



**REQUESTS FOR PROPOSALS  
RFP 2024-0125-002 Ambulance Garage  
Storm Damage Repair Project**

The Board of County Commissioners will receive sealed proposals for the **Ambulance Garage Storm Damage Repair Project**, until 12:00 p.m. MST, Wednesday, January 24, 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, January 25, 2024. Location of proposal openings will be at 218 W Kiowa Ave, Fort Morgan, Colorado, Morgan County Commissioners Office. Vendors and/or public will be able to view RFP opening via a Zoom meeting. (See page 11 for Zoom details.)

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 (10 pages or less only) 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 2024-0125-002**.

Please address as follows:

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

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Administrative Services Manager Morgan  
County, Colorado

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\*Complete packet contains 18 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/service specified in the Request for Proposal (RFP) for the compensation specified.
2. Responses shall be clearly marked with the **RFP 2024-0125-002**, 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/service 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 if applicable.
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/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.

### **Proposal Requirements**

1. This RFP must be accompanied by a Bid Security made payable to the owner 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 before the County can accept and consider any proposal. 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.
2. It is the responsibility of the successful responder to obtain all the necessary permits, accesses and permissions required to complete all projects outlined in this RFP packet. (Examples: access/permits/storing equipment, materials and supplies, etc.)
3. Successful responder is responsible for all personnel and implementation.
4. Successful responder shall be responsible for all quality control.
5. All contract work must be completed on or before October 31, 2024.
6. Buildings have scheduled events and responders will have to communicate regularly with Morgan County Project Manager/Fairgrounds Manager.
7. An approved “Change Order” will be required before payment will be made in excess of the estimated Plan Quantities.
8. It is Morgan County’s intent to complete all the projects listed in the schedules in the 2024 year, however; due to Budget constraints Morgan County reserves the right to adjust or remove any line Item or Building from this RFP it deems necessary to meet budget guidelines.
9. Morgan County will keep all old metal roofing materials.
10. All responders must come to mandatory walk through on January 11<sup>th</sup>, 2024 at 10:00 am located at 623 E. Edison St. Brush, CO 80723.
11. An approved “Change Order” will be required before payment will be made in excess of the estimated Plan Quantities.
12. All proposals submitted must include Two (2) copies of the following documents: “Completed Reply Form, All Completed Project Schedule documents, References Forms”, and be Accompanied by a Bid Security made payable to owner 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.
13. Any “Warranty” of work performed for the finished product must be outlined in the reply form.

# PROJECT BUILDING

## “RFP 2024-0125-002 Ambulance Garage Storm Damage Repair “

**Project:** Morgan County Ambulance Garage

**Appx Building Measurements:** **Bay Area:** 36 feet 6 inches wide x 36 feet 6 inches long.  
**Living Quarters area:** 12 foot wide x 40 feet long  
 2 foot over hang all around

### Scope of Work

1. Obtain all the necessary permits, accesses and permissions required to complete all projects outlined in this RFP packet. (Examples: access/permits/storing equipment, materials and supplies, etc.)

### Specifications

Building	Metal Roofing	Windows	Exhaust/Vents	Gutters
Bay Area	26 Gauge Must match current color	None	1 Exhaust	All around
Living Room Quarters	26 Gauge Must match current color	South 71 ½ x 41 ½ West 41 x 35 47 ½ x 47 ½ North 2 at 35 ½ x 41 ½	1 Dryer vent 2 Exhaust/Vents	All around

### Proposal for Building

#### Bay Area:

Price for Metal Roofing: \$ \_\_\_\_\_

Price for Windows: \$ \_\_\_\_\_

Price for Exhaust/Venting: \$ \_\_\_\_\_

Price for Gutters: \$ \_\_\_\_\_

#### Living Quarters:

Price for Metal Roofing: \$ \_\_\_\_\_

Price for Windows: \$ \_\_\_\_\_

Price for Exhaust/Venting: \$ \_\_\_\_\_

Price for Gutters: \$ \_\_\_\_\_

**Total This Building: \$** \_\_\_\_\_

**Signature of Responder:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## REQUEST FOR PROPOSAL

**“RFP 2024-0125-002 Ambulance Garage Storm Damage Repair”**

### Reply Form

#### **Name and Address of Responder:**

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

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

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

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

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

Signature \_\_\_\_\_

Email \_\_\_\_\_

#### **Summary of Project Building:**

Price for Metal Roofing: \$ \_\_\_\_\_

Price for Windows: \$ \_\_\_\_\_

Price for Exhaust/Venting: \$ \_\_\_\_\_

Price for Gutters: \$ \_\_\_\_\_

**Total Building: \$ \_\_\_\_\_**

**Signature of Responder: \_\_\_\_\_ Date: \_\_\_\_\_**

\*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.

**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 \_\_\_\_\_

**2. Contact Information**

Company or Entity \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Address \_\_\_\_\_

Contact City/State/Zip \_\_\_\_\_

Contact Phone Number \_\_\_\_\_ C

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 II

### 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 \_\_\_\_\_

### 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 \_\_\_\_\_

Over \$1,000,000 \_\_\_\_\_

**Attachment A**

**Photos of Building**



Morgan County is inviting you to a scheduled Zoom meeting.

Topic: RFP 2024-0125-001 & 002 Bid Openings

Time: Jan 25, 2024 09:00 AM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83903010168?pwd=TFR0T1dzR0RqVmJWdFpUTUtOUFdsQT09>

Meeting ID: 839 0301 0168

Passcode: 689939

One tap mobile

+17193594580,,83903010168#,,,\*689939# US

+13462487799,,83903010168#,,,\*689939# US (Houston)

Dial by your location

- +1 719 359 4580 US
- +1 346 248 7799 US (Houston)
- +1 669 444 9171 US
- +1 669 900 9128 US (San Jose)
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 646 558 8656 US (New York)
- +1 646 931 3860 US
- +1 689 278 1000 US
- +1 301 715 8592 US (Washington DC)

Meeting ID: 839 0301 0168

Passcode: 689939

Find your local number: <https://us02web.zoom.us/j/83903010168>