

**Request for Proposals
Koshio Park Shade Sails
Number: FTL2026-027**

I. PURPOSE OF REQUEST

Notice is hereby issued by the City of Fort Lupton seeking proposals from qualified vendors to supply the Parks and Recreation Department 3 shade sails for Koshio Park. This initiative aims to enhance the park’s amenities, aligning with the departments mission to provide quality recreational facilities for its residents.

II. PROJECT DESCRIPTION

The City of Fort Lupton Parks and Recreation Department is looking to three (3) USA Shade – Orion shade sails as part of the Koshio Park renovation project.

III. TIME SCHEDULE

The City ’s proposed time schedule is listed below:

Issue RFP to Firms	June 15, 2026
Questions due to Owner	June 19, 2026 5:00PM MST
Response to Questions	June 23, 2026 5:00PM MST
RFP Submittal due to Owner	June 26, 2026 2:00PM MST
Notice of Award	July 7, 2026

IV. INSTRUCTIONS TO CONSULTING FIRMS

1. Questions concerning the information contained herein should be directed to the following individual:

Doug Cook
203 South Harrison Avenue
Fort Lupton, CO 80621
720.466.6162
dcook@fortluptonco.gov

2. Proposals should be delivered electronically by email to Bids@fortluptonco.gov or mailed with a thumb drive to the City of Fort Lupton, Attn: Finance Department – Fort Lupton Municipal Building Project, 130 S. McKinley Avenue, Fort Lupton, Colorado 80621. Proposals shall be clearly marked as “Fort Lupton Koshio Park Shade Sails” on the outside of the envelope. Only proposals received at the above location by June 26, 2026 2:00PM MST will be considered. **Faxed proposals will not be accepted.** A statement declaring that “I waive my right to a sealed submittal” must be added to the email.

3. Applicants must sign and date the submittal.

4. The City of Fort Lupton reserves the right to accept or reject, any or all submittals, and select the consulting firm that is deemed to be in the Owner's best interest.

5. The essential information requested here is to be provided in full in applicant's preferred format. Consulting firms will be limited to 30 pages.

V. RFP APPLICANT QUALIFICATIONS, STATEMENTS, PROPOSAL

- 1) Proposer shall submit a shipment timeline of dates and schedule for delivery.
- 2) Identify the main point of contact.
- 3) Bid Form – Exhibit A

VI. SCOPE OF PRODUCT

Minimum and desired requirements are listed below.

1. USA Shade – Orion
 - Quantity – 3
 - Model # 229.1 Orion
 - Size: 23'x14'
 - Roof: Shadesure Fabric Shade
 - Frame Finish: Powder coated
 - Number of Columns: 2
 - Minimum Clearance Height: 8'
 - Footing type: Drilled Pier
 - Mounting Type: Recessed base plate

VII. LEGAL REQUIREMENTS

A. Verification of Information:

Applicants are hereby notified that the City of Fort Lupton will rely on the accuracy and completeness of all information provided in making its selection. As such, Applicants are urged to carefully review all information provided to ensure clarity, accuracy, and completeness of such information. As the City deems necessary and appropriate in its sole discretion, City reserves the right to make any inquiries or other follow up required to verify the information provided. The City reserves the right to select any or reject any and all submissions in their best interest.

B. Disclosure of Information:

All submissions and other materials provided or produced pursuant to this RFP may be subject to the Colorado Open Records Law, CRS 24-72-201 ET. Seq. As such, Applicants are urged to review these disclosure requirements and any other exceptions to disclosure of information furnished by another party and, prior to submission to the City, appropriately identify materials, which are not subject to disclosure. In the event of a request by the City for disclosure of such information, the City shall advise the

Applicant of such request to give the Applicant an opportunity to object to the disclosure of designated confidential materials furnished to the City.

C. Discrimination in Employment:

In connection with the performance of work on this project, the selected Service Provider agrees not to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability; and the Service Provider further agrees to insert the foregoing provision in all subcontracts hereunder.

D. Applicable Laws:

This selection process and the performance of any selected shall be subject to, governed by and construed in accordance with applicable Federal Laws, the laws of the State of Colorado and the Charter, and other applicable regulations as the same may be amended from time to time.

E. Cost of Developing Proposal:

Any costs associated with developing proposals is the sole responsibility of the Service Provider. The City assumes no liability for any costs incurred throughout the entire selection process.

F. Qualification/Proposal Ownership:

All qualifications, including attachments, supplementary materials, sketches, etc. shall become the property of the City and will not be returned to the applicant.

G. Addenda:

As the City may require, addenda may be issued to supplement this RFP. Applicants will be responsible for all such information issued by this method.

H. Contract

The successful firm will be required to enter into a written contract with the City in a form acceptable to the City.

I. Employment Eligibility

In accordance with CRS 8-17.5-101 &102, contractor certifies at the time of this certification:

1. That the contractor does not knowingly employ or contract with an illegal alien who will perform work under the public contract for services, and
2. That the contractor will participate in the E-Verify program or the Department Program in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the public contract for services.

3. That the contractor will otherwise comply with provisions and procedures identified in CRS 8-17.5-101 &102.

Candidates will provide affirmation that, if issued the contract, the firm will within a time prescribed by the City execute the required agreement and furnish required insurance policies and certificates of insurance.

Thank you for your time and effort in responding to this RFP.

Exhibit A - BID FORM
City of Fort Lupton Koshio Park Shade Sails

USA Shade - Orion	\$ _____
<ul style="list-style-type: none">• Quantity – 3• Model # 229.1 Orion• Size: 23'x14'• Roof: Shadesure Fabric Shade• Frame Finish: Powder coated• Number of Columns: 2• Minimum Clearance Height: 8'• Footing type: Drilled Pier• Mounting Type: Recessed base plate• Hardware included	
Engineering by licensed engineer	\$ _____
Shipping	\$ _____
Total	\$ _____