



**REQUESTS FOR PROPOSALS**  
**RFP 2024-1024-001 Motor Grader Cutting Edges**

The Board of County Commissioners will receive sealed proposals for Motor Grader Cutting Edges, until 4:00 p.m. MST, Wednesday, October 23, 2024 at the office of the County Commissioners, 218 West Kiowa Ave, Fort Morgan, Colorado. All responses will be publicly opened and read aloud 9:00 a.m. MST, Thursday, October 24, 2024. Location of proposal openings will be at 218 West Kiowa Ave., Fort Morgan, Colorado. Vendors and/or public will be able to view RFP opening via a Zoom meeting. Details will be posted on the county website at: <https://morgancounty.colorado.gov/bids-and-proposals>.

The RFP is on file in the office of Administrative Services Department at 218 West Kiowa Avenue, Fort Morgan, CO and also on the Morgan County Website at [www.co.morgan.co.us](http://www.co.morgan.co.us).

All Proposals can be submitted as follows:

- Email – Proposals may be emailed to: [bccadmin@co.morgan.co.us](mailto:bccadmin@co.morgan.co.us). Emailed proposals must include the following statement on the email: **“I hereby waive my right to a sealed proposal”**. An email confirmation will be sent when the County receives the proposal within 24 hours of normal business hours.
- Hand delivery - Two (2) copies of the proposal may be hand delivered to the Office of the Board of County Commissioners, 218 W. Kiowa Ave. Fort Morgan, CO 80701.
- Mail - All proposals must be clearly marked on the envelope **RFP 2024-1024-001**.

Please address as follows:

Morgan County  
Attn: Mindi Cloyd, Administrative Services Manager  
218 W Kiowa Ave  
Fort Morgan, CO 80701

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Mindi Cloyd  
Administrative Services Manager  
Morgan County, Colorado

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Complete response packet contains 7 pages of documents

## GENERAL INSTRUCTIONS TO RESPONDERS

1. A “proposal” is a responsive, conforming, unconditional, complete, legible, and properly executed offer by a responder to provide the product specified in the Request for Proposal (RFP) for the compensation specified.
2. Responses shall be clearly marked with the **RFP 2024-1024-001**, Company Name, contact person, mailing address, telephone number of the responder, and contact email address.
3. It shall be the responsibility of the responder to ensure that the response is in proper form and in the County’s possession by or before the time and date designated in the RFP. Responses will not be accepted after the designated time and date. Any response received late will be returned to the responder unopened, if possible.
4. If a mistake is made or discovered during or after the County’s review of responses, the County reserves the right to determine which party made the mistake and whether the mistake is material and, after these determinations, the County, in its sole reasonable discretion, shall decide whether to accept or reject the proposal. No advantage shall be taken by any party of manifest clerical errors or omissions in any proposal. Responders shall notify the County immediately of any errors or omissions that are encountered.
5. Any item which does not meet all of the terms, conditions, or specifications of this package must be clearly indicated on the exceptions section of the Proposal Reply Form or on a separate sheet of paper and returned with the proposal.
6. The County shall not reimburse any responder for any cost incurred in preparing a proposal or attending equipment demonstrations, inspections, pre-proposal conferences, or interviews.
7. Any amplification, clarification, explanation, interpretation, or correction of a response shall be made only by written addendum, and a copy of the addendum shall be mailed or delivered to each person receiving a RFP. The County is not responsible for any amplification, clarification, explanation, or interpretation or correction of a proposal not contained in written addenda.
8. The County reserves the right to determine, in its sole reasonable discretion, whether any proposal meets the needs or purposes intended and is within the approved budget. The County does not base its award on prices alone. Also to be considered are: quality of product; past experience with the responder or any subcontractors, consultants, products or suppliers; qualifications of the responder and/or subcontractors or suppliers; services offered; warranties; maintenance considerations; long-range costs; delivery; and similar conditions.

9. The final award shall be made by the Board of County Commissioners in the best interests of Morgan County. **Morgan County may grant a 5% preference to local businesses. A local business shall be a business which maintains a physical place of business in Morgan County.**
10. The County reserves the right to conduct such investigations as it deems necessary to assist in the evaluation of any proposal to establish the experience, responsibility, reliability, references, reputation, qualifications, or financial ability of any responder, manufacturer or supplier. The purpose of such investigation is to satisfy the County that the responder has the ability to supply the specified product and to perform the necessary warranty and product support in accordance with the RFP in the prescribed manner and time.
11. The County reserves the right, if it deems such action to be in its best interests, to reject any and all responses or to waive any irregularities or informalities therein. Any incomplete, false, or misleading information provided by any responder shall be grounds for rejection of the proposal. If proposals are rejected, the County further reserves the right to investigate and accept the next best proposal in order of ranking, or to reject all proposals and re-solicit for additional proposals.
12. No proposal shall include federal excise taxes or state or local sales or use taxes.
13. Each proposal shall include a statement of standard warranty of the manufacturer.
14. Any response received as a result of this request is prepared at the responder's expense and becomes County property and is therefore a public record upon opening by the County.
15. If responder considers any of the information being submitted to be trade secrets, privileged information, or confidential commercial, financial, geological, or geophysical data, it is responder's responsibility to label the information as such. Otherwise, all information submitted shall be available as a public record for public inspection.
16. By submitting a proposal, the responder acknowledges that (a) the preparation of the proposal, and other quotations herein contained, does not obligate the County in any way; (b) the County assumes no obligation to enter into an agreement for the product; (c) all responsive documents are understood; and (d) the responder has the ability to deliver the product/equipment as specified herein in accordance with the RFP.
17. No proposal may be withdrawn for a period of sixty (60) days after the deadline for proposals

## PROPOSAL REQUIREMENTS

1. Responder must include manufactures printed standard specifications for the product they intend to provide.
2. Any variations to the specifications or proposal requirements must be noted on the Exceptions to Proposal Section.
3. Proposals shall be to supply Morgan County with the requested Motor Grader Cutting Edges and shall be inclusive of all freight and delivery costs. The delivery address is: Morgan County Shop, 17303 County Road S, Fort Morgan, Colorado 80701.
4. Responder must provide an Estimated Delivery Date.
5. Morgan County accepts delivery of products, Monday through Thursday 8:00 a.m. to 4:00 p.m. MST.
6. All invoices are to be sent to Morgan County Central Services, P.O. Box 189, Fort Morgan, Colorado 80701
7. All proposals must be submitted on the "Proposal Reply Form
8. All Proposals submitted must include Two (2) copies of the submitted documents.

## PRODUCT SPECIFICATIONS

**All specifications and options listed below are the minimum requirements needed to meet the needs of Morgan County Government**

1. Purchase Quantity of: Four Hundred (400) Motor grader cutting edges.
2. Size: 5/8" x 8" x 84"
3. Heat Treated (Hardened)
4. Curved Double Bevel Blade
5. Standard Motor Grader Hole Punch on 6" Centers (15 holes per blade)
6. Top Punched
7. All holes countersunk for plow bolts
8. Holes punched for 5/8" bolts



**PROPOSAL REPLY FORM**  
**2024-1024-001 Motor Grader Cutting Edges**  
**Proposal Reply Form**

**Name and Address of Responder:**

Name of Company \_\_\_\_\_

Address of Company \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Representative \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_

**Proposal**

Cutting Edge Manufacturer \_\_\_\_\_

Manufacturer Part Number \_\_\_\_\_

Per Unit Price \_\_\_\_\_

Times Total Units \_\_\_\_\_ x 400 \_\_\_\_\_

TOTAL PROPOSAL PRICE \_\_\_\_\_

Estimated Delivery Time Frame \_\_\_\_\_

**Exceptions to Proposal**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(If additional space is needed attach additional sheet)*