INVITATION TO BID (ITB)
LARIMER COUNTY COLORADO
200 W. OAK ST., SUITE 4000
FORT COLLINS, COLORADO

BID NUMBER: B19-12
DESCRIPTION: Yamaha Kodiak 700 EPS SE All-Terrain Vehicles
CLOSING DATE: 5/7/2019

Please bid DELIVERED PRICES on the following Goods or Services. No bid is contingent on the purchase of all items listed. The right is reserved to reject any and all bids or parts thereof. Prices and terms shall remain in effect for 180 days from date of opening.

The Board of Larimer County Commissioners will be accepting sealed bids at the office of the Purchasing Director, 200 W. Oak Street, Suite 4000, Fort Collins, Colorado, 80521, up to 2:00 P.M. (our clock), on Tuesday, May 7, 2019 at which time they will be publicly opened and read aloud to consider the purchase of six (6) new Yamaha Kodiak 700 EPS SE all-terrain vehicles. Only bids for Yamaha Kodiak 700 EPS SE All-Terrain Vehicles will be accepted as this is the only vehicle that aligns with Larimer County’s standardization of our all-terrain fleet.

Bid documents and specifications are available online at Rocky Mountain e-Purchasing at www.bidnetdirect.com/colorado, and on the Larimer County Purchasing site at www.larimer.org/bids.

All questions regarding this bid must be emailed to Les Brown, Purchasing Agent, at brownxld@larimer.org. Questions are due no later than 10:00 a.m. (our clock) April 30, 2019. Please call Les Brown at 970-498-5954 to verify receipt of your questions. No questions will be accepted after the date and time referenced above. All questions received will be answered via Addendum only. Addenda will be published both on the Larimer County Bids and Proposals web site, and on Rocky Mountain e-Purchasing.

NOTE: Unauthorized contact with any other County employees regarding this bid may result in disqualification of your bid.

GENERAL INSTRUCTIONS:

Bidder shall not stipulate in their bid any conditions not contained in the specifications, unless specifically requested in the special instructions. Any bids that fail to comply with the literal letter of these instructions and the specifications may be rejected forthwith.

Bids shall be typewritten or written in ink on the form prepared by the County. If the form is filled out using pencil, the bid may be considered non-responsive and may be rejected. The person signing the bid or an authorized representative of the company shall initial all corrections or erasures made on your bid.

Any charges for freight, delivery, containers, packaging, etc., will be included in the bid price.

In submitting the bid, the vendor agrees that acceptance of any or all bids by the County within a reasonable time period constitutes a contract. No delivery shall become due or be accepted until a purchase order has been issued by the Purchasing Director of Larimer County.

It is understood that the Board of Larimer County Commissioners reserves the right to reject any and/or all bids and to waive informalities and irregularities in bids, and to accept the bid that, in the opinion of the Board, is in the best interest of Larimer County. The total cost of bid preparation and submission shall be borne by the bidder.
If, in the sole judgment of the Board of County Commissioners, the proposals are substantially equal, the Board may grant the contract to companies located in Larimer County, however this is not applicable in the case that Federal funds are used.

As of August 7, 2006, state and local government agencies are prohibited from purchasing services from any contractor that knowingly employs illegal immigrants to help carry out publicly funded work. Pursuant to the provisions of Colo. Rev. Stat. §8-17.5-101, contractors must certify that they are using the E-Verify Program or Department Program to verify the employment eligibility of new employees. If a contractor awarded a contract violates the provisions of Colo. Rev. Stat. §8-17.5-101(2), the state or local government agency may terminate the contract and the contractor will be liable for damages to such agency.

All information submitted in response to this bid is public after the bid opening. The bidder should not include as a part of the response to the invitation to bid any information which the bidder believes to be a trade secret or other privileged or confidential data. If the bidder wishes to include such material with a bid, then the material should be supplied under separate cover and identified as confidential. Statements that the entire bid is confidential will not be honored. Larimer County will endeavor to keep that information confidential, separate and apart from the bid subject to the provisions of the Colorado Open Records Act or order of court.

**No work shall commence nor shall any invoices be paid** until the contractor provides the requested proof of insurance as outlined in the “Insurance Requirements for Contractors” and until such proof is accepted by Larimer County. **Additionally**, the contractor will provide an endorsement naming Larimer County as an additional insured to their policy. If you have any questions concerning the insurance requirements, please contact Risk Management at (970) 498-5963 at least one week prior to the bid opening date.

Payment for work performed or goods sold to Larimer County can be expected within 30 days after receipt of the invoice and satisfactory acceptance from the department receiving the service or goods. Any discount allowed by the vendor for prompt payment, etc., must be reflected in the bid figure, and not entered as separate pricing on the bid.

No telephone, e-mail, or facsimile bids will be accepted. Bids must be clearly identified on the front of the envelope by bid number and title. Responsibility for timely submittal and routing of bids, prior to opening, lies solely with the bidder. Bids received after the opening time specified will not be considered.

Larimer County is an Equal Opportunity Employer and no otherwise qualified individual shall be subject to discrimination on the basis of race, color, religion or religious affiliation, sex, familial status, age, genetics, disability, or national origin in any phase of employment for this position.

Larimer County strongly encourages the use of small and minority firms, women's business enterprises, and labor surplus area firm services. In accordance with Federal and State laws, Larimer County does not discriminate.

All businesses, organizations, and individuals contracting with Larimer County must comply with Title II of the Americans with Disabilities Act of 1990, as amended. For more information on these requirements and to read the full Title II text, please go to the following web page: [https://www.ada.gov/ada_title_II.htm](https://www.ada.gov/ada_title_II.htm).

Other governmental entities may piggyback on the award of this solicitation, assuming the award vendor is amenable, and should contact Larimer County Purchasing for any necessary procurement documents. The entity shall deal directly with the award vendor concerning the placement of Purchase Orders, freight charges, contracting and disputes, invoicing, and payment. Larimer County shall not be held liable or responsible for any liability, claims, costs, damages, demands, actions, losses, judgments or expenses incurred by the vendor or any government entity relating to such use.

The Contractor certifies that by signing the contract, neither the contractor nor subcontractors, the organization nor its principals are suspended or debarred or otherwise excluded from procurement by the Federal government.
and do not appear on the Excluded Parties List System (EPLS) maintained by the General Services Administration (GSA).

No vendor awarded a solicitation shall be federally debarred. Such debarment shall be checked through the System for Award Management, at www.sam.gov.

Bids must be furnished exclusive of any Federal, State, or Local taxes.

**INTENT:**
Larimer County intends to purchase and have delivered six (6) new Yamaha Kodiak 700 EPS SE all-terrain vehicles (ATV) with a Warn VRX 2500 lb Winch #619-101025 and KFI Winch Mount Plate #30-1275 installed, and working properly, on all six (6) of the ATVs. All ATVs Must be delivered to Larimer County Fleet Services, 614 E. Vine Drive, Fort Collins, CO 80524-2377.

**BIDDING INSTRUCTIONS:**
It is not necessary to return the entire Bid Package for the Bid Opening. **Submittal of the following completed forms is required:**

- **Bid Form** - all two (2) pages

**INSURANCE:**
Prior to commencement of any work, contractor/vendor shall provide a Certificate(s) of Insurance to Larimer County Risk Management, 200 W. Oak St., #4000, Fort Collins, Colorado 80521. The insurance required shall be procured and maintained in full force and effect for the duration of the Contract and shall be written for not less than the following amounts, or greater if required by law. Certificate Holder should be Larimer County at the above address.

1. Workers’ Compensation and Employers’ Liability
   1.1. State of Colorado: Statutory
   1.2. Applicable Federal: Statutory
   1.3. Employer’s Liability: $100,000 Each Accident $500,000 Disease-Policy Limit $100,000 Disease-Each Employee

1.4. Waiver of Subrogation

2. Commercial General Liability on an Occurrence Form including the following coverages: Premises Operations; Products and Completed Operations; Personal and Advertising Injury; Liability Assumed under an Insured Contract; Independent Contractors. Coverage provided should be at least as broad as found in Insurance Services Office (ISO) form CG0001. Minimum limits to be as follows:
   3. General Aggregate Limit $2,000,000
   4. Products & Completed Operations Aggregate Limit $2,000,000
   5. Personal & Advertising Injury Limit $1,000,000
   6. Bodily Injury & Property Damage Each Occurrence Limit $1,000,000

6.1. Other General Liability Conditions:

7. Products and Completed Operations to be maintained for one year after final payment. Contractor shall continue to provide evidence of such coverage to the County on an annual basis during the aforementioned period (as appropriate).

8. Contractor agrees that the insurance afforded the County is primary.

9. If coverage is to be provided on Claims Made forms, contractor must refer policy to Risk Management Department for approval and additional requirements.

10. Commercial Automobile Liability coverage to be provided on Business Auto, Garage, or Truckers form. Coverage provided should be at least as broad as found in ISO form CA0001 (BAP), CA0005 (Garage) or CA0012 (Trucker) including coverage for owned, non-owned, & hired autos. Limits to be as follows:
   10.1. Bodily Injury & Property Damage Combined Single Limit $1,000,000

11. Minimum required limits set forth herein may be met by utilizing a combination of excess/umbrella policies in conjunction with primary insurance policies if necessary.
12. All Insurance policies (except Auto, Workers Compensation and Professional Liability) shall include Larimer County and its elected and appointed officials and employees as additional insureds as their interests may appear. The additional insured endorsement should be at least as broad as ISO form CG2010 for General Liability coverage. Additional Insured endorsement(s) shall be attached to the certificate of insurance that is provided to the county.

13. The County reserves the right to reject any insurer it deems not financially acceptable by insurance industry standards. Property and Liability Insurance Companies shall be licensed to do business in the State of Colorado and shall have an AM Best rating of not less than A- VII.

14. Notice of Cancellation: Each insurance policy required by the insurance provision of this Contract shall provide the required coverage and shall not be suspended, voided or canceled except after thirty (30) days prior written notice has been given to the County, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to Larimer County Risk Management, 200 W. Oak St., #4000, Ft. Collins, CO 80521. If the insurance company refuses to provide the required notice, the contractor or its insurance broker shall notify the County of any cancellation, suspension, non-renewal of any insurance within seven (7) days of receipt of insurers’ notification to that effect.

15. Subcontractors: Contractors’ certificate(s) shall include all subcontractors as additional insureds under its policies or subcontractors shall maintain separate insurance as determined by the Contractor, however, subcontractor’s limits of liability shall not be less than $1,000,000 per occurrence / $2,000,000 aggregate. ANY DEVIATIONS FROM THE STANDARDS GIVEN ABOVE MUST BE APPROVED BY THE LARIMER COUNTY RISK MANAGEMENT DEPARTMENT.

IF YOU HAVE ANY QUESTIONS CONCERNING THE INSURANCE REQUIREMENTS, PLEASE CONTACT RISK MANAGEMENT AT (970) 498-5963 AT LEAST ONE WEEK PRIOR TO THE BID OPENING DATE.

AWARD & CONTRACT:
This solicitation will be awarded to the vendor with the most responsive, responsible, reasonable, lowest Total Price for all Six (6) ATVs and deemed the best fit and most advantageous to Larimer County.

A Larimer County Purchase Order, this Invitation to Bid document, and the Award Vendor’s response, all of which are incorporated by reference herein, will serve as the Agreement between the Board of County Commissioners of Larimer County, Colorado and the Award Vendor.

Any exceptions or requested additions to the attached Purchase Order must be stated and submitted with your Bid; these requests will not be accepted after the bid has opened. The County makes no guarantee of any changes or concessions but will review and consider all requests submitted.

NOTE: LARIMER COUNTY DOES NOT ACCEPT LIMITATIONS OF LIABILITY.
### BID FORM:
Both pages of the Bid Form must be completed and submitted, or your bid will be rejected.

*Bids must be furnished exclusive of any Federal, State, or Local taxes.*

<table>
<thead>
<tr>
<th>Vehicle description:</th>
<th>New 2019 or newer Yamaha Kodiak 700 EPS SE all-terrain vehicles (ATV)</th>
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<tbody>
<tr>
<td>Color of vehicle must be:</td>
<td>Backcountry Blue w/Aluminum Wheels</td>
</tr>
<tr>
<td>Options that must be installed and working properly prior to delivery:</td>
<td>Warn VRX 2500 lb Winch #619-101025</td>
</tr>
<tr>
<td></td>
<td>KFI Winch Mount Plate #30-1275</td>
</tr>
<tr>
<td>Quantity that must be delivered:</td>
<td>Six (6)</td>
</tr>
<tr>
<td>Vehicle must be delivered to:</td>
<td>Larimer County Fleet Services, 614 E. Vine Drive, Fort Collins, CO 80524-2377</td>
</tr>
<tr>
<td>Delivery dated required:</td>
<td>Must arrive on or before 6/1/2019</td>
</tr>
</tbody>
</table>

**Price per each ATV as configured and delivered = ** $

### Total Price for all Six (6) ATVs* = $

* Total Price must include Standard Equipment Price + Price for all the options + Delivery Fee for all six (6) ATVs.

**NOTE:** The County prefers all six (6) ATVs be delivered at the same time/same date; however, the County is willing to accept partial deliveries as long as all six (6) ATVs are delivered on or before June 1, 2019.

**TITLE WORK MUST BE AS FOLLOWS:**
COUNTY OF LARIMER
PO BOX 1190
200 W OAK ST
FORT COLLINS, CO 80522
ADDENDA:
The bidder acknowledges receipt of the following Addenda:

<table>
<thead>
<tr>
<th>Addendum Number</th>
<th>Date of Addendum</th>
<th>Date Received</th>
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The undersigned certifies that he/she has examined the specifications and instructions to bidders and has submitted a bid in full compliance and without collusion with any other person, individual or corporation.

The undersigned further certifies that he/she is or is trying to participate in the “E-Verify” program, an electronic program provided via U.S. Citizenship and Immigration Services, through which employers verify the employment eligibility of their employees after hire. Visit the link below for more information.

http://www.uscis.gov/e-verify

The undersigned certifies that you have verified that you do not employ illegal aliens, and that you shall not knowingly employ an illegal alien to perform work.

SIGNED: ______________________________________ TITLE: _____________________________________________

PRINTED NAME: __________________________________________________________

FIRM: ______________________________________ DUNS # _____________________________________________

ADDRESS: _______________________________________________________________

CITY: ___________________________ STATE: ______________________ ZIP: ______________

DATE: ___________________________ TELEPHONE NUMBER: __________________________

EMAIL ADDRESS: __________________________________________________________

For further information regarding this invitation to bid, please contact Les Brown, Purchasing Agent, at (970) 498-5954, or brownxld@larimer.org

PLEASE SUBMIT YOUR BID WITH THE FOLLOWING AFFIXED TO THE FRONT OF THE ENVELOPE:

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Bid Number: B19-12 Yamaha Kodiak 700 EPS SE All-Terrain Vehicles
Bid Public Opening Date:____________________________________
Vendor Name:______________________________________________

Return Your Bid to:
LARIMER COUNTY PURCHASING DIRECTOR
200 W. OAK STREET, SUITE 4000
FORT COLLINS, COLORADO 80521

NOTE: Use the label to the left on packages when returning your proposal response.