

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

REQUEST FOR PROPOSALS

FOR

CONTRACTORS FOR THE AMY YOUNG BARRIER
REMOVAL PROGRAM

July 30, 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, including materials and labor, for home modifications necessary for accessibility and the elimination of hazardous conditions for a home located in Quanah, Texas. RPMC is a private non-profit corporation operating Weatherization and Housing Programs on behalf of State and Federal agencies.

B. Purpose

The Amy Young Barrier Removal Program was established to assist qualified persons with disabilities in modifying their homes for accessibility and to eliminate hazardous conditions. The first step in the process is through soliciting proposals from general contractors to provide contract work including materials and labor used to modify homes for people with disabilities. The contractor(s) will be expected to provide all materials and labor to retrofit each dwelling unit based on the assessment and specifications prepared by RPMC.

C. Deadline for Submission

The deadline for submission of proposals is 5:00 pm September 21, 2018

D. Pre-Bid Conference

There will be an optional, informal pre-bidder's conference held to give interested and potential bidders an opportunity to go over the scope of work to be performed and the responsibility of the contractors in relation to RPMC. The time and date for the conference is 1:00 P.M. Wednesday September 19, 2018 at Rolling Plains Crowell office located at 118 N. 1st, Crowell Texas.

E. Submission Requirements

Respondents may e-mail proposals to jennifer.mayfield@rollingplains.org or 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) Bid Form:
 - Schedule A – Bidder's Experience
 - Schedule B – Technical & Financial Resources
 - Schedule C – Integrity
 - Schedule D—Company Information
- 3) 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, HVAC, electrical, general carpentry)

F. Contact Person

All questions concerning this bid packet should be directed to Jennifer.mayfield@rollingplains.org. Verbal inquiry's may be made by calling 940-684-1571.

G. Contract Type

The winning contractor will be offered a contract for the modification of a qualified home for the Amy Young Barrier Removal Program as specified in this proposal.

H. Termination of Contract

The successful contractor agrees to comply with all requirements of the contract as detailed in ATTACHMENT C, 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.

I. 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.

All bids must be itemized. No lump sum bids.

I. 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.

J. 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.

GENERAL RFP SPECIFICATIONS

K. Protest Rights

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

L. 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.

M. 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.

1. Must provide proof of valid driver's license(s) for employees.
2. 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
ATTACHMENT A**

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 120 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 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:
 - Copeland Anti-Kickback Act;
 - Contract Work Hours and Safety Standards Act;
 - Fair Labor Standards Act, where applicable;
 - Workmen's Compensation Act, where applicable;
 - Immigration and Reform Act of 1986;
 - Clean Air and Water Act;
 - Davis Bacon Act, where applicable;
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 prior to January 1, 2013.

**ROLLING PLAINS MANAGEMENT CORPORATION
ATTACHMENT A**

10. 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. Should this occur and require RPMC to perform a third final inspection, the Contractor will be required to pay for the third inspection (and any additional inspections after this which may be necessary to close out the case satisfactory) at the rate of \$100 per inspection.

11. Provide itemized labor and material invoices with start and finish dates.

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. The sub-contractor is responsible for any, job related illness or injury to workers under his/her employment, and indemnify and hold harmless RPMC, RPMC Weatherization staff, and RPMC clients in the event of on-the-job illness or injury occurs.

16. Contractor must participate in a pre-construction conference with RPMC staff, and household.

Attachment B Specifications

Description: Amy Young Barrel Removal Program

These specifications are to be used as a general guideline for effective repairs. It is the Contractor's responsibility to ensure that all areas included in the specification are completed to Industry Standards, Texas Accessibility Standards and all applicable Codes. Permits must be obtained if applicable.

The Contractor selected will ensure all workmanship and materials; carry a minimum one-year warranty. Contractor selected is required to remove any debris created throughout the remodeling process. All prospective Contractors are required to visit the site prior to submitting a bid. All bids submitted must be priced for both labor and material.

OVERVIEW:

This specification is for property located at 710 W. 2nd St. Quanah, Texas. The specifications will include, but not limited to new wheelchair ramp on front and back of the premises, rehab of existing bathroom, modifications to current entry doors, and minor electrical upgrade in kitchen and hallway. This project will also include all necessary plumbing and electrical upgrades needed to complete the project and will be performed by licensed contractors meeting all applicable codes and TAS standards. **Any deviations from specifications must be cleared through RPMC.** These specifications are for Labor/ Material for completed finished work. Home owner will have choice for paint color, cabinet style and tile color (In stock materials).

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

A. YEARS OF EXPERIENCE

State the number of years you (or your firm) have performed general contract work?

_____ year(s) Please attach information, which can be used to verify your experience.
(1 pt. will be awarded for each year of experience up to a maximum of 5 pts.)

State the number of years you (or your firm) have performed contract work directly related to handicap accessibilities?

_____ year(s) Please attach information, which can be used to verify your experience.
(1 pt. will be awarded for each year of experience up to a total of 5 pts.)

ROLLING PLAINS MANAGEMENT CORPORATION
SCHEDULE B
Technical & Financial Resources

A. REFERENCES: Please list two references of persons or firms that you have used as a material supplier or for obtaining 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 \$10,000 for up to 90 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
Integrity

A. REFERENCES: Please list three (3) references of persons or firms whom you have worked as a subcontractor or performed general contracting and/or performed contracting for accessibility for disabled people 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 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. Is 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 subcontract again with this firm or person to do a job for you?

SCHEDULE D
Company Information

A. **MINORITY – OWNED OR WOMAN – OWNED COMPANY:** 5 points will be awarded for a positive response.

Are you a minority –owned or woman –owned enterprise? _____

ROLLING PLAINS MANAGEMENT CORPORATION
Binding Statement

I understand that I am bidding on a Amy Young Barrier Removal contract administered by Rolling Plains Management Corporation (RPMC), funded by the Texas Department of Housing and Community Affairs (TDHCA) with federal funds. Contractors and subcontractors must not be debarred, suspended, or ineligible according to the US General Services Administration List of Parties Excluded from Federal Procurement or Non Procurement Programs. Verification of contractor eligibility shall be obtained from the TDHCA prior to awarding a contract.

I understand that I must carry general liability insurance in the amount of \$100,000. This insurance must be applicable to work done in the applicable service area and must be in effect during the entirety of the contract period. Evidence of such insurance must be presented prior to the execution of the contract.

I understand that all work must be completed according to the TDHCA and RPMC guidelines and conform to all applicable codes, general specifications and Texas Accessibility Standards

I understand that I will adhere to all applicable federal, state and local laws and regulations.

I have been provided a copy of the Amy Young Barrier Removal Program bid package, reviewed the documents, and certify that all work completed will meet exceed these standards and specifications.

I understand that I cannot alter any work without authorization of RPMC.

I understand payment will be made after final inspection and approval of completion has given by RPMC.

I agree to complete proposed services within 120 days of signed contract date.

I understand that I, and/or the materials manufacturer, must provide a one-year warranty on all materials and labor.

I will abide by the Texas Department of Housing and Community Affairs and United States Department of Agriculture regulations pertaining to equal employment opportunity.

I further understand that if work performed is found to be unsatisfactory by RPMC or if the relations between my company, the homeowner or other parties are found to be unsatisfactory, it may result in termination of this or any existing contracts and debarment from future RPMC contracts.

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 and 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