



Adams County Finance Department  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, Colorado 80601

## REQUEST FOR PROPOSAL COVER SHEET

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RFP Issue Date: July 15, 2026

RFP Number: RFP-RZA-2026.570

RFP Title: SHERIFF'S OFFICE UNIFORMS

RFP Questions Due: July 27, 2026, 2:00 p.m. MST

Proposal will be received until: August 10, 2026, 5:00 p.m. MST

Proposals will be received at: <https://www.bidnetdirect.com/colorado/adams-county>

For additional information please contact: Rebekah Zamora-Arroyo  
Contract Specialist II

Email Address: [rzamora-arroyo@adamscountyco.gov](mailto:rzamora-arroyo@adamscountyco.gov)

Documents included in this package:

- Proposal Instructions
- General Terms and Conditions
- Scope of Work (SOW)/ Specifications
- Pricing Form
- Submission Check List
- Contractor's Statement
- Reference Form
- Term of Acceptance Form
- Appendix A – Sample Agreement



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Purchasing Division  
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Brighton, Colorado 80601

## REQUEST FOR PROPOSAL PROPOSAL INSTRUCTIONS

1. The Adams County Board of County Commissioners by and through its Purchasing Division of the Finance Department is accepting proposals for Sheriff's Office Uniforms. **The County intends to award Agreements to multiple firms.**
2. SUBMISSION OF PROPOSALS: The proposal must be received before the due date and time as specified in this solicitation. Adams County will only accept electronic submittals. Proposals can be submitted at <https://www.bidnetdirect.com/colorado/adams-county>.
3. All documents related to this RFP will be posted on the Bidnet System at: <https://www.bidnetdirect.com/colorado/adams-county>
  - 3.1. Interested parties must register with this service to receive these documents.
4. TERM OF AGREEMENT: This is a three-year agreement with the option of two one-year renewals.
  - 4.1. OPTION TO RENEW FOR TWO-ONE-YEAR RENEWALS. Continuation of the Agreement beyond the initial period is a County prerogative and not a right of the Contractor. This prerogative will be exercised only when such continuation is clearly in the best interest of the County and upon budget approval.
5. **CONTRACTUAL OBLIGATIONS**
  - 5.1. The successful Contractor will be required to sign an Agreement substantially similar to the Agreement form in Appendix A. The County reserves the right to add or delete provisions to the form prior to Agreement execution.
  - 5.2. Issuance of this solicitation does not commit the County to award any Agreement or to procure or Agreement for any equipment, materials or services.
  - 5.3. If a formal Agreement is required, the Contractor agrees and understands that a Notice of Award does not constitute an Agreement or create a property interest of any nature until an Agreement is signed by the Awardee and the Board of County Commissioners and/or their authorized designee.
  - 5.4. Contractor is responsible for reviewing the form Agreement and understanding the terms and conditions contained therein, including, but not limited to, insurance

requirements, indemnification, equal opportunity, non-appropriation, and termination.

5.5. Contractor's Response must state its willingness to enter into the form Agreement or Contractor shall identify and include any proposed revisions they have for the form Agreement. Any proposed revisions made by the Contractor after the County Notice of Intent to Award the Solicitation may be grounds for rescinding said Notice. The identification of willingness to enter into the standard Agreement is for general purposes at this time, but is part of the evaluation process and must be included. There may be negotiations on a project-by-project basis that provide further clarification.

5.6. Incorrect Pricing/Invoicing. As part of any award resulting from this process, Contractor(s) will discount all transactions as agreed. In the event the County discovers, through its Agreement monitoring process or formal audit process, that material or services were priced/invoiced incorrectly, Contractor(s) agree to promptly refund all overpayments and to pay all reasonable audit expenses incurred as a result of the non-compliance.

5.7. The County may, during the term of the Agreement and any extensions, request additional work at other locations throughout Adams County by the successful Contractor.

6. **METHOD OF AWARD** - It is the intent of the County to award an Agreement to the Contractor who provides the best value for Adams County.

6.1. Evaluation criteria, other than costs, are evaluated first. After rating the written Responses, costs are then considered against trade-offs such as satisfaction of requirements in the Solicitation, qualifications and financial condition of the Contractor, risk and incentives.

6.2. If it is in the best interest of the County, the Evaluation Committee may invite a limited number of Contractors to provide an oral presentation.

The County reserves the right to conduct negotiations with Contractors and to accept revisions of Responses. During this negotiation period, the County will not disclose any information derived from Responses submitted, or from discussions with other Contractors. Once an award is made, the Solicitation file and the Responses contained therein are in the public record.

7. Questions which arise during the Response preparation period regarding issues around this Solicitation, purchasing and/or award should be directed, via e-mail, to name and email stated within this solicitation. The Contractor submitting the question(s) shall be responsible for ensuring the question(s) is received by the County by the date listed above in the schedule of activities for submitting the question(s) regardless of the method of delivery.

8. Any official interpretation of this RFP must be made by an agent of the County's Purchasing Division who is authorized to act on behalf of the County. The County shall not be responsible for interpretations offered by employees of the County who are not agents of the County's Purchasing Division.

9. COOPERATIVE PURCHASING: Adams County encourages cooperative purchasing in an effort to assist other agencies to reduce their cost of bidding and to make better use of taxpayer dollars through volume purchasing. Contractor(s) may, at their discretion, agree to extend the prices and/or terms of the resulting award to other state or local government agencies, school districts, or political subdivisions in the event they would have a need for the same product/service. Usage by any entity shall not have a negative impact on Adams County in the current term or in any future terms.
10. The Contractor(s) must deal directly with any governmental agency concerning the placement of purchase orders/agreements, freight/delivery charges, Contractual disputes, invoices, and payments. Adams County shall not be liable for any costs or damages incurred by any other entity.
11. BUDGET: Budget will not be disclosed.
12. DEBARMENT: By submitting this proposal, the Contractor warrants and certifies they are eligible to submit a proposal because their company and/or subcontract(s) is/are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a transaction by any Federal, State, or local department or agency.
13. TARIFFS:
- 13.1. Suppliers requesting price increases due to tariff changes must provide detailed cost breakdowns, including the original tariff rates and the new imposed rates, supplier invoices, and other supporting documentation. The County reserves the right to audit supplier records to verify tariff-related costs. Any unverified or excessive increases shall not be accepted.
- 13.2. Should tariffs be reduced or removed during the contract term, the contractor shall pass the cost savings on to the County through an equivalent price reduction. The contractor must notify the County within 30 days of any tariff reduction and submit revised pricing accordingly.

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## REQUEST FOR PROPOSAL GENERAL TERMS AND CONDITIONS

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1. **APPLICABILITY:** These General Terms and Conditions apply, but are not limited, to all bids, proposals, qualifications and quotations (hereinafter referred to as "Proposal" or "Response") made to Adams County (hereinafter referred to as "County") by all prospective Contractors, Contractors, bidders, firms, companies, publishers, consultants, or suppliers (herein after referred to as "Contractor" or "Contractors") in response, but not limited, to all Invitations to Bid, Requests for Proposals, Requests for Qualifications, and Requests for Quotations (hereinafter referred to as "Solicitation" or "Solicitations").
2. **CONTENTS OF PROPOSAL**
  - 2.1. **GENERAL CONDITIONS:** Contractors are required to submit their Proposals in accordance with the following expressed conditions:
    - 2.1.1. Contractors shall make all investigations necessary to thoroughly inform themselves regarding the plant and facilities affected by the delivery of materials and equipment as required by the conditions of the Solicitation. No plea of ignorance by the Contractor of conditions that exist or that may hereafter exist will be accepted as the basis for varying the requirements of the County or the compensation to the Contractor.
    - 2.1.2. Contractors are advised that all County Solicitations and Agreements are subject to all requirements contained in the County's Purchasing Division's Policies and state and federal statutes. When conflicts occur, the highest authority will prevail.
    - 2.1.3. Contractors are required to state exactly what they intend to furnish to the County in their Proposal and must indicate any variances to the terms, conditions, and specifications of this Solicitation no matter how slight. If variations are not stated in a Contractor's Proposal, it shall be construed that the Contractor's Proposal fully complies with all conditions identified in this Solicitation.
3. **Equal Opportunity:** The County intends and expects that the Contracting processes of the County and its Contractors provide equal opportunity without regard to gender, race, ethnicity, religion, age or disability and that its Contractors make available equal opportunities to the extent third parties are engaged to provide goods and services to the County as Subcontractors, Contractors, or otherwise. Accordingly, the Contractor shall not discriminate on any of the foregoing grounds in the performance of any

Agreement awarded to the Contractor, and shall make available equal opportunities to the extent third parties are engaged to provide goods and services in connection with performance of the Agreement. If submitting a joint venture proposal, or a proposal involving a partnership arrangement, articles of partnership stating each partner's responsibilities shall be furnished and submitted with the Response.

4. **Colorado Open Records Act:** All documentation submitted in response to this solicitation will become the property of Adams County. All documentation maintained or kept by Adams County shall be subject to the Colorado Open Records Act. C.R.S. 24-72-201 *et. seq.* ("CORA"). Accordingly, respondents are discouraged from providing information that they consider confidential, privileged, and/or trade secrets as part of a response to this solicitation. Any portions of submissions that are reasonably considered confidential should be clearly marked as such. The County does not guarantee the confidentiality of any record(s).

Careful consideration should be given before submitting confidential information to the County. The Colorado Open Records Act permits public scrutiny of most materials collected in this solicitation process.

## 5. CLARIFICATION AND MODIFICATIONS IN TERMS AND CONDITIONS

- 5.1. Where there appears to be variances or conflicts between the General Terms and Conditions, any Special Terms and Conditions and the Scope of Work/Specifications outlined in this Solicitation, the Scope of Work/Specifications, and then the Special Terms and Conditions, will prevail.

- 5.1.1. If any Contractor contemplating submitting a Proposal under this Solicitation is in doubt as to the true meaning of the Scope of Work or any other portion of the Solicitation, the Contractor must submit a **written request** via email for clarification to the Point of Contact listed on the first page of this Solicitation. The Contractor submitting the request shall be responsible for ensuring that the request is received by the County prior to the deadline for submitting questions.

- 5.1.2. The County shall issue a written addendum if substantial changes which impact the technical submission of Proposals are required. A copy of such addenda will be available at the Bidnet System website. In the event of conflict with the original Solicitation documents, addenda shall supersede to the extent specified. Subsequent addenda shall supersede prior addenda only to the extent specified.

- 5.1.3. **ADDENDA: CONTRACTOR IS RESPONSIBLE FOR OBTAINING AND ACKNOWLEDGING ALL SUBSEQUENT ADDENDA VIA THE ROCKY MOUNTAIN E-PURCHASING SYSTEM (BIDNET). FAILURE TO SUBMIT ANY AND ALL SUBSEQUENT ADDENDUM/ADDENDA MAY DEEM THE CONTRACTOR NON-RESPONSIVE. EACH AND EVERY ADDENDUM TO BE SEPARATELY ACKNOWLEDGED.**

## 5.2. PRICES CONTAINED IN PROPOSAL-DISCOUNTS, TAXES, COLLUSION

- 5.2.1. Contractor agrees to hold submitted prices up to 120 days after bid due date.
- 5.2.2. Contractors may offer a cash discount for prompt payment. Discounts will be considered in determining the lowest net cost for the evaluation of Proposals; discounts for periods of less than twenty days, however, will not be considered in making an award. If no prompt payment discount is being offered, the Contractor shall enter a zero (0) for the percentage discount to indicate net thirty days. If the Contractor does not enter a percentage discount, it is hereby understood and agreed that the payment terms shall be net thirty days, effective on the date that the County receives an accurate invoice or accepts the products, whichever is the later date. Payment is deemed to be made on the date of the mailing of the check.
- 5.2.3. Contractors shall not include federal, state, or local excise or sales taxes in prices offered, as the County is exempt from payment of such taxes.
  - 5.2.3.1. Federal Identification Number: 84-6000732
  - 5.2.3.2. State of Colorado Tax Exempt Number: 98-03569

## **6. SIGNING PROPOSAL**

- 6.1. Contractor, by affixing its signature to this Solicitation, certifies that its Proposal is made without previous understanding, agreement, or connection either with any persons, firms or corporations making a Proposal for the same items, or with the County. The Contractor also certifies that its Proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. To insure integrity of the County's public procurement process, all Contractors are hereby placed on notice that any and all Contractors who falsify the certifications required in conjunction with this section will be prosecuted to the fullest extent of the law.

## **7. PREPARATION AND SUBMISSION OF PROPOSAL**

### **7.1. PREPARATION**

- 7.1.1. The Proposal must be typed or legibly printed in ink. All corrections made by the Contractor must be initialed by the authorized agent of the Contractor.
- 7.1.2. Proposals must contain the signature of an authorized agent of the Contractor in the space provided on the Contractor's Statement page. The Contractor's Statement of this Solicitation must be included in Proposal response. If the Contractor's authorized agent fails to sign and return the original Contractor's Statement page of the Solicitation, its Proposal may be considered invalid.
- 7.1.3. Alternate Proposals will not be considered unless expressly permitted in the Scope of Work.

- 7.1.4. The accuracy of the Proposal is the sole responsibility of the Contractor. No changes in the Proposal shall be allowed after the date and time that submission of the Proposals is due.

## **7.2. SUBMISSION**

- 7.2.1. The Proposal shall be submitted via the Bidnet Direct System. The County's Pricing Form, which is attached to this Solicitation, must be used when the Contractor is submitting its Proposal. The Contractor shall not alter this form (e.g. add or modify categories for posting prices offered) unless expressly permitted in the Solicitation or in an addendum duly issued by the County. Only proposals received by the Purchasing Division of the Finance Department will be accepted; proposals submitted telephone, email, or facsimile machines are not acceptable.
- 7.2.2. Failure to provide any requested information may result in the rejection of the Proposal as non-responsive.
- 7.2.3. Proposal must be submitted in the format supplied and/or described by the County. Failure to submit in the format provided may be cause for rejection of the proposal. Proposals must be furnished exclusive of taxes.
- 7.2.5 Contractor is responsible for ensuring their Proposal is received by the Purchasing Division prior to the deadline outlined in the solicitation regardless of the method of delivery. Contractors, which qualify their Proposal by requiring alternate Contractual terms and conditions as a stipulation for Agreement award, must include such alternate terms and conditions in their Response. The County reserves the right to declare a Contractor's Proposal as non-responsive if any of these alternate terms and conditions is in conflict with the County's terms and conditions, or if they are not in the best interests of the County.

## **8. LATE PROPOSALS**

- 8.1. Proposals received after the date and time set for the opening shall be considered non-responsive and may be returned unopened to the Contractor.
- 8.2. Allow ample time to upload your proposals. The County assumes no responsibility for any IT related issues that occur.
- 8.3. The County assumes no responsibility for a Proposal being either opened early or improperly routed if not submitted into the Bidnet System properly.

## **9. MODIFICATION AND WITHDRAWAL OF PROPOSALS**

- 9.1. MODIFICATIONS TO PROPOSALS. Proposals may only be modified in the form of a written notice on Contractor letterhead and must be received prior to the time and date set for the Proposals to be opened. If more than one modification is submitted, the modification bearing the latest date of receipt by the County's Purchasing Division will be considered the valid modification.



9.2. **WITHDRAWAL OF PROPOSALS.** Proposals may be withdrawn in the form of a written notice on Contractor letterhead and must be received prior to the time and date set for the opening of Proposals. Any withdrawal of a Proposal submitted to Adams County Purchasing Division must contain the Contractor's name and contact information.

9.2.1. Proposals may not be withdrawn after the time and date set for the opening for a period of ninety calendar days. If a Proposal is withdrawn by the Contractor during this ninety-day period, the County may, at its option, suspend the Contractor and may not accept any Proposal from the Contractor for a six-month period following the withdrawal.

## **10. REJECTION OF PROPOSALS**

10.1. **REJECTION OF PROPOSALS.** The County may, at its sole and absolute discretion:

10.1.1. Reject any and all, or parts of any or all, Proposals submitted by prospective Contractors;

10.1.2. Re-advertise this Solicitation;

10.1.3. Postpone or cancel the process;

10.1.4. Waive any irregularities in the Proposals received in conjunction with this Solicitation; and/or

10.2. **REJECTION OF A PARTICULAR PROPOSAL.** In addition to any reason identified above, the County may reject a Proposal under any of the following conditions:

10.2.1. The Contractor misstates or conceals any material fact in its Proposal;

10.2.2. The Contractor's Proposal does not strictly conform to the law or the requirements of the Solicitation;

10.2.3. The Proposal expressly requires or implies a conditional award that conflicts with the method of award stipulated in the Solicitation;

10.2.4. The Proposal does not include documents, including, but not limited to, certificates, licenses, and/or samples, which are required for submission with the Proposal in accordance with the Solicitation; and/or

10.2.5. The Proposal has not been executed by the Contractor through an authorized signature on the Contractor's Statement.

10.3. The County reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals.

## **11. ELIMINATION FROM CONSIDERATION**

- 11.1. A Proposal may not be accepted from, nor any Agreement be awarded to, any person or firm which is in arrears to the County upon any debt or Agreement or which is a defaulter as surety or otherwise upon any obligation to the County.
- 11.2. A Proposal may not be accepted from, nor any Agreement awarded to, any person or firm who has failed to perform faithfully any previous Agreement with the County or other governmental entity, for a minimum period of three years after the previous Agreement was terminated for cause.
- 11.3. Any communications in regards to this RFP must go through the Adams County Purchasing Division only. Any contact with other County personnel or County Contractors may be cause for disqualification.
- 11.4. No damages shall be recoverable by any challenger as a result of the determinations listed in this Section or decisions by the County.
- 11.5. The Board of County Commissioners may rescind the award of any proposal within one week thereof or at its next regularly scheduled meeting; whichever is later, when the public interest will be served thereby.

**12. QUALIFICATIONS OF CONTRACTOR:** The County may make such investigations as deemed necessary to determine the ability of the Contractor to perform work, and the Contractor shall furnish all information and data for this purpose as the County requests. Such information includes, but is not limited to: current/maximum bonding capabilities, current licensing information, audited financial statements, history of the firm on assessments of liquidated damages, Agreements cancelled prior to completion and/or lawsuits and/or pending lawsuits against the firm and/or its principals. The County reserves the right to reject any Proposal if the evidence submitted by, or investigation of, such Contractor fails to satisfy the County that such Contractor is properly qualified to carry out the obligations of the Agreement and to complete the work contemplated therein. Conditional Proposals will not be accepted.

**13. AWARD OF SOLICITATION:** The County shall award this Solicitation to the successful Contractor through the issuance of a Notice of Intent to Award. All Contractors that participated in the Solicitation process will be notified of Contractor selection. No services or goods shall be provided, and no compensation shall be paid, until and unless an Agreement has been signed by an authorized representative of the County and the Contractor.

**14.** Contractor confirms that the work performed under this Agreement shall fully conform with the State of Colorado Office of Information Technology Technical Standard TS-OEA-02 which requires that web content and applications meet the Web Content Accessibility Guidelines ("WCAG") 2.1 level A and AA published by the World Wide Web Consortium ("W3C")



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## REQUEST FOR PROPOSAL PROPOSAL SUBMITTAL

### 1. INTRODUCTION

The Adams County Sheriff's Office is requesting bids to provide uniforms to personnel at the best overall value. This will include pricing, availability, and conformity.

The Response Format detailed below is intended to ensure consistency in format and content in the proposal prepared by the Consultant. The submittal must be clear and concise in the recommended format, and it should provide the County with an understanding of the Consultant's ability to provide the requested services.

### 2. RESPONSE FORMAT

- 2.1. Failure to provide required information in the provided format may deem your submittal non-responsive.
- 2.2. Submissions via Bidnet (<https://www.bidnetdirect.com/colorado/adams-county>) is required.
- 2.3. The Proposal shall be combined into a single PDF document, and should contain the following:
  - 2.3.1. Cover Letter/Executive Summary (1 page limit)
  - 2.3.2. Table of Contents – *Optional*
  - 2.3.3. Vendor/Firm Information
  - 2.3.4. Firm Capability and Assigned Personnel
  - 2.3.5. Project understanding and Approach
  - 2.3.6. Additional information
  - 2.3.7. Contractor's Statement (Signature required)
  - 2.3.8. Reference Form (you may use your own or the one provided)
  - 2.3.9. Pricing Form/Rate Sheet. Pricing (forms and rates) must be provided as a separate PDF document in a separate envelope. There must not be any pricing information within the Proposal document.
  - 2.3.10. Your firm's W-9

### 3. QUALIFICATIONS AND PROJECT APPROACH:

- 3.1.1. **Cover Letter / Executive Summary**-should include:
  - 3.1.1.1. The name and number of the RFP to which you are responding.
  - 3.1.1.2. Interest in the project.

- 3.1.1.3. Brief summation of the Proposal. Highlight points that show your firm is qualified for this engagement.

**3.1.2. Vendor/Firm Information**

- 3.1.2.1. Describe your firm's business and background
- 3.1.2.2. Number of years in the business
- 3.1.2.3. Details about ownership
- 3.1.2.4. An overview of services offered and qualifications
- 3.1.2.5. Size of the firm
- 3.1.2.6. Location(s) of offices. If multiple, please identify which will be the primary for our account.
- 3.1.2.7. Primary contact information for the company including contact name(s) and title(s), mailing address(s), phone number(s), and email address(s).

**3.1.3. Firm Capability and Assigned Personnel**

- 3.1.3.1. Provide a detailed narrative of technical disciplines, capabilities and /or production facilities. include any options that may be beneficial for the County to consider.
- 3.1.3.2. Identify the key staff who will be involved in the project and their responsibilities. Include the following:
  - 3.1.3.2.1. Qualifications and relevant individual experience of Consultant and Subconsultant team members.
  - 3.1.3.2.2. Unique knowledge of team members related to the project.
  - 3.1.3.2.3. What position they will serve on the team.
  - 3.1.3.2.4. Resumes of Key Personnel
- 3.1.3.3. Any other items you deem important.

**3.1.4. References and Past Performance**

- 3.1.4.1. Present information regarding how the team's qualifications and experience, and performance have proved successful on similar projects
- 3.1.4.2. Provide references (current contact name, current telephone number and email address) from at least three similar projects with similar requirements that have been completed within the past five (5) years and that have involved the staff proposed to work on this project. Provide a description of the work performed and the project cost. \*The Proposer authorizes County to verify any and all information contained in the Consultant's submittal from references contained herein and hereby releases all those concerned providing information as a reference from any liability in connection with any information they give.
- 3.1.4.3. Provide any substantiated complaints against the firm in the last 3 years and any outstanding litigation.

**3.1.5. Understanding of the Project and Project Approach:**

3.1.5.1. Project Concept and Approach

3.1.5.1.1. Demonstrate a clear and concise understanding of the project based on the Scope of Work provided.

3.1.5.1.2. Briefly describe the plans of the project team to achieve the project goals and objective.

3.1.5.2. Schedule

3.1.5.2.1. Provide a proposed schedule that show's the team's plan in detail and indicates the total amount of time anticipated to complete the project.

3.1.5.2.2. Describe how the project will be managed to meet the established schedule.

3.1.5.3. Project Management

3.1.5.3.1. List the names of staff members and what part of the project they are responsible for. These items may include cost control and quality control.

**3.2. Additional Information**

3.2.1. Provide any information that distinguishes your firm from your competition and any additional information applicable to this RFP that might be valuable in assessing Vendor's proposal.

**DETAILED SCOPE/SPECIFICATION/BACKGROUND**

**Adams County Sheriff's Office is accepting bids for all personnel uniform needs. Attachment A has each item currently utilized and will need response for each. The Vendor will need to provide these items specific to manufacturer, model, and color. The vendor should be located within a 30-mile radius of the Denver Metro Area for fittings and measurements when applicable (items may include but are not limited to: Class A shirts and pants, vests and outer carriers, softshell jackets and pullovers). Vendor will need to provide order process options, delivery methods, and turnaround times. Standard holsters, leather gear, duty shirts, Class A shirts and pants & PDU pants need to be on hand. Acceptable waiting times for special order items and embroidery are 2-3 weeks and for patches 4-6 weeks.**

**EVALUATION CRITERIA:**

- a. Firm Capability and Key Personnel: May include overall experience, key personnel experience and qualifications, adequate staff, and evidence of teamwork.

- b. Understanding of the Project and Project Approach: Located within acceptable radius, ability for onsite fittings and measurements, clear indication of item availability, and order/delivery methods.
- c. References and Past Experience: May include past experience the County has had and the References
- d. Fee Proposal: Will include the fee proposal – attachment A

**Interview / Oral Presentation (if required):** May include any and all items identified in the Evaluations List above.

Official documents located at: [www.bidnetdirect.com](http://www.bidnetdirect.com)



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**REQUEST FOR PROPOSAL  
PRICING FORM: 2026.570**

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**COMPANY NAME:** \_\_\_\_\_

SEE ATTACHMENT A SPREADSHEET

Official documents located at: [www.bidnetdirect.com](http://www.bidnetdirect.com)



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## REQUEST FOR PROPOSAL SUBMISSION CHECK LIST

|                                                                                                                                                                                               |     |    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| Does your Proposal comply with all the terms and conditions of this Solicitation? If no, indicate exceptions.                                                                                 | YES | NO |
| Does your Proposal provide proposed revisions to the attached Sample Agreement and identified on the Term of Acceptance Form?                                                                 | YES | NO |
| Does your Proposal meet or exceed all specifications, including minimum service requirements? If no, indicate exceptions.                                                                     | YES | NO |
| Requirements met and response included?                                                                                                                                                       | YES | NO |
| Is your W-9 included?                                                                                                                                                                         | YES | NO |
| May other governmental entity avail itself of this Agreement and purchase any and all items specified?                                                                                        | YES | NO |
| Have all the addendums been acknowledged and enclosed?                                                                                                                                        | YES | NO |
| Has a duly authorized agent of the contractor signed the Contractor's Statement?                                                                                                              | YES | NO |
| Is pricing form enclosed in a separate document?                                                                                                                                              | YES | NO |
| Has your firm or your sub-contractors ever received a Notice to Cure, Reprimand Letter, Cancel Agreement Notice, or Cancel Purchase Order Notice from Adams County?<br>If so, please explain. | YES | NO |
| Are the requested Bonds included if applicable?                                                                                                                                               | YES | NO |

Please Enter the contact information of the officer signing the Agreement:

|               |  |
|---------------|--|
| Printed Name  |  |
| Title         |  |
| Phone Number  |  |
| Email Address |  |





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## REQUEST FOR PROPOSAL CONTRACTOR'S STATEMENT

Pursuant to 2 C.F.R. Part 200 Subpart C 200.213, Contractor certifies that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency, and has read and fully understand all the conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said conditions as stated or implied. In consideration of the above statement, the following Proposal is hereby submitted.

If any of the documents listed on the cover page are missing from this package, contact Adams County Purchasing. If you require additional information, call the Purchasing Division contact person.

The undersigned hereby affirms that (1) he/she is a duly authorized agent of the Contractor, (2) he/she has read all terms and conditions and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her Proposal, (3) the Proposal is being submitted on behalf of the Contractor in accordance with any terms and conditions set forth in this Solicitation, and (4) the Contractor will accept any awards made to it as a result of the Proposal submitted herein for a minimum of 120 calendar days following the date of submission.

WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF

Addenda (list all): \_\_\_\_\_

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
County

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email



Adams County Finance Department  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, Colorado 80601

## REQUEST FOR PROPOSAL REFERENCE FORM

Contractors shall furnish the names, contact information (e-mail and telephone number) of a minimum of three (3) firms or government organizations for which the Contractor has provided similar projects:

**Company Name**

---

Reference Name

---

Reference Contact info

---

Project Name /Description

---

---

---

Value

\$

---

**Company Name**

---

Reference Name

---

Reference Contact info

---

Project Name /Description

---

---

---

Value

\$

---

**Company Name**

---

Reference Name

---

Reference Contact info

---

Project Name /Description

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---

---

Value

\$

---



Adams County Finance Department  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL  
TERM OF ACCEPTANCE FORM**

Request for Proposal # \_\_\_\_\_

I, on behalf of the Contractor identified below, hereby certify that I have read a copy of the sample Agreement attached to the RFP and understand the terms and provisions contained in that Agreement. I further hereby certify that it is the Contractor's intent to comply with each and every term and provision contained in the sample Agreement and propose no modifications to the sample Agreement except as follows:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

I understand that the modification stated above, if any, are offered for discussion purposes only and that Adams County reserves the right to accept, reject or further negotiate any and all proposed modification to the sample Agreement. The county will not consider any modifications to the Agreement not disclosed in the proposal.

Contractor Name \_\_\_\_\_

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

Printed Name \_\_\_\_\_

Title \_\_\_\_\_



Adams County Finance Department  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL  
APPENDIX A  
SAMPLE AGREEMENT FOR SERVICES**

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I. The Sample Agreement for Services is included in this solicitation for informational and reference purposes only.

SAMPLE