



**REQUESTS FOR PROPOSALS
RFP 2024-0404-001 JUSTICE CENTER
SW PARKING LOT REPLACEMENT
PROJECT**

The Board of County Commissioners will receive sealed proposals for the **JUSTICE CENTER SW PARKING LOT REPLACEMENT PROJECT**, until 4:00 p.m. MST, Tuesday, **April 2, 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, **April 4, 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 Zoom meeting.

<https://us02web.zoom.us/j/88649791392?pwd=Vlx2NEZHUFMzaC9YdHdoL09pNW0xQT09>.

Meeting ID: 886 4979 1392

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 (10 pages or less only) 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 2024-0404-001**.

Please address as follows:

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

Administrative Services Manager
Mindi Cloyd
Morgan County, Colorado

PROJECT

2024-0404-001 Justice Center SW Parking Lot Project

Project: South West Parking Lot
Appx Area Measurements: 108 feet by 137 feet

Scope of Work

1. Obtain all the necessary permits, accesses and permissions required to complete the project outlined in this RFP packet. (Examples: access/permits/storing equipment, materials and supplies, etc.). Price shall include all labor and quality control.
2. All asphalt and 6" of expansive soil must be removed and replaced with non-expansive soil and a 6" concrete layer which shall include mesh.
3. Measurements are approximate. Responders are responsible for accurate measurements and the bid shall be based upon exact measurements.
4. County has the right to cut back measurements.
5. Restriping the parking lot is excluded from the project.
6. Compliance with all applicable ADA Regulations is required and must be demonstrated in the Reply form.
7. All work **MUST** be completed by **December 31, 2024**.

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 **RFP 2024-0404-001**, 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 following information shall be submitted with the proposal:
 - a. A complete proposed scope of work and schedule, including any alternatives that can be identified. The responder is expected to review the work site prior to submittal of the proposal.
 - b. The names and addresses of any subcontractors who will be retained for the work.
 - c. A list of the responder's previous experience on construction of similar projects.
 - d. A certificate of good standing with the Colorado Secretary of State, if responder is an entity.
10. Any proposal 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".
11. The submission of a proposal shall be conclusive evidence and a legal admission that the responder:
 - (1) has no questions, complaints, or objections in connection with the Contract Documents, subject to any requests made by the responder for amplification, clarification, explanation, interpretation, or correction;
 - (2) has no questions, complaints, or objections as to the completeness, sufficiency, scope, or detail of the proposal; and
 - (3) has full knowledge of the scope, nature, quality, and quantity of the equipment to be provided, the performance criteria, the requirements of the contract, the site and conditions of delivery, and applicable law.
12. The contract will be awarded to the lowest responsible and responsive responder complying with the terms and conditions, guidelines, and specifications presented in the RFP and these Instructions. 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. **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. 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.
14. 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.
15. No proposal shall include federal excise taxes or state or local sales or use taxes.

16. 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.
17. The proposal, including all required documents, shall be submitted using the enclosed forms. The summary and proposal schedule shall be used for submitting the fees, and the completed forms shall be submitted in a separate sealed envelope. The responder shall also include with the proposal schedule a breakdown of tasks that shows name, position, hours, and costs for each task.
18. Each proposal shall include a statement of standard warranty of the manufacturer if applicable.
19. The County requires a bid bond in the form of a corporate surety bond in the amount of five percent of the total proposal amount before the County can accept and consider any proposal. Upon award, such proposal bonds shall be returned to the unsuccessful responder(s). For the successful responder, the proposal bond will be returned upon receipt of the required payment and performance bond, in the full amount of the contract price.
20. No proposal may be withdrawn for a period of sixty (60) days after the deadline for proposals.

Specific Project Proposal Requirements

1. Successful responder is responsible for all personnel and implementation and quality control for the project.
2. All responders must come to mandatory walk through on March 21, 2024, at 10:00 a.m., at the Morgan County Justice Center Southwest Parking Lot located at 400 Warner St. Fort Morgan, CO 80701.
3. All proposals submitted must include two (2) copies of the following documents: completed proposal form, all completed project area documents, references forms. All proposals shall be accompanied by a bid bond as described in the General Instructions.
4. If a price is only guaranteed for a specific number of days, it must be clearly stated on the proposal form.
5. If a down payment is needed it must be clearly stated on the proposal form.

PROPOSAL FORM

2024-0404-001 Justice Center SW Parking Lot Project

Name of Company: _____

Address of Company: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Phone Number: _____ Fax Number: _____

Representative: _____ Title: _____

Signature: _____ Date: _____

Total of Area: _____ Total Price: \$ _____

***Total price must include all labor, materials, and other costs of work.**

Work Summary:

Exceptions to bid:

Warranty:

References

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

1. Reference No. 1

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. Reference No. 2

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 _____

3. Reference No. 3

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. Reference No. 24

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 _____

