



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

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

**4/22/2026**

**Project Overview:** The Town of Hugo is seeking proposals from qualified contractors to provide pothole patching and crack sealing services to areas identified by the Town. The selected contractor shall furnish all labor, materials, equipment, and traffic control necessary to perform pothole patching and crack sealing throughout the Town.

**Project Scope:**

**A. Pothole Patching**

The Contractor shall:

- Remove loose and deteriorated pavement.
- Clean and prepare repair areas.
- Apply tack coat as needed.
- Place and compact asphalt hot mix patching material.
- Ensure patches are flush with surrounding pavement.
- Dispose of debris properly.

**B. Crack Sealing**

The Contractor shall:

- Clean cracks using compressed air and/or routing.
- Rout cracks where necessary.
- Apply crack sealant.
- Apply blotter material if needed.
- Ensure proper sealing to prevent moisture intrusion.

### **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. Any additional information deemed relevant to the proposal.

**Submission Deadline:** Proposals must be submitted no later than Tuesday, May 26th, 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.