



## Crystal Lakes Road and Recreation Association

300 Tami Road, Red Feather Lakes CO 80545 | 970-881-2250 | crystal-lakes.org

### REQUEST FOR QUOTE (RFQ)

PROPOSAL NUMBER: 2020\_01  
 DESCRIPTION: Website Transition and Maintenance  
 RECORDING DATE: November 30, 2020  
 RECORDING TIME: 4:00 p.m. (Mountain Time)

#### Project Overview

The Crystal Lakes Road and Recreation Association (CLRRA) seeks a Contractor to transition the current website to a new server and maintain the website going forward.

#### Scope of Work

CLRRA currently uses IONOS by 1&1 for web hosting, security, and email services and plans to continue that arrangement. The work involves transitioning the current website (crystal-lakes.org) to a new server within the IONOS by 1&1 content management system while keeping the same layout. It is understood that the look and feel may change based on the new templates. The deadline for the website transition is March 31, 2021. Maintenance of the website going forward would be in the traditional role of a webmaster where email requests and documents would be sent to the Contractor for timely updating. Start and completion dates may be delayed due to weather and conditions that may prevent access to the work site (if required). Any delays must be approved by the General Manager.

#### Qualifications and References

The Contractor must have a minimum of five (5) years of experience providing website services using content management systems. Additionally, the Contractor should provide three professional references for similar projects.

#### Evaluation Criteria

Proposals submitted will be individually evaluated and scored by the CLRRA Board of Directors. The criteria below will be the bases for review of the written proposals. The rating scale shall be for available points, receiving the maximum points available per criteria would be considered an outstanding rating.

Criteria	Standard	Points Available
Qualifications	<ul style="list-style-type: none"> <li>Does the Contractor’s proposal describe an understanding and a comprehensive approach to accomplish the statement of work?</li> </ul>	5
Price	<ul style="list-style-type: none"> <li>Is the Contractor’s pricing competitive, responsible, responsive, reasonable, best fit, and advantageous to CLRRA?</li> </ul>	5
Delivery and Installation	<ul style="list-style-type: none"> <li>Does the Contractor’s proposal meet the stated delivery and/or installation requirements?</li> </ul>	5
Experience	<ul style="list-style-type: none"> <li>Does the Contractor have the necessary experience to accomplish the statement of work?</li> </ul>	5
References	<ul style="list-style-type: none"> <li>Does the Contractor have a proven track record for this type of project?</li> </ul>	5



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### **Insurance Requirements**

No work shall commence nor shall any invoices be paid until the Contractor provides the requested proof of insurance as outlined on the Crystal Lakes website at <https://www.crystal-lakes.org/my-community/request-for-quote/> and until such proof is accepted by CLRRRA.

### **Independent Contractor**

In performing the work under this Agreement, the Contractor acts as an Independent Contractor and is solely responsible for necessary and adequate worker's compensation insurance, personal injury, and property damage insurance. The personnel employed by the Contractor are not and shall not become employees, agents, or servants of CLRRRA because of the performance of any work by this contract.

### **Work Product Ownership**

Any copyrightable works, ideas, discoveries, inventions, patents, documents, products, or other information (collectively, the "Work Product") developed in whole or in part by Independent Contractor in connection with the services remains the exclusive property of CLRRRA. Upon request, Independent Contractor shall sign all documents necessary to confirm or perfect the exclusive ownership of CLRRRA to the Work Product.

### **Award and Contract**

A formal contract will be awarded to the Contractor with the most responsible, responsive, reasonable proposal, deemed the best value, best fit, and most advantageous to CLRRRA. Interviews may be held, and references may be contacted, to assist in the decision for award. The deadline for the website transition is March 31, 2021. The initial term for website maintenance shall be for one (1) year with optional one (1) year extensions based upon agreement of both parties.

### **Final Inspection**

The Contractor must request a final inspection by the General Manager; otherwise the final inspection will be the last day of the contract period.

### **Payment**

Payment for work performed or goods sold to CLRRRA can be expected within 30 days after receipt of the invoice and satisfactory acceptance from the personnel receiving the service or goods. Any discount allowed by the vendor for prompt payment, etc., must be reflected in the bid figure, and not entered as separate pricing on the bid.

### **Proposal Submittals**

Interested Contractors should submit proposals and questions to Stella Anderson, CLRRRA General Manager via email at [generalmanager@crystal-lakes.org](mailto:generalmanager@crystal-lakes.org). Responsibility for timely submittal and routing of bids, prior to opening, lies solely with the Contractor. Bids received after the recording date and time specified will not be considered.

The Contractor should provide a detailed work plan with itemized costs that meets or exceeds the qualifications stated earlier in this RFQ along with the required references. The Contractor should indicate in their bid any work intended to be performed by subcontractor(s) or persons outside of their company. The Contractor should name the subcontractor(s) if known at the time of bid submission.



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CLRRRA strongly encourages the use of small and minority firms, women's business enterprises, and labor surplus area firm services. In accordance with Federal and State laws, CLRRRA does not discriminate. CLRRRA shall not be held liable or responsible for any liability, claims, costs, damages, demands, actions, losses, judgments, or expenses incurred by the Contractor or any such entity relating to such separate contract or this solicitation. The Contractor shall not stipulate in the bid any conditions not contained in the specifications, unless mutually agreed upon by both parties. Bids must be furnished inclusive of any Federal, State, or Local taxes. Any charges for freight, delivery, containers, packaging, etc., will be included in the bid price.

In submitting the bid, the Contractor agrees that acceptance of any or all bids by CLRRRA within a reasonable period constitutes a contract. No delivery shall become due or be accepted until a purchase order or written confirmation of bid acceptance/contract award has been issued by the CLRRRA General Manager.

The CLRRRA Board of Directors reserves the right to reject any and/or all bids and to waive informalities in bids, and to accept the bid that, in the opinion of the Board, is in the best interest of CLRRRA. The total cost of bid preparation and submission shall be borne by the Contractor. If, in the sole judgment of the CLRRRA Board of Directors, the proposals are substantially equal, the Board may grant the contract to the company of its choice.