

City of Cortez
General Services Department



ADVERTISEMENT FOR BIDS
FOR
COMPETITIVE SEALED BEST VALUE

For the
CITY OF CORTEZ

For the
2026 ONE-TON DUALY TRUCK

SEALED BIDS DUE BY 3:00 PM ON THURSDAY, JULY 16, 2026

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

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ADVERTISEMENT FOR BIDS FOR COMPETITIVE SEALED BEST VALUE BIDDING

Project No: AFB-PW-2026-TRK

Project Title: 2026 One-Ton Dually Truck

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

PROJECT TITLE AND DESCRIPTION

The City is seeking bids for the purchase of one (1) new one-ton dually truck for use by the Public Works Department. This procurement is intended to replace an existing vehicle that has reached the end of its useful service life.

The Public Works Department relies on specialized vehicles and equipment to maintain infrastructure and respond to operational needs throughout The City. Replacing aging fleet assets helps reduce maintenance costs, improve safety, minimize downtime, and ensure the Department can effectively perform its responsibilities.

The successful bidder shall provide a new one-ton dually truck that meets all requirements identified within this solicitation. Detailed vehicle specifications, equipment requirements, and performance standards will be provided elsewhere in the bid documents. The selected contractor shall furnish all necessary materials, equipment, documentation, warranties, and related services required to deliver the vehicle in accordance with the terms and conditions of this solicitation.

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

MINIMUM QUALIFICATIONS

Notice is hereby given to all interested parties that all firms 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:

The bidder must be a business entity in good standing in its state of incorporation.

Firms 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.bidnetdirect.com/colorado/city-of-cortez>*

VEHICLE/EQUIPMENT SPECIFICATIONS

The vehicle shall be new, current model year, and shall meet or exceed the following minimum specifications. The vehicle shall include a minimum of four (4) sets of keys and one (1) complete operators manual at the time of delivery.

CHASSIS AND POWERTRAIN:

- One-ton dual cab and chassis truck.
- Four-wheel drive (4WD).
- Gasoline-powered engine.
- Automatic transmission, minimum six (6) speed.
- Rear axle ratio of 4.10:1 preferred.
- Gross Vehicle Weight Rating (GVWR) of no less than 10,000 pounds.
- Heavy-duty suspension and components suitable for municipal public works operations.
- All-terrain tires.

CAB CONFIGURATION:

- Crew cab configuration with four full-size doors.
- Manual windows.
- Manual seat adjustments.
- Vinyl seating surfaces.
- Rubber floor covering and floor mats; carpet and cloth seating will not be accepted.
- Base AM/FM radio.
- Factory or equivalent side steps/running boards.

BED AND BODY:

- Long wheelbase suitable for installation of a flatbed dump body.
- Flatbed dump body with fixed side boards.
- Side-mounted toolbox(es) integrated into the chassis.
- Single-pivot bottom-hinge tailgate.

- Headache rack with rear window protection.
- Arrow light board mounted on the body.
- Frame-mounted receiver hitch. Class 5.

SCHEDULING:

The successful bidder shall deliver the vehicle and all specified equipment (FOB Cortez) within sixty (60) calendar days of the issuance of a Notice of Award. If delivery within the specified timeframe is not possible due to manufacturer production schedules, supply chain disruptions, or backordered components that occur after bid submission, the bidder shall promptly notify The City in writing and provide an updated estimated delivery date. Any proposed delivery schedule shall be clearly identified in the bidder's response.

Other Information

The City reserves the right to make such investigations as necessary to determine the bidder is an authorized dealer or distributor of equipment. 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 an authorized dealer or distributor of equipment.

All prices shall include freight and delivery charges to Cortez, Colorado.

Business located within the City Limits = 2.5% Vendor Preference.

Business located in Montezuma County not in City Limits – 2.0% Vendor Preference.

SCHEDULE

The schedule of events:

The schedule of events for the AFB process and an outline of the schedule for the balance of the project is as follows:

Event	Date
Advertisement	June 17, 24 & July 1, 2026
Date Email Questions Due	July 6, 2026
Date email Answers issued	July 10, 2026
Sealed Bids (Due at Public Bid Opening)	July 16, 2026
Written Notification and Selection Announced	July 29, 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 schedule date and time.

Copies of bid:

One (1) hard copy and one (1) electronic copy via USB of the bid must be received by 3:00 pm local time on Thursday, July 16, 2026, at the following address:

110 Progress Circle
Cortez, CO 81321

OR

Bids may be submitted electronically through the Rocky Mountain E-Purchasing System (BidNet) submission portal and must be received prior to 3:00 pm local time on Thursday, July 16, 2026. Website URL: <https://www.bidnetdirect.com/colorado/city-of-cortez>

CLARIFICATIONS

Owner initiated changes:

Owner initiated changes to this AFB will be issued under numerically sequenced email addenda. Addenda generally consist of the following items:

- Clarifications
- Scope Changes
- Time and/or Date Changes

Respondents must acknowledge all issued addenda in their bid.

SUBMITTALS OF SEALED BIDS

Submittal Compliance:

All submittals must comply with the following items, a through c. 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.

- a) Response to all items shall be complete.
- b) All references shall be current and relevant.
- c) Bids shall be submitted on the bid required form and as per the Advertisement for Bids.

METHOD OF SELECTION AND AWARD

The process to be used in the selection of the Vehicle/Equipment is the Competitive Sealed Best Value Bidding method comprised of two steps. STEP I is the submittal and opening of the sealed bids at a public bid opening. The City of Cortez will evaluate the qualifications after the public bid opening. After the public bid opening and acknowledgement of the apparent low bidder, STEP II is the evaluation of Qualifications as described in Section II. The City of Cortez will consider both qualifications and bid prices and determine the final ranking of firms with qualifications given 30% of the value of the weighted criteria and the bid price given

70%. 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.

Criteria Weight:

Adherence to Specifications: 10%

Vendor experience / past performance: 6%

Delivery timeline / capacity: 6%

Warranty terms & after-sale support: 8%

After selection and award all bids, qualifications and ranking documents will be made available to the public.

II. EVALUATION OF QUALIFICATIONS

EVALUATION FACTORS

ADHERENCE TO SPECIFICATIONS

- a) Provide a list of equipment and detailed specifications.

VENDOR EXPERIENCE/PAST PERFORMANCE

- a) Provide a description of how long your company has been in business.

DELIVERY TIMELINE/CAPACITY

- a) Provide a timeline for order processing, production, and delivery of vehicle/equipment.

WARRANTY TERMS & AFTER-SALE SUPPORT

- a) Provide a description of your Service Level Agreement (SLA) regarding warranty and support and a description any value add that is provided by your firm.

III. BID FORM

- After submission of the Sealed Qualifications as per Section I (G) those firms intending to submit a sealed bid are required to use the Bid Form SBP-6.13.
- This AFB document, it's appendices, and any written addenda issued prior to the bid opening, and written clarifications shall serve as the only basis for Bid.
- 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 modification of the amounts submitted herein. Exceptions to the AFB documents and/or modification of the bid may render the proposal non-responsive.
- 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.

IV. APPENDIX A

EVALUATION OF QUALIFICATIONS FORM COMPETITIVE SEALED BEST VALUE BIDDING

Name of Firm:

Name of Project: 2026 One-Ton Dually Truck

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

ADHERENCE TO SPECIFICATIONS	Weight ¹	X	Rating ²	=	Score
Provide a list of equipment and detailed specifications		X		=	

VENDOR EXPERIENCE/PAST PERFORMANCE	Weight ¹	X	Rating ²	=	Score
Provide a description of how long your company has been in business		X		=	

DELIVERY TIMELINE/CAPACITY	Weight ¹	X	Rating ²	=	Score
Provide a timeline for order processing, production, and delivery of vehicle/equipment		X		=	

WARRANTY TERMS & AFTER-SALE SUPPORT	Weight ¹	X	Rating ²	=	Score
Provide a description of your Service Level Agreement (SLA) regarding warranty and support and a description any value add that is provided by your firm		X		=	

TOTAL SCORE:					3
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NOTES:

1. Weights are to be assigned prior to evaluation and are to be consistent on all evaluation forms. Use only whole numbers.
2. Rating: 0 = not provided 1 = Unacceptable 2 = Poor 3 = Fair 4 = Good 5 = Excellent
3. Total score includes the sum total of all criteria. Note: A passing score (as a percentage of the total points available) is to be established prior to evaluation

QUALIFICATIONS AND BID RANKING

NOTES:

Insert total score from each evaluator's submittal review.

Add all evaluators' total scores and divide by the number of evaluators to determine the average score for each firm's qualifications.

The maximum score for qualifications on the evaluation form is equivalent to 30 points and is equivalent to the maximum points available for qualifications. Therefore, each firm's score is determined as a percentage of the maximum points available. To score each average qualification score, use the example formula.

Assume the highest score is 600.

Scoring of Qualifications

Firm B: $\frac{600}{600} \times 30 \text{ points} = 30 \text{ points}$

Firm C: $\frac{500}{600} \times 30 \text{ points} = 25 \text{ points}$

Firm A: $\frac{400}{600} \times 30 \text{ points} = 20 \text{ points}$

Determine score for each firm's sealed Bid with the lowest fee being equivalent to a maximum score of 70 points. To score each Bid, use the example formula.

Assume the lowest Bid was \$100,000.

Scoring of Bids

Firm A: $\frac{\$100,000}{\$100,000} \times 70 \text{ points} = 70 \text{ points}$

Firm B: $\frac{\$100,000}{\$125,000} \times 70 \text{ points} = 56 \text{ points}$

Firm C: $\frac{\$100,000}{\$150,000} \times 70 \text{ points} = 46.66 \text{ points}$

Add the average qualification score to the Bid score to determine cumulative qualifications and fee score.

Numerically rank all firms with the highest scoring firm being the most qualified and advantageous to the City.

V. APPENDIX B

	City of Cortez General Services BID FORM	
Institution/Agency:	City of Cortez	
Project No./Name:	AFB-PW-2026-TRK/2026 One-Ton Dually Truck	
Bidder Acknowledges Receipt of Addenda Numbers:		
Base Bid	\$	
Time Period from Notice of Award to shipping:		

BID:

Pursuant to the advertisement by the city of Cortez dated June 17, 2026 the undersigned bidder hereby proposes to furnish all the vehicle/equipment described in the Notice to Proceed. Bidders should include all taxes that are applicable.

EXAMINATION OF DOCUMENTS:

The bidder has carefully examined the Bidding Documents, including the Specifications.

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 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. *

TIME OF COMPLETION:

The bidder agrees to deliver all equipment within sixty (60) calendar days of the Notice of Award. The bidder agrees that if any equipment is backordered and has a ship date after the Delivery Timeline, The City may at its sole discretion either cancel the entire bid, accept the entire bid, accept the on-time equipment and rebid the backordered equipment. Any anticipated delays or backorders shall be communicated to the City in writing as soon as they become known to the bidder.

EXECUTION OF DOCUMENTS:

The bidder understands that if this Bid is accepted, bidder must execute the required Agreement within ten (10) days from the date of the Notice of Award, and that the bidder will be required to sign to acknowledge and accept the Contract Documents, including the Specifications.

RIGHT TO REJECT:

The right is reserved to waive informalities and to reject any and all Bids.

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

VI. APPENDIX B1



City of Cortez
General Services

INFORMATION FOR BIDDERS

Institution or Agency: City of Cortez

Project No./Name: AFB-PW-2026-TRK/2026 One-Ton Dually Truck

BID FORM:

Bidders are required to use the Bid form attached to the bidding documents. Each bidder is required to bid on all alternates and indicate the time from the date of the Notice to Proceed to Substantial Completion in calendar days, and in addition, the bidder is required to indicate the period of time to finally complete the project from Substantial Completion to Final Acceptance, also in calendar days. Bids indicating times for Substantial Completion and Final Acceptance in excess of the number of days indicated in the Advertisement for Bids for completion of the entire Project may be found non-responsive and may be rejected. The bid shall not be modified or conditioned in any manner. Bids and applicable bid security shall be submitted according to the following instructions:

INSTRUCTIONS FOR BID SUBMISSION

PHYSICAL PROPOSAL SUBMISSION: (1) hard copy and (1) electronic copy via USB of the bid must be received by 3:00pm local time on July 16, 2026 at the following address:

*110 Progress Circle
Cortez, CO 81321*

ONLINE PROPOSAL SUBMISSION: Electronic submittals must be received in the Rocky Mountain E-Purchasing System submission portal at <https://www.bidnetdirect.com/colorado/city-of-cortez> ("RMEPS") on or before the Proposal Due Date and Time. It is the Prospective Consultant's sole responsibility to ensure all required Proposal documents are submitted through RMEPS by the Proposal Due Date and Time. RMEPS does not allow for uploading Proposal documents after the Proposal Due Date and Time has closed.

Proposals will be time stamped by RMEPS upon receipt. After uploading the documents, bidders must click the SUBMIT button. The City of Cortez will not accept uploads that are "saved" but not "submitted." To verify that a Proposal has been submitted successfully, bidders may contact BidNet Support or verify, via the Bid Management tab in your account, that the documents are not in "Draft" status. The City of Cortez does not have access to or control of the Vendor side of RMEPS. Please contact RMEPS at 1-800-835-4603, Option 2, for technical assistance.

Submissions must be titled with the Invitation for Bid (AFB) Number, AFB Title, and the Offeror's name as noted below:

AFB# PW-2026-TRK
2026 One-Ton Dually Truck
Company Name

INCONSISTENCIES AND OMISSIONS:

Bidders may request clarification of any seeming inconsistencies, or matters seeming to require explanation, in the bidding documents at least six (6) business days prior to the time set for the opening of Bids. Decisions of major importance on such matters will be issued in the form of addendum.

APPLICABLE LAWS AND REGULATIONS:

The bidder's attention is called to the fact that all work under this Contract shall comply with the provisions of all state and local laws, approved state building codes, ordinances and regulations which might in any manner affect the work to be done or those to be employed in or about the work. Labor for work shall be governed by the provisions of Colorado law which are hereinafter set forth in Articles 27 and 52 of the General Conditions. This includes the requirements for apprenticeship and prevailing wage on Public Projects. The bidder should be aware that reporting of embodied carbon emissions of eligible materials shall be governed by the provisions of Colorado State Law. This includes the requirements for Environmental Product Declarations (EPDs) that meet the maximum acceptable Global Warming Potential (GWP) limits as established by the Office of the State Architect.

TAXES:

The bidder's attention is called to the fact that the Bid submitted shall exclude all applicable federal excise or manufacturers' taxes and all state sales and use taxes as hereinafter set forth in Article 9.3 of the GENERAL CONDITIONS.

OR EQUAL:

The words "OR EQUAL" are applicable to all specifications and drawings relating to materials or equipment specified. Any material or equipment that will fully perform the duties specified, will be considered "equal", provided the bid submits proof that such material or equipment is of equivalent substance and function and is approved, in writing. Requests for the approval of "or equal" shall be made in writing at least five (5) business days prior to bid opening. During the bidding period, all approvals shall be issued by the Architect/Engineer in the form of addenda at least two (2) business days prior to the bid opening date.

ADDENDA:

Owner/architect-initiated addenda shall not be issued later than two (2) business days prior to bid opening date. All addenda shall become part of the Contract Documents and receipt must be acknowledged on the Bid form.

METHOD OF AWARD - LOWEST RESPONSIBLE BIDDER:

If the bidding documents for this project require alternate prices, additive and/or deductible alternates shall be listed on the alternates bid form provided by the Principal Representative. Bidders should note the Method of Award is applicable to this Bid as stated below.

DEDUCTIBLE ALTERNATES:

The lowest responsible Bid, taking into account the Colorado resident bidder preference provision of Colorado law, will be determined by and the contract will be awarded on the base bid combined with deductible alternates, deducted in numerical order in which they are listed in the alternates bid form provided by the Principal Representative. The subtraction of alternates shall result in a sum total within available funds. If this bid exceeds such amount, the right is reserved to reject all bids. An equal number of alternates shall be subtracted from the base bid of each bidder within funds available for purposes of determining the lowest responsible bidder.

ADDITIVE ALTERNATES:

The lowest responsible Bid, taking into account the Colorado resident bidder preference provision of Colorado law, will be determined by and the contract will be awarded on the base bid plus all additive alternates added in the numerical order in which they are listed in the alternates bid form provided by the Principal Representative. The addition of alternates shall result in a sum total within available funds. If this bid exceeds such amount, the right is reserved to reject all bids. An equal number of alternates shall be added to the base bid of each bidder within funds available for purposes of determining the lowest responsible bidder.

DEDUCTIBLE AND ADDITIVE ALTERNATES:

Additive alternates will not be used if deductible alternates are used and deductible alternates will not be used if additive alternates are used.

NOTICE OF CONTRACTOR'S SETTLEMENT

Agencies/institutions must indicate in the initial Solicitation (Advertisement for Bids, Documented Quotes, or Requests for Proposals) whether settlement will be advertised in newspapers or electronic media.

VII. 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.