



**Request for Proposals (RFP) for San Miguel County
Floor Replacement at 39571 CO-145, Norwood**

Request for proposal issued: 2/12/26

Responses due: 3/6/26

333 W. Colorado Avenue

P.O. Box 1170

Telluride, CO 81435

1. Request for Proposal

Through this Request for Proposal (RFP) opportunity, San Miguel County wishes to select an experienced, and insured flooring contractor to improve the interior appearance of one of the County's employee housing units located in Norwood, CO. For more information on our organization, please visit our website at www.sanmiguelcountyco.gov.

2. Background

San Miguel County offers Employee Housing Units for rent to qualified employees. This program is intended to help our employees find affordable options for living within San Miguel County. This unit was occupied for the last 6 years and is in need of various renovations. Prior to the flooring being installed we will perform various repairs and renovations to the walls, doors, windows, ceilings and cabinetry.

3. Scope of Work and Deliverables

1. Contractor shall provide all materials, labor, tools and related services for the project.
2. Contractor will assist designated SMC staff with the selection of flooring products, including the provision of sample flooring. A minimum of one sample piece of the flooring product offered by the contractor must be supplied with the proposal submission.
 - a. Desired Product Specifications:
 - a. Residential grade laminate wood flooring. Living room, hallway, 3 bedrooms (approximately 1000 sq ft)
 - i. Scratch Resistant
 - ii. 7 mm minimum thickness
 - b. Ceramic or Porcelain floor tile. Mudroom, 1 bathroom (approximately 100 sq ft)
 - i. Waterproof
 - ii. Scratch Resistant
 - iii. Slip Resistant
3. Contractor shall prepare existing floors to receive new flooring, including removing all debris and filling/leveling any large cracks, holes, or unevenness to ensure proper installation on a clean and level surface, and in compliance with manufacturer's recommendations and warranty terms.
4. Contractor shall comply with the manufacturer's instructions and recommendations for all flooring products and installation materials, including pulling planks from various boxes to ensure esthetically pleasing color variation and professional appearance.
5. Cutting shall be done in accordance with the manufacturer's recommendations, using the tools designed for the flooring being installed.

6. Contractor shall procure and install new wood base molding throughout the identified project area, after interior painting is complete.
7. Contractor shall remove and haul away old flooring and any debris, and return the area to move in ready level of cleanliness upon completion of the job. Contractor will have to supply their own means of hauling the debris. Use of the County's dumpster will not be permitted.
8. Contractor shall use care in protecting the interior of the home when performing the work. Contractor shall repair or be responsible for the cost to repair damage incurred in the process of performing the required services.
9. Contractor shall be responsible for the security of his or her equipment and materials.

4. Milestone Proposed Dates

- RFP Issued 2/12/26
- Site Visits 2/19/26 & 2/25/26 11AM Mountain time (24 hour prior notification of intent to visit)
- Proposal Due 3/6/26 5:00PM Mountain Time
- Notification of Selection (Tentative) 3/10/26
- Contract (Tentative) 3/13/26
- Project Kickoff (TBD)
- Project completion 4/30/26

All dates are subject to change at the discretion of the County.

5. Inquiries

24 Hour Notification for the site visit is mandatory. Inquiries or questions on the contents and requirements of the RFP will be accepted in written electronic form only. Inquiries can be emailed to the attention of: Greg Pollio to Gregp@sanmiguelcountyco.gov using the subject line "39571 Flooring Project".

Substantive requests for information received may be responded to in writing by the County in the form of an addendum to this RFP and sent to all recipients of the RFP.

6. Proposal Requirements

"Proposals must include clear descriptions of the contractor's capabilities to perform the requirements of the RFP, including the following:

1. **Transmittal Letter.** This short letter should outline the Contractor's ability to provide the scope of services requested. Please describe the company, including: name, address, number of years in business, and primary contact. This letter must be signed by an officer who is authorized to bind the Consultant and state that the proposal is binding for 90 days from the submission deadline for proposals.

2. **Staff Experience.** Include a brief description of each key staff member assigned to a typical project. Identify any sub-consultants proposed to serve on the project as well.
3. **Sample Projects.** Include up to three (3) sample projects, including tasks and deliverables provided to the owner that are similar to what the County seeks. Include a brief description of the project, owner contact information, and project cost.
4. **Exceptions.** Please include a statement regarding exceptions. If no exceptions are included, the County expects the Consultant will be able to sign the County's contract and provide the required insurance and indemnification.
5. **Fee Estimate.** Please submit a fee estimate for the total project cost for requested Scope of Work and Deliverables, including each of the tasks outlined in the scope of work and the total number of hours expected. Also, provide a menu of pricing for scenarios and strategies.
6. **Signatory Requirements.** The Transmittal Letter must be signed by the contractor's representative who is empowered with signatory authority for the company. The form may be accompanied by a Corporate Resolution."

8. Proposal Submission

The proposals must be submitted by 3/6/26 5:00PM Mountain Time. Late proposals will not be accepted. It is the Consultant's responsibility to see that the Proposal is received at the proper time. The County is not responsible for delayed deliveries due to connectivity problems. The time the proposal is logged as received in the County's email system shall determine the official time received. Please submit an electronic copy of the proposal to the attention of: Greg Pollio to Gregp@sanmiguelcountyco.gov with subject heading "39571 Flooring Project."

9. Agreement for Services

The contractor shall review and execute the Independent Contractor Agreement contract prior to beginning work. Upon award, this contract will define the project, the term and services to be performed. This is a legal-binding document between the contractor and San Miguel County. A draft Independent Contractor Agreement is attached for your review.

10. Selection Procedure and Evaluation Criteria

"The County will have a Selection Committee for the evaluation and ranking of proposals. The County may conduct interviews if determined necessary after review of the proposals. The top three (3) ranked companies based upon the proposals (and interviews if held) will be given the opportunity to execute a professional services agreement with the County. If an agreement regarding scope and fee is not reached within a reasonable period, the County may pursue negotiations with the next-ranked firm or reissue the RFP altogether. The Proposals will be evaluated and rated based on the factors listed below."

11. Evaluation Criteria and Max Points

1. Company qualifications and capacity **20 points**
2. Qualification and experience of key personnel **20 points**
3. Availability of the contractor to complete the project on time or before the deadline **20 points**
4. Cost, approach and scheduling of the tasks required **30 points**

12. Bidding Documents

RFP packages may be obtained by accessing the details on the San Miguel County website <https://www.sanmiguelcountyco.gov/Bids.aspx> or contacting Greg Pollio at the Fleet and Facilities Department.

13. San Miguel County Contact Information

Please contact for any questions:

Greg Pollio, Manager, Fleet and Facilities

San Miguel County

333 West Colorado Avenue, 3rd Floor

Telluride, CO 81435

Office phone: 970-369-5424

Gregp@sanmiguelcountyco.gov

14. Attachments

Photos















