



FACILITIES MAINTENANCE

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REQUEST FOR PROPOSAL

2026 SOUTH BRANCH LIBRARY 'REFRESH' PROJECT – CABINETRY COMPONENT

**PORPOSAL DUE: 5/18/2026
no later than 2:00 PM**

REQUEST FOR PROPOSALS

PRE-PROPOSAL MEETING All interested proposers are encouraged to attend the pre-proposal meeting on Monday, May 11, 2026, at 11:00 AM MST/MDT. The meeting will be held onsite at the South Branch Library, located at 103 S Harris Street, Breckenridge, Colorado 80424.

PROPOSALS for Summit County Government will be received no later than 2:00 PM MST May 18, 2026. Proposals are to be emailed to daniel.gietzen@summitcountyco.gov

Proposals will be opened and recorded on Wednesday, May 19th 2026 at 9:00 AM MST in the Summit County Commons Capital Project Manager's Office (#224), 37 Peak One Drive, Frisco, CO 80443.

Any questions regarding this Request for Proposal should be directed to Dan Gietzen via email to: daniel.gietzen@summitcountyco.gov. The deadline for submitting questions is 5pm MST, Wednesday, May 13, 2026.

All interested proposers are invited to submit a proposal in accordance with the terms and conditions stated in this Request for Proposal.

SUMMIT COUNTY

Dan Gietzen

**DAN GIETZEN
CAPITAL PROJECTS MANAGER
SUMMIT COUNTY GOVERNMENT**

REQUEST FOR PROPOSALS
for
2026 South Branch Library “Refresh” Project
Posted on April 3, 2026

Proposals Due:

May 18, 2026 by 2:00 PM MST/MDT

Overview

Summit County Government (“County”) is soliciting bids from qualified contractors to provide services for the following: See **Exhibit A - Scope of Work**.

RFP documents availability

Copies of the RFP are available at www.summitcountyco.gov/how_do_i/apply_for/bid_postings.php or by requesting them from Dan Gietzen at Daniel.gietzen@summitcountyco.gov

Scope of Services

Contractor shall furnish all labor, transportation, and incidentals necessary to perform remodeling services in designated library rooms.

Work shall be completed as set forth in a contract for this project to be negotiated with the County \ based upon the contractor’s written proposal.

Date and time of service

Service will be performed on a regular daily schedule (Monday through Friday) to be agreed upon prior to contract and in accordance with the timeframes described in **Exhibit A – Scope of Work**. Potential schedule should be included in contractor's written proposal.

Indemnification and Insurance

Contractor shall indemnify and hold harmless the County from and against all claims, damages, losses, and expenses arising out of or resulting from acts or omissions of the Contractor, Contractor’s sub-contractors or otherwise arising out of the performance of services by Contractor. No later than seven (7) days following the execution of an Independent Contractor Agreement between the County and Contractor, the Contractor shall provide the County with certificates of insurance evidencing the types and amounts of insurance specified below:

- a. Worker’s Compensation and Employer’s Liability:
 - i. Worker’s Compensation must be maintained with the statutory limits.
 - ii. Employer’s liability is required for minimum limits of:
 - \$1,000,000 Each Accident
 - \$500,000 Disease Policy
 - \$1,000,000 Disease Each Employee
- b. Commercial General Liability:
 - i. \$1,000,000 Each Occurrence
 - ii. \$2,000,000 General Aggregate
 - iii. \$2,000,000 Products Completed Operations Aggregate
- c. Automobile Liability: Contractor will maintain business auto liability coverage covering liability arising out of any auto (including owned, hired and non-owned autos) used in the performance of services under this Agreement.

i. \$1,000,000 Combined Single Limit Each Accident

Insurance coverage shall not be reduced below the limits described above or cancelled without the County’s written approval of such reduction or cancellation. Certificates of such insurance, of agents and subcontractors, shall be provided to the County upon request. With regard to all insurance, such insurance shall:

- Be primary insurance to the full limits of liability herein before stated and, should County have other valid insurance, County insurance shall be excess insurance only; and
- Not cancelled without thirty (30) days prior written notice to the County.

Proposal Format

Costs for performing services outlined in this request for proposals shall be clearly stated to allow the County to effectively evaluate each proposal. Potential daily schedule of services should also be included.

Refinements and Improvements

Applicants should feel free during the proposal submission process to provide any suggestions or comments that might be advantageous for the County to consider in terms of any efficiencies, issues or processes. The County is not committed to any single scenario, but efficiency of resources and minimizing impacts are critical in completing this work.

The following pages contain the RFP instructions and owners’ requirements.

Part I - ADMINISTRATIVE INFORMATION

A. Issuing Officer

This Request for Proposals (“RFP”) is issued by Dan Gietzen, Capital Projects Manager. For questions, please contact Dan Gietzen at Daniel.gietzen@summitcountyco.gov

B. Purpose

This RFP provides prospective contractors with sufficient information to prepare and submit proposals for consideration by the County. To be considered responsive, each proposal must provide for completion of the tasks outlined in the RFP.

C. Scope

This RFP contains the instructions governing the proposals to be submitted and the materials to be included therein. These are mandatory requirements that must be met to be eligible for consideration.

D. Scheduling

Proposals must be submitted via email to Daniel.gietzen@summitcountyco.gov, Capital Projects Manager by **May 18, 2026** no later than **2:00 PM MST/MDT**. The proposal should outline the schedule for commencement of service.

Schedule:

Request for proposals advertised	4/24/26 and 5/1/26
Pre-proposal meeting	5/11/26 at 11:00 am at 103 S Harris St, Breckenridge
Deadline for asking questions	5/13/26, 5:00 pm
Replies to questions issued	5/15/26, 5:00 pm
Proposals submittal deadline	5/18/26 no later than 2:00 pm
Opening of proposals	5/19/26 at 9:00 am
Contract Award	End of May, tentatively
Project work period	August 2026. 30-day completion, full project scope

E. Inquiries and Questions

Prospective applicants are welcome to make inquiries and ask questions concerning the RFP to obtain clarification of any requirements or schedule a site visit to the properties. Direct all inquiries to:

Dan Gietzen
Capital Projects Manager
970-668-4289

Daniel.gietzen@summitcountyco.gov

F. Instructions for Submission of Proposals

It is imperative, when submitting a proposal, that the outside of the submission email be addressed as follows and with appropriate text in the email subject line and text in the top few lines of the body of the email:

Email Address:

Daniel.gietzen@summitcountyco.gov

Subject Line Text:

<Vendor's Name> - Proposal for: 2026 South Branch Library 'Refresh' Project – Cabinetry Component

Body Text:

ATTN: Daniel Gietzen, Capital Projects Manager

Proposal for: 2026 South Branch Library 'Refresh' Project – Cabinetry Component.

1. Contractor's company name
2. Contact name and phone number

G. Late Proposals

It is the responsibility of each proposer submitting a proposal to ensure that emailed proposals arrive by 2:00pm MST on May 18, 2026

H. Proprietary Information

Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself.

I. Response Material Ownership

All materials submitted regarding this RFP become the property of the County and will only be returned at the County's option.

J. Incurring Costs

The County is not liable for any costs incurred by those who have submitted proposals prior to issuance of a signed contract.

K. Acceptance of Proposal Content

The contents from the selected contractor's proposal will become contractual obligations if a subsequent agreement is reached. Failure of the successful contractor to accept these obligations may result in cancellation of the award and such contractor may be removed from future solicitations.

L. Acceptance Time

The County intends to make a proposal selection within 45 business days after the closing date for receipt of proposals.

M. Budget

Costs for performing services must be included in the proposals and should be clearly stated to allow the County to effectively evaluate each proposal.

PART II – PROPOSAL CONTENT

The proposal submitted must clearly address the requirements outlined in the RFP. Any concerns that the contractor may have about meeting these requirements shall be specifically identified in the proposal.

Scope of Work

Provide an outline of the contractor's understanding of the project. Summarize the basic approach to providing the services, and any recommendations on improving efficiencies in the process.

Qualifications

Contractor shall furnish a summary of experience on similar projects and be prepared to provide examples. Include a brief description of past and current projects. Each summary shall include a brief project description and name, address and phone number of a local contact person involved in the project. The statement of qualifications should also provide a summary of contractor's ability to successfully complete the requirements of this RFP. The statement of qualification shall be brief but shall include at a minimum the following:

1. Description of similar projects
2. Capabilities (including equipment) and staff

PART III – PROPOSAL EVALUATION AND SELECTION

The County intends to engage the most qualified contractor available for this assignment while minimizing the costs to the County. Responsiveness to the RFP will be a principle basis for evaluation. Proposals shall provide a straightforward and concise presentation adequate to satisfy the requirements of the RFP. The proposal should clearly express the contractor's understanding of the County's specific requirements, indicating the contractor's qualifications to conduct this service in a thorough and efficient manner.

Failure to disclose a conflict of interest is a misdemeanor criminal offense under Colorado Law. Such conflict may arise if any public official exercises any substantial discretionary function in connection with a government contract, purchase, payment or other pecuniary transaction without necessary disclosures as defined by Colorado Revised Statutes (C.R.S.) Section 18-8-308 as amended.

Selection Process.

1. The County reserves the right to reject any and all proposals, to consider alternatives, to waive irregularities and to re-solicit proposals.
2. The County reserves the right to conduct such investigations of, and discussions with, those who have submitted proposals ("Proponents") or other entities as it deems necessary to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.
3. All proposals submitted must be valid for a minimum period of ninety (90) days after the date of the proposal opening. Each Proponent must submit with the proposal a list of all subcontractors, independent contractors or sub-consultants employed or proposed to be employed by the Proponent in the performance of the contract.

4. Selection of a contractor will be made at the sole discretion of the County. The County may consider the following criteria when evaluating proposals that includes but is not limited to:
 - a. Cost;
 - b. The reputation, experience and efficiency of the Proponent;
 - c. The ability of the Proponent to perform the contract or provide the goods and services within the time specified;
 - d. The comparative quality of the goods and services bid;
 - e. The Proponent's performance under previous contracts with Summit County;
 - f. The number and scope of conditions attached to the proposal;
 - g. The Proponent's interest in the project, as well as their understanding of the project scope and the specific requirements of Summit County; and
 - h. The application of all of the above criteria to any sub-consultants, subcontractors or products to be utilized by the Proponent.
5. Contract negotiations will take place with the most qualified contractor. The County reserves the right to incorporate specific contract provisions into the Proponent's standard contract if the County's standard contract cannot be used. Such provisions include but are not limited to insurance and indemnification provisions and governmental immunity provisions. If a contract cannot be negotiated, the negotiations will be terminated in writing and negotiations will begin with the next most qualified contractor.