



522 2nd Ave,  
PO Box 367,  
Hugo, Colorado  
80821

**Request for Proposal (RFP)**  
**Town Hall Exterior Painting and Stucco Repair Area**

**2/11/2026**

**Project Overview:** The Town of Hugo is seeking proposals from qualified contractors to provide exterior painting services for Town Hall, including repair to any damaged or deteriorated stucco surfaces prior to painting.

**Project Scope:**

1. Inspection and preparation of all exterior surfaces of Town Hall.
2. Repair and patch any cracked, damaged or deteriorated stucco.
3. Surface preparation including cleaning, scraping, sanding, caulking, and priming as needed.
4. Application of quality paint suitable for Colorado climate conditions.
5. Protection of adjacent surfaces, landscaping, and walkways during project work.
6. Cleanup and proper disposal of all debris upon project completion.

**Proposals Submission Requirements:**

1. Company profile including proof of general liability and workers comp insurance.
2. Detailed breakdown of costs, including labor, materials, surface preparation, stucco repair, and painting.
3. Timeline for project completion, including estimated start and finish dates.
4. References from previous clients for similar projects.
5. Confirmation of 90-day price guarantee.
6. Any additional information deemed relevant to the proposal.

**Submission Deadline:** Proposals must be submitted no later than Monday, March 16th, 2026 at 5:00PM MST. Late submissions will not be considered.

**Submission Instructions:** Proposals can be delivered to the Hugo Town Hall located at 522 2<sup>nd</sup> Ave, Hugo, CO 80821 or emailed to Sara Lancaster, Town Clerk Administrator at [clerkadministrator@townofhugoco.gov](mailto:clerkadministrator@townofhugoco.gov), email should be titled: Town Hall Exterior Painting and Stucco Repair.

**Evaluation Criteria:**

1. Experience and expertise in construction.
2. Cost and quality of project and associated materials.
3. Ability to meet project deadlines.
4. Customer references and satisfaction.
5. Completeness and clarity of proposal.

**Point of Contact:** For inquiries and submission of proposals, please contact: Sara Lancaster, Town Clerk Administrator at [clerkadministrator@townofhugoco.gov](mailto:clerkadministrator@townofhugoco.gov).

**Additional Information:** The Town of Hugo reserves the right to reject any or all proposals and to waive any information or irregularities in the proposal received. This RFP does not commit the Town of Hugo to award a contract or to pay any costs incurred in the preparation of a proposal in the response to this request.