

CITY OF EL LAGO



REQUEST FOR PROPOSAL

El Lago Municipal Courts Building

For

City of El Lago

Posting Date: **APRIL 3, 2019**

Proposal Due Date: **APRIL 24, 2019**

Deliver Bid Responses to:

Jeannie Kubricht, City Secretary

City Hall

411 Tallowood

El Lago, Texas 77586

citysec@ellago-tx.gov

INTRODUCTION:

The City of El Lago is located between the City of Seabrook Texas and Pasadena Texas off of Nasa Road 1. The city is comprised of residential housing, commercial and City Administrative Buildings.

The City of El Lago was incorporated in 1961 and currently has a city population of approximately 2,800 residents.

PRE PROPOSAL REQUIREMENT:

Any contractor requesting to submit a proposal **SHALL** conduct an on- site walk thru and conduct an inspection of the work to be performed before their bid/proposal will be accepted. The point of contact identified below shall be notified to set a date and time to meet with the contractor upon their site visit.

POINT OF CONTACT:

Derrell Means

Director of Maintenance

City of El Lago, Texas, 77586

E-mail: citymaintenance@Elago-tx.gov

Phone:

Office – 281-326-1951 ext. 114

Cellular – 281-723-8783

SCOPE OF WORK

The City of El Lago invites you to submit a proposal for the following work to be performed for the El Lago Municipal Courts Building located at 98 Lakeshore Dr, El Lago, Texas 77586

Each proposal shall consist of pricing per line item and shall be all inclusive covering all labor, parts, components and warranty indication. Terms and Conditions of warranty shall be noted at each line item for the work performed for the specific line item.

All warranties must be in writing and signed by the awarded contractor and submitted to the City of El Lago upon completion of work.

Line item #1

Removal of existing roof to expose steel pan decking.

Install 20 PSI tapered polyiso insulation to provide slope for drainage.

Mechanically attach/install Mulehide 60 Mil TPO roof system.

Fabricate and install new stainless-steel housing for forced air exhaust vent.

Construct and install a new flashing curb at kitchen exhaust vent.

Line item #2

Install 6" seamless gutter and matching downspouts around entire perimeter of roof.

Clean up and haul off all trash/debris.

Pricing per line item may be submitted on a formal quote that shall be attached to this RFP upon submittal.

SUBMITTAL DEADLINE

The City of El Lago will accept proposals until **APRIL 24, 2019**.

DO NOT USE US POSTAL SERVICE TO SUBMIT YOUR BID.

Submit one (1) original "signed" hard bound proposal and one (1) electronic copy on a memory drive (USB) of the proposal.

ALL ELECTRONIC COPIES MUST BE SUBMITTED IN PDF FORMAT.

Bid/Proposal Award Process

The City of El Lago reserves the right to award the bid/proposal for all or any portion of the requirements proposed by reason for this request, or to reject any and all proposals if deemed to be in the best interests of the City and to temporarily or permanently abandon the procurement. If the City awards a bid, it will award the bid to the Respondent, whose proposal is the most advantageous to the City, considering price and evaluation factors set by the City.

PUBLIC INFORMATION

All information, documentation, and other materials submitted in response to this solicitation are subject to public disclosure under the Texas Public Information Act (Texas Government Code, chapter 552.001) after the solicitation is completed and upon successful contract award.

If a proposal includes proprietary data, trade secrets or information the respondent wishes to expect from public disclosure, then respondent must specifically label such data, secrets, or information as follows: "PRIVILEGED AND CONFIDENTIAL – PROPRIETARY INFORMATION". To the extent permitted law, information labeled as such will be used by the City of El Lago only for the purposes related to the or arising out of: 1) evaluation of proposals; 2) selection of a Respondent pursuant to the RFP process; and 3) negotiation and execution of an awarded bid/contract with the selected Respondent.

GENERAL INSTRUCTIONS

Respondents should carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Proposals and any other information submitted by Respondents in response to this RFP shall become the property of the City of El Lago.

The City will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for proposal preparation or for any demonstrations that may be made unless otherwise expressly stated.

Respondent(s) submit proposals at their own risk or expense. Proposals, which are qualified with conditional clauses, or alterations, or items not called for the RFP documents, or irregularities of any kind, are subject to disqualification by the City.

Each proposal should be prepared simply and economically, providing a straightforward, concise description of your company's ability to meet the requirements of this RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the city's needs.

The City of El Lago makes no guarantee that an award will be made as a result of the RFP, and reserves the right to reject any or all proposals, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFP or resulting contract when deemed to be in the city's best interest.

FAILURE TO COMPLY WITH REQUIREMENTS:

If Respondent fails to comply with any requirements contained in this RFP, Respondent's proposal will be considered non-responsive and will be rejected.

ACCEPTANCE OF PRODUCTS AND SERVICES:

All products furnished and all services performed under this RFP shall be to the satisfaction of the City and in accordance with the specification, terms and conditions of the RFP. The City reserves the right to inspect the products furnished or the services performed, and to determine the quality, acceptance, and fitness of such products or services.

DELIVERY OF GOODS AND SERVICES

Contractor shall state in the RFP the number of days expected to complete the project from start to finish.

Failure to complete the project within the timeline identified by the contractor shall result in liquidated damages to the amount of \$ 250.00 per day for everyday past the deadline date.

Weather delayed days will be given consideration during the progression of the project.

ADDITIONAL INFORMATION

If a payment bond is required of the winning contractors contained in Tex. Gov't Code Chapter 2252, said bond shall be substantially in the form attached hereto. It shall not be necessary to attach a payment bond to you bid/proposal but one will be required of the winning contractor if required by the Texas Government Code provision described above.

Prior to the final award of the contract, the winning contractor shall provide the City with a certificate of worker's compensation insurance coverage for itself and any other person providing any service to the contract as required by Texas Labor Code Chapters 401 and 406 and provisions of the Texas Government Code.

Contractor must also provide automotive and general liability insurance.

The contract to be entered into with the winning contractor will be governed by the laws and statutes of the State of Texas and all claims, disputes or other matters between the City and the contractor arising in any way out of the contract or the work to be performed there under shall be resolved only in the district courts of Harris County, Texas.

PAYMENT BOND

STATE OF TEXAS §
COUNTY OF HARRIS §

KNOW ALL MEN BY THESE PRESENTS: That _____ of the City of _____, County of _____, and State of _____, as principal, and _____ authorized under the laws of the State of Texas to act as surety on bonds for principals, are held and firmly bond unto the City of El Lago (Owner), in the penal sum of _____ Dollars (\$ _____) for the payment whereof, the said Principal and Surety bind themselves and their heirs, administrators, executors, successors and assigns, jointly and severally, by these presents:

WHEREAS, the Principal has entered into a certain written contract with the Owner, dated the ____ day of _____, 2018, for **REQUEST FOR PROPOSAL FOR ROOF REPAIR AND RELATED WORK AT THE EL LAGO MUNICIPAL COURTS BUILDING**, located at 98 Lakeshore Drive, El Lago, Texas 77586, which contract is hereby referred to and made a part hereof as fully and to the same extent as if copied at length herein.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the said Principal and its subcontractors shall well and faithfully make payment to each and every claimant (as defined in Chapter 2253, Texas Government Code, as amended) supply labor or materials in the prosecution of the work under the contract, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that this bond is executed pursuant to the provisions of Chapter 2253 of the Texas Government Code, as currently amended, and all liabilities on this bond shall be determined in accordance with the provisions of said statute to the same extent as if it were copied at length herein.

Surety, for value received, stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract, or to the work performed thereunder, or the plans,