

**Request for Proposals (RFP):**

**Project Title:** Gutter & Downspout Replacement

**Entity:** Morgan County

**Solicitation Number:** RFP-2026-LIB-GUTTER

**Issue Date:** January 20, 2026

**Closing Date:** February 11<sup>th</sup>, 5:00 PM MST



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## **1. SUMMARY & PURPOSE**

Morgan County is seeking proposals from qualified contractors to replace the gutter and downspout systems at the Morgan County Library and Senior Center. The goal is to provide a durable, commercial-grade water management system that protects the building's architectural integrity and foundation.

## **2. SCOPE OF WORK**

The selected Contractor shall provide all labor, materials, and equipment to:

- **Removal:** Remove existing gutters/downspouts and dispose of them according to sustainable waste practices.
- **Replacement:** Install seamless [e.g., 6-inch] commercial aluminum gutters (min. 0.032 thickness) with a minimum slope of 1/16" per foot toward downspouts.
- **Fascia Repair:** Inspect all fascia boards; provide a **unit price per linear foot** for any required rot replacement.
- **Protection:** Furnish and install heavy-duty commercial gutter guards/leaf strainers.
- **Environmental:** Clean up all debris daily, including a magnetic sweep for metal fasteners.

## **3. QUALIFICATIONS & COMPLIANCE**

- **Licenses:** Valid State General or Roofing Contractor License.
- **Insurance:** \$1M Commercial General Liability; Workers' Comp per state law.
- **E-Verify:** Proof of enrollment in the E-Verify program as required for public contracts.

## **4. PROPOSAL REQUIREMENTS**

Proposals must be organized into the following sections:

1. **Company Profile:** Business structure, number of employees, and years in operation under the current name.
2. **Project Experience:** List of at least three similar government or library projects completed in the last five years, including client contact info.
3. **Project Approach:** A narrative describing the work plan, including how library patron access will be maintained during the project.
4. **Timeline:** A preliminary schedule with a confirmed completion date.
5. **Cost Proposal:** A firm-fixed price for the total project, plus unit pricing for fascia repairs.

## 5. TIMELINE & SUBMISSION

- **Project Completion:** The anticipated timeline for the project from start to finish is less than **120 days**.
- **Submission Deadline:** February 11<sup>th</sup>, 2026 5pm MST
- **Place of Submission:**
  - **Hard Copies:** Morgan County Manager, 48 W Young Street – Box 886, Morgan, UT 84050.
  - **Email:** [kbecker@morgancountyutah.gov](mailto:kbecker@morgancountyutah.gov)

## 6. INCOMPLETE or LATE PROPOSALS

Proposals that are determined to be incomplete, or that are turned in after the deadline may be rejected.

## 7. DISCLAIMER

The County reserves the right to reject any and all proposals or re-bid the project. The County also reserves the right to waive any or all informalities in proposals. Morgan County reserves the right to negotiate a final term with the successful proponent.

### *Pre-Proposal Meeting (Suggested)*

*Contractors looking to submit a bid for this project may contact the Library Director Erin Bott [ebott@morgancountyutah.gov](mailto:ebott@morgancountyutah.gov) or the County Administrative Manager Kate Becker [kbecker@morgancountyutah.gov](mailto:kbecker@morgancountyutah.gov) to schedule a site walk-through.*