	\$1,000,000, Each Occurrence
	\$2,000,000 General Aggregate
Automobile Liability:	\$1,000,000 Each Accident
Workers' Compensation and Employer's Liability:	Statutory Limits

**WRITTEN INQUIRIES:**

All inquiries regarding this BID shall be submitted via email to the Boulder County Purchasing Office at [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org) on or before 2:00 p.m. on **Monday, September 18, 2017**. A response from the County to all inquiries shall be posted and sent via email no later than 2:00 p.m. on **Wednesday, September 20, 2017**.

**SUBMITTAL INSTRUCTIONS:**

Submittals are due at the Administrative Services Front Desk or the email box (preferred) listed below, for time and date recording on or before **2:00 p.m. Mountain Time on Monday, September 25, 2017**.

**Your response can be submitted in the following ways. Please note that email responses to this solicitation are preferred, but are limited to a maximum of 25MB capacity. NO ZIP FILES**

**ALLOWED. Electronic Submittals must be received in the e-mail box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This e-mail box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.**

**E-Mail**        [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org); identified as **BID # 6698-17** in the subject line.

-OR-

**US Mail**        **One (1)** unbound copy of your submittal, printed double-sided, 11 point, on at least 50% post-consumer, recycled paper must be submitted in a sealed envelope, clearly marked as **BID # 6698-17**, to the Administrative Services Front Desk at 2025 14th Street, Boulder, CO 80302.

All BIDs must be received and time and date **recorded and verified** at the Administrative Services Front Desk by the above due date and time. Sole responsibility rests with the Offeror to see that their BID is received on time at the stated location(s). Any BID's received after due date and time will be returned to the bidder. No exceptions will be made.

The Board of County Commissioners reserve the right to reject any and all BIDs, to waive any informalities or irregularities therein, and to accept the proposal in whole, or portions of the proposal that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.

**Americans with Disabilities Act (ADA):**

If you need special services provided for under the Americans with Disabilities Act, contact the ADA Coordinator or the Human Resources office at (303) 441-3525 at least 48 hours before the scheduled event.

## **TERMS AND CONDITIONS**

1. Bidders are expected to examine the drawing, specifications, schedule of delivery, and all instructions. Failure to do so will be at the bidder's risk.
2. Each bidder shall furnish the information required in the Invitation to Bid.
3. The Contract/Purchase Order will be awarded to that responsible bidder whose submittal, conforming to the Invitation to Bid, will be most advantageous to the County of Boulder, price and other factors considered.
4. The County of Boulder reserves the right to reject any or all bids and to waive informalities and minor irregularities in bids received, and to accept any portion of or all items proposed if deemed in the best interest of the County of Boulder to do so.
5. No submittal shall be withdrawn for a period of thirty (30) days subsequent to the opening of bids without the consent of the County Purchasing Agent or delegated representative.
6. A signed purchase order or contract furnished to the successful bidder results in a binding contract without further action by either party.
7. Late or unsigned bids will not be accepted or considered. It is the responsibility of bidders to insure that the bid arrives at the Administrative Services Front Desk or appropriate email box prior to the time indicated in the "Invitation to Bid."
8. The proposed price shall be exclusive of any Federal or State taxes from which the County of Boulder is exempt by law.
9. Any interpretation, correction or change of the bid documents will be made by Addendum. Interpretations, corrections and changes of the bid documents made in any other manner will not be binding, and bidder shall not rely upon such interpretations, corrections and changes. The County's Representative will not be responsible for oral clarification.
10. Confidential/Proprietary Information: Bids submitted in response to this "Invitation to Bid" and any resulting contract are subject to the provisions of the Colorado Public (Open) Records Act, 24-72-201 et.seq., C.R.S., as amended. Any restrictions on the use or inspection of material contained within the bid and any resulting contract shall be clearly stated in the bid itself. Confidential/proprietary information must be readily identified, marked and separated/packaged from the rest of the bid. Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a bid, in its entirety, nor bid price information will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.
11. Boulder County promotes the purchase/leasing of energy efficient, materials efficient and reduced toxic level products where availability, quality and budget constraints allow. Bidders are expected whenever possible to provide products that earn the ENERGY STAR and meet the ENERGY STAR specifications for energy efficiency with power management features enabled. Bidders are encouraged to offer products and equipment with post-consumer recycled-content materials. Products should be packaged and delivered with a minimum amount of recycled packaging that adequately protects the product, but is not excessive.
12. Pursuant to Colorado law (House Bill 1292), in any bidding process for public works in which a bid is received from a non-resident bidder who is from a state that provides a percentage bidding preference, a comparable percentage disadvantage shall be applied to the bid of that bidder. Bidders may obtain additional information from the Department of Personnel's website: <http://www.colorado.gov/dpa/>.

**BID # 6698-17**  
**BOULDER COUNTY YOUTH CORPS LEASED**  
**VEHICLES FOR SUMMER 2018**

**SPECIFICATIONS:**

The selected contractor shall agree that it is acceptable for the minimum age of vehicle drivers to be twenty-one (21) years of age. A deadline date for the County to place a vehicle order must be listed in the proposal. The County shall receive from the selected contractor; a guarantee that ordered vehicles will be delivered on time and to the location specified. Boulder County will not accept fifteen (15) passenger vans that have been converted to twelve (12) passenger vans, no exceptions.

**All vehicles provided must meet the following criteria:**

1. Twelve (12) Passenger Vans:
  - a. Model year 2014 or newer
  - b. Chevy Express, Ford Transit (low roof option), or equivalent
  - c. Seven (7) in quantity
  - d. Option to extend quantity to eleven (11)
  - e. Stabilitrack or equivalent
  - f. Automatic transmission
  - g. Air conditioning, front and rear
  
2. Crew-Cab Pickup Trucks with Attached Camper Shells:
  - a. Model year 2014 or newer
  - b. Must seat driver plus five (5) passengers
  - c. One (1) in quantity
  - d. Option to extend quantity to four (4)
  - e. Automatic transmission
  - f. Air conditioning

**All leased vehicles:**

1. Must have valid, current Colorado government license plate and registration. Please contact M'Linda Venrick with Boulder County Motor Vehicle at 303-413-7712 or [mvenrick@bouldercounty.org](mailto:mvenrick@bouldercounty.org) as she deals with government license plates.
2. Vehicles without seatbelts will not be accepted.
3. All vehicles provided to the County shall include documentation and contact information inside the vehicle relating to transportation options on out of commission vehicles, as well as, where the vehicle should be sent for any repairs.
4. If a leased vehicle is unavailable for use for more than two (2) consecutive days falling from Monday through Thursday, a replacement vehicle of equal value must be provided by the vendor on or by the third day by 6:30 a.m. Mountain Time at either the Boulder County Parks and Open Space Building or the Boulder County Clerk and Recorder's Office. The location for drop off will be dependent on where the vehicle in need of repair is staged.
5. All vehicles will be inspected upon delivery by Boulder County. Any vehicle found to be in unacceptable condition will be returned to the vendor and a replacement vehicle of equal value shall be provided to the County within 24 hours.

**Schedule:**

Delivery: Vehicles must be delivered no later than **9:00 a.m., Wednesday, June 6, 2018**. The location site for delivery is located at the Boulder County Fairgrounds at 9595 Nelson Road, Longmont, Colorado 80501 in the south parking lot.

Pick Up: Vehicles will be available for pickup after **3:00 p.m., Thursday, August 2, 2018**. The location site for pickup is located at the Boulder County Clerk and Recorder's Office at 1750 33<sup>rd</sup> Street, Boulder, Colorado 80301 in the parking lot.

County staff will be onsite for both drop off and pick up times and dates.

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**BID TAB:**

<u>Item Number</u>	<u>Item Description</u>	<u>Cost</u>
1.	Price per twelve (12) Passenger Van	\$ _____
2.	Price per Crew-Cab Pickup Truck with camper shell	\$ _____
3.	Any additional costs associated with vehicle lease	\$ _____
4.	Deadline date to order vehicles for summer usage	_____

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Company Name

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Name of person and title submitting BID (PLEASE PRINT)

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Signature of Bidder

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**SIGNATURE PAGE:**

SIGN AND RETURN THIS SUBMITTAL PAGE WITH YOUR BID.

<b>Contact Information</b>	<b>Response</b>
Company Name including DBA	
List type of organization (Corporation, Partnership, etc.)	
Name and Title of Person authorized to contract with Boulder County	
Name and Title of Person submitting Bid	
Email address for Person submitting Bid	
Company Address	
Company Telephone Number	
Company Website	
Company Fax Number	

**By signing below I certify that:**

I am authorized to bid on my company's behalf.

I am not currently an employee of Boulder County.

None of my employees or agents is currently an employee of Boulder County.

I am not related to any Boulder County employee or Elected Official.

**I am not a Public Employees' Retirement Association (PERA) retiree.**

\_\_\_\_\_  
**Signature of Person Authorized to Bid on  
Company's Behalf**

\_\_\_\_\_  
**Date**

Note: If you cannot certify the above statements, please explain in a statement of explanation.