

**AGENDA  
DOLORES COLORADO  
TOWN BOARD OF TRUSTEES MEETING  
NOVEMBER 25TH 2024, 5:30 P.M.**

**THE MEETING WILL BE HELD AT THE TOWN HALL 601 CENTRAL AVENUE.  
IF YOU WISH TO ATTEND VIRTUALLY, PLEASE VISIT THE TOWN WEBSITE UNDER GOVERNMENT TOWN  
BOARD MEETING FOR THE ZOOM LINK**

<https://townofdolores.colorado.gov>

**WORKSHOP: 5:30 P.M.:**

- 1. Strategic Plan**
- 2. First discussion of the Employee Handbook**

**BOARD MEETING 6:30 P.M.**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. ACTION/APPROVAL OF THE AGENDA**
- 5. IDENTIFICATION OF ACTUAL OR PERCEIVED CONFLICTS OF INTEREST.**
- 6. ACTION/APPROVAL OF THE CONSENT AGENDA:** The Consent Agenda is intended to allow the Board by a single motion approve matters that are considered routine or non-controversial. Here will be no separate discussion of these items unless a Board Member requests an item to be removed from the Consent Agenda and considered separately. Items removed from the Consent Agenda will be Considered under specific Agenda item numbers. **No consent agenda at this time.**
- 7. REMOVED CONSENT AGENDA ITEMS:**
- 8. CITIZENS TO ADDRESS THE BOARD:** This is an opportunity for Citizens to address the Board at this time or during a Public Hearing. Each Person will have 5 minutes. The Town Board encourages public

comment by the following sources: Live at the Town Hall, virtually via ZOOM (see the Town Website for the link), or by submitting your comments, via email, to the Town Clerk at [tammy@townofdolores.com](mailto:tammy@townofdolores.com) any time before the dated Board meeting.

## **9 STAFF/COMMITTEE REPORTS/PRESENTATIONS:**

**9.1 Managers Report:** Leigh Reeves

**9.2 Attorneys Report:** Jon Kelly

**9.3 Treasurers Report:** Kelley Unrein

- Actuals
- Sales Tax report for October
- Grant Activity Report

**9.4 Commissioner:** Jim Candelaria

## **10. TRUSTEES REPORTS AND ACTIONS:**

**10.1** Mayor Chris Holkestad

**10.2** Trustee Kalin Grigg

**10.3** Trustee Sheila Wheeler

**10.4** Trustee Mark Youngquist

**10.5** Trustee Chris Curry

**10.6** Trustee Linnea Peterson

**10.7** Trustee Marie Roan

## **11. PUBLIC HEARINGS/ORDINANCES/READINGS:**

**11.1 Public Hearing/Action/Approval second reading of Ordinance 582 Series 2024:** to amend the Dolores Land Use Code to amend provisions related to accessory dwelling units.

**11.2 Discussion:** Treasurer Unrein and Manager Reeves introducing the first reading of the 2025 Budget.

## **12. RESOLUTIONS:**

**12.1 Action/Approval Resolution R628 Series 2024** awarding a contract with Barr Engineering Company for Dolores River habitat and access improvements.

**12.2 Action/Approval Resolution R629 Series 2024** awarding a contract to replace the roof on the water plant.

**12.3 Action/Approval Resolution R630 Series 2024** awarding a construction contract to American Ramp Company.

**12.4 Action/Approval Resolution R631 Series 2024** approving a request for an extension of the DOLA grant for the Town Hall Remodel to December 31<sup>st</sup> 2025.

**13. EXECUTIVE SESSION DISCUSSION** to consult Town Attorney concerning a property matter pursuant to 24-6-402(4)(f)(I), CRS.

**14. ADMINISTRATIVE BOARD BUSINESS:**

**15. UPCOMING BOARD, COMMITTEE AND SPECIAL GROUP MEETINGS:**

**16. ADJOURNMENT:**

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## Town Manager's Report

Date: November 20th, 2024

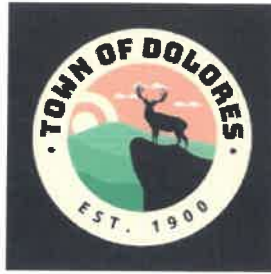
To: Board of Trustees

From: Leigh Reeves

- The Mayor, Kalin, Mark, Linnea, Kelley and I met with Randy and the maintenance team for a tour of the water and sewer plants.
- Kalin, Mark, Kelley and I met to discuss the \$15K allocation of funds from the Town of Dolores to Non-Profits that support our citizens and patrons. Here is a list of organizations that requested funding:
  - Dolores Public Library
  - Galloping Goose
  - SWCCA
  - Senior Lunch program
  - K-9 Rescue
  - Montezuma Leadership Network
- My apologies to Trustee Wheeler for not getting information in a timely fashion. The portion of the park that will be used for the All-Wheel project is 7% or 2.5 acres. Additionally, the generator installation has been moved to after Thanksgiving due to the holiday and scheduling.



- Caselle – We have the opportunity to move to a new accounting system that is used by most government entities. It will allow for true fund accounting and more accurate information. Additionally, it will allow us to complete reporting in a timelier fashion. There is a multi-year implementation plan.
- The final inspection for the Flanders Park restroom is scheduled for November 26<sup>th</sup> at which point the bathroom will be officially open. We will be decorating the town hall and Flanders Park the week of December 2<sup>nd</sup>. Additionally, we will be installing internet at the restroom building so we can set up the electric car charging station again.
- Before you Monday is the 2<sup>nd</sup> reading and possible passage of Ordinance 582 Series 2024, to amend the Dolores LUC for changes related to ADUs. This is the 2<sup>nd</sup> reading and request for passage. This will allow ADUs to be added to properties in the CMU and DMU through the conditional use process.
- We will have our first reading and 2<sup>nd</sup> public hearing on November 25<sup>th</sup>, 2024, for the 2025 budget. We will also have to vote on an amendment to this year's budget, which will come to you on December 9<sup>th</sup>, our last meeting of the year. We will be over by the amounts we discussed earlier in the year and some additional because of cleaning up of grants. These are unforeseen items that were agreed to or could no longer wait to be completed. Additionally, there were items agreed to by the previous town manager that had overruns.
- Resolution R628 – Series 2024 to approve a contract with BARR engineering for the Fishing is Fun grant. This company will come to Dolores in the 1<sup>st</sup> week of December to survey the river to complete the 404-permit required by the ACOE. This will allow us to complete the Fishing is Fun grant next fall.



- Before you Monday will be Resolution R629 – Series 2024 A resolution approving an emergency contract to replace and repair the water plant roof and trusses. The cost of the project is \$31,700. We will need to do the stucco, which is not as critical in the Spring.
- We also have before you Resolution R630 – series 2024 which is a contract with American Ramp Co. to build the Bike and Skate Park, which will cost \$737K without any in kind resources. This contract allows us to set the current price and timeline, which will go up if we wait until next year. There is a clause in the contract that says it is null and void if we do not get the final GOCO grant allocated. The parks committee and I met last week. We will be supporting fund raising through the Lost Canyon Bike Club, which is a non-profit.
- Also, we have R631 – Series 2024, an extension of the DOLA grant to remodel town hall from January 31<sup>st</sup>, 2025, until December 31<sup>st</sup>, 2025, as requested by DOLA, Ted Gantzer.

TOWN OF DOLORES SALES TAX REVENUE

Dollars posted in Month Received for Prior Month Sales Tax	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Total	2024 0.5% Streets	DIFFERENCE BETWEEN 2023 AND 2024	AMOUNT REMAINING TO BE COLLECTED FOR 2024 BUDGET OF \$840,000
JAN Revenue	\$ 28,286.73	\$ 27,922.23	\$ 22,550.25	\$ 28,558.84	\$ 26,893.34	\$ 41,649.04	\$ 62,845.40	\$ 64,745.75	\$ 60,874.82	\$ 74,323.48	\$ -	\$ 13,448.66	\$ 765,676.52
FEB	\$ 27,893.80	\$ 19,974.91	\$ 18,023.25	\$ 24,527.71	\$ 26,910.26	\$ 36,747.85	\$ 66,319.00	\$ 63,231.49	\$ 71,642.46	\$ 67,864.83	\$ -	\$ 10,777.63	\$ 697,811.69
MAR	\$ 19,243.66	\$ 15,989.13	\$ 22,202.06	\$ 25,291.20	\$ 39,666.60	\$ 42,144.00	\$ 56,104.97	\$ 44,753.17	\$ 53,833.00	\$ 60,281.75	\$ -	\$ 6,448.75	\$ 637,529.94
APRIL	\$ 26,253.41	\$ 22,665.73	\$ 24,480.55	\$ 19,455.48	\$ 28,475.57	\$ 33,855.00	\$ 52,616.65	\$ 49,138.60	\$ 50,993.06	\$ 60,873.19	\$ -	\$ 9,890.13	\$ 576,656.75
MAY	\$ 20,251.10	\$ 29,079.51	\$ 23,991.10	\$ 30,825.91	\$ 25,319.02	\$ 43,955.00	\$ 64,858.45	\$ 62,110.44	\$ 55,108.38	\$ 63,396.06	\$ -	\$ 8,289.68	\$ 513,256.69
JUNE	\$ 23,547.85	\$ 27,616.73	\$ 31,642.71	\$ 37,550.76	\$ 35,276.82	\$ 37,854.00	\$ 54,217.11	\$ 61,514.64	\$ 58,138.77	\$ 63,281.29	\$ -	\$ 5,142.52	\$ 449,977.40
JULY	\$ 33,001.48	\$ 35,831.53	\$ 38,345.83	\$ 32,477.40	\$ 35,576.89	\$ 60,937.00	\$ 67,285.96	\$ 67,833.95	\$ 71,223.87	\$ 73,499.29	\$ -	\$ 15,494.94	\$ 288,796.11
AUG	\$ 33,317.24	\$ 42,266.02	\$ 35,863.59	\$ 47,541.55	\$ 50,486.09	\$ 59,174.63	\$ 80,278.60	\$ 81,307.43	\$ 80,265.52	\$ 87,681.59	\$ -	\$ 2,275.42	\$ 376,478.11
SEPT	\$ 29,679.49	\$ 30,837.36	\$ 40,062.38	\$ 33,750.20	\$ 49,228.25	\$ 72,236.46	\$ 81,307.43	\$ 81,649.74	\$ 96,653.58	\$ 112,251.48	\$ 14,031.44	\$ 15,697.90	\$ 176,545.04
OCT	\$ 25,889.75	\$ 34,163.99	\$ 44,343.49	\$ 38,377.55	\$ 45,949.36	\$ 59,174.63	\$ 72,119.89	\$ 92,143.90	\$ 78,036.27	\$ 108,052.16	\$ 13,506.52	\$ 30,015.89	\$ 68,492.88
NOV	\$ 24,820.61	\$ 35,515.27	\$ 36,044.46	\$ 31,593.39	\$ 54,063.52	\$ 66,899.98	\$ 84,376.18	\$ 103,074.30	\$ 88,255.02	\$ 93,066.73	\$ 11,708.59	\$ 5,413.71	\$ 25,175.85
DEC	\$ 18,981.71	\$ 29,504.64	\$ 28,574.56	\$ 27,357.70	\$ 40,298.94	\$ 55,986.70	\$ 73,546.84	\$ 72,965.43	\$ 91,713.95	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	\$ 292,184.11	\$ 321,842.41	\$ 337,549.67	\$ 350,049.99	\$ 458,144.66	\$ 632,251.38	\$ 815,876.48	\$ 843,416.93	\$ 869,539.71	\$ 865,175.85	\$ -	\$ 87,350.09	\$ -

**TREASURER'S REPORT**  
**TOWN OF DOLORES**  
 November 19, 2024

Petty Cash	\$	300.00
Hi-Fi Savings Account	\$	1,024,485.73
Checking Account	\$	106,157.25
Conservation Trust Fund	\$	35,817.39
ColoTrust	\$	1,131,291.06
Bonds	\$	589,117.33
Community Center Checking	\$	43,304.17
Business Account (AFLAC)	\$	5,077.41
<b>Total</b>		<b>\$2,935,550.34</b>
October Total		\$2,858,226.36

\*Notes: Funds transferred to cover AFLAC for upcoming year.

<b>Grant Income:</b>		
31-Oct	\$	89,993.00
13-Nov	\$	61,689.42
		Brownsfield
		Flanders



2024 Grant Activity

Flanders Restroom:	
Grant Awarded	\$ 165,000.00
Total Costs	\$ 210,956.18
Reimbursement Requests	\$ 164,995.34
Match 10%	\$ 18,332.82
Reimb. Paid	\$ 149,920.34
Over	\$ 27,628.00
Waiting for	\$ 15,075.00
Date of Completion	11/30/2024

Generator	
Grant Awarded	\$ 59,240.70
Total Costs	\$ 92,495.00
Reimbursement Requests	\$ 59,240.70
Match	\$ 6,582.30
Reimb. Paid 2023	\$ 53,316.63
Remaining Funds	\$ 5,924.07
Over	\$ 26,642.00
Date of Completion	11/26/24?

Rural Homes	
Grant Awarded	\$ 18,142.14
Total Costs	\$ 11,151.51
Reimbursement Requests	\$ 5,492.57
Match 33%	\$ 5,492.57
Reimb. Paid	
Over	
Waiting for	
Over	
Waiting payment from rural Homes to close	
Waiting for RH	2182.35
Date of Completion	12/1/24?

2025 Grant Activity

Town Hall: Brownsfield	
Grant Awarded	\$ 275,809.70
Total Costs	\$ 256,243.00
Reimbursement Requests	\$ 19,566.70
Match	\$ 256,243.00
Reimb. Paid	
Overage rolled to Town Hall- Dola	
Date of Completion	8/1/2024

Town Hall: DOLA	
Grant Awarded	\$ 275,000.00
Add:	\$ 80,000.00
Total	\$ 355,000.00
Structure Cost	\$ 316,031.00
Structure Reimb.	\$ 231,623.58
Demolition: Iron Mountain	\$ 86,995.00
Requested on 11/19/24	\$ 57,238.57
Clearance Cost	\$ 100,000.00
Clearance Reimb.	\$ 42,761.43
Total Costs	\$ 416,031.00
Reimbursement Requests	\$ 274,385.01
Reimb. Paid 2023	\$ 104,258.60
Asphalt Spring 2025	\$ 170,126.41
Will Request	\$ 40,000.00
Over	\$ 61,031.00
Date of Completion	Spring 2025

Town Hall: DOLA	
Grant Awarded	\$ 275,000.00
Add:	\$ 80,000.00
Total	\$ 355,000.00
Structure Cost	\$ 316,031.00
Structure Reimb.	\$ 231,623.58
Demolition: Iron Mountain	\$ 86,995.00
Requested on 11/19/24	\$ 57,238.57
Clearance Cost	\$ 100,000.00
Clearance Reimb.	\$ 42,761.43
Total Costs	\$ 416,031.00
Reimbursement Requests	\$ 274,385.01
Reimb. Paid 2023	\$ 104,258.60
Asphalt Spring 2025	\$ 170,126.41
Will Request	\$ 80,000.00
Over	\$ 80,000.00
Over	\$ 61,031.00
Date of Completion	Spring 2025

Town Hall: DOLA	
Grant Awarded	\$ 275,000.00
Add:	\$ 80,000.00
Total	\$ 355,000.00
Structure Cost	\$ 316,031.00
Structure Reimb.	\$ 231,623.58
Clearance Cost	\$ 100,000.00
Clearance Reimb.	\$ 42,761.43
Total Costs	\$ 416,031.00
Reimbursement Requests	\$ 274,385.01
Reimb. Paid 2023	\$ 104,258.60
Asphalt Spring 2025	\$ 170,126.41
Will Request	\$ 40,000.00
Over	\$ 61,031.00
Date of Completion	Spring 2025

Fishing is Fun	
Grant Awarded	
Total Costs	
Reimbursement Requests	
Match	
Reimb. Paid	
Over	
Date of Completion	

GOCO	
Grant Awarded	\$ 776,000.00
Total Costs	
Anticipated Costs	\$ 962,000.00
Reimbursement Requests	
Match- lake	\$ 115,000.00
Reimb. Paid	
Over	
Date of Completion	

\* Bike and Skate Park features

Phase II Water	
Grant Awarded	
Total Costs	
Reimbursement Requests	
Match	
Reimb. Paid	
Over	
Date of Completion	

**TOWN OF DOLORES, COLORADO**

**ORDINANCE NO. 582**

**SERIES 2024**

**AN ORDINANCE TO AMEND THE DOLORES LAND USE CODE TO AMEND PROVISIONS RELATED TO ACCESSORY DWELLING UNITS**

WHEREAS, pursuant to C.R.S. § 31-23-301, the Town of Dolores (“Town”) possesses the authority to zone, rezone, change, supplement, and revise the zoning classifications or designation of property and to regulate land uses within the Town.

WHEREAS, the Town is authorized by C.R.S. § 31-23-301 to regulate zoning and land use within the Town’s boundaries, and the Town has in fact adopted a comprehensive zoning scheme.

WHEREAS, the Dolores Town Board identifies provisions of the Land Use Code pertaining to accessory dwelling units that make it difficult for certain landowners to make reasonable use of their properties and unnecessarily inhibit the Town’s ability to address its affordable housing crisis; and

WHEREAS, the Planning Commission has held numerous meetings to study issues around accessory dwelling issues; and,

WHEREAS, after public notice and final public hearing on November 5, 2024 as required by the Dolores Land Use Code and applicable law and regulations, the Town of Dolores Planning and Zoning Commission has recommended approval of proposed amendments set forth in Exhibit A, attached hereto and incorporated herein by reference.

WHEREAS after public notice and public hearing, the Town of Dolores Board of Trustees finds that the proposed amendments to the remaining provisions of the Town of Dolores Land Use Code promote the health, safety and welfare and are in the best interests of the citizens of the Town of Dolores and should be adopted.

WHEREAS, the Board of Trustees wish to exercise its express statutory authority to amend the Town of Dolores Land Use Code as set forth herein in order to address concerns that the current code unnecessarily imposes restrictions on accessory dwelling units and inhibits the goal of promoting affordable housing.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF DOLORES:**

SECTION 1. The Town of Dolores Land Use Code as adopted by Ordinance 556-2021 on December 13, 2021 and Ordinance 557-2022 on February 14, 2022 is hereby amended as provided on Exhibit A, attached hereto and incorporated herein by reference.

SECTION 2. The Dolores Land Use Code shall otherwise remain in full force and effect except as expressly amended herein.

SECTION 3. If any section, paragraph, clause or provision of this Ordinance shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of any such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION 4. This Ordinance shall take effect December 26, 2024, or thirty (30) days after final publication whichever is later.

**PUBLIC HEARING.** This ordinance shall be considered for second or final reading on the 25<sup>th</sup> day of November, 2024, in the Town Board Chambers in Town Hall, Dolores, Colorado, at which time and place all persons may appear and be heard concerning the same.

Passed adopted and approved on the first reading on November 12<sup>th</sup>, 2024.

**DOLORES BOARD OF TRUSTEES:**

By: \_\_\_\_\_

Mayor Chris Holkestad

Attest:

By: \_\_\_\_\_

Clerk Tammy Neely

Passed adopted and approved on the second and final reading this 25<sup>th</sup> day of November, 2024.

**DOLORES BOARD OF TRUSTEES:**

By: \_\_\_\_\_

Mayor Chris Holkestad

Attest:

By: \_\_\_\_\_

Clerk Tammy Neely

Dolores Accessory Dwelling Unit and Accessory Use or Structure LUC Updates

1. Table 4.3 is amended as follows:

Table 4.3: Accessory Uses	LL	ne	R1	ne	MR	MH	GB	GH	LI	ne	P	R	R35	Add. Use Stand.
	R	w		w	F	P	1+			w		10		
	LL	LL	NR	NR	NR	M	D	CM	IN		P1	P2	R	
<b>Key</b>	/P/ Permitted, /PL/ Permitted with Use Limitations, /-/ Not Permitted /C/ Conditional Use Review													
<b>Dwelling</b>														
Accessory Dwelling Unit [1]	P	P	P	C	C	--	C	C	--	--	--	P	P	Sec. 4.6.A
Caretaker or guard residence, accessory Shelter [2]	--	--	--	--	--	--	--	--	P	--	P	--	--	
Short-Term Rental	PL	PL	PL	PL	PL	--	PL	PL	PL	--	--	PL	PL	Sec. 4.5.B
<b>General</b>														
Accessory Use or Structure	P	P	P	P	P	P	C	C	P	--	P	P	P	Sec. 4.6.B
Drive-Thru	--	--	--	--	--	--	--	P	--	--	--	--	--	Sec. 4.6.D

2. Section 4.6.A is amended as follows:

4.6. A. Accessory Dwelling Units

1. **Applicability**

Accessory dwelling units (ADUs) in applicable zones are permitted as follows:

- (a) In the LL1, LL2, and NR1 districts: One ADU per lot is permitted with a single-unit detached dwelling or duplex. Where each duplex unit is on an individual lot, each lot may have an ADU.
- (b) In the NR2, NR3, DMU, and CMU districts: One ADU is permitted on lots with a single-unit detached dwelling only.

2. **Ownership and Occupancy**

- (a) The property owner shall live in either the primary or accessory dwelling unit.
- (b) The accessory dwelling unit shall not be sold separately or subdivided from the primary dwelling unit or lot unless both lots created by the subdivision conform to the minimum lot size for the zone district where located.

3. **Dimensional Standards and Location**

- (a) All new and existing ADUs must be located in a habitable structure that meets applicable Town building and life safety codes. ADUs shall not be located in:
  - (1) Non-habitable areas within buildings or accessory structures (e.g., shed, garage),
  - (2) Commercial (office/retail) or industrial (warehouse) spaces, or
  - (3) Outdoors in a temporary structure (e.g., tent, yurt, treehouse, or other similar structure) or in a recreational vehicle, mobile home, travel trailer, commercial or passenger vehicle or trailer, or any portable storage unit.
- (b) ADUs must have separate water and sewer taps.
- (c) The ADU shall be located on the same lot as the primary unit and the primary unit must be constructed prior to the accessory dwelling unit.
- (d) Accessory dwelling units may be internal or attached to the primary dwelling unit or separate, detached accessory dwelling unit that may or may not be attached to a detached garage.

### **3. Section 13.11 is amended as follows:**

#### **Section 13.11 Conditional Use Permits**

##### **A. Purpose**

A conditional use is a use that may or may not be appropriate in a given zone district depending upon the circumstances and the conditions imposed upon the approval of the use. The conditional use permit process allows the Town to consider and establish appropriate conditions to reasonably mitigate adverse impacts of the use upon the proposed site and surrounding properties.

##### **B. Applicability**

1. Conditional use permits may be approved for the uses indicated as conditional uses in Tables 4.1 and 4.3 for the applicable zoning district. Any change or expansion of an approved conditional use shall require application for a new conditional use permit.
2. A conditional use permit may not be used to change the maximum density or intensity allowed in the underlying zone district. Accessory dwelling units are exempt from the density calculation for any lot.

## C. Procedures

### 1. Common Procedures

The common procedures for conditional use permits are identified in Table 13.2 and are summarized here for applicant convenience.

### 2. Specific Procedures

(a) The Zoning Administrator shall distribute the complete conditional use application to appropriate referral agencies, which may include the following:

- (1) Electric power association
- (2) Dolores School District
- (3) Dolores Fire Protection District
- (4) If the property on which the proposed conditional use is located is within a potential hazard area, Colorado Geological Survey comment may be requested.
- (5) If the property on which the proposed conditional use is located is within a wildlife habitat area, Colorado Parks & Wildlife comment may be requested.

(b) Notice Requirements

- (1) Published notice of the P&Z public hearing shall be provided at least 10 days prior to the hearing date.
- (2) Mailed notice of P&Z public hearing shall be provided at least 15 days before the hearing date.
- (3) Published notice of the Board of Trustees public hearing shall be provided at least 15 days before the hearing date.



## D. Decision Criteria

When considering an application for conditional use permit, the Planning and Zoning Commission and Board of Trustees shall consider whether the application complies with following criteria:

- (a) The proposed use is consistent with the Dolores Comprehensive Plan;
- (b) The proposed use complies with all applicable provisions of the LUC;
- (c) The proposed use will not have a negative impact on the value of surrounding property or the general neighborhood;
- (d) The location and size of the use, the nature and intensity of the operation involved or conducted in connection with is, and the location of the site with respect to streets giving access to it are such that the conditional use will not dominate the immediate

neighborhood so as to prevent the development and use of neighborhood property in accordance with the applicable zoning district regulations. In determining whether the use will dominate the immediate neighborhood, consideration shall be given to:

- (1) The location, nature, and height of buildings, structures, walls, and fences on the site; and
- (2) The nature and extent of the proposed landscaping and buffering on the site.
- (3) Whether adequate utility, drainage, and other necessary facilities have or will be provided; and
- (4) Whether adequate access roads or entrance and exit drives will be provided and shall be designed to prevent traffic hazards and minimize traffic congestion.

**4. Section 2.6, General Definitions is amended to include the following, in alphabetical order:**

“Tiny home” means a structure that meets the following, unless provided otherwise by C.R.S.:

- (I) Is permanently constructed on a vehicle chassis;
- (II) Is designed for long-term residency;
- (III) Includes electrical, mechanical, or plumbing services that are fabricated, formed, or assembled at a location other than the site of the completed home;
- (IV) Is not self-propelled; and
- (V) Has a square footage of not more than four hundred square feet.

A tiny home is not:

- (I) A manufactured home as defined in C.R.S. 24-32-3302(20),
- (II) A recreational park trailer,
- (III) A recreational vehicle,
- (IV) A semitrailer, or
- (V) An intermodal shipping container.

“Tiny house” means a modular factory built residential structure not built on a permanent chassis that is 400 square feet or less; designed for long-term occupancy; built to the International Residential Code; and attached to a permanent foundation.

**Budget Notes:**

Removed grant income and expenses related to comp plan. Included funds for new software and logo.

Grant expenses reflect \$86k planned for GOCO grant related activities

Community Center expenses include new oven, chair covers, and deep clean

Misc. expenses reflects a new liability to address unearned revenue, for refundable deposits

Also includes extra funds for snow removal if extra equipment is needed

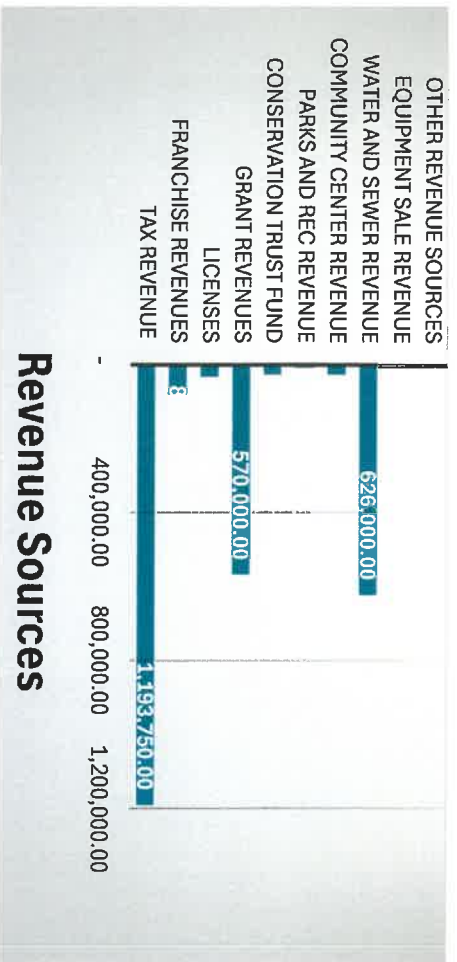
Water Operations expense includes new roof.

<b>Fund Balances</b>	<b>2023 End of Year Balance</b>	<b>Actuals on 10/31/2024</b>	<b>Predicted 2024 EOY Balance</b>
General Fund	\$ 902,785.23	\$ 1,013,158.98	\$ 1,181,951.27
Grant Revenues		\$ 137,082.34	
Expenditures		\$ (26,708.59)	
Total		\$ 110,373.75	
Street Fund	\$ 1,031,252.33	\$ 1,068,181.23	\$ 1,246,140.22
Tax Revenues		\$ 46,173.88	
Expenditures		\$ (9,244.98)	
Total		\$ 36,928.90	
Water Fund	\$ 1,644,974.81	\$ 1,724,580.64	\$ 2,011,895.77
User Fee Revenues		\$ 99,794.66	
Expenditures		\$ (20,188.83)	
Total		\$ 79,605.83	
Sewer Fund	\$ 899,157.47	\$ 959,401.39	\$ 1,119,237.66
User Fee Revenues		\$ 63,914.47	
Expenditures		\$ (3,670.55)	
Total		\$ 60,243.92	

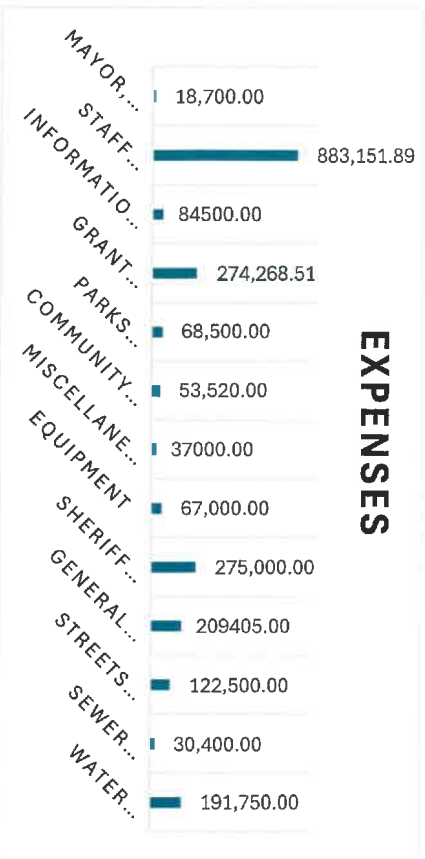


Fund Message: The 2025 General Fund budget is primarily derived from property tax and sales tax revenue with a small amount of License and Fee revenue and other revenue. The Enterprise Fund Budget is primarily derived from fees related to water and sewer. The Conservation Trust is primarily derived from lottery proceeds. The primary uses are for the categorical expenditures that are laid out. The 2025 budget is more fully funded than the 2024 budget. The budgetary basis of accounting is cash accounting.

	2024 Final Budget	October Actuals	2024 Ammended	2025 Budget
<b>INCOME</b>				
Tax Revenue	930,700.00	891,204.06	1,039,678.66	1,193,750.00
Franchise Revenues	83,300.00	81,061.00	89,826.34	83,000.00
Licenses	36,575.00	30,664.50	35,773.21	35,000.00
Grant Revenues	431,479.81	662,788.58	662,788.58	570,000.00
Conservation Trust Fund	12,000.00	30,183.34	30,183.34	30,000.00
Parks and Rec Revenue	2,500.00	9,493.73	11,075.39	11,000.00
Community Center Revenue	29,034.99	24,570.53	28,663.98	30,000.00
Water and Sewer Revenue	580,582.20	499,760.39	583,020.47	626,000.00
Equipment Sale Revenue	50,000.00	21,157.00	21,157.00	-
Other Revenue Sources	4,200.00	24,527.18	28,613.41	5,000.00
<b>Total Revenue</b>	<b>2,160,372.00</b>		<b>2,530,780.38</b>	<b>2,583,750.00</b>



	2024 Final Budget	October Actuals	2024 Ammended	2025 Budget
<b>EXPENSES</b>				
Mayor, Trustees, and Committees	18,700.00	10,068.30	11,700.98	18,700.00
Staff Salaries and Benefits	711,255.16	710,942.65	829,385.70	883,151.89
Information Technology	162,472.32	75,183.17	87,708.69	84,500.00
Grant Expenses	537,138.34	770,023.79	770,023.79	274,268.51
Parks Expenses	93,300.00	36,774.93	42,901.63	68,500.00
Community Center Expenses	29,648.22	25,639.42	29,910.95	53,520.00
Miscellaneous Expenses	46,100.00	45,962.66	53,620.04	37,000.00
Equipment	150,887.88	196,464.02	229,194.93	67,000.00
Sheriff Expenses	-	18,333.33	18,333.33	275,000.00
General Operations	203,721.61	168,146.44	196,159.64	209,405.00
Streets Operation Expenses	175,500.00	145,654.67	169,920.74	122,500.00
Sewer Operation Expenses	24,600.00	16,253.01	18,960.76	30,400.00
Water Operation Expenses	82,750.00	64,465.54	75,205.50	191,750.00
<b>Total Expenses</b>	<b>2,073,601.21</b>		<b>2,533,026.68</b>	<b>2,315,695.40</b>
<b>Net Revenue</b>	<b>86,770.79</b>		<b>(2,246.30)</b>	<b>268,054.60</b>



**Town of Dolores  
Resolution No R628  
SERIES 2024**

A RESOLUTION AWARDING A CONTRACT WITH BARR ENGINEERING COMPANY  
FOR DOLORES RIVER HABITAT AND ACCESS IMPROVEMENTS

WHEREAS, the Town of Dolores (the “Town”) has the authority to enter into contracts for any lawful municipal purpose pursuant to C.R.S. § 31-15-101.

WHEREAS, the Town has been awarded a Fishing is Fun grant from the Colorado Parks and Wildlife to improve fishing access and habitat on the Dolores River.

WHEREAS Barr Engineering Company, has prepared a bid for services, attached hereto as Exhibit A.

WHEREAS the purpose of this agreement is to provide for permitting and preconstruction services to implement the habitat improvements contemplated by the Fishing is Fun Grant.

WHEREAS the contract calls for the payment of the sum of \$26,200.00.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF DOLORES, THAT:

Section 1. The Town Board of Trustees hereby awards and approves the contract attached for permitting and preconstruction services to implement the habitat improvements contemplated by the Fishing is Fun Grant.in the amount of \$26,200 to be paid from the Town’s General Fund as part of the Fishing is Fun grant match requirement;

Section 2. The Mayor and Town Manager are authorized to execute the Agreement and the Town Clerk to attest the agreement with Barr Engineering Company.

Section 4. This resolution shall become effective immediately upon its adoption by the Board of Trustees.

Passed, adopted and approved this 25<sup>th</sup> day of November, 2024.

THE BOARD OF TRUSTEES OF THE TOWN OF DOLORES:

By: \_\_\_\_\_, Mayor Chris Holkestad

Attest: \_\_\_\_\_, Town Clerk Tammy Neely



November 1, 2024

Leigh Reeves  
Town of Dolores  
420 Central Avenue  
PO Box 630  
Dolores, CO 81323

**Re: Agreement for Dolores River Habitat and Access Improvements**

Dear Leigh Reeves:

Thank you for the opportunity to propose on providing the Town of Dolores (Client) with stream restoration services. If this proposal is acceptable and you would like to sign this letter with our attached terms, this letter will serve as the contract.

We will do our best to justify your expression of confidence in us. This letter, together with our Standard Terms (attached) sets forth the Agreement between the Town of Dolores (Client) and Barr Engineering Co., its affiliates and subsidiaries (Barr) regarding the Dolores River Habitat and Access Improvements project. The Dolores River channel through the Town of Dolores (Town) has become ecologically homogenous after the channel was straightened and levees were installed. The proposed work will improve fish habitat, while also providing improved fishing access.

The scope of professional consulting services Barr will provide for your project includes:

**Phase 1 - Permitting**

- 1.1. Site Visit and Desktop Review.** Barr staff will visit the site to determine the general geomorphology of the reach, channel dimension measurements, existing fish access, and in-channel structure condition from prior projects. Barr will also assess the structure locations identified in the Fishing is Fun Grant design to determine if alterations to the original design are necessary. Barr will perform a light desktop review of the site.
- 1.2. Design/Planset Development.** Barr will use the site visit data to assess the current design provided in the Fishing is Fun Grant application and make alterations to it after discussion with the Town staff. Barr will prepare a planset with locations and details of the proposed structures for use in the USACE 404 permit.
- 1.3. USACE 404 Permit.** Barr will submit a Clean Water Act (CWA), Regional General Permit #12, Stream Stabilization or Nationwide Permit #27 Aquatic Habitat Restoration request to the U.S. Army Corps of Engineers (USACE), Albuquerque District, Durango Regulatory Branch. The pre-construction notification (PCN), required for either permitting paths, will include, 1.) a description of the proposed in-stream enhancement features/structure, footprint, and construction details; 2.) a delineation of jurisdictional Waters of the U.S. (WUS) and appropriate submittal; 3.) and will include a technical memorandum addressing the presence/absence of endangered species. Barr will follow USACE regulatory guidance letter no. 05-05, Ordinary High-Water Mark Identification (USACE 2005) to complete the OHWM delineations. The scope assumes:

- Aquatic resource delineations will be limited to defining the ordinary high-water mark (OHWM) of the Dolores (i.e., no wetlands are present or will require delineation).
- One Barr biologist will delineate the OHWM during one site visit.
- A biological technical memorandum addressing federally listed species for Endangered Species Act (ESA) compliance documentation will suffice (i.e., preparation of a Biological Evaluation is not required).
- No species-specific surveys are required.
- Either RGP # or NWP # will be applied to the Project.

**1.4 USFS Coordination.** Barr will initiate project coordination with the US Forest Service, Dolores Ranger District. Coordination will consist of a site visit and a conference call to explain the project and to review the USFS portion of the river reach. The scope assumes:

- No additional USFS specific documentation is required
- No NEPA analysis is required
- Barr will provide the USFS with copies of the project CWA permit and the ESA compliance memorandum.

## **Phase 2 – Pre-Construction Documentation**

**2.1 Floodplain Permitting.** Barr will prepare and submit a no-rise permit based on the proposed design that incorporates any permitting comments from Phase 1. Barr assumes that the hydraulic model used in the 2008 Flood Insurance Study through the Town will be used for this effort. This scope assumes that a no-rise is achievable with the current or modified design. No federal floodplain permitting is included in this scope.

**2.2 IFC Planset.** Barr will provide a construction ready planset, bid schedule with quantities, and specifications that will be updated from Phase 1 based on USACE 404 and floodplain permitting comments and feedback from the Town staff.

**2.3 Bidding Support.** Barr will assist the Town with selecting a contractor in the Bid process, answering Bidder questions as needed.

This scope of work does not include construction phase services, however, those can be provided on a time-and-expense basis as needed.

This Agreement will be effective for the duration of the services unless terminated earlier by either Client or Barr. Barr's Proposal, if any, is not a part of this Agreement except as specifically indicated or referred to in this letter Agreement. Barr will commence work upon receipt of a copy of this letter signed by Client. Barr understands that permitting must be completed to receive additional GOCO grant funds. Barr plans to complete the Permitting Phase (Phase 1) within 6 months of receiving Notice to Proceed. Barr also understands that the Town would like to complete construction during low flows, within the fall or winter of 2025. Barr plans to complete Pre-Construction Documentation (Phase 2) by August 2025 to provide adequate time to onboard the contractor.

Barr will inform you of progress by periodic (at least monthly) virtual progress meetings or email updates.

For the services provided, Client will pay Barr according to the attached Standard Terms. Barr will bill Client approximately monthly. The cost of the services is estimated to be \$26,200 (USD). The cost breakdown by task is displayed below in **Table 1**.

**Table 1. Cost breakdown by task.**

	Cost
<b>Phase 1 - Permitting</b>	
1.1 Site Visit and Desktop Review	\$2,500
1.2 Design/Planset Development	\$4,500
1.3 USACE 404 Permit	\$8,000
1.4 USFS Coordination	\$1,800
Phase 1 Subtotal	\$16,800
<b>Phase 2 - Pre Construction Documentation</b>	
2.1 Floodplain Permitting	\$4,200
2.3 IFC Planset	\$4,200
2.3 Bidding Support	\$1,000
Phase 2 subtotal	\$9,400
<b>Total Phases 1 and 2</b>	<b>\$26,200.00</b>

We understand you have the authority to direct us. We will direct communications to you at the address on this letter. Direction should be provided to me at 225 East 16th Avenue, Suite 500, Denver, CO 80203.

During the term of this Agreement, Barr agrees to maintain with a company or companies lawfully authorized to do business in the jurisdiction in which the project is located, the type of insurance and policy limits as set forth below (USD):

**Workers' Compensation and Employers' Liability**

- 1. Coverage A: Per State Statute
- 2. Coverage B: \$500,000 Each Accident  
 \$500,000 Disease – Policy Limit  
 \$500,000 Disease – Each Employee

**Commercial General Liability**

- 1. \$2,000,000 General Aggregate
- 2. \$2,000,000 Products – Completed Operations Aggregate
- 3. \$1,000,000 Each Occurrence
- 4. \$1,000,000 Personal Injury

**Commercial Automobile Liability**

- 1. \$1,000,000 Combined Single Limit Bodily Injury and Property Damage

The Commercial Automobile Liability shall provide coverage for the following automobiles:

- 1. All Owned Automobiles
- 2. All Non-Owned Automobiles
- 3. All Hired Automobiles

**Umbrella Liability**

- 1. \$10,000,000 Each Claim  
 \$10,000,000 Annual Aggregate

2. The Umbrella Liability provides excess limits for the Commercial General Liability, Employers' Liability, and Commercial Automobile Liability policies.

**Professional and Pollution Incident Liability**

Professional Liability insurance including Pollution Incident Liability coverage with limits of not less than \$5,000,000 Per Claim / \$5,000,000 Annual Aggregate.

**Certificates of Insurance**

Certificates of Insurance will be provided upon request.

Barr and Client waive all rights, including their insurers' subrogation rights, against each other, their subcontractors, agents, and employees, and the other's consultants, separate contractors, and their subcontractors, agents, and employees for losses or damages covered by their respective property or casualty insurance, commercial general liability, or Builder's Risk insurance. This waiver of subrogation is effective notwithstanding any duty of indemnity.

If this Agreement is satisfactory, please sign the enclosed copy of this letter in the space provided, and return it to Barr.

Sincerely yours,

BARR ENGINEERING CO.



\_\_\_\_\_  
Nathan Campeau  
Its Vice President

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

TOWN OF DOLORES

By \_\_\_\_\_

Its \_\_\_\_\_

Attachments

Standard Terms—Professional Services



**Barr's Agreement with Client consists of the accompanying letter or other authorization, Work Orders, and these Standard Terms – Professional Services.**

**Section 1: Barr's Responsibilities**

- 1.1 Barr will provide the professional services ("Services") described in this Agreement. Barr will use that degree of care and skill ordinarily exercised under similar circumstances by reputable members of Barr's profession practicing in the same locality.
- 1.2 Barr will select the means, methods, techniques, sequences, or procedures used in providing its Services. If Client directs Barr to deviate from Barr selections, Client agrees to hold Barr harmless from claims, damages, and expenses arising out of Client direction.
- 1.3 Barr will acquire all licenses applicable to its Services and will comply with applicable law.
- 1.4 Barr duties do not include supervising Client contractors or commenting on, supervising, or providing the means and methods of their work unless Barr accepts any such duty in writing. Barr will not be responsible for the failure of Client contractors to perform in accordance with their undertakings.
- 1.5 Barr will provide a health and safety program for Barr employees, but will not be responsible for contractor, job, or site health or safety unless Barr accepts that duty in writing.
- 1.6 Estimates of Barr's fees or other project costs will be based on information available to Barr and on Barr's experience and knowledge. Such estimates are an exercise of Barr's professional judgment and are not guaranteed or warranted. Actual costs may vary. Client should add a contingency to the budgeted fees and costs to account for unexpected costs.
- 1.7 The information Client provides to Barr will be maintained in confidence except as required by law.

**Section 2: Client Responsibilities**

- 2.1 Client will provide access to property.
- 2.2 Client will provide Barr with prior reports, specifications, plans, changes in plans, and other information about the project that may affect the delivery of Barr's Services. Client will hold Barr harmless from claims, damages, and related expenses, including reasonable attorneys' fees, involving information not timely called to Barr's attention or not correctly shown on documents Client furnishes to Barr.
- 2.3 Client agree to provide Barr with information on contamination and dangerous and hazardous substances and processes Barr may encounter in performing the Services and related emergency procedure information.
- 2.4 Client agree to hold Barr harmless as to claims that Barr is an owner, operator, generator, transporter, treater, storer, or a disposal facility within the meaning of any law governing the handling, treatment, storage, or disposal of dangerous or hazardous materials.
- 2.5 Site remediation services may involve risk of contamination of previously uncontaminated air, soil, or water. If Client is requesting that Barr provide services that include this risk, Client agrees to hold Barr harmless from such contamination claims, damages, and expenses, including reasonable attorneys' fees, unless and to the extent the loss is caused by Barr negligence.

2.6 Monitoring wells are Client property and Client is responsible for their permitting, maintenance and abandonment unless Barr accepts that duty in writing. Samples remaining after tests are conducted and field and laboratory equipment that cannot be adequately cleansed of contaminants are Client property. They will be discarded or returned to Client, at Barr's discretion, unless within 15 days of the report date Client gives written direction to store or transfer the materials at Client expense.

2.7 2.6 Client agrees to make disclosures required by law. If Barr is required by law or legal process to make such disclosures, Client agrees to hold Barr harmless and indemnify Barr from related claims and costs, including reasonable attorneys' fees.

**Section 3: Digital Files, Reports and Work Product**

- 3.1 Barr's digital files, including but not limited to models, executable data, source code, and all other digital files, remain the property of Barr and shall be provided to the Client only if expressly provided for in this Agreement. Any digital files not containing a seal are provided for the convenience of the Client only, and use by Client or others to whom Client provides the digital files is at the Client's sole risk and without liability to Barr.
- 3.2 Barr will retain all data relating to the Services for a minimum of seven years and financial data for three years.
- 3.3 Barr reports, notes, calculations, and other documents, and computer software, programs, models, and data developed by Barr are instruments of Barr Services, and they remain Barr property, subject to a license to Client for Client's use in the related project for the purposes disclosed to Barr. At Barr's request, Client will execute Barr's standard digital data and conditional use agreement prior to receiving any digital data files. Further, Client may not use or transfer such information and documents to others for a purpose for which they were not prepared without Barr's written approval. Client agrees to indemnify and hold Barr harmless from claims, damages, and expenses, including reasonable attorneys' fees, arising out of any unauthorized transfer or use.
- 3.4 Because electronic documents may be modified intentionally or inadvertently, Client agrees that Barr will not be liable for damages resulting from change in an electronic document occurring after Barr's transmittal to Client. In case of any difference or ambiguity between an electronic and a paper document, the paper document shall govern. When accepting document transfer in electronic format, Client accepts exclusive risk relating to long-term capability, usability, and readability of documents, software application packages, operating systems, and computer hardware.
- 3.5 If Client does not pay for the Services in full as agreed, Barr may retain reports and work not yet delivered to Client and Client agrees to return to Barr our reports and other work in Client's possession or under Client's control. Client agrees not to use or rely upon Barr Services or work for any purpose until it is paid for in full.

**Section 4: Compensation**

- 4.1 Client will pay for the Services as agreed or according to the current fee schedules if there is no other written agreement as to price. An estimated cost is not a firm figure unless stated as such and Client should allow for a contingency in addition to estimated costs.
- 4.2 Client will pay each invoice within 30 days after receipt as to all undisputed amounts. Payments not made within 60 days of invoice date will bear interest from the date that is 30 days after the date of the invoice at a rate equal to the lesser of 18 percent per annum or the highest rate allowed by law. Client agrees to pay all Barr costs of collection, including reasonable attorney fees
- 4.3 If Client directs Barr to invoice another, Barr will do so, but Client agrees to be responsible for Barr compensation unless Client provides Barr with that person's written acceptance of the terms of Barr's Agreement and Barr agrees to extend credit to that person.
- 4.4 Client agrees to compensate Barr in accordance with Barr's fee schedule if Barr is asked or required to respond to legal process arising out of a proceeding to which Barr is not a party.
- 4.5 If Barr is delayed by factors beyond Barr's control, or if the project conditions or the scope of work change, or if the standards change, Barr will receive an equitable adjustment of our compensation.
- 4.6 In consideration of Barr providing insurance to cover claims made by Client, Client hereby waives any right of offset as to payment otherwise due to Barr.

**Section 5: Disputes, Damage, and Risk Allocation**

- 5.1 Barr and Client will exercise good faith efforts to resolve disputes without litigation. Such efforts will include a meeting attended by each party's representative empowered to resolve the dispute. Disputes (except collections) will be submitted to mediation as a condition precedent to litigation.
- 5.2 Barr will not be liable for special, incidental, consequential, or punitive damages, including but not limited to those arising from delay, loss of use, loss of profits or revenue, loss of financing commitments or fees, or the cost of capital. Barr and Client waives against the other and its subcontractors, agents, and employees all rights to recover for losses covered by our respective property/casualty or auto insurance policies.
- 5.3 Barr will not be liable for damages unless Client has notified Barr of Client's claim within 30 days of the date of Client discovery of it and unless Client has given Barr an opportunity to investigate and to recommend ways of mitigating damages, and unless suit is commenced within two years of the earlier of the date of injury or loss and the date of completion of the Services.
- 5.4 For Client to obtain the benefit of a fee which includes a reasonable allowance for risks, Client agrees that Barr's aggregate liability will not exceed the fee paid for Barr's Services, but not less than \$50,000, and Client agrees to indemnify Barr from all liability to others in excess of that amount. If Client is unwilling to accept this allocation of risk, Barr will increase Barr's aggregate liability to \$100,000 provided that, within 10 days of the date of this Agreement, Client provides payment in an amount that will increase Barr fees by 10%, but not less than \$500, to compensate Barr for the greater risk undertaken. This increased fee is not the purchase of insurance.

- 5.5 If Client fails to pay Barr within 60 days following invoice date, Barr may consider the default a total breach of this Agreement and, at Barr's option, Barr may terminate all of Barr's duties without liability to Client or to others.
- 5.6 If Barr is involved in legal action to collect compensation, Client agrees to pay Barr's collection expenses, including reasonable attorneys' fees.
- 5.7 The law of the state of Minnesota will govern all disputes. Barr and Client hereby agree to submit to the exclusive jurisdiction of the State Courts sitting in Hennepin County, Minnesota, for all claims relating to the contract of the services performed by Barr and waive any objections to such location based on jurisdiction, venue or inconvenient forum. Barr and Client waives trial by jury. No employee acting within the scope of employment will have any individual liability for his or her acts or omissions and Client agrees not to make any claim against individual employees.

**Section 6: Miscellaneous Provisions**

- 6.1 Barr will provide a certificate of insurance to Client upon request. Any claim as an Additional Insured will be limited to losses caused by Barr's sole negligence.
- 6.2 This Agreement is Barr's entire agreement, and it supersedes prior agreements. Only a writing signed by an authorized representative for Barr and Client making specific reference to the provision modified may modify it.
- 6.3 Neither Barr nor Client will assign this Agreement without the written approval of the other. No other person has any rights under this Agreement.
- 6.4 Only a writing may terminate this Agreement. Barr will receive an equitable adjustment of Barr's compensation as well as Barr's earned fees and expenses if Barr's work is terminated prior to completion.
- 6.5 Barr will not discriminate against any employee or applicant for employment because of race, color, creed, ancestry, national origin, sex, religion, age, marital status, affectional preference, disability, status with regard to public assistance, membership or activity in a local human-rights commission, or status as a specially disabled, Vietnam-era, or other eligible veteran. Barr will take affirmative action to ensure that applicants are considered, and employees are treated during their employment, without regard to those factors. Barr actions will include, but are not limited to notifications, hiring, promotion or employment upgrading, demotion, transfer, recruitment or recruitment advertising, layoffs or terminations, rates of pay and other forms of compensation, and selection for training or apprenticeship.
- 6.6 Neither Barr nor Client, including Barr officers, employees, and agents, are agents of the other, except as agreed in writing. Except as agreed in writing, nothing in this Agreement creates in either party any right or authority to incur any obligations on behalf of, or to bind in any respect, the other party. Nothing contained herein will prevent either party from procuring or providing the same or similar products or services from or to any third person, provided that there is no breach of any obligations pertaining to confidentiality.

*End of Standard Terms*

**Town of Dolores  
Resolution No R629  
SERIES 2024**

**A RESOLUTION AWARDING CONTRACT TO REPLACE THE ROOF ON THE  
WATER PLANT**

WHEREAS, the Town of Dolores (the “Town”) has the authority to enter into contracts for any lawful municipal purpose pursuant to C.R.S. § 31-15-101; and

WHEREAS, the Town Trustees find that an emergency exists with repairs needed to the water plant roof, in so far as it has come to the Town’s attention that the current roof is leaking on our inside electrical system and that is unsafe and poses a risk of serious injury,

WHEREAS, the water plant is a critical service for town citizens and is a matter of importance to the public it must be housed in a safe and secure building with protection from the elements.; and,

WHEREAS, CRS Section 29-1-111 provides that the Board of Trustees, in cases of emergency which could not have been reasonably foreseen at the time of adoption of its budget, authorize an expenditure of funds in excess of the appropriations made in its adopted budget.

WHEREAS, the risk of irreparable damage to the town’s water services because of the deterioration of the roof constitutes an emergency under CRS 29-1-111 requiring an extraordinary expenditure for repair.

WHEREAS, due to the ongoing emergency and threat to the public safety water supply the Town finds good cause to immediately employ a qualified and licensed contractor to build a safe and secure system from the elements without soliciting bids in accordance with Town policy.

WHEREAS the expenditure of additional costs beyond those authorized by resolution approved by the Board of Trustees on May 28th, 2024, are necessary to complete the repairs.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF DOLORES, THAT:

Section 1. The Town Board of Trustees hereby awards a contract to build a safe and secure structure to house the electrical system for the ballfield lighting that needs repair and replacement in Joe Rowell Park in the additional amount of \$31,067.00 as set forth in the bid attached hereto as Exhibit 1.

Section 2. The Town Board of Trustees appropriates and authorizes the expenditure of said funds set forth on Exhibit 1 and authorizes the Mayor and Manager to execute agreements such terms and conditions materially consistent with the award and bid requirements with the successful contractors.

Section 3. The Town Board of Trustees finds that said emergency expenditure could not have been reasonably foreseen when the 2024 budget was adopted and that said expenditure shall be paid from the Town's water fund.

Section 3. This resolution shall become effective immediately upon its adoption by the Board of Trustees.

Passed, adopted, and approved November 25th, 2024

THE BOARD OF TRUSTEES OF THE TOWN OF DOLORES:

By: \_\_\_\_\_, Mayor Chris Holkestad

Attest: \_\_\_\_\_, Town Clerk Tammy Neely



24194 Road L, Suite 1A ♦ Cortez, Colorado ♦ 81321  
Phone 970-565-9326 ♦ Fax 970-565-5382

November 18, 2024

Town of Dolores  
C/O David Doudy  
P.O. Box 630  
Dolores, CO 81323

RE: Water Treatment Building Roof

Dear David,

Thank you for your recent request for a bid proposal from Cruzan Construction Co. The bid includes all labor, material, equipment and insurance for the following.

- Framing for water damage truss repair
- Removal and disposal of existing roofing
- Installation of ice and water shield underlayment
- Five new 3'x3' skylights with new raised curb framing
- 26-gauge R-LOC metal roofing with all required flashing, trim and fasteners
- 26-gauge metal fascia

**Bid Total \$31,067.00**

I look forward to working with you in the near future. Please feel free to contact me with any questions or concerns you may have at 970-749-6112.

Thank you,

Jay N. Cruzan  
Cruzan Construction Co.

**Town of Dolores  
Resolution No R630  
Series 2024**

**A RESOLUTION AWARDING CONSTRUCTION CONTRACT TO AMERICAN RAMP  
COMPANY**

WHEREAS, the use and enjoyment of Joe Rowell Park is a matter of critical importance to the citizens of the Town of Dolores (the “Town”);

WHEREAS, the Board of Trustees has established the Parks Advisory Committee to advise the Board on the Town’s parks;

WHEREAS the town engaged the services of Logan Simpson to create a revised master plan for Joe Rowell Park;

WHEREAS Logan Simpson working with the Parks Advisory Committee with public input has created the Joe Rowell Park Master Plan which was adopted by the Board of Trustees on November 14, 2022;

WHEREAS the Joe Rowell Park Master plan contains a plan for the eventual design and construction of a skatepark, bike park and pump track;

WHEREAS community support for the construction of a skatepark, bike park and pump track led to the formation of the Lost Canyon Bike and Skate Park Committee that has associated with Onward! A Legacy Foundation (hereinafter the “Committee”) in order to fundraise and support the construction of these improvements;

WHEREAS the town has partnered with the Committee through a memorandum of understanding approved by resolution by the Board of Trustees on March 27, 2023;

WHEREAS the Town awarded a contract for design of the skatepark, bike park and pump track to the American Ramp Company;

WHEREAS the Town has applied for a Great Outdoors Colorado (GOCO) grant to construct the skatepark and has received preliminary approval of the grant;

WHEREAS the Town having solicited proposals for construction, finds that the American Ramp Company’s proposal for construction of the skatepark, pump track and bike park has the best value for the Town;

WHEREAS the American Ramp Company’s proposed a contract for construction is attached hereto as Exhibit 1.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN

OF DOLORES, THAT:

Section 1. The Town Board of Trustees hereby awards the contract for construction of the skatepark, pump track and bike as set forth in the contract attached hereto as Exhibit 1, and, contingent upon final approval of the award of the GOCO grant and consistent with its agreement, appropriates and authorizes the expenditure of funds up to including \$737,500.00, and authorizes the Mayor to execute an Agreement and the Town Clerk to attest the agreement with the American Ramp Company.

Section 2. This resolution shall become effective immediately upon its adoption by the Board of Trustees.

Passed, adopted and approved November 25, 2024.

THE BOARD OF TRUSTEES OF THE TOWN OF DOLORES:

By: \_\_\_\_\_, Mayor Chris Holkestad

Attest: \_\_\_\_\_, Town Clerk Tammy Neely

**AMERICAN RAMP COMPANY  
SOURCEWELL BUILD AGREEMENT**

**THIS AGREEMENT** is dated the 18<sup>th</sup> day of November, 2024, by and between the Town of Dolores (hereinafter called "**OWNER**"), whose principal office is located at 601 Central Ave., Dolores, CO 81323, and American Ramp Company (hereinafter called "**CONTRACTOR**"), whose principal office is located at 601 S. McKinley Ave., Joplin, MO 64801. This contract is contingent upon OWNER being awarded the Great Outdoors Colorado (GOCO) grant.

**PROJECT NAME:**

**LOCATION:** Dolores, CO

**WITNESSETH:**

For value received, CONTRACTOR and OWNER agree as follows:

**ARTICLE 1  
DESCRIPTION OF WORK**

1.1 The CONTRACTOR hereby covenants and agrees with the OWNER that he will well and faithfully construct the project in accordance with each and every one of the conditions, covenants, stipulations, terms and provisions contained in the specifications, drawings, and general conditions relating to the project, and will well and faithfully comply with and perform each and every obligation imposed upon him by said documents.

1.2 CONSTRUCTION: CONTRACTOR agrees to all Exhibits referenced below, which are hereby incorporated and deemed a part of this Agreement:

Exhibit A – Scope of Work

Exhibit B – CONTRACTOR’s Sourcewell Contract #112420-ARC

**ARTICLE 2  
CONTRACT AMOUNT**

2.1 OWNER agrees to pay CONTRACTOR the sum of **SEVEN HUNDRED THIRTY-SEVEN THOUSAND FIVE HUNDRED DOLLARS and 00/100 (\$737,500.00)** plus any applicable taxes, subject to additions and deductions for changes as may be agreed upon in writing.

2.2 All portions of this contract will be billed in progress billings based on completed milestones as outlined below. All payments are due in full within 30 days of receipt of invoice from CONTRACTOR.

25% Upon Signing – Due January 31, 2025

25% Upon Mobilization

50% upon Completion/Sign-Off

2.3 Execution of any Attachments and/or Add Alternates will be bound by all terms and conditions of this Agreement. If any changes are determined necessary, CONTRACTOR will issue a change request to the OWNER for approval prior to performing work.



2.4 "Completion of the Project" shall be deemed the earlier of 1.) the date OWNER executes CONTRACTOR's punch-list/sign-off sheet or 2.) the date the OWNER opens the Project to the public for permanent use.

2.5 All pricing of the elements is to be in line with CONTRACTOR's Sourcewell Contract #112420-ARC, attached hereto as Exhibit B.

### **ARTICLE 3 INSURANCE AND INDEMNITY**

3.1 CONTRACTOR shall maintain the minimum insurance and coverage throughout this term per the requirements outlined in CONTRACTOR's Sourcewell Contract #112420-ARC, attached hereto as Exhibit B.

3.2 CONTRACTOR agrees to indemnify and hold harmless OWNER from any and all claims, loss, or expense of every kind whatsoever which may arise from CONTRACTOR's negligent acts or omissions or breach of its obligations hereunder. OWNER agrees to indemnify and hold harmless CONTRACTOR from any and all claims, loss, or expense of every kind whatsoever which may arise from OWNER's negligent acts or omissions or breach of its obligations hereunder.

### **ARTICLE 4 CONTRACTOR AND OWNER RESPONSIBILITIES**

4.1 No variation of this Agreement will be recognized unless such change has been approved in writing.

4.2 CONTRACTOR may assign or transfer this Agreement or any part thereof or amounts due or to become due hereunder with the written consent of OWNER, which shall not be unreasonably withheld. OWNER understands that CONTRACTOR may subcontract the installation portion of this Agreement using independent Subcontractors without the consent of OWNER.

4.3 CONTRACTOR will in no way be liable for delays in the completion of the Project which are reasonably beyond the control of CONTRACTOR, including but not limited to: Acts of God, labor strikes, shortage of materials, shipping delays or actions attributable to the OWNER.

4.4 After the final inspection and completion of the Project, all repair/replacement issues regarding the Project and the materials shall be determined under the terms set forth in CONTRACTOR's standard warranty.

4.5 Before, during and after construction, OWNER is responsible for securing the job site. OWNER is responsible for barricading the premises and warning persons of the dangers at the jobsite. Under no circumstances may the park be used until final completion of the project. CONTRACTOR will not be held liable for and OWNER shall hold CONTRACTOR harmless from any accidents that occur because features were used before the project was complete.

4.6 Both during construction and after completion, CONTRACTOR shall not be held liable for damages beyond its control including but not limited to: noise generated from the Project, before

and after final completion, not including construction related noise, location choice, graffiti, injuries, additional expenses incurred by OWNER, zoning issues, etc.

4.7 Building permits and other local licenses that are required for the Project are the sole responsibility of the OWNER. If CONTRACTOR is required to purchase these licenses, such costs will be billed to the OWNER and added to the contract price hereunder.

4.8 All materials and workmanship are to conform to the contract drawings, details and specifications.

## **ARTICLE 5 MISCELLANEOUS**

5.1 The persons signing this Agreement warrant that they are duly authorized to sign on behalf of their respective parties and to bind their respective parties hereto. This Agreement shall inure to the benefit of and be binding upon the undersigned parties and their respective heirs, executors, legal representatives, successors and assigns. No waiver of any provision of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver. If any provision of this Agreement is held to be invalid or unenforceable, all other provisions shall nevertheless continue in full force and effect.

5.2 The parties shall endeavor to resolve their Claims by mediation. Request for mediation shall be filed, in writing, with the other party to the Contract. The request may be made concurrently with the submission of such Claim to a court of competent jurisdiction, as provided in the paragraph below, but, in such event, mediation shall proceed in advance of such legal proceedings, which shall be stayed pending mediation for a period of 60 days from the date of submission, unless stayed for a longer period by Agreement of the parties or court order.

5.3 Claims, disputes or other matters in question between the parties arising out of or relating to this Contract and which cannot be resolved by mediation, as provided in above paragraph, shall be governed by Colorado law and shall be determined exclusively in the Courts of Montezuma County without regard to its conflicts of law provisions. The prevailing party shall be entitled in any such action to recover its reasonable attorney's fees and legal expenses from the other party.

5.4 This AGREEMENT constitutes the entire Agreement between the parties pertaining to its subject matter, and it supersedes all prior contemporaneous Agreements, representations, and understandings of the parties. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing by all parties.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement to become effective the day and year recorded below.

Town of Dolores  
Owner

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name Print / Title

\_\_\_\_\_  
Date

American Ramp Company  
Contractor

\_\_\_\_\_  
Authorized Signature

John Hunter, CEO  
Name Print / Title

\_\_\_\_\_  
Date

## Scope of Work

### TASK 1.0 – CONSTRUCTION PHASE

#### 1.1 Customer Provides\*

- Sufficient water and electrical power within 100 feet of work areas
- Unobstructed, safe, and continuous access to work area with heavy equipment and all-weather roads for heavy equipment
- Any available site information such as topography, site surveying, Geotech, etc.

#### 1.2 Includes\*:

- All labor, construction project management, supplies, tools, materials, and equipment required to build park per final design documents
- Earthmoving techniques
- Pour and finish asphalt
- Landscaping within asphalt pump track as specified in final design
- Manufacturing and installation of steel framework/wooden riding surface features
- Site taking and layout
- Cutting and shaping grades within skatepark footprint
- Installation of rebar
- Install and finish shotcrete
- Concrete flatwork
- Concrete ledges, steps, and turndown walls
- Expansion joints, saw cuts, and cold joints
- Pipe coping edgings/rails
- Skatepark sealing
- Fine grading

#### 1.3 Excludes\*:

- Payment and performance bonds
- Sales taxes
- Permits, fees, and/or engineering and stamping
- Fencing of any kind
- Site testing and inspections
- Erosion and sediment control
- Stabilized construction entrance
- Landscaping, site and turf restoration post construction (unless specified in final design)
- Sidewalks/walkways and site amenities of any kind
- Utility, mechanical, electrical, plumbing work, relocation or repairs of any kind
- Toxic or hazardous material handling or removal
- Dewatering, silt fence, soil stabilization, erosion control, street cleaning, and traffic control
- Removal and/or replanting of any trees or shrubs or protection of trees/shrubs
- Construction documents and/or as-builts
- Any work not specifically indicated above

\*All items above can be provided for an additional fee.

**AMERICAN RAMP COMPANY  
SOURCEWELL BUILD AGREEMENT**

**THIS AGREEMENT** is dated the 18<sup>th</sup> day of November, 2024, by and between the Town of Dolores (hereinafter called "**OWNER**"), whose principal office is located at 601 Central Ave., Dolores, CO 81323, and American Ramp Company (hereinafter called "**CONTRACTOR**"), whose principal office is located at 601 S. McKinley Ave., Joplin, MO 64801. This contract is contingent upon OWNER being awarded the Great Outdoors Colorado (GOCO) grant.

**PROJECT NAME:**

**LOCATION:** Dolores, CO

**WITNESSETH:**

For value received, CONTRACTOR and OWNER agree as follows:

**ARTICLE 1  
DESCRIPTION OF WORK**

1.1 The CONTRACTOR hereby covenants and agrees with the OWNER that he will well and faithfully construct the project in accordance with each and every one of the conditions, covenants, stipulations, terms and provisions contained in the specifications, drawings, and general conditions relating to the project, and will well and faithfully comply with and perform each and every obligation imposed upon him by said documents.

1.2 CONSTRUCTION: CONTRACTOR agrees to all Exhibits referenced below, which are hereby incorporated and deemed a part of this Agreement:

Exhibit A – Scope of Work

Exhibit B – CONTRACTOR's Sourcewell Contract #112420-ARC

**ARTICLE 2  
CONTRACT AMOUNT**

2.1 OWNER agrees to pay CONTRACTOR the sum of **SEVEN HUNDRED THIRTY-SEVEN THOUSAND FIVE HUNDRED DOLLARS and 00/100 (\$737,500.00)** plus any applicable taxes, subject to additions and deductions for changes as may be agreed upon in writing.

2.2 All portions of this contract will be billed in progress billings based on completed milestones as outlined below. All payments are due in full within 30 days of receipt of invoice from CONTRACTOR.

25% Upon Signing – Due January 31, 2025

25% Upon Mobilization

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2.3 Execution of any Attachments and/or Add Alternates will be bound by all terms and conditions of this Agreement. If any changes are determined necessary, CONTRACTOR will issue a change request to the OWNER for approval prior to performing work.

2.4 "Completion of the Project" shall be deemed the earlier of 1.) the date OWNER executes CONTRACTOR's punch-list/sign-off sheet or 2.) the date the OWNER opens the Project to the public for permanent use.

2.5 All pricing of the elements is to be in line with CONTRACTOR's Sourcewell Contract #112420-ARC, attached hereto as Exhibit B.

### **ARTICLE 3 INSURANCE AND INDEMNITY**

3.1 CONTRACTOR shall maintain the minimum insurance and coverage throughout this term per the requirements outlined in CONTRACTOR's Sourcewell Contract #112420-ARC, attached hereto as Exhibit B.

3.2 CONTRACTOR agrees to indemnify and hold harmless OWNER from any and all claims, loss, or expense of every kind whatsoever which may arise from CONTRACTOR's negligent acts or omissions or breach of its obligations hereunder. OWNER agrees to indemnify and hold harmless CONTRACTOR from any and all claims, loss, or expense of every kind whatsoever which may arise from OWNER's negligent acts or omissions or breach of its obligations hereunder.

### **ARTICLE 4 CONTRACTOR AND OWNER RESPONSIBILITIES**

4.1 No variation of this Agreement will be recognized unless such change has been approved in writing.

4.2 CONTRACTOR may assign or transfer this Agreement or any part thereof or amounts due or to become due hereunder with the written consent of OWNER, which shall not be unreasonably withheld. OWNER understands that CONTRACTOR may subcontract the installation portion of this Agreement using independent Subcontractors without the consent of OWNER.

4.3 CONTRACTOR will in no way be liable for delays in the completion of the Project which are reasonably beyond the control of CONTRACTOR, including but not limited to: Acts of God, labor strikes, shortage of materials, shipping delays or actions attributable to the OWNER.

4.4 After the final inspection and completion of the Project, all repair/replacement issues regarding the Project and the materials shall be determined under the terms set forth in CONTRACTOR's standard warranty.

4.5 Before, during and after construction, OWNER is responsible for securing the job site. OWNER is responsible for barricading the premises and warning persons of the dangers at the jobsite. Under no circumstances may the park be used until final completion of the project. CONTRACTOR will not be held liable for and OWNER shall hold CONTRACTOR harmless from any accidents that occur because features were used before the project was complete.

4.6 Both during construction and after completion, CONTRACTOR shall not be held liable for damages beyond its control including but not limited to: noise generated from the Project, before

and after final completion, not including construction related noise, location choice, graffiti, injuries, additional expenses incurred by OWNER, zoning issues, etc.

4.7 Building permits and other local licenses that are required for the Project are the sole responsibility of the OWNER. If CONTRACTOR is required to purchase these licenses, such costs will be billed to the OWNER and added to the contract price hereunder.

4.8 All materials and workmanship are to conform to the contract drawings, details and specifications.

## **ARTICLE 5 MISCELLANEOUS**

5.1 The persons signing this Agreement warrant that they are duly authorized to sign on behalf of their respective parties and to bind their respective parties hereto. This Agreement shall inure to the benefit of and be binding upon the undersigned parties and their respective heirs, executors, legal representatives, successors and assigns. No waiver of any provision of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver. If any provision of this Agreement is held to be invalid or unenforceable, all other provisions shall nevertheless continue in full force and effect.

5.2 The parties shall endeavor to resolve their Claims by mediation. Request for mediation shall be filed, in writing, with the other party to the Contract. The request may be made concurrently with the submission of such Claim to a court of competent jurisdiction, as provided in the paragraph below, but, in such event, mediation shall proceed in advance of such legal proceedings, which shall be stayed pending mediation for a period of 60 days from the date of submission, unless stayed for a longer period by Agreement of the parties or court order.

5.3 Claims, disputes or other matters in question between the parties arising out of or relating to this Contract and which cannot be resolved by mediation, as provided in above paragraph, shall be governed by Colorado law and shall be determined exclusively in the Courts of Montezuma County without regard to its conflicts of law provisions. The prevailing party shall be entitled in any such action to recover its reasonable attorney's fees and legal expenses from the other party.

5.4 This AGREEMENT constitutes the entire Agreement between the parties pertaining to its subject matter, and it supersedes all prior contemporaneous Agreements, representations, and understandings of the parties. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing by all parties.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement to become effective the day and year recorded below.

Town of Dolores

Owner

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name Print / Title

\_\_\_\_\_  
Date

American Ramp Company

Contractor

\_\_\_\_\_  
Authorized Signature

John Hunter, CEO  
Name Print / Title

\_\_\_\_\_  
Date



## Scope of Work

### TASK 1.0 – CONSTRUCTION PHASE

- 1.1 Customer Provides\*
- Sufficient water and electrical power within 100 feet of work areas
  - Unobstructed, safe, and continuous access to work area with heavy equipment and all-weather roads for heavy equipment
  - Any available site information such as topography, site surveying, Geotech, etc.
- 1.2 Includes\*:
- All labor, construction project management, supplies, tools, materials, and equipment required to build park per final design documents
  - Earthmoving techniques
  - Pour and finish asphalt
  - Landscaping within asphalt pump track as specified in final design
  - Manufacturing and installation of steel framework/wooden riding surface features
  - Site taking and layout
  - Cutting and shaping grades within skatepark footprint
  - Installation of rebar
  - Install and finish shotcrete
  - Concrete flatwork
  - Concrete ledges, steps, and turndown walls
  - Expansion joints, saw cuts, and cold joints
  - Pipe coping edgings/rails
  - Skatepark sealing
  - Fine grading
- 1.3 Excludes\*:
- Payment and performance bonds
  - Sales taxes
  - Permits, fees, and/or engineering and stamping
  - Fencing of any kind
  - Site testing and inspections
  - Erosion and sediment control
  - Stabilized construction entrance
  - Landscaping, site and turf restoration post construction (unless specified in final design)
  - Sidewalks/walkways and site amenities of any kind
  - Utility, mechanical, electrical, plumbing work, relocation or repairs of any kind
  - Toxic or hazardous material handling or removal
  - Dewatering, silt fence, soil stabilization, erosion control, street cleaning, and traffic control
  - Removal and/or replanting of any trees or shrubs or protection of trees/shrubs
  - Construction documents and/or as-builts
  - Any work not specifically indicated above

\*All items above can be provided for an additional fee.

**Task 2.0 Deliverables:**

- Fully constructed concrete skatepark, asphalt pump track, and bike park



**Solicitation Number: #112420**

**CONTRACT**

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and American Ramp Company, Inc., 601 S. McKinley Avenue, Joplin, MO 64801 (Vendor).

Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Skatepark, Bike Park, and Pump Track Solutions with Related Equipment, Accessories, and Services from which Vendor was awarded a contract.

Vendor desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

**1. TERM OF CONTRACT**

- A. **EFFECTIVE DATE.** This Contract is effective upon the date of the final signature below.
- B. **EXPIRATION DATE AND EXTENSION.** This Contract expires December 28, 2024, unless it is cancelled sooner pursuant to Article 22. This Contract may be extended up to one additional one-year period upon request of Sourcewell and with written agreement by Vendor.
- C. **SURVIVAL OF TERMS.** Articles 11 through 14 survive the expiration or cancellation of this Contract.

**2. EQUIPMENT, PRODUCTS, OR SERVICES**

- A. **EQUIPMENT, PRODUCTS, OR SERVICES.** Vendor will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above. Vendor's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new/current model. Vendor may offer close-out or refurbished Equipment or Products if they are clearly indicated in Vendor's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. **WARRANTY.** Vendor warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Vendor warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Vendor's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that is effective past the expiration of the Vendor's warranty will be passed on to the Participating Entity.

C. **DEALERS, DISTRIBUTORS, AND/OR RESELLERS.** Upon Contract execution, Vendor will make available to Sourcewell a means to validate or authenticate Vendor's authorized dealers, distributors, and/or resellers relative to the Equipment, Products, and Services related to this Contract. This list may be updated from time-to-time and is incorporated into this Contract by reference. It is the Vendor's responsibility to ensure Sourcewell receives the most current version of this list.

### 3. PRICING

All Equipment, Products, or Services under this Contract will be priced as stated in Vendor's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

A. **SHIPPING AND SHIPPING COSTS.** All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Vendor must permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable

time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery.

Vendor must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcewell may declare the Vendor in breach of this Contract if the Vendor intentionally delivers substandard or inferior Equipment or Products. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Vendor as soon as possible and the Vendor will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

B. SALES TAX. Each Participating Entity is responsible for supplying the Vendor with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Vendor may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Vendor determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

#### **4. PRODUCT AND PRICING CHANGE REQUESTS**

Vendor may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Contract Administrator. This form is available from the assigned Sourcewell Contract Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing

restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcwell Price and Product Request Form will become an amendment to this Contract and be incorporated by reference.

## **5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS**

A. PARTICIPATION. Sourcwell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcwell during such time of access. Vendor understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Vendor is responsible for familiarizing its sales and service forces with Sourcwell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcwell. Sourcwell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Vendor's employees may be required to perform work at government-owned facilities, including schools. Vendor's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

## **6. PARTICIPATING ENTITY USE AND PURCHASING**

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Vendor that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcwell and Vendor. Typically, a Participating Entity will issue an order directly to Vendor. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcwell contract number. All Participating Entity orders under this Contract must be issued prior to expiration of this Contract; however, Vendor performance, Participating Entity payment, and any applicable warranty periods or other Vendor or Participating Entity obligations may extend beyond the term of this Contract.

Vendor's acceptable forms of payment are included in Attachment A. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

**B. ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM.** Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Vendor, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum; the terms of which will be worked out directly between the Participating Entity and the Vendor. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

**C. SPECIALIZED SERVICE REQUIREMENTS.** In the event that the Participating Entity requires service or specialized performance requirements (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements) not addressed in this Contract, the Participating Entity and the Vendor may enter into a separate, standalone agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

**D. TERMINATION OF ORDERS.** Participating Entities may terminate an order, in whole or in part, immediately upon notice to Vendor in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the goods to be purchased;
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements; or
3. Vendor commits any material breach of this Contract or the additional terms agreed to between the Vendor and a Participating Entity.

**E. GOVERNING LAW AND VENUE.** The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

## **7. CUSTOMER SERVICE**

**A. PRIMARY ACCOUNT REPRESENTATIVE.** Vendor will assign an Account Representative to Sourcewell for this Contract and must provide prompt notice to Sourcewell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcewell and Participating Entity inquiries; and
- Business reviews to Sourcewell and Participating Entities, if applicable.

B. **BUSINESS REVIEWS.** Vendor must perform a minimum of one business review with Sourcewell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, supply issues, customer issues, and any other necessary information.

## **8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT**

A. **CONTRACT SALES ACTIVITY REPORT.** Each calendar quarter, Vendor must provide a contract sales activity report (Report) to the Sourcewell Contract Administrator assigned to this Contract. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Vendor must submit a report indicating no sales were made).

The Report must contain the following fields:

- Customer Name (e.g., City of Staples Highway Department);
- Customer Physical Street Address;
- Customer City;
- Customer State/Province;
- Customer Zip Code;
- Customer Contact Name;
- Customer Contact Email Address;
- Customer Contact Telephone Number;
- Sourcewell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Vendor.

B. **ADMINISTRATIVE FEE.** In consideration for the support and services provided by Sourcewell, the Vendor will pay an administrative fee to Sourcewell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Vendor may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Vendor will submit payment to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased by Participating Entities under this Contract during each calendar quarter. Payments should note the Vendor's name and Sourcewell-assigned contract number in the memo; and must be mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.



Vendor agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Vendor is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Vendor in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

### **9. AUTHORIZED REPRESENTATIVE**

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Vendor's Authorized Representative is the person named in the Vendor's Proposal. If Vendor's Authorized Representative changes at any time during this Contract, Vendor must promptly notify Sourcewell in writing.

### **10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE**

A. **AUDIT.** Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant this Agreement are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

B. **ASSIGNMENT.** Neither the Vendor nor Sourcewell may assign or transfer any rights or obligations under this Contract without the prior consent of the parties and a fully executed assignment agreement. Such consent will not be unreasonably withheld.

C. **AMENDMENTS.** Any amendment to this Contract must be in writing and will not be effective until it has been fully executed by the parties.

D. **WAIVER.** If either party fails to enforce any provision of this Contract, that failure does not waive the provision or the right to enforce it.

E. **CONTRACT COMPLETE.** This Contract contains all negotiations and agreements between Sourcewell and Vendor. No other understanding regarding this Contract, whether written or oral, may be used to bind either party. For any conflict between the attached Proposal and the terms set out in Articles 1-22, the terms of Articles 1-22 will govern.

F. **RELATIONSHIP OF THE PARTIES.** The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their

respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

## 11. LIABILITY

Vendor must indemnify, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees, arising out of the performance of this Contract by the Vendor or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications.

## 12. GOVERNMENT DATA PRACTICES

Vendor and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Vendor under this Contract.

If the Vendor receives a request to release the data referred to in this article, the Vendor must immediately notify Sourcewell and Sourcewell will assist with how the Vendor should respond to the request.

## 13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

### A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:
  - a. Sourcewell grants to Vendor a royalty-free, worldwide, non-exclusive right and license to use the Trademark(s) provided to Vendor by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Vendor.
  - b. Vendor grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Vendor's Trademarks in advertising and promotional materials for the purpose of marketing Vendor's relationship with Sourcewell.
2. *Limited Right of Sublicense.* The right and license granted herein includes a limited right of each party to grant sublicenses to its and their respective distributors, marketing representatives, and agents (collectively "Permitted Sublicensees") in advertising and promotional materials for the purpose of marketing the Parties' relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.

**3. Use; Quality Control.**

- a. Sourcewell must not alter Vendor's Trademarks from the form provided by Vendor and must comply with Vendor's removal requests as to specific uses of its trademarks or logos.
- b. Vendor must not alter Sourcewell's Trademarks from the form provided by Sourcewell and must comply with Sourcewell's removal requests as to specific uses of its trademarks or logos.
- c. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's Trademarks only in good faith and in a dignified manner consistent with such party's use of the Trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. As applicable, Vendor agrees to indemnify and hold harmless Sourcewell and its Participating Entities against any and all suits, claims, judgments, and costs instituted or recovered against Sourcewell or Participating Entities by any person on account of the use of any Equipment or Products by Sourcewell or its Participating Entities supplied by Vendor in violation of applicable patent or copyright laws.

5. *Termination.* Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of vendors which may be used until the next printing). Vendor must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

B. **PUBLICITY.** Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Vendor individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. **MARKETING.** Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Materials should be sent to the Sourcewell Contract Administrator assigned to this Contract.

D. **ENDORSEMENT.** The Vendor must not claim that Sourcewell endorses its Equipment, Products, or Services.

**14. GOVERNING LAW, JURISDICTION, AND VENUE**

Minnesota law governs this Contract. Venue for all legal proceedings out of this Contract, or its breach, must be in the appropriate state court in Todd County or federal court in Fergus Falls, Minnesota.

## 15. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

## 16. SEVERABILITY

If any provision of this Contract is found to be illegal, unenforceable, or void then both Sourcewell and Vendor will be relieved of all obligations arising under such provisions. If the remainder of this Contract is capable of performance, it will not be affected by such declaration or finding and must be fully performed.

## 17. PERFORMANCE, DEFAULT, AND REMEDIES

A. **PERFORMANCE.** During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Vendor will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Vendor may escalate the resolution of the issue to a higher level of management. The Vendor will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending.* Notwithstanding the existence of a dispute, the Vendor must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Vendor fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed will be borne by the Vendor.

B. **DEFAULT AND REMEDIES.** Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

Written notice of default and a reasonable opportunity to cure must be issued by the party claiming default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

## 18. INSURANCE

A. REQUIREMENTS. At its own expense, Vendor must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*

Workers' Compensation: As required by any applicable law or regulation.

Employer's Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:

\$500,000 each accident for bodily injury by accident

\$500,000 policy limit for bodily injury by disease

\$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Vendor will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:

\$1,000,000 each occurrence Bodily Injury and Property Damage

\$1,000,000 Personal and Advertising Injury

\$2,000,000 aggregate for Products-Completed operations

\$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Vendor will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:

\$1,000,000 each accident, combined single limit

4. *Umbrella Insurance.* During the term of this Contract, Vendor will maintain umbrella coverage over Workers' Compensation, Commercial General Liability, and Commercial Automobile.

Minimum Limits:  
\$2,000,000

5. *Professional/Technical, Errors and Omissions, and/or Miscellaneous Professional Liability.* During the term of this Contract, Vendor will maintain coverage for all claims the Vendor may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to Vendor's professional services required under this Contract.

Minimum Limits:  
\$2,000,000 per claim or event  
\$2,000,000 – annual aggregate

6. *Network Security and Privacy Liability Insurance.* During the term of this Contract, Vendor will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Vendor's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:  
\$2,000,000 per occurrence  
\$2,000,000 annual aggregate

Failure of Vendor to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Vendor must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Contract Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Vendor to provide certificates of insurance, in no way limits or relieves Vendor of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Vendor agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Vendor's commercial

general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Vendor, and products and completed operations of Vendor. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. **WAIVER OF SUBROGATION.** Vendor waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Vendor or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Vendor or its subcontractors. Where permitted by law, Vendor must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. **UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION.** The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

## **19. COMPLIANCE**

A. **LAWS AND REGULATIONS.** All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. **LICENSES.** Vendor must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Vendor conducts with Sourcewell and Participating Entities.

## **20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION**

Vendor certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Vendor declares bankruptcy, Vendor must immediately notify Sourcewell in writing.

Vendor certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Vendor further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

## **21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS**

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may also require additional requirements based on specific funding specifications. Within this Article, all references to “federal” should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Vendor’s Equipment, Products, or Services with United States federal funds.

A. **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 C.F.R. § 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The equal opportunity clause is incorporated herein by reference.

B. **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report



all suspected or reported violations to the federal awarding agency. Vendor must be in compliance with all applicable Davis-Bacon Act provisions.

C. **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708).** Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Vendor certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Vendor must comply with applicable requirements as referenced above.

D. **RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT.** If the federal award meets the definition of "funding agreement" under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency. Vendor certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Vendor must comply with applicable requirements as referenced above.

E. **CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387).** Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Vendor certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. **DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689).** A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R.

§180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Vendors must file any required certifications. Vendors must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Vendors must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Vendors must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Vendor must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Vendor further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Vendor must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Vendor must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Vendor agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Vendor that are directly pertinent to Vendor's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Vendor's personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

**22. CANCELLATION**

Sourcewell or Vendor may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Vendor's Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

Sourcewell

American Ramp Company, Inc.

DocuSigned by:  
*Jeremy Schwartz*  
By: \_\_\_\_\_  
COFD2A139D06489...  
Jeremy Schwartz  
Title: Director of Operations &  
Procurement/CPO  
Date: 12/21/2020 | 6:39 AM CST

DocuSigned by:  
*Heather Ogden*  
By: \_\_\_\_\_  
1EE609FC26EF45C...  
Heather Ogden  
Title: Senior Project Manager  
Date: 12/18/2020 | 12:21 PM PST

Approved:

DocuSigned by:  
*Chad Coauette*  
By: \_\_\_\_\_  
7E42B8F817A64CC...  
Chad Coauette  
Title: Executive Director/CEO  
Date: 12/21/2020 | 7:45 AM CST

# RFP 112420 - Skatepark, Bike Park, and Pump Track Solutions with Related Equipment, Accessories, and Services

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## Vendor Details

Company Name: AMERICAN RAMP COMPANY INC  
Does your company conduct business under any other name? If yes, please state: Progressive Bike Ramps  
Address: 601 S. McKinley Avenue  
Joplin, MO 64801  
Contact: Heather Ogden  
Email: heather@americanrampcompany.com  
Phone: 417-206-6816  
Fax: 417-206-6816  
HST#: 35-2353308

## Submission Details

Created On: Tuesday November 17, 2020 16:21:59  
Submitted On: Tuesday November 24, 2020 15:51:23  
Submitted By: Heather Ogden  
Email: heather@americanrampcompany.com  
Transaction #: 089feccc-a745-487f-bbcb-fdebd078f1ed  
Submitter's IP Address: 69.92.90.122

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## Specifications

**Table 1: Proposer Identity & Authorized Representatives**

**General Instructions** (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Please do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; mark "NA" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *
1	Proposer Legal Name (and applicable d/b/a, if any):	American Ramp Company, Inc.
2	Proposer Address:	601 S. McKinley Avenue Joplin, MO 64801
3	Proposer website address:	www.americanrampcompany.com
4	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Heather Ogden Senior Project Manager heather@americanrampcompany.com (417) 206-6816
5	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Heather Ogden Senior Project Manager heather@americanrampcompany.com (417) 206-6816
6	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Jonathon Hunter Vice President john@americanrampcompany.com (417) 206-6816

**Table 2: Company Information and Financial Strength**

Line Item	Question	Response *
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7	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	<p>American Ramp Company is the premier global action sports development company. Serving municipalities, camps, and private individuals throughout the world with turnkey design, manufacturing and construction services. At American Ramp Company we strive to provide excellent customer service, quality equipment and products to our valued customers.</p> <p>American Ramp Company is the result of one skateboarder's dream to do what he loved. The son of missionaries growing up in a remote part of Southeast Asia, ARC founder and president, Nathan Bemo was always looking for a place to skateboard, and if he could not find a place, he made a place. Starting American Ramp Company out of his garage 23 years ago, it is Nathans passion for skateboard and action sports that has positioned ARC as a world class designer and builder of action sports facilities. To this day, Nathan is very active in our design department simply because he loves designing obstacles and park layouts that skaters and bikers want to ride. ARC is the only action sports contractor in the world that offers every skate and bike park build method. This puts ARC in a unique position to approach our customers as experts with solutions and not as a salesperson that only has one agenda to push. Our belief is that every community has users who are drawn to individual focused action sports over team sports. It is our mission to be a resource to any community who makes a commitment to invest in safe and fun infrastructure for skaters and bikers.</p> <p>For more than 20 years, we have built and maintained constant focus on enriching the life of all end users of our parks by providing high end parks that entire families can enjoy together. We employ the most talented and qualified individuals in the business who are each dedicated to producing the absolute best product for our customers. At American Ramp Company we are a family.</p> <p>We believe that communities need challenging and safe places to gather and recreate. Our passion is focused on action sports as designers, builders and participants. Getting people outside and active on a consistent basis changes lives, and changing lives helps to change the world.</p>
8	What are your company's expectations in the event of an award?	<p>American Ramp Company has held a Sourcwell contract for several years and our goal has always been to develop relationships with new and existing Sourcwell customers. We will continue to utilize Sourcwell as our primary procurement vehicle. We will continue to encourage non-members to join Sourcwell and purchase direct utilizing the Sourcwell contract if awarded. We have a dedicated manager to oversee our Sourcwell contract who has familiarized themselves with every aspect of the Sourcwell contract and is available to assist our sales team in the event that our customers have any questions regarding purchasing direct using Sourcwell. ARC is very comfortable with Sourcwell and are confident that it is the best option to serve our customers.</p>
9	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	<p>Please review the attached confidential financial statements demonstrating our strength and stability. Also attached you will find a letter of credit from our financial institution, a letter from our bonding agent regarding our bonding capacity, as well as a variety of reference letters from some of our customers.</p> <p>Note: The financial statements submitted are intended only for the submittal of this bid and is confidential material that is NOT for public viewing</p>
10	What is your US market share for the solutions that you are proposing?	<p>Because we offer a variety of products and solutions across the Action Sports landscape our market share varies within each segment. For skatepark design and construction we would consider ourselves to hold the largest share of the market for all of the various construction methods and that share would make up roughly 15% of the entire US skatepark market.</p> <p>When it comes to Pumtrack we hold over 50% of the market for hard surface Pumtrack and over 75% of the modular pumtrack market. This 75% market share also extends to manufactured bike park equipment.</p>
11	What is your Canadian market share for the solutions that you are proposing?	<p>Our Canadian market share for manufactured skatepark equipment equals well over 50% of the market. We also have over 50% of the modular pumtrack market and around 25% of the built-on site hard surface pumtrack market share.</p>
12	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	<p>No</p>

13	<p>How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization.</p> <p>a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned?</p> <p>b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?</p>	<p>American Ramp Company would be best described as a manufacturer and service provider. ARC employs a captive sales force with fourteen factory direct sales people whose sole focus is toward the sale of ARC products and services. Our Action Sports Sales Specialists cover the entire US and Canada collectively by normally spending 50% of their time meeting customers face to face. ARC also has a department of business development specialists who spend 100% of their time developing new relationships by researching projects and calling potential customers and qualifying them for our sales force.</p>
14	<p>If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.</p>	<p>American Ramp Company maintains all necessary certifications required to do business in all 50 states in the U.S, as well as Canada. ARC holds several contractor's licenses throughout the US as required and ensures that all subcontractors involved on our projects have proper licensing and comply with local and state laws regarding their registrations or licenses. American Ramp Company is also an approved vendor and holds local business' licenses in many cities in US and Canada as required as well.</p>
15	<p>Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.</p>	<p>Not Applicable</p>

**Table 3: Industry Recognition & Marketplace Success**

Line Item	Question	Response *
16	Describe any relevant industry awards or recognition that your company has received in the past five years	<p>*Griffin Bike Park, Terre Haute, IN – 2017 NRPA National Facility or Park Design Award</p> <p>*Festival Fields Park, Avondale, AZ – 2020 APRA Outstanding Facility of the Year for Population 10,001-100,000 Award</p> <p>*Lake Cunningham Bike Park, San Jose, CA – 2018 American Public Works Association Project of the Year</p> <p>*Sedona Bike Skills Park, Sedona, AZ – 2019 APRA Outstanding Facility for Populations under 10,000 Award</p> <p>*Mansel Carter Oasis Park, Queen Creek, AZ – 2019 APRA Outstanding Facility for Populations 10,001-100,000 Award</p> <p>*Ronald Reagan Sports Park, Temecula, CA – 2020 APWA/IE Small Project of the Year Award</p> <p>*Featured in Several Parks and Recreation Magazines as well as industry related magazines</p>
17	What percentage of your sales are to the governmental sector in the past three years	85% of sales are with government entities generally including state county and municipal agencies as well as a variety of parks commissions. Roughly 5% of our business is with the federal government and about 10% private
18	What percentage of your sales are to the education sector in the past three years	12. Historically less than 1% of our sales are in the public education sector. With the increase in school sponsored cycling teams we are beginning to see a demand emerge for bike focused infrastructure on school property. In mid-2020 we kicked off a campaign to develop sales channels for schools with our bike focused products.
19	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	<p>Buy Board – Contract No. 592-19 Sales: 2020 through 10/31/2020: \$110,882.39 2019: \$0.00 2018: \$70,110.18 2017: \$0.00</p> <p>PA Costars – Contract No. 014-002 Sales: 2020 through 10/31/2020: \$0.00 2019: \$0.00 2018: \$0.00 2017: \$0.00</p> <p>State of New Jersey Purchasing Contract – Contract No. 16-FLEET-00129 Sales: 2020 through 10/31/2020: \$0.00 2019: \$0.00 2018: \$0.00 2017: \$194,044.06</p> <p>Sourcewell – Contract No. 030117-ARC Sales: 2020 through 10/31/2020: \$1,591,033.15 2019: \$870,472.71 2018: \$ 2,550,829.90 2017: \$1,634,285.65</p> <p>CMAS – Contract No. 4-19-78-0034B No project performed under CMAS Contract at time of bid</p>
20	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	<p>GSA Contract No. GS-03F-064GA 2020 through 10/31/2020: \$0.00 2019: \$147,000.00 2018: \$127,400.00 2017: \$0.00</p>



**Table 4: References/Testimonials**

Line Item 21. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *
City of Norman Parks and Recreation Department	James Briggs, Park Planner II	405-366-5480
City of Salina Parks and Recreation Department	Chris Cotten, Director	309-212-4796
City of Newtown Parks and Recreation Department	Amy Mangold, Director	203-270-4342
NYC Parks	Martin Maher, Brooklyn Commissioner	718-965-8920
City of Fort Atkinson Parks and Recreation Department	Scott Lastusky, Former Director	920-988-9007

**Table 5: Top Five Government or Education Customers**

Line Item 22. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *
City of Norman	Government	Oklahoma - OK	*Bike Park Design *Custom Built Bike Park with Trails and PBR Equipment *Skatepark Design *Custom onsite construction of concrete/shotcrete skatepark that included a custom hybrid half pipe. *Custom Rockwork and Paved trails around Blake Baldwin Skatepark *Custom Sign for Blake Baldwin Skatepark	2018: \$237,232.70 2019: \$ 985,620.00 2020: \$ 3,500.00	\$1,226,352.70
City of Rogers	Government	Arkansas - AR	*Bike Park and Asphalt Pump Track Design *Custom Asphalt Pump Track Construction *Manufacture and Installation of PBR Features in Bike Park *Trail Construction	2020: \$626,000.00 2020: \$85,000.00 2020: \$16,500.00	\$ 727,500.00
City of Las Vegas	Government	Nevada - NV	*Asphalt Pump Track Design and CD's *Asphalt Pump Track Construction *Design, Manufacturing and Installation of three Pro Series Skateparks	2019: \$18,200.00 2020: \$201,788.00 2020: \$490,000.00	\$ 709,988.00
City of Reno	Government	Nevada - NV	*Design and CD's of Skatepark * Stamped Construction Documents *Pre-cast Skatepark Manufacture and Installation *Manufacture of PBR Features for Bike Park	2017: \$5,000.00 2017: \$15,000.00 2017: \$ 219,344.53 2017: \$4,900.00 2018: \$266,153.23 2019: \$11,721.88	\$522,119.64
Miami Parking Authority	Non-Profit	Florida - FL	*Design, CD's and Construction of custom concrete/skatepark located under I-5 Freeway	2019: \$ 1,100,000.00	\$1,100,000.00

**Table 6: Ability to Sell and Deliver Service**

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party),

and any overlap between the sales and service functions.

Line Item	Question	Response*
23	Sales force.	<p>American Ramp Company can assist our customers through every level of park development all within our own in-house team members. ARC employs a captive sales team which is structured to operate within designated regions. Currently, we have the following in house sales staff members:</p> <ul style="list-style-type: none"> <li>• Two In-house Sales Representatives for East Coast</li> <li>• Two In-house Sales Representatives for Central Region</li> <li>• Three In-house Sales Representatives for West Coast</li> <li>• Three In-house Sales Representatives for Canada</li> <li>• Three In-house Sales Representatives for International</li> <li>• One In-house Sales Representative for Maintenance Products</li> <li>• Two In-house Business Development Team Members</li> </ul> <p>At the sales level our team is actively working with over 3,000 individual clients who are at different stages of project development. We normally attend every state's park and recreation conference and tradeshow to make ourselves available to our current customers and to develop new relationships. This past year that has proven difficult, so we have attended the ones we are able to attend and have had hundreds of meetings with our clients virtually. On a normal basis our sales team spend approximately 50% of their time on the road meeting with our clients to advance the progress of their projects.</p>
24	Dealer network or other distribution methods.	<p>We have non-exclusive relationships with many dealers who have customers that are interest in our services and products. Our dealers will ask that we assist them in providing action sports solutions to their customers since those recreation segments are outside of their depth. Most of these dealer relationships are with Play Power dealers and reps which make the Sourcewell conversation very clean since they too carry a Sourcewell contract. Sales through these dealer relationships represent less than 5% of our total sales as most of our projects are worked factory direct through our captive sales force.</p>
25	Service force.	<p>Customer service and warranty service is all handled completely in our office by our customer support and installation staff. The parks and recreation market is a very connected one so we understand the importance of customer experience and want to control every aspect of that directly. We have more than 30 trained equipment installers, onsite construction crew members and maintenance staff to be able to deliver the highest quality parks to any customer. Our dedicated maintenance staff has the ability to handle warranty claims and provide ongoing maintenance options to our customers on a very quick turnaround because it is all handled directly from our corporate headquarters.</p>
26	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	<p>While we are working on a project, we assign a Project Manager that is directly responsible for continuing communication on a regular basis with the customer. We strive to make sure that we are providing them with whatever they need to continue success while moving to completion of their project. We have recently implemented the use of Buildertrend Software that allows us to give the customer access to daily reports, photographs, weather reports, schedule and many other items to ensure they are constantly informed of what is happening on their project. Once a project is completed we take a proactive approach to the customer and project installation by contacting them at least twice a year to check in and make sure that everything is going well and that they are happy with the work that we did. This approach serves two purposes, customer satisfaction, but also helps ARC maintain relationships for future work with our clients.</p>
27	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	<p>American Ramp Company has been actively utilizing a Sourcewell contract for more about 10 years. Throughout that time, we have served clients in 35 states with sales over Ten million since our contract was originally awarded. We have made it our goal to double that figure over the next contract life and reach more than Twenty Million in the next four years. ARC believes that Sourcewell purchasing vehicle for the customers we serve which is why we actively promote our Sourcewell with all new and existing customers and display that we hold a current Sourcewell contract at all of tradeshows we attend in the United States and Canada.</p>
28	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	<p>Our Canadian sales team has been excited about the headway that Sourcewell has been making towards the use of the contract in the Canadian market. We have an office in Ontario with Canadian sales and installation team members. Our team is willing to help the contract propagate in Canada and educate all of the customers and contacts that we have on the value of using the Sourcewell contract.</p>
29	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	<p>There are no areas in the United States or Canada that American Ramp Company will not fully be able to serve through our Sourcewell contract.</p>

30	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	N/A - We will fully service Sourcewell members in every sector.
31	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	There would be no restrictions. We have served customers in Hawaii, Alaska and US Territories throughout our history. We also serve Canadian customers located in remote regions, military bases, International municipalities, and dealers located anywhere in the world. Shipping terms and costs may vary based on locations. We will provide a quote for freight and delivery time at the time of estimate to the customer.

**Table 7: Marketing Plan**

Line Item	Question	Response *
32	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	Every project quote that we send out will have verbiage encouraging that the purchase is made through the Sourcwell contract. We will have information and links on our customer facing digital marketing materials like our website as well as include that we hold a Sourcwell contract on industry publications. Often, we do continuing education sessions and lunch and learns where we include information about procurement and specifically how using Sourcwell is the most efficient method for project procurement. We have attached some examples of marketing material as well as tradeshow handouts and catalogs that show that we carry a Sourcwell contract.
33	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	American Ramp Company uses technology and digital data to enhance marketing effectiveness in the following ways:  Website: Our dedicated marketing team works to ensure that our website remains up to date and relevant to customer needs. We analyze what the customers in our industry are searching for and use data and metadata to steer our messaging both in content and delivery method.  Social Media: American Ramp Company is currently on Facebook, Instagram and You Tube. Our goal on these platforms is to provide our customers with information on our current parks that will add value in seeing where we are building and what our finished products look like. Social media is also a fun and interesting way to share with others the joy that the end users are being provided because of the different products and services we bring to communities.  E-Blast: American Ramp Company frequently sends out E-blasts to all surrounding customers when we have a new park opening, are attending a local tradeshow, introducing a new product, and many other reasons. We feel that E-blasts are a successful email marketing tool that can raise awareness of our business and products to keep us on the minds of existing and potential customers.
34	In your view, what is Sourcwell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcwell-awarded contract into your sales process?	We anticipate that Sourcwell will continue to play a strong role in ensuring their members are aware of American Ramp Company's awarded contract and will navigate members to our Sourcwell Awarded Vendor page which will provide them all of the details on our contract award and contact information.  Sourcwell has already played a very active role in promoting our previous contracts by assisting our sales division on conference calls to help explain the many benefits and ease of contracting through Sourcwell. They have been very active in helping our sales force answer any questions that our customers who haven't become members of Sourcwell that they may have which makes it much more successful in getting them to become new Sourcwell members.  We have already integrated Sourcwell into our sales process by developing a marketing strategy that promotes our contract among members. We will continue to encourage Sourcwell members and nonmembers the advantages of purchasing through Sourcwell in an effort to save them valuable time and money.
35	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	American Ramp Company does not offer online sales through our website because of the nature of the products and services we provide. Most of our products and services require initial legwork including design which would not be effectively performed through online ordering services. We work with our customers and their communities to develop designs and then supply them with the best possible end product based on the feedback from the customer and their end users.  However, we work with our customers in any way needed to make the procurement process meet their needs. We offer procurement through many various forms including purchase orders, credit cards and P-Cards.  Because we work with many government entities, all these forms of procurement are very common to us.  There is no additional cost to Sourcwell members for using this process.

**Table 8: Value-Added Attributes**

Line Item	Question	Response *
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36	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	At the time of project installation, we offer an opportunity for our customer to have staff trained on equipment maintenance by our installation crew lead. This is a service that we provide at no extra cost to the customer.
37	Describe any technological advances that your proposed products or services offer.	Our design and engineering team work to stay of the cutting edge of the action sports industry when it comes to the development of new products and facilities. We also look for ways to integrate technology and multimedia into the park experience. For example, we have developed the ability for a facility user to access a "How to use this equipment" video while at the park by scanning a QR code on interpretive signage.
38	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	<p>At American Ramp Company we take pride in our commitment to providing the highest quality projects possible. As a leader in the action sports industry we recognize that it is our responsibility to set an example as an environmentally conscientious company. We have invested considerable time and resources identifying aspects of our business that we can alter in order to maximize our customer satisfaction while minimizing our environmental impact. American Ramp Company has always looked for ways to decrease our carbon footprint. We hold firm to the belief that focusing on building the highest quality, longest lasting skateparks will insure minimum environmental impact. By building skateparks right the first time we guarantee resources are not needlessly being used to replace or repair.</p> <p>Our industry did not have baseline environmental standards and for that reason we took the lead to develop initiatives and with one other skatepark company founded Green Skate. As one of the founding members of Green Skate we have adopted a policy to evaluate environmental impact of every decision we make. Green Skate is an initiative set forth to create baseline standards for sustainability in the production of skateparks. Below are a few of the critical objectives of Green Skate.</p> <p>Green Skate Initiatives</p> <ul style="list-style-type: none"> <li>• Use recycled and recyclable productions – Utilize resources that are recyclable and/or composed of recycled materials</li> <li>• Practice Lean Manufacturing – Identify any areas of waste and excess. Maximize efficiency and accuracy of work force, energy and materials. Manufacture equipment when ordered so energy and materials are not being wasted on inventory storage.</li> <li>• Seek Environmentally Sensitive Partners and Suppliers – Team up with vendors and business partners that are taking their own steps to protect our environment and natural resources. We seek out vendors and suppliers that are operationally proximal to avoid trucking raw materials over a long distance.</li> <li>• Employee Culture – Encourage employees to constantly evaluate their work processes and identify areas that can be improved to increase efficiency and environmental sustainability.</li> </ul> <p>ARC also employs LEED Accredited individuals that help keep focus on environmental sustainability within the company.</p>
39	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	While American Ramp Company does not hold any third-party issued eco-labels, ratings or certifications, all of the steel used in our products are recycled steel. We also utilize recycled concrete when possible as base and fill material in our onsite parks and work with various suppliers of surfacing that utilizes recycled material. American Ramp Company has also recently used Basalt rebar in place of traditional steel rebar on a project that we completed this past year and are looking into utilizing this product more in the future.
40	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	<p>American Ramp Company is identified as a Small Business Entity (SBE) and does currently hold a State of Missouri Minority Owned Business Enterprise certificate.</p> <p>Please see a copy of this certificate attached to this response.</p>

41	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	<p>American Ramp Company offers turn-key solutions to its customers. Being the only true one stop shop for the Action Sports segment of the recreation industry, we are able to serve our customers at every level of any project. This assistance spans all areas of project development including fundraising, community awareness, and project development. Any time a customer contacts our office during normal business hours someone will answer the phone. Every staff member that answers our phones during the course of the day are trained on asking the proper questions to ensure that they are transferred to the appropriate person to help with whatever they need. This we feel is an added value to our customer service because they get to speak to a live person at the time of their initial call.</p> <p>Because we have had a Sourcewell contract for over 10 years our staff is uniquely prepared to help Sourcewell members, and customers interested in becoming members, navigate the procurement process using the contract.</p>
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### Table 9: Warranty

**Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.**

Line Item	Question	Response *
42	Do your warranties cover all products, parts, and labor?	Yes, our warranty typically covers all materials and labor.
43	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	Repairs required due to neglect, abuse, accident, vandalism, use of products other than the intended purpose and acts of nature or God are not warrantied. The warranty does not cover any modifications, additions, or changes to the equipment unless approved in writing by American Ramp Company.
44	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	Because we have multiple crews that are mobilized throughout the US and Canada, we can very quickly respond to any warranty issues. Since these crews are already in the region, we do not charge our customer for any travel related expenses.
45	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	American Ramp Company covers all regions and have crews that can perform warranty work anywhere in the United States and Canada.
46	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	Our warranty extends as applicable to any product or service that is listed under our contract, including any product that we would offer by others.
47	What are your proposed exchange and return programs and policies?	An exchange program is not offered, if something is wrong or a customer is unsatisfied with a product our warranty covers that item and we will replace it at no cost to the customer. There is a 30% restocking fee if the customer wants to return a park. All of the shipping and logistics are handled through our office and often carried by our crews.
48	Describe any service contract options for the items included in your proposal.	Our products have an industry leading warranty and are manufactured to be as maintenance free as possible. However, we do have an annual maintenance inspection program available to our customers. With the annual maintenance inspection program, we will send out one of our trained supervisors to do a thorough walk through their park and identify any necessary items that should be addressed. If the park is within our warranty timeline, most of these items can be addressed immediately. If work outside of warranty is needed, we can then take all the photo documentation and reports back to our office where our service department will write up a detailed report and provide a quote to make necessary repairs.

**Table 10: Payment Terms and Financing Options**

Line Item	Question	Response *
49	What are your payment terms (e.g., net 10, net 30)?	<p>We have a wide variety of payment terms depending on the product and/or service we are providing.</p> <p>Because the majority of our projects are very large in nature our terms are 50% at the time of order and 50% upon shipping of the equipment. Most of these projects we work with Net 30 terms.</p> <p>American Ramp Company also performs large inground concrete skateparks and asphalt pump track and generally invoice those using progress billing that we submit to the customer at different project milestones much like most construction projects.</p> <p>American Ramp Company will talk through payment terms with our customers and determine which payment structure works best for them and their project.</p>
50	Do you provide leasing or financing options, especially those options that schools and governmental entities may need to use in order to make certain acquisitions?	<p>ARC has partnered with National Cooperative Leasing (NCL) to offer Sourcewell members a complete suite of finance solutions. NCL is a current Sourcewell financing contract holder and is an industry expert in municipal financing solutions. NCL will offer leasing terms from 12-120 months on transactions from \$5,000.00 and up. Traditional leasing and financing programs will be offered along with programs specifically designed for schools and governmental entities including tax-exempt municipal leases and a purchase order only program.</p> <p>There is no ownership, common ownership, or control between ARC and NCL.</p>
51	Briefly describe your proposed order process. Include enough detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the Sourcewell participating entities' purchase orders.	<p>Sourcewell members will issue purchase orders directly to American Ramp Company with the Sourcewell contract number included on the PO. American Ramp will then entire the sales as a Sourcewell sale in their sales tracking system, which is used to create, manage and report quarterly to Sourcewell.</p> <p>Our overall order process provides multiple check points so that nothing is missed in the process of our customers placing an order. Each customer works directly with a sales professional from their region. Once they work through what type of equipment, park or services they would like to procure a contract or purchase order and order form are completed. Once that is done so it is entered into our online system with all of the information for each order which then automatically generates an internal email to all department managers. The accounting department immediately enters the job into our online accounting system and the file is sent to our manufacturing department.</p>
52	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	<p>Yes, we will work with our customers in any way needed to make the procurement process meet their needs. There is no additional cost to Sourcewell members for using a P-Card.</p>

**Table 11: Pricing and Delivery**

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcewell Price and Product Change Request Form.

Line Item	Question	Response *
53	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	Each individual component will be listed using line item pricing. All pricing that is being extended to Sourcewell members is factory direct pricing, which means no middleman mark up. This factory direct relationship automatically saves the 20-30% commissions that would typically be applied and added to the price by a 3rd party supplier. In addition to the factory direct pricing ARC will be offering an additional 7% discount off the factory direct pricing, giving Sourcewell members access to pricing lower than any other pricing in market, published or unpublished. Individual Sku's are listed for manufactured components on the attached price list. Onsite construction price line items do not contain sku numbers.
54	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	Most of our customer interaction is factory direct, and this will be the same in the case of a Sourcewell sale. This means that our list price is manufacturer direct pricing and does not have the 30% marked up MSRP when working through a third-party rep agency. That factory direct pricing is then discounted an additional 7% to Sourcewell members giving Sourcewell members the best possible price for our products and services.
55	Describe any quantity or volume discounts or rebate programs that you offer.	There are no quantity or volume discounts or rebate programs at the time of this offering.
56	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	Our objective in this RFP response is to provide a turn-key solution by including all conceivable aspects of a skatepark, bike park or pump track project under this contract. Items such as sound dampening material, installation, etc. will have percentage cost pricing.  For any components that are not specifically called out in this price list we will provide a quote for the requested service as new needs arise. Because the components to build a skatepark, bike park or pump track vary drastically, it would be virtually impossible to include every non-standard component in our price list. Our price list is meant to be interpreted as "Standard" components meaning that a certain feature may have differing dimensions with a different price.
57	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	Our response covers all components typically associated with our projects. The only cost that is not clearly defined in our proposal would be installation costs on projects located within prevailing wage states. In states with prevailing wage laws we do not use the percentage cost pricing method, but rather quote the installation out based on the applicable rate schedule that would apply but only for the installation amount the product price is fixed by the contract.
58	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	Once the final design is complete and all components are determined for each project, our shipping department gets multiple competitive rates from our shipping partners. Because we are based in the center of the US and ship a lot of freight, we are able to provide very cost-effective shipping solutions.
59	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	In the instance of Hawaii and Alaska, we ship to the port and have the products sent by boat. Shipping to most regions of Canada are the same procedure as when we ship within the US. None of these logistics are the responsibility of the customer and are handled directly by our shipping department. These types of shipments are common practice for us as we do a lot of international business.
60	Describe any unique distribution and/or delivery methods or options offered in your proposal.	Our team has shipped and installed skate, bike and pump track components in nearly 40 countries and every environment, so unique to us is a relative term. To date we have been able to comply with customer requests in any situation that we have encountered and intend to continue that trend. We don't offer any specifically unique distribution or delivery methods.



**Table 12: Pricing Offered**

Line Item	The Pricing Offered in this Proposal is: *	Comments
61	c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	

**Table 13: Audit and Administrative Fee**

Line Item	Question	Response *
62	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell.	As soon as an order is placed, the first stop that it makes is in our contract managers office. She thoroughly goes through the pricing and verifies everything in accordance with Sourcewell pricing. Once she verifies the pricing, she then places the sale on our internal sales report and includes all information including which purchasing program is used to place the order. She then keeps individual reports for each purchasing program where the data is entered as well. For our current Sourcewell contract, we use the report that was provided to us by Sourcewell to report our sales. At the end of each quarter all sales are double check and verified on the sales report and the administrative fee is issued for the projects that have been completed and paid in full.
63	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	Two Percent of gross sales.

**Table 14A: Depth and Breadth of Offered Equipment Products and Services**

Line Item	Question	Response *
64	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	American Ramp Company offers everything necessary for design and build services for skateparks, bike parks and pump tracks. American Ramp Company offers pre-cast concrete, modular skatepark equipment (wood, steel, hybrid), bike park equipment, modular pump track equipment, bicycle playground equipment, trail construction, on-site concrete skatepark construction, and on-site construction of asphalt pump tracks. American Ramp Company provides full turn-key service of any type of skate, bike or pump track project including all demolition, excavation, drainage, forming, rebar, shotcrete, flatwork, and much more depending on the project needs. All designs produced by ARC are custom based on what the customer would like, their budget, the site selected as well as community input from meetings and surveys conducted by our design team.
65	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	The categories listed, Skateparks, Bike Parks and Pumtracks, capture most every type of product/service that we offer.

**Table 14B: Depth and Breadth of Offered Equipment Products and Services**

Indicate below if the listed types of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Offered *	Comments
66	Skateparks	<input checked="" type="radio"/> Yes <input type="radio"/> No	American Ramp Company provides every skatepark build option and pricing for each is available and included in this proposal.
67	Bike Parks	<input checked="" type="radio"/> Yes <input type="radio"/> No	American Ramp Company offers turn-key design and build of every type of bike park product and facility including segments created by us like bicycle playgrounds.
68	Pump Tracks	<input checked="" type="radio"/> Yes <input type="radio"/> No	All pump track construction methods are available through American Ramp Company including products that are exclusive to ARC like modular pump tracks.
69	Design-build services, site assessment, site preparation, installation, maintenance or repair, and warranty programs.	<input checked="" type="radio"/> Yes <input type="radio"/> No	We offer turn-key planning, design, consultation, and everything needed leading up to project construction and during construction we also perform all aspects of the project in house from site work through completion of the project.  We also provide facility management, programming and maintenance/repair solely by our staff.

**Table 15: Industry Specific Questions**

Line Item	Question	Response *
70	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	<p>Sales Revenue:</p> <p>We track our sales revenue on a monthly, quarterly and annual basis to show whether our sales are increasing/declining to Sourcewell members. This has also been tracked internally since the initial award of our first contract and this information is used internally by our sales team when they are initiating communication with a future customer who is interested in Sourcewell.</p> <p>Number of Sales:</p> <p>American Ramp Company tracks the number of sales with detailed sales reports on a monthly, quarterly and annual bases to track the number of sales to Sourcewell Customers. This has also been tracked internally since the initial award of our first contract and this information is used internally by our sales team when they are initiating communication with a future customer who is interested in Sourcewell.</p> <p>Those are just a couple of examples of how we track to see if we are having success with the contract. If we see our revenue and number of sales drop, we will take the time to identify the problem and take all necessary steps to correct the issue.</p>
71	Describe the methods or techniques that impact the durability or longevity of your product.	<p>Because we self-perform nearly 100% of every aspect of a project, we can make sure that the quality meets our expectation. Our inhouse Director of Engineer and our Quality Control Manger have both been with our company for just shy of 20 years. Every project has 3 levels of quality checks that it goes through before the installation crew arrives onsite. Maintaining an experienced team who understand and maintain a level of excellence has been the key to outputting products that last. In fact our most popular product comes with a 20-year warranty and we have had installations that are still in use from our first year in business, 23 years ago.</p>
72	Describe any unique advancements offered by your firm, including examples related to product safety, product longevity and life cycle costs.	<p>Our team is always looking for ways to improve our products and processes. This is done with a focus on performance, safety, and aesthetics. For example, we re-engineered both our bike and skatepark product lines in a way that eliminated any fasteners in the riding surface. This change eliminates a potential hazard of a fastener backing out and causing injury, but also gives the product a higher aesthetic value. The removal of this critical maintenance area is also a big benefit to the customer.</p> <p>Another great example is something we recently developed; a special surface for bike parks called P3 Cycle Surface. This new surfacing solution will dramatically cut down on maintenance for customers while also creating a more consistent and safer riding surface for users.</p>
73	Describe how your offering addresses the needs of user's safety, well-being, and range or level of accessibility?	<p>Our team works directly with clients from the beginning of a project to address the needs and goals identified. A focus for our company is to provide facilities that serve the broadest user group possible. Our passion is in action sports as designers, builders, and users ourselves, so we believe it is our responsibility to make action sports environments that are welcoming, engaging, and inclusive. Whether it is a bike park, skatepark or pump track, we believe getting people outside and active on a consistent basis changes lives, and changing lives helps to change the world.</p>
74	Describe any unique advantage that your product offers in relation to design-build, manufacturing, climate variations, and community aesthetics.	<p>Our company offers a turn-key solution for the planning, design, and construction of Skateparks, Pumptracks and Bike Parks. We feel that we have the most experienced and diversely qualified team in the action sports industry. On top of our experience we have the advantage of executing every aspect of a project inhouse, without the need to outsource. This means we can directly ensure a quality product/project, delivered in an efficient timeframe.</p>

**Table 16: Exceptions to Terms, Conditions, or Specifications Form**

**Line Item 75. NOTICE:** To identify any exception, or to request any modification, to the Sourcewell template Contract terms, conditions, or specifications, a Proposer must submit the exception or requested modification on the **Exceptions to Terms, Conditions, or Specifications Form** immediately below. The contract section, the specific text addressed by the exception or requested modification, and the proposed modification must be identified in detail. Proposer's exceptions and proposed modifications are subject to review and approval of Sourcewell and will not automatically be included in the contract.

Contract Section	Term, Condition, or Specification	Exception or Proposed Modification
N/A	N/A	No Exceptions Taken

**Documents****Ensure your submission document(s) conforms to the following:**

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."

- [Financial Strength and Stability](#) - ARC 2018 2019 2020 Financials.pdf - Tuesday November 24, 2020 15:13:04
- [Marketing Plan/Samples](#) - ARC Tradeshow Handout.pdf - Tuesday November 24, 2020 15:22:33
- [WMBE/MBE/SBE or Related Certificates](#) - MBE Certificate.pdf - Tuesday November 24, 2020 15:20:25
- [Warranty Information](#) - Warranty Statements.pdf - Tuesday November 24, 2020 15:19:31
- [Pricing](#) - 2020 Sourcewell Price List.pdf - Tuesday November 24, 2020 15:35:55
- [Additional Document](#) - ARC\_Catalog.pdf - Tuesday November 24, 2020 15:24:21

## Proposer's Affidavit

### PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.
3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.
5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.
6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.
7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.
8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.
9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
11. Proposer its employees, agents, and subcontractors are not:
  - a. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
  - b. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://www.sam.gov/portal/3>; or
  - c. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated

by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Heather Ogden, Senior Project Manager, American Ramp Company, Inc.

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

Yes  No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum_2_Skatepark Bike Park and Pump Track Solutions_RFP 112420 Thu October 29 2020 09:47 AM	<input checked="" type="checkbox"/>	3
Addendum_1_Skatepark Bike Park and Pump Track Solutions_RFP 112420 Fri October 9 2020 04:18 PM	<input checked="" type="checkbox"/>	1



### CONTRACT EXTENSION

**Contract Number: 112420-ARC**

Sourcewell  
202 12th Street Northeast  
P.O. Box 219  
Staples, MN 56479  
(Sourcewell)

and

American Ramp Company  
601 S McKinley Ave  
  
Joplin, Missouri 64801-3220  
(Vendor)

have entered into Contract Number: 112420-ARC  
for the procurement of: Skatepark, Bike Park, and Pump Track Solutions with Related Equipment,  
Accessories, and Services

The Contract has an expiration date of 2024-12-29 , but the parties may extend the Contract by mutual consent.

Sourcewell and Vendor acknowledge that extending the Contract benefits the Vendor, Sourcewell and Sourcewell’s Members. Vendor and Sourcewell agree to extend the Contract listed above for an additional period, with a new Contract expiration date of 2025-12-29 . All other terms and conditions of the Contract remain in full force and effect.

#### Sourcewell

DocuSigned by:  
*Jeremy Schwartz*  
C0FD2A139D06489  
Authorized Signature

Jeremy Schwartz

Name

Chief Operating and Procurement Officer

Title

3/29/2024 | 8:47 AM CDT

Date

DocuSigned by:  
*Heather Ogden*  
1EE609FC26EE45C...  
Authorized Signature

Heather Ogden

Name

Senior Project Manager

Title

4/1/2024 | 7:49 AM PDT

Date

**Town of Dolores  
Resolution No R631  
SERIES 2024**

A RESOLUTION APPROVING REQUEST FOR EXTENSION OF THE DOLA GRANT FOR  
TOWNHALL REMODEL TO DECEMBER 31<sup>ST</sup>, 2025

WHEREAS, The Town of Dolores is requesting an extension of the date to complete the Townhall remodel project (EIAF) 9575 to December 31<sup>st</sup>, 2025

WHEREAS, The Town's Manager has been sent notification from DOLA (Department of Local Affairs) that this grant is due to expire January 31<sup>st</sup>, 2025, before the work is completed, the Town requests an extension on a form signed by a member of the governing body.

WHEREAS, The Town of Dolores Board of Trustees, upon the request of the Department of Local Affairs, finds it necessary to request an extension to the end of fiscal year 2025 for the completion of the town hall remodel project.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF DOLORES, THAT:

Section 1. The Town Board of Trustees hereby approves a request to extend the deadline to file to complete project 9575 until fiscal year ending December 31<sup>st</sup>, 2025, by recommendation from DOLA contact.

Section 2. The Town Board of Trustees authorizes the Mayor to execute the form attached hereto as Exhibit 1 to formally make this request.

Section 3. This resolution shall become effective immediately upon its adoption by the Board of Trustees.

Passed, adopted and approved November 25th, 2024.

THE BOARD OF TRUSTEES OF THE TOWN OF DOLORES:

By: \_\_\_\_\_, Mayor Chris Holkestad

Attest: \_\_\_\_\_, Town Clerk Tammy Neely



**Town of Dolores  
Resolution No R631  
SERIES 2024**

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Section 2. The Town Board of Trustees authorizes the Mayor to execute the form attached hereto as Exhibit 1 to formally make this request.

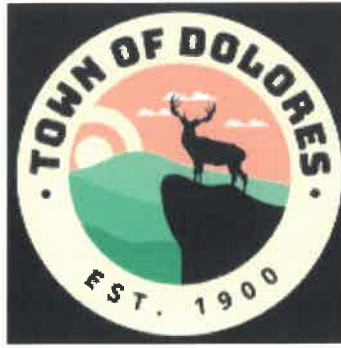
Section 3. This resolution shall become effective immediately upon its adoption by the Board of Trustees.

Passed, adopted and approved November 25th, 2024.

THE BOARD OF TRUSTEES OF THE TOWN OF DOLORES:

By: \_\_\_\_\_, Mayor Chris Holkestad

Attest: \_\_\_\_\_, Town Clerk Tammy Neely



Date: November 26<sup>th</sup>, 2024

To: Ted Gantzer – DOLA

From: Town of Dolores

Subject: The contract for EIAF 9575, the Dolores Town Hall

We are requesting an extension of contract EIAF 9575 for the Dolores Town Hall for the following reasons:

We ran over budget due to the inflationary cost of building materials which led to the granting of a supplemental expenditure of \$80,000.00

We could not complete this work because asphalt is a seasonal product that is no longer produced for the year 2024 due to temperature change.

We would like to request the extension to November 30<sup>th</sup>, 2025, to ensure we get the RFP out, contracted, and work completed by the asphalt company.

We are 85% done with this work. This is the last item needed to close this contract.

Respectfully,

---

Mayor, Christopher Holkestad  
Town of Dolores

---

November 25, 2024

WARRANTY DEED

THIS DEED is dated **October 2, 2013**, and is made between the **Town of Dolores** whether one, or more than one), the "Grantor," of **County of Montezuma** and **State of Colorado**, and **Jess Daniel Dufur**, the "Grantees," whose legal address is **23138 CR M.3** of **Cortez**, **County of Montezuma** and **State of Colorado**.

WITNESS, that the Grantor, for and in consideration of the sum of **Ten DOLLARS, (\$10.00)**, the receipt and sufficiency of which is hereby acknowledged, hereby grants, bargains, sells, conveys and confirms unto the Grantees and the Grantees' heirs and assigns forever, not in tenancy in common but in joint tenancy, all the real property, together with any improvements thereon, located in the    County of **Montezuma** and **State of Colorado**, described as follows:

See Attached Exhibit A

also known by street address as: **43 Porter Way, Dolores, CO. 81323**  
and assessor's schedule or parcel number:


TOGETHER with all and singular the hereditaments and appurtenances thereunto belonging, or in anywise appertaining, the reversions, remainders, rents, issues and profits thereof, and all the estate, right, title, interest, claim and demand whatsoever of the Grantor, either in law or equity, of, in and to the above bargained premises, with the hereditaments and appurtenances;

TO HAVE AND TO HOLD the said premises above bargained and described, with the appurtenances, unto the Grantees and the Grantees' heirs and assigns forever.

The Grantor, for the Grantor and the Grantor's heirs and assigns, does covenant, grant, bargain, and agree to and with the Grantees, and the Grantees' heirs and assigns: that at the time of the ensealing and delivery of these presents, the Grantor is well seized of the premises above described; has good, sure, perfect, absolute and indefeasible estate of inheritance, in law and in fee simple; and has good right, full power and lawful authority to grant, bargain, sell and convey the same in manner and form as aforesaid; and that the same are free and clear from all former and other grants, bargains, sales, liens, taxes, assessments, encumbrances and restrictions of whatever kind or nature soever, except and subject to:  none; or  the following matters:

And the Grantor shall and will WARRANT THE TITLE AND DEFEND the above described premises, but not any adjoining vacated street or alley, if any, in the quiet and peaceable possession of the Grantees and the heirs and assigns of the Grantees, against all and every person or persons claiming the whole or any part thereof.

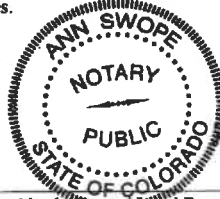
IN WITNESS WHEREOF, the Grantor has executed this deed on the date set forth above.

  
Duvall Truelson, Mayor  
Town of Dolores

STATE OF COLORADO                    )  
  ) ss.  
County of Montezuma                 )

The foregoing instrument was acknowledged before me this 2 day of October, 2013, by **Duvall Truelson, Mayor Town of Dolores**.

Witness my hand and official seal.  
My commission expires: 1-2-15



  
Notary Public

Name and Address of Person Creating Newly Created Legal Description (§38-35-106.5, C.R.S.)

Exhibit A

**DESCRIPTION SUBJECT LOT**

A tract of land in the NW/4 of Section 16, T37N., R.15W., N.M.P.M.,  
MONTEZUMA COUNTY, COLORADO being more particularly described  
as follows:

Beginning at a point on the North line of the NW/4 of Section 16  
T.37N., R.15W., N.M.P.M., from which point the NW corner of Section  
16 bears S89°42'37"W a distance of 1760.70 feet:

thence, S18°17'37"W a distance of 228.98 feet along a line shown  
in Bk.586, Pg 375;

thence, S89°15'00"E a distance of 76.34 feet;

thence, N17°57'37"E a distance of 230.00 feet along a line shown  
in Bk. 722, Pg. 001, records of Montezuma County;

thence, S89°42'37"W a distance of 75.38 feet along the North line  
of the NW/4 said Section 16 to the point of beginning and  
containing 0.38 acres, 16,567 Sq Ft more or less

Bearings are referenced by a line from the NW Corner of Section 16  
to the N/4 Corner Section 16, both 1984 BLM monuments. This  
line bears N89°42'37"E a distance of 2654.3 feet. Bearings are  
determined by Static GPS observations.