

LARIMER COUNTY PROPOSAL #14-12
BUILDING SUPPORT EQUIPMENT SERVICES
FACILITIES DEPARTMENT
DECEMBER 16, 2014, 2:00 P.M.

Proposals to consider the purchase of building support equipment services for the Larimer County Facilities Department were accepted on Tuesday, December 16, 2014 at 2:00 p.m. in the Purchasing Department. Proposals were accepted by Heather MacMillan, Purchasing Agent II and recorded by Les Brown, Purchasing Agent I. The following proposal was received:

VENDOR
Computer Sites, Inc

No decision of award was made pending review and recommendation by the Larimer County Facilities Department.

The Larimer County Facilities Department reviewed the proposals and recommends accepting the proposal from Computer Sites, Inc., per the attached departmental recommendation.

The Larimer County Purchasing Department concurs with the above recommendations.

A handwritten signature in black ink that reads "K. Rowe For Kathryn Rowe".

Kathryn Rowe
Purchasing Director

A handwritten signature in green ink that reads "Carol L. Block".

Carol L. Block, Financial Services Director
For the Board of Larimer County Commissioners



PURCHASING DEPARTMENT

200 W. Oak Street, Suite 4000
Fort Collins, Colorado 80521
(970) 498-5955
Fax (970) 498-5959

TO: Steve Balderson, Facilities Operations Supervisor
Troy Griffin, Facilities Maintenance Supervisor

FROM: Heather MacMillan, CPPB, Purchasing Agent II

DATE: 12/16/14

SUBJECT: P14-12, Building Support Equipment Services

Transmitted for your review and recommendation, is the one (1) proposal received to consider contracting for building support equipment services for Larimer County Facilities. This solicitation was directly sent to 22 vendors in addition to being published in the Coloradoan newspaper and posted on the Larimer County Purchasing web site. Vendors who did not respond were contacted to determine why they did not provide a proposal. Of the 14 vendors Larimer County Purchasing was able to make contact with, seven (7) vendors indicated they did not have the required minimum of two (2) employees certified to work on Larimer County's generators, six (6) vendors were either unable to fit this into their schedule or the project was too large for their firm, and one (1) firm was moving and unable to respond. Please fill in this form and return it to me via interoffice mail or email.

The following criteria must be used to evaluate the proposals:

- 1. Price
- 2. Qualifications & Expertise
- 3. Personnel
- 4. Work Schedule/Availability

This document will be considered a public record and open to inspection. The individual committee score sheets, comment sheets and other evaluation notes are DELIBERATIVE PROCESS records and not public records. Please keep these documents in your files.

Explain why you want to award the work to a particular vendor and the dollar amount of the award:

The evaluation committee selects Computer Sites Inc. in the estimated first-year amount of \$89,600.00 for the following reasons: most responsive, responsible proposer.

THIS RECOMMENDATION MUST BE SIGNED BY THE DEPARTMENT HEAD

Steve Balderson
DEPARTMENT HEAD SIGNATURE

Facilities Services
DEPARTMENT

12/31/2014
DATE

Thank you.