



# Colorado Springs Utilities

*It's how we're all connected*

**INFORMAL  
REQUEST FOR PROPOSAL (RFP)  
For  
RFP-AW-18839 VENDOR MANAGED INVENTORY  
OF ELECTRIC CONNECTORS**

## **SCHEDULE OF EVENTS**

<b><u>Event</u></b>	<b><u>Date</u></b>
Solicitation Released to Prospective vendors	December 28, 2010
Questions from Vendors Due	January 12, 2011
Intent to Respond Due	January 12, 2011
Due Date & Time for Proposals	January 25, 2011, at 3:00 p.m.

## **SECTION 1: INTRODUCTION AND BACKGROUND**

This Request for Proposal (RFP) provides sufficient information to enable qualified vendors to submit written proposals. The RFP is not a contractual offer or commitment to purchase products or services.

### **Project Description:**

Colorado Springs Utilities (UTILITIES) is issuing this RFP for professional vendor services required to perform all necessary functions of purchasing, storing, delivering, and maintaining the stock of electric connectors at various UTILITIES' warehouses.

This solicitation provides the UTILITIES' Procurement and Contract Services Manager with the option of extending the opportunity to include any Colorado governmental agencies, departments, units or sections in any awarded agreement without modifying the terms and conditions herein. All such requests by Colorado governmental agencies shall be coordinated by UTILITIES' Procurement and Contract Services Manager.

### **2.01 SUBMISSION OF PROPOSAL**

Amy M. Watson, J.D., Principal Contracting Agent, (719) 668-8081, is the designated liaison between UTILITIES and vendor. Any unauthorized contact regarding this RFP between any vendor, or others on the vendor's behalf and UTILITIES' staff, other than Procurement and Contract Services personnel may result in rejection of the vendor's proposal.

All questions/clarifications must be sent via email to Amy Watson at [amwatson@csu.org](mailto:amwatson@csu.org) no later than **January 12, 2011**.

**All proposals must be received no later than 3:00 p.m. on January 25, 2011.**

Proposals may be either mailed or hand-delivered. The vendor shall be responsible for actual delivery of the proposal to the proper office before the deadline. Any proposals received after the deadline may be returned unopened.

Vendors are required to submit one (1) original and four (4) bound copies of the technical proposal, one (1) original and four (4) copies of the cost proposal, one (1) CD or Disk copy of the technical, and one (1) CD or Disk copy of cost proposal (in Microsoft Office format). Cost and technical proposals must be in separate envelopes clearly marked "Cost" or "Technical."

Proposals shall be addressed as follows:

**Hand or Overnight Delivery**

Proposal for RFP-AW-18839 Vendor Managed  
Inventory for Electric Connectors  
Colorado Springs Utilities  
Procurement and Contract Services Office  
121 S. Tejon St., Suite 200  
Colorado Springs, CO 80903

**US Mail**

Proposal for RFP-AW-18839 Vendor Managed  
Inventory for Electric Connectors  
Colorado Springs Utilities  
Procurement and Contract Services Office  
PO Box 1103, Mail Code 0920  
Colorado Springs, CO 80947-0920

All proposals become the property of UTILITIES upon receipt. The content of all proposals will be kept confidential until an award is made, after which the content will no longer be kept confidential, except as provided herein.

**SECTION 2: ADMINISTRATIVE REQUIREMENTS**

**2.01 AGREEMENT TERMS AND CONDITIONS**

Exhibit C documents shall govern any contract(s) ensuing from this RFP. By submitting a proposal in response to this RFP, the vendor accepts the terms and conditions set forth in this RFP, including Exhibits thereto. Failure to accept these terms and conditions may result in the proposal being deemed unresponsive.

Vendors are advised that proposals shall be binding upon the vendor for one hundred twenty (120) calendar days from the proposal due date. A vendor may withdraw or modify their proposal any time prior to the proposal due date by a written request, signed in the same manner and by the same person who signed the proposal. The contents of the proposal submitted by the successful vendor of the RFP may become part of any contract awarded as a result of this solicitation.

**2.02 VENDOR'S CONFIRMATION OF AUTHENTICATION**

By responding to this RFP, vendor certifies (a) that vendor's proposal is genuine and is not made in the interest of, or on behalf of, an undisclosed person, firm, or corporation; (b) that vendor has not directly or indirectly induced or solicited any other vendors to put in a false or sham proposal; (c) that vendor has not solicited or induced any other person, firm, or corporation to refrain or abstain from proposing a proposal; and (d) that vendor has not sought by collusion to obtain for themselves any advantage over any other vendors or over UTILITIES; and (e) vendor

shall not violate or cause any person to violate, the Colorado Code of Ethics (C.R.S. 24-18-101 et. seq.).

### **2.03 ADDENDA TO THE REQUEST FOR PROPOSAL**

If it becomes necessary to revise any part of this RFP, an addendum will be posted onto the Rocky Mountain E-Purchasing website. It is the vendor's responsibility to monitor and download any Exhibits and Addendums that may be posted on this website. **UTILITIES will not be held responsible for additional notifications to vendors.**

### **2.04 VENDOR RESPONSIBILITY FOR PROPOSAL COSTS**

UTILITIES' is not liable for any cost incurred by any vendor associated with the preparation of a proposal or the negotiation of a contract for services prior to the issuing of the contract.

A selected vendor(s) may be asked to present their proposals and/or to demonstrate ability to provide products or services to UTILITIES' representatives in Colorado Springs or at another location agreeable to both parties. The vendor(s) shall bear all costs for such presentations.

### **2.05 DISCLOSURE OF PROPOSAL CONTENT**

If a proposal contains confidential or proprietary information, all such information must be clearly and concisely identified. vendor acknowledges that Colorado Springs Utilities is subject to the Colorado Open Records Act (C.R.S. 24-72-201 et seq.) and any information submitted may be disclosed to the public in accordance with the Act.

### **2.06 RIGHT TO REJECT PROPOSALS AND NEGOTIATION**

UTILITIES reserves the right to reject any and all proposals and to waive any formality in proposals received, to accept or reject any or all of the items in the proposal, and award the contract in whole or in part, if it is deemed in UTILITIES best interest.

UTILITIES reserves the right to negotiate any and all elements of the proposal, if such action is deemed to be in the best interest of UTILITIES.

### **2.07 TAXES**

Colorado Springs Utilities as an enterprise of the City of Colorado Springs, a Colorado home rule city and municipal corporation is tax exempt.

Our Registration Numbers are as follows:

City of Colorado Springs  
Federal I.D.: 84-6000574  
Federal Excise: A-138557  
State Sales Tax: 98-03479

### **2.08 SELECTION PROCESS**

No proposal will be accepted from, nor will a contract be awarded to, any vendor who is in arrears to UTILITIES and/or the City of Colorado Springs, Colorado, upon any debt or contract, or who is in default, as surety or otherwise, upon any obligation to UTILITIES or is deemed to be irresponsible or unreliable by UTILITIES.

UTILITIES hereby notifies all vendors that in regard to any contract entered into pursuant to this RFP, small and disadvantaged business enterprises will be afforded full opportunity to this RFP and will not be discriminated against on the grounds of race, religion, color, sex, age or national origin in consideration for an award.

UTILITIES, at its sole discretion, may elect to request clarification of the proposal. The selection committee will use all facts, information, and data available to recommend the most advantageous solution to UTILITIES considering the following factors in the evaluation process:

- A. Previous background and experience relevant to this RFP
- B. Services provided
- C. Schedule of pricing, rates, and/or fees for services and products proposed, including discounts
- D. Technical content of the proposal
- E. Adequacy and completeness of the proposal

## **2.09 PROPOSAL CONTENT AND MINIMUM SUBMITTAL REQUIREMENTS**

To be considered responsive, all proposals **MUST** include the following information. Proposals not addressing the following items may be considered non-responsive.

- A. Compliance with all of the requirements as identified in Exhibit A. Any non-compliance shall be explained in detail.
- B. The responses to each section of Exhibit B, “Vendor Response Form” following the format of Exhibit B.
- C. Completion and submission of all required exhibits and/or attachments as described in the RFP.

The following Exhibits apply and are attached and incorporated by reference:

- EXHIBIT A STATEMENT OF WORK
- EXHIBIT A1 MATERIAL SPECIFICATIONS AND INVENTORY STOCK REQUIREMENTS
- EXHIBIT B VENDOR RESPONSE FORM
- EXHIBIT B1 REQUEST FOR QUOTATION FORM
- EXHIBIT C GENERAL PROVISIONS, PURCHASE ORDER, CONDITIONS OF THE BID, DISCOUNTS FOR PROMPT PAYMENT
- EXHIBIT D INTENT TO RESPOND FORM
- EXHIBIT E EDI TRADING PARTNER AGREEMENT