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| A close up of a logo  Description automatically generated |
| **Contracts and Procurement Division****Eileen Gonzales, Division Manager** **O:** 719-520-6390EileenGonzales@elpasoco.com15 E. Vermijo Ave.Colorado Springs, CO 80903 |  | **Board of County Commissioners**Holly Williams, District 1 Mark Waller, District 2 Stan VanderWerf, District 3 Longinos Gonzalez, Jr., District 4 Cami Bremer, District 5 |
|  |

**INVITATION FOR BIDS**

**IFB NO.: 20-118**

Best-value bids for the **CENTENNIAL HALL LIGHTING UPGRADE Project** for the El Paso County Facilities & Strategic Infrastructure Management Department will be received by the **El Paso County Contracts & Procurement Division, 15 E. Vermijo Avenue, Colorado Springs, CO 80903, BY NO LATER THAN 11:00 AM (MT), September 16, 2020 via EMAIL ONLY** to MattStephens@elpasoco.com with a copy to normaingalls@elpasoco.com , at which time they will be publicly opened **(VIA TELECONFERENCE)** and read aloud.This project is being funded through the El Paso County General Fund. **Faxed bids will not be accepted.**

A VOLUNTARY **Prebid Meeting** will be held on **September 3, 2020 at 3:00 PM** (MT)at the Centennial Hall, 200 S. Cascade Avenue, Suite 200, Colorado Springs, CO, 80903. When attending the Prebid meeting, please bring your business card. **PLEASE NOTE: All attendees must comply with COVID-19 social distancing requirements and wear a proper face mask.**

A **BID SECURITY** in the form of a certified check, cashier’s check or bid bond made payable to El Paso County in the amount of 5% of your bid total must accompany your bid.

**PLEASE USE THE ROCKY MOUNTAIN E-PROCUREMENT WEBSITE &** **LOG ONTO www.bidnetdirect.com** **TO DOWNLOAD DOCUMENTS.**

EL PASO COUNTY CONTRACTS & PROCUREMENT DIVISION WILL NOT BE HELD RESPONSIBLE

FOR MISINFORMATION RECEIVED FROM PRIVATE PLAN HOLDERS.

**It is the responsibility of all bidders to make sure that they have obtained all solicitation documents and addendums, and to include signed copies of each addendum signature page with their bid.**

Any questions regarding this bid should be directed to Matt Stephens, Procurement Specialist III, at 719-520-6772, email (MattStephens@elpasoco.com) by **4:00 PM, September 8, 2020**.

BOARD OF COUNTY COMMISSIONERS

EL PASO COUNTY

/s/ EILEEN GONZALES

CONTRACT MANAGER

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| **PUBLICATION DATES:** |
|  | **Fountain Valley News**August 26, 2020September 2, 2020 |  |

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**If you are not interested in bidding on this project or similar projects, please contact the Contracts and Procurement Division at (719) 520-6390. We continue to look for opportunities to reduce the costs involved in the solicitation of bids and proposals for El Paso County. Your cooperation is appreciated.**

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| **IFB NO.: 20-118** |  |  **DUE DATE: September 16, 2020** |
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EL PASO COUNTY

CONTRACTS AND PROCUREMENT DIVISION

**RESPONSE CHECKLIST**

**FOR**

**CENTENNIAL HALL LIGHTING UPGRADE**

The Bidder’s attention is especially called to the items listed below, which must be submitted in full as part of the bid. Failure to submit any of the documents listed below as a part of your bid, or failure to acknowledge any addendum in writing with your bid, or submitting a bid on any condition, limitation, or provision not officially invited in this Invitation for Bids (IFB) may be cause for rejection of the bid.

The Bidder shall check each box indicating compliance.

**THIS CHECKLIST MUST BE SUBMITTED AS PART OF YOUR BID PACKAGE**

|  |  |
| --- | --- |
|  | Response Checklist |
|  | Addendum(s) Acknowledgement (if applicable) |
|  | Bid Bond (5%), if applicable |
|  | Bid Form |
|  | Work Plan and Schedule |
|  | Key Personnel |
|  | Copies of General/Vehicle Liability Insurance and Worker’s Compensation Certificates |
|  | Qualification Statement  |
|  | Statement of Anticipated Subcontractors  |
|  | Non-Collusion Affidavit  |
|  | Declaration Form  |
|  | Exceptions to Contract Terms and Conditions (if applicable) |

|  |  |
| --- | --- |
| COMPANY | TELEPHONE NUMBER |
|  |  |
| STREET ADDRESS | FAX |
|  |  |
| CITY, STATE, ZIP | EMAIL |
|  |  |
| AUTHORIZED REPRESENTATIVE (PRINT) | TITLE |
|  |  |
| AUTHORIZED SIGNATURE | DATE |
|  |  |

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| --- | --- | --- |
| **IFB NO.: 20-118** |  |  **DUE DATE: September 16, 2020** |

**GENERAL SPECIFICATIONS**

FOR

**CENTENNIAL HALL LIGHTING UPGRADE PROJECT**

1. **OVERVIEW AND OBJECTIVE**

El Paso County is seeking written “best-value” bids from qualified, experienced contractors to provide the provide and install lighting upgrades to meet the requirements identified in the Technical Specifications below and this IFB.

The materials will be used as a part of a lighting system upgrade required at the El Paso County Board of County Commissioners Auditorium located at 200 S. Cascade Avenue, Colorado Springs, CO 80903.

1. **TECHNICAL SPECIFICATIONS**
2. Remove a Lutron Grafik Eye dimmer panel (x2) and replace with an ETC Unison dimming panel, fed from original local power source.
3. Remove and replace all control wall stations in the auditorium.  Include a touchscreen interface for system.
4. Remove and replace all light fixtures within auditorium with LED light fixtures as specified in **Lighting Agency Quote TLAS20 138813-1 dated May 1, 2020** included in this IFB as Attachment #4. Work includes:
	1. Pendant and Surface Mount Cylinder light fixtures.
	2. Retrofit Down Lights
	3. Track Lighting for Artwork and TV Production
	4. Cove Lighting (TBD) EPC facilities to supply
5. Install Fire Alarm override relay circuit if required per code
6. Upgrade emergency lighting in auditorium to meet UL 924, NFPA 101 & IBC 1008, fed from “AB” Emergency Panelboard.
7. Proposed theatrical lighting system will be solicited under a future RFP.
8. Contractor shall review drawings thoroughly before bid is submitted.
9. Contractor to obtain and complete all required permits from the Pikes Peak Regional Building Department.
10. Contractor is responsible for Regional Building Department inspections.
11. Contractor will follow OSHA, NFPA 70 and NEC codes and rules.
12. Contractor shall supply all labor, equipment and materials for this project.
13. Contractor shall provide El Paso County Facilities Dept. with schedule of work to be performed and lead times on equipment.
14. Contractor will provide El Paso County with programmed and complete “turn key system”
15. Contractor will warranty workmanship for a period of one year upon completion.
16. Contractor shall review drawings thoroughly before bid is submitted.
17. Contractor shall comply with all applicable State, local and N.E.C. codes covering workmanship.
18. All materials to be U.L. listed and comply with applicable N.E.C, State and local codes.
19. Contractor shall provide “Arc flash hazard” labels for switch and panel per N.E.C. codes.
20. Contractor shall supply product data; manufacturer’s manuals and warranties in a binder/manual to owners at project completion.
21. Contractor will test for continuity and energize the system to ensure a functional, “Turnkey” system.
22. **GENERAL PROVISIONS**
23. The specifications are based on the latest information available to the County, are provided for reference only, and do not indicate a manufacturer preference. If a manufacturer is noted it is for information purposes only. The specifications are intended to define form, fit and function, and functional equivalents may be considered. The County shall make the final determination as to whether or not items are “equal” for the County’s purpose.
24. Any example/manufacturer shown in these specifications is listed to show type and class of equipment desired. Respondents are cautioned to read the specifications carefully, as there may be special requirements not commonly offered by the equipment manufacturer. Bidders are cautioned that any unit delivered to the County which does not meet specifications in every aspect will not be accepted.
25. Units being bid shall be completely assembled and adjusted, and all equipment including standard and supplemental/optional (if required) equipment shall be installed and the unit made ready for continuous operation upon delivery and acceptance by the County. All parts not specifically mentioned which are necessary for the unit to be complete and ready for operation, or which are normally furnished as standard equipment shall be furnished and installed by the vendor. As a minimum, all parts shall conform in strength, quality and workmanship to the accepted standards of the industry.
26. **Pricing:** Bid Pricing shall include all overhead and profit including but not limited to, all materials, labor, equipment, shipping, installation charges if any, insurance and transportation necessary for complete performance, excluding taxes as the County is tax exempt. Any extra charges or costs, whether connected with outright purchase or lease, must be explained on the Bid Form.

Note a total unit purchase price for the equipment, including any delivery charges, warranty and grand total for purchase.

1. **Payment:** The County reserves the right to not approve payment wherein the product/service claimed on the invoice is not, in the County’s sole opinion, satisfactory or cannot be adequately verified by the County. Payment may be withheld by the County due to failure by the bidder/vendor to comply with these specifications or because unacceptable parts were delivered as determined by the County’s inspection. The County will notify the vendor of any unsatisfactory performance as soon as practicable so that performance can be corrected without delaying payment, if possible. Payment is Net 30 after receipt of invoice.  **The County prefers to pay by VISA credit card. Please indicate on the Bid Form if you can accept payment by credit card, and if there is an additional cost. Also indicate if there is a minimum or maximum dollar amount that can be processed on the credit card.**
2. **Approved Equals / Brand Names:**

The use of brand names, make, name of any manufacturer, trade name, or vendor catalog number in the specifications, is for the purpose of establishing a grade or quality of material only. When the County does not wish to rule out other brands or makes, the phrase OR APPROVED EQUAL is added. **However, if a product other than that specified is bid, it is the bidder’s responsibility to identify such product in their bid and must prove to the County that said product is equal to or better than the product specified**. Unless otherwise specified, evidence in the form of samples may be requested if the proposed brand is other than that specified by the County. Such samples are to be furnished as specified in the bid document or upon request of the County. If samples should be requested, the County must receive such samples no later than the time specified in the formal, written request.

The County shall determine all approved equals. In order to be considered an approved equal the following criteria must be met:

* + 1. Manufacturers Literature: Submit complete manufacturers' literature and technical data.
		2. Provide (3) three locations and contacts of similar projects of this nature, installed within the last two years.
		3. **All equals must be submitted for approval by not later than** **4:00 PM, September 8, 2020**.

All approved equals shall be notified with written statements of their approval. Manufacturers shall not bid this project without this written notification

1. **Warranty: The type of warranty, amount of coverage, and length of time may be an evaluation factor in this bid.** Include a copy of the warranty for the equipment being bid, which should state the warranty conditions, length and coverage. The vendor shall be ultimately responsible for the warranty. The warranty begins on the date the unit is determined to meet specifications and is accepted by the County.
2. **Parts and Service:** **The type, availability, and location of Parts and Service may be an evaluation factors in this bid.** The manufacturer of the equipment furnished should have an authorized dealer within the State of Colorado, or factory-trained personnel available for warranty repairs and the performance of service within 72-hours after notification by the County. The authorized dealer shall also maintain an inventory of high-usage parts and a quick source for low-usage parts. Bidders should address this requirement in their bid submittal.
3. **Unacceptable and Unauthorized Work:**
4. The Contractor shall be required to maintain rigid control of all materials which must comply with the specifications as stated. All materials not conforming to the requirements of the specifications at the time they are used shall be considered unacceptable.
5. Unacceptable work, whether the result of poor workmanship, use of unacceptable materials, or damage through carelessness or any other cause found to exist prior to the final acceptance of the Work, shall be removed immediately by Contractor and replaced in an acceptable manner, at no additional cost to the County.
6. Upon failure on the part of the Contractor to comply with any order of the County Project Manager made under the provisions of this article, the County Project Manager will have authority to cause unacceptable work to be remedied or removed and replaced, and unauthorized work to be removed, and to deduct the costs from any monies due or to become due to the Contractor.
7. **BID REQUIREMENTS**
8. **Bidder Requirements:** The Bidder agrees that they will provide the materials and/or perform the Work herein under the terms and conditions set forth in the awarded Contract and/or Purchase Order; and shall furnish and be responsible for all the labor, materials, tools, equipment, transportation, insurance, notifications, permits, and all other services and facilities necessary, including all incidental work and appurtenances as may be reasonably implied and as described in the specifications and other contract documents. All costs incidental to these requirements will not be paid for separately, but shall be included in the Work, including any testing required to approve an alternate source of backfill. The Contractor shall be responsible to pay all costs for permits, licenses, fees, and insurance which may be required to perform the Work required, unless stated otherwise herein. Surcharges are not allowed.
9. **Bid Review:** It is recommended that bidders on this Project review the Work site and Plan details. The Bidder certifies that it has examined the location of the proposed Work, and is familiar with the drawings and the specifications and all contract documents related thereto, and the local conditions at the place where the Work is to be done. The Bidder has carefully checked all the quantities and understands that the County will not be responsible for any errors or omissions on the part of the Bidder in making this bid.
10. **Bid Bond:** Each bid must be accompanied by a Bid Guarantee in the amount not less than five (5%) percent of the total bid price in the form of a bid surety bond issued by a company rated not lower than A- in Best’s Insurance Guide, latest edition, or have a Best’s Financial Rating of at least class X, cashier’s check, or certified check drawn on an acceptable bank and payable without qualification to El Paso County.
11. **References:** Bidders must provide customer references on or with the Qualification Statement Form included in this IFB. These forms shall serve the purpose of determining whether or not a bidder is responsive, responsible, and able to perform the Work required in the time frame allowed. Bidders must have all licenses and certifications required to perform the Work requested herein in order to submit a bid.
12. **Work Plan and Schedule:** Describe/show how the Bidder plans to schedule the Work by task, availability of materials, equipment & labor, etc. to maximize construction efficiency. Schedules shall include start date, key tasks, project milestones, phasing, completion date etc. and shall be as comprehensive as practicable. **Schedules submitted for this bid shall assume a start date of the work on October 5, 2020**. The actual start date will be based on the Notice to Proceed and approved schedule.
13. **BID PROCESS**
14. **PRE-BID CONFERENCE**

A **Voluntary** Prebid Conference will be held **September 3, 2020 at 3:00 PM** (MT) at the Centennial Hall, 200 S. Cascade Avenue, Suite 200, Colorado Springs, CO, 80903. The conference attendee shall be an agent of the Bidder, familiar and involved in the Bidder’s work and the bidding process. When attending the Pre-Bid Conference, the attendee should bring his/her business card. PLEASE NOTE: All attendees must comply with COVID-19 social distancing requirements and wear a proper face mask.

1. **INQUIRIES**

The individual listed below is the only representative of the County with authority to provide any information, clarification, or interpretation regarding the plans, specifications, and any other contract documents or requirements. All contact regarding this IFB shall be to Matt Stephens, CPPO, CPPB, Procurement Specialist via email (mattstephens@elpasoco.com).

1. **BID SUBMISSION /BID FORMAT**

In effort to minimize unnecessary risk of exposure to the Coronavirus and comply with CDC guidelines for group gatherings, bids **MUST be emailed** to MattStephens@elpasoco.com **by no later than 11:00 AM (MT), September 16, 2020** with copy to normaingalls@elpasoco.com.  The Bid Opening for IFB No. 20-118 will take place VIA TELECONFERENCE utilizing the call-in information below:

Participant-guest login:

1.  Dial access number: 1-877-820-7831

2. Enter the participant-guest pass code: 514880#

Bidders are NOT required to participate. No in person entry to our building will be permitted.

**IT IS THE BIDDERS RESPONSIBILITY TO VERIFY BY PHONE (IF ACKNOWLEDGEMENT OF RECEIPT OF BID IS NOT RECEIVED) COUNTY RECEIPT OF EMAILED BID.**

Bids shall be signed by an authorized representative of the Bidder.Failure to submit all information requested may result in the El Paso County Contracts & Procurement Department requiring prompt submission of missing information. Bids which are substantially incomplete, or lack key information may be rejected by the Contracts & Procurement Division.

By submitting a bid, the Bidder represents that it has:

* Thoroughly examined and become familiar with the scope of services outlined in this IFB.
* Is capable of performing quality work to achieve the County’s objectives.

The Bidder is prohibited from submitting multiple bids in a different form (i.e. as a prime contractor and as a sub-contractor to another prime contractor). Submittal of multiple bids in different form may result in the disqualification of all Bidders associated with a multiple bid.

Should any such prohibited action stated above in this section be detected any time during the term of the contract, such action shall be considered a material breach and grounds for Contract termination.

By submitting their bid, the Bidder certifies they are not currently debarred or suspended from submitting bids or proposals for federal contracts on the System for Award Management (SAM) Exclusions database and that they are not currently debarred from submitting bids or proposals for contracts by any agency of El Paso County, Colorado and/or the State of Colorado, nor are they an agent of any person or entity that is currently debarred from submitting bids or proposals on contracts by El Paso County, Colorado or the State of Colorado.

A Bidder shall be disqualified and rejected by the County if the price in the bid was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other bidder, County employee, or any competitor.

Bidders must completely fill out the Forms included in this IFB, but may attach additional pages if more space is needed. Bids shall be complete and signed by an authorized representative of the Bidder. Failure to submit all information requested may result in the El Paso County Contracts & Procurement Division requiring prompt submission of missing information. Bids which are substantially incomplete or lack key information may be rejected by the Contracts & Procurement Division.

1. **INSURANCE REQUIREMENTS**

For bid purposes, bidders must submit copies of certificates of insurance for professional and general liability and workers' compensation, as required per **APPENDIX C - INSURANCE CHECKLIST** and on the Response Checklist. The successful Bidder will be required to provide original certificates for Professional Liability; Comprehensive General Liability; Automobile Liability; and any specialized liability required by the nature of the Work, prior to commencing Work, at its own expense, **naming El Paso County as an additional insured**, along with an original Workers Compensation certificate, both with a thirty (30) day cancellation notice, and maintain such coverage for the duration of the Bid Award/Contract.

1. **BEST VALUE BID EVALUATION CRITERIA**

Additional information may be requested from any bidder for clarification purposes. These requests may be made prior to, during or after the bid evaluation, but in no way will change the original submitted bid. Bids will be evaluated for **best-value** award based on the following criteria:

1. Completeness of bid and compliance to the IFB specifications & requirements.
2. Vendor’s experience and qualifications **pertinent** to the project requirements (include information with Qualification Statement).
3. Vendor’s financial stability (include information with Qualification Statement).
4. References: include information with Qualification Statement; and prior performance (if applicable).
5. Type and availability of bidder’s resources, to include but not limited to materials, equipment & labor, to begin contract and perform quality work on schedule, and to complete the work as specified (include information on/with Qualification Statement).
6. Work plan / Schedule
7. Warranty / Parts & Service Availability
8. Exceptions, Constraints and/or Conditional Terms.
9. Price.
10. **IFB TIMETABLE**

*NOTE: THE DATES SHOWN IN ITALICS ARE APPROXIMATE, ARE NOT BINDING AND ARE SUBJECT TO CHANGE.*

|  |  |
| --- | --- |
| IFB NOTICE ADVERTISED | August 26 and September 2, 2020  |
| PRE-BID CONFERENCE | 3:00 PM MT, September 3, 2020 |
| FINAL IFB QUESTIONS / APPROVED EQUALS DUE | 4:00 PM MT, September 8, 2020 |
| BID DUE DATE | 11:00 AM MT September 16, 2020 |
| BID REVIEW | *September 16-18, 2020* |
| RECOMMENDATION OF AWARD TO BOCC | *Week of September 29, 2020* |
| NOTICE TO PROCEED  | *October 5, 2020* |

**For the purpose of this solicitation, the words “bid”/“bidder” and “proposal”/“proposer” are used interchangeably.**

1. **TERM OF CONTRACT**

The term of the contract will be from date of award through Project completion. A Bidder shall be disqualified and rejected by the County if the price in the bid was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other bidder, County employee, or any competitor.

The Bidder is prohibited from submitting multiple bids in a different form (i.e. as a prime contractor and as a sub-contractor to another prime contractor). Submittal of multiple bids in different form may result in the disqualification of all Bidders associated with a multiple bid. Should any such prohibited action stated above in this section be detected any time during the term of the contract, such action shall be considered a material breach and grounds for Contract termination.

1. **IFB REQUIREMENTS**

Bids must be received in duplicate form [one (1) original and one (1) complete copy of all bid documents, signed by an authorized representative of the Bidder. The Bid Form is a separate document, in spreadsheet format. By submitting a bid, the Bidder represents that it has:

* Thoroughly examined and become familiar with the scope of services outlined in this IFB
* Is capable of performing quality work to achieve the County’s objectives

**The following information must be provided in the order listed below:**

1. Response Checklist (included in this IFB package)
2. Addendum(s) acknowledged/signed (if applicable)
3. Bid Form (attached)
4. Bid Bond (5%)
5. Work Plan & Schedule
6. Copies of General/Vehicle Liability Insurance and Worker’s Compensation Certificates
7. Qualification Statement (included in this IFB package)
8. Affidavit of Non-collusion (included in this IFB package)
9. **IFB ATTACHMENTS**
10. County Services Contract
11. Supplemental Terms and Conditions
12. Instructions for General Services
13. Lighting Agency Quote TLAS20 138813-1 dated May 1, 2020
14. 7-23 Permit Dwg E1 Cent Hall Lighting Upgrade
15. 7-23 Permit Dwg E2 Cent Hall Lighting Upgrade
16. 7-23 Permit Dwg E3 Cent Hall Lighting Upgrade
17. Appendix C – Insurance Checklist
18. COVID 19 Construction Guidance
19. BID FORM (ATTACHED)

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| **EL PASO COUNTY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY BIDS BASED ON ABILITY TO MEET OR EXCEED THE MINIMUM SPECIFICATIONS, PRICE, QUALITY, DELIVERY, AVAILABILITY OF MATERIALS, QUALIFICATIONS, EXPERIENCE, REFERENCES, DISCOUNTS, MANPOWER, EQUIPMENT, INSURANCE, BONDS, SCHEDULING, OR CAPABILITY OF BIDDERS TO PERFORM THE REQUIREMENTS AND ACCEPT THE BID THAT IS DEEMED TO BE IN THE BEST INTEREST OF EL PASO COUNTY.** |

Any questions regarding the contents of this IFB should be directed to Matt Stephens, CPPO, CPPB, Procurement Specialist at 719-520-6772 or by email**:** mattstephens@elpasoco.com

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| Matt Stephens |
| **Matt Stephens, CPPO, CPPB****Procurement Specialist III** |

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| **BID FORM****IFB 20-118** **CENTENNIAL HALL LIGHTING UPGRADE**  |
|  |  |
| **INSTALLATION OF CENTENNIAL HALL LIGHTING UPGRADES MEETING THE REQUIREMENTS IDENTIFIED HEREIN.** | **$** |
|  |  |
| **Warranty period for equipment and workmanship** |  |
|  |  |
| **Option List, if applicable. (Please Attach to this Bid Form)** | **$** |
|  |  |
| **Number of calendar days to complete work after Notice to Proceed** |  |
| **Grand Total** | **$** |

Will you accept payment by VISA credit card? Yes\_\_\_\_\_ No\_\_\_\_

If you accept VISA payment, is there a cost or a minimum / maximum amount? Yes\_\_\_\_\_ No\_\_\_\_

If there is a cost, or min/max explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (COMPANY NAME)

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FEDERAL ID#/SS#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINTED NAME OF AUTHORIZED SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bids will be received **VIA EMAIL ONLY** by the Contracts and Procurement Division, 15 E. Vermijo Avenue, Colorado Springs, CO 80903, UNTIL: **11:00 AM MT, September 16, 2020.**

Only those bids received in this office on or before the specified time are eligible for consideration. Should the successful bidder fail to perform as agreed, its name may be removed from the bidders list for a period of one (1) year. **Email subject line should read** “**20-118 Centennial Hall Lighting Upgrade**”.

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| Matt Stephens |
| **Matt Stephens, CPPO, CPPB,** **Procurement Specialist, III** |

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| --- | --- | --- |
|  **IFB NO.: 20-118** |  | **DUE DATE: September 16, 2020** |

**EL PASO COUNTY**

**CONTRACTS AND PROCUREMENT DIVISION**

**CONTRACTOR’S QUALIFICATION STATEMENT**

**FOR**

**CENTENNIAL HALL LIGHTING UPGRADE**

This statement will provide information which will enable the County to evaluate the qualifications of your firm and staff with regard to the requirements of this Invitation for Bids (IFB). **Please complete this form in its entirety and submit it along with the other required bid documents**. If there is not enough room on the form to answer the questions, attach additional pages as necessary. If additional information is provided on a separate sheet for any of these items, clearly specify where it can be located in your submittal package.

|  |  |
| --- | --- |
| **(PRINT or TYPE)** |  |
| FIRM NAME: |  |
| ADDRESS: |  |
| CITY STATE ZIP: |  |
| AUTHORIZED REPRESENTATIVE NAME: |  |
| AUTHORIZED REPRESENTATIVE TITLE: |  |
| **AUTHORIZED REPRESENTATIVE** **SIGNATURE (sign here):**  |  |
| PHONE: |  | FAX: |  | EMAIL: |  |
|  |  |
| **1. TYPE OF BUSINESS** | **2. TYPE OF LICENSE & LOCATION** |
|  CORPORATION |  |  INDIVIDUAL |  |  |  |
|  PARTNERSHIP |  |  JOINT VENTURE |  |  |  |
|  OTHER: |  |  |  |
|  |
| **3. CONTRACTOR CLASSIFICATION** |
|  | GENERAL CONTRACTOR |  | ELECTRICAL CONTRACTOR |
|  | PLUMBING CONTRACTOR |  | HVAC CONTRACTOR |
|  | ROOFING CONTRACTOR |  | ASBESTOS REMOVAL |
|  | OTHER (PLEASE SPECIFY): |  |
|  |
| **4. NUMBER OF YEARS IN BUSINESS:** |  |
|  |
| **5. ON A SEPARATE SHEET PROVIDE A BRIEF HISTORY OF YOUR FIRM, STAFF SIZE AND EXPERIENCE.** |
|  **SUBMIT A RESUME FOR THE PROJECT MANAGER AND EACH KEY PERSONNEL ASSIGNED TO THIS** |
|  **PROJECT.** |
|  |
| **6. WHAT OTHER NAME(S) HAS YOUR COMPANY OPERATED UNDER:** |  |
|  |  |
|  |  |
|  |
| **7. HAVE YOU OR YOUR FIRM EVER FAILED TO COMPLETE ANY WORK AWARDED TO YOU?** |
|  | **YES** |  |  |  **NO** |  |  | **IF “YES”, EXPLAIN:** |
|  |  |
|  |  |
|  |  |
|  |
| **8. HAS ANY OFFICER OR PARTNER OF YOUR ORGANIZATION EVER BEEN AN OFFICER OR PARTNER OF** |
|  | **ANOTHER ORGANIZATION THAT FAILED TO COMPLETE A CONSTRUCTION CONTRACT WITHIN THE** |
|  | **LAST FIVE (5) YEARS?** | **YES** |  |  | **NO** |  |  | **IF “YES”, EXPLAIN:** |
|  |  |
|  |  |
|  |  |
|  |
| **9. HAS YOUR FIRM OR ANY PARTNERS OR OFFICERS EVER BEEN INVOLVED IN ANY** |
|  | **BANKRUPTCY ACTION? YES** |  |  **NO** |  |  **IF “YES”, EXPLAIN:** |
|  |  |
|  |  |
|  |  |
|  |
| **10. ARE YOU PRESENTLY INVOLVED IN ANY LITIGATION WITH AN OWNER OR OTHER** |
|  | **GOVERNMENT AGENCY?**  | **YES** |  | **NO** |  | **IF “YES”, EXPLAIN TYPE, KIND,**  |
|  | **PLAINTIFF, DEFENDANT, ETC., AND STATE THE CURRENT STATUS** (attach pages if necessary**):** |
|  |  |
|  |  |
|  |  |
|  |
| **11. BANK REFERENCE:** |  |
|  | **ADDRESS:** |  |
|  | **CONTACT:** |  | **PHONE:** |  |
|  |
| **12. LIST THREE (3) SIMILAR PROJECTS** (LOCAL OR STATE-WIDE) **FROM LAST FIVE (5) YEARS**. INCLUDE |
|  | LOCATION OF PROJECT; CONTACT NAME, ADDRESS, PHONE NUMBER; SIZE OF PROJECT (CONTRACT AMOUNT): |
|  | **NOTE: DETAILED INFORMATION ON THESE PROJECTS MAY ALSO BE REQUESTED IN THE IFB PACKAGE.** |
|  | **1.** |  |
|  |  |
|  |  |
|  | **2.** |  |
|  |  |
|  |  |
|  | **3.** |  |
|  |  |
|  |  |
|  |
| **13. LIST CURRENT SIMILAR PROJECTS (LOCAL OR STATE-WIDE) UNDER CONTRACT-** |
|  | INCLUDE LOCATION OF PROJECT, CONTACT NAME, ADDRESS, TELEPHONE NUMBER, SIZE OF PROJECT (CONTRACT AMOUNT). **NOTE: DETAILED INFORMATION ON THESE PROJECTS MAY ALSO BE REQUESTED IN THE IFB PACKAGE.** |
|  | **1.** |  |
|  |  |
|  |  |
|  | **2.** |  |
|  |  |
|  |  |
|  | **3.** |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **14.** | **LIST OF SUB-CONTRACTORS TO BE USED FOR THIS PROJECT:**(INCLUDE NAME, ADDRESS, TELEPHONE NUMBER, TYPE OF WORK) |
|  | **1.** |  |
|  |  |
|  | **2.** |  |
|  |  |  |
|  | **3.** |  |
|  |  |
|  | **4.** |  |
|  |  |
|  | **5.** |  |
|  |
| **15. LIST OF MATERIAL SUPPLIERS TO BE USED FOR THIS PROJECT:** (INCLUDE NAME, ADDRESS, TELEPHONE NUMBER, TYPE OF MATERIAL) |
|  | **1.** |  |
|  |  |
|  | **2.** |  |
|  |  |
|  | **3.** |  |
|  |  |  |
|  | **4.** |  |
|  |  |
|  | **5.** |  |
|  |  |
|  |
| **16. BONDING COMPANY AND AGENT:** |
|  | NAME: |  |
|  | PHONE: |  |
|  | (A) CURRENT BONDING RATE: |  |
|  | (B) LARGEST INDIVIDUAL PROJECT BOND TO DATE: |  |
|  |
| **17. SURETY** (insurance**) REFERENCE FOR LAST FIVE (5) YEARS:** |  |
|  |  |
|  |
| **IF ADDITIONAL INFORMATION IS PROVIDED ON A SEPARATE SHEET FOR ANY OF THESE ITEMS, CLEARLY SPECIFY WHERE IT CAN BE LOCATED IN YOUR BID PACKAGE.** |
| **The Signatory of this questionnaire guarantees the truth and accuracy of all statements herein.** |
| 1. I/We have cash and other liquid assets available for this project, independent of all other undertakings, in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
|  |
| 2. Following is a list of all work I/We have under contract at the present time: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location** | **Character** | **Total $** | **%** | **Date Of** |
| **Of Work** | **Of Work** | **Amount** | **Complete** | **Completion** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |
| 3. The proposed work has been inspected by the BIDDER’s representative, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as follows:  |
|  |  |
|  |   |
|  |  |

|  |  |
| --- | --- |
| 4. | If awarded the Contract, I/We propose to carry out the work according to the following plan (attach pages if necessary): |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| 5. | I/We own and have available for the work the following equipment (attach additional pages if needed): |
| **EQUIPMENT:** (fully describe: size,  condition, years of service, etc.) | **LOCATED AT:** | **DATE AVAILABLE:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 6. | I/We expect to purchase the following equipment, which will reduce the available quick assets indicated in Paragraph 1 of this form by $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: |
|  |  |
|  |  |
|  |  |
|  |
| 7. | I/We expect to rent the following equipment: |
|  |  |
|  |  |
|  |  |
|  |
| 8. | I/We expect to sublet the following items: (If the total amount of items is more than 20% of the entire contract, the name of the sub-contractor\* must be given.) |
|  |  |
|  |  |
|  |  |
|  |  |
|  | \*The proposed sub-contractor must add his statement that his name has been used with his knowledge and consent, and add his proper signature to such statement. |

EL PASO COUNTY

CONTRACTS & PROCUREMENT DIVISION

**NON-COLLUSION AFFIDAVIT**

**For**

**CENTENNIAL HALL LIGHTING UPGRADE**

|  |  |  |
| --- | --- | --- |
| **STATE OF** |  | **)** |
|  |  | **) SS** |
| **COUNTY OF** |  | **)** |

**A. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, being first duly sworn, deposes and says that:**

1. Representative is the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Owner, partner, officer, representative or agent) of (name of firm) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who is submitting the attached bid.
2. Representative is fully informed respecting the preparation and contents of the bid and of all pertinent circumstance respecting such bid;
3. Such information provided as a response to **IFB NO.:** **20-118** is genuine and not collusive;
4. No representative(s) or any of the officer(s), partner(s), owner(s), agent(s), employee(s) or party(s) in interest, including this affidavit, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other company, firm or person replying to this IFB to submit information that is collusive or a sham in connection with such contract or has any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other company, firm or person to fix any overhead, profit or cost element of the submitted proposed price or the proposed price of any other company/firm submitting a bid, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against El Paso County or any person interested in the proposed contract; and
5. The price(s) quoted in the attached bid is fair and proper and not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the company or firm submitting a bid or any of its agent(s), owner(s), representative(s), employee(s), or party(s) in interest, including this affidavit.
6. Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. Subscribed and sworn to before me this \_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2020.**

|  |  |
| --- | --- |
|  |  |
|  | (NOTARY PUBLIC) |
|  |  |
|  |  |
| My Commission Expires: |  |

**EL PASO COUNTY**

**CONTRACTS AND PROCUREMENT DIVISION**

**DECLARATION FORM**

**FOR**

**CENTENNIAL HALL LIGHTING UPGRADE**

TO: EL PASO COUNTY

 COLORADO SPRINGS, CO

SIR:

I have examined the specifications for the proposed work.

I understand and accept the proposition that the estimate of quantities is approximate only, that the quantities are subject to either be increased or decreased and therefore propose to perform any increase and/or decrease in quantities at the unit price named in the bid schedule.

I agree that the Invitation for Bid, Instructions to Bidders, the General Specifications, any Addendums, Non-Collusion Affidavit, Bid Form and this Declaration Form shall be part of the Contract.

If my bid is accepted, I will furnish a Performance Bond and labor and material Payment Bond in a form acceptable to the Procurement Director, in a sum equal to 100% of the contract price, with surety listed on the Federal Treasurer’s list, to guarantee the completion of the work and also to guarantee that all labor and material used in this work, or incidental to the completion of this work, shall be fully paid for.

I hereby propose to furnish all labor, equipment, materials and supplies and to sustain all the expenses incurred in doing the work hereinafter described and in accordance with the Plans and bid Specifications and under the direction and instructions of the County Engineer or his authorized assistant, for the prices shown in the bid schedule.

I agree to protect all of my employees on this contract by enforcing adequate safety practices and providing Workman’s Compensation insurance.

I agree that any extra work and/or materials which the County Engineer may order in writing is to be paid for either at a unit price and extended price as agreed upon prior to the work. Force account bills will be checked and signed at the end of each day by the Engineer or his designated representative and the Contractor’s Representative provided that nothing for which a bid price is provided in this bid schedule is to be classed as extra work.

I hereby agree to execute a Contract and provide Bonds as required within ten (10) days, or such further time as may be allowed in writing by the Procurement Director, after receiving the Notification of Award based on this bid. If I do not respond within the designated time frame, the Board of County Commissioners may proceed to award the contract to another, to re-advertise the work for bids or proceed in any lawful manner deemed advisable. The Bid Bond accompanying my bid shall become forfeited to the County of El Paso as liquidated damages.

I hereby agree to conform to the specifications, which indicate procedures of commencing and completing the work or to bid by any changes thereof as may be designated in writing by the County Engineer and mutually agreed to.

It is agreed that in case the Contract is awarded another, the Bid Bond, unless forfeited as stated above, will be returned to my firm designated below.

|  |  |
| --- | --- |
| **RESPECTFULLY SUBMITTED:** |  |
| **AUTHORIZED SIGNATURE:** |  |
| **COMPANY NAME:** |  |
| **ADDRESS:** |  |
| **CITY/STATE/ZIP:** |  |
| **DATE:** |  |
| **PHONE:** |  |
|  |  |
| **ATTEST:** |  |
|  |  |

This bid must be signed in ink by a signing officer for the company. When a corporation is the bidder, the person signing shall state under the laws of what state the corporation was chartered and the name and title of the officer having authority under the by-laws to sign contracts. The bid shall also bear the seal of the corporation attested by its secretary. Anyone signing the bid as agent must file with it legal evidence of their authority to do so.

**EL PASO COUNTY**

**CONTRACTS & PROCUREMENT DIVISION**

**STATEMENT OF ANTICIPATED SUBCONTRACTORS**

**FOR**

**CENTENNIAL HALL LIGHTING UPGRADE**

|  |  |  |
| --- | --- | --- |
| **1.** | **SUBCONTRACTOR’S NAME:** |  |
|  | **ADDRESS:** |  |
|  | **CONTACT NAME:** |  | **PHONE:** |  |
|  | **DESCRIPTION OF WORK:** |  |
|  | **ANTICIPATED SUBCONTRACTED AMOUNT $** |  |
|  |
| **2.** | **SUBCONTRACTOR’S NAME** |  |
|  | **ADDRESS:** |  |
|  | **CONTACT NAME:** |  | **PHONE:** |  |
|  | **DESCRIPTION OF WORK:** |  |
|  | **ANTICIPATED SUBCONTRACTED AMOUNT $** |  |
|  |
| **3.** | **SUBCONTRACTOR’S NAME:** |  |
|  | **ADDRESS:** |  |
|  | **CONTACT NAME:** |  | **PHONE:** |  |
|  | **DESCRIPTION OF WORK:** |  |
|  | **ANTICIPATED SUBCONTRACTED AMOUNT $** |  |
|  |
|  | **IF ADDITIONAL SUBCONTRACTORS ARE ANTICIPATED, LIST ON A SEPARATE PAPER AND ATTACH TO THIS DOCUMENT.****UPON REVIEW OF SUBCONTRACTOR LIST, EL PASO COUNTY RETAINS THE RIGHT TO APPROVE OR DISAPPROVE ANY SUBCONTRACTOR ON THIS LIST.****NOTE: SUBCONTRACTORS SHALL ABIDE BY THE SAME GENERAL CONDITIONS AND CONTRACT TERMS AS CONTRACTOR.** |
|  |
| **CONTRACTOR NAME** |
|  |
|  |  |  |
| **AUTHORIZED REPRESENTATIVE (PRINT)** |  | **TITLE** |
|  |
|  |  |  |