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TOWN MANAGER  
GILLIAN LAYCOCK  
TOWN CLERK, TREASURER  
DENCIA RAISH

## REQUEST FOR PROPOSALS (RFP)

05/20/25

### TOWN OF AKRON – Town Hall Window Replacement

#### I. INTRODUCTION

The Town of Akron invites proposals from qualified contractors for the removal and replacement of the exterior façade windows and doors at the Akron Town Hall, located at 250 Main Avenue, Akron, CO 80720. This project is intended to improve the building's energy efficiency, safety, and functionality.

Attached to this RFP are reference photos of the building and approximate measurements.

#### II. PROJECT SCOPE

The scope of work includes, but is not limited to, the following:

##### 1. Demolition and Removal:

- Thirty-eight (38) existing windows of various sizes.
- One (1) existing double glass exterior entry door (96" x 86" rough opening).
- Prepare site for a new single exterior door on the south end of the building by:
  - Cutting into the preexisting brick and concrete wall where a window currently exists.
  - Removing and hauling away brick and associated debris.

##### 2. Installation

###### Windows:

- Supply and install approximately thirty-eight (38) new, energy-efficient windows, matching the dimensions and configurations of existing units or as specified in the proposal.

###### Doors:

- Install one (1) new double glass front entry door in the existing 96" x 86" opening.
- Frame and install one (1) new single exterior door at the south end for a dedicated employee entrance. This is a new door with no pre-existing opening.
- The Town desires that each entry door be ADA-compliant and equipped with a handicap-accessible push-button operator to ensure barrier-free access. Please include the cost for this feature as a separate line item for each door in the budget proposal.

##### 3. Material Specifications:

Contractors must provide detailed specifications in their proposals, including.

- Quantity, style, material, and glazing details for all windows and doors.
- Hardware, weather stripping, caulking, security features, and any other components included.
- Assurance that all materials and installations comply with current building codes, energy efficiency standards, and manufacturer recommendations.

##### 4. Site Protection and Finish Work

- Protect the building interior and exterior during demolition and installation activities.
- Provide all necessary trim, flashing, insulation, and finishing work to ensure a complete, weather-tight installation.
- Clean the worksite thoroughly upon project completion, removing all debris and materials.

The Town's Project Manager will oversee and facilitate all necessary coordination. A site visit is required to bid on this project.



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### III. PROPOSAL REQUIREMENTS

Interested bidders must submit proposals that include:

- Detailed Scope of Work and Approach: Description of how the contractor will complete the removal and replacement work, including demolition, installation, finishing, and site protection.
- Itemized Cost Estimate: Detailed breakdown of materials, labor, equipment, subcontractor costs (if any), and any additional expenses.
- Project Timeline and Schedule: Estimated start date, duration, and completion date for all phases of work.
- Material and Product Specifications: List of the window and door products, including quantity, style, material, glazing, hardware, weatherproofing, and security features.
- Contractor Qualifications: Summary of relevant project experience, company background, and key personnel assigned to this project.
- At least three (3) client references for similar projects completed within the past five years.
- Proof of Insurance: Provide a current certificate of insurance demonstrating coverage for general liability, workers' compensation, and any other relevant policies. Minimum coverage limits must meet or exceed Town requirements (details to be provided upon request or in the contract).
- Warranty Information: Clearly state all warranties offered on both materials (manufacturer warranties) and workmanship (contractor guarantees). Minimum workmanship warranty period should be one (1) year from project completion, unless otherwise specified.

**IV. SUBMISSION DEADLINE AND CONTACT INFORMATION** All proposals must be submitted no later than June 16th, 2025 at 4pm. Proposals should be emailed to: [dwoods@townofakron.com](mailto:dwoods@townofakron.com)

For any questions regarding the project, please contact Danielle Woods at [dwoods@townofakron.com](mailto:dwoods@townofakron.com) or Akron Town Hall, (970) 345-2624.

### V. SELECTION PROCESS

The Town of Akron will evaluate proposals based on the following criteria:

- Experience and qualifications, including their reputation and proven track record for high-quality workmanship.
- Cost-effectiveness and completeness of the bid.
- Project timeline and ability to meet deadlines.

The Town of Akron reserves the right to reject any and all proposals and to award the contract in the best interest of the Town.

### VI. GENERAL CONDITIONS

- Contractors must comply with all applicable local, state, and federal regulations.
- The selected contractor must provide proof of insurance and necessary permits before commencing work.
- Work must be completed within the agreed-upon timeline to avoid project delays.

We appreciate your interest in this project and look forward to receiving your proposal.



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