



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

**Request for Proposal (RFP)
Playground Equipment**

5/27/2026

Project Overview: The Town of Hugo is seeking proposals from qualified contractors to provide and install playground equipment for a Town park project. The project shall include certified installation of the playground equipment and installation of rubber mat surfacing within the required use zones only.

Project Scope:

1. Provide playground equipment suitable for public park use.
2. Certified installation of all playground equipment in accordance with manufacturer specifications and applicable safety standards.
3. Installation of rubber mat surfacing within playground use zones only.
4. Site preparation as necessary for installation.
5. Removal and proper disposal of all project-related debris upon completion.
6. Final inspection to ensure all equipment and surfaces are properly installed and safe for public use.

Proposals Submission Requirements:

1. Company profile including proof of general liability and workers comp insurance.
2. Detailed breakdown of costs, including equipment, installation, labor, materials, surface preparation, and any additional fees.
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 Monday, June 8th, 2026 at 12:00PM MST. Late submissions will not be considered.

Submission Instructions: Proposals can be delivered to the Hugo Town Hall located at 522 2nd Ave, Hugo, CO 80821 or emailed to Sara Lancaster, Town Clerk Administrator at 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.

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.