

Rolling Plains Management Corporation
118 North First Street
P.O. Box 490
Crowell, Texas 79227

REQUEST FOR PROPOSALS

FOR

GENERAL CONTRACTORS
2018

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GENERAL RFP SPECIFICATIONS

A. Request

Rolling Plains Management Corporation (RPMC) is requesting proposals from qualified companies/contractors for all work, labor and material, and including weatherization services for low-income, elderly, and disabled housing. RPMC is a private non-profit corporation operating Weatherization and Housing Programs on behalf of State and Federal agencies.

B. Purpose

Weatherization Assistance Program (WAP) is a program designed by the Department of Energy to assist the low-income, elderly and disabled by weatherizing their homes in order to decrease energy consumption. The first step in the weatherization process is through soliciting proposals from general contractors to provide contract work including materials and labor used to upgrade homes to be more energy efficient. The contractor(s) will be expected to provide all materials and labor to weatherize and/or repair each dwelling unit based on an assessment of each unit prepared by RPMC.

ATTACHMENT A – Description and allowable activities of
Weatherization Assistance Program

ATTACHMENT B - General contractual requirements of all contractors

Rolling Plains is seeking the above services in its twenty-eight county service area. These counties are Archer, Baylor, Brown, Callahan, Clay, Comanche, Cottle, Eastland, Foard, Hardeman, Haskell, Hood, Jack, Jones, Kent, Knox, Montague, Palo Pinto, Parker, Shackelford, Stephens, Stonewall, Taylor, Throckmorton, Wichita, Wilbarger, Wise, and Young counties.

C. Deadline for Submission

The deadline for submission of proposals is 5:00 p.m. Wednesday February 7, 2018.

D. Submission Requirements

Respondents should submit a proposal to the address below:

Rolling Plains Management Corporation
P.O. Box 490
118 N 1st Street
Crowell, Texas 79227
ATTENTION: Weatherization Department

GENERAL RFP SPECIFICATIONS

To be considered responsive and receive an evaluation, a bid must fully address all sections of the bid request. A list of required items is as follows:

- 1) Cover letter – contractor(s) letterhead which includes the Contractor's contact person's name, telephone number, fax number (if available) and e-mail address (if available)
- 2) Description of Company:
 - Number of employees available to work on this contract
 - Number of years in business
 - Services provided by your company (i.e., attic/wall insulation, general carpentry, other services)
- 3) Bid Form:
 - Schedule A – Bidder's Experience
 - Schedule B – Technical & Financial Resources
 - Schedule C – Price List

E. Contact Person

All questions concerning this bid packet should be directed to Debra Thomas, Executive Director, or Mark Halsell, Weatherization Director. Questions may be mailed to RPMC, P. O. Box 490, Crowell, Texas 79227. Respondents may also call (940) 684-1571.

F. Contract Type

The winning contractor(s) will be offered a contract from January 1, 2018 to December 31, 2018 with Rolling Plains Management Corporation for the weatherization and repair of qualified houses as specified in this proposal. At the option of Rolling Plains Management Corporation, the contract period can be extended and renewed up to four (4) years, contingent upon funding.

G. Termination of Contract

The successful contractor agrees to comply with all requirements of the contract as detailed in ATTACHMENT B, General Contractual Requirements for Contractors. In the event contractor is unable to comply with the General Requirements as determined by Rolling Plains Management Corporation, Contractor will be notified in writing of intent by RPMC to terminate the contract.

H. Limitations and Reservations

Rolling Plains Management Corporation reserves the right to accept or reject any and all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part in its entirety this request for proposals, if found to be in the best interest of the needs of RPMC.

GENERAL RFP SPECIFICATIONS

This request for proposals does not commit RPMC to award a contract, to pay any costs incurred for the preparation of proposals or to procure or contract for any services. All proposals will become part of this agency's official files.

RPMC specifically reserves the right to vary the provisions set forth herein anytime prior to the execution of a contract where such variance is deemed to be in the best interest of the needs of RPMC.

If selected for negotiations, contractor(s) may be required to prepare and submit additional information prior to final award selection, in order to reach terms for the provision of services, which are agreeable to both parties.

I. **Modifications and Renewals**

RPMC reserves the right to negotiate modifications or renewal of weatherization and/or repair services in connection with any executed contract funded through this request for proposals without repeating the bid process for a period of up to four (4) additional years from the original bid initiation.

Modifications and renewals shall be considered based upon the provider's ability to meet RPMC's needs.

J. **Signatures**

This request for proposal shall be signed by the contractor/company's official authorized to bind that contractor/company and shall contain a statement to the effect that the proposal is a firm bid for a thirty (30) day period from the date that proposal is received by RPMC. The proposal shall also provide the name, address and telephone number of the individual(s) with the authority to negotiate during the period of proposal evaluation.

K. **Evaluation Criteria**

The selection of contractor(s) is to be made after a careful evaluation of prevailing prices in the area and of the proposals received. The successful contractor(s) must be responsive to the terms of the proposal and must demonstrate that he/she is a responsible bidder.

- a) A responsive bidder is one who submits a complete proposal within the stated time and in accordance with the proposal specifications.
- b) A responsible bidder is one who demonstrates, via his or her responses to the selection criteria, his or her ability to deliver the supplies, equipment or services solicited for procurement.

Proposals will be based on information received from schedules A, B, and C. This information will be evaluated and scored using a proposal rating table from which a contractor(s) will be selected. Rolling Plains reserves the right to reject any incomplete proposals.

GENERAL RFP SPECIFICATIONS

L. Protest Rights

All protest or complaints regarding this proposal process shall be referred to the RPMC Executive Committee for resolution.

M. Conflict of Interest/Nepotism

To avoid any real or apparent conflict of interest or nepotism in the procurement of the bid proposal, no RPMC employee, agent, consultant, officer, family member of employees, official of RPMC and who exercises or has exercised any functions or responsibilities with respect to contract decision making process or gain inside information with regard to such activities, may obtain personal or financial interest or benefit, directly or indirectly, from any award connected with this request.

RPMC's employees, officers, and/or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from potential bidders.

N. Subcontracting

The services of any contractor(s) awarded from this RFP must be delivered by the contractor named on the bid. Subcontracting will not be allowed, unless authorization from RPMC is given in writing.

**ROLLING PLAINS MANAGEMENT CORPORATION
ATTACHMENT A**

THE WEATHERIZATION PROGRAM

Weatherization is designed by the Department of Energy to assist in achieving a healthful environment and maximum practical energy conservation in homes of eligible, low-income persons at no charge to them. Any income-eligible persons may have their homes weatherized, particularly the elderly and handicapped. Locally, the Weatherization Program is operated by Rolling Plains Management Corporation, 118 N 1st Street, Crowell, Texas 79227.

Specific allowable Weatherization activities may include:

1. Insulating attics, walls, and floors and venting of attics/insulating attic hatch/access door.
2. Underpinning of mobile homes.
3. Weather stripping and caulking of windows and doors.
4. Replacement of exterior doors and windows as needed.
5. Glazing and replacement of broken and/or missing window panes.
6. Repairs such as minor roof patching, replacing rotten and/or missing windowsills and door frames and minor floor repair.
7. Installation of draft guards on light switch and plug outlets.
8. Replacement or installation of thresholds and door bottoms.
9. Patching of exterior walls and ceilings to reduce air infiltration.
10. Water flow restrictors and/or water flow restricting showerheads.
11. Solar screens and storm windows.
12. And various other air infiltration reduction activities and/or energy savings or energy efficiency measures.

**ROLLING PLAINS MANAGEMENT CORPORATION
ATTACHMENT B**

GENERAL CONTRACTUAL REQUIREMENTS FOR CONTRACTORS

1. Must provide all tools needed to accomplish weatherization/repair work.
2. Provide and transport materials, tools, and workers/employees to all job sites.
3. All debris from job must be removed and disposed of at contractor's expense.
4. Each home must be completed within 14 days of receipt by contractor of assessment prepared by RPMC. If availability of materials presents a problem or other delays incur, RPMC is to be alerted immediately.
5. All work must be completed according to the Texas Department of Housing and Community Affairs, Department of Energy, United States Department of Agriculture and Rolling Plains Management Corporation guidelines and conform to all applicable codes and general specifications.
6. Adhere to all applicable federal, state and local laws and regulations.
7. Contractor shall comply with the provisions and requirements of the:
 - Workmen's Compensation Act, where applicable;
 - Immigration and Reform Act of 1986;
 - Clean Air and Water Act;
 - Copeland Anti-Kickback Act;
 - EPA Lead Certified Renovation Firm;
 - Civil Rights Act of 1964;
 - Davis Bacon (where applicable);
 - Drug-Free Workplace Act of 1988;
 - Rehabilitation Act of 1973;
 - Pro Children Act of 1994 (Public Law 103227, Part C Environmental Tobacco Smoke);
8. Provide adequate, fully trained, on-site supervision of all work performed under the contract.
 - Contractors must be a Certified Lead Firm and provide a Certified Lead Renovator on site in accordance with CFR Part 745.225.
9. Contractor must obtain OSHA 10 certification for workers and OSHA 30 certification for supervisors.
10. Report only fully completed homes with itemized labor and material invoices sent to RPMC.
11. Take any necessary corrective action which may arise as a result of the agency's final inspection; this would be in the area of incomplete or unsatisfactory work. This work must be completed within 5 working days from date of notification and a second final inspection will be performed before payment of invoice.

**ROLLING PLAINS MANAGEMENT CORPORATION
ATTACHMENT B**

GENERAL CONTRACTUAL REQUIREMENTS FOR CONTRACTORS

12. Provide adequate, fully trained, on-site supervision of all work performed under the contract.
13. Must provide proof of and maintain liability insurance in the amount of \$100,000.
14. Must provide proof of and maintain vehicle liability insurance and a valid Texas driver's license
15. Must be able to provide proof of at least \$20,000.00 line of credit for at least 60 days.
16. Must be willing, if necessary, to receive additional training to meet all requirements of Texas Department of Housing and Community Affairs, Department of Energy, United States Department of Agriculture, and Rolling Plains Management Corporation.
17. The sub-contractor is responsible for any, job related illness or injury to workers under his/her employment, and indemnify and hold harmless RPMC, RRMC Weatherization staff, and RPMC clients in the event of on-the-job illness or injury occurs.

**ROLLING PLAINS MANAGEMENT CORPORATION
SCHEDULE A
BIDDER'S EXPERIENCE & INTEGRITY**

A. REFERENCES: Please list three (3) references of persons or firms whom you have worked as a contractor/subcontractor for in the past twelve (12) months and who are familiar with your work, excluding Rolling Plains. **30 Points**

Reference 1:

Name _____

Address _____

Phone _____

Reference 2:

Name _____

Address _____

Phone _____

Reference 3:

Name _____

Address _____

Phone _____

These are the questions that will be asked when we contact the reference. Two points (2Pts.) will be awarded per reference for each favorable answer (10 Points). No points will be awarded for references, which cannot be verified, or who indicate that the work performed or staff conduct was unsatisfactory. Listed below are the questions that will be asked of each reference and the point value attached to their response:

1. Was the quality of work of this firm or person satisfactory or poor?
 - If satisfactory, specify in what way.
 - If not satisfactory, specify in what way.
2. Has this firm or person been timely in completing projects?
3. Has this firm or person's crew operated, to the best of your knowledge, with good behavior at work sites?
4. Did the firm or person offer and explain the warranty for the products they installed?
5. If the occasion arose, would you contract/subcontract with this firm or person to do a job for you in the future?

**ROLLING PLAINS MANAGEMENT CORPORATION
SCHEDULE A
BIDDER'S EXPERIENCE & INTEGRITY**

A. **General Experience:** (5 pts.) 1 point per year up to five years will be awarded for previous weatherization /general contracting experience: _____

B. **MINORITY OWNED OR WOMAN OWNED COMPANY:** (5 pts.)
Are you a minority owned or woman owned enterprise? _____

ROLLING PLAINS MANAGEMENT CORPORATION
SCHEDULE B
Technical & Financial Resources

A. REFERENCES: Please list two references of persons or firms that you have obtained Credit from or a loan in the past twelve months and who are familiar with your work.

Reference 1:

Name _____

Address _____

Company Name _____

Phone _____

Reference 2:

Name _____

Address _____

Company Name _____

Phone _____

These are the questions that will be asked when we contact the references. Three points will be awarded per reference for each favorable answer.

Integrity (18 Points)

1. Would you characterize this person or firm to be fair, honest and responsible?
2. Would you extend credit to this person or firm?
3. Has this firm or person been past due on any of their payments during the last six months?

B. FINANCIAL STATEMENT: (15 Points) Five points will be awarded for providing a financial statement.

One point will be awarded for "No" responses to questions 1-4 (maximum of 4 points). No points will be awarded for references, which cannot be verified, or who indicate that the work performed or staff conduct was unsatisfactory. Listed below are the questions that will be asked of each reference and the point value attached to their response:

1. Are you or have you been involved in a Chapter 13 proceeding? _____
2. Are there any liens against your firm? _____
3. Are there any lawsuits against your firm? _____
4. Have any complaints been filed against your firm with the Better Business Bureau? _____

If yes, describe the nature of complaints: _____

ROLLING PLAINS MANAGEMENT CORPORATION
SCHEDULE B
Technical & Financial Resources

FINANCIAL RESOURCES:

Yes

No

5. Can you provide documentation that you have a minimum line of credit of at least \$20,000 for up to 60 days. If yes, attach documentation. 5 pts

6 Are you willing to wait 30 days after final inspection to receive payment? 1pt

ROLLING PLAINS MANAGEMENT CORPORATION
SCHEDULE C
Labor and Material Price List

Each item listed below must be priced for labor and material. Include all tasks necessary to complete each installation (installation or repair costs should include screws and nails).

CAULKS AND SEALANTS		Labor	Material	Total
Polyurethane caulk (ASTM C920-98e1)	Per Tube	_____	_____	_____
Latex caulk (ASTM C834-00e1)	Per Tube	_____	_____	_____
Glazing (C669-00)	Per Tube	_____	_____	_____
Spray foam	Per Can	_____	_____	_____

WEATHERSTRIPPING		Labor	Material	Total
Jambup – Aluminum w/silicon flap 17'	Per Pkg.	_____	_____	_____
Door Sweep – Aluminum w/vinyl strip 36" (MD)	Each	_____	_____	_____
Foam tape self-adhesive	Each	_____	_____	_____
Threshold – Low Boy	Each	_____	_____	_____
Threshold – Hi Boy	Each	_____	_____	_____
3/0 Wood Door Bottom	Each	_____	_____	_____
Standard Door Stop	1 Foot	_____	_____	_____

**ROLLING PLAINS MANAGEMENT CORPORATION
SCHEDULE C
Labor and Material Price List**

WINDOWS

** All storm windows must meet the following standards: AAAMA/NWWDA 101/I.S. 2-97 (American Architectural Manufacturers Association/National Wood Window & Door Association); AAMA 1002-10.93 (American Architectural Manufacturers Association); ASTM D4726-00 (American Society for Testing and Materials)
 **Required minimum thickness for windows is 6 mil (0.006 inches).
 **Commercially available

STORMS

		Labor	Material	Total
Aluminum Frame Storm Window	U.I.	_____	_____	_____

**All replacement windows must meet the following standards: AAAMA/NWWDA 101/I.S. 2-97 (American Architectural Manufacturers Association/National Wood Window & Door Association)

REPALCEMENT WINDOWS

		Labor	Material	Total
Aluminum frame double pane Low E window	U.I.	_____	_____	_____
Vinyl frame double pane Low E window	U.I.	_____	_____	_____
Mobile Home Window	U.I.	_____	_____	_____
Solar Screens	U.I.	_____	_____	_____
Mull Bar	Each	_____	_____	_____
Window Stop (Parting)	1 Foot	_____	_____	_____
Window Trim	Per Ft	_____	_____	_____

**ROLLING PLAINS MANAGEMENT CORPORATION
SCHEDULE C
Labor and Material Price List**

COMPLETE DOOR UNITS	Labor	Material	Total
3/0, 2/8, 2/6 – 1 ¾ Steel Door Unit	Each _____	_____	_____
COMPLETE SLAB DOOR UNIT			
3/0, 2/8, 2/6 - 1 ¾ Slab	Each _____	_____	_____
SLAB DOOR W/HINGES			
3/0, 2/8, 2/6 - 1 ¾ Slab	Each _____	_____	_____
Door hinges	Pair _____	_____	_____
Barrel Locks	Each _____	_____	_____
Entry Lockset	Each _____	_____	_____
Dead bolt	Each _____	_____	_____
Dead bolt combo	Each _____	_____	_____
Sash locks	Each _____	_____	_____
Latch	Each _____	_____	_____
2 ¼ Interior door trim	Per Ft _____	_____	_____
Door Viewer	Each _____	_____	_____
Roof Vent (Passive)	Each _____	_____	_____
Soffit Vent	Each _____	_____	_____
Install Attic Hatch (includes block & caulk)	Each _____	_____	_____

ROLLING PLAINS MANAGEMENT CORPORATION
SCHEDULE C
Labor and Material Price List

MISCELLANEOUS		Labor	Material	Total
Incidental Carpentry	Per Man Hour	_____		
Replace Broken Glass	Each	_____	UI_____	_____
Window Eliminate	Each	_____	_____	_____
Window Sill	per window	_____	_____	_____
Door Eliminate	Each	_____	_____	_____
Vent Pipe Double Wall	3"x 2'	Each	_____	_____
	3"x 3'	Each	_____	_____
	3"x 5'	Each	_____	_____
Flexible Double wall B vent	per/ft.	_____	_____	_____
45 ° Elbow	Each	_____	_____	_____
Storm Collar	Each	_____	_____	_____
¾ PVC Pop Off Discharge Line	Each	_____	_____	_____
Escutcheon	Each	_____	_____	_____
Rain Cap 3"	Each	_____	_____	_____
Pipe Wrap	Stick	_____	_____	_____
Under pinning	Sq Ft	_____	_____	_____
Exhaust Vent fan (Must meet Ashrae 62.2)	Each	_____	_____	_____
Combustible Air Vent	Each	_____	_____	_____
Gable Vent 18"x24"	Each	_____	_____	_____

ROLLING PLAINS MANAGEMENT CORPORATION
SCHEDULE C
Labor and Material Price List

MISCELLANEOUS		Labor	Material	Total
A/C Seal	Each	_____	_____	_____
A/C Remove & Replace (includes a/c seal)	Each	_____	_____	_____
Cut in Hole Repair 1' or Smaller	Each	_____	_____	_____
Cut in Hole Repair 1' to 2'	Each	_____	_____	_____
Cut in Hole Repair Over 2'-4'	Each	_____	_____	_____
Shower Board 4"x8"	Each	_____	_____	_____
Hardy Board 12"x16"	Each	_____	_____	_____
Smart Board 4"x8"	Each	_____	_____	_____
½" Plywood 4'x8'	Each	_____	_____	_____
¾" Plywood 4'x8'	Each	_____	_____	_____
½" Sheetrock 4'x8' (tape and bed included)	Each	_____	_____	_____
Drywall Paper Tape 250' roll	Each	_____	_____	_____
Joint Compound 50# box	Each	_____	_____	_____
Yellow Pine 1x4	Per Ft	_____	_____	_____
Yellow Pine 1x6	Per Ft	_____	_____	_____
Pre-cut 2x4 Studs	Each	_____	_____	_____

ROLLING PLAINS MANAGEMENT CORPORATION
SCHEDULE C
Labor and Material Price List

MISCELLANEOUS		Labor	Materials	Total
Smoke Alarm	Each	_____	_____	_____
Carbon Monoxide Detector	Each	_____	_____	_____
Roof replacement - Composition roof shingles (Including Decking, Felt, shingles, tear off up to 2 layers)	Per Sq.	_____	_____	_____
Roof Repair -Replacing missing or damaged Shingles, tar patch, seal transitions flashing, etc..	Sq. Ft.	_____	_____	_____
Cool Seal	Sq. Ft.	_____	_____	_____
Compact Florescent Lights (CFL's) For replacement of primary bulbs in use for 4 hours or more daily. No closet or pantry lights.	Each	_____	_____	_____
Ceiling Fan (With light kit)	Each	_____	_____	_____
Lead Safety Procedures Must conform to EPA Renovation, Repair And Painting Rule	Per/ House	_____	_____	_____

**ROLLING PLAINS MANAGEMENT CORPORATION
SCHEDULE C
Labor and Material Price List**

Attic insulation: Provide all labor and materials to insulate attic (in accordance to DOE standards)

		Labor	Materials	Total
*Blow-in Attic Insulation R11 to R19	Sq. Ft.	_____	_____	_____
*Blow-in Attic Insulation R19 to R30	Sq. Ft.	_____	_____	_____
*Blow-in Attic Insulation R38	Sq. Ft.	_____	_____	_____
Cellulose Wall Insulation R15	Sq. Ft.	_____	_____	_____
Fiberglass Wall Insulation R15	Sq. Ft.	_____	_____	_____
Floor Insulation R19 (Complete install)	Sq. Ft.	_____	_____	_____
R-13 Batt Insulation	Sq. Ft.	_____	_____	_____
R-19 Batt Insulation	Sq. Ft.	_____	_____	_____
R-30 Batt Insulation	Sq. Ft.	_____	_____	_____
R-38 Batt Insulation	Sq. Ft.	_____	_____	_____

ROLLING PLAINS MANAGEMENT CORPORATION

Proposal Agreement

I understand that selected contractor(s) may be required to undergo background and credit verification prior to execution of contract.

I understand that Rolling Plains Management Corporation reserves the right to reject any/all bids.

No board member, officer, agency or employee of Rolling Plains Management Corporation shall be personally liable concerning any matters arising out of or in relation to the commitment of weatherization and repair funds with regards to feasibility or validity of the proposed subject.

Contractor's Name (Please Print)

Contractor's Signature

Date