

REQUEST FOR PROPOSALS

Issue Date: 07/18//2018

RFP#17/18-008

Title: *Services for roofing improvements*

Owner & Address: Bee County Auditor's office

111 S. St. Mary's Suite 101

Beeville, Texas 78102

Location of Work: Bee County Expo

214 South FM 351

Beeville, TX 78102

Period of Contract: Summer, 2018

All inquiries for information should be directed to:

PROPOSALS, WHETHER MAILED OR HAND DELIVERED, SHOULD GO TO:

Sealed proposals for furnishing the services described herein must be marked "Bee County EXPO Roofing Bid" and be received by 11:00 a.m. local time on Friday Aug 3rd, 2018. Proposals must reach the Auditor's office at the above address by the deadline stated.

In compliance with this Request For Proposals, which includes the attached Table of Contents and all provisions and appendices attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFP cited above and as outlined within the undersigned signed proposal which is attached to this completed and signed page, along with proof of insurance and other data as required by the RFP. It is understood that this proposal and the scope of services may be modified, by mutual agreement in subsequent negotiations.

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I. PURPOSE

The purpose of this RFP is to solicit proposals for the purposes of entering into a contract through competitive negotiations for ongoing services related to replacing an existing roof by a firm, licensed and insured to do business in the State of Texas, with proven experience in installing, repairing, and replacing single membrane roofing, as well as conducting comprehensive assessments of existing roof structures.

The firm shall provide professional services for the project described in Part IV of this RFP, any addendum to this RFP and as determined through the firm's pre-bid evaluation of the existing roofing systems.

II. BACKGROUND

The Bee Count EXPO Center is the oldest and largest entertainment center in Bee County. The facility was built about 35 years ago for the community to enjoy. We have one covered arena, an auditorium with a large wooden dance floor. Some of the varied activities on a weekly basis include Jr. Livestock show, Springfest, Dies y seis de Septiembre celebration, wedding, quinceaneras, family reunions, meetings and concerts as well as many other activities.

INFORMATION AVAILABLE

Bee County has the following information for any interested proposers.

Existing building plans: No plans, specifications, or warranty information is available.

A list of known problems that have been experienced with the roof are as follows:

- a) Minor leaks
- b) Replace/ upgrade

For an appointment to arrange for a site visitation, call Maintenance Supervisor, John Beltran, (361) 621-1578

III. SCOPE OF SERVICES

To manufacture and install a retrofit standing seam metal roof system.

The following generally highlights the services that the firm will be required to perform:

A. The existing roofing and insulation (where it occurs) shall be removed from the main roof, and any additions, properly disposed of.

B. Material Description: 26ga 25 year limited warranty R-LOC Galvalume Panels.

C. Install new panels and new ridge anchored down with long life screws. Heavy metal panels. The screws shall be spaced out in order similar as existing roof.

D. All rooftop equipment curbs, and penetration conditions shall be properly flashed in accordance with the manufacturer's requirements for warranty.

E. All job related debris shall be removed from the site and disposed of properly.

F. The completed work shall be accompanied by the manufacturer's standard warranty of not less than years.

G. Provide standard roof color options for Owner approval.

H. Displacement of staff occupying building should be included with time estimates, if applicable.

V. PROPOSAL REQUIREMENT

A. Conduct a site walk of the project and evaluate the EXPO roof for any necessary repairs and maintenance requirements in order to prepare a refinement of the Owner's project description, data, and requirements as proposed by the responding firm.

Upon completion of site walk, provide an assessment of both why the problems exist and also a detailed description of how to fix them as well as a detailed description of the proposed work.

B. Proposals shall be signed by an authorized representative of the Firm. By submitting a proposal, the proposer certifies that all information provided in response to this RFP is true and accurate. Failure to provide information required by this RFP will ultimately result in rejection of the proposal.

C. Proposals should be prepared simply and economically, providing a straightforward, concise description of the Firm's capabilities for satisfying the requirements of the RFP. Emphasis should be on completeness and clarity of content.

D. The Respondent's proposal shall include: the completed and signed RFP cover page, a letter indicating the Firm's interest in working with Bee County, and experience with equivalent roof systems signed by the President of the Firm; and a cost estimate for installing the new roof in accordance with the RFP. Provide references for projects successfully completed within the past five years. One (1) manually signed original and three (3) copies of the proposal shall be submitted to the Owner. Each copy of the proposal shall be bound in a single volume where practical.

E. All documentation submitted with the proposal shall be included in that single bound volume. Elaborate brochures and other representations beyond those sufficient for presenting a complete and effective proposal are neither required nor desired. Provide a sample of the PVC membrane and proposed insulation with the proposal.

F. Information thought to be relevant, but not specifically applicable to the enumerated scope of work may be provided as an appendix to the proposal. If publications are supplied by the proposer to respond to a requirement, the response should include reference to the document number and page number. Publications provided without such reference will not be considered relevant to the RFP.

G. Certificate of insurance indicating maximum coverage amounts.

H. Firm must be bonded, and a certified installer of the roofing manufacturer's product.

I. Must have at least 10 Years of experience

VI. EVALUATION AND AWARD OF CONTRACT

A. Evaluation Criteria: Proposals shall be evaluated by the Agency using the following criteria:

1. Expertise, experience, and qualifications of the Firm for providing the services described in Section IV, Scope of Services. Respondent must have proven ability in the roof system requested in this RFP.
2. Expertise, experience and qualifications of any sub-consultants proposed for providing the services described in Section IV, Scope of Services.
3. Geographic location of the Firm in relation to the project location.
4. Current and projected work load, plan to complete the work and ability to complete the work in a timely manner.
5. Financial responsibility as evidenced by the Firm's carrying insurance.

Generally, the selection committee will consider the respondent's overall suitability to provide the required services within the project's time, budget and operational constraints, and it will consider the comments and/or recommendations of the respondent's previous clients, as well as other references.

B. Award of Contract: After evaluation of the Proposals received in response to the RFP, the Owner shall engage in individual discussions and interviews with two or more proposers deemed fully qualified, responsible and suitable on the basis of initial responses, and with professional competence to provide the required services. Repetitive informal interviews are permitted. Proposers shall be encouraged to elaborate on their qualifications, performance data, and staff expertise relevant to the proposed contract. Proposers may also propose alternate concepts or methodology. Proprietary information from competing proposers (including any data on estimated man hours or rates and the plan for accomplishing the scope of work) will not be disclosed to the public or to competitors, provided such information is duly marked as "Proprietary Information" by the Proposer and the designation is justified.

At the conclusion of the informal interviews and on the basis of evaluation factors set forth in Section VI and the information provided and developed in the selection process to this point, the Owner shall rank, in the order of preference, the interviewed proposers whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted with the Proposer ranked first. If a contract satisfactory and advantageous to the Owner can be negotiated at a fee considered fair and reasonable, the award shall be made to that Proposer. Otherwise, negotiations with the Proposer ranked first shall be formally terminated and negotiations conducted with the Proposer ranked second, and so on, until such a contract can be negotiated at a fair and reasonable fee. Should the Owner determine in writing and in its sole discretion that only one Proposer is fully qualified, or that one offer is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Proposer.

Please fill out:

Name and Address of Proposer:

Date:

By: _____
(signature in ink)

Printed name:

Zip:

Title:

FEIN/SSN# _____
Telephone#:(____) _____