

- Other – costs in the general fund that do not fall under the responsibility of one of the department heads such as a subsidy for the airport, contracted services of the municipal prosecutor and judge, utilities for city property not in public use and community grants

Proposals

To be considered, an electronic copy and four hard copies of a proposal must be received at City Hall by 4:00 p.m on April 4, 2016 at City Hall, 448 E. 1st Street, Suite 112, Salida, CO 81201. The City reserves the right to reject all proposals, or to reject any proposal in part or in whole, and to award the proposal to the most responsive and responsible firm as deemed in the best interest of the City. Further, the right is reserved to waive any formalities or informalities contained in this proposal.

At a minimum, proposals should include the following:

1. Name, address, phone, email and website address of firm and primary contact for this project.
2. Description of your approach to this project and any special techniques or suggestions to make the project effective.
3. Describe the experience and qualifications of the firm and individuals who would be assigned to this project.
4. Provide at least three client references for similar projects (Entity, contact name, phone and email address)
5. Provide a budget with sufficient detail to understand costs associated with each major area of work and describe any alternative approaches that would change the total costs.

Evaluation Process

Prior to awarding a services contract, staff will evaluate the proposals and consider the qualifications of potential service providers by reviewing the substance, appropriateness and quality of the proposal and checking references from other clients. The total cost of the proposals is a significant consideration but not the only factor in awarding the contract.

The City may request additional information to further clarify, explain or validate the contents of any proposal. All supplemental information must be submitted to the City in writing within three working days of the City's request.

Contact for this Proposal

Questions about this proposal should be directed to Jan Schmidt, Finance and Administrative Services Director, who can be reached at 719-530-2623 or jan.schmidt@cityofsalida.com