



Procurement Quotes Documentation Form

Obtaining a minimum of at least three quotes is required for procurements over \$10,000, whenever reasonably possible.

Procurement Description:

Frequency/Quantity:

Length of Contract:

Renewals:

If the total aggregate cost of the procurement (the total compensation amount to be paid by the City for all years of the proposed contract term) will exceed \$75,000, formal solicitation is required under the Procurement Policy.

Quotes received by:

Responsible Dept. / Div.:

Does the vendor's quote include any contract terms? Yes No

Has a City contract been provided for vendor review? Yes No

Have City insurance requirements been provided for vendor review? Yes No

Provide a meaningful comparison of quotes and important information and complete justification below.

Date contacted:	Company Name	Contact method	Rate/Amount	Selected
1.				<input type="checkbox"/>
Notes:				
2.				<input type="checkbox"/>
Notes:				
3.				<input type="checkbox"/>
Notes:				
4.				<input type="checkbox"/>
Notes:				
5.				<input type="checkbox"/>
Notes:				

REQUIRED JUSTIFICATION:

Department Approval:

Signature:

REQUIRED JUSTIFICATION

The Oasis Park Construction project was advertised for bid on the Commerce City Website and the Rocky Mountain e Purchasing site. The bid posting was viewed by over 170 potential contractors. Seven contractors were in attendance for the mandatory pre-bid meeting. Two bids were received for this project. Colorado Designscapes previously performed construction services for the Veterans Memorial Park project and their performance was acceptable. We are confident they can complete this project.



Procurement and Contract Coversheet
for Goods and Services
Route contract via DocuSign in the following order for signature

		Signature	Date
1.	Vendor / Contractor:	_____	_____
2.	Division Manager:	_____	_____
3.	Department Director:	_____	_____
4.	City Attorney:	_____	_____
5.	Assistant City Manager:	_____	_____
6.	City Manager:	_____	_____
7.	City Clerk:	_____	_____

Bids Commerce City Oasis Park Construction

March 14, 2024

Project # PRG-01-2024

	BID ITEMS	Colorado Designscapes	Elite Industries Inc.
Bid Bond Attached? (Y/N)		Yes	Yes
Addendums 1,2,3		Yes	Yes
Total Base Bid Items		\$ 1,908,000.00	\$ 2,789,594.35