

**Request for Proposal for Sheep Building Siding & Ventilation Improvements, Heppner Fairgrounds.**

**Morrow County Facilities Maintenance**

**Date: 12/17/2025**

**Contact: Tony Clement**

**Phone: 541-240-1791**

**Email: [aclement@morrowcountyor.gov](mailto:aclement@morrowcountyor.gov)**

**Bids Due –01/12/2026 no later than 2:00 PM**

**SITE LOCATION**

**Morrow County Fairgrounds**

74473 Hwy 74 Lena, P.O. Box 464

Heppner, Oregon 97836



**Project Overview**

The Heppner Fair Grounds is seeking qualified contractors to provide all labor, materials, equipment, and services necessary to complete siding replacement, roll-up door installation, and turbine vent replacement for the Sheep Building located at the Heppner Fair Grounds.

Before bidding, contractors are required to schedule and complete a pre-bid site discussion with Morrow County Facilities Maintenance Supervisor to review the scope, 541-240-1791 [aclement@morrowcountyor.gov](mailto:aclement@morrowcountyor.gov).

**Scope of Work**

**A. Exterior Siding Replacement**

- Remove all existing metal siding from exterior walls and legally dispose of debris.
- Supply and install new 26-gauge metal siding panels and trim on all exterior walls.
- Color and finish must match the adjacent Wilkinson Building.
- All labor and materials are to be included in the proposal.

**B. Roll-Up Door Installation**

- Provide and install two (2) roll-up doors in the existing openings:
- - One 7 ft x 8 ft door
- - One 8 ft x 8 ft door
- Installation must include all necessary hardware, framing adjustments, and weather sealing.
- All labor and materials must be included.

**C. Turbine Vent Replacement**

- Remove and dispose of four (4) existing turbine roof vents.
- Supply and install four (4) new turbine vents in the same locations.
- Installation shall ensure proper roof penetration, sealing and weatherproofing.
- All labor and materials must be included.

**4. Contractor Compliance and Requirements**

Must hold appropriate Oregon licensing and insurance.

Must demonstrate experience with metal siding installation and light commercial building improvements.

Must comply with all applicable codes, safety regulations, and permitting requirements.

This project is classified as a public works project and requires compliance with Oregon Prevailing Wage Laws. Contractors must pay workers the applicable prevailing wage rates as set by BOLI and comply with all requirements outlined in ORS 279C.800–870 and OAR 839-025. Certified payroll records may be requested at any time during the project to verify compliance.

The contractor shall maintain all insurance coverage required by Morrow County, including Workers' Compensation, Commercial General Liability, and Automobile Liability, in the amounts and form specified in the County's insurance requirements. All liability policies must name Morrow County, its officers, employees, and agents as Additional Insureds, and must list Morrow County as the Certificate Holder. Proof of insurance meeting these requirements must be provided prior to the start of work. Contractors are responsible for all deductibles and must ensure that coverage is primary and non-contributory.

**5. Proposal Requirements**

Detailed cost breakdown including labor, materials, equipment, and any additional fees.

Estimated project schedule, including anticipated start and completion dates.

Warranty information for materials and workmanship.

Company qualifications, including CCB number, relevant project experience, and references.

## **6. Cost Estimate**

A detailed cost estimate must be provided upon confirmation of site condition and project scope. Please complete Exhibit A.

## **8. Submission Instructions**

Contract award is subject to available funding. The County may reject all bids or cancel the solicitation if sufficient funds are not available.

**Bids Due – 01/12/2026 no later than 2:00 PM**

**Submission to**

**Sandi Pointer, Risk and Procurement Manager  
215 NE Main Ave., Irrigon, OR 97844  
541-989-8166  
[spointer@morrowcountyor.gov](mailto:spointer@morrowcountyor.gov)**

**Exhibit A – Price & Cost Sheet**

Sheep Building Siding & Ventilation Improvements  
Morrow County Fairgrounds – Heppner, Oregon

**Bidder Information**

Company Name:

CCB #:

Contact Name:

Phone / Email:

**A. Exterior Siding Replacement**

Description	Quantity/Unit	Cost
Removal & disposal of existing siding	Lump Sum	_____
New metal siding (26-gauge) and trim	Lump Sum	_____
Labor for installation	Lump Sum	_____
Subtotal – Siding Replacement:		_____

**B. Roll-Up Door Installation**

Description	Size	Cost
Roll-up door #1	7 ft x 8 ft	_____
Roll-up door #2	8 ft x 8 ft	_____
Hardware, framing adjustments, weather sealing	Lump Sum	_____
Subtotal – Roll-Up Doors:		_____

**C. Turbine Vent Replacement**

Description	Quantity	Cost
Remove/dispose existing vents	4	_____
Supply/install new turbine vents	4	_____
Labor for installation & weatherproofing	Lump Sum	_____
Subtotal – Turbine Vents:		_____

**D. Additional Costs**

Description	Cost
Equipment fees	_____
Permits (if required)	_____
Mobilization/demobilization	_____
Other (specify): _____	Cost: _____
Subtotal – Additional Costs: _____	

**E. Total Bid Amount**

TOTAL PROJECT COST (All Sections A–D): \_\_\_\_\_

**F. Proposed Schedule**

Estimated Start Date: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

**G. Authorized Signature**

I hereby certify that the costs provided above are accurate and complete and that all work will be performed in accordance with the specifications in the Request for Proposal.

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

Name &amp; Title: \_\_\_\_\_

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