

**INVITATION FOR BIDS  
FOR  
CONCRETE REMOVAL AND NEW CONCRETE PAD  
FOR  
EVANS FIRE PROTECTION DISTRICT**



Issued by:

Evans Fire Protection District  
2100 37<sup>th</sup> Street  
Evans, CO 80620  
[www.evansfiredistrict.org](http://www.evansfiredistrict.org)

Point of Contact:  
Captain Jay Deibel  
Phone (970) 339-3920 x203  
[cdeibel@evansfiredistrict.org](mailto:cdeibel@evansfiredistrict.org)

Date of Issue: May 6, 2024, 2023

**DEADLINE FOR RECEIVING BIDS  
June 10, 2024**

## INTRODUCTION

The Evans Fire Protection District is a political subdivision of the State of Colorado and a unit of local government (“*District*”). The District currently has a training facility located at 1840 40<sup>th</sup> Street Evans, CO 80620. The training facility is located within the City of Evans maintenance facility shops. The Evans Fire District is looking to have an approximately 1,800 square foot existing concrete pad removed and replaced, along with a new concrete pad extension. The total new concrete will be approximately 6,020 square feet.

The concrete pad extension must have enough strength to accommodate the weight of a 46-foot fire apparatus with a GVW of 72,000 lbs. and the weight of seven mobile shipping containers weighing approximately 8,000 lbs. each. The shipping containers will be 10ft wide by 40ft long, stacked in two columns three containers high with one container at ground level (see graphics).

The District is inviting qualified firms to submit a bid for the removal of approximately 1,800 square feet of existing concrete pad and the installation of approximately 6,020 square feet of new concrete pad, in accordance with the specifications set forth in this Invitation to Bid.

## CALENDAR OF EVENTS/RFP TIMELINE

Listed below are the important dates and times by which the actions noted must be completed. All dates are subject to change by the District. If the District finds it necessary or appropriate to change the last date for questions and/or the submission deadline, the change will be accomplished by addendum. At this time the District anticipates that a final decision on whether to accept a bid will be made at the June 24<sup>th</sup>, 2024 meeting of the District’s Board of Directors, which starts at 6:30 pm (MST) at Evans Station 2.

<u><b>ACTION</b></u>	<u><b>COMPLETION DATE</b></u>
<b>Issuance of Invitation to Bid</b>	May 6, 2024
<b>Submission Deadline</b>	June 10, 2024 – 12:00 p.m. (MST)
<b>Bid Opening</b>	June 11, 2024 – 8:00 a.m. (MST)
<b>Board Consideration of Bids</b>	June 24, 2024 – 6:30 p.m. (MST)

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## **BID CHECKLIST**

This standardized checklist has been provided to assist Bidders with the submission of their Bid Package. This checklist cannot be construed as identifying all required submittal documents for this project. Bidders remain responsible for reading this entire Invitation to Bid to ensure that they have complied with all requirements and are submitting all required information and documents.

- Bid Cover Page
- Bid Form(s)
- Exceptions/Deviations Page
- W-9
- Copy of Required/Applicable Licenses or Certifications
- Specifications
- All Warranty Information
- Required Number of Bid Copies: 1 Electronic in PDF format

## **PART 1 - GENERAL CONDITIONS AND SUBMISSION REQUIREMENTS**

### **Each Bidder MUST Comply with the Following General Conditions and Submission Requirements**

#### **SUBMISSION DEADLINE**

**All Bids MUST BE RECEIVED by 12:00 pm (MST) on June 10, 2024 (“*Submission Deadline*”).** Late bids will not be accepted or considered under any circumstances. Telephone will not be accepted.

#### **SUBMITTAL PROCESS**

Bidders may submit an electronic copy of their bid in PDF format via email to [cdeibel@evansfiredistrict.org](mailto:cdeibel@evansfiredistrict.org). All required items should be combined into one file organized in order generally following the above checklist.

The subject line of the email shall read: “Evans Fire Concrete Pad Bid.” Each Electronic Bid will receive a confirmation email that the electronic copy of the bid has been received.

No sooner than 48 hours after submittal, a Bidder may contact [cdeibel@evansfiredistrict.org](mailto:cdeibel@evansfiredistrict.org) solely for the purpose of confirming that the bid has been received.

#### **QUESTIONS/INTERPRETATIONS**

Questions **MUST BE RECEIVED** by 12:00 p.m. (MST) on June 5, 2024 (“*Question Deadline*”). Questions received after the Question Deadline will not be considered. Questions will not be answered over the phone; nor will the District provide oral interpretations as to the meaning of the forms or requirements set forth in this Invitation to Bid. Questions or requests for interpretations must be in writing and submitted via e-mail to Captain Deibel at [cdeibel@evansfiredistrict.org](mailto:cdeibel@evansfiredistrict.org). The District is under no obligation to respond to any given question or request for interpretation.

Do not attempt to contact any Selection Committee Member, staff member, or person other than Captain Deibel for questions or requests for interpretation relating to this Invitation to Bid. Anyone attempting to lobby District representatives will be disqualified.

If a Bidder needs to see the facility/area where the concrete pad will be installed or needs to measure the area for exact square footage, please contact Captain Deibel by email or phone to set up an appointment to visit the site. No site visits will be allowed without the permission of Captain Deibel. Any Bidder that visits the site without permission may be disqualified. No allowance will be provided and no extra consideration will be paid by reason of additional costs, damages, or other difficulties incurred by the Contractor that could have been avoided or reduced had an adequate site inspection been undertaken.

#### **GENERAL CONDITIONS**

1. The District has the right to (a) reject any and/or all Bids; (b) waive any informalities or irregularities in a Bid; and (c) to award the project to the Bidder (if any) whose Bid the District believes is in the District’s best interest.

2. A Bidder may withdraw and/or amend its Bid at any time prior to the Submission Deadline.
3. Bidders are required to use the official “INVITATION TO BID FORMS” included in this document, and all attachments itemized herein are to be submitted as a single document in order generally following the above checklist.
4. Any variation from the minimum specifications must be clearly stated and explained in detail on the EXCEPTION/DEVIATION FORM. These specifications are based upon design and performance criteria. The specifications set forth in this Invitation to Bid reflect the only type of Concrete Pad that is acceptable. Major exceptions to the specifications will not be accepted.
5. The Bidder shall make accurate statements as to the design and dimensions of the proposed Concrete Pad. All bids must include a complete set of detailed manufacturer’s specifications. Omissions and unacceptable variations will result in immediate rejection of the bid. Bids that are found to have deviations without listing them may be rejected.
6. All design, construction, operational, and material features must fully comply with Local, State, and Federal Laws/Regulations.
7. Examination of Invitation to Bid Documents:
  - Each Bidder shall carefully examine the Drawings and/or Specifications and other applicable documents and shall inform himself/herself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress, or performance of the work. Ignorance on the part of a Bidder will in no way relieve them of the obligations and responsibilities assumed under the Contract.
  - If a Bidder finds discrepancies or ambiguities in, or omissions from, the Drawings and/or Specifications, or should he/she be in doubt as to their meaning, he/she must at once notify the District through the Questions/Interpretations section above.
8. Mandatory Documents/Forms: The following documents and forms in the following arrangement must accompany each Bid or alternate Bids submitted:
  - Bid Cover Page. This is to be used as the first page of the Bid. This form must be fully completed and signed by an authorized officer of the Bidder.
  - Bid Form(s)
  - Exceptions/Deviations Page
  - Disclosure of Subcontractors, Subconsultants, and Suppliers
  - W-9
  - Copy of Required/Applicable Licenses or Certifications
  - Specifications
  - All Warranty Information

## **PROJECT COST**

This is a Guaranteed Maximum Price (“**GMP**”) Project. A Contractor's bid shall specifically state the GMP and any alternates to the GMP for the District's consideration.

## **INSURANCE**

The Contractor shall carry and at all times hereunder maintain the following insurance coverage in full force and effect during the term of this Project:

- a. Worker's Compensation Insurance with statutory limits of coverage.
- b. Combined Automobile Liability Insurance for personal injury and/or property damage for all vehicles used for the Project, with combined single limit coverage of five hundred thousand dollars (\$500,000) or such greater amount that would fully indemnify the District for payment of such claims.
- c. Comprehensive General Liability Insurance shall be in the minimum amount of \$1,000,000 single limit per occurrence and \$2,000,000 in the aggregate for bodily injury and property damage. The insurance shall include the costs of defense, which shall be outside the limits of coverage.

The Combined Automobile Liability Insurance and the Comprehensive General Liability Insurance shall (i) include the "Evans Fire Protection District" as an additional insured, (ii) provide that the insurance company shall give the District 30 calendar days prior notice if the insurance will be cancelled, and (iii) state that the District's insurance is non-contributory.

The selected Contractor shall provide the District with a Certificate(s) of Insurance and/or endorsement(s) demonstrating the Contractor has obtained the foregoing coverage within 3 business days of the parties signing a contract.

The Contractor shall not be relieved of any liability, claims, demands, or other obligations arising from the Contractor's or its subcontractors' performing the Project by reason of the Contractor's failure to procure or maintain the above insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

## **WARRANTIES**

The Contractor shall, in a separate section of the bid, entitled "Warranties," clearly identify all warranties provided by the Contractor, its subcontractors, and/or any manufacturer.

The Contractor shall serve as the Warranty Administrator for the Project. The Warranty Administrator shall be responsible for all aspects of the timely and effective administration of all warranties, including but not limited to: a) receiving all warranty claims from the District; b) identifying and contacting the individuals(s) or entity(ies) issuing the warranty under which the claim is being made; c) arranging for all warranty work; and d) processing all documents necessary and appropriate for the proper and timely processing of each warranty claim.

## **PART 2 - EVALUATION PROCESS**

### **BID EVALUATION**

Once the Submission Deadline has passed, the Selection Committee members will independently review each Bid and score it based on the evaluation criteria and any other factors the District deems appropriate.

Award of the Project will be made to the Contractor whose bid conforms to the requirements of this Invitation to Bid and any design/construction specifications, and is most advantageous to the District and its community, taking into consideration price and such other factors as the District deems appropriate, in its sole discretion, including but not limited to, the skill level, facilities, quality of product, capacity, experience, ability, responsibility, previous work, stated completion time, evidence of full understanding of Project requirements, amount of other work being performed by the Contractor, and the quality of other work identified in the bid. The District has the right to reject any and all bids or part thereof and to waive any irregularities therein.

The District has the right to apply the evaluation criteria in any manner it deems necessary or appropriate, and to evaluate each firm separately or comparatively, using the criteria in any weight or importance as it sees fit. The District also has the right to (a) seek clarification from a Proposer on any issue in its Bid; (b) invite specific Proposers for site visits or oral presentations; or (c) take any other action it feels necessary or appropriate. Failure to submit any of the requested information or required documentation in the required order and format may result in a reduction in the Bid's scope or disqualification of the Bid, at the District's sole discretion.





# BID FORM

## EVANS FIRE PROTECTION DISTRICT



Name of Firm Submitting Bid \_\_\_\_\_

Name of Person Submitting Bid \_\_\_\_\_

### BID ACKNOWLEDGMENT

"The undersigned, as Bidder, hereby declares that they have informed themselves fully in regard to all conditions of the work to be done, and that they have examined the Invitation to Bid and Specifications for the work and comments hereto attached. The Bidder agrees that, if this Bid is accepted, it will contract with the Evans Fire Protection District in the form of a concrete removal and installation Purchase Agreement, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation, labor, and service necessary to complete the work covered by this Invitation to Bid and the contract documents for this project. The Bidder agrees to accept in full compensation for each item the prices named in the schedules incorporated herein."

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**TOTAL SUM BID \$**

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Signature

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Date

*This document must be completed and returned with your Submittal.*



**REFERENCE**

List/describe three (3) contracts/projects with similar specifications that you currently have or have recently completed.

Project and Location: \_\_\_\_\_

Date: \_\_\_\_\_ Contract Amount: \_\_\_\_\_

Contact Name and Email: \_\_\_\_\_  
\_\_\_\_\_

Project and Location: \_\_\_\_\_

Date: \_\_\_\_\_ Contract Amount: \_\_\_\_\_

Contact Name and Email: \_\_\_\_\_  
\_\_\_\_\_

Project and Location: \_\_\_\_\_

Date: \_\_\_\_\_ Contract Amount: \_\_\_\_\_

Contact Name and Email: \_\_\_\_\_  
\_\_\_\_\_

W-9

Download a complete W-9 form at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Form <b>W-9</b> (Rev. October 2018) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer                  Identification Number and Certification</b>  ► Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.	<b>Give Form to the                  requester. Do not                  send to the IRS.</b>
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Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

	<b>Social security number</b> [ ][ ] - [ ][ ] - [ ][ ][ ][ ][ ][ ]
	<b>OR</b> <b>Employer identification number</b> [ ][ ] - [ ][ ][ ][ ][ ][ ][ ][ ]

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ► _____	Date ► _____
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

## **PART 4 - SPECIFICATIONS**

### **SPECIFICATIONS**

The District is requesting Bids for the removal of approximately 1,800 square feet of existing concrete pad to be replaced with a larger concrete pad of approximately 6,020 square feet. Qualified firms wishing to respond to “BID” must provide all equipment and materials described in this document, whether directly or through subcontractors/subconsultants.

### **GENERAL SCOPE**

It is the intent of these specifications to cover the removal of an existing concrete pad and installation of a larger concrete pad for the District. These specifications cover only the general requirements as to the type of construction and tests to which the Concrete Pad must conform. Minor details of construction and materials, where not otherwise specified, are left to the discretion of the Bidder, which shall be solely responsible for the design and construction of all features.

### **QUALITY AND WORKMANSHIP**

The design of the concrete pad must embody the latest approved concrete construction practices. The workmanship must be of the highest quality in its respective field. Construction must be rugged and have ample safety factors.

Bids shall include a footprint measurement of the Concrete Pad.

All materials used in the construction of the Concrete Pad must be “NEW” Materials. No used materials will be accepted for any construction.

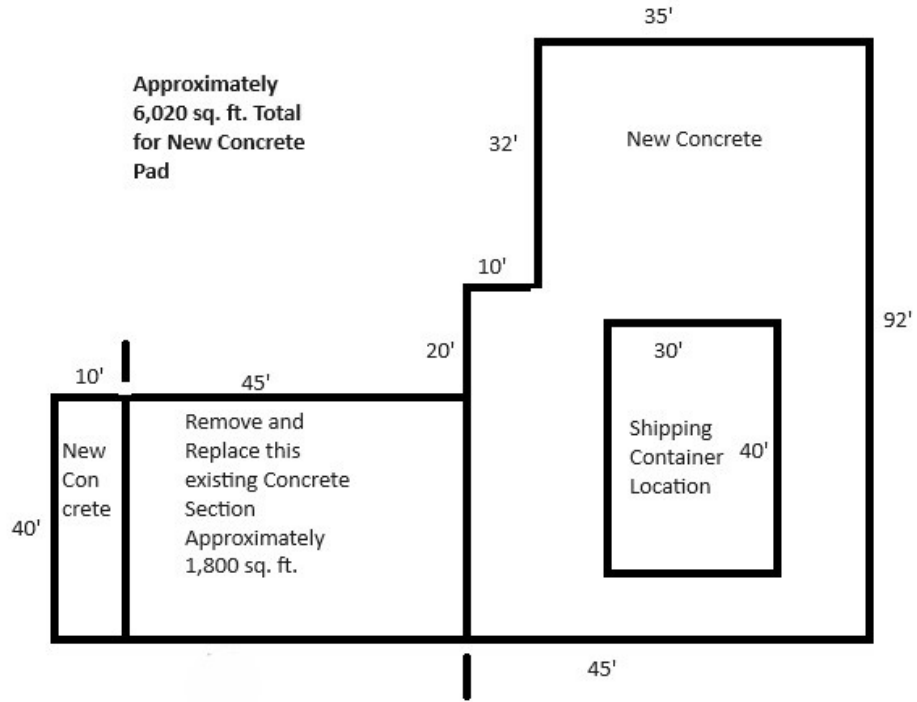
### **PERFORMANCE TESTS AND REQUIREMENTS**

Any required performance tests shall conform to the current Local, State, Federal Laws/Regulations and OSHA safety regulations. Final payment will not be made until work is satisfactorily completed.

### **GENERAL CONSTRUCTION AND DESIGN**

- All civil engineering work, groundwork, permitting, or any other requirements necessary to complete the project shall be the responsibility of the awarded contractor and shall be included in the Bid.
- The concrete pad extension must have enough strength to accommodate the weight of a 46-foot fire apparatus with a GVW of 72,000 lbs. and the weight of seven mobile shipping containers weighing 8,000 lbs. each. The shipping containers will be 10ft wide by 40ft long, stacked in two columns three containers high with one container at ground level (see attached diagram).
- See attached diagrams and photos of concrete layout and shipping container stacking.

# CONCRETE PAD DESIGN AND SHIPPING BOX STACKING LAYOUT



# AERIAL PHOTO OF NEW CONCRETE AREA

Red line depicts total area of new concrete pad.

