

THE CITY OF THORNTON

**REQUEST FOR QUALIFICATIONS
FOR**

**THORNTON FIRE MUSEUM EXHIBIT FABRICATOR
PROJECT NUMBER 23-119B**

**SUBMITTAL DEADLINE:
JUNE 24, 2026, 5:00 P.M.**

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III. NOTICE – REQUEST FOR QUALIFICATIONS FOR THORNTON FIRE MUSEUM EXHIBIT FABRICATOR

Notice of Request for Qualifications: The City of Thornton (“Thornton”) is requesting Statement of Qualification (SOQ) submittals from Specialized Museum Exhibit Fabricators (“Respondent”) interested in becoming prequalified to bid on Thornton Fire Museum Exhibit Fabricator, Project No. 23-119B.

Thornton reserves the right to qualify Respondents based on size, type of work, past experience, employee benefits, safety ratings, bond claims, and other factors as Thornton deems appropriate. There is no limit to the number of firms that may be prequalified and it is Thornton’s intent to prequalify all Respondents deemed qualified by the selection committee.

Thornton intends to qualify Respondents based on their specific qualifications as they apply to the anticipated type of construction work needed.

This project consists of building and installing museum exhibits, kiosks, graphics, casework, and other features to display and explain the storied history of the Thornton Fire Department to the public.

To be minimally qualified for consideration, Respondents must have completed at least five comparable museum exhibit projects nationwide in the past three years. A Sample Scope of Work and a set of Schematic Design Exhibit Drawings (under separate cover) are included as a basis of evaluation of the Respondents’ relevant project experience. Thornton is not requesting pricing based on this scope or drawings at this time.

Respondents may request a copy of this RFQ in a Word document for ease of filling this form out. To request a copy in Word send your request to adam.reiner@ThorntonCO.gov.

Thornton utilizes the BidNet Direct System at www.BidNetDirect.com to distribute official copies of Request for Qualifications (“RFQ”) for use in preparing submittals. Respondents will be required to register with the website to download the RFQ documents and any subsequent addenda. There is no charge by BidNet Direct for this service. If you experience problems with the BidNet Direct website, please call 1-800-835-4603 for assistance. Respondent(s) are required to acknowledge all addenda with their submittal and are encouraged to either register with the website or to view the addenda posted on the Contract Administration bulletin board prior to delivering their submittal. Respondents that do not acknowledge all addenda may be considered non-responsive. Upon request, the RFQ documents, including addenda, are also available for viewing on the City of

Thornton Website, <https://solicitations.thorntonco.gov/solicitations> or at the Contract Administration office located on the 2nd floor of City Hall at 9500 Civic Center Drive, Thornton, CO. Respondents that do not have download and/or printing capability in-house, may contact a commercial blueprint company or other reprographics company for assistance with downloading and printing the RFQ.

Submittal Location: Submissions will be accepted in person before **5:00 p.m., June 24, 2026**, at City of Thornton City Hall, 9500 Civic Center Drive, 2nd Floor City Hall, Thornton, CO 80229-4326.

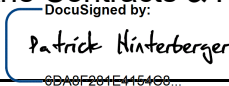
Submissions may also be uploaded to the solicitation at www.BidNetDirect.com.

Late submissions will not be considered. If the SOQ is sent by U.S. mail or other delivery service, the SOQ shall be contained in a sealed inner envelope or box, which is then inserted into the mailing envelope or box. Indicate **“SOQ Enclosed, Notice of Request for Qualifications, Thornton Fire Museum Exhibit Fabricator, Project No. 23-119B”**, on the outside of the mailing envelope or box.

All questions regarding the RFQ shall be directed in writing to Adam Reiner, Contract Administrator, e-mail: adam.reiner@ThorntonCO.gov.

Date Published: June 2, 2026

Published at: BidNet Direct, COT Website and the Contracts & Purchasing Bulletin Board.

BY: 
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Patrick Hinterberger
Contracts Supervisor

IV. REQUEST FOR QUALIFICATIONS

Thornton is soliciting written Statements of Qualifications from Specialized Museum Exhibit Fabricators to be eligible to Bid on Thornton Fire Museum Exhibit Fabricator, Project No. 23-119B, when issued. **To be eligible, Respondents must have completed at least five comparable museum exhibit projects nationwide in the past three years.** Thornton further reserves the right to revise this process, to issue a new RFQ, or formally advertise and formally Bid any element of Work at Thornton's sole option.

Respondents will be qualified on a variety of factors including, but not limited to, experience, past-performance, safety record, financial standing, and workforce/employee factors. Prequalified Respondents will be invited to submit a Bid proposal for the fabrication and installation of the Fire Museum Exhibits in response to the Bid Solicitation. Bid package will typically include a construction level set of plans and technical specifications.

Thornton will evaluate the qualifications of Respondents and will notify prequalified Respondents prior to issuance of the Bid Solicitation. Information regarding company and personnel experience, references, work history, staffing plan, training, employee benefits, employee hourly rates, financial standing, insurance and bonding capacity, litigation and claims history, safety record, and capability to perform the Work, and other information is requested via the attached Statement of Qualifications Form.

Subcontractors and suppliers will not be prequalified at this time, however, Thornton reserves the right to post-qualify any or all proposed subcontractors and suppliers and all subcontractors and suppliers shall be subject to Thornton's approval. In addition, the Respondents and proposed subcontractors must show a prior successful working relationship on similar type projects.

SECTION I – INQUIRIES AND INSTRUCTIONS

From the first advertised date of acceptance of submissions of qualifications, any Respondent that directly or indirectly contacts any member or employee of Thornton, or any person in connection with the prequalification selection process, is subject to disqualification except if it is to make an inquiry as provided herein, or to request general information about the RFQ, or the availability of any addenda related to the RFQ.

All inquiries relating to this RFQ shall be addressed in writing to:

City of Thornton
Attention: Adam Reiner, Contracts Administrator
9500 Civic Center Drive
Thornton, CO 80229-4326
E-mail: adam.reiner@ThorntonCO.gov

If a Respondent finds discrepancies in, or omissions from, the RFQ, or requires additional clarification of any part thereof, a written request for interpretation shall be submitted to Adam Reiner, Contract Administrator. Any interpretation of, or change made to the RFQ will be made by written notification and will become part of the RFQ. Thornton will not be responsible for the accuracy of any other ORAL EXPLANATIONS, INTERPRETATIONS, OR REPRESENTATIONS. All inquiries shall be made in writing, and all responses will be provided in writing. To be given consideration for a bid, inquiries must be received and Contracts prequalified prior to the date the Project is issued for bid.

SECTION II – SUBMITTAL DATE AND LOCATION

SOQ's may be submitted at any time **before 5:00 PM, June 24, 2026**.

Submissions will only be accepted by the following methods:

- Uploaded to this solicitation at www.BidNetDirect.com.
- Mailed or hand delivered to City of Thornton Contract Administration Office, 9500 Civic Center Drive, Thornton, CO 80229-4326.

Late submissions will not be considered by the Selection Committee. If the SOQ is sent by U.S. mail or other delivery service, the SOQ shall be contained in a sealed inner envelope or box, which is then inserted into the mailing envelope or box. Indicate **“SOQ Enclosed, Notice of Request for Qualifications for Thornton Fire Museum Exhibit Fabricator, Project No. 23-119B”**, on the outside of the mailing envelope or box.

SECTION III – CONFIDENTIAL INFORMATION

Prior to selection of the prequalified Respondents, any information contained within the SOQ may be held confidential by Thornton pursuant to Colorado's Open Records Act (CORA), specifically Colo. Rev. Stat. 24-72-204(3)(a)(IV). After selection, the information within the SOQ becomes public information with the exception of information that has been clearly marked as confidential by the Respondent. **Any information marked confidential shall comply with CORA and other applicable statutes. Thornton shall be held harmless from any claims arising from the release of confidential information not clearly designated as such by the Respondent or which does not comply with CORA. In general, it is not acceptable to Thornton to mark information other than financial statements, Project financing data, litigation history, tax audit history, or client lists as confidential. Further, it is not acceptable to mark price information as confidential. Failure to adhere to these restrictions may result in the entire submission being deemed non-responsive.**

If a request to inspect the response materials, or any portion thereof, is made by a third-party, Thornton will endeavor to keep private materials marked confidential to the extent allowed by CORA. The Respondent understands that Thornton may be subject to the provisions of CORA. Thornton will try to endeavor to inform the Respondent of any third-party request for disclosure of such information pursuant to the CORA or as may be otherwise made to Thornton. If the Respondent requests that such information be held

confidential and not disclosed by Thornton, the Respondent will assume the defense of such position, up to and including litigation, and will indemnify and save and hold harmless Thornton, its officers, and employees, from any expense, fees, costs, or liability associated with such third-party request or such litigation.

SECTION IV – DEFINITION, CONTEXT, AND GENDER

Unless otherwise specified in this document, all words shall have a common meaning unless the context in which they are used clearly requires a different meaning. Words in the singular number include the plural, and in the plural include the singular. Additionally, words of the masculine gender include the feminine and the neuter, and when the sense so indicates, words of the neuter gender may refer to any gender.

SECTION V – CONDITIONS OF SOQ SUBMITTAL

1. Only Specialized Museum Exhibit Fabricators are required to submit qualification documents. Subcontractors and suppliers may be post-qualified, using Thornton's post-qualification form, during the bid evaluation process, and all subcontractors and suppliers shall be subject to Thornton's approval.
2. All Respondents shall comply with all conditions, requirements, and specifications contained herein, and any departure from such conditions, requirements, or specifications may constitute sufficient cause for rejection of the entire SOQ.
3. Only one (1) SOQ will be accepted from any Respondent. This includes each member of a joint venture.
4. For joint ventures, a SOQ shall be completed by each Respondent in the joint venture and shall be submitted in a single package. Joint ventures shall be comprised of not more than two (2) single Respondents.
5. Information submitted for the prequalification process shall become the sole property of Thornton. To the extent permitted by law, financial information and litigation and claim information will be considered confidential (if marked as such by the Respondent) by Thornton and will not be subject to review by outside individuals or organizations. Upon request, financial information and litigation and claim information of Respondents that are not prequalified may be picked up by the Respondent, or at their option they may direct Thornton to shred the documents. If not picked up by respondent within ten (10) Calendar Days of notification of not being prequalified, Thornton may at its sole option shred these documents.
6. Material misstatements on any of the SOQs' forms may be grounds for rejection of the Respondent's SOQ on this Project. Any such misstatement, if discovered after a Respondent has been notified of being prequalified, or award of a Contract to

such Respondent, may be grounds for immediate termination of the Respondent's Contract and/or rescinding the Respondent's prequalified status. Additionally, the Respondent will be liable to Thornton for any additional costs or damages to Thornton resulting from such misstatements, including costs and attorney's fees for collecting such costs and damages.

7. Each Respondent submitting a SOQ will be notified of their prequalified status by Thornton.
8. No Respondent will be considered for prequalification if it is in arrears, indebted, debarred or is in default on a contract or obligation, either as surety or in any capacity, with Thornton.
9. Thornton reserves the right to reject any and all SOQ's, or any part thereof. Thornton further reserves the right to waive any formalities, or informalities contained in any SOQ's, and to prequalify the most responsive, responsible, and trustworthy Respondent as deemed in the best interest of Thornton.
10. All SOQ's shall be prepared in a comprehensive manner as to content, but no necessity exists for expensive binders or promotional materials. (Electronic format preferred).
11. All costs, including travel and expenses incurred in the preparation of the SOQ, shall be borne solely by the Respondent.
12. Thornton will not return SOQ's, or other information supplied to Thornton, to the Respondents.
13. Thornton reserves the right to require the submission of additional information, clarification of information, or other information that may have been inadvertently omitted from the submission upon request.
14. Prequalifying a Respondent shall not deprive Thornton of the right to reject any SOQ's where other circumstances and developments have, in the opinion of Thornton, changed the qualifications or responsibility of the Respondent.
15. The Respondent understands and agrees that Thornton reserves the right to reject any or all SOQ's, to request additional information, to waive irregularities therein determining a Respondent's qualifications, and to qualify Respondents that it deems are in the best interest of Thornton. All Respondents submitting SOQ's shall agree that such rejection or decision shall be without liability on the part of Thornton for any damage or claim brought by any Respondent because of such rejections or decisions, nor shall the Respondent seek any recourse of any kind against Thornton, its officers, employees, agents, or its consulting engineer(s) because of such rejections or decisions. The signing of the qualification document shall constitute an agreement of the Respondent to these terms and conditions.

16. Thornton reserves the right to ask for updates to this information if, in Thornton's opinion, enough time has elapsed to question the accuracy of this information, and/or if Thornton believes that a Respondent's information may have substantially changed. **In addition, Thornton may elect to require prequalified Respondents to provide annual or periodic updates as it deems appropriate.** Failure to return a requested annual update is grounds for suspension or rejection of the Respondent's prequalification status at Thornton's sole discretion.
17. As referenced in the required Appendix E Acceptance of Conditions Statement, Section 7.4 of the Thornton City Charter prohibits Thornton from entering into any contract involving an amount in excess of one hundred dollars (\$100) in which an elective or appointive officer or any member of the officer's family has any pecuniary interest, direct or indirect, in the Respondent or this RFQ. Certain other restrictions may also apply to contracts in which an employee, member of a board or commission, City Council member or member of their family has an existing or pending financial or personal interest. For the purposes of this Charter Section, a domestic partner shall be considered a family member.
18. By submission of the Qualification Affidavit, bank letter of reference, and the bonding company letter required herein, the Respondent certifies that it has adequate financial capacity to perform the anticipated Work. **The Respondent shall not submit proprietary financial information such as financial statements, depreciation statements, or balance sheets.**

Non-compliance with one (1) or more of the above requirements is grounds for disqualification at Thornton's sole discretion.

SECTION VI – EVALUATION OF SOQ's

All SOQ's will be evaluated by a Selection Committee assigned by the City Manager, or their designee. SOQ's shall be evaluated on the basis of the Evaluation Criteria set forth herein. In addition, any other pertinent information which becomes available during the evaluation, interview, reference checks, or negotiations may be considered in the evaluation. Thornton's intent is to prequalify all qualified Respondents. However, Thornton, at its sole option, reserves the right to shortlist additional Respondents, less Respondents, or any number of Respondents which it deems to be in the best interest of Thornton on individual projects due to the unique circumstances of each project. The Sole discretion to shortlist firms on particular projects is at Thornton's sole discretion. Pursuant to Thornton policy, the Selection Committee shall make the final determination of the Respondents selected for general prequalification and/or for specific projects under this RFQ.

Thornton's Selection Committee shall have sole authority to review, evaluate, and determine the Respondent's qualifications using the below selection criteria as well as any other relevant criteria that may become available. The Selection Committee may decide a Respondent is qualified or not qualified based on any one factor, and/or on multiple factors at its sole discretion. The criteria is not weighted for importance, but will be individually evaluated as to importance, relevance, and acceptability.

SECTION VII – EVALUATION CRITERIA

In determining a Respondent's qualifications, the following factors will be considered:

1. Relevant experience with comparable museum/exhibit projects. Respondents shall provide evidence of experience on all Fire department museums and indicate the number of years ago the work took place.
2. Equipment and resources available to perform the Work properly and expeditiously within the time available.
3. Team and approach.
4. Financial resources to meet obligations incidental to the Work.
5. The Respondent's historic record of successful project completion, with minimal interference to the public or of public complaints, as demonstrated through references.
6. Appropriate technical past experience of the Respondent, and the Respondent's key-personnel (resumes of key-personnel detailing similar experience on other projects).
7. The Respondent's safety program and safety record on completed and ongoing projects over the past three (3) years. Criteria will be evaluated as follows:
 - a. Experience Modification Rating (EMR) for each of the past three (3) years. Respondent's three (3) year average EMR should be no greater than 1.0. If a Respondent's three (3) year average EMR is greater than 1.0 but less than 1.2, it is subject to Committee review (which may lead to possible disqualification) and Thornton may ask Respondent to submit additional information about its safety program to the Selection Committee to help assess eligibility.* Any three (3) year average EMR greater than 1.2 is grounds for disqualification without further review at Thorntons discretion.
 - b. Total Recordable Incident Rates (TRIR); (will be evaluated on a case-by-case basis).

- c. Days Away Restricted Time (DART); (will be evaluated on a case-by-case basis).
- d. Company fatalities within the last three (3) years (will be evaluated on a case-by-case basis).

***Note: Respondent should be prepared to provide additional documentation including, but not limited to, a thorough description of accidents, OSHA 300 logs, and letter(s) from insurance carrier, if Thornton notifies Respondent there is a concern about any rating related to its safety program.**

- 8. No Respondent in arrears on any obligation to Thornton or to any other owner.
- 9. Pending or completed relevant legal actions against the Respondent that, in Thornton's opinion, could impact the company's ability to complete this Project or demonstrate a pattern of excessive, or inappropriate legal actions including, but not limited to, bond claims.
- 10. Historical record working/dealing with several Governmental, multi-jurisdictional permitting agencies for a single project.
- 11. Available bonding capacity must be **two million dollars (\$2,000,000)** or higher. The Respondent shall have the ability to bond all Projects at one hundred percent (100%) of the construction value. Note that Respondent's prequalified status will be automatically rejected on an individual project basis if the required bonds for the specific project cannot be obtained.
- 12. Respondents' surety or sureties must be listed in the Federal Circular 570 and must be approved by the City of Thornton (Thornton). In no case will sureties with less than an A.M. Best's A rating be approved. Surety companies will be contacted as a reference and to investigate prior and current bond claims.
- 13. Respondents' ability to demonstrate that their staffing plan and personnel procurement, workforce development and training, current hourly rates of pay, and employee benefits shall be within a normal and acceptable range for the industry and the local community:
 - a. Respondents are responsible for demonstrating that the combination of current payroll wages and benefits provided to employees meets or exceeds the market standards for the local community, or Respondent must certify that hourly wages meet or exceed the applicable Adams County Davis Bacon Wage Determination (acceptable benchmark). Alternatively, Thornton will review hourly pay ranges for key positions within the Respondent's field organizational structure. Wages for salaried management personnel do not need to be provided.

- b. The Selection Committee will review and evaluate combined hourly wage rates and benefits and compare those against other Respondents and against other wage information as it deems applicable and/or appropriate at its sole discretion.
 - c. The Selection Committee has the right to request clarifying information and/or actual payroll documentation to verify the accuracy of the submitted information. Respondents could be disqualified if it is determined that the pay ranges are not accurate based on actual payroll information provided.
14. Respondent's eligibility will be based on the evaluation of all factors listed above as well as the following:
- a. Respondent's previous performance on work for Thornton or other municipal or quasi-municipal owners;
 - b. Overall experience of the principal Respondent;
 - c. The experience of the key personnel;
 - d. References obtained from owners of similar projects;
 - e. Financial condition of the Respondent;
 - f. Bonding capacity and insurance coverage of the Respondent;
 - g. Dispute/litigation and claim history;
 - h. Information listed in Appendix A; and
 - i. Respondent's safety ratings.

SECTION VIII – INSTRUCTIONS

SOQ submittals shall include:

1. Any Respondent that wishes to be prequalified is required to complete and submit:
 - **Electronic Submission:**
SOQ
and Litigation and claims history in a separate file
 - **Hard Copy Submission:**
Paper hard copy
and One (1) thumb drive with SOQ
and litigation and claims history in a separate file.

Clearly mark the original document as such. Each page shall be numbered, and information shall be ordered as outlined below. **Submit only one (1) copy of the litigation and claim information documents. The litigation and claim information shall be contained in a separate sealed envelope marked, respectively, on the outside “Confidential Litigation and Claim Information - <Respondent name>”, and this envelope shall be placed inside the Statement of Qualification submittal envelope.**

2. A cover letter shall state the name, address, email, and telephone number of the Respondent submitting the SOQ, and shall bear the signature of the person having the authority to agree to the terms of the SOQ for the Respondent and bind the Respondent in a formal Agreement with Owner if selected for project award.
3. Respondents shall submit a list of at least five completed projects that are believed to represent their ability to successfully fulfil the needs of the Project. Project Identifying Information is required for all projects provided for consideration by the Respondent. Incomplete project Identifying Information will disqualify the experience. Project Identifying Information is defined as the following:
 - a. Project Name;
 - b. Project City and State;
 - c. Owner’s Current Contact Name and Phone/Email;
 - d. Exhibit Designer Contact Name and Current Phone/Email;
 - e. Name of Respondent’s personnel assigned to the project and job title during the project’s construction;
 - f. Project’s Contract Date;
 - g. Initial Contract Amount including Insurance and Bonds;
 - h. Number of Change Orders and Change Order Total Cost;
 - i. Initial Scheduled Completion Date when Construction Commenced; and
 - j. Actual Scheduled Completion Date.
4. A visual portfolio of relevant completed exhibits.
5. The Statement of Qualification Form in Appendix A shall be completed in full by typing or legible hand lettering in black or blue ink. All sections (including instructions and forms) included in this document shall be submitted. Where space provided for responses is inadequate, supplement with additional referenced attachments as necessary.

6. Completed Appendix B – Respondent's Qualification Affidavit.
7. Completed Appendix C – Reference Authorization and Release Form.
8. Completed Appendix E – Acceptance of Conditions Statement.
9. Any other information deemed necessary by the Respondent.

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APPENDIX A – STATEMENT OF QUALIFICATIONS FORM

Please consider my request to be prequalified in response to **Notice of Request for Qualifications for Thornton Fire Museum Exhibit Fabricator, Project No. 23-119B.**

Use additional sheets wherever necessary.

Full Legal Name of Respondent/ company: _____

Contact Name: _____

Respondent Address: _____

Phone/Email: _____

E-mail(s) where all correspondence and requests for bids will be sent.

Contact e-mail: _____

Contact e-mail: _____

Contact e-mail: _____

1. How many years has your organization been in business under the current business name? _____

2. How many years has your organization been in business under other business name(s)? _____ List other names: _____

3. If a corporation, answer the following:

Date of incorporation: _____

State of incorporation: _____

President: _____

Vice-President: _____

Secretary: _____

Treasurer: _____

4. If a partnership, answer the following:

Date of organization: _____

Type of partnership: _____

(General/Limited/Assoc)

Name and address of all partners: _____

5. If other than a corporation or partnership, describe the organization form and provide the name and address of all principals: _____

6. Have you ever failed to complete any work awarded to you? If so, indicate when, where, and why below. Have you ever been declared in default on a contract? If "yes," indicate when, where, and why below.

7. Has any director, officer, or partner of the Respondent ever been a director, officer, or partner of another organization that failed to complete a construction contract? _____ If "yes," state circumstances below.

8. Have you ever failed to be awarded a contract on which you were the low Respondent? _____ If "yes," state when, where, and why below.

9. Has the Respondent in the past two (2) years, or is the Respondent at the present time, late in the completion of any projects for a government agency? _____ If "yes," list all applicable projects and state when, where and why below.

10. Liquidated Damages and/or disputes: List all government or agency projects in the last three (3) years where Liquidated Damages were or may be assessed, and where substantial disputes on projects occurred or are currently occurring. Attach a detailed explanation, using an additional sheet if necessary.

11. Has the Respondent's bonding company been contacted in the past two (2) years concerning either the late completion of a project or the non-payment of subcontractors or suppliers? _____ If "yes," please explain the circumstances in detail.

12. List all major museum exhibit fabricating projects the Respondent currently has under contract nationwide on this date. Include the following information for each project listed:

Project Name _____

Owner _____ Phone/Email _____

Exhibit Designer _____ Phone/Email _____

Contract Amount _____ Contract Date _____

Percent Complete _____ Original Scheduled Completion Date _____

Change Order Amount to Date _____ Current Scheduled Completion Date _____

Project Name _____

Owner _____ Phone/Email _____

Exhibit Designer _____ Phone/Email _____

Contract Amount _____ Contract Date _____

Percent Complete _____ Original Scheduled Completion Date _____

Change Order Amount to Date _____ Current Scheduled Completion Date _____

Project Name _____
Owner _____ Phone/Email _____
Exhibit Designer _____ Phone/Email _____
Contract Amount _____ Contract Date _____
Percent Complete _____ Original Scheduled Completion Date _____
Change Order Amount to Date _____ Current Scheduled Completion Date _____

May list projects under separate cover

13. List major museum exhibit projects relative to this project that the Respondent has completed nationwide in the past five (5) years. Respondent must have a significant, recent, similar, experience to be considered qualified as described in Section I. Include the following information for each project listed:

#1 Project Name _____
Owner _____ Phone/Email _____
Exhibit Designer _____ Phone/Email _____
Original Contract Amount _____ Final Contract Amount _____
No. of Change Orders _____ Contract Date _____
Original Completion Date _____ Actual Completion Date _____
Description of the work performed under this category of work

#2 Project Name _____
Owner _____ Phone/Email _____
Exhibit Designer _____ Phone/Email _____
Original Contract Amount _____ Final Contract Amount _____
No. of Change Orders _____ Contract Date _____

Original Completion Date _____ Actual Completion Date _____

Description of the work performed under this category of work

#3 Project Name _____

Owner _____ Phone/Email _____

Exhibit Designer _____ Phone/Email _____

Original Contract Amount _____ Final Contract Amount _____

No. of Change Orders _____ Contract Date _____

Original Completion Date _____ Actual Completion Date _____

Description of the work performed under this category of work

14. Capacity and Capability to perform the Work.

a. Resources:

(1) Total number of current employees in the following positions:

Project Managers: _____ Shop Staff: _____

Installation Staff: _____

Administration: _____

Others: _____

(2) Does the Respondent have the immediate capacity to perform the Work required for Projects seeking prequalification on?

Yes

No

- 15. Provide resumes of your proposed Project Manager(s) other key staff and include references for each from owners and exhibit designers or architects for their last three (3) projects. Of the similar completed projects listed previously, indicate which were worked on by your proposed Project Manager and other key staff.
- 16. Include a proposed project organization chart showing key staff, their area of responsibility, and the date they will be available to begin work on the Project. If proposing on different types of construction, provide an organization chart showing key staff for each type of work.
- 17. List major equipment available for this Project and whether the equipment is owned or long-term leased.
- 18. Indicate the Respondent's resources available for cost estimating, scheduling, project management (document and issue tracking), procurement, and cost tracking, including software utilized and the staff member(s) assigned to this Project that have expertise in its use.

- 19. List key subcontractors and suppliers likely to provide services and/or materials on the Contract:

<u>Subcontractor/Supplier</u>	<u>Service/Materials</u>
<hr/>	<hr/>
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20. Safety record.

- a. Provide the Respondent's incidence rate of not-fatal occupational injuries and illnesses per one hundred (100) full-time workers (Total Recordable Incident Rates or TRIR rate) as defined by the Bureau of Labor Statistics Table 1 over the prior three (3) year period, and the three (3) year average rate. Refer to <http://www.bis/gov/iif/oshsum.htm>. (If you do not have complete 2024 numbers yet, use the most current three-year period that you have):

2023 - _____

2024 - _____

2025 - _____

Three (3) year average - _____

- b. Provide the Respondent's Workers' Compensation Experience Modification Rate Factor (EMRF) for the prior three (3) years, by year, and the three-year average, from the National Council on Compensation Insurance, Inc. (NCCI, www.ncci.com).

2023 - _____

2024 - _____

2025 - _____

Three (3) year average - _____

- c. Indicate the number of fatal accidents that occurred on any of the Respondent's projects in the last three (3) year period. Describe circumstances and whether any corrective action was required or if any fines were levied by OSHA or other governmental agency.

Fatal accidents **Yes** ___ **No** ___ **If yes, how many** ___

If yes, submit complete documentation in an attachment.

- d. Indicate your company's Days Away Restricted Time (DART) rate for the last three (3) year period, and the three (3) year average.

2023 - _____

2024 - _____

2025 - _____

Three (3) year average - _____

- e. Provide a narrative describing the Respondent's safety program including frequency of inspections and roles and responsibilities among Respondent's personnel.

- 21. Describe any experience by the Respondent or key staff with partnering, both formal and informal. Highlight the partnering experience by key staff proposed for this Project. Indicate if the Respondent plans to conduct any partnering sessions on a Project.

(Use additional sheet if necessary.)

22. List states and categories in which the Respondent is legally qualified or licensed to do business.

23. Bank References:

a. Provide the contact name, bank name and address, and Telephone/Email of the Respondent's banking references.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

b. Provide a letter of reference from the Respondent's primary operating bank.

Bank Letter attached: Yes _____

24. Bonding Company:

a. Provide the contact name, company name, address, and Telephone/Email of the Surety used by the Respondent. Also include the contact name, company name, address and Telephone/Email of the bonding agent used by the Respondent if different from the Surety.

b. Provide a letter from the bonding agent indicating the **Respondent's bonding capacity**. Indicate what portion remains of this bonding capacity at the time of Qualification submittal.

Bonding Company Letter attached: Yes ____

25. Insurance Company:

a. Provide the name, address, and Telephone/Email of the Respondent's insurance agent(s) and the names and ratings of the insurance companies.

Workers' Comp: _____

General Liability: _____

Builder's Risk and/or Installation Floater: _____

Auto Liability: _____

Other: _____

- b. Provide certificate(s) of insurance outlining coverage and policy limits or higher as shown in Appendix D.

Insurance Certificate attached: Yes ___

- c. Indicate if any of the coverages can be increased, and whether there are any current claims that will affect coverage limits available to Thornton for this Project.

26. **In a separate sealed envelope or electric file** labeled with the Project name and number, the Respondent's name, the date submitted, and marked "CONFIDENTIAL – CLAIM AND LITIGATION RECORD", provide the following:

- a. A list of the projects, along with address and Telephone/Email of the owner, to which the Respondent or any of the Respondent's directors, partners, or officers were party in their role as director, partner, or officer of the Respondent, during the previous ten (10) years if such projects were the subject of formal arbitration or litigation of any type. If the dispute resulted in a confidential settlement agreement, the names of the parties involved may be redacted, but the project must be listed.
- b. Indicate if any judgments have been entered against the Respondent or against any of the Respondent's directors, partners, or officers within the last five (5) years. If so, provide a list of Judgment Creditors, where

docketed and date, and amount, for each. Indicate if any of the judgments included an award of attorneys' fees as a sanction. If yes, explain why.

- c. A list of current lawsuits that are pending at this time against the Respondent, or against any of the directors, partners, or officers of the Respondent. Indicate the Parties and summarize the nature of the dispute.

Claim and Litigation History attached in separate envelope: Yes _____

OR

We have had no claims and no litigation in the past ten (10) years - Yes _____

- 27. Was the Respondent or any of its directors, partners, or officers ever suspended, debarred, or determined to be ineligible from entering into Contracts with any federal, state, or local governmental entity? _____ If "yes," give details:

- 28. Criminal Convictions:

Indicate if the Respondent, or any of its officers, employees, subsidiary companies, or affiliates has pled guilty, nolo contendere, or been convicted of any crimes, including petty offenses, misdemeanors, and felonies, in any jurisdiction in the United States related to perjury, bidding, labor, taxes, wages, safety, environmental, or performance of construction contracts within the past five (5) year period. _____

29. Provide information on the following:

a. Respondent's workforce development and training.

Submit a description and/or documentation of your work force development and training policy/plan.

b. Respondent's staffing plan and personnel procurement plan.

Submit a description and or documentation of your staffing plan and personnel procurement policy/plan.

30. Provide information which demonstrates that the following areas of emphasis are within the normal and acceptable range for the industry and the local community:

a. Respondent's employee benefits.

Indicate which benefits the Respondent currently provides to your employees. Check all that apply:

Heath Care Yes No

Paid time off (PTO), Vacation, Sick Leave Yes No

Retirement/Investment Program (IRA/401k) Yes No

b. Respondent's hourly rates of pay.

Indicate if your company currently pays equal to or greater than the following employee hourly rate benchmark, indicate Yes or No:

Current Adam's County Davis Bacon wage determination
(Bldg CO20250015 Adams MOD #4):

Yes No

If No, please provide the following hourly rates of pay (do not include fringe benefits):

Carpenter or Installer:	
Highest paid	\$ _____
Lowest Paid	\$ _____
Average	\$ _____
Laborer	
Highest paid	\$ _____
Lowest Paid	\$ _____
Average	\$ _____

APPENDIX B – RESPONDENT’S QUALIFICATION AFFIDAVIT

RESPONDENT’S QUALIFICATION AFFIDAVIT

PROJECT NO. 23-119B

The undersigned, as _____

(Owner, Officer or Director of Corporation, Partner, or Member of Respondent)

of the Respondent, hereby certifies that the foregoing information is, to the best of his/her knowledge and belief, true and accurate as of the ____ day of _____, 20____.

Corporate Seal
(If Corporation)

Signature

Print Name

Title (must be Owner, Officer of Corporation or member of Partnership as applicable)

NOTARY

STATE OF COLORADO)

)ss

COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ as _____ for the _____.

WITNESS my hand and official seal.

My commission expires: _____

Notary Public

APPENDIX C – REFERENCE AUTHORIZATION AND RELEASE FORM

REFERENCE AUTHORIZATION AND RELEASE FORM

Date: _____

To: City of Thornton

From: _____ (A Corporation, Partnership, Sole Proprietor) whose address is

(Respondent).

Respondent has submitted qualifications to the City of Thornton (Thornton) in response to the **Notice of Request for Qualifications for Thornton Fire Museum Exhibit Fabricator, Project No. 23-119B**.

Respondent hereby authorizes Thornton to perform such investigation of Respondent as it deems necessary to verify the qualifications, responsibility, trustworthiness and financial ability of Respondent. By its signature hereon, the Respondent authorizes Thornton to obtain reference information concerning the Respondent. Respondent further agrees to release and hold Thornton and the firm or agency providing reference information harmless from all liability resulting from providing the requested reference information to Thornton about the Respondent.

Respondent further authorizes Thornton to discuss and release reference information regarding Respondent's performance as it will relate to any Projects associated with this prequalification upon receiving a request for such information. Respondent agrees to release and hold Thornton harmless from all liability associated with releasing such information about Respondent.

Respondent further waives its right to receive copies of reference information provided to Thornton. By signing below, Respondent agrees with the terms of this Reference Authorization and Release and authorizes Thornton to obtain reference information concerning Respondent.

A copy or facsimile of this executed Reference Authorization and Release Form may be used with the same effectiveness as an original.

By: _____

Signature

Title: _____

APPENDIX D – (EXAMPLE) GENERAL CITY OF THORNTON TYPICAL INSURANCE REQUIREMENTS

INSURANCE

A. The Respondent agrees to procure and maintain in force during the term of this Contract, at its own cost, the following coverages:

1. Workers' Compensation Insurance as required by the Labor Code of the State of Colorado and Employer's Liability Insurance. Evidence of qualified self-insured status may be substituted.
2. Commercial General Liability Insurance (**MINIMUM LIMITS**)
 - (a) Each Occurrence \$2,000,000.00
 - (b) Products/Completed Operations Aggregate \$2,000,000.00
 - (c) Personal and Advertising Injury \$2,000,000.00
 - (d) General Aggregate \$5,000,000.00

The policy shall include coverage protecting against bodily injury, property damage, and personal injury claims arising from the exposures of (1) premises-operations; (2) products and completed operations including materials designed, furnished and/or modified in any way by Respondent; (3) independent subcontractors; (4) contractual liability risk covering the indemnity obligations set forth in this Contract; and (5) where applicable, liability resulting from explosion, collapse, or underground exposures.

If the above insurance is written on a claims-made form, it shall continue for three (3) years following termination or completion of the Contract. The insurance shall provide for a retroactive date of placement prior to or coinciding with the effective date of the Contract.

3. Umbrella policy for the Commercial General Liability Insurance with limits of not less than two million dollars (\$2,000,000).
4. Automobile Liability Insurance with minimum combined single limits for bodily injury and property damage of not less than one million dollars (\$1,000,000) for any one (1) occurrence. This insurance will insure against bodily injury and/or property damage arising out of the Respondent's operation, maintenance, use, loading or unloading of any auto including owned, non-owned, hired and employee autos.

5. Other insurance, with varying limits, which from time to time may reasonably be required by the mutual agreement of Thornton and Respondent against other insurable hazards relating to the Work to be done, shall be provided.
6. Builder's Risk Insurance Policy with minimum limits of not less than the insurable value of the Work to be performed under this Contract at completion, less the value of the Materials and Equipment insured under Installation Floater Insurance. The value shall include the aggregate value of any Thornton-furnished Materials and Equipment to be erected or installed by the Respondent not otherwise insured under Installation Floater Insurance. The value of Thornton-furnished Materials and Equipment is estimated to be \$ TBD .

The policy shall protect the Respondent, subcontractors, and Thornton from all insurable risks of physical loss or damage to Materials and Equipment not otherwise covered under Installation Floater Insurance, while in warehouses or storage areas, during installation, and during testing. Builder's Risk shall remain in effect until Initial Acceptance of the Project by Thornton. The policy shall be of the "all risks" type, with coverages designed for the circumstances which may occur in the particular Work to be performed under this Contract. The policy shall provide for losses to be payable to the Respondent and Thornton as their interests may appear. The policy shall contain a provision that in the event of payment for any loss under the coverage provided, the insurance company shall have no rights of recovery against the Respondent or Thornton.

Material and Equipment such as pumps, engine-generators, compressors, motors, switch-gear, transformers, panel boards, control equipment, and other similar equipment shall be insured under Installation Floater Insurance when the aggregate value of the Material and Equipment exceeds ten thousand dollars (\$10,000). The policy shall provide for losses to be payable to the Respondent and Thornton as their interests may appear. The policy shall contain a provision that in the event of payment for any loss under the coverage provided, the insurance company shall have no rights of recovery against the Respondent or Thornton.

7. Installation Floater Insurance Policy with minimum limits of not less than the insurable value of the Work to be performed under this Contract at completion, less the value of the Materials and Equipment insured under Builder's Risk Insurance. The value shall include the aggregate value of any Thornton-furnished Materials and Equipment to be erected or installed by the Respondent not otherwise insured under Builder's Risk Insurance.

The policy shall protect the Respondent, subcontractor, and Thornton from all insurable risks of physical loss or damage to Materials and Equipment not otherwise covered under Builder's Risk Insurance, while in warehouses or storage areas, during installation, during testing, and after the Work under this Contract is completed. The policy shall be of the "all risks" type, with

coverages designed for the circumstances which may occur in the particular Work to be performed under this Contract. The policy shall provide for losses to be payable to the Respondent and Thornton as their interests may appear. The policy shall contain a provision that in the event of payment for any loss under the coverage provided, the insurance company shall have no rights of recovery against the Respondent or Thornton.

- B. Respondent shall procure and maintain the minimum insurance coverages listed herein. Such coverages shall be procured and maintained with forms and insurers acceptable to Thornton. All coverages shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by the Respondent. If the above insurance is written on a claims-made form, it shall continue for three (3) years following termination or completion of the Contract. The insurance shall provide for a retroactive date of placement prior to or coinciding with the effective date of the Contract.
- C. Respondent shall cause any subcontractor to procure and maintain adequate levels of insurance coverage for Workers' Compensation, Commercial General Liability, Automobile Liability, and other coverages Respondent may require. Respondent shall prepare a schedule of required coverages for each of its subcontractors and shall submit such schedule to Thornton prior to any subcontractor commencing any Work under the Contract. Such coverages for any subcontractors shall be procured and maintained with forms and insurers acceptable to Thornton. All coverages shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by the Respondent.
- D. The Respondent shall name Thornton, its officers, agents, and employees as additional insureds for completed operations with respect to the Commercial General Liability and Auto Liability coverages above. A Certificate of Insurance shall be completed and forwarded, along with the Additional Insured Endorsements, to Thornton by the Respondent's Insurance Agent(s) as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect and shall be subject to review and approval by Thornton **prior to commencement of any Work under this Contract.** The initial completed Certificate(s) of Insurance and Additional Insured Endorsement(s) shall include the Respondent's e-mail address for future inquiries and updates, and shall be sent to:

City of Thornton
Adam Reiner, Contracts Administrator
9500 Civic Center Drive
Thornton, CO 80229-4326

Subsequent Certificates of Insurance indicating renewal of coverage(s) shall be sent to Thornton's Risk Manager at certificatesofinsurance@ThorntonCO.gov no later than thirty (30) Calendar Days prior to the expiration date. Indicate "Renewal COI" and the Project Number in the e-mail subject line.

- E. Failure on the part of the Respondent or a subcontractor to procure or maintain policies providing the required coverages, terms, conditions, and minimum limits shall constitute a material breach of Contract upon which Thornton may immediately terminate the Contract. At its discretion, Thornton may procure or renew any such policy or any extended reporting period, and may pay any and all premiums in connection therewith, and all monies paid by Thornton shall be repaid by Respondent to Thornton upon demand, or Thornton may offset the cost of the premiums against any monies due or to become due to Respondent from Thornton. In addition to the foregoing, in the event any coverage required by the Contract expires or is cancelled during the term of the Contract, the Respondent shall be required, without further notice from Thornton, to suspend the Work at 12:00 a.m., on the date of insurance expiration or cancellation, and may not resume Work until the required insurance coverage is obtained and evidence of such coverage is submitted to and approved in writing by Thornton. The Respondent shall not be entitled to any compensation therefore, including compensation for delay. The Contract Time shall continue to run during such suspension period and the Respondent shall remain fully responsible for any Liquidated Damages that are assessed as a result of late performance. During such suspension of Work the Respondent remains responsible for all safety and protection of persons and property under the Contract.
- F. Thornton reserves the right to request and receive a certified copy of any policy and any endorsement thereto. Respondent agrees to execute any and all documents necessary to allow Thornton access to any and all insurance policies and endorsements pertaining to the Work.
- G. Every policy required above shall be primary insurance, and any insurance carried by Thornton, its agents, officers, or employees shall be excess and not contributory insurance to that provided by the Respondent. The Respondent shall be solely responsible for any deductible losses under the required policies and such deductible losses shall not be billed to Thornton.
- H. The Respondent shall not be relieved of any liability, claims, demands or other obligations assumed pursuant to the Contract by reason of its failure to procure and maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations or types.
- I. The Parties understand and agree that Thornton, its agents, officers, and employees, are relying on, and do not waive or intend to waive by any provision of this Contract, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. 24-10-101 et seq., as may be amended, or otherwise available to Thornton, its agents, officers, or employees.

- J. The Respondent shall provide Products and Completed Operations Liability Insurance and name Thornton as an additional insured for a minimum of one (1) year after the date of Final Acceptance. The Respondent shall continue to provide evidence of such coverage by submission of a Certificate of Insurance to Thornton no later than thirty (30) Calendar Days prior to the scheduled expiration of such coverage. Additional Insured endorsements shall indicate applicable Products and Completed Operations coverage.
- K. All policies shall include a provision that the coverages afforded under the policies shall not be canceled, terminated, or materially changed prior to the natural termination date until at least thirty (30) Calendar Days prior written notice has been sent to Thornton. The Certificate(s) shall indicate the form used, if any, under which this provision is included.

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APPENDIX E – ACCEPTANCE OF CONDITIONS STATEMENT

A. Respondent indicates acceptance of the following conditions:

- 1. City of Thornton Charter Section 7.4 prohibits Thornton from making Contracts with Respondents which employ certain relatives of Thornton employees unless the City Council determines that the making of such a Contract is in Thornton's best interest.

No City Council member, member of a board or commission, Municipal Judge, City Manager, City Attorney, or employee of the City of Thornton, or any such person's family member, domestic partner, or person assuming a relationship being the substantial equivalent of the above, has an existing or pending, direct or indirect, financial, pecuniary or personal interest in the Respondent or this Request for SOQ, except as follows (list, if any, or if none so state):

None

OR

Yes **(explain)** _____

- 2. I/we hereby agree to all instructions, terms and conditions, and specifications contained herein.

B. I/we acknowledge the following addenda (list, if any, or if none so state):

Respondent is responsible to check for all issued addenda prior to submitting this form.

Addenda Number(s) and Date(s): _____

Respondent Name: _____

Address: _____

Telephone: _____ Email: _____

Submitted By: _____

(Signature)

Title: _____

Date: _____

Attest (by officer if corporation) or Notary (if individual): _____

My Commission Expires (if notarized): _____

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APPENDIX F – (EXAMPLE) SCOPE OF WORK

1. PROJECT OVERVIEW

Purpose

The City of Thornton seeks qualified exhibit fabricators to provide fabrication, production, and installation of exhibit elements for the Thornton Fire Museum.

Project Context

- Design is complete and provided by Owner's Exhibit Designer (Studio Tectonic).
- The fabricator is responsible for executing the design intent.

Project Includes

- Permanent exhibits;
- Interactive elements;
- Graphic panels;
- Audio/visual systems and media software programming based on assets provided by Designer/Owner (coordination level defined below).

2. PROJECT DELIVERY STRUCTURE

Owner (City of Thornton):

- Contract holder.
- Final approvals.

Owner's Exhibit Designer (Studio Tectonic working in collaboration with AW Architecture):

- Design authority.
- Submittal review and interpretation.
- Site observation/art direction.

Fabricator (Selected Vendor):

- Shop drawings.
- Fabrication.
- Integration.
- Media content software programming.
- Installation.

Fabricator shall coordinate with the Owner's Exhibit Designer as the authority on design intent. No deviations shall be made without written approval.

3. SCOPE OF WORK

3.1 General Scope

Fabricator shall provide all labor, materials, equipment, and services required for:

- Exhibit fabrication.
- Graphic production.
- Integration of AV and interactive components.
- Delivery and installation.
- Project closeout.

3.2 Fabrication Scope

A. Exhibit Structures

- Casework (wood, laminate, metal).
- Freestanding elements.
- Wall-mounted components.
- Platforms, plinths, vitrines.
- Artifact placement and/or mounting.

B. Graphic Systems

- Panel production (HPL, acrylic, metal, etc.).
- Direct print / applied vinyl.
- Mounting systems and hardware.

C. Artifact Mounts/Placements

- Custom mounts (museum-grade).
- Seismic and security considerations.
- Conservation-safe materials.

D. Interactive Exhibits

- Physical and electro-mechanical interactives.
- Enclosures for digital interactives.
- Accessibility compliance (ADA reach ranges, etc.).

E. AV Integration

- Mount screens, speakers, players.
- Conceal wiring.
- Provide access panels.

3.3 Installation Scope

- Site verification.
- Final connections to building systems/electrical.
- Protection of existing conditions.
- Delivery and staging.
- Full installation.
- Alignment, leveling, anchoring.
- Coordination with other trades.
- Punchlist completion.

4. SUBMITTALS & DELIVERABLES

Required Submittals:

- Shop drawings (all elements).
- Finish samples.
- Material data sheets.
- Graphic proofs.
- AV integration diagrams.
- Mounting details for artifacts.
- Mockups/prototypes for key elements.
- Interactive testing units.

Closeout Deliverables:

- As-built drawings.
- Maintenance manuals.
- Warranty documentation.

5. PROJECT MANAGEMENT REQUIREMENTS

- Dedicated Project Manager.
- Bi-weekly coordination calls.
- Master schedule maintained throughout project (fabrication → install).
- Submittal log tracking.
- Coordination with Designer and Owner.

6. SCHEDULE

- Notice to Proceed.
- Shop Drawing Phase.
- Fabrication Phase.
- Installation Phase.
- Closeout Phase.

7. PRICING FORMAT

Zone-Based Lump Sum with Alternates

- Base Bid = full fabrication.
- Add Alternates:
 - Specific exhibits.
 - Media infrastructure.
 - Graphics packages.

Line Item by Exhibit Component (based on bid form)

- Exhibit A – \$X.
- Exhibit B – \$X.
- Graphics – \$X.
- AV Integration – \$X.

8. QUALITY & PERFORMANCE REQUIREMENTS

- Museum-grade fabrication standards.
- Durable, high-traffic materials.
- ADA compliance.
- Fire/life safety compliance.
- Cleanable, maintainable finishes.

9. WARRANTY

- Minimum 1 year on fabrication.
- Pass-through warranties for AV equipment.
- Correction of defects at no cost.

APPENDIX G – SCHEMATIC DESIGN EXHIBIT DRAWINGS
(UNDER SEPARATE COVER)

Certificate Of Completion

Envelope Id: 2D3A5922-12C6-8E43-83F1-2D4676D979A4
 Subject: Complete with Docusign: 23-119B Fire Museum Exhibitor RFQ 6-1-26.pdf
 Source Envelope:
 Document Pages: 47
 Certificate Pages: 5
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-07:00) Mountain Time (US & Canada)

Status: Completed
 Envelope Originator:
 Adam Reiner
 9500 Civic Center Drive
 Thornton, CO 80229
 Adam.Reiner@thorntonco.gov
 IP Address: 199.117.212.4

Record Tracking

Status: Original
 6/2/2026 10:36:33 AM
 Holder: Adam Reiner
 Adam.Reiner@thorntonco.gov
 Location: DocuSign

Signer Events

Patrick Hinterberger
 patrick.hinterberger@thorntonco.gov
 Sr. Contract Administrator
 SHI OBO City of Thornton
 Security Level: Email, Account Authentication
 (None)

Signature

DocuSigned by:

 6DA8F281E4154C8...
 Signature Adoption: Pre-selected Style
 Using IP Address: 199.117.212.4

Timestamp

Sent: 6/2/2026 10:37:14 AM
 Viewed: 6/2/2026 2:22:22 PM
 Signed: 6/2/2026 2:22:28 PM

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Contracts Administration
 SSContractsandPurchasing@thorntonco.gov
 Security Level: Email, Account Authentication
 (None)

COPIED

Sent: 6/2/2026 10:37:14 AM
 Viewed: 6/2/2026 10:56:27 AM

Electronic Record and Signature Disclosure:
 Accepted: 5/29/2026 9:03:35 AM
 ID: 7ee1378b-6a65-4053-978f-379af1ecf9be

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Event	Status	Timestamp
Envelope Sent	Hashed/Encrypted	6/2/2026 10:37:14 AM
Certified Delivered	Security Checked	6/2/2026 2:22:22 PM
Signing Complete	Security Checked	6/2/2026 2:22:28 PM
Completed	Security Checked	6/2/2026 2:22:28 PM

Payment Events

Status

Timestamps

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, SHI OBO City of Thornton (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact SHI OBO City of Thornton:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: clerk@ThorntonCO.gov

To advise SHI OBO City of Thornton of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at clerk@ThorntonCO.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from SHI OBO City of Thornton

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to clerk@ThorntonCO.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with SHI OBO City of Thornton

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to clerk@ThorntonCO.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify SHI OBO City of Thornton as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by SHI OBO City of Thornton during the course of your relationship with SHI OBO City of Thornton.