**\* \* INVITATION AND BID \* \***

School District Fremont RE-1 Invitation #

1030 S. 4th Street Bid Closing: May 19th, 2017, 9:00 a.m.

Cañon City, CO 81212

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Sealed bids, subject to the conditions herein stipulated and in accordance with specifications set forth and/or attached hereto, will be accepted in the office of the Operations Manager, School district Fremont RE-1, Cañon City, Colorado, prior to 9:00 a.m. on May 19th 2017 in sealed envelopes with the name and address of the bidder, date and hour of opening, and invitation number on the face of the envelope. Please direct inquiries concerning this bid to Heather Williams at (719) 276-5813 or Fax No. (719) 276-5825 or email williahj@canoncityschools.org

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| **ITEM**  **NO.** | **COMPLETE DESCRIPTION OF**  **ITEMS OR SERVICES** | **QUANTITY** | **UNIT** | **UNIT**  **PRICE** | **AMOUNT** |
|  | **SEE ATTACHED BID AND INSTRUCTION SHEET** |  |  |  |  |
|  | Canon City Schools is soliciting proposals for roof  replacement projects for Lincoln and McKinley Schools  Proposals must include basic design drawings showing  Insulation taper system and flashing details, and must  conform to specifications from the project manual.  Proposals shall include a pricing breakdown as follows:  1) for each project, and  2) for the entire scope of work.  See attached Bid Specification. |  |  |  |  |
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NOTE: Terms considered as part of bid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (minimum 30 days required).

NOTE: Particular attention is invited to paragraphs 15 (Late Bids) and 16 (Active Bidders List). Bids may be

awarded either by item or by lot, whichever is to the advantage of School District Fremont RE-1.

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| --- | --- | --- | --- |
| This quotation is submitted by: |  | Name of Vendor: |  |
|  |  | Address: |  |
|  |  | City/State/Zip: |  |
|  |  | Signature: |  |
|  |  | Print Name/Title: |  |
|  |  | Phone No.: |  |

# **TERMS & CONDITIONS OF THE INVITATION FOR BIDS**

1. Bidders are expected to examine the drawings, 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. The unit price for each item bid must be shown. Bid may be awarded either on an “each item no. basis” or “complete lot bid”. A total for each item bid must be entered. In case of error in extension, unit price prevails.
3. Bids shall be submitted on the bid form supplied. Failure to fully and explicitly provide any information requested shall subject the bid to disqualification. The bid must be signed by an office of the firm or it will not be considered.
4. Fax: The school district will accept bids received by fax machine under the following conditions:
   1. The fax copy is received complete with signature prior to the specified deadline.
   2. The original of the bid must be received within 72 hours after the scheduled bid opening time.
   3. The original must be identical to the faxed copy with no changes or alterations.
   4. If a bid security is part of the bid package, it may also be faxed and will be accepted if conditions 1, 2, and 3 above are met.

School District Fremont RE-1 does not accept any responsibility for bids which are not

received on time, due to: 1) overloading the fax machine at the last minute; 2) fax machine

not operating; 3) material lost in transmission or inadvertently sent to incorrect number by

contractor/vendor.

1. Specifications – for the purpose of identification on the quality desired, the reference numbers and specifications are for identification purposes and do not construe a “closed bid”; however, bids shall be equal in every respect as to quality, workmanship, etc.
2. All equipment shall be new and of the manufacturer’s current model unless otherwise specified. Items which are used, obsolete, seconds, or discontinued are unacceptable without prior approval of the school district.
3. Brochures and/or specifications must be submitted where applicable. If unable to quote on items specified, quote on “or equal items”, specifying catalog number, brand, etc. Equivalency shall be fully documented by vendor. School District Fremont Re-1 shall be the sole judge of equivalency.
4. Samples of items, when requested, must be furnished free of expense, and if not destroyed by testing, will be returned at bidder’s request and expense.

Page 2 of 3

1. The contract/purchase order will be awarded to that responsible bidder whose bid, conforming to the Invitation For Bids, will be most advantageous to the school district, price and other factors considered.
2. A signed purchase order or contract furnished to the successful bidder results in a binding contract without further action by either party.
3. The board of education and/or school district reserves the right to reject any and all bids, and to waive informalities and minor irregularities in bids received, and to accept any portion of bid or all items bid, if deemed in the best interest of the school district to do so.
4. A certified check or draft payable to the school district or satisfactory bid bond executed by the bidder and acceptable sureties in an amount equal to five (5) percent of the bid shall be submitted, when so stipulated in “Invitation to Bid”.
5. The successful bidder may be required to furnish and pay for satisfactory performance and payment bond or bonds.
6. No bids shall be withdrawn for a period of thirty (30) days subsequent to opening of bids without the consent of the school district or delegated representative.
7. Late bids will not be accepted or considered. It is the responsibility of bidder to insure that bids arrive in the office of Jeff Peterson, Manager of Operations, at the time indicated in “Invitation For Bid”.
8. **NOTE: In order to remain on “active bidders list”, it is imperative that all bids be returned. In the event of “no bid”, please sign bid, indicating “NO BID” and return.**
9. Should the successful vendor be unwilling or unable to fulfill the terms of the contract after receiving the award, the vendor’s name will be removed from the approved vendor’s list for a period of twelve (12) months from the date of failure to perform.
10. The bid price shall be exclusive of any federal, state, or local taxes from which the school district is exempt. The Exemption Certificate of Registry number will be furnished when required.

Page 3 of 3

**VENDOR LIST**