

City of Cortez

General Services Department

110 West Progress Circle

Cortez, CO 81321

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www.cortezco.gov



ADVERTISEMENT FOR BIDS

FOR

COMPETITIVE SEALED BEST VALUE

FOR THE

City of Cortez

FOR THE

USED 14-PASSENGER VAN

AFB-GS-26-VAN

SEALED BIDS DUE BY 3:00 PM ON THURSDAY, APRIL 2, 2026.

ADVERTISEMENT FOR BIDS (INFORMATION PACKET)
FOR
COMPETITIVE SEALED BEST VALUE

TABLE OF CONTENTS

I.	GENERAL INFORMATION	3
A.	USED 14-PASSENGER VAN	3
B.	MANDATORY MINIMUM REQUIREMENTS	3
C.	EQUIPMENT SPECIFICATIONS	3
D.	OTHER INFORMATION:	4
E.	DEMONSTRATIONS AND DISCUSSIONS	4
F.	CONTRACT TERM AND SCHEDULE	4
G.	CLARIFICATIONS	5
H.	SUBMITTALS OF SEALED QUALIFICATIONS AND BIDS	5
I.	METHOD OF SELECTION AND AWARD	5
II.	EVALUATION OF QUALIFICATIONS	5
A.	PREQUALIFICATION OF SUBMITTAL CRITERIA	5
III.	BID FORM INFORMATION	6
	APPENDIX A EVALUATION OF QUALIFICATIONS FORM	7
	APPENDIX A1 – 2026 AFB USED 14-PASSENGER VAN	9
	APPENDIX B BID FORM SBP-6.13	10
	APPENDIX B1 DETAILED SPECIFICATION SHEET	11
	APPENDIX C INFORMATION FOR BIDDERS.....	12
	APPENDIX D LOCAL VENDOR PREFERENCE	13

ADVERTISEMENT FOR BIDS
FOR
COMPETITIVE SEALED BEST VALUE BIDDING

Project No: AFB-GS-26-VAN

Project Title: Used 14-Passenger Van

Settlement Notice

For all projects with a total dollar value above \$150,000 Notice of Final Settlement is required by C.R.S. §38-26-107(1). Final Settlement, if required, will be advertised in the same location as the original solicitation.

I. GENERAL INFORMATION

A. Used 14-Passenger Van

The City is accepting bids from qualified vendors for the procurement of one (1) used 14-passenger van.

The equipment shall be delivered ready for use and meet or exceed specifications.

The process to be used in the selection of the Professional Services Contractor is the Competitive Sealed Best Value Bidding method comprised of two steps as described in Section I (H).

B. MANDATORY MINIMUM REQUIREMENTS

Notice is hereby given that all interested parties will be required to meet all minimum requirements to be considered for this project. Interested bidders should be prepared to show evidence of the following to be considered as qualified, as a minimum:

1. Provide information on warranty, service, and parts support; and
2. Capability to deliver the unit within 30 days of contract execution; and
3. Vendors meeting the minimum requirements may obtain the bidding documents on the website accompanying this advertisement.

WEBSITE URL: [HTTPS://WWW.CORTEZCO.GOV/BIDS.ASPX](https://www.cortezco.gov/bids.aspx)

C. EQUIPMENT SPECIFICATIONS

All bids shall fill out the detailed specification sheet showing compliance with or exceeding the following requirements:

One (1) used 14-passenger van, properly maintained and in good operating condition. The vehicle shall not exceed a maximum of thirty-thousand (30,000) miles at the time of bid submission and shall be equipped with two-wheel drive (2WD), a V8 gasoline engine, and seating for fourteen (14) passengers plus driver.

The vehicle shall have a clean title, with no salvage, rebuilt, or branded designation. All known maintenance records and vehicle history shall be disclosed at the time of bid submission.

D. OTHER INFORMATION:

1 BIDDER'S QUALIFICATIONS: The City reserves the right to make such investigations as necessary to determine the bidder is a reputable and qualified dealer, reseller, or lawful owner authorized to sell the proposed used 14-passenger van. The bidder shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the City that the bidder is properly qualified and legally authorized to sell and transfer ownership of the vehicle described in the bid.

E. DEMONSTRATIONS AND DISCUSSIONS

- a. The Evaluation Committee may, if it deems necessary, request clarifications, conduct discussions or oral presentations, or request best and final offers. Per R-24-103-203-03, discussions may be held with responsible offerors whose proposals are determined to be reasonably susceptible to be selected for award to:
- b. Clarifications regarding product specifications, delivery, or warranty information may be requested at the City's discretion.
- c. Demonstrations or clarifications, if requested, shall be at no cost to the City and held at a mutually agreed upon time and location.
- d. The Evaluation Committee may adjust its scoring based on the results of such activities. However, bids may be reviewed and determinations made without such activities. Bidders should be aware that the opportunity for further explanation might not exist; therefore, Bidders should ensure that their submission is complete, and are encouraged to submit their best possible bid, including pricing.

F. CONTRACT TERM AND SCHEDULE

1. Notice of Award is anticipated to be April 15, 2026. Notice to Proceed will be issued once all documentation is provided, and once the Contract is fully executed by both parties. Contract time may be extended by mutual agreement between the Owner and the Contractor.
2. The City may extend the Contract beyond the anticipated term in accordance with the Colorado Procurement Code, and in the event that the City determines an extension is necessary.
3. The City may, within its sole discretion, choose not to exercise any option or extension term in the Contract for any reason. If the City chooses not to exercise any option or extension term, it may re-procure the goods and/or services in its sole discretion.
4. The schedule of events for the proposal process and an outline of the schedule for the balance of the project is as follows:

Advertisement	March 11, 18 & 25, 2026
Bids Opened	Thursday, April 2, 2026
Notice of Award (projected)	April 15, 2026
Contract Approval (projected)	May 1, 2026

The above schedule is tentative. Responding firms shall be notified of revisions in a timely manner by email. Respondents may elect to verify times and dates by email, but no earlier than 36 hours before the scheduled date and time.

G. CLARIFICATIONS

1. Owner initiated changes to this AFB will be issued under numerically sequenced email addenda. Addenda generally consist of the following items:
 - a. Clarifications
 - b. Scope Changes
 - c. Time and/or Date Changes
2. The respondent has reviewed Appendix B and by responding has agreed that the terms and conditions of the Sample Contract are expressly workable without reservation.
3. Respondents must acknowledge all issued addenda in their bid.

H. SUBMITTALS OF SEALED QUALIFICATIONS AND BIDS

All submittals must comply with the following items, 1 through 6. The City retains the right to waive any minor irregularity, or requirement should it be judged to be in the best interest of the City.

1. Qualifications shall be formatted and tabbed in the exact form and numeric sequence of the Evaluation Form (1 through 7) in Appendix A.
2. The bids are to include interest rate, annual payment, and warranty information.
3. Qualifications shall be evaluated in accordance with criteria as indicated in Section II and ranked on the corresponding Evaluation Form in Appendix A.
4. Response to all items shall be complete.
5. All references shall be current and relevant.
6. Bids shall be submitted on the bid required form and as per the Advertisement for Bids.

I. METHOD OF SELECTION AND AWARD

After the public bid opening and acknowledgement of the apparent low bidder, the City of Cortez will consider both qualifications and bid prices and determine the final ranking of firms with qualifications given 40% of the value of the weighted criteria and the bid price given 60%. Selection and award of this project will be by written notice and will be based on a combination of qualifications and bid price that represents the most advantageous and best overall value to the City (see enclosed Schedule in Section D.2). After selection and award of all bids, qualifications and ranking documents will be made available to the public.

II. EVALUATION OF QUALIFICATIONS

A. PREQUALIFICATION OF SUBMITTAL CRITERIA

1. PRODUCT PERFORMANCE

- a. All bidders shall demonstrate that their proposed equipment meets or exceeds all factory specifications. Bidders must clearly identify the equipment model and provide documentation verifying compliance with specifications.
- b. Provide a description of equipment's performance capabilities, including adherence to specifications, maintenance requirements, warranty terms, and any available product substitutes if necessary.
- c. Describe the availability of parts and service support, including response times and service locations.

2. DELIVERY PERFORMANCE

- a. Describe your company's ability to meet or exceed delivery schedules and provide assurance that the equipment will be delivered within the agreed-upon timeframe.
- b. Provide a proposed delivery schedule and identify all factors that could impact delivery performance, including logistics, transportation arrangements, and any relevant supplier partnerships.
- c. The city reserves the right to consider bidder's prior record of adherence to delivery schedules on similar contracts.

3. LOCATION: LOCAL/REGIONAL PRESENCE

- a. Describe where your organization is headquartered and identify all offices or service facilities within the region.

4. COST PERFORMANCE

- a. Provide a complete pricing schedule, including delivery costs, optional accessories, maintenance agreements, and any other associated costs.
- b. Bidders shall ensure that proposed pricing reflects the best overall value to the City, taking into account performance, quality, and long-term operational costs.

5. CUSTOMER SERVICES

- a. Describe your company's customers service structure, including key management personnel, contact methods, and hours of operations.
- b. Include references from at least three clients with similar equipment or service contracts.
- c. Identify your company's process for handling service requests, warranty claims, and follow-up support.

6. ALIGNMENT TO ORGANIZATIONAL VALUES

- a. Provide a statement demonstrating how your company's mission and operational practices align with the City's values of transparency, reliability, sustainability, and community engagements.

III. BID FORM INFORMATION

- A. After submission of the Sealed Qualifications, those firms intending to submit a sealed bid are required to use the Bid Form SBP-6.13 (Appendix C).
- B. This AFB document, its appendices, and any written addenda issued prior to the bid opening, and written clarifications shall serve as the only basis for Bid.
- C. The Bidder, by submitting this bid, does hereby accept that minor changes by the City to the exhibited contract and its exhibits, which do not adversely affect the Bidder, shall not be cause for withdrawal or codification of the amounts submitted herein. Exceptions to the AFB documents and/or modification of the bid may render the proposal non-responsive.
- D. Upon due consideration and review of this document along with its appendices, written addenda, and written clarifications prior to the bid opening, the respondent does hereby submit the following bid, consistent with the schedules provided in the Scope of Services.

APPENDIX A EVALUATION OF QUALIFICATIONS FORM

COMPETITIVE SEALED BEST VALUE BIDDING

Name of Firm: _____

Name of Project: Used 14-Passenger Van

Evaluator No: _____ Date: _____

AFB REFERENCE MINIMUM REQUIREMENTS Y ____ N ____

If the minimum requirements (including letter from surety) have not been met, specify the reason(s):

SCORE

DISTRIBUTOR

Evaluation Category

Performance items	Weight	Subweight	Score (1-5)	Weighted Score	Category Score	NOTES
<i>Product Performance</i>	20%					
Adherence to specifications		40%		0		
Maintenance/Warranty		30%		0		
Product substitutes (if necessary)						
Parts and service support		30%		0		
					0	
<i>Delivery Performance</i>	15%					
Adherence to schedule		20%		0		
Delivery Schedule		40%		0		
Scheduling Flexibility		40%		0		
					0	

Location: Local/Regional Presence		20%			
Regional Location (ex. Durango, Farmington)		60%		0	
Colorado		30%		0	
United States		10%			
					0
Cost Performance		20%			
Competitiveness		70%		0	
Cost flexibility		30%		0	
					0
Customer Service		20%			
Responsiveness		50%		0	
Product Knowledge		50%		0	
					0
Alignment to Organizational Values		5%			
Good standing		50%		0	
Performance Testimonials		50%		0	
					0
				Total Score (out of 5):	0

APPENDIX A1 – 2026 AFB USED 14-PASSENGER VAN

SUBMITTAL RANKING MATRIX FORM CSBVB/SRM

QUALIFICATIONS 40% / BID 60%

FIRM NAME	QUALS SCORE ³	BID SCORE ⁴	QUALS & BID SCORE ⁵	RANK ⁶	Notes

APPENDIX B BID FORM SBP-6.13



City of Cortez
General Services Department
110 West Progress Circle
Cortez, CO 81321

Bidder Name: _____

Project Name: USED 14-PASSENGER VAN

Bidder Acknowledges Receipt of Addenda Numbers:

Bidder is a Service-Disabled Veteran Owned Small Business:*

No ☐

Yes ☐ If Yes see 3B below

Item No.	Description	Total Price
1	<i>USED 14-Passenger Van</i>	\$

SIGNATURES: If the Bid is being submitted by a Corporation, the Bid shall be signed by an officer, i.e., President or Vice-President. If a sole proprietorship or a partnership is submitting the Bid, the Bid shall so indicate and be properly signed.

Dated this _____ Day of _____, 20____

THE BIDDER:

Company Name

Address (including City, state and zip)

Phone number: _____

Email: _____

Name (Print) and Title

Signature

APPENDIX B1 DETAILED SPECIFICATION SHEET

ITEM	BIDDER'S RESPONSE
MAKE	
MODEL	
YEAR	
FOUR-WHEEL DRIVE	
VEHICLE GVWR IN LBS	
HD SHOCKS	
FRONT TIRE SIZE	
REAR TIRE SIZE	
REAR SINGLE OR DUAL TIRES	
NUMBER OF DOORS	
HEATER	
AIR CONDITIONING	
SEAT BELTS	
TILT STEERING	
NUMBER OF CYLINDERS	
FUEL TANK CAPACITY IN GALLONS	
PURCHASE PRICE FOB CORTEZ	
WARRANTY	
SPECIFY DELIVERY	

APPENDIX C INFORMATION FOR BIDDERS

1. **BID:** Pursuant to the advertisement by the City of Cortez for the bid opening dated April 2, 2026, the bidder hereby proposes to furnish and deliver the vehicle associated equipment described in the Bidding Documents and Specifications for the base bid indicated. The bidder agrees to provide all materials, equipment, deliver, and any required installation in accordance with the terms, conditions, and specifications set forth herein.
2. **EXAMINATION OF DOCUMENTS AND SITE:** The bidder has carefully examined the Bidding Documents to gain a clear understanding of the equipment.
3. **PARTIES INTERESTED IN BID:** The bidder hereby certifies that the only persons or parties interested in this Bid are those named herein, and that no other bidder or prospective bidder has given any information concerning this Bid.
 - A. A Service-Disabled Veteran Owned Small Business (SDVOSB) per C.R.S. 24-103-211, means a business that is incorporated or organized in Colorado or maintains a place of business or has an office in Colorado and is officially registered and verified by the Center for Veteran Enterprise within the U.S. Department of Veteran Affairs. Attach proof of certification along with the bid submission. *
4. **EXECUTION OF DOCUMENTS:** The bidder understands that if this Bid is accepted, bidder must execute the required Purchase Agreement and furnish the required Surety Bond and Certificates of Insurance within ten (10) days from the date of the Notice of Award.
5. **THE RIGHT IS RESERVED TO WAIVE INFORMALITIES AND TO REJECT ANY AND ALL BIDS.**

APPENDIX D LOCAL VENDOR PREFERENCE

Adopted by Council Resolution No. 14, Series 2021

The City of Cortez supports the procurement of goods and services locally.

The Cortez City Council adopted the “Local Vendor Preference” for the procurement of goods and services on June 8, 2021, as stated below:

- Business located within the City Limits = 2.5% Vendor Preference
- Business located in Montezuma County not in City Limits = 2.0% Vendor Preference
- Total amount of preference is not to exceed \$25,000.
- In-City and County-preference cannot be combined.

“Local Vendor” is determined by:

- An established business located within the City of Cortez City limits shall be eligible for the 2.5% preference.
- An established business located within the boundaries of Montezuma County shall be eligible for the 2.0% preference.
- A business outside the City Limits or County boundaries with a sales representative who works out of his home within the City or County limits does not qualify for preference.
- Goods and services procured with the aid of grant funding and/or Federal or State of Colorado funds.

The City local vendor preference shall defer to the procurement rules of the grant or funding entity.