



**REQUESTS FOR PROPOSALS  
RFP 2025-1002-001**

The Board of County Commissioners will receive sealed proposals for **Construction of Turn-Key Grader Shed**, until 4:00 p.m. MST, Wednesday, October 1, 2025 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 2, 2025. Location of proposal openings will be at 218 W. Kiowa Ave., Fort Morgan, Colorado, Morgan County Commissioners office. Vendors and/or the 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 2025-1002-001**.

Please address as follows:

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

*Mindi Cloyd*

Administrative Services Manager  
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 2021-1002-001**, 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 documents (if applicable), 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. 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.
5. All proposals shall include the following:
  - a. Contractor licensing required for the project
  - b. Insurance certifications demonstrating insurance coverage as following: minimum worker's compensation insurance as required by law and general commercial liability with minimum combined single limits of one million dollars (\$1,000,000) each occurrence and one million dollars (\$1,000,000) general aggregate.
  - c. Preliminary building layout & specifications
  - d. Utility plan (septic, electrical, plumbing)
  - e. Project schedule with major milestones including completion timeline.
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. All work is required to be warranted for a period of two (2) years after acceptance by the County.
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.
21. Submit all questions in writing to: Mindi Cloyd at [bccadmin@co.morgan.co.us](mailto:bccadmin@co.morgan.co.us). Deadline for Questions: October 24, 2025, Questions and answers will be shared on the County's website and Bidnet where the RFP is posted.

# Specific Project Requirements

## 1. Project Scope

The scope includes complete design-build services including site preparation, permitting, engineering, construction, utility tie-ins, inspections, and final occupancy. The final product must comply with all applicable building codes and health department regulations.

## 2. Specifications

### 2.1 Building Requirements

- **Structure Type:** Pre-engineered steel
- **Size (minimum):** 50 ft W x 60 ft D x 16 ft. 2 12 Pitch 12" O H White 26 ga.
- **Concrete:** 6" thick reinforced slab with smooth finish.
- **Interior Sheeting:** 8-foot high metal wall sheeting on all interior walls
- **Concrete Approach:** 12 ft approach to both garage bays and 5 ft sidewalk to man door.
- **Gutters:** Installed on both long sides of the building
- **Insolation:** Walls and roof to have minimum R19 vinyl faced insolation.

### 2.2 Doors & Windows

- (2) Overhead garage doors (minimum 16'W x 14'H) with windows in second-to-top panel with (1) opener per door. Each opener needs to have (2) remotes and an outside key pad.
- (1) 36" Metal Commercial door with right hand outswing and lockable handle and dead bolt

### 2.3 HVAC and Ventilation

- (2) **Tube heaters** — one mounted on each side of the building
- (4) **Wall mount circulating fans** — one in each corner with on/off switch on wall
- **Bathroom heating:** Electric baseboard heater

### 2.4 Plumbing

- **Septic System:**
  - Complete septic installation per local health department requirements
  - (1) French drains in the center of the floor daylight drain outside per regulation code.
- **Waterline:**
  - Connect to Morgan County Quality Water system
- **Bathroom:**
  - 6 ft x 8 ft restroom
    - 2x4 wall framed and 2x8 ceiling framed all isolated ½ drywall textured and painted.
  - Must include toilet, sink, baseboard heat, proper ventilation, mirror, lighting and anti-slip flooring.
  - Tie-in to water, electrical, and septic.
  - Must have (1) 5 galleon electric water heater.
- **Equipment Washing:**
  - Interior spigot for washing equipment

### 2.5 Electrical

- Tie-in to **REA pole power source**
- **Exterior lighting** above all entry and overhead doors
- (4) **Outdoor GFCI outlet** for equipment. One on each side of building
- **Interior lighting:** LED high-bay lights for full coverage
- **Wall-mounted outlets** throughout interior
- **All electrical run on interior of building** per code
- 200 amp electric service with 240 volt panel

- (1) 30 amp/240 outlet.
- (1) 50 amp/240 outlet.
- (10) 20 amp/120 volt double outlet
- (2) dedicated 120 volt plugins for garage doors

## **2.6 Propane & Fueling**

- Gas line stubbed to exterior for propane connection
- Coordination with local propane vendor for final hook-up access

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

**Total for Project** \$\_\_\_\_\_

Any requested down payment: \$\_\_\_\_\_

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

## REFERENCES

Please provide a list of at least three references for similar 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:**

<b>Up to \$100,000</b>	_____
<b>\$100,000-\$250,000</b>	_____
<b>\$250,000-\$500,000</b>	_____
<b>\$500,000-\$1,000,000</b>	_____
<b>Over \$1,000,000</b>	_____