

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

REQUEST FOR PROPOSALS

FOR

ROOFING 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, for roofing services in our 28 county service area. RPMC is a private non-profit corporation operating Weatherization and Housing Programs on behalf of State and Federal agencies.

B. Purpose

The purpose of this proposal is to solicit qualified contractors, individuals or firms to provide services to repair/replace roofs on homes in Rolling Plains' service area. All clients and work will be subject to specific program guidelines and meet local, state and federal codes. Contractors may be required to assist in evaluations of roofs to determine the scope of work.

ATTACHMENT A – Description and allowable activities

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. Friday, June 22, 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
- 3) Bid Form:
 - Schedule A – Bidder's Experience
 - Schedule B – Technical & Financial Resources
 - Schedule C – Price List

E. Questions

All questions concerning this bid packet must be directed to Mark Halsell, Weatherization Director. Questions may be mailed to RPMC, P. O. Box 490, Crowell, Texas 79227. Questions must be received at least 4 days prior to submission deadline. Any questions received will be posted on Rolling Plains' website at rollingplains.org under "RFP'S" 48 hours prior to response deadline.

F. Contract Type

The winning contractor(s) will be offered a contract from July 1, 2018 to June 31, 2019 with Rolling Plains Management Corporation for roof repair/replacement 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 an additional (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 or 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 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.

O. Grievance Procedures

All protests and complaints regarding the bid process or selections of the winning bid must be submitted in writing to:

Executive Director

PO Box 490

Crowell, Texas, 79227

All protests and complaints shall be referred to the RPMC Executive Committee for resolution.

**ROLLING PLAINS MANAGEMENT CORPORATION
ATTACHMENT A**

Specific allowable activities may include but are limited to the following:

1. Tear off existing roof
2. Replace or add decking
3. Install tar paper or water proof barrier
4. Replace eave trim if necessary
5. Install flashing (drip edge and valley)
6. Install new shingles
7. Install vents (plumbing, combustible appliance and air vents)
8. Removal and disposal of all debris from site
9. Any roof falling outside of normal shingled roof will be evaluated on a case by case basis

**ROLLING PLAINS MANAGEMENT CORPORATION
ATTACHMENT B**

GENERAL CONTRACTUAL REQUIREMENTS FOR CONTRACTORS

1. Must provide all tools needed to accomplish 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 from receipt of work order 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 all applicable programs guideline 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 following provisions and requirements where applicable:
 - 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.
9. Contractor must be in compliance of OSHA 10 regulations.
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. Must provide proof of and maintain liability insurance in the amount of \$100,000.
13. Must be able to provide proof of at least \$20,000.00 line of credit for at least 60 days.
14. 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 references. Two points (2 Pts.) 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?
 - a. If satisfactory, specify in what way.
 - b. 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?

B. General Experience: (5 pts.) 1 point per year up to five years will be awarded for previous roofing experience: _____

C. 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: _____

C. 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 day after inspection to receive payment? 1pt	_____	_____

**ROLLING PLAINS MANAGEMENT CORPORATION
SCHEDULE C**

Each item listed below must be priced for labor and material. Include all tasks necessary to complete each installation. (Permits included)

Materials		Labor	Material	Total
20 year shingles	per/sq.	_____	_____	_____
Decking	per/sq.	_____	_____	_____
Drip edge	per/ft.	_____	_____	_____
Flashing	per/ft.	_____	_____	_____
Passive Roof vent	EA.	_____	_____	_____
Tear off *	per layer/per sq.	_____	_____	_____
Incidental Labor	per/Hr.	_____	_____	_____
Vents (combustible and plumbing)	EA	_____	_____	_____

*Price includes disposal and dump fees

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

Rolling Plains is an equal opportunity employer and provider