



**REQUEST FOR PROPOSALS  
RFP 2026 - 0305-002**

The Board of County Commissioners will receive sealed proposals for **Elevator Replacement & Fire/Life Safety System Installation - 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.

Topic: RFP 2026-03052-002

Time: Mar 5, 2026 09:30 AM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87663866634>

Meeting ID: 876 6386 6634

One tap mobile

+17193594580,,87663866634# US or +12532158782,,87663866634# US (Tacoma)

Join instructions:

<https://us02web.zoom.us/meetings/87663866634/invitations?signature=ml7QlAnAmnGqzz2UKZl7UJUS2HpWmH6mKLHoFsCDsl8>

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 2026- 0305-002**

Please address as follows:

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

*Shannon Petterson*

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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 1:00 pm. 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; Long-term service capability; technical approach; schedule and phasing plan; safety and quality control; 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

### **Elevator Replacement & Fire/Life Safety System Installation - Morgan County Government Administration Building**

#### 1. Introduction and Project Overview

Morgan County Government is seeking proposals from qualified, licensed contractors to provide a turn-key removal and replacement of existing elevator system as needed, including the design and installation of a new fire alarm and elevator life safety system, at the following location:

Project: Administrative Building  
Address: 231 Ensign Fort Morgan, Morgan County, Colorado  
Building Use: Administration Offices  
Number of Elevators: 1

The purpose of this project is to modernize the building's vertical transportation and life safety infrastructure to improve safety, reliability, accessibility, and full code compliance.

#### 2. Building Description & Existing Conditions

Administrative office building  
Year constructed: 1935 - 1936  
Number of floors served: Basement & 2 Floors  
Existing elevator: Hydraulic, capacity 2500lbs, current condition is obsolete  
Fire alarm system: None currently installed  
Building occupancy during construction: Will be occupied  
Contractors shall verify all field conditions and existing utilities prior to submitting a proposal.

#### 3. Project Objectives

Complete replacement of elevator system  
Installation of a compliant fire alarm and elevator life safety system  
Compliance with all applicable Colorado and local codes  
Minimize disruption to administrative operations  
Deliver a reliable, maintainable, and energy-efficient solution

#### 4. Scope of Work

- A. Total Elevator Replacement
  - Removal and disposal of all existing elevator equipment
  - New controllers, machines, hoist way equipment, wiring, and doors
  - New elevator cab, fixtures, indicators, and accessibility features
  - Integration with building electrical and life safety systems
  - All permits, inspections, certifications, and final approvals
- B. Fire & Life Safety System – New Installation

Because no system currently exists, the contractor shall provide a complete, code-compliant fire alarm and elevator life safety system for elevator only.

5. Codes & Standards

All work shall comply with the currently adopted codes and amendments enforced by City of Fort Morgan and/or the local authority having jurisdiction. The contractor is responsible for verifying current code editions, obtaining all permits, coordinating inspections, and securing final certification.

6. Construction & Phasing. Proposals must address:

Project phasing and elevator outage planning  
Protection of occupied areas  
Dust, vibration, and noise control  
Site access, staging, and security  
Normal and after-hours work plans

7. Submittals

Shop drawings and product data  
Fire alarm and elevator test reports  
Inspection and certification documents  
As-built drawings  
Operation and maintenance manuals  
Staff training  
Warranty documentation

8. Proposal Requirements (in addition to general requirements)

Elevator technical approach  
Fire/life safety system approach  
Preliminary project schedule  
Safety program  
Warranty and maintenance options  
Detailed cost proposal

9. Pricing Requirements

Lump sum total project cost  
Separate line items for: 1) Elevator system and Fire alarm/life safety system  
Allowances  
Exclusions  
Optional alternates

## 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:**

<b>Project Components</b>	<b>Total</b>
[Description of Project Component]:	\$ _____
[Description of Project Component]:	\$ _____
<b>Total for All Project Components</b>	\$ _____

\*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:**  
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\$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:

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\$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 \_\_\_\_\_

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\$500,000-\$1,000,000 \_\_\_\_\_  
Over \$1,000,000 \_\_\_\_\_