



**Board of Trustees Regular Meeting Agenda**  
**November 05, 2024 at 5:30 PM**  
**Town Hall - 621 27th Street Road, Garden City, CO 80631**

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The Board will consider and may act on the following items:

1. **Call to Order**
2. **Roll Call**
3. **Consent Agenda**
  - [a.](#) Approve Minutes from October 15, 2024 Regular Meeting
  - [b.](#) Approve Bills Paid
  - [c.](#) Approve Bills to be Paid
  - [d.](#) Approve EPS Invoice in the amount of \$3,359.25 for engineering services
  - [e.](#) Approve Rush Management invoice in the amount of \$3,720.00 for street sweeping
  - [f.](#) Approve Crash Champions invoice in the amount of \$4,144.55 for repairs to Veh #310
  - [g.](#) Approve At Your Service Electric invoice in the amount of \$3,720.00
  - [h.](#) Approve PTO and comp day request for Cheryl Campbell
4. **Public Not on the Agenda Invited to be Heard**
5. **Grants**
  - [a.](#) Consider Residential Revitalization Grant Application from Jerry Griego 2708 7th Avenue
6. **Liquor Licensing**
  - [a.](#) I&B Inc DBA El Bandido Nightclub Tavern with Live Entertainment Liquor License Renewal
  - [b.](#) Ron-Lee-Von LLC DBA White Horse Inn 2750 8th Avenue Tavern with Live Entertainment Liquor License Renewal
7. **Consider December Meetings**
8. **CivicPlus**
  - [a.](#) Approve CivicPlus Statement of Work
9. **Olsson Work Order**
  - [a.](#) Master Agreement Work Order #2
10. **2Bros Construction Invoice for work and payment for office in the shop in the amount of \$5,000.00**
  - [a.](#) 2Bros Invoice
11. **Community Gardens Plans**
  - [a.](#) Approve Paradise Landscape Management quote for the Community Gardens in the amount of \$27,926.00 OR Fisher Landscaping Inc. proposal in the amount of \$21,382.66
12. **Approve Police Department Expansion**
  - [a.](#) Approve Architect and Engineering Service Proposal from Hauser Architects
  - [b.](#) Approve Police Department Expansion construction proposals from Mark Young Construction LLC in the amount of \$2,516,856.00 OR Police Department Expansion proposal from Fransen Pittmann Construction in the amount of \$3,024,122.00

- c. Approve Cascade Solar and Electric Police Department Expansion Solar proposal in the amount of \$119,705.00

**13. CIRSA Quotations for 2025 Optional Coverages**

- a. Detainee Medical Coverage at the cost of \$1061.00
- b. Volunteer Medical Coverage at the cost of \$2.48 per volunteer
- c. Community Service Worker Coverage at the cost of \$3.27 per worker
- d. Occupational Accidental Death & Dismemberment for all employees including Board Members at the cost of \$9.60 per employee

**14. Staff Reports**

- a. Town Administrator
- b. Police Chief
- c. Public Works Director
- d. Town Attorney

**15. Other Board Issues**

**16. Announcements**

- a. If approved, Cheryl Campbell will be out of the office November 7th, 2024
- b. Town Hall will be closed Monday, November 11th for Veterans Day

**17. Adjourn**



**Board of Trustees Regular Meeting Minutes**  
 October 15, 2024 at 5:30 PM  
 Town Hall - 621 27th Street Road, Garden City, CO 80631

Mayor Fil Archuleta and trustees Alex Lopez, Katherine Rodriguez, Sam Parsons were present. Staff present: Town Administrator Cheryl Campbell, Deputy Clerk Lindsay Shoemaker, Public Works Director Brett Bloom, Police Sgt. Amick, and Town Attorney Amy C. Penfold. Rebecca Moreau was present. Scott Aragon from American Steel was present. Tyler Kaul and Josh Davis from Fransen Pittmann and Garrett Burrell, Nick Rosenbeck and Kenny Wagner from Mark Young were present.

The Board will consider and may act on the following items:

1. **Call to Order**
2. **Roll Call**
3. **Consent Agenda**
  - a. Approve Minutes from October 1, 2024 Regular Meeting
  - b. Approve Treasurer’s Report from September 2024
  - c. Approve Bills Paid
  - d. Approve Bills to be Paid

Motion made to approve the Consent Agenda items a. -d. by Trustee Parsons, Seconded by Trustee Rodriguez.

Voting Yea: Mayor Archuleta, Trustee Lopez, Trustee Rodriguez, Trustee Parsons.
4. **Public Not on the Agenda Invited to be Heard**
5. **Consider letter of interest for Town of Garden City Board of Trustees' Vacancy by Rebecca Moreau**
  - a. Letter of Interest

Motion made to appoint Rebecca Moreau to the Board of Trustees vacancy by Trustee Lopez, Seconded by Trustee Rodriguez.

Voting Yea: Mayor Archuleta, Trustee Lopez, Trustee Rodriguez, Trustee Parsons

4 Aye. 0 Nay. Motion carried.

Rebecca Moreau was sworn in at 5:35pm.
6. **American Steel Grant Applications**
  - a. Commercial Revitalization Grant Application in the amount of \$2,780.61

Scott Aragon represented American Steel.

Motion made to approve the Commercial Revitalization Grant Application in the amount of \$2,780.61 by Trustee Lopez, Seconded by Trustee Parsons.

Voting Yea: Mayor Archuleta, Trustee Lopez, Trustee Rodriguez, Trustee Parsons, Trustee Moreau.

5 Aye. 0 Nay. Motion carried.

- b. Consider Fence Grant Application in the amount of \$3,000.00  
Mr. Aragon remained at the podium for this item.  
Motion made to approve the Fence Grant Application in the amount of \$3,000.00 by Trustee Parsons, Seconded by Trustee Lopez.  
Voting Yea: Mayor Archuleta, Trustee Lopez, Trustee Rodriguez, Trustee Parsons, Trustee Moreau.  
5 Aye. 0 Nay. Motion carried.

**7. Fransen Pittmann Presentation**

Tyler Kaul and Josh Davis from Fransen Pittmann introduced themselves, their brand and recent projects to the Board.  
No action was taken.

**8. Mark Young Presentation**

Garrett Burrell, Nick Rosenbeck and Kenny Wagner introduced themselves, their company and recent projects to the Board.  
No action was taken.

- a. Mark Young Powerpoint PDF

**9. Hauser Architect A/E Design Fee Proposal**

Police Chief Jeremy Black reintroduced Hauser Architect to the Board as the first architect to build out plans for the police department.  
No action was taken.

- a. Garden City Police Building Remodel & Addition - Design Narrative
- b. Garden City Police Building Remodel & Addition - Site & Structural Scope
- c. Garden City Police Building Remodel & Addition - Design Fees

**10. Consider Build West Construction LLC proposal for addition to the shop**

- a. Build West Proposal  
Motion made to approve the Build West Construction LLC proposal for the addition to the shop in the amount of \$62,439.00 by Trustee Lopez, Seconded by Trustee Rodriguez.  
Voting Yea: Mayor Archuleta, Trustee Lopez, Trustee Rodriguez, Trustee Parsons, Trustee Moreau.  
5 Aye. 0 Nay. Motion carried.

**11. Approve Master Agreement from Olsson for maintenance on flashing beacons**

- a. Olsson Master Agreement Work Order  
Motion made to approve the Olsson Master Agreement Work Order #1 in the amount of \$2,230.00 by Trustee Parsons, Seconded by Trustee Lopez.  
Voting Yea: Mayor Archuleta, Trustee Lopez, Trustee Rodriguez, Trustee Parsons, Trustee Moreau.  
5 Aye. 0 Nay. Motion carried.

**12. 2025 Budget Presentation**

- a. Proposed Budget Presentation

Town Administrator Cheryl Campbell presented the proposed budget to the Board.

- b. Schedule 2025 Budget Hearing for November 19th at 5:30pm  
Motion made to schedule 2025 Budget Hearing for November 19th, 2024 at 5:30pm by Trustee Parsons, Seconded by Trustee Rodriguez.  
Voting Yea: Mayor Archuleta, Trustee Lopez, Trustee Rodriguez, Trustee Parsons, Trustee Moreau.

**13. Approve Finance Director Position**

Motion made to approve the Finance Director Position by Trustee Parsons, Seconded by Trustee Rodriguez.  
Voting Yea: Mayor Archuleta, Trustee Lopez, Trustee Rodriguez, Trustee Parsons, Trustee Moreau.  
5 Aye. 0 Nay. Motion carried.

**14. Approve Letter of Intent to Participate in the Weld County Multi-Jurisdictional Hazard Mitigation Plan**

- a. HMP Letter of Intent  
Motion made to approve the Letter of Intent to Participate in the Weld County Multi-Jurisdictional Hazard Mitigation Plan by Trustee Parsons, Seconded by Trustee Rodriguez.  
Voting Yea: Mayor Archuleta, Trustee Lopez, Trustee Rodriguez, Trustee Parsons, Trustee Moreau.  
5 Aye. 0 Nay. Motion carried.

**15. Adopt Ordinance 06-2024 An Ordinance Of The Town Of Garden City Amending Article 8, Chapter 10 Of The Garden City Municipal Code Pertaining To Firearms On Town Property**

- a. Ordinance 06-2024  
Alex Lopez, yes. Sam Parsons, yes, Fil Archuleta, yes. Katherine Rodriguez, yes. Rebecca Moreau, yes.  
5 aye. 0 nay. Ordinance 06-2024 adopted.

**16. Staff Reports**

- a. Town Administrator  
Our new Administrative Assistant will start next week. The police department will be delivering a letter to Trent Johnson that the Board would like him to attend a meeting.
- b. Police Chief  
Vehicle 310 was hit by a dui driver last week. No one was injured. The vehicle is getting fixed and should be finished by the weekend. The Police Technician position will be filled soon. The homeless shelter is not open yet, this is weather dependent. Aims Community College has invited the police department back to continue that relationship.
- c. Public Works Director  
Enviropest was called out to the Community Center and the shop to mitigate a spider problem. Brett will have a firm number for the Community Gardens next meeting.

d. Town Attorney

Ms. Penfold advised the Board of a few changes. The alcohol take-out rule has been extended indefinitely. There are also new options for marijuana and alcohol licensing, there are options for a two year license. The Board wants to keep the licenses at one year. The Board wants to continue to have public hearings for new alcohol licenses as well.

**17. Other Board Issues**

The Board decided to set a work session for October 29th at 5:30pm.

Staff will follow up on the Allo franchise agreement.

There is a house that has chickens and they are not being kept in their property. Public Works will investigate.

**18. Announcements**

a. The Town and County Dinner is Wednesday October 30th at 6:00PM

b. Clean up days is November 1st-3<sup>rd</sup>

**19. Adjourn**

Motion made to adjourn the meeting by Trustee Parsons, Seconded by Trustee Rodriguez. Voting Yea: Mayor Archuleta, Trustee Lopez, Trustee Rodriguez, Trustee Parsons, Trustee Moreau.

Since there was no further business, Mayor Fil Archuleta adjourned the meeting at 7:27pm.

# Town of Garden City

Section 3, Item b.

## Bills Paid

October 11-28, 2024

ACCOUNT	DATE	NUM	VENDOR	AMOUNT
1020 Cash in Checking				
1020 Cash in Checking	10/15/2024	23523	ProCode Inc	-\$1,634.19
1020 Cash in Checking	10/15/2024	23522	Vector Disease Control	-\$283.00
1020 Cash in Checking	10/15/2024	23520	Comcast	-\$415.07
1020 Cash in Checking	10/15/2024	23527	Verizon Wireless	-\$524.39
1020 Cash in Checking	10/15/2024	23525	Sam's Club	-\$224.15
1020 Cash in Checking	10/15/2024	23522	Joseph Bodine	-\$2,247.00
1020 Cash in Checking	10/15/2024	23524	Public Sector Health Care Group	-\$4,054.48
1020 Cash in Checking	10/15/2024	23521	EPS Group	-\$3,359.25
1020 Cash in Checking	10/15/2024	23528	Weld County Information Technology	-\$192.36
1020 Cash in Checking	10/15/2024	23526	TRITECH FORENSICS	-\$136.34
1020 Cash in Checking	10/11/2024	EFT	Fire & Police Pension Association	-\$3,904.56
1020 Cash in Checking	10/11/2024	EFT	Mission Square	-\$3,107.30
1020 Cash in Checking	10/11/2024	EFT	ADP	-\$69.89
1020 Cash in Checking	10/11/2024	EFT	Fidelity HSA	-\$51.05
1020 Cash in Checking	10/11/2024	EFT	United States Treasury	-\$4,632.98
1020 Cash in Checking	10/11/2024	EFT	Colorado Department of Revenue	-\$1,234.00
1020 Cash in Checking	10/24/2024	23529	Filbert Archuleta	-\$309.37
1020 Cash in Checking	10/24/2024	23530	Maria Ayala	-\$75.00
1020 Cash in Checking	10/24/2024	EFT	Quiktrip	-\$1,190.74
1020 Cash in Checking	10/11/2024	EFT	Payroll	-\$21,325.39
1020 Cash in Checking	10/11/2024	EFT	Colorado Department of Revenue	-\$95.97
1020 Cash in Checking	10/11/2024	EFT	United States Treasury	-\$283.18
1020 Cash in Checking	10/24/2024	EFT	Xcel Energy	-\$1,756.96
<b>Total for 1020 Cash in Checking</b>				<b>-\$51,106.62</b>
				<b>-\$51,106.62</b>



**Invoice**



Section 3, Item d.

Cheryl Campbell  
Town of Garden City  
621 27th Street Rd  
Garden City, CO 80631

October 14, 2024  
Invoice No: 24-0601 - 1

Project Manager Brad Curtis  
Project 24-0601 Garden City - Drainage Analysis

**Professional Services for the Period: September 01, 2024 to September 28, 2024**

Billing Type NTE01 Due Diligence

**Professional Personnel**

	Hours	Rate	Amount
CO - Project Surveyor Project Surveyor	11.00	183.00	2,013.00
CO - Civil Engineer III Civil Engineer III	2.00	180.00	360.00
CO - Senior CAD Tech Senior CAD Tech	3.00	150.00	450.00
CO - Project Manager - Surveying Senior Project Manager Survey	.75	195.00	146.25
CO - Principal Engineer Senior Project Manager	1.50	260.00	390.00
Totals	18.25		3,359.25
<b>Total Labor</b>			<b>3,359.25</b>

**Billing Limits**

	Current	Prior	To-Date
Total Billings	3,359.25	0.00	3,359.25
Limit			8,750.00
Remaining			5,390.75
		<b>Billing Type Total</b>	<b>\$3,359.25</b>
		<b>Total Project Invoice Amount</b>	<b>\$3,359.25</b>

**Rush Management Inc.**  
 1500 Overlook Dr.  
 Lafayette, CO 80026  
 303-444-2841

**RUSH**   
 MANAGEMENT, INC.

Section 3, Item e.

Town of Garden City  
 Attn: Abby Spader  
 621 27th Street Road  
 Garden City, CO 80631-8466

**PO #**  
**Invoice #** 147905  
**Invoice Date** 10/22/2024  
**Invoice Amount** **\$3,720.00**

Email: office@rushmanagement.com  
 Website: www.rushmanagement.com

Date	Description	Qty	Price	Total
9/25/2024	Sweeping of parking lot, alley or streets with large Broom Truck Sweeper. This rate DOES NOT include hauling off of large items. These items can be hauled off for an additional charge. (We do not accept responsibility for dust on cars or damage done to any vehicle left in lot.)	8.00	120.00	960.00
9/25/2024	General Sweeping Labor- The use of backpack blowers to get all dirt and debris away from curbs and corners.	32.00	55.00	1760.00
9/25/2024	Dump Truck Hauling- Removal and disposal of all dirt and debris	8.00	125.00	1000.00
<b>Terms</b>	Due on receipt			
<b>For</b>	621 27th Street Rd, Garden City CO 80631			
		<b>Subtotal</b>		3720.00
		<b>Invoice Total</b>		<b>\$3,720.00</b>

*Payment is due according to the terms of your agreement. Invoices will be subject to late charges of \$35.00, interest of 1.75% daily and any attorney fees and/or collection fees incurred. As the costs of fuel change according to the petroleum fuel rate schedule supplied by the Department of Energy Administration, a fuel surcharge may be applied. Rush Management Inc. reserves the right to terminate service at any time, without notice, should any invoice remain unpaid for more than thirty (30) days after the due date noted on the invoice. After such termination, Rush Management Inc. shall have no further obligation to provide the service or perform the work herein described, provided, however, that termination by Rush Management Inc. shall not affect any remedy or remedies for payment or otherwise to which Rush Management Inc. is legally entitled. Rush Management pays all Sales Tax upon purchase of product(s) from our vendors and is included in your product/service charge. Therefore Sales Tax will not be charged on your invoice. Rush Management Inc. is an Equal Opportunity Employer.*

**Client Name** Town of Garden City  
**For** 621 27th Street Rd, Garden City  
 CO 80631  
**Invoice #** 147905  
**Invoice Date** 10/22/2024  
**Invoice Amount** \$3,720.00  
**Amount Enclosed**

**PAYMENT STUB**

Rush Management Inc.  
 1500 Overlook Dr.  
 Lafayette, CO 80026



# CRASH CHAMPIONS #0624 GREELEY

We Believe The Difference is Trust  
 2620 6th Avenue, Greeley, CO 80631  
 Phone: (970) 356-8645

Workfile ID: Section 3, Item f.  
 Federal ID:  
 State ID:  
 Resale Number: NA  
 Federal EPA: CO0000118232  
 State EPA:  
 License Number:  
 BAR:

## Final Bill

### RO Number: 624001523

Customer:	Insurance:	Adjuster:	Estimator:	Tayt Gallatin
Town Of Garden City	SELF PAY	Phone:	Create Date:	10/11/2024
621 27th Street Rd		Claim:		
Garden City, CO 80631		Loss Date:		
(970) 302-4432		Deductible:		

2019 FORD Police Interceptor Utility Vehicle AWD (Fleet) 4D UTV 6-3.7L Gasoline Sequential MPI

VIN: 1FM5K8AR8KGA29537	Interior Color:	Mileage In:	Vehicle Out: 10/25/2024
License:	Exterior Color:	Mileage Out:	
State: CO	Production Date:	Condition:	Job #:

Line	Ver	Operation	Description	Qty	Extended Price \$	Part Type	Labor	Type	Paint
1	E01		<b>PILLARS, ROCKER &amp; FLOOR</b>						
2	E01	Blend	RT Aperture panel						1.2
3	E01		<b>QUARTER PANEL</b>						
4	E01	Repair	RT Quarter panel				8.0	Body	2.6
5	E01		Add for Clear Coat						1.0
6	E01	Remove/Install	RT Splash shield				0.3	Body	
7	E01	Remove/Install	LT Wheel opng mldg				0.4	Body	
8	E01	Remove/Replace	RT Wheel opng mldg	1	55.05T	OEM	0.4	Body	
9	E01	Remove/Install	RT Upper molding				0.3	Body	
10	E01	Remove/Install	RT Qtr glass FORD green tint				1.6	Body	
11	E01	Remove/Install	RT Pillar trim camel				0.2	Body	
12	E01	Remove/Install	RT Rear pillar trim w/o 12 speaker audio camel/gray				0.2	Body	
13	E01		<b>REAR LAMPS</b>						
14	E01	Remove/Replace	RT Tail lamp assy level 1	1	838.27T	OEM	0.3	Body	
15	E01		<b>REAR BUMPER</b>						
16	E01	Remove/Replace	O/H rear bumper				2.5	Body	
17	E01	Remove/Replace	Bumper cover	1	526.70T	OEM	0.0	Body	2.4
18	E01		Overlap Major Non-Adj. Panel						(0.2)
19	E01		Add for Clear Coat						0.4
20	E01	Remove/Replace	Lower cover w/o park sensors	1	599.43T	OEM	0.0	Body	
21	E01	Remove/Install	RT Side support				0.1	Body	
22	E01		<b>MISCELLANEOUS OPERATIONS</b>						
23	E01		Hazardous Waste Removal	1	10.00	Other			
24	E01	Repair	Clean & Retape Emblems/Moldings				1.0	Body	
25	E01		Clips, Fasteners, retainers	1	35.00T	Other			
26	E01		Corrosion Protection	1	25.00T	Other	0.5	Body	

Entered

A black 66501  
Veh Row

T = Taxable Item, RPD = Related Prior Damage, AA = Appearance Allowance, UPD = Unrelated Prior Damage, PDR = Paintless Dent Repair, A/M = Aftermarket, Rechr = Rechromed, Reman = Remanufactured, OEM = New Original Equipment Manufacturer, Recor = Re-cored, RECOND = Reconditioned, LKQ = Like Kind Quality or Used, Diag = Diagnostic, Elec = Electrical, Mech = Mechanical, Ref = Refinish, Struc = Structural

**Final Bill**

Section 3, Item f.

**RO Number: 624001523**

2019 FORD Police Interceptor Utility Vehicle AWD (Fleet) 4D UTV 6-3.7L Gasoline Sequential MPI

27	E01	Cover Car	1	12.50	Other	0.2	Body
28	E01	Flex Additive	1	10.00T	Other		

<b>Estimate Totals</b>	<b>Discount \$</b>	<b>Markup \$</b>	<b>Rate \$</b>	<b>Total Hours</b>	<b>Total \$</b>
Parts					2,089.45
Labor, Body			72.00	16.0	1,152.00
Labor, Refinish			72.00	7.4	532.80
Material, Paint					347.80
Miscellaneous					22.50
<b>Subtotal</b>					<b>4,144.55</b>
Sales Tax					0.00
<b>Grand Total</b>					<b>4,144.55</b>
<b>Net Total</b>					<b>4,144.55</b>

<b>Estimate Version</b>	<b>Total \$</b>
Original	4,144.55

Insurance Total \$:	4,144.55
Received from Insurance \$:	0.00
<b>Balance due from Insurance \$:</b>	<b>4,144.55</b>
Customer Total \$:	0.00
Received from Customer \$:	0.00
<b>Balance due from Customer \$:</b>	<b>0.00</b>

T = Taxable Item, RPD = Related Prior Damage, AA = Appearance Allowance, UPD = Unrelated Prior Damage, PDR = Paintless Dent Repair, A/M = Aftermarket, Rechr = Rechromed, Reman = Remanufactured, OEM = New Original Equipment Manufacturer, Recor = Re-cored, RECOND = Reconditioned, LKQ = Like Kind Quality or Used, Diag = Diagnostic, Elec = Electrical, Mech = Mechanical, Ref = Refinish, Struc = Structural



**AT YOUR SERVICE ELECTRIC, INC**  
**20494 WCR 44**  
**LA SALLE, CO 80645**  
**970-539-3483**

**RE: Pump House Power**

This is a bid to provide power to a Nemo 3R breaker panel located on the side of the pump house from the multi-use building at town hall.

We will provide a 30amp circuit from the multi-use building to a sub panel on the side of the pump house and tie into Quality Irrigation supplied pump control. ¾ inch conduit will be ran including PVC and GRC conduit from the sub panel in the multi-use building to the pump house. A trench will be furnished by At Your Service Electric, Inc.

All work will be performed and coordinated with Brett from Garden City and will be up to NEC standards.

<b><u>Material:</u></b>	<b>\$1470.00</b>
<b><u>Labor:</u></b>	<b>\$2250.00</b>
<b><u>TOTAL:</u></b>	<b><u>\$3720.00</u></b>

Bid prices good for 30 days due to material fluctuations.

Thank you for this opportunity to bid this job,

  
Don Baker, President

  
Signature 7/2/24



## MEMO

October 28, 2024

To: Board of Trustees

From: Cheryl Campbell

RE: PTO and comp day request

I would like to take November 7, 2024 as a comp day for working on the October 14, 2024 holiday to meet the budget presentation deadline of October 15, 2024.

I would also like to request PTO days on December 23<sup>rd</sup> and December 26<sup>th</sup>.

Thank you for your consideration.

### **Town of Garden City**

621 27th St. Road • Garden City, CO 80631 • 970-351-0041 • [townofgardencity.com](http://townofgardencity.com)

GARDEN CITY  
RESIDENTIAL REVITALIZATION GRANT PROGRAM

PROJECT NAME:

\_\_\_\_\_

A. APPLICANT

- 1. Name: B. Jerry Griego
- 2. Address: 2708 7th Ave
- 3. Telephone: Home: 970 406-3790  
Work: 1

B. PROJECT INFORMATION

- 1. Building address: 2708 7th Ave
- 2. If rented, name & address of building owner(s):  
\_\_\_\_\_  
\_\_\_\_\_

C. PROJECT DESCRIPTION:

FRONT ENTRY DOOR AND STORM DOOR  
\_\_\_\_\_  
\_\_\_\_\_

- Attach revitalization plans (schematics, construction drawings, etc.) Designs must include materials to be used and color choices. See Rules & Regulations and Checklist for details.
- Applicant must appear before the Board to get approval prior to starting the project and after the project is complete. Call the Town Hall at 970-351-0041 to be put on the agenda.

Project Schedule: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Applicant, by virtue of signature on this application document and upon acceptance of funds provided by the Garden City Single Family Residential Revitalization Grant Program Committee, agrees to the terms and requirements of the Single Family Residential Revitalization Grant Program.

Jerry Griego  
Building Owner

10-29-24  
Date

\_\_\_\_\_  
Building Tenant

\_\_\_\_\_  
Date

Estimate cost at time of application:  
\_\_\_\_\_

Estimated grant payment:  
\_\_\_\_\_

Amended cost of project:  
\_\_\_\_\_

Date of Amendment: \_\_\_\_\_

Final requested grant payment:  
\_\_\_\_\_



# Customer Quote

9/24/2024, 10:18 AM MDT

Sales Person DWW1LR5

Store Phone # (970) 506-0662

Store # 1515

Location 2815 35TH AVENUE, GREELEY, CO 80634

## Customer Information

**JEFFY GREIGO**  
(970) 405-3398  
MLGRIEGO@YAHOO.COM

4011 28TH AVE  
EVANS, CO 80620



**Quote # H1515-364979**  
**PO / Job Name Garden City Rental**

### Installer Will Call

**Pickup Location**  
Store #1515

**Pickup Date**  
Service provider will contact store to schedule pickup date

**Pickup Person**  
RF INSTALLATIONS LLC

Item Description	Model #	SKU #	Unit Price	Qty	Subtotal
<b>DAP Dynaflex 230 10.1 oz. White Premium Elastomeric Exterior/Interior Window, Door and Trim Sealant</b> Install service - <b>Installed as part of Install 1 - D30 MILLWORK</b>	N/A	284425	\$6.28 / each	1	\$6.28
<b>Builders Choice WM327 11/16 in. x 2-1/4 in. x 7 ft. Primed Finger-Jointed Pine Wood Casing</b> Install service - <b>Installed as part of Install 1 - D30 MILLWORK</b>	N/A	327563	\$12.47 / each	3	\$37.41
<b>GREAT STUFF Smart Dispenser 12 oz. Window and Door Insulating Spray Foam Sealant</b> Install service - <b>Installed as part of Install 1 - D30 MILLWORK</b>	N/A	1005587025	\$10.97 / each	1	\$10.97
<b>Kwikset Tylo Antique Brass Entry Door Knob and Single Cylinder Deadbolt Combo Pack with Microban Antimicrobial Technology</b> Install service - <b>Installed as part of Install 1 - D30 MILLWORK</b>	N/A	425125	\$29.47 / each	1	\$29.47
<b>GE All Purpose Silicone 1 Caulk 10.1 oz Window and Door Sealant Clear</b> Install service - <b>Installed as part of Install 1 - D30 MILLWORK</b>	N/A	502030	\$8.98 / each	1	\$8.98
<b>Fiberglass Single Door Right Inswing   Fiberglass Single Door Right Inswing(#1)</b> Install service - <b>Installed as part of Install 1 - D30 MILLWORK</b>	NA	916413	\$638.24 / each	1	\$638.24
<b>Andersen 200 Series 30 in. x 80 in. White Universal 3/4 Light Mid-View Aluminum Storm Door with Black Handleset</b>	N/A	1009730308	\$197.00 / each	1	\$197.00



# Customer Quote

9/24/2024, 10:18 AM MDT

Sales Person DWW1LR5

Store Phone # (970) 506-0662

Store # 1515

Location 2815 35TH AVENUE, GREELEY, CO 80634

Quote # H1515-364979



<b>Install 1 - D30 MILLWORK</b> SKU # 1003022219	<b>Install Address</b> 2708 7th Ave Garden City , CO 80631	<b>Service Provider</b>	<b>Estimated Install Date</b> 10-23-2024 to 01-21-2025
---	--	-------------------------	---

D30 MILLWORK Install Service	SKU #	Unit Price	Qty	Subtotal
<b>Install Subtotal</b>				<b>\$538.00</b>
HF EXTERIOR DOOR PROGRAM-NAT	1003022219	\$0.00 / each	1	\$0.00
Measure Credit		-\$0.00 / each	1	-\$0.00
<b>Basic Installation Labor:</b>		\$538.00 /	1	<b>\$538.00</b>

**Customer Quote**

9/24/2024, 10:18 AM MDT

Sales Person DWW1LR5

Store Phone # (970) 506-0662

Store # 1515

Location 2815 35TH AVENUE, GREELEY, CO 80634

**Install Details**

Please read carefully



Quote # H1515-364979

**Install 1 - D30 MILLWORK**

SKU # 1003022219

**BASIC D30 MILLWORK INSTALL LABOR INCLUDES:**

- PRE-INSTALLATION JOBSITE INSPECTION
- DELIVERY OF DOOR, LESS THAN 98", AND JOBSITE MATERIALS^WITHIN EQUAL TO OR LESS THAN 30 MILES OF STORE
- REMOVE AND HAUL AWAY EXISTING DOOR UNIT
- INSTALL NEW WOOD SLAB, PRE-HUNG EXTERIOR OR PATIO DOOR^UNIT IN WOOD FRAMED ROUGH OPENING FROM GROUND FLOOR UP TO^THIRD FLOOR (WITH ACCESS)
- INSTALLER TO PROVIDE NECESSARY FASTENERS, SHIMS, AND^CAULKING. COLOR MATCH CAULK FOR SPECIAL ORDER DOORS SHOULD^BE INCLUDED ON THE P.O. AND CUSTOMER PROVIDED
- INSTALL EXISTING OR NEW CUSTOMER PROVIDED DEADBOLT,^LOCKSET AND KICK PLATE (IF APPLICABLE) ON NEW DOOR
- DRILL HOLE IN JAMB FOR ALARM WIRING IN SAME LOCATION AS^EXISTING DOOR
- INSTALL NEW CUSTOMER PROVIDED SINGLE LAYER INTERIOR CASING^AND EXTERIOR TRIM/BRICKMOLD OF THE NEW DOOR WHEN THE^CASING/TRIM IS THE SAME SIZE OR WIDER
- INCLUDE NON-COLORED STUCCO PATCH UP TO 4" FROM JAMB AFTER^EXTERIOR MOULDING IS INSTALLED, WHEN APPLICABLE
- PRE-HUNG DOOR 38X98 UP TO 75X98 INCLUDES DOUBLE DOORS AND^DOORS WITH SIDELIGHTS (FACTORY MULLED)
- FINAL CLEAN UP OF ALL DEBRIS RELATED TO INSTALLATION
- FINAL INSPECTION WITH CUSTOMER INCLUDING INSTRUCTIONS ON^CARE OF PRODUCT TO ENSURE PROPER OPERATION
- REPLACEMENT OF SUBSILL
- JAMB OR SILL EXTENSIONS UP TO 6 9/16" (CUSTOMER PROVIDES^MATERIALS)

**UNLESS STATED ABOVE, D30 MILLWORK INSTALL DOES NOT INCLUDE:**

- INSTALL DOORS OVER 98"X98"
- STRUCTURAL MODIFICATION OR REPAIR TO EXISTING OPENING
- PLASTER, DRYWALL OR SIDING WORK
- STUCCO PATCH GREATER THAN 4", PAINT AND STAINING
- ACCESS FEE (ELEVATOR OR CARRY UP)
- INSTALLATION OF FIXED TRANSOM, SIDELITE, AND ACCESSORY KITS (NOT PART OF DOOR UNIT)
- INSTALL ALUMINUM OR VINYL CLADDING (CAPPING) - CUSTOM COLOR ADDED
- ADDITIONAL LOCKSET OR DEADBOLT ON EXISTING DOORS.
- INSTALLATION OF PEEP HOLES, MAIL SLOT, AND/OR ODL BLINDS KIT ON NEW DOOR (LABOR ONLY)
- INSTALL NEW CUSTOMER PROVIDED MULTI LAYER INTERIOR CASING AND EXTERIOR TRIM/BRICKMOLD OF THE NEW DOOR WHEN THE CASING/TRIM IS THE SAME SIZE OR WIDER
- DISCONNECT AND RECONNECT OF SECURITY SYSTEMS, ALARM WIRING, AND/OR DOORBELL WIRING
- PAINTING OR STAINING
- WORK ON SUNDAYS OR HOLIDAYS

**SPECIAL NOTES:**

- IT MAY BE NOISY DURING YOUR INSTALLATION
- THE INSTALLER WILL BROOM CLEAN THE IMMEDIATE WORK AREA^BEFORE COMPLETING THE INSTALLATION. AIRBORNE DUST IN OTHER^PARTS OF THE HOME IS A NATURAL OCCURRENCE AND IS THE^RESPONSIBILITY OF THE CUSTOMER.
- AN ADULT OVER 18 YEARS OF AGE WITH THE AUTHORITY TO MAKE^DECISIONS ABOUT YOUR INSTALLATION MUST BE PRESENT DURING THE^INSPECTION (WHEN APPLICABLE), DELIVERY AND INSTALLATION



# Customer Quote

9/24/2024, 10:18 AM MDT

Sales Person DWW1LR5

Store Phone # (970) 506-0662

Store # 1515

Location 2815 35TH AVENUE, GREELEY, CO 80634

**Prices Valid Through: 10/30/2024**  
at The Home Depot #1515

<b>Subtotal</b>	\$1,466.35
<b>Discounts</b>	-\$0.00
<b>Sales Tax</b>	\$65.08
<b>Quote Total</b>	\$1,531.43

Section 6, Item a.

DR 8400 (02/16/24)  
COLORADO DEPARTMENT OF REVENUE  
Liquor Enforcement Division  
PO BOX 17087  
Denver CO 80217-0087  
(303) 205-2300

Submit to Local Licensing Authority

**EL BANDIDO NIGHTCLUB**  
**2040 BALSAM AVENUE**  
**Greeley CO 80631**

Fees Due	
Annual Renewal Application Fee	\$
Renewal Fee	750.00
Storage Permit \$100 X _____	\$
Sidewalk Service Area \$75.00	\$
Additional Optional Premise Hotel & Restaurant \$100 X _____	\$
Related Facility - Campus Liquor Complex \$160.00 per facility	\$
<b>Amount Due/Paid</b>	<b>\$</b>

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

### Retail Liquor License Renewal Application

Please verify & update all information below. Return to city or county licensing authority by due date.

Note that the Division will not accept cash.

- Paid by check
- Paid Online

Uploaded to MoveIt on Date

Licensee Name

I & B INC

Doing Business As Name (DBA)

EL BANDIDO NIGHTCLUB

Liquor License Number

[REDACTED]

License Type

Tavern (city)

Sales Tax License Number

[REDACTED]

Expiration Date

12/19/2024

Due Date

11/04/2024

#### Business Address

Street Address

618 25TH STREET

Phone Number

9703978626

City, State, ZIP Code

Garden City CO 80631

#### Mailing Address

Street Address

[REDACTED]

City, State, ZIP Code

Greeley CO 80631

Email

Iandbnava@gmail.com

Operating Manager

Belinda Navarro

Date of Birth

10/09/1993

Section 6, Item a.

Home Address

Street Address

Phone Number

[Redacted]

[Redacted]

City

State

ZIP Code

Greeley

CO

80631

1. Do you have legal possession of the premises at the street address?  Yes  No
- Are the premises owned or rented?  Owned  Rented\*
- \*If rented, expiration date of lease: 10/01/2025

1. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility?  Yes  No
- If yes, please see the table in the upper right hand corner and include all fees due.

2. Are you renewing a takeout and/or delivery permit?  Yes  No
- (Note: must hold a qualifying license type and be authorized for takeout and/or delivery license privileges)
- If selecting 'Yes', an additional \$11.00 is required to renew the permit.
- If so, which are you renewing?  Delivery  Takeout  Both Takeout and Delivery

3. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business?  Yes  No
- Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.?  Yes  No

4. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)?  Yes  No
- If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested.

Section 6, Item a.

Name (Individual/Business)

I & B Inc Oba El Bandido Nightclub

Social Security Number/Tax Identification Number

[Redacted]

Home Phone Number

[Redacted]

Business/Work Phone Number

970 397-8626

Street Address

618 25<sup>th</sup> St

City

Garden City

State

CO

ZIP Code

80631

Printed name of person signing on behalf of the Applicant/Licensee

Belinda Navarro

Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information) Date Signed

Belinda Navarro

09/26/24

**Privacy Act Statement**

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).

DR 8495 (02/16/24)  
COLORADO DEPARTMENT OF REVENUE  
Liquor Enforcement Division  
PO BOX 17087  
Denver CO 80217-0087  
(303) 205-2300

## Tax Check Authorization, Waiver, and Request to Release Information

I, Belinda Navarro

am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of

(the "Applicant/Licensee")

I & B Inc

to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101. et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and its duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Section 6, Item a.

1. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime?.....

Yes  No

If yes, attach a detailed explanation.

2. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked?.....

Yes  No

If yes, attach a detailed explanation.

3. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee?.....

Yes  No

If yes, attach a detailed explanation.

**Affirmation & Consent**

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business

Belinda Navarro

Title

member

Signature

Belinda Navarro

Date (MM/DD/YY)

09/26/24

**Report & Approval of City or County Licensing Authority**

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.

**Therefore this application is approved.**

Local Licensing Authority For

The Town of Garden City

Title

Mayor

Attest

Signature

Date (MM/DD/YY)

11.05.24



# GARDEN CITY POLICE DEPARTMENT

**To: GC Admin and Trustees, Town of Garden City**  
**From: Chief J. Black, Garden City Police Department**  
**Date: Liquor License Renewal Application, El Bandido Nightclub**  
**Attached: List of Officer Incidents at Address 618 25<sup>th</sup> Street**

The Garden City Police Department responded to forty-seven (47) calls for service in the last year at the Bandido Nightclub. 12 of the incidents have been harassment, assault, or disturbance related and most of the parties have been intoxicated. Bandido has not been linked directly for alcohol related issues at this time as no circumstances that were investigated relate back directly to the bar. There has been a better working relationship with security and bar staff.

There were no concerns during the physical inspection at the bar.

The Garden City Police Department does not object to the request for renewal of the liquor license for this establishment.

Respectfully,

Jeremy Black GC501  
GCPD Police Chief  
621 27<sup>th</sup> Street. Rd.  
Garden City, CO 80631



# GARDEN CITY POLICE DEPARTMENT

### LIQUOR ENFORCEMENT WORKSHEET

Inspection Report  
 Incident Report      CR# 2461D01337

License Trade Name <u>1313 dba El Bandido Nightclub</u>	Licensee Name <u>1313 dba El Bandido Nightclub</u>
License #/Type <u># 0319792 TAVERN CITY</u>	Date of Report/Incident <u>10/04/24</u>
Address <u>618 25th St Garden City, CO 80631</u>	Person Contacted <u>Belinda Navarro/IRMA</u>
Garden City, CO 80631	Telephone # <u>(970) 702-8844</u>

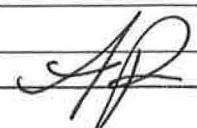
	Yes	No	N/A		Yes	No	N/A
State Liquor License Posted	✓			Manager Registered	✓		
State Sales Tax License Posted	✓			Licensee in Control of Premises	✓		
Town Liquor License Posted	✓			Trade Name Properly Registered	✓		
Federal Form 11* call 800-392-2822			✓	Premises Physical Control Adequate	✓		
Food Service License Posted	✓			Acceptable Dispensing System	✓		
Minor Warning Sign Posted	✓			Off Premises Storage Licensed			✓
Meals and Snacks Available	✓			Only Permitted Items Sold	✓		
Cleanliness Adequate	✓			Alcohol from Permitted Source	✓		
Books & Invoices Available	✓			Discuss Sales of Liquor to Minors	✓		
Alcohol Beverage Stock Acceptable	✓			Discuss Sales to Intoxicated Persons	✓		

Warning     Follow Up Inspection

Belinda Navarro      10/04/24  
 Licensee/Representative Signature      Date  


Violation <u>N/A</u>	Date	Time
Subject	DOB	Hgt
	Wgt	Eyes
	Hair	
Clothing	DL/ID#	State
Address	City	State
	Zip	Evidence Yes No
H/W Phone	Summons #	Court Date
		Photos Yes No

Narrative NO VIOLATIONS FOUND, IN COMPLIANCE, MET WITH BOTH  
licensee representative's IRMA and Belinda Navarro.

Officer A. PEREZ  #: 66503      Date: 10/04/24



# Permit Details

## City of Greeley

PERMIT NUMBER Section 6, Item a.  
FIP2303-0164

Description: <b>El Bandido</b>			
Type: <b>FIRE INSPECTION</b>	Subtype: <b>MEDIUM RISK</b>	Status: <b>ISSUED</b>	Applied: <b>3/9/2023 RALE</b>
Parcel No: <b>R3546986</b>	Site Address: <b>618 25TH ST GARDEN CITY, CO 80631</b>		Approved: <b>3/9/2023 RALE</b>
Subdivision: <b>GARDEN CITY 3RD ADD</b>	Block: <b>3</b>	Lot: <b>3</b>	Issued: <b>3/9/2023 RALE</b>
Lot Sq Ft: <b>0</b>	Building Sq Ft: <b>0</b>	Zoning:	Finalized:
Valuation: <b>\$0.00</b>	Occupancy Type:	Construction Type:	Expired:
No. Buildings: <b>0</b>	No. Stories: <b>0</b>	No. Unites: <b>0</b>	
Details:			

### Process Summary

Applied to Approved

Approved to Issued

### ADDITIONAL SITES

### CHRONOLOGY

### CONDITIONS

### CONTACTS

NAME TYPE	NAME	ADDRESS1	CITY	STATE	ZIP	PHONE	FAX	EMAIL
EMERGENCY1	Cheryl Campbell					(970)351-0041		ccampbell@townofgarcency.com
MANAGER	Irma Navarro					(970)397-8626		irma.navarro77@yahoo.com
OWNER	EL BANDIDO NIGHT CLUB LLC	26794 COUNTY ROAD 47	GREELEY	CO	80631976 6			
OWNER UTIL	EL BANDIDO NIGHT CLUB LLC	618 25TH ST	GREELEY	CO				

### FINANCIAL INFORMATION

### INSPECTIONS

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# Permit Details

## City of Greeley

**PERMIT NUMBER**  
**FIP2303-0164**

Section 6, Item a.

INSPECTION TYPE	INSPECTOR	SCHEDULED DATE	COMPLETED DATE	RESULT	REMARKS	NOTES
FI HIGH RISK	RALE	3/9/2023	3/9/2023	FAILED		Emergency lights need serviced
FI HIGH RISK	RALE	3/13/2023	3/13/2023	PASSED		
FI MEDIUM RISK	RALE	3/22/2024	3/22/2024	FAILED		Lack of required annual service and inspections of fire alarm Breaker lock Will give 30 days to fix violations
FI MEDIUM RISK	RALE	4/29/2024	4/29/2024	PASSED		
FI MEDIUM RISK	BBUC	4/29/2025				

### PARENT PROJECTS

### REVIEWS

REVIEW TYPE	REVIEWER	SENT DATE	DUE DATE	RETURNED DATE	STATUS	REMARKS	NOTES

### BOND INFORMATION

### ATTACHMENTS

Attachment Type	CREATED	OWNER	DESCRIPTION	PATHNAME	SUBDIR	ETRAKIT ENABLED
DOC	3/13/2023	RYAN ALEXANDER	Fire Certificate for Inspections no city logo	Fire Certificate for Inspections no city logo.pdf		0
DOC	3/13/2023	RYAN ALEXANDER	Permit Inspections	Permit Inspections.pdf		0

**Weld County Department Of Public Health And Environment**

1555 N. 17th Ave., Greeley, CO 80631 | Visit Official Website (<https://weldhealth.org/> )

( ) | Weld County Department Of Public Health And Environment (/weldcounty) | EL BANDIDO NIGHT CLUB (/weldcounty/permit/?permitID=7683A742-EA2A-48D0-A3A4-07620827F603) | Retail Food | Routine

**EL BANDIDO NIGHT CLUB**

**(/weldcounty/permit/?**

**permitID=7683A742-EA2A-48D0-**

**A3A4-07620827F603)**

618 25 ST GARDEN CITY, CO 80631

**Retail Food | Routine**

Score & Result:**40 Pass**

February 23, 2024 | View Original Inspection PDF

(/weldcounty/print/?

task=getPrintable&path=weldcounty&pKey=61B9B30F-

A485-4BC8-A78D-0AC2353365C0,61B9B30F-A485-4BC8-

A78D-0AC2353365C0)

**Observations & Corrective Actions**

3: 2-201.11 (A), (B), (C) and (E) Facility does not have a current employee health policy. Food employees shall be informed of their responsibility to report to the person in charge, information about their health and activities as they relate to diseases that are transmissible through food and written procedures and plans shall be maintained and implemented as required. Corrected by providing sample flowchart and form 1b.

5: 2-501.11 Facility does not have a plan that meets requirements for clean-up of illness-related events. A food establishment shall have procedures for employees to follow when responding to vomiting or diarrheal events that involve the discharge of vomitus or fecal matter onto surfaces in the food establishment. The procedures shall address the specific

actions employees must take to minimize the spread of contamination and the exposure of employees, consumers, food, and surfaces to vomitus or fecal matter. Corrected by providing sample clean-up plan.

10: 6-301.14 Found no handwashing reminders posted near hand sinks in facility. A sign or poster that notifies food employees to wash their hands shall be provided at all handwashing sinks used by food employees and shall be clearly visible to food employees. Corrected at time of inspection by providing stickers.

16: 4-501.114 Facility is mixing quaternary ammonia sanitizer in 3-compartment sink at 100 ppm or less. All equipment and utensils shall be sanitized by: Immersion for at least one half minute in clean, 170 F water, immersion for at least one minute in 50-200 ppm chlorine solution, immersion for at least one minute in 12.5 ppm iodine solution or immersion for at least one minute in Quaternary Ammonia solution mixed according to manufacturer's instructions. Corrected by remixing sanitizer to proper strength.

28: 7-204.11 Found sanitizer in spray bottles mixed at greater than 400 ppm quaternary ammonia sanitizer. Sanitizer, cleaning compounds or other chemicals intended for use on food contact surfaces shall not be used in a way that leaves a toxic residue. Chlorine sanitizer shall be between 50-200 ppm (100 recommended). Quaternary ammonia solution mixed according to manufacturer's instruction (example 150-400 ppm). Corrected by diluting sanitizer in spray bottles to proper strength.

36: 4-302.12 Facility does not have a probe thermometer for monitoring food temperatures. A calibrated food thermometer with a numerical scale of 0-220 F shall be provided and accessible at all times. Correct as soon as possible, follow-up at next inspection.

48: 4-302.14 Facility does not have quaternary ammonia test strips for sanitizer in use. Test strips for sanitizer shall be available for use at all times. Correct as soon as possible, follow-up at next inspection.

[Return to top of page](#)

Section 6, Item a.



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DR 8400 (02/16/24)  
COLORADO DEPARTMENT OF REVENUE  
Liquor Enforcement Division  
PO BOX 17087  
Denver CO 80217-0087  
(303) 205-2300

Submit to Local Licensing Authority

**WHITE HORSE INN LLC**  
**2750 8TH AVENUE**  
**Garden City CO 80631**

Fees Due		
Annual Renewal Application Fee		\$
Renewal Fee		750.00
Storage Permit \$100 X _____		\$
Sidewalk Service Area \$75.00		\$
Additional Optional Premise Hotel & Restaurant \$100 X _____		\$
Related Facility - Campus Liquor Complex \$160.00 per facility		\$
<b>Amount Due/Paid</b>		<b>\$</b>

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

### Retail Liquor License Renewal Application

Please verify & update all information below. Return to city or county licensing authority by due date.

Note that the Division will not accept cash.

- Paid by check
- Paid Online

Uploaded to Movelt on Date

Licensee Name

RON-LEE-VON LLC

Doing Business As Name (DBA)

WHITE HORSE INN LLC

Liquor License Number

License Type

Tavern (city)

Sales Tax License Number

Expiration Date

Due Date

[Redacted]

01/09/2025

11/25/2024

#### Business Address

Street Address

2750 8TH AVENUE

Phone Number

9703565386

City, State, ZIP Code

Garden City CO 80631-8414

#### Mailing Address

Street Address

2750 8TH AVENUE

City, State, ZIP Code

Garden City CO 80631

Email

[Redacted]

Operating Manager

Date of Birth

*McKenzie Gregg*

*11/15/1996*

Home Address

Street Address		Phone Number
[Redacted]		[Redacted]
City	State	ZIP Code
Creely	CO	80631

1. Do you have legal possession of the premises at the street address?  Yes  No

Are the premises owned or rented?  Owned  Rented\*  \*If rented, expiration date of lease

1. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility?  Yes  No

If yes, please see the table in the upper right hand corner and include all fees due.

2. Are you renewing a takeout and/or delivery permit?  Yes  No

(Note: must hold a qualifying license type and be authorized for takeout and/or delivery license privileges)

If selecting 'Yes', an additional \$11.00 is required to renew the permit.

If so, which are you renewing?  Delivery  Takeout  Both Takeout and Delivery

3. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business?  Yes  No

Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.?  Yes  No

4. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)?  Yes  No

If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested.

Name (Individual/Business)

Bon-Lee-Van LLC DBA White Horse Inn

Social Security Number/Tax Identification Number

[Redacted]

Home Phone Number

[Redacted]

Business/Work Phone Number

970-356-5380

Street Address

2750 8th Ave

City

Garden City

State

CO

ZIP Code

80631

Printed name of person signing on behalf of the Applicant/Licensee

Ronica Lara

Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information)

[Signature]

Date Signed

10-7-24

**Privacy Act Statement**

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).

Section 6, Item b.

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DR 8495 (02/16/24)  
COLORADO DEPARTMENT OF REVENUE  
Liquor Enforcement Division  
PO BOX 17087  
Denver CO 80217-0087  
(303) 205-2300

### Tax Check Authorization, Waiver, and Request to Release Information

I, Ronica Lara

am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of

(the "Applicant/Licensee")

Bon-Lee-Van LLC DBA White Horse Inn

to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101. et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and its duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Section 6, Item b.

1. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime?.....

Yes  No

If yes, attach a detailed explanation.

2. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked?.....

Yes  No

If yes, attach a detailed explanation.

3. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee?.....

Yes  No

If yes, attach a detailed explanation.

**Affirmation & Consent**

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business

Ronica Lara

Title

owner

Signature

Rlara

Date (MM/DD/YY)

10/7/24

**Report & Approval of City or County Licensing Authority**

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.

**Therefore this application is approved.**

Local Licensing Authority For

The Town Of Garden City

Title Attest

Mayor

Signature

Date (MM/DD/YY)

11.05.2024

**Weld County Department Of Public Health And Environment**  
1555 N. 17th Ave., Greeley, CO 80631 | Visit Official Website (<https://weldhealth.org/> )

( ) | Weld County Department Of Public Health And Environment (/weldcounty) | WHITE HORSE INN (/weldcounty/permit/?permitID=90DA7815-A674-44DD-AF47-54391F4AF9BD) | Retail Food | Routine

### WHITE HORSE INN

**(/weldcounty/permit/?  
permitID=90DA7815-A674-44DD-  
AF47-54391F4AF9BD)**

2750 8TH AVE GARDEN CITY, CO 80631-8414

### Retail Food | Routine

Score & Result: **15 Pass**

July 10, 2024 | View Original Inspection PDF

(/weldcounty/print/?  
task=getPrintable&path=weldcounty&pKey=E1F1C51F-  
A38B-4591-9509-931212A1DE05,E1F1C51F-A38B-4591-  
9509-931212A1DE05)

### Observations & Corrective Actions

3: 2-201.11 (A), and (C) Facility does not have documentation that employees are trained on their responsibilities related to illness. A written employee illness policy is required that specifically addresses the responsibility of employees to report information regarding their health and activities as they relate to diseases that are transmissible through food to management. Corrected by providing sample illness policy.

22: 3-501.16 (A)(2) Found half and half and whipped cream in small refrigerator at 48 degrees F. Foods requiring temperature control shall be kept cold at 41 F or below. Unit was turned down during inspection and person in charge will monitor temperature to ensure it

Section 6, Item b.

returns to 41 degrees F or below. Corrected.

28: 7-102.11 Found 3 unlabeled spray bottles above 3-compartment sink. Chemical bottles or containers shall be labeled with the contents to ensure proper use. Corrected at time of inspection by labeling spray bottles.

[Return to top of page](#)



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**LIQUOR ENFORCEMENT WORKSHEET**

Inspection Report  
 Incident Report CR# 24GD01416

License Trade Name <u>White Horse INN LLC</u>	Licensee Name <u>White Horse INN LLC</u>
License #/Type <u>TAVERN #40-21555-0000</u>	Date of Report/Incident <u>10/23/24</u>
Address <u>2150 4th AVE, <del>Denver</del></u>	Person Contacted <u>Tori Tincher</u>
Garden City, CO 80631	Telephone # <u>(918) 521-6650</u>

	Yes	No	N/A		Yes	No	N/A
State Liquor License Posted	✓			Manager Registered	✓		
State Sales Tax License Posted	✓			Licensee in Control of Premises	✓		
Town Liquor License Posted	✓			Trade Name Properly Registered	✓		
Federal Form 11* call 800-392-2822			✓	Premises Physical Control Adequate	✓		
Food Service License Posted	✓			Acceptable Dispensing System	✓		
Minor Warning Sign Posted	✓			Off Premises Storage Licensed			✓
Meals and Snacks Available	✓			Only Permitted Items Sold	✓		
Cleanliness Adequate	✓			Alcohol from Permitted Source	✓		
Books & Invoices Available	✓			Discuss Sales of Liquor to Minors	✓		
Alcohol Beverage Stock Acceptable	✓			Discuss Sales to Intoxicated Persons	✓		

Warning  Follow Up Inspection

[Signature] Licensee/Representative Signature  
10/23/24 Date

Violation	Date			Time		
Subject	DOB	Hgt	Wgt	Eyes	Hair	
Clothing	DL/ID#			State		
Address	City	State	Zip	Evidence	Yes	No
H/W Phone	Summons #	Court Date	Photos Yes No			

Narrative NO VIOLATIONS NOTED, INSPECTION COMPLETE

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Officer A. PEREZ ~~SP~~ #: GC 503 Date: 10/23/24

## **Cheryl Campbell**

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**From:** RYAN.ALEXANDER@GREELEYGOV.COM  
**Sent:** Monday, October 28, 2024 4:32 PM  
**To:** Cheryl Campbell; ronicalara@gmail.com; trakitautoemail@greeleygov.com  
**Subject:** Inspection Results for FIP2410-0715 AT 2750 8TH AVE

To Whom It May Concern:

The FI LOW RISK inspection at 2750 8TH AVE for permit FIP2410-0715 has a status of PASSED.

No violations

Thank you

Greeley Fire Department  
Community Safety Division  
1100 10th Street Suite 100  
Greeley CO, 80631  
970.350.9510



**CivicPlus**  
 302 South 4th St. Suite 500  
 Manhattan, KS 66502  
 US

**Quote #:** Statement of Work  
 Q-74836-1  
**Date:** 4/29/2024 4:44 PM  
**Expires On:** 11/29/2024

**Client:**  
 Town of Garden City, CO

**Bill To:**  
 GARDEN CITY, COLORADO

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Samantha Rickert		samantha.rickert@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	AMM Select: Lite Premium Implementation	Lite Premium Implementation; Includes config. of up to 5 meeting types, up to 5 boards, 4 hrs of training, and 1 hr of consulting; Includes 1 original agenda design
1.00	AMM Select: Minutes Implementation Fee	Required when upselling Minutes to AMM Select: Lite; Includes configuration of 1 original minutes design and 1 hour of training
1.00	AMM Select: Historical Import Fee with Videos (500 - 750)	Historical import of between 500 and 750 meetings; Volume is calculated based on number of meetings being imported; Import does include video files

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	AMM Select: Lite Annual Fee	AMM Select: Lite Annual Fee
1.00	AMM Select: Minutes Annual Fee	AMM Select: Minutes Annual Fee; Add-on for AMM Select: Lite only

List Price - Initial Term Total	USD 8,925.00
Total Investment - Initial Term	USD 3,024.00
Annual Recurring Services (Subject to Uplift)	USD 3,024.00

Initial Term	12/19/2024 - 12/18/2025, Renewal Term 12/19 each calendar year
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

**Acceptance**

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

Organization Legal Name:

\_\_\_\_\_  
Billing Contact:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Billing Phone Number:

\_\_\_\_\_  
Billing Email:

\_\_\_\_\_  
Billing Address:

\_\_\_\_\_  
Mailing Address: (If different from above)

\_\_\_\_\_  
PO Number: (Info needed on Invoice (PO or Job#) if required)



**MASTER AGREEMENT WORK ORDER #2**

This exhibit dated October 2, 2024, is hereby attached to and made a part of the Master Agreement for Professional Services dated August 20, 2024, between the Town of Garden City ("Client") and Olsson, Inc. ("Olsson") providing for professional services. Olsson's Scope of Services for the Agreement is as indicated below.

**GENERAL**

Olsson has acquainted itself with the information provided by Client relative to the project and based upon such information offers to provide the services described below for the project. Client warrants that it is either the legal owner of the property to be improved by this Project or that Client is acting as the duly authorized agent of the legal owner of such property.

**PROJECT DESCRIPTION AND LOCATION**

Project will be located at: Garden City, CO

Project Description: On-Call Traffic Support Services

**SCOPE OF SERVICES**

Olsson shall provide the following services (Scope of Services) to Client for the Project:

**SCOPE OF SERVICES**

**General Project Scope**

The Town of Garden City has requested assistance requested Olsson, Inc. (Olsson) to help the Town by performing a variety of general traffic engineering services. Olsson currently and routinely provides general traffic engineering services to local governments. This proposal identifies the general scope of work necessary to complete the following:

- Prepare traffic signal warrant studies
- Prepare analysis and recommendations on traffic impact studies
- Prepare specialized traffic studies, analysis and recommendations related to assess proposed projects
- Prepare multimodal transportation analysis and recommendation
- Evaluate crash data and perform QC on crash reports
- Prepare corridor and individual signal timing plans
- Provide safety studies & transportation operational analysis
- Prepare Work Area Traffic Control Plans
- Roundabout designs
- Provide intersection design services
- Perform intersection safety analyses
- Data collecting

**1. Traffic Operations**

Provide traffic engineering functions related to the operation and analyses of Garden City roadways, including intersection analyses, roadway operations and signal timing. Typical tasks include:

- a) *Traffic Analyses*—Analyze traffic and ITS operations to determine travel demand, incident management, mobility improvement alternatives, and travel time quality performance measures using standard procedures from the Highway Capacity Manual (HCM) along with general traffic engineering practices. The task may also include traffic volume data analysis, average daily traffic, delay calculations, and field observations. Findings and recommendations from this task will typically be documented in a technical memorandum or summary report.
  
- b) *Roadway Operations*—Operational analyses of the Town of Garden City roadways will be prepared in accordance with the HCM for ramp operations (merge/diverge), weaving segments, and basic freeway segment facilities. Software applications in support of this analysis may include HCS, CORSIM, Synchro, and VISSIM. Data collection would include vehicle classification, speed studies, and travel time studies. Findings and recommendations from this task will typically be documented in a technical memorandum or summary report.
  
- c) *Signal Timing*—This may include gathering existing information, collecting field data, and developing proposed timings for new HAWK signals. This may also include collecting before and after travel time data for corridors that include signal coordination between multiple intersections. Field implementation of the signal timings will be provided as requested.

**2) Traffic Studies**

Provide traffic study services related to warrant analyses, safety studies, school mobility and safety studies, traffic impact studies, and corridor studies. Typical tasks include:

- a) *Warrant Analyses*—In accordance with the 2009/2023 Manual on Uniform Traffic Control Devices (MUTCD), conduct warrant analyses for proper intersection control, including signalization. Subtasks for warrant studies may include the following:
  - Data collection (TMC, hourly approach counts, delays and speed)
  - Compilation and review of crash data
  - Comparison of compiled data to warrant thresholds
  - Operations analysis (HCM intersection analysis)
  - Report documentation
  - Present findings to local officials
  
- b) *Access Management*—Proper allocation of access is a proven strategy for improving the safety and operational efficiency of the Town of Garden City roads. Olsson would review

existing and/or proposed access along a corridor and develop recommendations to improve the safety and operations of the project area. In general, the following subtasks are typically included:

- Data collection (TMC, ADT, crash data, speed studies)
- Safety Analysis (Working in conjunction with Town’s Police Department and CDOT, if necessary)
- Operational Analysis
- Public Participation
- Develop and Screen Alternatives
- Develop Preliminary Preferred Alternative
- Present to public and one-on-one meetings with stakeholders
- Revise and Finalize Access Plan
- Prepare Access Report

**3) Transportation Engineering Design**

Provide design services for transportation projects. Typical tasks include:

- a) *Traffic Signal Design* - Tasks include a field review of existing conditions, preparation of base mapping (survey if needed), utility locates, right-of-way, design of signal phasing, pole/mast arm placement, signal head layout, conduit/pull boxes, cabinet/ controller, detector design (including video detection if applicable), traffic signal interconnect, associated signs and pavement markings, specifications, quantities, and cost estimates. Signal plans will be prepared on (11"x17"). Preliminary (FIR) plans will be prepared showing pole locations, signal heads, detectors and conduit. Final design will address any comments received during the FIR plan review, and will also include all equipment to be installed, specifications and cost estimates.
  
- b) *Construction Traffic Control Plans* —Construction traffic control and construction phasing plans will be prepared as needed to safely convey vehicles, bicycles, and pedestrians through and/or around a construction project area. The plans will show the traffic control devices to be used during each phase of roadway construction. Plans will typically be prepared at 1" =100' (11"x17"), although a larger scale may be used if greater detail is needed. FIR level plans will show each phase of construction, where traffic is to be maintained (or detoured), typical sections, and construction phasing notes. The FIR plans will also clearly indicate temporary pavement markings, construction signing, barriers, channelizing devices, impact attenuators, temporary signal modifications, quantities, estimates and specifications.

**4) ITS Planning and Design**

Provide planning and design services in support of ITS strategies and devices. Typical tasks include:

- a) *ITS Planning* —Includes developing and/or updating Garden City’s ITS plans. Specific tasks include:
  - i) Preparing an ITS device inventory
  - ii) Assembling an ITS working group
  - iii) Review of previous and current ITS documents
  - iv) Organizing stakeholder meetings
  - v) Market package selection
  - vi) Develop project list
  - vii) Conduct project priority workshop
  - viii) Prepare planning level cost estimates and identify potential funding sources
  - ix) Prepare draft and final reports
  
- b) *ITS Device Design*
  - i) Communication systems (wireless, fiber optic, Ethernet, networks, etc.)
  - ii) Communication hardware (modems, cabinets, racks, conduit systems, etc.)
  - iii) Dynamic message signs (DMS)
  - iv) Closed circuit television (CCTV)
  - v) Detection systems

Design and plan preparation for various intelligent transportation system (ITS) devices will be completed. Devices may include, but are not limited to, CCTV cameras, changeable message signs, communications, smart work zone devices, etc. ITS plans will typically be prepared on (11"x17") using all available information including survey, aerial photography and field photos. Plan preparation may include field visits statewide, tabulation sheets, specifications and cost estimate. Depending on the complexity of the project, FIR/FOR plans may be combined into one submittal. Overhead sign supports will be designed in accordance with CDOT’s S-614-60, or custom design of support structures will be completed in special cases where the standard plans do not apply. Fiber optic design and splicing diagrams would be available as needed.

**5) Design/Study Review and Technical Support**

Provide review services and technical support for traffic study review, traffic/ITS plan review and assisting Garden City in responding to citizen inquiries. Typical tasks include:

- a) *Traffic Study Review* — This subtask includes being an extension of staff to perform the review of traffic impact studies, Garden City’s transportation studies/plans, environmental documents, and access documents. Specific elements of this subtask

include reviewing the technical analyses for correctness and consistency with standard practices, conformance with Garden City policies, and to ensure that the integrity of the roadway system in Garden City is not compromised as a result of the study’s recommendations. Additional tasks could include conducting an independent peer analysis and technical write-up of that peer review.

- b) *Traffic/ITS Plan Review*—Plan review may include a review of specific traffic/ITS design plans and/or cross-disciplinary review of a roadway plan set for impacts to traffic/ITS.

**6) Field Services**

Aid with various field tasks including construction observation, field inventories, and data collection. Typical tasks include:

- a) *Construction Observation*—Includes observing construction activities related to traffic, ITS, roadway, or structural. Typical tasks may include reviewing construction traffic control, measuring contract pay quantities, and completing required project construction forms.
  
- b) *Field Inventories*—Inventory various traffic engineering and other related assets using mobile GPS devices and spreadsheet data entry. Prior to beginning inventories, Olsson will meet with Town staff to identify the project limits and attributes to be inventoried. Devices to be inventoried may include but are not limited to:
  - i) Signs
  - ii) Traffic signal equipment
  - iii) ITS devices
  - iv) Network Equipment
  - v) Fixed objects
  - vi) Barriers
  - vii) Sign/Signal structures
  
- c) *Data Collection* —Traffic data collection is typically required in support of traffic studies and design tasks. Olsson staff will coordinate with Garden City to identify specific data to be collected, locations, time periods and any special instructions. Data will be provided in hard copy and/or electronic format. Data collection may include:
  - i) Average daily traffic (ADT) and hourly counts
  - ii) Turning movement counts (TMC)
  - iii) Vehicle classification
  - iv) Speed studies
  - v) Approach delay
  - vi) Corridor Travel Time/Delay
  - vii) Origin-Destination Studies

**7) Miscellaneous Services**

In addition to the tasks identified above, Olsson is available to assist the Town of Garden City with a variety of miscellaneous services related to meeting attendance, presentations, meeting minutes, correspondence, expert testimony, software and traffic engineering training, visual aids/graphics production, CADD services and other technical services.

**8) Project Management/Continuing Requirements**

Provide oversight and project management of the task order.

Typical tasks include:

1. Submit monthly progress reports outlining work completed in past month and work anticipated for the next month.
2. Prepare and review monthly invoices for payment.

**Schedule and Fee**

Based on our current workload, Olsson, Inc. can begin work on this project immediately upon notice to proceed. Olsson, Inc. will complete this work using the rates attached. This proposal is for time and materials need to complete each task requested by the Town.

Should Client request work in addition to the Scope of Services, Olsson shall invoice Client for such additional services (Optional Additional Services) at the standard hourly billing labor rate charged for those employees actually performing the work, plus reimbursable expenses if any. Olsson shall not commence work on Optional Additional Services without Client's prior written approval.

Olsson agrees to provide all of its services in a timely, competent and professional manner, in accordance with applicable standards of care, for projects of similar geographic location, quality and scope.

**SCHEDULE FOR OLSSON'S SERVICES**

Unless otherwise agreed, Olsson expects to perform its services under the Agreement as follows:

Anticipated Start Date:	Immediately Upon Notice to Proceed
Anticipated Completion Date:	December 31, 2025

Olsson will endeavor to start its services on the Anticipated Start Date and to complete its services on the Anticipated Completion Date. However, the Anticipated Start Date, the Anticipated

Completion Date, and any milestone dates are approximate only, and Olsson reserves the right to adjust its schedule and any or all of those dates at its sole discretion, for any reason, including, but not limited to, delays caused by Client or delays caused by third parties.

**COMPENSATION**

Client shall pay to Olsson for the performance of the Scope of Services, the actual time of personnel performing such services shall be in compliance with the rates listed in the original contract dated August 28, 2024. Olsson shall submit invoices on a monthly basis, and payment is due within 30 calendar days of invoice date.

**TERMS AND CONDITIONS OF SERVICE**

We have discussed with you the risks, rewards and benefits of the Project, the Scope of Services, and our fees for such services and the Agreement represents the entire understanding between Client and Olsson with respect to the Project. The Agreement may only be modified in writing signed by both parties.

Client's designated Project Representative shall be \_\_\_\_\_.

If this Work Order satisfactorily sets forth your understanding of our agreement, please sign in the space provided below. Retain a copy for your files and return an executed original to Olsson, 1880 Fall River Drive, Suite 200, Loveland, CO 80538. This proposal will be open for acceptance for a period of 30 days from the date set forth above, unless changed by us in writing.

**OLSSON, INC.**

By \_\_\_\_\_  
Kurt Rotering, PE, PTOE  
Senior Team Leader

By \_\_\_\_\_  
Larry Haas, PE  
Project Engineer

By signing below, you acknowledge that you have full authority to bind Client to the terms of the Agreement. If you accept this Work Order, please sign:

**TOWN OF GARDEN CITY**

By \_\_\_\_\_  
Signature

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Dated: \_\_\_\_\_

Attachments

# INVOICE

**2Bros Construction**  
1011 42nd St  
Evans, CO 80620

2brosconstruction21@gmail.com  
+1 (970) 397-7397



## Garden City

**Bill to**  
Brett Bloom

**Ship to**  
Brett Bloom

### Invoice details

Invoice no.: 1154  
Terms: Net 30  
Invoice date: 11/04/2024  
Due date: 12/04/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		<b>materials</b>	MATERIALS NEEDED FOR OFFICE	1	\$1,000.00	\$1,000.00
2.		<b>Services</b>	FRAMING FOR OFFICE	1	\$2,000.00	\$2,000.00
3.		<b>Services</b>	DRYWALL FOR NEW OFFICE	1	\$2,000.00	\$2,000.00

**Total** **\$5,000.00**

### Ways to pay



[View and pay](#)

### View invoice online

Scan code or go to the link below to view the invoice online

[View invoice](#)





P.O. Box 152 Lucerne, Colorado 80646  
Phone 970-539-0297 Fax 970-353-2425  
E-Mail: [paradise@what-wire.com](mailto:paradise@what-wire.com)

# Garden City

A Landscaping Proposal Prepared for:

Garden City  
621 27<sup>th</sup> Street Road  
Garden City, Colorado 80631  
970-351-0041  
Date: October 22, 2024



P.O. Box 152 Lucerne, Colorado 80646  
 Phone 970-539-0297 Fax 970-353-2425  
 E-Mail: paradise@what-wire.com

**PROJECT COST BREAKDOWN**

Garden City Community Garden 2725 6 <sup>th</sup> Street Lane, Garden City Colorado 80631		10/22/2024
<b>Irrigation</b>	<b>Controller, weather station, remote, drip line, point of connection</b>	<b>\$2,280.00</b>
<hr/>		
Compost	Seed areas only, 4 cu. Yds. per 1,00 sq ft, rip, rototill, grade	\$1,920.00
Seed	Blue Gramma 4lbs per 1,000 sq. ft., E-Z paper mulch 70lbs per 1,000 sq. ft.	\$2,160.00
Edging	1/8" x 4", concrete roll top, 12" staples every 3', seams overlap 2'	\$2,375.00
Road base	3/4" road base, 2" thick, compacted	\$4,873.00
Pea gravel	1" thick over road base	\$3,923.00
Planter boxes	2 - 4" x 6" pressure treated timbers 4' x4' square, 3 courses high	\$1,370.00
Shrubs	18- #5-gallon containers, delivery, plant, install, compost	\$1,170.00
Site Clean-up	Chop down weeds, hand raking organic and aggregate debris, dump	\$1,940.00
Grading	Machines, operators, attachments, Skid Steer, Ditch Witch	\$1,740.00
	Hand Labor road base prep, grading around planter boxes, fence lines	\$1,875.00
Spray	Vegetation killer all areas	\$270.00
Compactors	Compaction of road base	\$600.00
Dump Fees		\$240.00
Benches	6"x6" pressure treated wood posts, 2' x 6" frame	\$1,190.00
	Table 36" high x 2' wide, 1" x 6" x 8' long TREX	
<b>Total</b>		<b>\$30,676.00</b>

Notes:

- Seeding Will be done in spring, not advisable to do this late in the season.
- Concrete No Parking Area or around planter boxes, separate contractor.



P.O. Box 152 Lucerne, Colorado 80646  
Phone 970-539-0297 Fax 970-353-2425  
E-Mail: paradise@what-wire.com

**LANDSCAPE SPECIFICATIONS**

Paradise Landscape Management, LLC, a limited liability Colorado Corporation (The Contractor, Us, We, Our) is submitting a proposal for the installation of an irrigation system and landscaping as per the landscape plan ("Conceptual Plan") dated 10/20/2024 drawing "G-4" attached on this proposal and attached hereunder as "Exhibit A" to Garden City (The Owner) as referenced herein. Below is listed an itemization of The Contractors services included. A signed proposal must be accepted in Our office prior to any work being started.

**SITE**

Print / Plan Approval- The Owner has approved the landscape plan. All prices, costs and estimates are based off the landscape plan.

Grade- Shall be +- 1" by The Owner prior to any landscaping or irrigation work being started. A certified engineer or city representative shall approve all grades and drainage and provide The Contactor with such approved documents. No earth settling of any form is the responsibility of The Contractor. The Contractor will grade all areas being landscaped within the property boundaries/fence line, knock down any high spots and smooth out the areas. No grading will be done by The Contractor for the concrete areas or inside any of the planter boxes.

Drainage- Any drainage issues noticed we will notify The Owner immediately. Any repairs or modifications to any drainage issues will be charged out to The Owner at an hourly rate of \$64.68 per hour per man plus and machinery or materials costs by The Contractor.

Site Condition- The site shall be free of all construction debris, lumber, cement, dog waste, extra soil or dirt piles Etc. and removed from areas being landscaped before work is started and during the project, by The Owner.

Property Boundaries- All pins or property lines will be clearly marked and displayed by The Owner.

Locates- The Contractor will call utility notification 4 days prior to any type of work being performed, by law.

**LANDSCAPE**

Trees- None installed.

Shrubs- As listed per the landscape plan. The plant material once removed from the container will have the roots scored to promote vigorous and healthy plant growth prior to planting. All shrubs will be planted with a blend of 50% native soil and 50% A-1 Organics "planters mix".

Plant Guarantee- All plantings to have a 1 year Guarantee per attached plant guarantee.

**HARDSCAPE**

Rock- As listed per the landscape plan. Pea Gravel rock, 1/4" - 1/2" in size, installed 1" in depth over the 3/4" road base.

Road Base- As listed per the landscape plan. 3/4" road base will be spread and mechanically compacted to a depth of 2" around all the existing and 2 new wooden planter boxes.

Mulch- None installed.

Fabric- None installed.

Edging- As listed per the landscape plan. 1/8" x 4" steel roll top edging installed to grade level and stapled every 3' with 12" edging staples overlapping on adjoining edging pieces by 24", double stapled.

**IRRIGATION**

The sprinkler system will be installed by code. Listed below are some of the materials that We will be using:

Water tap- The irrigation system was designed using a standard 3/4" supply water tap based at a minimum of 10 gallons per minute at 45 PSI of pressure and connected to the existing well/water pump shown by the city representative during the property walk through tour. The pump is assumed in working condition. It is the responsibility of The Owner to provide an irrigation pit/supply line capable of the irrigation system needs. The Owner will provide The Contractor with a point of connect (POC) off the pump with a 3/4" female pipe thread (FPT) for the contractor to connect, supplying to the drip control valve mainline. The Owner will be responsible for the pump, its correct operation and any thing prior to the POC connection.

Sleeves- None needed.

Mainline- PVC, NSF approved, class 200 180 PSI with slip fittings on all connections.

Drip line- Polyethylene, NSF, 3/4" IPS, 80 PSI with insert fittings on all connections, trenched 6" + - in depth. A low pressure, 35 PSI valve will be installed. Shrub emitters will be 2 GPH (Gallons Per Hour), 2 emitters installed for each shrub planted by The Contractor.

Back Flow Preventer - Non-Potable well pump water. None needed.

Permits- None needed.

Control Valves- 1" 90 degree angled, standard zone control valve, 24 volt with a 35 PSI pressure regulator.

Valve Boxes- Located next to pump house and installed flush with top of grade. The box to have 2" of pea gravel installed in bottom with a resilient seated valve for draining down system.

Heads- None used.

Controller- Hunter Pro C controller with solar-sync weather station and remote. All power is provided by The Owner for the controller. Controller is located inside the pump house.

**IRRIGATION continued**

Controller Wire- All wire for the irrigation controller to the control valves will be multi- strand direct burial UF resistant. All wires will be color coded. All point of connections will have corrosion/water resistant wire nuts.

Solar Sync- The Contractor will install a Hunter Solar Sync weather station to automatically adjust the amount of water during the cooler and hotter times of the year while the system is operating.

Remote- The Contractor will provide a remote for the irrigation controller to manually operate the irrigation system remotely to check for operation.

Winterization- The entire system requires compressed air to correctly blow out the system and prevent freezing prior to the first hard freeze, costs and scheduling by The Owner.

The Contractor will manage the irrigation controller for the first four (4) weeks after the landscape installation, if not winterized. The Contractor must have full access to the controller during the day. After the four (4) week period, it is the responsibility of The Owner to take over and manage the irrigation controller and the watering needs of the new landscape. This will include all zones on the controller, which would be the beds (plantings). The Owner will not be allowed to adjust the controller without notifying The Contractor. Any adjustments to the controller without notifying The Contractor by The Owner will void any warranties. The Contractor will visit the site one time per week during the four (4) week period and make any adjustments to the clock, slowly adjusting the controller of less and less frequencies and run times during this time.

The Owner is expected to monitor the plantings during this four (4) week period and any changes in appearance (dryness, wilting, standing water, etc.) that are visible will notify The Contractor of such issues. Over watering of any of the new landscape may also void any warranties to The Owner by The Contractor.

If The Owner requests The Contractor visit the property more frequently during the four (4) week period, The Contractor may charge The Owner service call fees based on an hourly cost of the irrigation technician at a rate of \$75.00 per hour per man.

**LAWN / SEED**

Seed- As listed per the landscape plan. Blue Gramma seed will be installed in designated areas, at a rate of 4lbs per 1,000 sq. ft, spread by hand and raked in to the loose soil will cover the bulk of the seed.

E-Z Mulch- Paper mulch pellets will be installed at a rate of 70lbs per 1,000 sq. ft over the seed. The mulch pellets will expand and cover the seeded areas after any type of water/precipitation over these areas is applied, either naturally or by hand. The Contractor will hand water these areas 1 time, after that, to further expand the E-Z Mulch, The Owner will water as needed. Since there is no irrigation for the seeded areas, it will be the responsibility of The Owner to maintain the correct amount of water/precipitation to help the seed grow and establish.

Soil Prep- All soil will be amended with 4 cubic yards of organic compost per 1,000 square feet of area to be seeded. The compost will be ripped and roto-tilled to a depth of 3"-6" contingent on soil and/or rock compaction.

Fine Grade- All areas will be hand raked and any rocks larger than 1 1/2" in size will be removed from the surface prior to the installation of the seed.

**LAWN / SEED continued**

In the event The Contractor prepares the soil and due to weather limitations has to come back at a later date to re-rip or re-rototill the area to eliminate soil compaction, additional fees may apply to Normal soil conditions are assumed. Extra charges will apply for additional time and labor spent by The Contractor to The Owner. No frost or rock ripping is included in this proposal. It is recommended by The Contractor, weather permitting, to install the seed in the spring of 2025, mid March to help the seed succeed. With unknow forecasts for winter weather and snow, the precipitation is not known. The success rate of seeding in the spring is better than that of performing the seeding in the fall. The Contactor will not charge out the cost of the seeding until the work is completed.

**INSURANCE**

All liability and workers compensation insurance documents provided upon request.

**EQUIPMENT/MATERIALS**

Machinery and equipment we use can leave scuff or tire marks on concrete/asphalt surfaces. We must be guaranteed full access to perform our work and will do everything possible to keep construction traffic to a minimum on these surfaces. The Contractor will not be held responsible for any cracking of cement/asphalt on site from equipment traffic. There may be minor residue/stains from dumping soils, compost or mulches on concrete or asphalt surfaces. The Contractor will blow off and sweep these areas and is limited to the machinery or brooms performance.

From time to time during the project, shipments of materials will need to be stored and unloaded on the job site. A designated area will be approved by The Owner and The Contractor.

**WEATHER**

Weather plays a very important role in this project. If it rains or snows, production may cease until things can dry out. Costs are not estimated or given for operating in mud, etc. "Wash outs" or rain creating an issue where holes being excavated, trenches being dug, walls constructed, footers, edging, etc. and caving in or destroying The Contractors work will result in extra fees to The Owner to restore the areas The Contractor had excavated or worked on. Weather is an uncontrollable factor while the project is in progress. For days that the temperature gets to or exceeds 96 degrees, all work operations will cease. Where there are time issues when the project needs to be completed or the owner is requiring The Contractor continue to work, there will be a surcharge on all laborers pay rate working on the project billed out to The Owner at double time pay.

**WARRANTY**

One year, Starts when walk thru work has been completed and final payment has been received under terms. All materials guaranteed, Warranty labor are at a rate of \$64.68 per hour per man from The Contractor to The Owner. All Warranty issues are voids if terms are not met. Paradise Landscape Management's liability under any warranty whether expressed or implied is limited solely to replacement of a product and does not include labor or other consequential damages. There is no "cash back or hold back fees" under any warranty item to the Owner.

**PICTURES**

During the entire project from start to completion, The Contractor may take before, during or after pictures of The Owners property, buildings and project. The Contractor may use these pictures for showing future clients seeking examples of The Contractors work. The Contractor may also post pictures on sites such as Google or Pinterest. The Owner will allow The Contractor to use the pictures of their property unless otherwise specified in writing by The Owner.

**WORKING DAYS**

Working days for The Contractor will be considered starting time at 7am when using machinery, 6am when not using machinery (following City noise ordinances) Tuesday through Friday, 6-8-hour days with meal and break allowances for the crew members.

**PROPOSAL/TERMS**

As approved by The Contractor, payment draws for the project as follows:

- 1/3 payment draw: At 3<sup>rd</sup> day of project.
- 1/3 payment draw: During the project.
- 1/3 payment draw: Upon completion. (Less seeding costs if The Owner does not seed in 2024)

1/3 payments to be considered at:

Ten Thousand, Two Hundred Twenty-Five dollars and Thirty-Three Cents U.S. (\$10,225.33)

This cost does not include any additional or subtracted work The Owner may choose to do. In the event some items are subtracted from the itemized costs, the final 1/3 payment will reflect those subtractions and costs.

In the event The Owner choses to do additional work above the itemized costs as itemized herein, depending on the amount, The Contractor and The Owner will negotiate payment terms at that time. Additional or subtracted work will have a change order signed by both The Contractor and The Owner.

The Contractor will request payments from The Owner. Payment is due within 3 days of The Contractors request.

Any delay in payment terms will result in work delays and warranty expiration.

**FUEL**

In the event fuel prices, as determined by AAA's daily fuel gauge report published for the greater Denver Colorado area and/or The Contractors local fuel supplier increase by more than 10% of the current base fuel rate of \$3.85 per gallon of fuel (\$0.25), The Contractor will initiate a fuel surcharge of 1% per \$0.25 increase in fuel costs on all billed invoices to The Owner. The current volatility of the material market has caused The Contractor to enforce this.

**JOB COSTING**

The costs for landscaping and its related services are based on The Contractors suppliers and labor availability. If any material costs raise more than 10% after a 15-day period of this proposal, those additional costs will be charged out to The Owner at the difference between the quoted cost and the new cost. For labor hourly rates, The Contractor will guarantee labor rates as published in The Contractor Hourly rates costs unless there is a need to increase the labor hourly rates due to any unforeseen circumstance, i.e.; Pandemics, Stay At Home Orders, Health Crisis, National Crisis, any unusual events or acts that may create or cause a labor shortage for The Contractor to perform the services needed on your property. The Contractor will contact The Owner to review and discuss these costs in the event they happen before charging you. The current volatility of the material market has caused The Contractor to enforce this.

**PROPOSAL/TERMS continued**

**JOB COMPLETION**

**Walk Thru:**

After all work has been completed, a walk thru with The Owner and The Contractor to confirm all work has been done satisfactorily. A mutual list with items listed to be corrected within an approved time frame from The Contractor and The Owner.

**Payment:**

Final payment is due upon job completion.

There are no "Back Charging" or "Hold Back" fees, costs or monies due The Contractor from The Owner from any work performed under this proposal unless authorized in writing by The Contractor.

By signing this proposal, The Owners accepts the terms of this agreement in whole and as follows: No frost or rock ripping. Normal soil conditions are assumed. Extra costs will be charged out to The Owners due The Contractor for additional costs of labor and equipment for any soil conditions that require techniques that The Contractor may have to use other than soft, normal soil. The Contractor warrants that all work performed hereunder shall be free from defects in material or workmanship for a period of one year from the date such services are performed. Such warranty is expressly in lieu of all other warranties, expressed or implied, including the warranties of merchantability and fitness for a particular purpose, and all other obligations or liabilities on The Contractors part. This agreement constitutes the entire agreement between both parties (The Contractor and The Owner). Any changes hereto shall be in writing and executed by both parties and may include charges due The Contractor. All payments required herein are due as specified within this proposal and paid in full upon completion of the project, deemed by The Contractor. There will be no "back charging" or "hold back fees" from The Owner due The Contractor. Any payment overdue will be assessed a finance charge in the amount of 1 ½% per month of the unpaid balance, or \$500.00, whichever is greater. In the event The Owner breaches this agreement, The Owner shall be liable for all liquidated damages in the amount of 25% of the amount due The Contractor for the remainder of the term of this agreement/proposal or \$1,000.00, whichever is greater. Upon termination of this agreement, The Owner shall be liable for the cost of any materials pre-ordered at invoice cost plus 40% markup by The Contractor for services to be performed hereunder. The Contractor shall be entitled to the costs of all collection, courts costs and attorney fees along with any other charges and costs incurred by The Contractor in the enforcement of this proposal/agreement. The Contractor shall not be held liable for; i. Any cracking and breaking of or other damage to concrete, concrete slabs, concrete driveways, concrete slabs, any forms of hard surfaces or materials caused by The Contractors equipment or machinery, ii. Any delay in performance under this agreement caused by strikes, fire, weather, acts of God, suppliers, the acts of any third parties whom The Contractor has no control over or any other cause beyond the control of The Contractor. iii. Any slipping, tripping or falling or it's like at any time on The Owners property either during or after the project. By reading this agreement in its entirety, The Owner guarantees to The Contractor that all names, addresses and references herein are true and correct, that it is authorized to sign and accept this proposal.

SIGNATURE PAGE

The Contractor hereby proposes to furnish labor and materials-complete in accordance with the above specifications, for the dollar sum of:

Thirty Thousand, Six Hundred and seventy Six dollars, U.S. (\$30, 676.00)

With payments as outlined and stated above.

I, The Owner, have read and understood completely the above landscape specifications, terms and conditions and are hereby accepted by the signature below. The Owner, hereby grants The Contractor full access to the property for all work as listed above.

The Owner to sign and print names legibly below:

 Manager of Paradise  
Landscape Management, LLC

10/22/2024

BY: \_\_\_\_\_  
The Contractor      Signed Name

\_\_\_\_\_  
Date

BY: \_\_\_\_\_  
The Contractor      Printed Name

BY: \_\_\_\_\_  
The Owner      Signed Name

\_\_\_\_\_  
Date

BY: \_\_\_\_\_  
The Owner      Printed Name



P.O. BOX 152·LUCERNE·COLORADO·80646·paradise@what-wire.com·970-539-0297  
Plant Guarantee

Name: The Town of Garden City

10/22/2024

**We guarantee to replace, one time only, any tree or shrub installed by Paradise Landscape Management LLC, (The Contractor) which fail to grow.** One (1) year limited guarantee from the date installed is provided for all trees and shrubs. Reasonable growing conditions must be maintained as a provision of the guarantee, including proper irrigation, insect control, winter protection, hail, heavy rain, washouts and shelter from unreasonable damage from pets or pedestrians. The Guarantee is non-transferable to another owner.

**What is NOT INCLUDED in our guarantee:**

- Replacement of any plant when the account is 30 days past due or has not been paid.
- Accounts 60 days past due void all warranties and claims.
- Vandalism or Acts of God (i.e., lightning, flooding, hail, ice storms, wet snow, abnormal and/or extreme weather conditions such as prolonged sub-zero temperatures or drought, early and late season severe freezes, damaging winds, incorrect winter watering causing root freeze, etc.).
- Replacement of plants that are damaged or die as a result of insect infestation or disease.
- Replacement of plants that are injured or die as a result of improper cultural practices, such as over or under watering, over fertilization, damage from chemical applications, etc.
- Damage from other contractors' carelessness, mechanical, chemical or physical.
- Labor and delivery for replacement plantings are charged at the same rate as new installations.
- “Hold Back” or “Back Charging” costs or monies from The Owner due The Contractor.
- Cash back to The Owner. There is no cash value of the plants. The Contractor will provide a replacement plant if - The Owner elects to plant the replacement themselves.

Plants are living, breathing beings and yes, plants die...for us and for everyone who has ever grown plants. We guarantee that our plants will arrive healthy, are planted correctly and in good condition, true to their name. Due to the nature of the trees and shrubs you chose on this project, some specialized plant maintenance may be required beyond our scope of work. If any plant fails to leaf out in the spring, looks unhealthy or starts to die- back, you must notify us in writing (texting is acceptable) within 5 days of an issue. If you do not notify us within this 5-day period of time, a plant that may have been saved becomes a plant that is culturally out of our control and scope of responsibility.

Of course, if a dormant plant fails to emerge, or if there is a problem related to a cultural factor, we will guarantee such problems outside of the 5-day time frame and at the discretion of The Contractor.

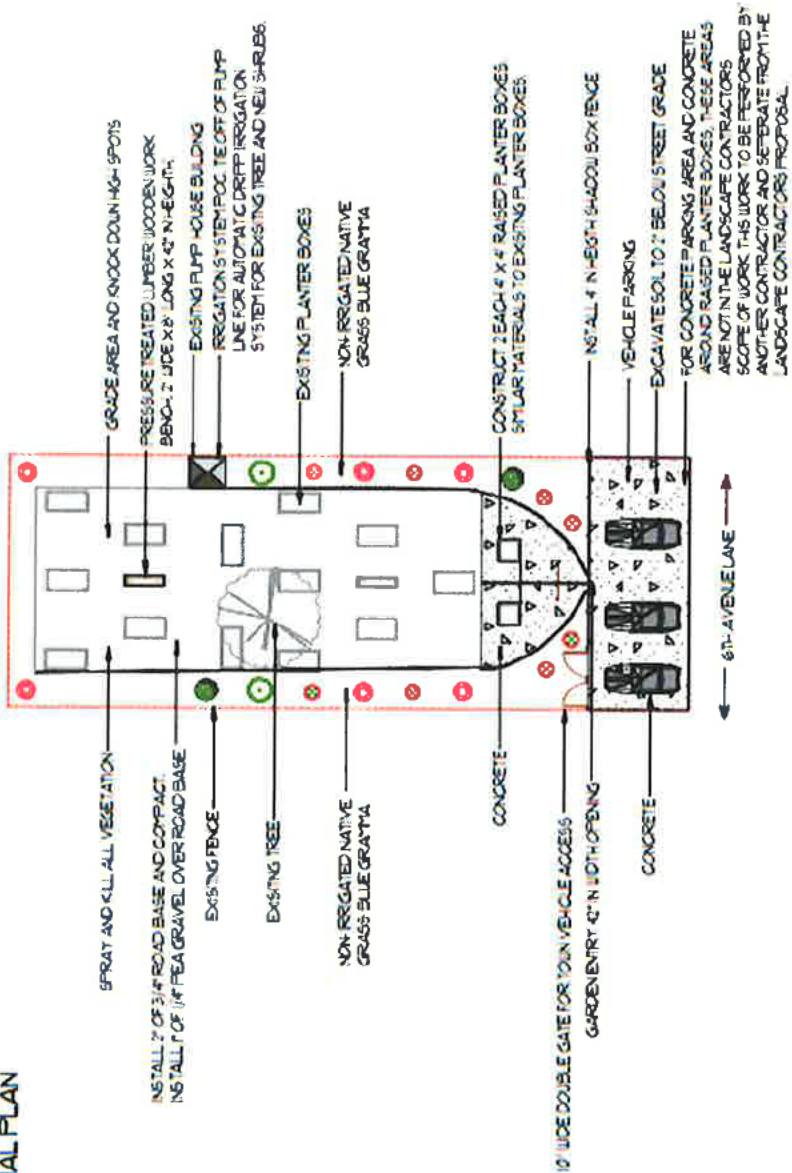
The Contractor has the sole authority of removing and replacing any plant in question of this plant guarantee. If any plant is removed, replaced or tampered by anyone and before The Contractor is notified in writing, or inspects the plant in question, the warranty and any claims will be denied by The Contractor.

If you have a legitimate problem, we implore you to let us know, since customer satisfaction is one of our top priorities.

**Winter hand watering is required and the condition of this plant guarantee.**

“Exhibit A”

TOWN OF GARDEN CITY  
COMMUNITY GARDENS  
CONCEPTUAL PLAN



PLAN DRAIN FOR THE TOWN OF GARDEN CITY 3725 61<sup>TH</sup> AVENUE LANE GARDEN CITY, COLORADO.  
 PLAN OWNER AND DRAIN BY: ROBERT SCARZELLO OF PARADISE LANDSCAPE MANAGEMENT GREELEY, COLORADO.  
 DO NOT EXECUTE PLAN OR COPY IN WHOLE OR PART WITHOUT WRITTEN PERMISSION OF PLAN OWNER AND FINANCIAL COMPENSATION.

THIS PLAN SUPERSEDES ALL PRIOR PLANS DRAIN AND ESTIMATED COSTS ARE BASED ON THE MOST CURRENT PLANS TO DATE.

COPYRIGHT PARADISE LANDSCAPE MANAGEMENT GREELEY, COLORADO 970-534-0201 ALL RIGHTS RESERVED AUGUST 10, 24

SCALE: 1" = 10' WHEN PRINTED ON 24" X 36" DRAFT PAPER NOT TO SCALE



LEGEND	
COMMON NAME	QTY
SHRUB, DECIDUOUS	
BUTTERFLY BUSH	2
POTENTILLA GOLD DROP	8
RUSSIAN SAGE 2	6
SUNMAC, ROCKY MTN	2

Revision #:

Scale:

Date: 10/20/2024

1" = 10'

Landscape Plan: G-4

TOWN OF GARDEN CITY

Landscape Design by: Robert Scarzello

Paradise Landscape Management



20749 Highway 392  
Greeley, Co 80631  
970-356-5909 / 970-356-6883 fax  
www.fisherlandscaping.com  
[fisherlandscapinginc@gmail.com](mailto:fisherlandscapinginc@gmail.com)

DATE: October 29, 2024

PROPOSAL TO: GARDEN CITY  
ATTN: BRETT BLOOM  
2725 6<sup>TH</sup> AVE LANE  
GARDEN CITY, CO  
970-576-4508  
BRETT@TOWNOFGARDENCITY.COM

Fisher Landscaping Inc. Hereby proposed to furnish the materials and perform the labor necessary for the completion of the following:

	<u>MATERIAL:</u>	<u>LABOR:</u>
• 6450 SQ. FT. SCRAPE & GRADE AROUND GARDEN BOXES TO CREATE POSITIVE DRAINAGE & REMOVE HIGH & LOW SPOTS		\$1,690.00
• 980 SQ. FT. SOIL PREPARATION FOR NATIVE AREAS	\$ 110.00	\$ 250.00
• DRIP IRRIGATION FOR EXISTING TREE & FOR NEW PLANT MATERIALS	\$ 580.00	\$ 610.00
• PLANT MATERIAL – AS PER PLAN	\$ 990.00	\$ 900.00
• 230' STEEL EDGING BETWEEN BREEZE & GRASS	\$ 905.00	\$ 920.00
• 4120 SQ. FT. BREEZE @ A DEPTH OF 3" – 4" INCHES & COMPACTED W/ A VIBORATORY PLATE PACKER	\$4,805.00	\$4,550.00
• 980 SQ. FT. NON-IRRIGATED NATIVE BLUEGRAMA GRASS BROADCAST SEEDED & RAKED IN		\$1,150.00
• 2 – WOOD GARDEN BOXES – 3 TIMBERS TALL 4 X 4	\$ 690.00	\$ 890.00
• 2 – 2' x 8' x 42" TALL WORK BENCHES	\$ 650.00	\$ 525.00
• DELIVERY & DUMP FEE		\$ 565.00
<b>TOTAL MATERIAL:</b>		<b>\$ 8,730.00</b>
<b>TOTAL LABOR:</b>		<b>\$12,050.00</b>
<b>TOTAL TAX:</b>		<b>\$ 602.37</b>
<b>COLORADO RETAIL DELIVERY FEE (RDF)</b>		<b>\$ .29</b>

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**TOTAL BID:** **\$21,382.66**

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**50% Down / 50% Upon Completion**

**MATERIAL COSTS SUBJECT TO CHANGE**

**NOTE: ANY UTILITY LINES NOT UNDER THE JURISDICTION OF THE UTILITY COMPANIES WILL BE THE HOMEOWNER'S RESPONSIBLTY TO REPAIR IF NOT MARKED BY THE HOMEOWNER.**

FISHER LANDSCAPING INC. CARRIES FULL LIABILITY AND WORKMANS COMPENSATION INSURANCE. CERTIFICATE IS AVAILABLE UPON REQUEST.

**ACCEPTANCE OF PROPOSAL:**

THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED.

**ACCEPTED BY:**

**DATE:**

\_\_\_\_\_

\_\_\_\_\_



**3% FEE WILL BE ADDED ON CREDIT CARDS**

**PLANT WARRANTY** Your landscape is accompanied with a limited warranty on the plantings installed by Fisher Landscaping Inc. Limited Warranty: Newly installed landscape plants will suffer transplant shock, particularly during the hot summer months. It is imperative that plants receive proper care to minimize stress. Upon completion of installation, the labor for replacing plant material will be warranted for 2025 Growing Season (May – September). This however does not include acts of nature, abnormal weather conditions or negligence of the homeowner or other party. In addition, this warranty shall be void and will not apply to any plants which were originally installed by Fisher Landscaping Inc. then subsequently repaired, adjusted, moved, or modified by an individual or entity other than Fisher Landscaping Inc.



October 3, 2024

**Re: A/E Design Services Proposal  
Garden City Police Department – Remodel and Addition  
2719 7<sup>th</sup> Ave.  
Garden City, CO 80631**

Dear Mr. Ken Amick:

Thank you for considering Hauser Architects, P.C. with regard to the Garden City Police Department Remodel and Addition project. This letter is to provide a scope of architectural, civil, landscape, structural, mechanical, electrical, plumbing and solar design services for your remodel and addition. Approximate area of the proposed remodel and addition is 7,175 SF

**Scope of Work:**

The project will be based off of the remodel architectural plans dated March 3, 2024. This was part of the preliminary design for the grant submittal. Included will be the remodel of existing office (1188 SF), exiting sally port (2227 SF) and addition (3711 SF). This will create a new 7,175 SF police department.

**General Architectural, Civil, Landscape, Mechanical, Plumbing, Electrical and Interior Design Scope:**

- Design coordination meetings
- Revised floor plan, as necessary
- New HVAC on new roof
- Demo Plan (and optional demo permit submittal)
- Coordinate new and existing dental equipment with dental supplier
- New Casework Elevations and Details
- Code analysis for remodeled and expansion areas
- Structural Design
- Door and Room Finish Schedules (Interior Designer service is included)
- HVAC system modifications to accommodate the new layout
- Upgrade their electrical service to a 400A (Verify)
- Transfer switch that they could connect to a mobile generator
- New power distribution to the remodeled areas
- New lighting system for the remodeled and addition areas.
- Solar Design
- Civil, Structural, Geotechnical, and Landscape – Refer to AgPro Scope of Services - Attached
- Notes and details necessary for construction and building permit submittal
- Coordinate and prepare architectural, structural and MEP for construction and building permit submittal.
- Prepare building permit submittal forms. Submit plans to Garden City for building permit review. Respond to comments as necessary.

**Design Fees Attached**

The fees are based on the provided documentation to date. Significant changes to the design scope and design process will require additional fees. Reimbursable expenses are in addition to the above fees and include the cost of document reproduction, postage, courier services, mileage or other incidental expenses. Reimbursable expenses are billed at the direct cost to the architect, without a multiplier, and are estimated not to exceed five hundred dollars (\$500).

Please feel free to contact me if you have any questions or need further information with regard to this proposal. We appreciate the opportunity to offer a proposal for these services and look forward to working with you.

Sincerely,

**BJ DeForge – Project Manager**  
Hauser Architects, P.C. ♦ 970.669.8220 ♦ [bj@hauserarchitectspc.com](mailto:bj@hauserarchitectspc.com)

Garden City Police Department Remodel and Addition - DESIGN FEES

DISCIPLINE	SD	DD	CD	CA	TOTAL
Architectural Design	\$5,000.00	\$7,000.00	\$20,300.00	\$10,000.00	\$42,300.00
Civil Engineering		\$6,000.00	\$9,954.00	\$18,250.00	\$34,204.00
Landscape Design		\$2,000.00	\$3,318.00	See Civil CA	\$5,318.00
Geotechnical Investigation	\$3,230.00				\$3,230.00
Structural Design		\$5,650.00	\$10,428.00	See Civil CA	\$16,078.00
Mech., Plumb. & Elec. Design	\$1,100.00	\$3,000.00	\$3,500.00	\$700.00	\$8,300.00
Solar Design					Included
<b>TOTAL DESIGN FEES</b>	<b>\$9,330.00</b>	<b>\$23,650.00</b>	<b>\$47,500.00</b>	<b>\$28,950.00</b>	<b>\$109,430.00</b>

*Contingency* \_\_\_\_\_  
*Construction*  
*Mgmt* \_\_\_\_\_

SD = Schematic Design, DD = Design Development CD = Construction Documents, CA = Construction Administration  
 Architectural CA fees is an allowance. Additional CA services in excess of allowance will be billed at our hourly rate

The total cost of design is the sum of all categories listed in this section. The breakout is provided for convenience only and may not be excluded.

Civil CA = Construction Staking, As-Built Surveying and Drawings, Grading Certificate and RFI's

Fees are based on an estimated 7,175 +/- SF building  
 Existing Remodel 1188 SF  
 Existing Sallyport 2227 SF  
 Addition 3711 SF

Solar Design Included – General Contractor to contract services with Cascade Solar

Garden City Police Department Remodel and Addition - DESIGN FEES

AgPro

\$34,204.00
\$5,318.00
\$3,230.00
\$16,078.00
\$58,830.00



**Attachment A - Scope of Work**

Geotechnical Investigation and Report: AGPRO will provide a Geotechnical Site Investigation and produce a Geotechnical Report for structural engineering recommendations.

Design Development (DD) – (Civil & Structural): AGPRO will incorporate the proposed changes to the Schematic Design (SD) developed for the expansion of the existing Garden City Police Department building. The Schematic Design was developed for the Town of Garden City under AGPRO project no. 1734-01. Proposed changes to the SD include transitioning to pre-engineered wood trusses with 2” x 6” bearing walls, and the addition of rooftop units (RTUs).

The DD plan set will include Cover Page, Site Plan, Grading Plan, Structural Plan, Foundation Plan, Landscape Plan, and Details (if necessary). AutoCAD and Revit drawings are included in this proposal. The DD plan set is not a final plan set.

AGPRO will participate in project development meetings, as needed. 20 hours of project consulting are anticipated for the Design Development phase. Additional meetings and consulting services shall be separate and in accordance with Additional Services as outlined in Section 2, Additional Services.

Construction Drawings (CDs) – (Civil & Structural): Upon approval of the DD drawings by CLIENT, AGPRO will develop Construction Drawings. The CD plan set will include Cover Page, Site Plan, Grading Plan, Structural Plan, Foundation Plan, Landscape Plan, and Details (if necessary). AutoCAD and Revit drawings are included in this proposal.

AGPRO will participate in project development meetings, as needed. 20 hours of project consulting are anticipated for the Design Development phase. Additional meetings and consulting services shall be separate and in accordance with Additional Services as outlined in Section 2, Additional Services.

Construction Administration (CA): During the construction phase of the project, AGPRO will provide construction survey staking, surveyed As-Built Drawings, surveyed Grading Certificate, and respond to Requests for Information (RFIs) from the General Contractor. 24 hours of survey work are anticipated. Additional survey works may result in Additional Services.

Should additional Geotechnical services such as foundation excavation observation, supplemental excavation observation, and drilled or helical pier/micropile foundation construction observation be required for the construction phase, they will be invoiced separately on a Time and Expense Basis.

***Deliverables:***

- Geotechnical Investigation and Report
- DD Civil and Structural Plan Set
- CD Civil and Structural Plat Set
- Construction Staking
- Surveyed As-Built Drawings and Grading Certificate
- RFI Responses

***Exclusions:***

- Private Utility Locates and Improvements, Utilities, Topography, and Boundary Survey were completed separately under AGPRO project no. 1734-01
- Schematic Design (SD) was developed separately under AGPRO project no. 1734-01
- Project Meetings / Consulting Services exceeding 40 hours
- ComCheck / Code Analysis
- Land entitlements / building permitting
- Irrigation Plan
- Landscape Plan signed and stamped by a certified Landscape Architect.
- Changes in the scope of services, the size of the property, or the design and engineering brought about by a request of the Owner/Developer, Engineer, City, or other public/private agency may be deemed an additional service by AGPRO
- Permit, recording, review, impact and/or application fees are not included in this stated Fee for Services and shall be CLIENT responsibility. If CLIENT chooses to have AGPRO pay for fees 20% will be added to the fee cost, and this cost will be in addition to the proposed Fee for Services.

**ENGINEERING, PLANNING, CONSULTING & REAL ESTATE**

**HQ & Mailing:** 3050 67<sup>th</sup> Avenue, Suite 200, Greeley, CO 80634 | 970.535.9318 office | 970.535.9854 fax

**Idaho:** 213 Canyon Crest Drive, Suite 100, Twin Falls, ID 83301 | 208.595.5301

[www.agpros.com](http://www.agpros.com)



GARDEN CITY POLICE STATION  
CONCEPT ESTIMATE

9/26/2024

PRELIMINARY CONCEPT ESTIMATE		4899 SF					
DIVISION	DESCRIPTION	QTY	UNIT	UNIT COST	SUBTOTAL	TOTAL	
1	SURVEY ALLOWANCE	1	LS	\$ 5,000.00	\$ 5,000		
1	TEMP FENCE	150	LF	\$ 10.00	\$ 1,500		
1	DAILY/FINAL CLEAN	7125	SF	\$ 2.00	\$ 14,250		
					<b>SUBTOTAL DIV 1</b>	\$	20,750
2	DEMO EXISTING CARPORT	1624	SF	\$ 25.00	\$ 40,600		
2	DEMO EXISTING GARAGE (SALLYPORT) SOG	2066	SF	\$ 10.00	\$ 20,660		
2	RELOCATE EXISTING SHED	1	EA	\$ 2,500.00	\$ 2,500		
2	DEMO EXISTING FENCE	39	LF	\$ 50.00	\$ 1,950		
2	DEMO WORK BENCH	1	EA	\$ 275.00	\$ 275		
2	DEMO CHAINLINK FENCE AND GATE (EVIDENCE ROOM)	21	LF	\$ 200.00	\$ 4,200		
2	DEMO EXISTING DOOR & FRAME	1	EA	\$ 285.17	\$ 285		
2	DEMO EXISTING OFFICE PARTITIONS (9FT HIGH)	72	SF	\$ 35.65	\$ 2,567		
2	DEMO EXISTING CMU WALL (9FT HIGH) WITH SAW CUTTING	639	SF	\$ 6.42	\$ 4,102		
2	DEMO EXISTING ROOF FOR CARPORT	1211	SF	\$ 10.18	\$ 12,328		
2	REMOVE EXISTING DOOR	1	EA	\$ 125.00	\$ 125		
2	DEMO EXISTING STEEL COLUMNS FOR CARPORT	8	EA	\$ 1,000.00	\$ 8,000		
2	DEMO EXISTING STEEL BEAM	129	LF	\$ 25.00	\$ 3,225		
2	ROLL OFF DUMPSTER	3	EA	\$ 700.00	\$ 2,100		
2	TEMP WALLS AT REMOVED CMU	639	SF	\$ 10.00	\$ 6,390		
2	SHORING FOR DEMO OF CMU WALL	639	SF	\$ 15.00	\$ 9,585		
					<b>SUBTOTAL DIV 2</b>	\$	118,892
3	4" STRUCTURAL SLAB	3587	SF	\$ 11.07	\$ 39,708		
3	6" GARAGE (SALLYPORT) SOG	2066	SF	\$ 15.00	\$ 30,990		
3	EXTERIOR WALL FOOTING 1'10"	183	LF	\$ 75.00	\$ 13,725		
3	THICKENED SLAB FOOTING	468	LF	\$ 37.00	\$ 17,316		
3	SIDEWALKS	71	SF	\$ 10.22	\$ 726		
3	NEW PAVEMENT	786	SF	\$ 15.00	\$ 11,790		
3	INSTALL BOLLARDS	6	EA	\$ 250.00	\$ 1,500		
3	2.5' DIA X 4' DEEP CYLINDRICAL FOOTING	22	EA	\$ 1,137.30	\$ 25,021		
3	SEALED CONCRETE	1256	SF	\$ 5.50	\$ 6,908		
					<b>SUBTOTAL DIV 3</b>	\$	147,683
4	NEW BRICK WAINSCOT MATCH EXISTING	142	SF	\$ 50.00	\$ 7,100		
4	GROUT & REINFORCE JAMBS & HEAD AT NEW OPENINGS	110	LF	\$ 100.00	\$ 11,000		
					<b>SUBTOTAL DIV 4</b>	\$	18,100
5	BOLLARDS	6	EA	\$ 270.00	\$ 1,620		
5	4" DIA SCH 40 STEEL COLUMN	8	EA	\$ 1,090.00	\$ 8,720		
5	C-CHANNEL FOR ROOF SUPPORT AT CMU WALL HEAD	180	LF	\$ 100.00	\$ 18,000		
5	SCH 80 STEEL COLUMN	14	EA	\$ 1,580.00	\$ 22,120		
5	35" W8 X 40# A992 STEEL BEAM	6	EA	\$ 2,160.00	\$ 12,960		
					<b>SUBTOTAL DIV 5</b>	\$	63,420
6	BLOCKING - CASEWORK	158	LF	\$ 10.00	\$ 1,580		
6	PLAM 42"X20" BENCH	2	EA	\$ 500.00	\$ 1,000		
6	PLAM CASEWORK	8	EA	\$ 820.00	\$ 6,560		
6	BLOCKING - EXTERIOR PARAPET, WINDOWS, CORNICE	644	LF	\$ 12.00	\$ 7,728		
6	PLYWOOD DECKING	5080	SF	\$ 6.00	\$ 30,480		
					<b>SUBTOTAL DIV 6</b>	\$	47,348
7	FOUNDATION INSULATION	732	SF	\$ 4.00	\$ 2,928		
7	DAMP-PROOFING	732	SF	\$ 4.00	\$ 2,928		
7	ROOFING	7141	SF	\$ 27.00	\$ 192,807		
7	EIFS W/ FLUID APPLIED AIR BARRIER	1848	SF	\$ 19.00	\$ 35,112		
7	EIFS CORNICE	215	LF	\$ 25.00	\$ 5,375		
					<b>SUBTOTAL DIV 7</b>	\$	239,150
8	DOORS & FRAMES	19	EA	\$ 2,000.00	\$ 38,000		
8	NEW DOOR FOR EXISTING FRAME	1	EA	\$ 750.00	\$ 750		
8	STEEL 8X8 COLLING DOOR	1	EA	\$ 8,000.00	\$ 8,000		
8	MIRRORS	2	EA	\$ 100.00	\$ 200		
8	EXT. STOREFRONT	150	SF	\$ 323.25	\$ 48,488		
8	EXT. STOREFRONT SECURED DOORS	60	SF	INCLUDED			
8	STOREFRONT DOOR HARDWARE	1	LS	\$ 25,000.00	\$ 25,000		
					<b>SUBTOTAL DIV 8</b>	\$	120,438
9	ACT	3188	SF	\$ 9.65	\$ 30,764		
9	GYPSUM BOARD	8059	SF	\$ 4.00	\$ 32,236		
9	BALLISTIC DRYWALL AT ARMORY & SGT OFFICE	560	SF	\$ 20.00	\$ 11,200		
9	HARDLIDS	391	SF	\$ 4.50	\$ 1,760		
9	METAL STUD WALL FRAMING	735	LF	\$ 150.00	\$ 110,250		
9	HARDLID METAL STUD FRAMING	391	SF	\$ 15.00	\$ 5,865		
9	RESINOUS FLOORING OR TILE	391	SF	\$ 15.00	\$ 5,865		
9	CARPET	3188	SF	\$ 6.00	\$ 19,128		
9	WALL TILE BATHROOM (6FT HIGH)	402	SF	\$ 15.00	\$ 6,030		
9	PAINT CEILINGS	1260	SF	\$ 1.65	\$ 2,079		
9	PAINT WALLS	8605	SF	\$ 1.75	\$ 15,059		
9	RAFTER FRAMING	1535	SF	\$ 8.00	\$ 12,280		
9	8 X 2.5 16 GA Z PURLINS @ 24" OC	2052	LF	\$ 6.00	\$ 12,312		
					<b>SUBTOTAL DIV 9</b>	\$	264,827
10	FRP AROUND NEW MOP SINKS	72	SF	\$ 10.04	\$ 723		

10	24"X18" PLASTIC LAMINATE LOCKERS FULL HEIGHT	8	EA	\$	1,231.00	\$	9,848	
10	42"X20" BENCH	2	EA	\$	430.00	\$	860	
10	EVIDENCE - COLD STORAGE REFRIGERATOR / FREEZER	1	EA	\$	9,125.00	\$	9,125	
10	EVIDENCE - PASS THRU EVIDENCE LOCKERS	1	EA	\$	18,750.00	\$	18,750	
10	EVIDENCE - WEAPONS STORAGE	1	EA	\$	1,875.00	\$	1,875	
10	EVIDENCE - DRYING CABINET	1	EA	\$	16,875.00	\$	16,875	
10	EVIDENCE - HIGH DENSITY STORAGE	1	EA	\$	12,500.00	\$	12,500	
10	WEAPONS - GUN CLEARING TRAP	1	EA	\$	1,150.00	\$	1,150	
10	WEAPONS - CLEANING EQUIPMENT	1	EA	\$	5,625.00	\$	5,625	
10	BATH ACCESSORIES	20	EA	\$	100.00	\$	2,000	
						<b>SUBTOTAL DIV 10</b>		\$ 79,331
22	DWV PIPING - UG	700	SF	\$	10.00	\$	7,000	
22	WATER PIPING	700	SF	\$	10.00	\$	7,000	
22	SHOWER ENCLOSURES W/ CURTAIN	2	EA	\$	5,000.00	\$	10,000	
22	SINKS	2	EA	\$	1,500.00	\$	3,000	
22	TOILETS/URINAL	2	EA	\$	1,500.00	\$	3,000	
22	FLOOR DRAINS	2	EA	\$	500.00	\$	1,000	
22	GARAGE (SALLYPORT) TRENCH DRAINS	2	EA	\$	7,500.00	\$	15,000	
22	WATER HEATER	1	EA	\$	5,000.00	\$	5,000	
22	GAS PIPING	1250	SF	\$	5.00	\$	6,250	
22	COMPRESSED AIR SYSTEM (COMPRESSOR AND PIPING)	1	EA	\$	7,500.00	\$	7,500	
22	MOP SINK	2	EA	\$	1,000.00	\$	2,000	
22	BACK FLOW PREVENTER	1	EA	\$	2,500.00	\$	2,500	
22	DEMO WATER HEATER	1	EA	\$	500.00	\$	500	
22	DEMO PLUMBING FIXTURES	5	EA	\$	500.00	\$	2,500	
						<b>SUBTOTAL DIV 22</b>		\$ 72,250
23	HVAC DISTRIBUTION - GRD'S (NEW)	4899	SF	\$	10.00	\$	48,990	
23	NEW EXHAUST FANS	2	EA	\$	5,000.00	\$	10,000	
23	ROOFTOP UNITS	2	EA	\$	25,000.00	\$	50,000	
23	SPLIT SYSTEM	2	EA	\$	12,500.00	\$	25,000	
23	DEMO HVAC DUCTWORK, DIFFUSERS, CONTROLS	1188	SF	\$	20.00	\$	23,760	
						<b>SUBTOTAL DIV 23</b>		\$ 157,750
26	FIRE ALARM	4899	SF	\$	5.00	\$	24,495	
26	LOW VOLT ROUGH INS	4899	SF	\$	4.50	\$	22,046	
26	ELECTRICAL - POWER DISTRIBUTION	3837	SF	\$	20.00	\$	76,740	
26	ELECTRICAL - ATS FOR PORTABLE GENERATOR	1	EA	\$	5,000.00	\$	5,000	
26	ELECTRICAL - ADDITIONAL RECEPTACLES IN GARAGE (SALLYPORT)	5	EA	\$	500.00	\$	2,500	
26	ELECTRICAL - EXTERIOR LIGHTS	7	EA	\$	650.00	\$	4,550	
26	ELECTRICAL - SERVICE 400 AMP	1	EA	\$	10,000.00	\$	10,000	
26	LIGHTING -NEW CABLE HUNG OR RECESSED CAN	690	SF	\$	10.00	\$	6,900	
26	LIGHTING -NEW TROFFER	3003	SF	\$	10.00	\$	30,030	
26	ELECTRICAL - DEMO	1188	SF	\$	10.00	\$	11,880	
						<b>SUBTOTAL DIV 26</b>		\$ 194,141
27	LV CABLING - NEW (& RELOCATE EXISTING A/V CABINET)	4899	SF	\$	8.00	\$	39,192	
						<b>SUBTOTAL DIV 27</b>		\$ 39,192
28	CAMERAS	10	EA	\$	3,750.00	\$	37,500	
28	ACCESS CONTROL	9	EA	\$	3,500.00	\$	31,500	
						<b>SUBTOTAL DIV 28</b>		\$ 69,000
31	EXCAVATION AND BACKFILL -FOUNDATIONS	7141	SF	\$	5.00	\$	35,705	
31	EROSION CONTROL	50	LF	\$	5.00	\$	250	
31	EARTHWORK MOBILIZATION	1	LS	\$	5,000.00	\$	5,000	
						<b>SUBTOTAL DIV 31</b>		\$ 40,955
32	NEW FENCE (OUTSIDE)	15	LF	\$	217.00	\$	3,255	
32	NEW CHAINLINK FENCE AND GATE	171	SF	\$	30.00	\$	5,130	
32	NEW LANDSCAPE BED	80	SF	\$	10.00	\$	800	
						<b>SUBTOTAL DIV 32</b>		\$ 9,185
33	UTILITIES	1	LS	\$	50,000.00	\$	50,000	
33	SAND/OIL INTERCEPTOR	1	LS	\$	10,000.00	\$	10,000	
						<b>SUBTOTAL DIV 33</b>		\$ 60,000
	<b>SUBTOTAL CONSTRUCTION COST</b>					\$ 1,762,412		\$ 1,762,412
	GENERAL CONDITIONS	6	MO	\$	40,000.00	\$	240,000	
	PRECONSTRUCTION	0.5%				\$	10,012	
	GC FEE	10%				\$	200,241	
	CONTINGENCY	15%				\$	264,362	
	INSURANCE & BONDS	1	LS			\$	39,828	
	<b>SUBTOTAL INDIRECT COST</b>					\$ 754,443		\$ 754,443
	<b>TOTAL CONSTRUCTION COST</b>							\$ 2,516,856
	DESIGN (ARCH, MEP, STRUCT, CIVIL, TECHNOLOGY)	1	LS	\$	210,000.00	\$	210,000	
	GEOTECHNICAL	1	LS	\$	7,500.00	\$	7,500	
	DESIGN SURVEY	1	LS	\$	7,500.00	\$	7,500	
	DESIGN CONSTRUCTION ADMINISTRATION	1	LS	\$	40,000.00	\$	40,000	
	ADDITIONAL PRECONSTRUCTION	1%				\$	20,024	
	GC FEE ON DESIGN	10%				\$	26,500	
	DESIGN FEE CONTINGENCY	10%				\$	26,500	
	DESIGN CONTINGENCY	5%				\$	88,121	
	<b>TOTAL ADD ALTERNATE FOR DESIGN FEE</b>					\$ 426,145		
	<b>TOTAL PROJECT COST INCL DESIGN</b>					\$ 2,943,000		
	<b>QUALIFICATIONS/FOOTNOTES</b>							
	ESTIMATE IS BASED ON PLANS BY HAUSER ARCHITECTS DATED 3/26/24 & AGPRO DATED 3/2024							
	NO WORK AT EXISTING PORTION OF BUILDING UNLESS NOTED ABOVE							
	WET UTILITY TAP FEES BY OWNER							
	DRY UTILITY FEES BY OWNER							
	3RD PARTY TESTING BY OWNER							
	OWNER FFE EXCLUDED							
	MEMBRANE TYPE ROOF ASSUMED ON SLOPED ROOF							

	ASSUMES EXEMPT FROM LOCAL PERMIT FEES AND TAX						
	ALLOWANCE FOR UTILITIES						
	LOW VOLTAGE & SECURITY INCLUDED						
	NO FIRE SPRINKLER						
	NO LEED CERTIFICATION						
	ASSUMES ON-SITE SOILS ARE SUITABLE FOR RE-USE						
	FLAT ROOF SYSTEM WITH PLYWOOD DECKING PER NOTES						

GARDEN CITY POLICE DEPT. RENOVATION



CONCEPTUAL BUDGET  
Based on Progress Set 3/23/24

9/6/2024

Project Duration (Months)	6
Building Area (Square Feet)	7145
Site Area (acres)	0.16

HARD COST

SUBTOTALS

Div.	Description	Amount	Unit
<b>Div. 01 General Conditions</b>		<b>\$ 312,000.00</b>	<b>\$ 43.67</b>
01	General Conditions	\$ 312,000.00	\$ 43.67
<b>Div. 02 Site Work</b>		<b>\$ 216,828.11</b>	<b>\$ 30.35</b>
02	Basic Site Means and Methods	\$ 25,000.00	\$ 3.50
02	Building Excavation	\$ 33,750.00	\$ 4.72
02	Survey	\$ 10,000.00	\$ 1.40
02	Wind Weather Protection	\$ 15,000.00	\$ 2.10
02	Demo of Exterior Site/Regrading and New Topsoil, Site Balance	\$ 82,423.26	\$ 11.54
02	Utility - Sanitary, Water (fire line not included)	\$ 65,000.00	\$ 9.10
31	Landscaping and Irrigation report	\$ 7,500.00	
02	Demo of Exterior Metal Car Port	\$ 14,969.00	\$ 2.10
02	Demo of Fence	\$ 4,000.00	\$ 0.56
02	Demo Shed	\$ 4,802.58	\$ 0.67
02	Demo Gate	Included Above	
02	Demo Connection Wall	\$ 1,221.00	\$ 0.17
02	Demo Exterior Door	\$ 1,000.00	\$ 0.14
02	Demo Roof Section	Included Above	
02	Demo Old Structural Concrete	Included Above	
02	Demo Stair Entryway + New Pavement Locations	\$ 547.27	\$ 0.08
02	Interior Demolition		\$ -
02	Doors (Protect)	\$ 500.00	\$ 0.07
02	Demo Interior Partitions	\$ 9,865.00	\$ 1.38
02	Toss Out Water Heater	Included Above	
02	Demo interior Chain-link Fence	Included Above	
02	Demo Work Bench	Included Above	
02	Demo Structural Beams	Included Above	
02	Demo Flooring and ACT	Included Above	
02	Haul out any light fixtures	Included Above	
02	Haul out any MEP	Included Above	
<b>Div. 03 Concrete</b>		<b>\$ 176,553.88</b>	<b>\$ 24.71</b>
03	Site Concrete Package	\$ 45,000.00	\$ 6.30
03	Sidewalk/ Entry Walkway	\$ 1,240.36	\$ 0.17
	ADA Ramp instead of stairs on E side of building	\$ 2,813.52	\$ 0.39
03	Exterior Asphalt at Man Door and Roll Up Door (propose concrete)	Included Above	
03	Foundations Package - spread footings frost depth	\$ 75,000.00	\$ 10.50
03	2.5' Dia x 4' Deep Cylindrical Footers ( 18 ) (1.8CY)	Included Above	
03	Wall Footing	Included Above	
03	Rebar Package	Included Above	
03	SOG	\$ 52,500.00	\$ 7.35
03	Rebar Package WW Mesh	Included Above	
<b>Div. 04 Masonry</b>		<b>\$ 18,500.00</b>	<b>\$ 2.59</b>
04	New Brick Wainscot	\$ 15,600.00	\$ 2.18
04	Grout	Included Above	
04	Stucco (Foam Interior ) Cornice	\$ 2,900.00	\$ 0.41
<b>Div. 05 Metals</b>		<b>\$ 84,495.42</b>	<b>\$ 11.83</b>
05	Structural Steek Pkg. Misc. Metals	\$ 38,398.42	\$ 5.37
05	8x2.5x16Ga Z purlins	\$ 5,000.00	\$ 0.70
05	Baseplates and Anchor Bolts	\$ 28,890.00	\$ 4.04
05	Gussets 3/8" A36	Included Above	
05	Misc. Metals	\$ 10,457.00	\$ 1.46
05	Flashings	\$ 1,750.00	\$ 0.24
<b>Div. 06 Woods</b>		<b>\$ 344,261.00</b>	<b>\$ 48.18</b>
06	Rough Carpentry - Backing Blocking	\$ 28,580.00	\$ 4.00
06	Wood Framing pkg	\$ 262,500.00	\$ 36.74
06	Bathroom Casework	\$ 35,228.00	\$ 4.93
06	Work Stations	\$ 3,600.00	\$ 0.50
06	CT for Work Stations, Breakroom, restrooms	\$ 11,500.00	\$ 1.61
06	Tables	Included Above	
06	42"x20" Bench	Included Above	
06	Work Stations	Included Above	
06	Table in Hard Room	Included Above	

9/6/2024

**CONCEPTUAL BUDGET**  
Based on Progress Set 3/23/24

Project Duration (Months)	6
Building Area (Square Feet)	7145
Site Area (acres)	0.16

HARD COST		SUBTOTALS	
	Cold Storage Shelving		
06		\$ 951.00	\$ 0.13
06	3/4" Fire Rated Plywood Backing (105)		
06	Would they want evidence room storage	\$ 951.00	\$ 0.13
06	PD Equipment Storage Room	\$ 951.00	\$ 0.13
06	Gun Rack	\$ 951.00	\$ 0.13
<b>Div. 07 Envelope</b>		<b>\$ 217,868.87</b>	<b>\$ 30.48</b>
07	EIFS (AGPRO drawings)	\$ 32,050.00	\$ 4.49
07	Weather Barrier	\$ 9,200.00	\$ 1.29
07	Vapor Control Barrier	\$ 4,700.00	\$ 0.66
07	Flat Roof System	\$ 61,043.72	\$ 8.54
07	Sloped Roofing System	\$ 70,853.00	\$ 9.92
07	Batt Insulation	\$ 27,146.00	\$ 3.80
07	Joint Sealants	\$ 12,674.15	
<b>Div. 08 Openings</b>		<b>\$ 130,353.04</b>	<b>\$ 18.24</b>
08	Wood Interior Doors (Matching Existing) (Sliced White Maple Priced)	\$ 39,714.00	\$ 5.56
08	Installation	\$ 12,000.00	
08	Exterior Windows	\$ 22,000.00	\$ 3.08
08	Exterior Hardware	\$ 2,000.00	
08	Steel Coiling Door	\$ 12,683.00	\$ 1.78
08	Chain Fence Door	\$ 1,890.00	\$ 0.26
26	Day Lighting (Talked in Video & Narrative Not called in Drawings)	\$ 1,466.04	
08	Transaction Slot w/ BP Glass	\$ 38,600.00	\$ 5.40
<b>Div. 09 Finishes</b>		<b>\$ 199,044.00</b>	<b>\$ 27.86</b>
09	Temp Protection Interior Finishes -	\$ 10,000.00	\$ -
09	Drywall	\$ 60,067.50	\$ 8.41
09	Suspended Ceilings -		\$ -
09	2x2 ACT Ceilings	\$ 24,745.00	\$ 3.46
09	Gyp Ceilings	Included Above	
09	Flooring -		
09	Carpet	\$ 15,427.00	\$ 2.16
09	Tile Flooring - Bathrooms (Currently LVT)	\$ 16,860.00	\$ 2.36
09	Sealed Concrete -	\$ 1,331.70	\$ 0.19
09	Wall Base	\$ 25,481.00	\$ 3.57
09	Moisture Mitigation in Tile Flooring Locations	Included Above	
09	Back Splashes	\$ 2,250.00	
09	Painting -	\$ 28,580.00	\$ 4.00
09	Repairing of Existing and New Conditions	Included Above	
09	Wall Base	\$ 2,345.00	
09	Interior Means and Methods	\$ 10,500.00	\$ 1.47
09	Acoustical Treatments - Hard and soft intero.	\$ 1,456.80	\$ 0.20
<b>Div. 10 Specialties</b>		<b>\$ 60,642.00</b>	<b>\$ 8.49</b>
10	Lockers 5 in Each Bathroom	\$ 11,408.00	\$ 1.61
06	Evidence Storage (Rm 105)	\$ 7,500.00	\$ 1.05
10	ADA Bathroom Grab Bars showers and restrooms	\$ 6,409.00	\$ 0.89
10	New Chain link Fence	\$ 5,850.00	\$ 0.82
10	Appliances	\$ 5,000.00	
10	Refrigerator	\$ 4,300.00	
10	Signage Package	\$ 20,175.00	
<b>Div. 21 Fire Sprinkler</b>		<b>\$ 50,015.00</b>	<b>\$ 7.00</b>
21	Fire Sprinklers	\$ 50,015.00	\$ 7.00
<b>Div. 22 Plumbing</b>		<b>\$ 178,217.50</b>	<b>\$ 24.88</b>
22	Demo	\$ 10,717.50	\$ 1.50
22	Plumbing Pkg.	\$ 145,500.00	\$ 20.36
22	Showers	Included Above	
22	Shower Inserts Connection	Included Above	
22	Sinks	Included Above	
22	Mop Basins	Included Above	
22	Floor Drain	Included Above	
22	Toilets	Included Above	
22	Kitchen Sink	Included Above	
22	New Water Heater	\$ 20,000.00	\$ 2.80
22	Piping for New Water Lines	Included Above	
22	Waste Lines and Vent Piping	Included Above	

9/6/2024

**CONCEPTUAL BUDGET**  
Based on Progress Set 3/23/24

Project Duration (Months)	6
Building Area (Square Feet)	7145
Site Area (acres)	0.16

HARD COST		SUBTOTALS	
Div. 23 HVAC		\$ 206,287.50	\$ 28.87
23	Demo:	\$ 30,000.00	\$ 4.20
23	HVAC Pkg.	\$ 168,787.50	\$ 23.62
23	TAB Report	\$ 7,500.00	\$ 1.05
Div. 26 Electrical		\$ 302,150.00	\$ 42.29
26	Demo:	\$ 12,000.00	
26	Gear Distribution	\$ 19,350.00	\$ 2.71
26	Lighting and Controls	\$ 69,400.00	\$ 9.71
26	Generator 100 kw	\$ 42,000.00	\$ 5.88
26	Branch Power	\$ 104,000.00	\$ 14.56
26	Mechanical Power	\$ 14,100.00	
26	Owner Equipment Power Connection	\$ 6,300.00	
26	Low Voltage Rough	\$ 8,000.00	\$ 1.12
26	Fire Alarm	\$ 27,000.00	\$ 3.78
Div. 27 Low Voltage Systems		\$ 81,435.00	\$ 8.60
27	Structured Cabling	\$ 21,435.00	\$ 3.00
27	Security Access Control	\$ 15,000.00	\$ 2.10
27	Video Monitoring CCTV	\$ 10,000.00	\$ 1.40
27	Audio Visual	\$ 15,000.00	\$ 2.10
Div. 00 Indirect		\$ 467,672.80	\$ 65.45
0	Consumable Tax	\$ 32,199.24	\$ 0.03
0	Use Tax		\$ 0.07
0	Insurances	\$ 49,898.01	\$ 0.02
0	Overhead & Profit	\$ 105,844.27	\$ 0.04
0	Construction Contingency	\$ 105,844.27	\$ 0.04
0	Design & Escalation Contingency	\$ 151,206.10	\$ 0.05
0	Performance & Payment Bond	\$ 22,680.92	\$ 0.01

TOTAL CONSTRUCTION COST \$ 3,024,122

COST / SF \$ 423.25 \$ 3,024,122.00



**PROPOSAL:**

**Date:** 3/28/24

Chief Jeremy Black  
 Garden City Police Department  
 2719 7th Ave.  
 Garden City, CO 80631

54,940 Watt PV Systems  
 For Property At:  
 2719 7th Ave.  
 Garden City, CO 80631

QTY

Watts /Panel	Total Peak Watts
410	54,940

- 134 Hyundai HiS-S410YH-BK 410w Solar Panels
- 2 Solectria PVI 25TL 208V Inverters
- 2 Solectria PVI-25TL 208WB-Wiring Boxes
- 134 APS-RSD-S-PLC RSD Units
- 1 Sunmodo Flush Mount Racking System
- 1 Ironridge Ballasted Racking System
- 1 Solectria Monitoring System

<b>Total Equipment Costs including Installation Materials:</b>	<b>\$ 81,174.00</b>
<b>Installation Labor, Inbound Freight, Permits, Design &amp; Engineering Costs, and App. Fees:</b>	<b>\$ 36,947.00</b>
<b>Total Solar Price</b>	<b>\$ 118,121.00</b>
<b>Optional Critter Guard (264' @ \$6.00/ft.)</b>	<b>\$ 1,584.00</b>
<b>Total System Price</b>	<b>\$ 119,705.00</b>

**Summary of estimated federal direct pay and Xcel utility energy savings**

Federal Direct Pay = 30%	30%		\$ 35,911.50
Estimated Annual Utility Energy Savings at \$.135/kwhr		80,083	\$ 10,811.21

PVWATTS Annual AC Energy for 54,940 Watt PV System = 80,083 KWhr/Year

**NOTES:**

DUE THE EVER CHANGING PRICE AND AVAILABILITY OF SOLAR PANELS THIS PROPOSAL PRICE IS GOOD FOR 30 DAYS OF THE DATE LISTED

TOTAL SOLAR PRICE INCLUDES INSTALLATION OF ALL EQUIPMENT INCLUDING SOLAR PANELS, SUNMODO FLUSH MOUNT RACKING AND IRONRIDGE BALLASTED RACKING SYSTEM BRACKETS, INVERTERS, COMBINER, OPTIMIZERS, AC DISCONNECT, INTERCONNECTION VIA LINE TAP IN THE SWITCHGEAR, CONDUIT, WIRING, AND SOLECTRIA MONITORING PLUS PERMITTING WITH THE CITY OF GARDEN CITY, AND ALL COMMUNICATIONS AND FEES REQUIRED WITH XCEL ENERGY. OTHERS RESPONSIBLE FOR RUNNING AN INTERNET ETHERNET CABLE TO THE INVERTER LOCATION (TBD).

THE SYSTEM DESIGN IS ANTICIPATED TO REQUIRE THE ABOVE MENTIONED EQUIPMENT. SUBSTITUTION OF ALTERNATE EQUIPMENT MAY OCCUR BASED ON AVAILABILITY AND ACTUAL INSTALLATION. THE FINAL SYSTEM COST WILL BE BILLED AT \$2.15/WATT AND WILL NOT EXCEED THE ABOVE MENTIONED TOTAL SYSTEM COST WITHOUT THE PRIOR APPROVAL OF THE PURCHASER.

**ACCEPTANCE OF PROPOSAL:** These quotation prices and terms are accepted by customer. CASCADE SOLAR & ELECTRIC, LLC is authorized to act on this agreement, and customer accepts terms and agrees to pay for work and materials.

**Customer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Cascade Solar USA, LLC • 14040 W. 32<sup>nd</sup> Ave. • Golden, CO 80401

[info@cascaDESolarUSA.com](mailto:info@cascaDESolarUSA.com) • 303-877-8198 • [www.cascadese.com](http://www.cascadese.com)

October 18, 2024

Cheryl Campbell, Town Administrator/Town Clerk  
Town of Garden City  
621 27th Street Road  
Garden City, CO 80631

**SUBJECT: Detainee Medical 2025 Quote, Plan Information, Acceptance Form and Participant Agreement**

Dear Cheryl:

Enclosed is a 2025 Detainee Medical Coverage Program quotation, Plan Information summary and Participation Agreement. Coverage is placed through a master program specially designed and negotiated for CIRSA with Sirius America Insurance Company.

We are pleased to advise that Sirius American Insurance Company has agreed to continue with the 2024 pricing and deductible changes for the 2025 program rating structure. This is resulting in the same premium and deductible that they approved for 2024.

The Plan Information provides a general summary of the coverage. All coverages are governed by the terms, conditions, exclusions, and limitations stated in the applicable coverage documents. **The enclosed Plan Information summary should not be relied on as a substitute for review of those documents.** If the enclosed information is not adequate for you to decide about participating in the coverage for 2025, please do not hesitate to contact your underwriting representative.


If you wish to purchase this optional coverage for 2025, complete the Notice of Acceptance/Rejection of Quotation and Participation Agreement and return these documents to CIRSA. Coverage will be bound once approved by Sirius American Insurance Company.

This quote is for coverage, with a proposed effective date of January 1, 2025, through December 31, 2025. You may purchase this coverage at any time during the year and the premium will be pro-rated based on the actual effective date of coverage. **However, CIRSA must receive your acceptance letter and Participation Agreement at least five (5) working days prior to your proposed effective date of coverage.**

**This coverage is optional. Your entity is not required to purchase this coverage.**

**For coverage effective January 1, 2025, please return the Participation Agreement and Notice of Acceptance/Rejection of Quotation form no later than Friday, November 22, 2024.**

Sincerely,



Debbie Coleman  
Senior Underwriting Representative



**2025 DETAINEE MEDICAL COVERAGE  
NOTICE OF ACCEPTANCE/REJECTION OF QUOTATION**

**The Town of Garden City**

does wish to purchase Detainee Medical coverage, per the attached completed Participation Agreement, for the annual premium of **\$1,061.00** effective January 1, 2025 through December 31, 2025, with a deductible of \$500.

does not wish to purchase Detainee Medical coverage at this time.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature must be that of the Mayor, Manager, Clerk, or equivalent (such as President of a Special District).**

**This is NOT a bill. A separate invoice will be sent.**

**2025 DETAINEE MEDICAL  
COVERAGE PLAN (Optional)**

Coverage: If a person is injured while being taken into police custody, they are typically transported to a hospital or other medical care facility for treatment. The facility then often seeks to recover the medical expenses from the law enforcement agency. The statutes and case law are not entirely settled as they pertain to municipal liability for such expenses. Since CIRSA’s current coverages do not include medical benefits coverage for these expenses, we are offering this optional Detainee Medical Coverage program.

This optional coverage provides limited medical expense benefits to an individual who is taken into custody by the participating member’s law enforcement agency or law enforcement officer and who is injured by the member’s law enforcement officer in the course of being placed in custody.

This coverage does not include expenses for treatment at a clinic within a jail operated by the member or for other excluded expenses.

Limits: \$250,000 benefit maximum for injuries per covered accident  
\$500,000 annual aggregate per law enforcement agency  
\$5,000,000 policy aggregate (all members)

Deductible: \$500 Entities with population between 0-4,999  
\$1,250 Entities with population between 5,000 – 14,999  
\$2,500 Entities with population between 15,000 – 49,999  
\$3,750 Entities with population between 50,000 – 59,999  
\$5,000 Entities with population between 60,000 – 69,999  
\$7,500 Entities with population between 70,000 – 99,999  
\$12,500 Entities with population between 100,000 – 149,999

Eligible Persons: An Eligible Person is an individual who is in the Custody of a Participating Law Enforcement Agency (LEA), or Law Enforcement Officer (LEO) and who is injured by a LEO of a Participating Law Enforcement Agency in the course of being placed into Custody.

Claims: International Assurance of Tennessee (IAT) administers the claims. A Claim form will be provided. The completed claim form, any unpaid bills, and arrest records should be sent directly to:

International Assurance of Tennessee (IAT)  
Email: [claims@iatmgu.com](mailto:claims@iatmgu.com)

**If you have any questions regarding claims, please call IAT at (615) 790-6908.**

This information is provided only as a general summary of the coverages that apply or are available to CIRSA members. All coverages are governed by the terms, conditions, exclusions, and limits stated in Group Policy Number SEM-16.1-1000CO and any certificate issued to a participating public entity. **This summary should not be relied on as a substitute for review of those documents. If there is any conflict between this information and the policy or the certificate, the policy or the certificate, as appropriate, will be the controlling document.**

**PARTICIPATION AGREEMENT**

Town of Garden City, a Public Entity established under the laws of the State of Colorado, hereby requests participation in the plan of Blanket Limited Benefit Health Insurance sponsored by the Colorado Intergovernmental Risk Sharing Agency (the Policyholder) and underwritten by Sirius America Insurance Company (Sirius America). The Public Entity requests participation for the purpose of insuring the following Law Enforcement Agency:

Town of Garden City  
(Municipality)

The Public Entity agrees to be bound by all terms and conditions of the Policy and any Certificate of Insurance issued to it. The Public Entity acknowledges that the Policy is available for inspection by contacting the Policyholder.

The Public Entity understands that:

1. the insurance offered will only be the coverage provided for under the Policy issued to the Policyholder;
2. no insurance will become effective without the written approval of Sirius America;
3. if the Public Entity's participation agreement is approved by Sirius America, coverage under the Policy and any issued Certificate of Insurance will:
  - a. be provided to individuals who are in the Custody of a Participating Law Enforcement Agency, or Law Enforcement Officer and who are injured by a LEO of a Participating Law Enforcement Agency in the course of being placed into Custody; and
  - b. be effective as of the approval date;
4. any fraud or intentional misrepresentation in connection with this request may result in the denial of a claim or the rescission of coverage; and
5. no agent has the authority to alter or amend the Policy or any Certificate of Insurance or to bind Sirius America by making any promise or representation.

The Public Entity further agrees:

- a. to furnish any information that Sirius America requests that is reasonably related to the proper administration of the Policy;
- b. that benefits payable under the Policy are solely governed by the terms and conditions of the Policy and any issued Certificate of Insurance;
- c. that the Public Entity may withdraw its participation in the plan of insurance and cancel coverage under the Policy upon 31 days' prior written notice to the Policyholder and Sirius America;
- d. that failure by the Policyholder to remit premium amounts when due will automatically result in the cancellation of insurance provided under the Policy and any issued Certificate of Insurance, effective as of the due date or last day of any applicable grace period, whichever is later.

**Acknowledgement** As a duly authorized representative of the undersigned Public Entity, I offer assurances that all statements, answers and any other information provided to Sirius America at its request will, to the best of my knowledge and belief, be true and complete. I understand and agree that (a) this agreement will be part of the issued policy, (b) no information given to or acquired by any representative of Sirius America will bind it, unless it is in writing and attached to this agreement, (c) no waiver or modification will bind Sirius America unless it is in writing and is signed by an executive officer of the company, and (d) only those persons eligible under the terms of an issued policy or Certificate of Insurance will be insured.

**Fraud Warning** It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

**Dated at** \_\_\_\_\_ **on the** \_\_\_\_\_ **day of** \_\_\_\_\_, **20** \_\_\_\_\_

\_\_\_\_\_  
*Signed by Authorized Representative*

\_\_\_\_\_  
*Title*

October 18, 2024

Cheryl Campbell, Town Administrator/Town Clerk  
Town of Garden City  
621 27th Street Road  
Garden City, CO 80631

**SUBJECT: Volunteer Accident Medical Plan  
2025 Program Plan Information and Data Collection Form**

Dear Cheryl:

Enclosed are the plan information and data collection form documents pertaining to the 2025 Volunteer Accident Medical Plan (VAMP). Coverage is placed through a master program specially designed and negotiated for CIRSA with Wellfleet Insurance Company.

The 2025 VAMP rates are \$2.48 per volunteer (including uncompensated elected/appointed officials, when not covered by workers' compensation) and \$6.39 per volunteer unsworn rangers and/or patrol (i.e. Colorado Mounted Rangers). Your final 2025 premium is subject to audit. The rates are effective from January 1, 2025 through December 31, 2025.

The Plan Information provides a general summary of the coverages. All coverages are governed by the terms, conditions, exclusions, and limitations stated in the applicable coverage documents. **The enclosed Plan Information summary should not be relied on as a substitute for review of those documents.** If the enclosed information is not adequate for you to make a decision about participating in the coverage for 2025, please do not hesitate to contact your underwriting representative.

**YOUR RECORD KEEPING OBLIGATIONS:**

Your entity must keep a record of the individuals to be covered by the VAMP policy. **VAMP coverage will apply only to those individuals for whom the records are kept and only for the location, tasks or duties as described in those records.**

Your entity is required to keep records showing the individual's name, their position or activity, approximate number of hours worked, dates of service, description of duties and their volunteer status (i.e. volunteer or volunteer unsworn rangers and/or patrol). We cannot guarantee coverage if this information is not maintained.

Upon your acceptance of this coverage for 2025, we will forward a packet with a sample registration and roster form, with instructions, to you. The forms will be needed when completing the 2025 audit in January, 2026.




**THE AGREEMENT:**

Attached is a Data Collection Form for your entity’s participation in the 2025 VAMP Program. You may purchase this coverage at any time during the year. **However, CIRSA must receive your acceptance letter at least five (5) working days prior to the effective date of coverage.** Your 2025 invoice will be based on the deposit information you provide.

**This coverage is optional. Your entity is not required to purchase this coverage.**

**For coverage effective January 1, 2025, please return the Data Collection Form no later than Friday, November 22, 2024.**

Sincerely,



Claire Montgomery  
Underwriting Representative

Enclosures



**BLANKET ACCIDENT INSURANCE DATA COLLECTION**  
**VAMP POLICY NO. SPRO-50571-609**  
**EFFECTIVE DATE: 1/1/2025**

Entity: Town of Garden City Department/Program Name: \_\_\_\_\_

Completed by/Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Effective Date of Coverage: \_\_\_\_\_

<b>Accident Medical Expense PRIMARY:</b> Maximum Benefit Amount (per Injury): <u>\$50,000</u> Deductible Amount (per Injury): <u>\$ 0</u> Benefit Period: <u>52 Weeks</u>	<b>Accidental Death Benefit:</b> <u>\$10,000</u> <b>Accidental Dismemberment Benefit</b> Principal Sum: <u>\$10,000</u> <b>Aggregate Limit:</b> <u>\$250,000</u> <b>Catastrophic Cash Benefit:</b> <u>\$25,000</u>
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Name of position or activity	Approximate number of hours per day or week per volunteer	Description of task or duties performed or assigned	Approximate number of volunteers per year

**Deposit Premium Computations:**

*Total number of volunteers:	Rate: \$2.48	Total: \$
*Total number of uncompensated elected appointed officials:	Rate: \$2.48	Total: \$
*Total number of volunteer unsworn rangers and/or patrol:	Rate: \$6.39	Total: \$

**\*\*PLEASE SEE ENCLOSED PLAN INFORMATION FOR ELIGIBILITY REQUIREMENTS**

**Total Premium: \$** \_\_\_\_\_

Deposit Premiums will be adjusted by year-end audit based on actual usage of the program.

\_\_\_\_ By submission of this application to CIRSA, the entity listed above hereby acknowledges and accepts the deposit premium and hereby requests the binding of this coverage with Wellfleet Insurance Company.

\_\_\_\_ The entity above rejects binding of this coverage for 2025.

Signature: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
 (Signature be that of Mayor, Manager or Clerk)

**\*If additional pages of the application are used, please remember to include the additional numbers of participants in the computations for the total premium.**

**This is NOT a bill. An invoice will be sent January 1, 2025.**

### 2025 VOLUNTEER ACCIDENT MEDICAL COVERAGE PLAN (Optional)

**Coverage:** This optional coverage provides medical and accidental death and dismemberment (AD&D) coverage for non-statutory volunteers and volunteer unsworn rangers and/or patrol (i.e. Colorado Mounted Rangers) who are not covered by the Colorado Workers’ Compensation Act and who do not receive monetary remuneration. Coverage is offered to both Property/Casualty and Workers’ Compensation Pool members.

Uncompensated elected and appointed officials may also be eligible for this coverage if the member has met the filing requirements of the Division of Workers’ Compensation and is not providing Workers’ Compensation coverage for them.

<b>Limits:</b>	Accidental Death Benefit Amount:	\$ 10,000
	Accidental Dismemberment Benefit, Maximum Amount:	\$ 10,000
	Accidental Medical Expense Benefit (Primary):	\$ 50,000
	Dental Maximum (Per Tooth Per Accident):	\$ 250
	Aggregate Limit Per Occurrence:	\$ 250,000
	Catastrophic Cash (lump sum), Maximum Benefit:	\$ 25,000

**Deductible:** This plan has no deductible.

**Premium Billing:** A deposit premium will be billed effective the date your entity begins coverage under the policy. The deposit premium will be adjusted at the year-end audit based on actual participation members. Mid-year billings will be done if there is an addition of 15 or more participants to the program. All other additions will be adjusted at the year-end audit.

**Record Keeping:** Your entity is required to maintain registration or roster forms listing covered individuals throughout the year. These forms are to be used to determine your year-end audit actual participation numbers and to certify an individual is an individual covered by this policy should a claim occur. Please make sure each volunteer is listed only once on the registration or roster forms. Each individual volunteer or volunteer unsworn rangers and/or patrol must be listed on either a registration or roster form for coverage to apply. Sample registration or roster forms will be provided to assist you in this process.



**Claims:** Wellfleet Insurance Company administers the claims. Claim forms will be provided. Injured persons should be directed to the physician of their choice. Attach bills for medical expenses being claimed to the completed claim form and send directly to:

Wellfleet Insurance Company  
1500 Main Street, 10<sup>th</sup> Floor  
PO Box 15369  
Springfield, MA 01115

Fax: (413) 733-4612  
Attention: Claims Department

Email: [customerservice@wellfleetinsurance.com](mailto:customerservice@wellfleetinsurance.com)

If you have any questions regarding claims, please call Wellfleet at (800) 633-7867.

This information is provided only as a general summary of the coverages that apply or are available to CIRSA members. All coverages are governed by the terms, conditions, exclusions, and limits stated in the applicable coverage documents. **This summary should not be relied on as a substitute for review of those documents.**



October 18, 2024

Cheryl Campbell, Town Administrator/Town Clerk  
Town of Garden City  
621 27th Street Road  
Garden City, CO 80631

**SUBJECT: Community Service Workers' Accident Medical Plan  
2025 Program Plan Information and Data Collection Form**

Dear Cheryl:

Enclosed are the plan information and data collection form documents pertaining to the 2025 Community Service Workers' Accident Medical Plan (CSWAMP). Coverage is placed through a master program specially designed and negotiated for CIRSA with Wellfleet Insurance Company.

The 2025 CSWAMP rate is \$3.27 per community service worker. Your final 2025 premium is subject to audit. The rate is effective from January 1, 2025, through December 31, 2025.

The Plan Information provides a general summary of the coverages. All coverages are governed by the terms, conditions, exclusions, and limitations stated in the applicable coverage documents. **The enclosed Plan Information summary should not be relied on as a substitute for review of those documents.** If the enclosed information is not adequate for you to make a decision about participating in the coverage for 2025, please do not hesitate to contact your underwriting representative.

**YOUR RECORD KEEPING OBLIGATIONS:**

Your entity must keep a record of the individuals to be covered by the CSWAMP policy. **CSWAMP coverage will apply only to those individuals for whom the records are kept and only for the location, task or duties as described in those records.**

Your entity is required to keep records showing the individual's name, location to which they will be assigned, approximate number of hours worked, dates of service and description of task or duties. We cannot guarantee coverage if this information is not maintained.

Upon your acceptance of this coverage for 2025, we will send a packet containing a sample roster and registration form, with instructions, to you. The forms will be needed when completing the 2025 audit in January 2026.



Town of Garden City  
Community Service Workers' Accident Medical Plan  
2025 Program Plan Information and Data Collection Form  
October 18, 2024  
Page 2

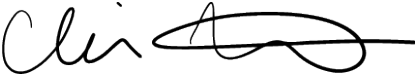
**THE AGREEMENT:**

Attached is a Data Collection form for your entity's participation in the 2025 CSWAMP Program. You may purchase this coverage at any time during the year. **However, CIRSA must receive your acceptance letter at least five (5) working days prior to the effective date of coverage.** Your 2025 invoice will be based on the deposit information you provide.

**This coverage is optional. Your entity is not required to purchase this coverage.**

**For coverage effective January 1, 2025, please return the Data Collection Form no later than Friday, November 22, 2024.**

Sincerely,



Claire Montgomery  
Underwriting Representative

Enclosures



**BLANKET ACCIDENT INSURANCE DATA COLLECTION**  
**CSWAMP POLICY NO. SPRO-50572-609**  
**EFFECTIVE DATE: 1/1/2025**

Entity: Town of Garden City Department/Program Name: \_\_\_\_\_

Completed by/Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Effective Date of Coverage: \_\_\_\_\_

**Accident Medical Expense PRIMARY**  
 Maximum Benefit Amount (per Injury): \$50,000  
 Deductible Amount (per Injury): \$ 0  
 Benefit Period: 52 Weeks

**Accidental Death Benefit:** \$10,000  
**Accidental Dismemberment Benefit**  
 Principal Sum: \$10,000  
**Aggregate Limit:** \$250,000  
**Catastrophic Cash Benefit:** \$25,000

Name of location to which community service worker will be assigned (please attach additional paper if necessary)	Number of community service hours assigned per worker	Description of task or duties	Approximate number of community service workers** per year

**Deposit premium computations:**

*Total estimated number of community service workers:	Rate: \$3.27	Total: \$
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**\*\*PLEASE SEE ENCLOSED PLAN INFORMATION FOR ELIGIBILITY REQUIREMENTS**

**Total Premium: \$ \_\_\_\_\_**

Deposit Premiums will be adjusted by year-end audit based on actual usage of the program.

\_\_\_\_ By submission of this application to CIRSA, the entity listed above hereby acknowledges and accepts the deposit premium and hereby requests the binding of this coverage with Wellfleet Insurance Company.

\_\_\_\_ The entity above rejects binding of this coverage for 2025.

Signature: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
 (Signature be that of Mayor, Manager or Clerk)

**\*If additional pages of the application are used, please remember to include the additional numbers of participants in the computations for the total premium.**

**This is NOT a bill. An invoice will be sent January 1, 2025.**

**2025 COMMUNITY SERVICE WORKERS' ACCIDENT MEDICAL COVERAGE PLAN (Optional)**

Coverage: This optional coverage provides medical and accidental death and dismemberment (AD&D) coverage for community service workers. It covers the community service workers who have been assigned to perform community service work by your entity's court but are working under the direct supervision of another entity and the community service workers who are working under the direct supervision and control of your employee(s). To be eligible for this coverage the worker cannot be entitled to benefits under any Workers' Compensation Act or similar law. Coverage is offered to both Property/Casualty and Workers' Compensation Pool members.

Community service workers must be at least 12 years old to be eligible.

<u>Limits:</u>	Accidental Death Benefit Amount:	\$ 10,000
	Accidental Dismemberment Benefit, Maximum Amount:	\$ 10,000
	Accidental Medical Expense Benefit (Primary):	\$ 50,000
	Dental Maximum (Per Tooth Per Accident):	\$ 250
	Aggregate Limit Per Occurrence:	\$ 250,000
	Catastrophic Cash (lump sum), Maximum Benefit:	\$ 25,000

Deductible: This plan has no deductible.

Premium Billing: A deposit premium will be billed effective the date your entity begins coverage under the policy. The deposit premium will be adjusted at the year-end audit based on actual participation numbers. Mid-year billings will be made if there is an addition of 15 or more participants to the program. All other additions will be adjusted at the year-end audit.

Record Keeping: Your entity is required to maintain registration or roster forms listing covered individuals throughout the year. These forms are to be used to determine your year-end audit actual participation numbers and to certify that an individual is an individual covered by this policy should a claim occur. Please make sure each community service worker is listed only once on the registration or roster forms. Each individual community service worker must be listed on either a registration or roster form for coverage to apply. Sample registration or roster forms will be provided to assist you in this process.

Claims: Wellfleet Insurance Company administers the claims. Claim forms will be provided. Injured persons should be directed to the physician of their choice. Attach bills for medical expenses being claimed to the completed claim form and send directly to:

Wellfleet Insurance Company  
1500 Main Street, 10<sup>th</sup> Floor  
PO Box 15369  
Springfield, MA 01115

Fax: (413) 733-4612  
Attention: Claims Department

Email: [customerservice@wellfleetinsurance.com](mailto:customerservice@wellfleetinsurance.com)

If you have any questions regarding claims, please call Wellfleet at (800) 633-7867.

This information is provided only as a general summary of the coverages that apply or are available to CIRSA members. All coverages are governed by the terms, conditions, exclusions, and limits stated in the applicable coverage documents. **This summary should not be relied on as a substitute for review of those documents.**

October 17, 2024

Cheryl Campbell, Town Administrator/Town Clerk  
Town of Garden City  
621 27th Street Road  
Garden City, CO 80631

**SUBJECT: Occupational Accidental Death and Dismemberment  
2025 Renewal Acceptance/Rejection Quotation Form and Plan Information**

Dear Cheryl:

Enclosed are the Occupational Accidental Death and Dismemberment Coverage Plan Information and Notice of Acceptance/Rejection form. Coverage is placed through a master program specially designed and negotiated for CIRSA with The Prudential Insurance Company of America.

The Plan Information provides a general summary of the coverages. All coverages are governed by the terms, conditions, exclusions, and limitations stated in the applicable coverage documents. **The enclosed Plan Information summary should not be relied on as a substitute for review of those documents.** If the enclosed information is not adequate for you to make a decision about participating in the coverage for 2025, please do not hesitate to contact your underwriting representative.

**Your entity is required to obtain signed beneficiary forms for each employee who participates in this program and keep a copy of those completed forms to be used in the event of a claim.** We will forward a copy of this form, with instructions, upon your acceptance of the coverage.

This coverage is effective from January 1, 2025 through December 31, 2025. You may purchase this coverage at any time during the year. **However, the effective date must be on the first of the month and we must receive your acceptance letter at least five (5) working days prior to the effective date of coverage.**

**This coverage is optional. Your entity is not required to purchase this coverage.**

**For coverage effective January 1, 2025, please return the Notice of Acceptance/Rejection Quotation form no later than Friday, November 22, 2024.**

Sincerely,

  
Claire Montgomery  
Underwriting Representative

Enclosures



## 2025 OCCUPATIONAL ACCIDENTAL DEATH AND DISMEMBERMENT COVERAGE NOTICE OF ACCEPTANCE/REJECTION OF QUOTATION

The Town of Garden City

- does not.
- does wish to purchase Occupational Accidental Death and Dismemberment coverage at annual cost of \$9.60 per covered employee and we want to cover the following employee groups (select only one):
  - All employees\* (this must be all of your full-time, part-time and seasonal paid employees and all of your covered volunteers as defined below), or
  - Full-Time employees\* only; or
  - Full-Time and Part-Time employees\* only (must include paid elected officials, may include unpaid elected officials if selected below); or
  - Fire department employees\* only; or
  - Police department employees\* only; or
  - Fire and police department employees\* only.

\* "Employee" means all full-time, part-time and seasonal paid employees, as well as all volunteer fire fighters, unpaid reserve police officers and unpaid elected officials. Unpaid appointed officials and boards or volunteers (other than fire fighters, reserve police officers or elected officials) cannot be covered under this program.

Please list the **number** of employees to be covered for each category:

_____ Full-Time	_____ Volunteer Fire Fighters
_____ Part-Time	_____ Unpaid Reserve Police Officers
_____ Seasonal	_____ Unpaid Elected Officials

**2025 Premium: Total number of employees** \_\_\_\_\_ **x \$9.60 =** \_\_\_\_\_.

**IMPORTANT: You must also attach a list of all covered employees by name.**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature must be that of the Mayor, Manager, Clerk, or equivalent  
(such as President of a Special District).**

**This is NOT a bill. An invoice will be sent January 1, 2025.**





**2025 OCCUPATIONAL ACCIDENTAL DEATH AND DISMEMBERMENT  
COVERAGE PLAN (Optional)**

Coverage: This optional coverage provides Occupational Accidental Death and Dismemberment (OAD&D) coverage, as well as additional standard benefits, for your employees. To be covered, an injury must arise out of their employment by you. Coverage is afforded to both Property/Casualty and Workers' Compensation Pool members.

In addition to the accidental death and dismemberment coverages, the following additional standard benefits apply: Seat Belt Benefit, Air Bag Benefit, Loss Due to Coma, Critically Burned Benefit, HIV/Hepatitis Benefit, and Hospital Inpatient Stay. Additionally, the coverage includes Travel Assistance which will apply excess of all other valid and collectible insurance. The Travel Assistance coverage applies on a 24- hour basis.

Limits: Principal Benefit Limit: \$50,000  
Coverage Basis AD&D: Primary

Deductible: No Deductible Applies

Joining the Program: Members can only join the program on the first day of each month. CIRSA must receive your acceptance, along with a list containing the full name of each covered employee, at least five (5) working days before the beginning of the month you wish coverage to be effective. Upon participation in the program, a Prudential Beneficiary Form should be completed for each covered employee and kept on file by the member. A deposit premium will be billed effective the date your entity begins coverage under the policy. If the carrier requires it, the deposit premium may be adjusted at the year-end audit based on actual participation levels.

Claims: Claims should be submitted directly to Prudential Insurance Company of America:

Prudential Insurance Company of America  
P.O. Box 101241  
Atlanta, GA 30392-1241

***If you have any questions regarding claims, please call the Prudential National Client Service Center at: (888) 598-5671.***

This information is provided only as a general summary of the coverages that apply or are available to CIRSA members. All coverages are governed by the terms, conditions, exclusions, and limits stated in the applicable coverage documents. **This summary should not be relied on as a substitute for review of those documents.**