Request for Proposals (RFP)

Replacement of Street Signs within the Town of Simla, Colorado

1. Introduction

The Town of Simla is accepting sealed bids from qualified contractors to furnish and install replacement street name signs and associated traffic signage throughout the Town. The selected contractor shall provide all labor, materials, equipment, transportation, and supervision necessary to complete the project.

2. Scope of Work

The project shall include, but is not limited to:

- Removal and disposal of existing street signs, where required.
- Furnishing all new street name signs, mounting hardware, posts, and related materials.
- Installation of all replacement signs.
- Ensuring all signs are properly located and installed according to applicable standards.
- Providing traffic control measures as necessary during installation.
- Final inspection and correction of any deficiencies identified by the Town.

An inventory of street sign types and quantities is provided with this RFP.

3. Requirements

All signs and installations must:

- Comply with all applicable requirements of the Colorado Department of Transportation (CDOT).
- Meet current standards established by the Manual on Uniform Traffic Control Devices (MUTCD).
- Be constructed of durable, weather-resistant materials suitable for long-term outdoor use.

- Include high-intensity or diamond-grade reflective sheeting as required by applicable standards.
- Be installed in accordance with all applicable federal, state, and local regulations.

4. Contractor Qualifications

Proposals shall include:

- Company background and experience with similar sign installation projects.
- References for at least three comparable municipal projects completed within the last five years.
- Estimated project schedule and completion timeline.
- Description of materials proposed for use.

5. Insurance Requirements

The successful contractor must provide proof of insurance, including:

- Commercial General Liability Insurance
- Automobile Liability Insurance
- Workers' Compensation Insurance as required by Colorado law

Certificates of Insurance must be submitted prior to contract execution.

6. Tax Documentation

The successful contractor must provide a completed IRS Form W-9 prior to payment and contract execution.

7. Proposal Submission Requirements

Proposals shall include:

1. Total project cost.
    a. This project is tax exempt. The Town of Simla will provide the tax exemption certificate to the selected contractor. Proposals shall not include sales or use tax on materials.
2. Detailed breakdown of material and labor costs.
3. Project timeline.
4. References.
5. Proof of insurance.

6. Completed W-9 form or confirmation that a W-9 will be provided upon award.
7. Any warranties provided on materials and workmanship.

8. Evaluation Criteria

Proposals will be evaluated based on:

- Cost
- Contractor qualifications and experience
- Compliance with RFP requirements
- Project timeline
- References and past performance

The Town reserves the right to reject any or all proposals, waive informalities, and accept the proposal deemed to be in the best interest of the Town.

9. Submission Deadline

Proposals must be received by:

Wednesday, December 2, 2026 @4:30 p.m.
Town of Simla
323 Pueblo Avenue
P.O. Box 237
Simla, CO 80835

Questions regarding this RFP may be directed to:

Public Works Director Myke McCune
Town of Simla
Phone:719-541-2468 option 4
Email: townhall@townofsimla.com

10. Reservation of Rights

The Town of Simla reserves the right to amend, cancel, extend, or reissue this Request for Proposals at any time and to negotiate with any proposer in the best interest of the Town. The Town is not responsible for any costs incurred by proposers in preparing or submitting proposals.