



## UPDATED VENDOR PROTOCOL FOR PUEBLO WATER

March 23, 2020

With extreme caution and respect for the safety and well-being of our staff and community, Pueblo Water requires vendors adhere to the following practices:

### Method of Bid Submittal

Pueblo Water will accept proposals **ONLY** in electronic format by fax (719) 584-0202 or submitted online using the Rocky Mountain E-Purchasing System:  
<https://www.bidnetdirect.com/colorado>

Pueblo Water *does not accept proposals submitted via email or any other means*. Pueblo Water is not obligated to accept bids from offerors that are not submitted on time for any reason.

**Online:** Bid must be successfully submitted and not just uploaded. You will receive a “Bid Submission Confirmation” pop-up window prior to final submission. If you are unsure if your documents were submitted successfully, contact Rocky Mountain E-Purchasing System at [\(800\)-675-4603](tel:8006754603) or verify via the Bid Management tab in your account that the documents are not in “Draft” status. It is the responsibility of the vendor to ensure bid submission confirmation.

Bidders can register for a free account and access bids from purchasing group agencies at <https://www.bidnetdirect.com/colorado>

*RMEPS offers additional features for vendors at a minimal fee of \$9.00/month or \$108.00/year. Contact RMEPS at 1-800835-4603, Option 2, for technical assistance.*

**Fax:** Pueblo Water will only accept bids that are fully received prior to the scheduled bid deadline date and time. Any bid that is printing at the bid opening time will be considered late and unacceptable.

Pueblo Water does not guarantee the availability of fax equipment; bidders choosing to use fax equipment do so at their own risk. Bidders should allow enough time prior to the scheduled bid opening for access to fax equipment.

Pueblo Water’s Purchasing Department’s fax number is 719-584-0202.

## **Public Bid Openings**

Public Bid Openings will be conducted via conference call by dialing 1-800-747-5150. Access Number: 5840214.

## **Vendor Protocols**

Until the restrictions on COVID-19 viral outbreak are lifted, the following vendor protocols are implemented for all vendors doing business with Pueblo Water:

1. Vendors should avoid physical contact with Pueblo Water staff and maintain an acceptable social distance (at least 6 feet) to prevent spreading potential infection. There shall be no handshakes, elbow-touching, fist bumps, hugs, etc.
2. Vendors showing symptom of influenza, cough, or other respiratory problems should call their healthcare provider and AVOID contact with Pueblo Water staff.
3. Comply with all recommendations and restrictions implemented by the State and City.
4. Regularly monitor announcements by the Centers for Disease Control and Prevention (CDC), State or County regarding the viral outbreak and any extra precautions that are required.
5. Vendors may be subject to a COVID-19 Screening Questionnaire if onsite.

**The Purchasing Department will continue to operate fully until further notice.**

**Questions, please contact Purchasing by emailing [tgarcia@pueblowater.org](mailto:tgarcia@pueblowater.org) or calling 719-584-0201.**