



EL PASO-TELLER COUNTY 911 AUTHORITY
REQUEST FOR PROPOSALS (RFP)
Roof Replacement Project

Issue Date

06/01/2026

Proposal Due Date

06/15/2026 0800hrs

Project Location

El Paso-Teller County 911 Authority
2350 Airport Road
Colorado Springs, CO 80910

1. INTRODUCTION

The El Paso-Teller County 911 Authority (“Authority”) is requesting sealed proposals from qualified commercial roofing contractors for the replacement of the eastern half of the Authority building roof located at 2350 Airport Road, Colorado Springs, Colorado with an approximate area of 3300 Sq Ft.

This project includes removal and replacement of the existing roofing system, associated flashing and trim work, rooftop drainage components, and related work as described in this RFP.

The Authority intends to award a contract to the proposer whose submission is determined to be the most advantageous to the Authority considering price, qualifications, warranty, experience, schedule, and overall value.

2. PROJECT OVERVIEW

The project generally consists of:

- Removal and disposal of existing roof rock ballast
- Removal and disposal of concrete walk pavers
- Roof surface preparation and debris removal

- Installation of insulation/fanfold overlay system
 - Installation of new commercial roofing membrane system
 - Replacement of roof perimeter trim and flashing
 - Replacement or installation of parapet wall membrane systems
 - Installation of new roof vents, stacks, curbs, and scuppers as needed
 - Counter flashing and waterproof termination systems
 - Coordination with Authority-selected HVAC contractor regarding rooftop ductwork
 - Provision of manufacturer and workmanship warranties
 - Compliance with all applicable codes and permitting requirements
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3. EXISTING CONDITIONS

The existing roofing system is believed to consist of an EPDM membrane roof with ballast rock and parapet wall systems. Contractors are responsible for verifying all existing conditions prior to submission.

There are rooftop HVAC systems with side discharge ductwork that are planned to be replaced in coordination with the new roof installation. Coordination with the designated HVAC company will be of key importance.

4. MINIMUM CONTRACTOR QUALIFICATIONS

Proposers must:

- Be licensed to perform commercial roofing work in the State of Colorado
 - Carry all required insurance
 - Have a minimum of five (5) years commercial roofing experience
 - Demonstrate experience with PVC membrane systems
 - Be authorized installers for the proposed roofing manufacturer
 - Provide at least three comparable project references
 - Be capable of providing required bid and performance bonds
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5. SCOPE OF WORK

The successful contractor shall provide all labor, materials, equipment, supervision, permits, inspections and incidentals necessary to complete the project.

Minimum scope shall include:

Roof Removal and Preparation

- Remove existing ballast rock
- Remove existing concrete pavers
- Clean and prepare roof surfaces
- Remove and dispose of existing metal trim and flashing as necessary

Roof System Installation

- Install insulation/fanfold overlay system
- Install PVC commercial roofing membrane system
- Install membrane over parapet walls
- Install custom flashing, curbs, and penetrations
- Install roof vents and drainage improvements
- Install perimeter edge metal and scuppers

Coordination

- Coordinate with Authority HVAC contractor for removal and installation of new RTU units
- Coordinate work to minimize operational impacts to the 911 facility

Warranty

Contractor shall provide:

- Minimum 15-year manufacturer warranty
- Minimum 2-year workmanship warranty

Alternate pricing may be submitted for:

- 20-year warranty systems
- Increased membrane thicknesses
- Additional walk pad systems
- Canopy roof replacement

6. PERMITS AND CODE COMPLIANCE

The Contractor shall obtain all required permits, complete all necessary inspections, and comply with all applicable federal, state, and local laws, regulations, ordinances, and building codes.

All costs associated with permits, inspections, and code compliance shall be included in the proposal unless otherwise specifically identified.

7. PROJECT SCHEDULE

The Authority anticipates the following schedule:

Milestone	Date
RFP Issued	06/01/2026
Mandatory Site Visit	06/04/2026, 06/05/2026, 06/08/2026, or 06/09/2026
Questions Due	06/10/2026
Proposal Due	No later than 0800hrs 06/15/2026
Board Award	Tentatively 06/24/2026
Project Start	TBD
Substantial Completion	3 rd or 4 th Quarter of 2026 dependent on HVAC lead time

The Authority reserves the right to modify this schedule.

8. PRE-PROPOSAL SITE VISIT

A mandatory pre-proposal site visit will be conducted on one of the below dates in coordination with the Authority Facility Technician between the hours of 0800-1600MT:

06/04/2026, 06/05/2026, 06/08/2026, or 06/09/2026

Pre-proposal site visits need to be scheduled with Facilities Technician Mark Everitt

meveritt@eptc911.org or 719-785-1900

9. PROPOSAL REQUIREMENTS

Proposals provided in a PDF format electronically shall include:

1. Company information and qualifications
 2. Project approach and methodology
 3. Proposed roofing system details
 4. Proposed warranty information
 5. Project schedule / Timeline (Will coordinate with HVAC Contractor based on availability and lead time for RTU equipment and installation)
 6. References for similar projects
 7. Proof of insurance and licensing
 8. Pricing proposal
 9. Exceptions or clarifications
 10. Acknowledgment of addenda
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10. BID SECURITY AND BONDS

In accordance with the Authority Procurement Manual, proposals exceeding \$50,000 shall include bid security or a bid bond equal to at least five percent (5%) of the proposal amount.

The successful contractor shall provide payment and performance bonds in an amount not less than fifty percent (50%) of the contract value.

11. EVALUATION CRITERIA

Proposals may be evaluated based on:

- Cost/value
- Contractor qualifications
- Experience with similar projects
- Warranty coverage
- Schedule
- Quality of proposed roofing system
- References
- Responsiveness to the RFP

The Authority reserves the right to reject any or all proposals and waive informalities in accordance with the Procurement Manual.

12. INSURANCE REQUIREMENTS

The successful contractor shall provide certificates of insurance meeting minimum Authority requirements, including:

- Commercial General Liability
- Workers Compensation
- Automobile Liability

Additional insured endorsements may be required.

13. SUBMISSION INSTRUCTIONS

Proposals must be submitted in PDF form via email no later than:

0800HRS 06/15/2026

Submit proposals via email to:

El Paso-Teller County 911 Authority
2350 Airport Road
Colorado Springs, CO 80910

Email submissions in PDF format to be sent to **RFP@eptc911.org**

Late submissions may not be considered.

14. QUESTIONS

All questions regarding this RFP shall be submitted via email to:

RFP@eptc911.org

15. RESERVATION OF RIGHTS

The Authority reserves the right to:

- Reject any or all proposals
- Cancel or amend this RFP
- Request clarification from proposers
- Negotiate with proposers
- Award in the best interest of the Authority