



Town of Pagosa Springs
551 Hot Springs Boulevard
Post Office Box 1859
Pagosa Springs, CO 81147
Phone: 970.264.4152

**Invitation to Bid 2024-PW-06
New Mini Excavator
Town of Pagosa Springs**

Responses Due By 4 p.m. on January 15, 2024

The Town of Pagosa Springs is soliciting bids from qualified firms and individuals for a **New Mini Excavator**.

Any requests for clarification or additional information deemed necessary by any respondent to present a proper bid shall be submitted **in writing** to Brad Lattin, Streets Supervisor, 551 Hot Springs Blvd, PO Box 1859, Pagosa Springs, Colorado, 81147 or blattin@pagosasprings.co.gov, referencing this Invitation to Bid. Written requests for information must be received a minimum of two (2) days prior to the bid submission date. Any request received after the above stated deadline will not be considered. All requests received prior to the above deadline will be responded to in writing by the Town in the form of an addendum addressed to all prospective respondents.

No Bids may be withdrawn within a period of thirty (30) days after the due date of January 15, 2024. The Owner reserves the right to reject all bids and to waive irregularities or informalities in any bid.

I. Scope of Equipment

The Town of Pagosa Springs Public Works Department, Streets Division is requesting bids for a **New Mini Excavator**. For equipment specification, see Attachment "A", **Specification Verification and Delivery Sheet**. Bid responses must include pricing for all optional equipment requested. See Attachment "B" for **Bid Pricing Sheet**.

II. Instructions to Bidders

- A. **Cost Proposal** - Provide a cost proposal in detail per the below fee schedule.

Fee schedule:

- a. State your price per unit to deliver the equipment in accordance with Attachment "A" and Attachment "B".
- b. State any other costs the Town may anticipate relating to the services to be

provided.

- B. **Additional Information** - Include any additional information you feel will assist us in the evaluation of your qualifications. Please state why you and/or your firm should be selected.
- C. **Conflict of Interest**- Disclose any potential conflicts of interest in working on behalf of the Town, including any employees, elected officials, or other stakeholders working for the Town.
- D. **Availability/Schedule**-Provide information about your availability including any potential conflicting dates or times.
- E. **Demonstration** – Provide one (1) day of training on similar size and model equipment as specified per bid. Demonstration must be conducted at the Town's lay-down yard at 976 South 5th street, between the days of January 16, 2024 and January 26, 2024.
- F. **Multiple Models** – If bidder has multiple models that fit the bid specifications, please bid all equipment that fits the bid specifications.

III. Submission Deadline and Requirements

- A. **Submission Deadline:** Emailed bids will be received by the Town of Pagosa Springs at Town Hall 551 Hot Springs Boulevard, PO Box 1859, Pagosa Springs, Colorado 81147 until **January 15, 2024, at 4:00p.m. local time**. Bids received after the submission deadline will not be accepted. Candidates will be notified in writing by email or verbally by phone if selected.
- B. **Submittal Requirements:** Each bid must be submitted to blattin@pagosasprings.co.gov to be considered. Bids must detail their costs based on conditions listed under the Scope of Equipment and Instructions to Bidders and will include Attachment “A” and Attachment “B”. The email’s subject line needs to be “**New Mini Excavator**”.

With prior approval, hard copies may be sent to Town of Pagosa Springs 551 Hot Springs Boulevard, PO Box 1859, Pagosa Springs, CO 81147.

IV. Selection Process

Bids will be evaluated and scored based on the following criteria and points:

- **Experience and Qualifications:** Demonstrated prior experience with requested services (30 points)
- **Pricing Structure:** Competitiveness of pricing proposal (40 points)
- **Demo:** Functionality of equipment and operator comfort (30 points)

The bid will be awarded to the firm/individual whose bid will be, on an overall basis, most advantageous to the Town of Pagosa Springs. The Town of Pagosa Springs selection decision is

final.

V. Terms and Conditions

This Invitation to Bid does not commit the Town of Pagosa Springs, Colorado to award a contract, to pay any costs incurred in the preparation of bids to the requests, or to procure or contract service or supplies. The Town of Pagosa Springs reserves the right to accept or reject any or all bids received as a result of this request, to negotiate with any qualified source, or to cancel in part or in its entirety the Invitation to Bid, if it is in the best interest of the Town of Pagosa Springs, Colorado.

VI. Timeline for Selection

- December 22, 2023 – Advertise ITB.
- January 15, 2024 by 4 p. m. – Bids submitted.
- January 16, 2024 to January 26, 2024 – Staff demonstration and reviews bids.
- January 29, 2024 – Staff approves awarding contract and makes appointment.

Attachment “A”

SPECIFICATION VERIFICATION AND DELIVERY SHEET

Description	One (1) New Mini Excavator, Including Delivery	Required Vendor Specifications Does your bid item meet the specifications?		
		Y	N	If no, describe your bid item:
Engine	No less than 45 Horsepower			
Dig Depth	No less than 12'			
Weight	No less than 12,000 lbs and no more than 16,500 lbs			
Cab	Enclosed with HVAC			
Bucket	24" with teeth			
Thumb	Must have hydraulic thumb			
<ul style="list-style-type: none"> Optional Equipment –The owner will have the option to order the optional equipment only as our budget will allow. Bid responses must include pricing for all optional attachments requested. 				
Optional Equipment – Angle Blade				
Optional Equipment – Aux hydraulics for attachments.				
Optional Equipment – Additional Operator Manual				
Optional Equipment – Additional Service Manual				
Optional Equipment – Planned maintenance program				
Optional Equipment - Extended warranty				
Optional Equipment - Set of air, engine oil, and hydraulic oil filters				
Optional Equipment – Rear view camera				
Optional Equipment – Counterweights				
Optional Equipment – Quick change attachment				
Delivery Date	Preferred by July 1, 2024			
Delivery Address	Town of Pagosa Springs 550 Pirate Drive Pagosa Springs, CO 81147			

Attachment B

BID PRICING SHEET

All costs, including delivery, trade-in value, and discounts shall be figured into the final bid price. Town of Pagosa Springs will **NOT** pay for shipping and/or freight. The Town of Pagosa Springs is exempt from paying sales taxes, and bidders shall not include taxes in their bid price.

DESCRIPTION	YEAR, MAKE AND MODEL	QUANTITY	PRICE PER UNIT, DELIVERED
One (1) New Mini Excavator, Including Delivery			\$
Optional Equipment – Angle blade			\$
Optional Equipment – Aux hydraulics for attachments			\$
Optional Equipment – Set of air, engine oil, and hydraulic oil filters			\$
Optional Equipment – Additional Operator Manual			\$
Optional Equipment – Additional Service Manual			\$
Optional Equipment – Planned maintenance program			\$
Optional Equipment – Extended warranty			\$
Optional Equipment – Counterweights			\$
Optional Equipment – Rear view camera			\$
Optional Equipment – Quick change attachment			\$
One (1) New Mini Excavator, including delivery with Optional Equipment*			\$