



**REQUEST FOR PROPOSALS
RFP 2026 - 0305-001**

The Board of County Commissioners will receive sealed proposals for **Roof Replacement – County Administrative Building**, until 4:00 p.m. MST, Wednesday, March 4, 2026 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, March 5, 2026. Location of proposal openings will be at 231 Ensign, Fort Morgan, Colorado, Assembly Room, basement of the Administration Building. Vendors and/or the public will be able to view RFP opening via a Zoom meeting.

Time: Mar 5, 2026 09:00 AM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86242226355>

Meeting ID: 862 4222 6355

One tap mobile

+17193594580,,86242226355# US or 12532050468,,86242226355# US

Join instructions

[https://us02web.zoom.us/join/86242226355?signature=IT1fd7qx9gtDH7DUuR3JKJwtJ4J7CIP1pB](https://us02web.zoom.us/join/86242226355?signature=IT1fd7qx9gtDH7DUuR3JKJwtJ4J7CIP1pBZnyQIpPg0)

[ZnyQIpPg0](https://us02web.zoom.us/join/86242226355?signature=IT1fd7qx9gtDH7DUuR3JKJwtJ4J7CIP1pBZnyQIpPg0)

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.

All Proposals can be submitted as follows:

- **Email** – Proposals may be emailed to: 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 2026- 0305-001**

Please address as follows:

Morgan County
Attn: Executive Administrative Assistant
218 W Kiowa Ave
Fort Morgan, CO 80701

Shannon Petterson

Executive Administrative Assistant
Morgan County, Colorado

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GENERAL INSTRUCTIONS AND PROPOSAL REQUIREMENTS

1. A proposal is a responsive, conforming, unconditional, complete, legible, and properly executed offer by a responder to provide the product/service specified in the Request for Proposal (RFP) for the compensation specified.
2. Responses shall be clearly marked with the **RFP 2026 - 0305-001**, Company Name, contact person, mailing address, telephone number of the responder, and contact email address.
3. **All proposals submitted must include two (2) copies of the following documents: Completed Proposal Reply Form, Completed Project Schedule,, References Form, and be accompanied by a bid bond, described below. Failure to submit all required documents may result in rejection of the proposal.**
4. Any responder **must attend** the mandatory pre-bid site visit on February 26, 2026 at 10:00 am. Failure to attend may result in rejection of the response.
5. All proposals must be accompanied by a bid bond made payable to the County in an amount of five percent (5%) of the responders total proposed price, and in the form of a certified check, bank check, or a bid bond issued by a surety contingent upon award. Upon award, such bid bonds shall be returned to the unsuccessful responder(s). For the successful responder, the bid bond will be returned upon receipt of the required payment and performance bond, in the full amount of the contract price within the period of the notice of award. Failure to return executed contracts and required payment and performance bond within the deadline stated in the notice of award will result in forfeiture of the bid bond.
6. It shall be the responsibility of the responder to ensure that the proposal is in proper form and in the County's possession on or before the time and date designated in the RFP. Proposals will not be accepted after the designated time and date. Any proposal received late will be returned to the responder unopened, if possible.
7. If a mistake is made or discovered during or after the County's review of proposals, 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.
8. Any item which does not meet all of the terms, conditions, or specifications of this package must be clearly indicated in the exceptions section of the Proposal Reply Form. It may also be on a separate sheet of paper and returned with the proposal.
9. 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.

10. 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 an RFP. The County is not responsible for any amplification, clarification, explanation, interpretation or correction of a proposal not contained in written addenda.
11. Proposals by corporations shall be executed in the corporate name by the president or a vice-president (or a corporate officer accompanied by evidence of authority to sign), and the corporate seal shall be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation shall be shown. Proposals submitted by partnerships shall be executed in the partnership name and signed by a partner, and the legal address of the partnership shall be shown. Proposals submitted by limited liability companies shall be executed in the company's name and signed by a member, and the legal address of the company shall be shown. Names and titles shall be typed or printed below each signature.
12. **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.**
13. No proposal shall include federal excise taxes or state or local sales or use taxes.
14. Each proposal shall include a statement of standard warranty of the manufacturer if applicable.
15. Any response received as a result of this request is prepared at the responder's expense and becomes County property. Proposals are public records under Colorado Open Records Act. If responder considers any information confidential, responders shall mark such information as "Confidential".
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) all aspect of the RFP and project are understood; and (c) the responder has the ability to deliver the product/equipment/service 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.
18. The County reserves the right, if it deems such action to be in its best interests, to reject any and all proposals, or to waive any irregularities or informalities therein. The County may also accept specific components or schedules of an overall proposal and reject other components or schedules. 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.
19. 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 price alone. Other factors considered, depending on the

needs of the County and the scope of the RFP, may include: 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. 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 can supply the specified product/service and to perform the necessary warranty and product support in accordance with the RFP in the prescribed manner and time.

20. In the event of any claim, suit, or demand which may result from any proposal, or the award of any contract as a result of submission of a proposal, Colorado law shall govern any such claim, suit, or demand and the rights and duties of the parties.

Specific Project Requirements

Complete Roof Replacement - Morgan County Government Administration Building

1. Introduction

Morgan County invites sealed proposals from qualified roofing contractors to provide all labor, materials, equipment, and supervision for the complete roof **replacement** at the Morgan County Government Administration Building. The project includes complete tear-off, disposal, and installation of a new code-compliant roofing system with warranties.

2. Project Overview

- **Owner:** Morgan County Government
- **Location:** Morgan County Government Administration Building located at 231 Ensign, Fort Morgan
- **Roof Type:** Complete roof replacement
- **Estimated Area:** 8,553 sq. ft.
- **Note:** Contractor is responsible for verifying all measurements and conditions.
- **Occupancy:** Building remains in use; work must minimize disruption.

3. Scope of Work. Contractor shall provide:

- Removal and disposal of existing roofing system
- Roof deck inspection and reporting of damage
- Replacement of damaged insulation and deck materials
- Installation of a complete roofing system including insulation, vapor barrier (if required), membrane, flashings, curbs, penetrations, and drainage improvements
- Compliance with all codes and manufacturer requirements
- Final cleanup, inspection, and project close-out documentation
- Manufacturer and contractor warranties

4. Contractor Qualifications (in addition to the general requirements)

- Minimum 5 years' commercial flat roofing experience
- Experience with similar-size projects
- Manufacturer certification for proposed system
- Proper licensing

5. Proposal Requirements (in addition to the general requirements)

- Company profile and experience
- Proposed roofing system and specifications
- Scope of work and construction approach
- Project schedule
- Itemized cost proposal with clear line-item pricing; Contractor must include all labor, materials, equipment, and supervision costs.
- Warranty details (material and workmanship)

- Safety plan
- Proof of insurance: Commercial General Liability insurance with minimum combined single limits of one million dollars (\$1,000,000) each occurrence and one million dollars (\$1,000,000) general aggregate.

Proposals missing line-item costs and insurance may be rejected.

PROPOSAL REPLY FORM

Name and Address of Responder:

Name of Company _____

Address of Company _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____

Representative (Print Name) _____ Title _____

Signature _____

Email _____

Summary of Project Components:

Item No.	Description of Work / Material	Unit	Quantity	Unit Price	Total Price
1	Removal and disposal of existing roofing materials	SQ FT			
2	Inspection and repair of roof deck	SQ FT			
3	Replacement insulation	SQ FT			
4	Installation of vapor barrier (if required)	SQ FT			
5	Installation of roofing membrane	SQ FT			
6	Flashings, curbs, penetrations, and edge metals	LS			
7	Drainage improvements (scuppers, crickets, internal drains)	LS			
8	Cleanup and final inspection	LS			
9	Warranties (Material & Workmanship)	LS			
Total Proposal Cost					

- SQ FT = square feet; LS = lump sum

*Attach a separate sheet outlining any exceptions to this bid. *If Any*

**Attach a separate sheet outlining any warranty for the work completed. *If Any*

REFERENCES

Please provide a list of at least three references for work completed by your company over the last three years.

Reference 1. Contact Information

Company or Entity _____
Contact Person _____
Contact Address _____
Contact City/State/Zip _____
Contact Phone Number _____
Contact E-Mail Address _____

Year Work was performed _____

Type of Work Completed _____

Location of Completed Work _____

Size & Scope of Work:

Up to \$100,000 _____
\$100,000-\$250,000 _____
\$250,000-\$500,000 _____
\$500,000-\$1,000,000 _____
Over \$1,000,000 _____

Reference 2. Contact Information

Company or Entity _____
Contact Person _____
Contact Address _____
Contact City/State/Zip _____
Contact Phone Number _____
Contact E-Mail Address _____

Year Work was performed _____

Type of Work Completed _____

Location of Completed Work _____

Size & Scope of Work:

Up to \$100,000 _____
\$100,000-\$250,000 _____
\$250,000-\$500,000 _____
\$500,000-\$1,000,000 _____
Over \$1,000,000 _____

REFERENCES

Reference 3. Contact Information

Company or Entity _____
Contact Person _____
Contact Address _____
Contact City/State/Zip _____
Contact Phone Number _____
Contact E-Mail Address _____

Year Work was performed _____

Type of Work Completed _____

Location of Completed Work _____

Size & Scope of Work:

Up to \$100,000 _____
\$100,000-\$250,000 _____
\$250,000-\$500,000 _____
\$500,000-\$1,000,000 _____
Over \$1,000,000 _____

Reference 4. Contact Information

Company or Entity _____
Contact Person _____
Contact Address _____
Contact City/State/Zip _____
Contact Phone Number _____
Contact E-Mail Address _____

Year Work was performed _____

Type of Work Completed _____

Location of Completed Work _____

Size & Scope of Work:

Up to \$100,000 _____
\$100,000-\$250,000 _____
\$250,000-\$500,000 _____
\$500,000-\$1,000,000 _____
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