



*City of Cortez*  
*Service Center*  
*110 West Progress Circle*  
*Cortez, CO 81321*

**REQUEST FOR PROPOSALS**

**2026 Service Center Roof Replacement Project – City of Cortez**

Sealed proposals for furnishing the following to the City of Cortez, Colorado will be received by the General Services Director, City Service Center, 110 West Progress Circle, Cortez, Colorado 81321, until **3:00 P.M., on Thursday, March 12, 2026**, at which time proposals will be publicly opened and read.

*The City of Cortez is soliciting bids for roofing improvements at the Service Center Building located at 110 W. Progress Circle, Cortez, CO 81321, in accordance with the Plans and Specifications. Bidders shall submit pricing for both of the following options: (1) a roof overlay consisting of furnishing and installing a new roofing system over the existing roof, and (2) a remove and replace option consisting of complete removal and disposal of the existing roof system and installation of a new roofing system. Both bid options shall include a 20-year (NDL) Manufacturer Warranty and shall consist of new coverboard, tapered insulation (minimum R-30 equivalent), 60-mil TPO membrane, coping cap metal, new roof drains, new parapet caps, new edge flashing, and all manufacturer-required sealants and accessories necessary to complete the work. Bids must include pricing for both options; bids that do not include both will not be considered.*

**A MANDATORY MEETING and project site visit will be held for all interested vendors on Tuesday, February 10, 2026, at 10:30 AM and also on Thursday, February 12, 2026, at 10:30 AM at the Service Center. Interested vendors can choose which meeting to attend.**

Proposals shall be submitted in sealed envelopes, and marked on the outside with **“PROPOSAL: 2026 Service Center Roof Replacement Project”** and with the submitting Company’s name. Proposals shall be submitted in writing and signed by the proposer or his duly-authorized agent.

The City of Cortez reserves the right to waive any formality or any informality in the process of awarding a bid. The City of Cortez reserves the right to accept any proposal, in whole or in part, and to reject any or all proposals if it be deemed in the best interest of the City to do so.

Casey Simpson  
 Interim Director of Public Works/General Services Director

ADVERTISED: 1/21/2026  
 1/28/2026  
 2/4/2026

J:\PWADMIN\ENGINEERING\2026 Projects\Service Center Roof\ RFP Service Center Roof 2026.dox

Phone: 970-565-7320

[www.cortezco.gov](http://www.cortezco.gov)



General Services Department  
110 West Progress Circle  
Cortez, CO 81321  
970.565.7320

## **REQUEST FOR PROPOSALS**

**# GS-26-SCRR:**

## **2026 Service Center Roof Replacement Project**

# City of Cortez

## REQUEST FOR PROPOSAL COVER SHEET & SIGNATURE PAGE

**Advertised Dates:** January 21, 28, & February 4, 2026

**RFP Number:** GS-26-SCRR

**Mandatory Walkthrough:** February 10, 2026 @ 10:30 AM  
or  
February 12, 2026 @ 10:30 AM

**Proposal Submission Deadline:** Thursday, March 12, 2026, @ 3:00 PM  
(Mountain Daylight Time)

**Procurement Point of Contact:** Casey Simpson  
csimpson@cortezco.gov  
(970) 564-4055

**Submit Sealed Proposals to:** 110 W. Progress Circle  
Cortez, CO 81321

### 2026 Service Center Roof Replacement Project

Offerors are asked to fill out this page in its entirety and to sign and return with their Proposal. The Proposal Cover Sheet & Signature Page must be signed by the Offeror or an officer of the Offeror legally authorized to bind the Offeror to the proposal. Electronic signatures are acceptable.

**Legal Company Name (Offeror):**

\_\_\_\_\_

**Authorized Signature:**

\_\_\_\_\_

**Typed/Printed Name:**

\_\_\_\_\_

**Title:**

\_\_\_\_\_

**F.E.I.N.:**

\_\_\_\_\_

**Company Address:**

\_\_\_\_\_

**City:**

**State:**

**Zip:**

\_\_\_\_\_

**Contact for Clarifications**

\_\_\_\_\_

**Title:**

\_\_\_\_\_

**Email Address:**

\_\_\_\_\_

**Phone Number:**

\_\_\_\_\_

By signing this Request for Proposal Cover Sheet & Signature Page, the authorized agent acknowledges acceptance of all terms and conditions of this solicitation.

**PROPOSAL SUBMISSION:**

One (1) hard copy and one (1) flash drive (USB) of the proposal is due by **3:00 PM on Thursday, March 12, 2026**, at the following address:

110 West Progress Circle  
Cortez, CO 81321

**IMPORTANT:** The submitted proposal must be titled with the RFP Number, RFP Title, and the Offeror's name, such as below:

**GS-26-SCRR – 2026 Service Center Roof Replacement Project – Company Name**

Offerors are urged to read the solicitation document thoroughly before submitting a proposal.

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## SECTION 1.0 INTRODUCTION

### 1.1. GENERAL INFORMATION

The City of Cortez is issuing this Request for Proposals for the **2026 Service Center Roof Replacement Project**.

### 1.2. BACKGROUND

The existing synthetic rubber membrane roof at the City of Cortez Service Center is a flat system with internal drains and has undergone multiple repairs throughout its service life. Based on a recent inspection, the roof has a diminished remaining service life even with maintenance measures taken to improve functionality. Water ponding and intrusion are occurring at previous repair locations, roof penetrations, and along perimeter walls. The existing roof drains have exceeded their usefulness and no longer provide adequate drainage. Overall, the roof shows clear signs of deterioration and is recommended for a replacement to prevent continued leaks and damage.

### 1.3. OVERVIEW AND GOALS

- 1.3.1. The primary goal is to completely eliminate current leaks and prevent future water damage, restore or improve the structural integrity of the roof, and provide a durable, long-lasting roofing solution.

### 1.4. ANTICIPATED CONTRACT TERM

- 1.4.1. Notice of Award is anticipated to be **March 25, 2026**, and the project term is to end **90 (ninety) CALENDAR DAYS** from the Notice to Proceed. Notice to Proceed to be provided once all documentation is provided, and once the Construction Contract is fully executed by both parties.
- 1.4.2. The City may extend the Contract beyond the anticipated term in accordance with the Colorado Procurement Code, and in the event that the City determines an extension is necessary.
- 1.4.3. The City may, within its sole discretion, choose not to exercise any option or extension term in the Contract for any reason. If the City chooses not to exercise any option or extension term, it may re-procure the goods and/or services in its sole discretion.
- 1.4.4. The schedule of events for the proposal process and an outline of the schedule for the balance of the project is as follows:

1.4.5.

Advertisement	Jan. 21 & 28, & Feb. 4, 2026
MANDATORY WALKTHROUGH Interested vendors are to meet on-site.	Tuesday, February 10, 2026 @10:30 AM OR Thursday, February 12, 2026 @10:30 AM
Date Email Questions Due to Darby Dettloff at <a href="mailto:ddettloff@cortezco.gov">ddettloff@cortezco.gov</a> ; cc <a href="mailto:npeterson@cortezco.gov">npeterson@cortezco.gov</a>	February 18, 2026 @ 3:00 PM
Date Email Answers issued	February 24, 2026 @ 5:00 PM
Proposals Opened	March 12, 2026 @ 3:00 PM
Notice of Award (projected)	March 25, 2026
Contract Approval (projected)	April 13, 2026
Notice to Proceed (projected)	April 27, 2026
Project Completion	90 days from Notice to Proceed

The above schedule is tentative. Responding firms shall be notified of revisions in a timely manner by email. Respondents may elect to verify times and dates by email, but no earlier than 36 hours before the scheduled date and time.

## SECTION 2.0 REQUIREMENTS AND SCOPE OF WORK

### 2.1. ACCESSIBILITY REQUIREMENTS

- 2.1.1. All work performed as a result of this solicitation must comply with all applicable provisions of §§24-85-101, *et seq.*, C.R.S., and the *Accessibility Standards for Individuals with a Disability*, as established by the Office Of Information Technology pursuant to Section §24-85-103 (2.5), C.R.S. and 3) all City of Colorado technology standards related to technology accessibility and with Level AA of the most current version of the Web Content Accessibility Guidelines (WCAG), incorporated in the State of Colorado technology standards.

### 2.2. MANDATORY MINIMUM REQUIREMENTS

- 2.2.1. Notice is hereby given to all interested parties that all firms will be required to meet all requirements to be considered for this project. Interested proposers should be prepared to show evidence of the following to be considered as qualified, as a minimum:

- 2.2.1.1. Provide roofing specific general contracting services within the last three (3) years for at least two (2) projects in excess of \$20,000 (hard costs), utilizing the expertise present in their most local office to the project location; and
- 2.2.1.2. Demonstrate specific general contracting experience in projects of similar scope and complexity; and
- 2.2.1.3. Indicate if the proposing firm has any issues or needed changes to the Sample Construction Contract included as Appendix B; and

- 2.2.1.4. Firm must be fully insured with General Liability Insurance, Comprehensive Automobile Liability Insurance, and Professional Liability Insurance with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence, and ONE MILLION DOLLARS (\$1,000,000) aggregate. Firm must be able to list the City as additionally insured.

### 2.3. SCOPE OF WORK

- 2.3.1. This Scope of Work describes the deliverables sought through this RFP and the scope of what the awarded Offeror will be expected to offer through the contract resulting from this RFP. The Scope of Work is intended to provide interested Offeror's with sufficient basic information to submit a proposal. It is not intended to limit a proposal's content or exclude any relevant or essential data.
- 2.3.2. The scope of work, specifically for this request, includes the following: *Submit pricing for both of the following options: (1) a roof overlay consisting of furnishing and installing a new roofing system over the existing roof, and (2) a remove and replace option consisting of complete removal and disposal of the existing roof system and installation of a new roofing system. Both bid options shall include a 20-year (NDL) Manufacturer Warranty and shall consist of new coverboard, tapered insulation (minimum R-30 equivalent), 60-mil TPO membrane, coping cap metal, new roof drains, new parapet caps, new edge flashing, and all manufacturer-required sealants and accessories necessary to complete the work. Contractor must dispose of all materials. Bids must include pricing for both options; bids that do not include both will not be considered.*

## **SECTION 3.0 REQUESTED PROPOSAL FORMAT AND EVALUATION METHODOLOGY**

### 3.1. EVALUATION PROCESS

A comprehensive, thorough, complete and impartial evaluation of each proposal received will be conducted in accordance with §24-103-203(7), C.R.S, which states, "The award shall be made to the responsible Offeror whose proposal is determined in writing to be the most advantageous to the City, taking into consideration the price and evaluation factors set forth in the request for proposal."

### 3.2. EVALUATION COMMITTEE

- 3.2.1. An Evaluation Committee will be established utilizing measures to ensure the integrity of the evaluation process. These measures include the following:
  - 3.2.1.1. Selecting committee members who do not have a conflict of interest regarding this solicitation.
  - 3.2.1.2. Facilitating the independent review of proposals.
  - 3.2.1.3. Requiring the evaluation of the proposals to be based strictly on the

content of the proposals.

3.2.1.4. Ensuring the fair and impartial treatment of all Offerors.

3.2.2. The objective of the Evaluation Committee is to conduct reviews of the proposals that have been submitted, to hold frank and detailed discussions among themselves, and to recommend an Offeror for award.

### 3.3. PROPOSAL EVALUATION CRITERIA

3.3.1. The City will evaluate proposals to determine if each Offeror meets all mandatory qualification requirements; provided, however, that the City has the authority to waive non-material mandatory requirements in certain circumstances. Reference Procurement Rule R-24-103-301-03. The mandatory qualification requirements are scored on a Met/Not Met basis and only those proposals found to meet all mandatory requirements, other than non-material mandatory requirements waived by the City, can be considered for a Contract resulting from this solicitation.

3.3.2. Proposals will be evaluated by the Evaluation Committee using the evaluation criteria listed below. The evaluators will consider whether the Scope of Work requirements in the solicitation have been addressed, and they will review the capabilities of the Offeror, as well as the quality of the approach proposed, the price, and any other aspect determined relevant to the evaluation criteria.

3.3.3. The evaluation criteria to be used in evaluating the proposals are as follows and are attached in Appendices A and A1 (and are listed in no particular order):

#### 3.3.3.1. TECHNICAL APPROACH TO THE PROJECT

3.3.3.1.1. Provide a strategic project approach summary discussing how your firm will provide successful Construction Contracting Services for this project. Include specific examples (1–2-page excerpts) of actual products (estimates, progress reports, schedules, constructability reviews, value engineering studies, forms, etc.).

3.3.3.1.2. Provide a detailed description of how your firm will select qualified sub-contractors and manage them effectively on this project.

#### 3.3.3.2. EXPERIENCE, PAST PERFORMANCE, AND EXPERTISE

3.3.3.2.1. Provide a description of successful prior construction contracts, including performance in the areas of cost, quality control, schedule, compliance with plans and specifications and adherence to applicable laws and regulations as performed by your firm and by your subcontractors.

#### 3.3.3.3. PROJECT MANAGEMENT PLAN

- 3.3.3.3.1. Provide a description of the composition and management structure of your firm. Identify the firm's roles and responsibilities and relevant technical expertise and experience of the key management personnel that will be used on this project. Provide a description and separate graphic organizational chart complete with working titles identifying the lines of authority, responsibility and coordination between your firm and your subcontractors and,
- 3.3.3.3.2. Describe the proposed project schedule, quality control program, financial resources, equipment to be used on this project and its current location, and any other information or resources that demonstrates your firm's competency to perform this work
- 3.3.3.4. STAFFING PLAN
  - 3.3.3.4.1. Provide a detailed staffing plan of key management personnel to be assigned to this project from your firm and your subcontractors and identify the time commitments and all current office locations.
- 3.3.3.5. SAFETY PLAN AND SAFETY RECORD
  - 3.3.3.5.1. Describe your firm's safety program and provide your firms' safety record over the last ten years.
- 3.3.3.6. JOB STANDARDS
  - 3.3.3.6.1. Demonstrate on past projects examples how a high quality of workmanship was achieved and industry standards of care were achieved and,
  - 3.3.3.6.2. Describe the firm's method of personnel procurement, employment of Colorado workers, work force development and long-term career opportunities of workers and,
  - 3.3.3.6.3. Describe the firm's availability of training programs, including apprenticeships approved by the United States Department of Labor and,
  - 3.3.3.6.4. Describe the benefits provided to workers, including healthcare and defined benefit or defined contribution retirement benefits, and whether the firm pays industry-standard wages.
- 3.3.3.7. LOCAL PRECENSE
  - 3.3.3.7.1. Describe what Services under the contract or any Subcontract will be performed by a Cortez owned Business, Montezuma County Owned Business, or Regionally owned Business.

### 3.4. DEMONSTRATIONS AND DISCUSSIONS

The Evaluation Committee may, if it deems necessary, request clarifications, conduct discussions or oral presentations, or request best and final offers. Per R-24-103-203-03, discussions may be held with responsible offerors whose proposals are determined to be reasonably susceptible to be selected for award to:

- a) Promote understanding of the City's requirements and the offerors' proposals; and
- b) Facilitate a contract that will be most advantageous to the City taking into consideration price and the other evaluation factors set forth in the request for proposals.

The Evaluation Committee may adjust its scoring based on the results of such activities. However, proposals may be reviewed and determinations made without such activities. Offerors should be aware that the opportunity for further explanation might not exist; therefore, Offerors should ensure that their submission is complete, and are encouraged to submit their best possible proposal, including pricing.

### 3.5. SINGLE PROPOSAL

If only one proposal is received in response to a solicitation, an award may be made to the single offeror or offeror if the procurement official finds that the price submitted is fair and reasonable and that other prospective offerors or offerors had reasonable opportunity to respond. Reference Procurement Rule R- 24-103-201-02(d).

### 3.6. AWARD

3.6.1. A Notice of Intent to Award will be published on Colorado VSS.

3.6.2. The award determination is ultimately a business decision that will reflect an integrated assessment of the relative merits of the proposals received, using the factors set forth in **Section 5.3.3**. The City intends to award Contract(s) to the Offeror(s) whose proposal(s), conforming to the solicitation, will be most advantageous to the City, price and other factors considered.

3.6.3. The City reserves the right to award to multiple offerors if is determined to be in the best interest of the City.

# APPENDIX A EVALUATION OF QUALIFICATIONS FORM

Name of Firm: \_\_\_\_\_

Name of Project: 2026 City of Cortez Service Center Roof Replacement Project

Evaluator No \_\_\_\_\_ Date: \_\_\_\_\_

MINIMUM REQUIREMENTS MET (SECTION 1.8) Y \_\_\_\_ N \_\_\_\_

If the minimum requirements (including letter from surety) have not been met, specify the reason(s):

\_\_\_\_\_  
\_\_\_\_\_

SCORE WEIGHT1 X RATING2 = SCORE

1. TECHNICAL APPROACH TO PROJECT

- PROVIDE A STRATEGIC PROJECT APPROACH SUMMARY DISCUSSING HOW YOUR FIRM WILL PROVIDE SUCCESSFUL CONSTRUCTION CONTRACTING SERVICES FOR THIS PROJECT. INCLUDE SPECIFIC EXAMPLES (1-2 PAGE EXCERPTS) OF ACTUAL PRODUCTS (ESTIMATES, PROGRESS REPORTS, SCHEDULES, CONSTRUCTABILITY REVIEWS, VALUE ENGINEERING STUDIES, FORMS, ETC.).
- PROVIDE A DETAILED DESCRIPTION OF HOW YOUR FIRM WILL SELECT QUALIFIED SUB-CONTRACTORS AND MANAGE THEM EFFECTIVELY ON THIS PROJECT.

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

2. EXPERIENCE, PAST PERFORMANCE AND EXPERTISE

- PROVIDE A DESCRIPTION OF SUCCESSFUL PRIOR CONSTRUCTION CONTRACTS, INCLUDING PERFORMANCE IN THE AREAS OF COST, QUALITY CONTROL, SCHEDULE, COMPLIANCE WITH PLANS AND SPECIFICATIONS AND ADHERENCE TO APPLICABLE LAWS AND REGULATIONS AS PERFORMED BY YOUR FIRM AND BY YOUR SUBCONTRACTORS.

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

3. PROJECT MANAGEMENT APPROACH

- PROVIDE A DESCRIPTION OF THE COMPOSITION AND MANAGEMENT STRUCTURE OF YOUR FIRM. IDENTIFY THE FIRM'S ROLES AND RESPONSIBILITIES AND RELEVANT TECHNICAL EXPERTISE AND EXPERIENCE OF THE KEY MANAGEMENT PERSONNEL THAT WILL BE USED ON THIS PROJECT. PROVIDE A DESCRIPTION AND SEPARATE GRAPHIC ORGANIZATIONAL CHART COMPLETE WITH WORKING TITLES IDENTIFYING THE LINES OF AUTHORITY, RESPONSIBILITY AND COORDINATION BETWEEN YOUR FIRM AND YOUR SUBCONTRACTORS AND,
- DESCRIBE THE PROPOSED PROJECT SCHEDULE, QUALITY CONTROL PROGRAM, FINANCIAL RESOURCES, EQUIPMENT TO BE USED ON THIS PROJECT AND ITS CURRENT LOCATION, AND ANY OTHER INFORMATION OR RESOURCES THAT DEMONSTRATES YOUR FIRM'S COMPETENCY TO PERFORM THIS WORK

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

4. STAFFING PLAN

- PROVIDE A DETAILED STAFFING PLAN OF KEY MANAGEMENT PERSONNEL TO BE ASSIGNED TO THIS PROJECT FROM YOUR FIRM AND YOUR SUBCONTRACTORS AND IDENTIFY THE TIME COMMITMENTS AND ALL CURRENT OFFICE LOCATIONS.

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

5. SAFETY PLAN AND SAFETY RECORD

- DESCRIBE YOUR FIRM’S SAFETY PROGRAM AND PROVIDE YOUR FIRMS’ SAFETY RECORD OVER THE LAST TEN YEARS.

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

6. JOB STANDARDS

- DEMONSTRATE ON PAST PROJECTS EXAMPLES HOW A HIGH QUALITY OF WORKMANSHIP WAS ACHIEVED, AND INDUSTRY STANDARDS OF CARE WERE ACHIEVED AND,
- DESCRIBE THE FIRM’S METHOD OF PERSONNEL PROCUREMENT, EMPLOYMENT OF COLORADO WORKERS, WORK FORCE DEVELOPMENT AND LONG-TERM CAREER OPPORTUNITIES OF WORKERS AND,
- DESCRIBE THE FIRM’S AVAILABILITY OF TRAINING PROGRAMS, INCLUDING APPRENTICESHIPS APPROVED BY THE UNITED STATES DEPARTMENT OF LABOR AND,
- DESCRIBE THE BENEFITS PROVIDED TO WORKERS, INCLUDING HEALTHCARE AND DEFINED BENEFIT OR DEFINED CONTRIBUTION RETIREMENT BENEFITS, AND WHETHER THE FIRM PAYS INDUSTRY-STANDARD WAGES.

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

7. AVAILABILITY AND USE OF DOMESTICALLY PRODUCED GOODS

- DESCRIBE HOW YOUR FIRM INTENDS TO USE DOMESTICALLY PRODUCED IRON, STEEL, AND RELATED MANUFACTURED GOODS IN THIS PROJECT.

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

8. LOCAL PRESENCE

- DESCRIBE WHAT SERVICES UNDER THE CONTRACT OR ANY SUBCONTRACT WILL BE PERFORMED BY A CORTEZ OWNED BUSINESS, MONTEZUMA COUNTY OWNED BUSINESS, OR REGIONALLY OWNED BUSINESS

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

TOTAL SCORE:

\_\_\_\_\_

NOTES:

- WEIGHTS ARE TO BE ASSIGNED PRIOR TO EVALUATION AND ARE TO BE CONSISTENT ON ALL EVALUATION FORMS. USE ONLY WHOLE NUMBERS.
- RATING: 0 = NOT PROVIDED 1 = UNACCEPTABLE 2 = POOR 3 = FAIR 4 = GOOD 5 = EXCELLENT
- TOTAL SCORE INCLUDES THE SUM TOTAL OF ALL CRITERIA. NOTE: A PASSING SCORE (AS A PERCENTAGE OF THE TOTAL POINTS AVAILABLE) IS TO BE ESTABLISHED PRIOR TO EVALUATION.

# APPENDIX A1 QUALIFICATIONS AND PROPOSAL RANKING MATRIX

CITY OF CORTEZ 2026 SERVICE CENTER ROOF REPLACEMENT PROJECT

QUALIFICATIONS 40% / PROPOSAL COST 60%

FIRM	QUALS SCORE <sup>3</sup>	COST SCORE <sup>4</sup>	QUALS & BID SCORE <sup>5</sup>	RANK <sup>6</sup>	NOTES

NOTES:

1. INSERT TOTAL SCORE FROM EACH EVALUATOR'S SUBMITTAL REVIEW.
2. ADD ALL EVALUATORS' TOTAL SCORES AND DIVIDE BY THE NUMBER OF EVALUATORS TO DETERMINE THE AVERAGE SCORE FOR EACH FIRM'S QUALIFICATIONS.
3. THE MAXIMUM SCORE FOR QUALIFICATIONS ON THE EVALUATION FORM IS EQUIVALENT TO 40 POINTS AND IS EQUIVALENT TO THE MAXIMUM POINTS AVAILABLE FOR QUALIFICATIONS. THEREFORE, EACH FIRM'S SCORE IS DETERMINED AS A PERCENTAGE OF THE MAXIMUM POINTS AVAILABLE. TO SCORE EACH AVERAGE QUALIFICATION SCORE, USE THE EXAMPLE FORMULA.

ASSUME THE HIGHEST SCORE IS 600.

SCORING OF QUALIFICATIONS

FIRM B:  $\frac{600}{600} \times 40 \text{ POINTS} = 40 \text{ POINTS}$

FIRM C:  $\frac{500}{600} \times 40 \text{ POINTS} = 33.33 \text{ POINTS}$

FIRM A:  $\frac{400}{600} \times 40 \text{ POINTS} = 26.66 \text{ POINTS}$

4. DETERMINE SCORE FOR EACH FIRM'S SEALED BID WITH THE LOWEST FEE BEING EQUIVALENT TO A MAXIMUM SCORE OF 60 POINTS. TO SCORE EACH BID, USE THE EXAMPLE FORMULA.

ASSUME THE LOWEST BID WAS \$100,000.

SCORING OF BIDS

FIRM A:  $\frac{\$100,000}{\$100,000} \times 60 \text{ POINTS} = 60 \text{ POINTS}$

FIRM B:  $\frac{\$100,000}{\$125,000} \times 60 \text{ POINTS} = 48 \text{ POINTS}$

FIRM C:  $\frac{\$100,000}{\$150,000} \times 60 \text{ POINTS} = 39.99 \text{ POINTS}$

5. ADD THE AVERAGE QUALIFICATION SCORE TO THE BID SCORE TO DETERMINE CUMULATIVE QUALIFICATIONS AND FEE SCORE.
6. NUMERICALLY RANK ALL FIRMS WITH THE HIGHEST SCORING FIRM BEING THE MOST QUALIFIED AND ADVANTAGEOUS TO THE CITY.

## APPENDIX B SAMPLE CONSTRUCTION CONTRACT

### CONSTRUCTION AGREEMENT

THIS AGREEMENT (this “Agreement”), entered into effective the \_\_\_\_ day of \_\_\_\_\_, 2026 (the “Effective Date”), by and between THE CITY OF CORTEZ, COLORADO, a Colorado home-rule municipality, hereinafter referred to as the “City,” and \_\_\_\_\_, a \_\_\_\_\_ corporation insert the correct type of entity – limited liability company, corporation, etc., and state of registration, hereinafter referred to as the “Contractor.” The City and the Contractor may be referred to herein individually as a “Party,” and collectively as the “Parties.”

#### WITNESSETH:

In consideration of the mutual covenants and obligations herein expressed, it is agreed by and between the Parties as follows:

1. Contract Documents. The Contract Documents consist of this Agreement, the conditions of the Contract (General, Supplementary, and Other Conditions), the Drawings, the Specifications, all Addenda issued prior to and all modifications issued after execution of this Agreement. The foregoing documents form the Contract, and all are fully a part of the Contract as if attached to this Agreement.
2. Scope of the Work. The Contractor shall furnish all of the materials and perform all of the work shown on the drawings and described in the specifications for the project titled: 2025 Water Plant Roof Replacement Project (the “Project”). Work performed shall be of high quality, in compliance with general accepted standards of workmanship, and in conformity with the Contract Documents.
3. Time of Substantial Completion. The Contractor will commence the work required by the Contract Documents on the day indicated in the Notice to Proceed. The work to be performed pursuant to this Agreement shall be substantially completed, as that term is defined in the General Conditions, within **Ninety (90) calendar days** of the Contractor having received Notice to Proceed. Any extensions of the time limit set forth above must be agreed upon in writing by the Parties.
4. Liquidated Damages. It is specifically recognized by and between the Parties that the City will suffer certain unspecified damages in the event the Project is not completed within the time set forth above. In recognition of the difficulty of ascertaining the actual damages to be sustained by the City, the Parties agree that the assessment of liquidated damages shall be appropriate. In the event the Project is not completed within the specified time, there shall be assessed against the Contractor, and the Contractor hereby authorizes the City to retain from any moneys due the Contractor, the sum of **\$300.00** per day for each and every calendar day the Project remains unfinished.
- 5.
5. Contract Sum. The City certifies that funds have been appropriated and will pay to the Contractor such amounts in the manner and at such time as set forth by the Contract Documents. The City shall pay

the Contractor for the performance of the Contract, subject to additions and deletions provided therein, the sum of \_\_\_\_\_ (\$\_\_\_\_\_). Such sum shall be apportioned to each individual work item of the Contract. The total amount of the individual work items shall equal the total Contract amount. If the Time of Substantial Completion extends into more than one City budget year and the City has not appropriated the entire Contract Sum in the current budget year, the Contract becomes a multi-year financial obligation of the City and the City's obligation to pay any amount of the Contract Sum beyond what has been appropriated in the current budget year is contingent upon the availability of funds appropriated by the City Council for each fiscal year budget during the term of the Contract. State of Colorado laws prohibit the City from entering into contracts that contain a multi-year financial obligation without a non-appropriation clause, so any financial obligations in the Contract that extend beyond the end of the City's current fiscal year budget shall be subject to an annual budget appropriation for all funds to be expended during the then current fiscal year. Absent the necessary appropriation, the City may terminate the Contract immediately and shall only be obligated to pay the Contractor for work rendered to the date of termination.

6. Progress Payments. The City will make progress payments for the work included in the Contract based upon the percentage completion of the unit quantities actually installed for each work item of the Contract. The Contractor shall prepare an itemized statement indicating by unit quantities the amount of each item completed for that period. The Project Manager will review the progress payment request to verify the quantities indicated. The City shall retain at least FIVE percent (5%) of the amount of each payment until final completion and acceptance of all work covered by the Contract Documents.

7. Final Payment. Final payment shall be paid by the City to the Contractor forty-five (45) days after substantial completion of the work unless otherwise stipulated in the Notice of Substantial Completion, the date fixed for final settlement as legally published, provided the work has then been completed, the Contract fully performed, and a final certificate of payment has been issued by the Engineer.

8. Capital Project Management System. The services to be performed by the Contractor pursuant to this Agreement will be administered under the Capital Project Management System of the City. In order to ensure that the Project is consistent with its authorized scope, budget, and schedule, it will be necessary for the Contractor to submit certain reports to the City. The following reports are required:

A) Schedule of Work. The Contractor shall provide a schedule for the completion of all unit work items covered by the Contract. The schedule shall indicate the anticipated percentage completion of each unit work item for each month for the duration of the work. The initial schedule must be submitted to the City prior to processing of the first payment request. The schedule will be updated monthly thereafter and submitted with succeeding payment requests, which requests will not be processed in the absence of the updated schedules or work.

B) Estimated Schedule of Payments. The Contractor shall provide an estimated schedule of monthly payments as a percentage of the total contract sum for each month throughout the term of

the Contract. The estimated schedule of payments shall be submitted to the City before the first payment request will be processed.

C) Personnel Manpower List. The Contractor shall submit a listing of personnel required to complete each unit work item of the Contract. The personnel manpower list shall include position title, duties, and duration necessary on the job to complete the unit work items as specified in the Contract Documents. The manpower list shall be submitted to the City before the first payment request will be processed.

D) Cost Breakdown. The Contract sum shall be allocated among the various unit work items. For contracts which are bid on a unit price basis, said allocation is reflected in the bid documents. For contracts which are bid on a lump sum basis, the Contractor shall allocate the contract sum to the various unit work items. The total cost of the unit work items shall equal the contract sum and the cost allocation shall be submitted to the City before the first payment request will be processed. The failure to file any report required by this Agreement shall automatically suspend the processing of all payment requests.

9. City Representative and Engineer. The City hereby designates \_\_\_\_\_, City \_\_\_\_\_, as its project representative (\_\_\_\_\_), and authorizes this individual to make all necessary and proper decisions with reference to the Project. All Contract interpretations, Change Orders, and other requests for clarification or instruction shall be directed to the City representative, who shall be authorized to bind the City with respect to any decision made in accordance with the Capital Project Management Control System.

10. Change Orders. The City may order changes within the scope of the work without invalidating this Agreement. If such changes alter the amount due under the Contract Documents, or in the time required for the performance of the work, such alteration shall be approved by both Parties in writing on the Change Order. A Change Order that alters the scope of the work, but not the amount due or the time required, shall be approved by both Parties in writing. Such Change Orders shall be processed in accordance with the procedures specified in the City Capital Project Management System and in accordance with the City purchasing ordinance. The Contractor shall not proceed with any work covered by a proposed Change Order until they receive a properly executed Change Order form.

11. Governing Law, Jurisdiction and Dispute Resolution. This Agreement shall be governed by the laws of the State of Colorado, the Charter of the City of Cortez, and the Codes and Regulations of the City of Cortez. The Parties agree that jurisdiction and venue for any legal action arising from or out of the Contract shall be in the 22nd Judicial District, Montezuma County, Colorado, District Court, and that no mandatory arbitration or trial to a jury shall be allowed.

12. Termination/Default.

A) Termination. This Agreement may be terminated by either Party upon ten (10) days written notice should the other Party materially fail to perform in accordance with its terms, through no fault of the Party instituting the termination. This Agreement may be terminated by the City upon at least ten (10) days written notice to the Contractor in the event the Project is permanently abandoned by the City. In the event of termination not the fault of the Contractor, the Contractor shall be compensated for all services performed to termination date, together with reasonable expenses then due.

B) Default. Each and every term and condition of this Agreement shall be deemed to be a material element of this Agreement. Time is of the essence. In the event either Party should fail or refuse to perform according to the terms of this Agreement, they may be declared in default hereof. A Notice of Default shall be in writing and signed by the Party declaring the Contract to be in default. This letter shall include the special portion or portions of the Contract which are in default.

C) Remedies Upon Default. In the event a Party has been declared in default hereof, such defaulting Party shall be allowed a period of five (5) days within which to rectify said default. In the event the default remains uncorrected, the non-defaulting Party may elect to (1) terminate the Agreement and seek damages; (2) treat the Agreement as continuing and require specific performance; or (3) avail themselves of any other remedy at law or equity. If the Contractor defaults or neglects to carry out the work in accordance with this Agreement, the City may elect to make good such deficiencies and charge the Contractor therefore. In the event of any of the agreements herein by either Party which shall require the Party not in default to commence legal or equitable actions against the defaulting Party, the defaulting Party shall be liable to the non-defaulting Party for the non-defaulting Party's reasonable attorney fees and costs incurred because of the fault.

13. Assignment. It is understood that the City enters into this Agreement based on the special abilities of the Contractor and that this Agreement shall be considered as an agreement for personal services. Accordingly, the Contractor shall neither assign any responsibilities nor delegate any duties arising under this Agreement without the prior written consent of the City.

In WITNESS WHEREOF, the Parties have executed or caused to be executed by their duly-authorized officials this Agreement effective as of the Effective Date written above.

THE CITY OF CORTEZ, COLORADO:

\_\_\_\_\_  
By: Drew C. Sanders  
Title: City Manager

ATTEST:

\_\_\_\_\_  
By: Linda L. Smith  
Title: City Clerk

CONTRACTOR: \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative Signature

By: \_\_\_\_\_

Title: \_\_\_\_\_

# APPENDIX C COST PROPOSAL FORM



**City of Cortez**  
**General Services Department**  
**110 West Progress Circle**  
**Cortez, CO 81321**

## COST PROPOSAL FORM

Project No./Name: 2026 Service Center Roof Replacement Project

Offeror's Name: \_\_\_\_\_

Offeror's Address: \_\_\_\_\_

Offeror Acknowledges Receipt of Addenda Numbers: \_\_\_\_\_

Offeror Anticipates Services outside the United States or Colorado.\*  No  Yes  If Yes see 3A below

Offeror will comply with 80% Colorado Labor on project above \$500,000:  Yes  No  If No see 3B below

Offeror is a Service-Disabled Veteran Owned Small Business:\*  No  Yes  If Yes see 3C below

**Total Proposed Cost to Fulfill Section 2.3, Scope of Work:  
Remove and Replace Existing Roof** \$

**Total Proposed Cost to Fulfill Section 2.3, Scope of Work:  
Overlay of Existing Roof** \$

Offeror's Time of Completion

a. Time Period from Notice to Proceed to Substantial Completion: \_\_\_\_\_

b. Time Period from Substantial Completion to Final Acceptance: \_\_\_\_\_

c. Total Time of Completion of Entire Project (a + b): \_\_\_\_\_

**1. TOTAL COST:** Pursuant to the advertisement by the City of Cortez dated January 21, 2026, the undersigned offeror hereby proposes to furnish all the labor and materials and to perform all the work required for the complete and prompt execution of everything described or shown in or reasonably implied from the Request for Proposals, including the Drawings and Specifications, for the work and for the proposed cost indicated above. Offerors should include all taxes that are applicable.

**2. EXAMINATION OF DOCUMENTS AND SITE:** The offeror has carefully examined the Request for Proposals, including any Drawings and Specifications, and has examined the site of the Work, so as to make certain of the conditions at the site and to gain a clear understanding of the work to be done.

**3. PARTIES INTERESTED IN PROPOSAL:** The offeror hereby certifies that the only persons or parties interested in this proposal are those named herein, and that no other offeror or prospective offeror has given any information concerning this proposal.

**A.** If the offeror anticipates services under the contract or any subcontracts will be performed outside the United States or Colorado, the offeror shall provide in a written statement which must include, but need not be limited to the type of services that will be performed at a location outside the United States or Colorado and the reason why it is necessary or advantageous to go outside the United States or Colorado to perform such services. (Does not apply to any project that receives federal moneys) \*

**B.** For State Public Works projects per C.R.S. 8-17-101, Colorado labor shall be employed to perform at least 80% of the work. Colorado Labor means any person who is a resident of the state of Colorado at the time of the Public Works project. Offerors indicating that their bid proposal will not comply with the 80% Colorado Labor requirement are required to submit written justification along with the bid submission. (Does not apply to any project that receives federal moneys) \*

**C.** A Service-Disabled Veteran Owned Small Business (SDVOSB) per C.R.S. 24-103-211, means a business that is incorporated or organized in Colorado or maintains a place of business or has an office in Colorado and is officially registered and verified by the Center for Veteran Enterprise within the U.S. Department of Veteran Affairs. Attach proof of certification along with the bid submission. \*

**D.** Projects estimated to be \$1 million or more that do not receive federal funds are required to comply with the State Apprenticeship Utilization requirements C.R.S. 24-92-115

**E.** Projects estimated to be \$500,000 or more that do not receive federal funds are required to comply with the State Prevailing Wage requirements C.R.S. 24-92-201 through 210.

**4. PROPOSAL GUARANTEE:** This proposal is accompanied by the required Proposal Guarantee. Offerors shall provide a brief statement affirming that the proposal terms shall remain in effect for sixty (60) days following the date proposal submittals are due. Offerors are authorized to hold said Proposal Guarantee for a period of not more than sixty (60) days after the opening of the proposals for the work above indicated, unless the undersigned offeror is awarded the Contract, within said period, in which event the City may retain said Proposal Guarantee, until the undersigned offeror has executed the required Agreement and furnished the required Performance Bond, Labor and Material Payment Bond, and Insurance Policy.

**5. TIME OF COMPLETION:** The offeror agrees to achieve Substantial Completion of the Project from the date of the Notice to Proceed within the number of calendar days entered above, and in addition, further agrees that the period between Substantial Completion and Final Acceptance of the Project will not exceed the number of calendar days noted above. If awarded the Work, the offeror agrees to begin performance within ten (10) days from the date of the Notice to Proceed subject to Article 46, Time of Completion and Liquidated Damages of the General Conditions of the Contract, and agrees to prosecute the Work with due diligence to completion. The offeror represents that Article 7D of the Contractor's Agreement (SC-6.21) has been reviewed to determine the type and amount of any liquidated damages that may be specified for this contract.

**6. EXECUTION OF DOCUMENTS:** The offeror understands that if this proposal is accepted, offeror must execute the required Agreement and furnish the required Performance Bond, Labor and Material Payment Bond, Insurance Policy and Certificates of Insurance within ten (10) days from the date of the Notice of Award, and that the offeror will be required to sign to acknowledge and accept the Contract Documents, including the contents of the Request for Proposals.

**7. SUBMIT WAGE RAGES** (direct labor costs) for prime contractor and subcontractor as requested by the institution/agency in the solicitation documents.

**8.** The right is reserved to waive informalities and to reject any and all Proposals.

**SIGNATURES:** If the Proposal is being submitted by a Corporation, the Proposal shall be signed by an officer, i.e., President or Vice-President. If a sole proprietorship or a partnership is submitting the Proposal, the Proposal shall so indicate and be properly signed.

Dated this \_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_

THE OFFEROR:

---

Company Name

---

Address (including city, state and zip)

---

Name (Print) and Title

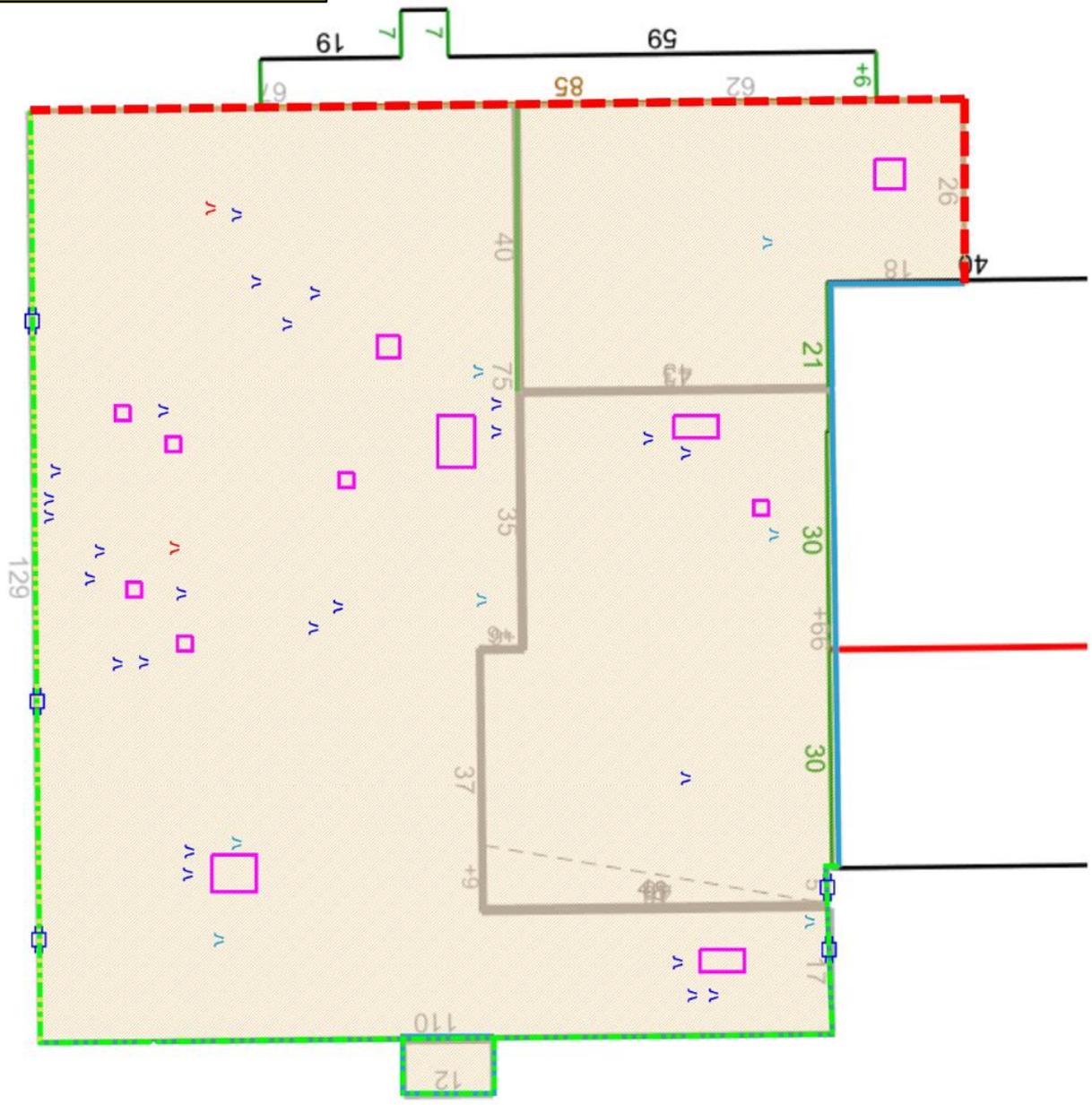
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Signature

**APPENDIX D ROOF DIMENSIONS AND PICTURES**



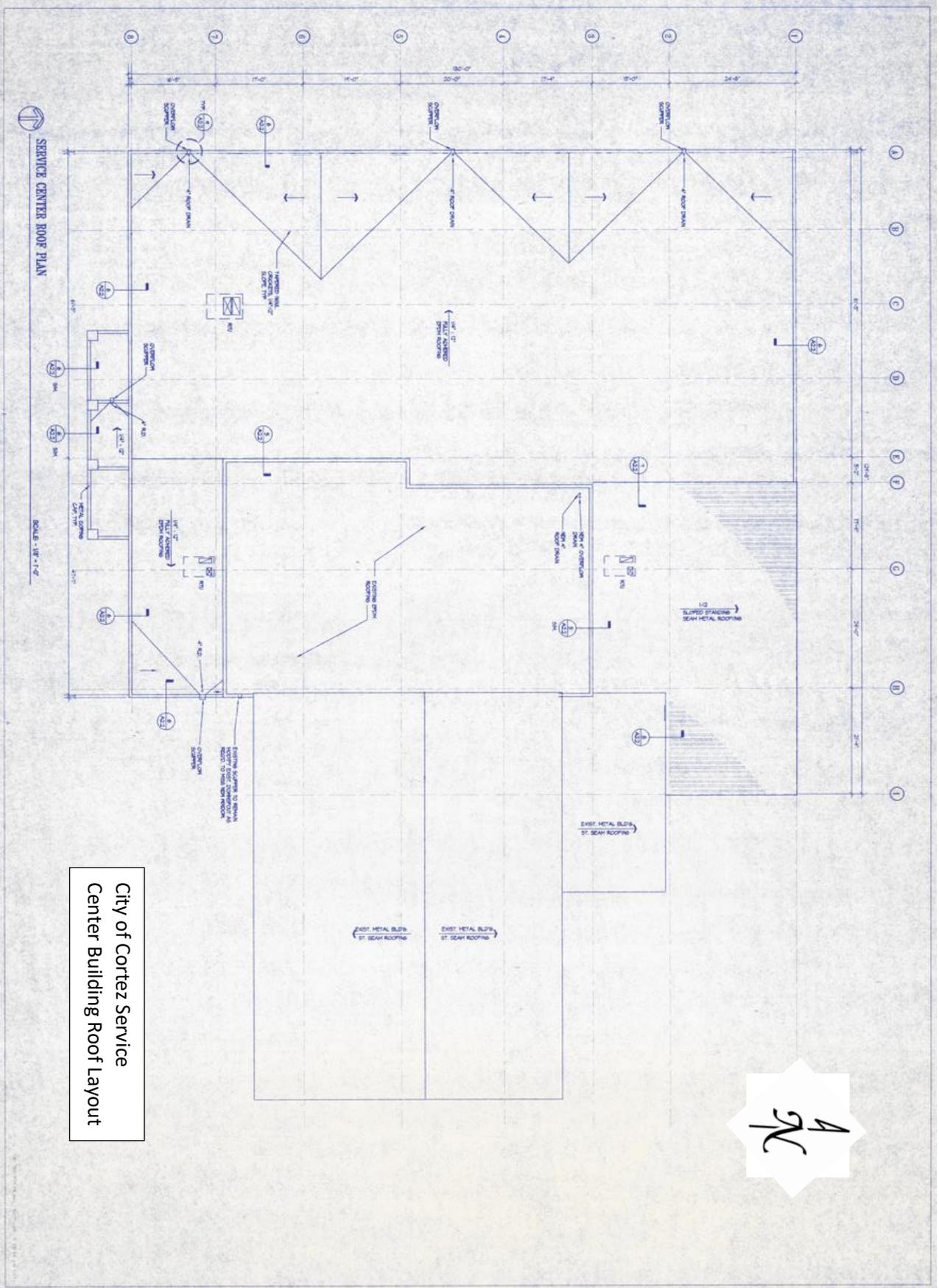
**Service Center Building –  
Dimensions and Existing Structures**



\*All measurements in feet

Legend	Pitch	Description	SF	LF	EA
		Mule-Hide Mechanically Fastened TPO	15,625.83	573.84	12.00
		Wall Flashing 18"	0.00	144.12	6.00
		Wall Flashing 36"	0.00	138.31	3.00
		Wall Flashing 48"	0.00	132.48	2.00
		Wall Flashing 72"	0.00	41.07	1.00
		Curb Flashing 18"	0.00	166.01	48.00
		TPO Premolded Pipe Boots	0.00	0.00	7.00
		TPO Premolded Split Boots	0.00	0.00	2.00
		TPO Field Fabricated Pipe Seals	0.00	0.00	26.00
		Scupper Flashing	0.00	0.00	5.00
		Coping Cap - Shop Fab	0.00	300.06	7.00
		Drip Edge - Pre-FAb	0.00	158.93	2.00
		General Conditions - Labor & Misc	0.00	0.00	1.00
		General Conditions - Subcontractors	0.00	0.00	1.00
		General Conditions - Equipment	0.00	0.00	1.00

Table 1. Key shown for the roof schematic (above) of dimensions and existing structures.



City of Cortez Service Center Building Roof Layout



Sheet	1 of 1
Scale	AS SHOWN
Project	110 Progress Circle
Client	CITY OF CORTEZ
Architect	R.M. Bell & Associates, Inc.
Engineer	R.M. Bell & Associates, Inc.
Interior Designer	
MEP Engineer	
Structural Engineer	
Electrical Engineer	
Plumbing Engineer	
Sanitary Engineer	
Other	

A Design-Build Addition for:  
**CITY OF CORTEZ SERVICE CENTER**  
 110 Progress Circle  
 Cortez, Colorado

THIS PLAN AND ALL INFORMATION CONTAINED HEREIN ARE THE PROPERTY OF R.M. BELL & ASSOCIATES, INC. AND ARE TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. ANY REUSE OR MODIFICATION OF THIS PLAN WITHOUT THE WRITTEN CONSENT OF R.M. BELL & ASSOCIATES, INC. IS STRICTLY PROHIBITED.

**R.M. Bell & Associates, Inc.**  
 Architecture • Engineering • Planning • Landscape Architecture  
 100 E. 2nd Avenue  
 Cortez, CO 81301  
 970-241-0000  
 Fax: 970-241-9000  
 www.rm-bell.com





Figure 1. Membrane is unsecured from RTU curb.



Figure 2. Membrane indicates seam failure near edge.



Figure 3. Improved flashed needed for penetration.



Figure 4. Failing corner patch on edge of scupper.



Figure 5. Failing patch indicated from inspection.



Figure 6. Circular Drain shown with patch and debris.



Figure 6. EPDM shown with indications of rippling and bubbling from entrance awning section.



Figure 7. Seam repair job showing indications of weathering and water pooling.

**APPENDIX E PERFORMANCE BOND**

STATE OF COLORADO

COUNTY OF MONTEZUMA

KNOW ALL MEN BY THESE PRESENTS, that \_\_\_\_\_, hereinafter called the Principal, and \_\_\_\_\_, a corporation duly organized under the laws of the State of Colorado, AND AUTHORIZED TO TRANSACT BUSINESS WITHIN THE STATE OF COLORADO, hereinafter called the Surety, are held and firmly bound unto the City of Cortez, hereinafter called the Owner, and unto all persons, firms and corporations who may furnish materials for, or perform labor upon the improvements hereinafter referred to in the sum of \_\_\_\_\_ Dollars, (\$ \_\_\_\_\_) in lawful money of the United States, to be paid to the order of the Owner, for payment of which sum will and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal entered into a certain Agreement with the Owner, dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A.D., a copy of which is hereto attached and made a part hereof for the performance of: \_\_\_\_\_

NOW THEREFORE, if the Principal shall will, truly and faithfully perform and fulfill all the duties, obligations, undertakings, covenants, terms, conditions, and agreements of this contract, and any extensions thereof which may be granted by the Owner, with or without notice to the Surety, and during the life of any warranty required under such contract, and shall fully indemnify and save harmless the Owner from all costs and damages which it may suffer by reason or failure to do so, and shall reimburse and repay the Owner all outlay and expense which the Owner may incur in making good any default, including cost for additional legal fees or engineering services, and shall promptly make payment to all persons, firms, subcontractors, and corporations furnishing materials, equipment and cost of rentals for or performing labor in the prosecution of the work provided for in such contract, and any authorized extension or modification thereof, then this obligation shall be void; otherwise, as to remain in full force and effect.

PROVIDED FURTHER, that if any legal action be filed upon this bond, venue shall lie in the 22<sup>nd</sup> Judicial District, District Court, Montezuma County, State of Colorado. The Surety, for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to the work to be performed thereunder or the specifications accompanying the same shall in any way affect its obligation on this bond, and it does hereby waive notice of such change, extension of time, or alteration of the specifications.

PROVIDED FURTHER, that no final settlement between the Owner and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in \_\_\_\_\_ counterparts, each one of which shall be deemed an original, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A.D.

PRINCIPAL \_\_\_\_\_ (seal)

By \_\_\_\_\_ Attest \_\_\_\_\_

Title \_\_\_\_\_ Title \_\_\_\_\_

SURETY \_\_\_\_\_ (seal)

By \_\_\_\_\_ Attest \_\_\_\_\_

Title \_\_\_\_\_ Title \_\_\_\_\_

**APPENDIX F PAYMENT BOND**

KNOW ALL MEN BY THESE PRESENTS, THAT \_\_\_\_\_, as Principal, and \_\_\_\_\_, a corporation organized and existing under and by virtue of the laws of the State of Colorado, AND AUTHORIZED TO TRANSACT BUSINESS WITHIN THE STATE OF COLORADO, as Surety, are held and firmly bound unto the City of Cortez, hereinafter called the Owner, in the penal sum of \_\_\_\_\_ DOLLARS, lawful money of the United States, for the payment of which, will and truly to be made, the said Principal and the said Surety, bind themselves and each of their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents, as follows:

The condition of the above obligation is such that:

WHEREAS, the above bounded principal has heretofore on the \_\_\_\_ day of \_\_\_\_\_, 2025, entered into a written contract, a copy of which is by reference made a part hereof, with the City of Cortez for the construction of the \_\_\_\_\_ said work of construction to be done according to the requirements of said Contract.

NOW, THEREFORE, if the Principal shall promptly make payment to all persons, firms, SUBCONTRACTORS, and corporations furnishing materials for or performing labor in the prosecution of the work provided for in such Contract, and any authorized extension or modification thereof, including all amounts due for materials, lubricants, oil, gasoline, coal and coke, repairs on machinery, equipment and tools, consumed or used in connection with the construction of such WORK, and all insurance premiums on said WORK, and for all labor, performed in such WORK whether by SUBCONTRACTOR or otherwise, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED FURTHER, that if any legal action be filed upon this BOND, venue shall lie in Montezuma County, State of Colorado. The said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or to the WORK to be performed thereunder or the SPECIFICATIONS accompanying the same shall in any way effect its obligation on this BOND, and it does hereby waive notice of any such change, extension of time, alteration or addition to terms of the Contract or to the WORK or to the SPECIFICATIONS.

PROVIDED FURTHER, that no final settlement between the Owner and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in \_\_\_\_\_ counterparts, each one of which shall be deemed an original, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Principal (Contractor)

ATTEST/WITNESS:

\_\_\_\_\_  
Surety

By \_\_\_\_\_  
(SEAL)

By \_\_\_\_\_  
(Its Attorney-In-Fact)

APPROVED:

\_\_\_\_\_  
Owner

By \_\_\_\_\_

NOTE: Date of Bond must not be prior to date of Contract. If Contractor is Partnership, all partners shall execute Bond.

# APPENDIX G BID BOND

STATE OF COLORADO  
COUNTY OF MONTEZUMA

KNOW ALL MEN BY THESE PRESENTS, THAT \_\_\_\_\_, hereinafter called the Principal, and \_\_\_\_\_, a corporation duly organized under the laws of the State of \_\_\_\_\_, hereinafter called the Surety, are held and firmly bound unto the City of Cortez, Colorado, hereinafter called the Obligee, in the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) for the payment of which sum will and truly to be made, the said Principal and Surety bind ourselves, our heirs, executors, administrators, successors, and assigns, the condition of the above obligation is such that whereas the Obligee has submitted to a certain bid, attached hereto and hereby made a part hereof to enter into a contract in writing, for the \_\_\_\_\_, jointly and severally, firmly by these presents:

NOW THEREFORE,

- (a) If said Bid shall be rejected, or in the alternate,
- (b) If said Bid shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said Bid) and shall furnish a bond for their faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said Bid,

that this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Owner may accept such Bid; and said Surety does hereby waive notice of any such extension.

If the Obligee shall accept the bid of the Principal and the Principal shall enter into a contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or contract documents with good and sufficient surety for the faithful performance of such contract documents with good and sufficient surety for the faithful performance of such contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

SIGNED AND SEALED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A.D.

PRINCIPAL \_\_\_\_\_ (seal)

By \_\_\_\_\_ Attest \_\_\_\_\_

Title \_\_\_\_\_ Title \_\_\_\_\_

SURETY \_\_\_\_\_ (seal)

By \_\_\_\_\_ Attest \_\_\_\_\_

Title \_\_\_\_\_ Title \_\_\_\_\_

## **APPENDIX H LOCAL VENDOR PREFERENCE**

### **Adopted by Cortez City Council Resolution No. 14, Series 2021**

The City of Cortez supports the procurement of goods and services locally.

The Cortez City Council adopted the “Local Vendor Preference” for the procurement of goods and services on June 8, 2021, as stated below:

- Business located within the City Limits = 2.5% Vendor Preference
- Business located in Montezuma County not in City Limits = 2.0% Vendor Preference
- Total amount of preference is not to exceed \$25,000.
- In-City and County-preference cannot be combined.

“Local Vendor” is determined by:

- An established business located within the City of Cortez City limits shall be eligible for the 2.5% preference.
- An established business located within the boundaries of Montezuma County shall be eligible for the 2.0% preference.
- A business outside the City Limits or County boundaries with a sales representative who works out of his home within the City or County limits does not qualify for preference.
- Goods and services procured with the aid of grant funding and/or Federal or State of Colorado funds.

The City local vendor preference shall defer to the procurement rules of the grant or funding entity.

**APPENDIX I GENERAL PICTURES OF EXISTING ROOF**



Figure 7. Tapered insulation crickets used for water diversion.



Figure 8. Roof section sloping toward North.



Figure 9. Flat roof section shown with several patches and roof top units.



Figure 10. Roof top drain with indications of pooling in corner section.



Figure 11. Several roof patches on roof center edge section shown next to water diversion section.



Figure 12. Several roof top units housed on higher level of EPDM roof.