

# Selling to the City of Fort Collins



## VENDOR GUIDE

### Introduction

#### Vision

To provide world-class municipal services through operational excellence and a culture of innovation.

#### Mission

Exceptional service for an exceptional community

#### Values

- ◆ Outstanding Services
- ◆ Innovation & Creativity
- ◆ Respect
- ◆ Integrity
- ◆ Collaboration & Teamwork
- ◆ Stewardship

#### Our Team

Gerry Paul  
Purchasing Director

Ed Bonnette, CPM, CPPB  
Senior Buyer

Doug Clapp, CPPB  
Senior Buyer

Pat Johnson, CPPB  
Senior Buyer

Jill Wilson  
Buyer

Elliot Dale  
Buyer

Purchasing Department  
215 N Mason Street  
PO Box 580  
Fort Collins, CO 80522

Phone: 970-221-6775  
Fax: 970-221-6707  
E-mail: [purchasing@fcgov.com](mailto:purchasing@fcgov.com)  
Web: [www.fcgov.com/purchasing](http://www.fcgov.com/purchasing)

The City of Fort Collins has established a centralized Purchasing Division responsible for the procurement of goods and services in excess of \$5,000. The Purchasing Division is open for business Monday-Friday 8:00 AM to 5:00 PM at 215 N Mason, on the second floor. The mailing address is P.O. Box 580, Fort Collins, CO 80522-0580. The telephone number is 970-221-6775; the fax number is 970-221-6707.

Commodity purchases are accomplished by issuance of a numbered purchase order authorized by the Director of Purchasing and Risk Management. Services, capital and construction are secured by contract and supported by the issuance of a purchase order. Orders under \$5,000 can be issued by City departments using a mini order number or a procurement card. No order over \$5,000 can be placed by the department.

The City always welcomes new vendors to join its list of quality suppliers for goods and services. We offer this Vendor's Guide on "Selling to the City of Fort Collins".

Sincerely,

Gerry Paul  
Director of Purchasing and Risk Management

### General Information

The City of Fort Collins requires a formal competitive process for all purchases above \$60,000. All competitive solicitations notices are posted on the Rocky Mountain E-Purchasing System (RMEPS) at [www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com). For most competitive solicitations the City will use either the Bid or Request for Proposals (RFP) process. Bids are awarded based on the lowest price from a responsive and responsible vendor. RFP awards use additional criteria leading to an award based on 'best value'. Most bid and RFP solicitations are posted on the web and if not available electronically the notice will state where the bid or RFP package may be obtained.

### Appointments with Buyers

Although every effort will be made to accommodate vendors who arrive unannounced, it is preferred that appointments be made in advance. Prior appointments will help assure full consideration be given to presentations or discussions. You are encouraged to contact the buyer responsible for the commodity you are interested in providing.

### Bidder's List

The City does not maintain an approved vendor list for bid/RFP solicitations. The City of Fort Collins welcomes bids and proposals from all vendors and strives to facilitate an open, competitive solicitation process. Please register in the Rocky Mountain E-Purchasing System at [www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com) to receive notifications regarding City of Fort Collins solicitations. Please keep in mind that the City sometimes requires vendors to be prequalified or approved for specific items and that the City makes many purchases under existing State and cooperative contracts. Please contact the buyer responsible for the commodity your company provides to find out if there is a prequalification process for that commodity.

## Category Assignments

### Gerry Paul, Purchasing Director, 970-221-6779, [gspaul@fcgov.com](mailto:gspaul@fcgov.com)

- ◆ Financial Custodial Services and Investments
- ◆ Planning
- ◆ Real Estate, Easements and Right-of-Way
- ◆ Insurance
- ◆ Hearing Officer for Land Use Issues

### Ed Bonnette, CPM, CPPB, Senior Buyer, 970-416-2247, [ebonnette@fcgov.com](mailto:ebonnette@fcgov.com)

- ◆ Sustainable Purchasing including Social Sustainability
- ◆ Refuse Collection, Recycling and E-Waste
- ◆ Auction, Surplus, and Scrap (non-vehicle)
- ◆ Office Supplies and Equipment (MFDs, copiers, scanners, printers, plotters, etc.)
- ◆ Computers, Servers, Software, Cabling, Network Equipment and Networking Services
- ◆ Telephones, Wireless and related Equipment & Services
- ◆ Forestry & Grinding
- ◆ Library
- ◆ Marketing Services
- ◆ Historic Preservation
- ◆ Bicycles
- ◆ Printing

### Doug Clapp, CPPB, Senior Buyer, 970-221-6776, [dclapp@fcgov.com](mailto:dclapp@fcgov.com)

- ◆ Lease Purchase Financing
- ◆ Motor Vehicles, Buses and Related Items
- ◆ Auction and Surplus: Vehicles, Roads & Construction
- ◆ Radio & Communication Equipment
- ◆ Road & Construction Equipment
- ◆ Fleet Equipment
- ◆ Janitorial Services
- ◆ Office Furniture and related Services
- ◆ Work Order Trade Contracts – Painting, Plumbing, HVAC, Roofing, Drywall, & Electrical
- ◆ Law Enforcement Equipment
- ◆ Architectural and Street Signs & Posts (MAPO)
- ◆ Traffic Signal Poles and Apparatus
- ◆ Parking

### Pat Johnson, Senior Buyer, CPPB, 970-221-6816, [pjohnson@fcgov.com](mailto:pjohnson@fcgov.com)

- ◆ Utility-Construction, Capital Projects and Professional Services
- ◆ Electric & Water Utility Warehouse Stock
- ◆ Security
- ◆ Utility-related Software and Printing
- ◆ Utility-Collections
- ◆ Horizontal Boring
- ◆ Water Treatment Chemicals
- ◆ Environmental & Regulatory Affairs including Lead Paint & Asbestos Mitigation

### Jill Wilson, Buyer, 970-221-6216, [jwilson@fcgov.com](mailto:jwilson@fcgov.com)

- ◆ Transfort (excluding buses, vehicles, etc.)
- ◆ PFA
- ◆ Parks
- ◆ Golf Concessions and Professional
- ◆ Recreation
- ◆ Natural Areas
- ◆ HR Professional Services
- ◆ Benefits
- ◆ Temporary Personnel Services
- ◆ Concessions and Vending
- ◆ Uniforms, Apparel, Dry Cleaning
- ◆ Cultural
- ◆ Art in Public Places (APP)
- ◆ Athletic Field Paint (MAPO)

### Elliot Dale, 970-221-6777, [edale@fcgov.com](mailto:edale@fcgov.com)

- ◆ Construction and related Professional Services  
(Capital Projects - Parks, Engineering, Operations, Transportation, Library, DDA and PFA)  
(Non-Capital - Paving and Concrete, Excavating, Fencing, Hauling, Welding)
- ◆ Landscaping and Irrigation
- ◆ Sand, Gravel, Salt (MAPO), Asphalt and Concrete
- ◆ Snow and Ice Removal & Abatement Program
- ◆ Weed and Rubbish Removal & Abatement Program
- ◆ Flaggers and Traffic Control

## Bids and RFPs

Each bid or RFP contains complete instructions for submission for the bid or RFP. Vendors are asked to complete all forms in its entirety and provide all requested information. All bids or RFPs should be clearly identified by bid number and bid title on the face of the envelope containing the bid. Vendors must acknowledge any bid or RFP addenda that have been issued in their submission.

Bids are publicly opened at the time and date specified. Openings are generally held at the Office of the Division of Purchasing, 215 N. Mason St, Fort Collins, Colorado. Bids and RFP's must be received on or before the scheduled opening time. After the bids are opened, the tabulation and analysis is made by the Purchasing Division. After consultation with and concurrence from the department involved, an award is made via purchase order.

Construction awards over \$60,000 require the issuance of a contract. The successful bidder will also be required to furnish Performance/Payment Bonds for projects over \$100,000, and other items, such as certificates of insurance.

RFP's are evaluated by a selection committee and rated using the criteria listed in the proposal package. Selection may be made from the written proposals submitted and/or interviews may be held. Award is made after contract negotiations with the highest ranked firm.

## Payments to Vendors

Upon receipt of a correctly initiated order and invoice, the department receiving the product shall authorize payment. The project manager authorizes progress payments for construction projects. The payment period used by the City of Fort Collins Accounting Division is 30 days. The City of Fort Collins is exempt from paying sales or use tax. The City also uses Purchasing Cards as an alternative method to procure goods and services.

## Post Contract Award

Vendors selected and awarded a contract by the City will be required to submit a W-9, Request for Taxpayer Identification Number and Certification prior to contract award. Vendors are also encouraged to participate in the direct pay program by completing a Vendor Direct Deposit Authorization Form. Participating in the direct pay program will ensure the timeliest payment by the City while supporting the City's sustainability objectives.

## Gratuities

It is the policy of the City of Fort Collins that employees, officers or agents are prohibited from being financially interested in the purchase from or the sale to the City of any land, materials or supplies. Soliciting or accepting any gift, favor, kick-back or any items of monetary value from any person who has or is seeking to do business with the City is prohibited. Any vendor knowing of this type of activity is encouraged to report in confidence to the Purchasing Agent, Director of Finance, City Attorney or City Manager so the matter can be dealt with.