



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

Request for Proposal (RFP)
Town Hall Shop Roof Insulation

8/6/2026

Project Overview: The Town of Hugo is seeking proposals from qualified contractors to remove and replace insulation in the Town Hall shops to improve the building's energy efficiency and performance.

Project Scope:

1. Remove and properly dispose of existing insulation from approximately 140' x 30' flat roof shop area.
2. Furnish and install new insulation in the 140' x 30' flat roof shop area.
3. Furnish and install insulation in the 140' x 40' pitched roof shop area.
4. Wood trusses are 16" OC for both the flat and pitched roof.
5. Contractor shall verify field dimensions prior to beginning work.
6. All work shall comply with applicable building codes and industry standards.
7. Protect Town property during construction and perform complete cleanup and proper disposal of all project debris upon 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. Any additional information deemed relevant to the proposal.

Submission Deadline: Proposals must be submitted no later than Tuesday, September 8th, 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 2nd Ave, Hugo, CO 80821 or emailed to Sara Lancaster, Town Clerk Administrator at clerkadministrator@townofhugoco.gov, email should be titled: Town Hall Shop Roof Insulation.

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.