

**Comanche County, Texas and City of Comanche, Texas
RFP Bid Solicitation for Installing a New Roof
at the Comanche Public Library**

To All Interested Bidders:

Bidders are invited to submit a formal Proposal (the "Proposal") for the installation of a new roof at the Comanche Public Library located at 311 N. Austin Street, Comanche, Texas 76442. The requested bid proposal is limited to the Library roof only (Approximately 7,600 square feet.) and excludes all other roofs.

Please submit one original and two copies of the Proposal. **Faxed or emailed Proposals will not be accepted.**

Sealed Proposals will be received in the Comanche County Judge's office until 5:00 p.m. on June 30, 2023. All Proposals shall be clearly marked with "Comanche Public Library—Installation of New Roof RFP." Immediately following the closing of the RFP, the City Council of Comanche, Texas and Comanche County Commissioners Court will hold a joint meeting and publicly open bids at the County Court Room located at 101 W. Central Ave., Comanche, Texas 76442.

All sealed Proposals must be delivered to the following address:

Hon. Stephanie L. Davis, Comanche County Judge
101 W. Central Ave.
Comanche, Texas 76442

Proposals will be opened at the time and date, and location indicated above. The Proposals shall remain firm for not less than thirty (30) calendar days from the date of receipt of the Proposal. Bidders guarantee that all goods and services meet the requirements of the solicitation during the contract period.

General Conditions

The following are the general conditions for the work to be performed.

Scope of Work

It is understood that except as otherwise specifically stated in the contract, the vendor (contractor) shall provide and pay for all materials, labor, tools, equipment, and transportation of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. Permits and licenses (including the City of Comanche) necessary for the execution of work shall be secured by the vendor but no fees will be charged to the vendor. All supplies and material shall be new. Any work necessary to be performed after regular working hours, such as work performed on Sundays or legal holidays shall be performed without additional expense to the City or County.

Existing Conditions

The vendor, in undertaking the work under this contract, is assumed to have visited the premises and to have taken into consideration all conditions which might affect the work. No consideration will be given to any claims based on lack of knowledge of existing conditions.

Insurance

Prior to the commencement of work, the vendor shall furnish to the City and County a Certificate of Insurance showing compliance with the following limitations. The vendor agrees to comply with the provisions of Worker's Compensation laws of the State of Texas.

The vendor further shall maintain such other insurance (with limits as shown below) as shall protect the vendor and the City and County from any claims for property damage or personal injury, including death, which may arise out of operations under this contract, and vendor shall furnish the City and County with certificates and policies of such insurance as shown below. Insurance coverage shall be maintained until the work has been completed by vendor.

Listed below are the insurance coverages which must be procured by the vendor at the vendor's expense.

The vendor agrees to follow instructions indicated in each case.

- **Proof of current workers compensation**
- **Vendor's public liability insurance, personal injury, including death- \$250,000.00 for each person and \$500,000.00 for each accident.**
- **Property damage- limits of \$500,000.00 for each accident and \$1,000,000.00 for the aggregate.**

Certificate of Insurance with the City of Comanche, Texas and Comanche County, Texas listed as additional insureds must be sent to the City and County prior to commencement.

Insurance must be written by a company licensed to do business in the State of Texas.

Statement of Vendor Qualifications

As part of the Proposal, the vendor must complete the attached “Statement of Vendors Qualification” before awarding of contract, to demonstrate to the complete satisfaction of the City and County, that the vendor has the necessary certifications, licenses, facilities, ability and financial resources to execute the work in a satisfactory manner within the time specified; that the Vendor has had experience in work of the same or similar nature; and that the Vendor has past history and references which will assure the City and County of the vendor’s qualifications for executing the work.

Taxes

The City and County are tax-exempt organizations. A copy of the City and County’s tax-exempt form will be furnished.

Governing Laws

All Proposals and related documents submitted to the City and County by the vendors are governed under the laws of the State of Texas and local ordinances, policies, and regulations.

Addenda

If any questions arise from the RFP, the bidder may submit to Hon. Stephanie L. Davis, a request for interpretation via email at JudgeDavis@co.comanche.tx.us. Any interpretation documents will be made by addendum to the RFP. All questions should be emailed to JudgeDavis@co.comanche.tx.us no later than 5:00 pm, Wednesday, June 22, 2023. All questions that arise that require an addendum will be posted to Comanche County’s website at www.co.comanche.tx.us no later than June 26, 2023.

The City or County will not be responsible for any other explanations or interpretations. The City and County reserve the right to extend the due date if such information significantly amends this solicitation or makes compliance with the original due date impractical. The City and County reserve the right to reject any or all Proposals and waive technicalities and informalities.

Proposal Form and Format

Proposals should be submitted in the format specified within this document, contain information required by the RFP, and submitted in a sealed envelope addressed to:

Hon. Stephanie L. Davis, Comanche County Judge
101 W. Central Ave.
Comanche, Texas 76442

Sealed Proposals will be received until 5:00 p.m. on June 30, 2023. All Proposals shall be clearly marked with "Comanche Public Library—Installation of New Roof RFP." Immediately following the closing of the RFP period, there will be a joint meeting of the City of Comanche City Council and the County of Comanche Commissioners' Court where bids will be publicly opened. The meeting will take place on July 6, 2023 noon. at the Comanche County Courthouse located at 101 W. Central Ave., Comanche, Texas 76442.

Deviations

Any deviations from the scope of work indicated herein must be submitted in writing, clearly noted and explained in detail on a separate form, and attached to the submitted Proposal; otherwise, it will be considered that items/services offered are in strict compliance with these specifications and the successful bidder shall be held responsible thereto.

Any deviations within a submitted Proposal between prices quoted and restated in the summation sheet shall be resolved by the City and County as being the lower price, unless the bidder requested in writing a correction or withdrawal of the Proposal prior to the date and time set for opening.

Any Proposal withdrawal or modification received after the established due date at the place designated for receipt of Proposal is late. No late Proposal, late modification, or late withdrawal will be considered and shall be returned to the Vendor unopened. The City and County reserve the right to reject any or all Proposals. It further reserves the right to waive technicalities and formalities in the Proposals, as well as, to accept in whole or in part, such Proposal(s) where it deems it advisable in protection of the best interest of the City and County. The City and County will be the sole judge as to whether Proposals submitted meet all requirements contained in the solicitation.

Affidavits

Before acceptance of the Proposal by the City and County, the vendor will be required to furnish affidavits on the enclosed forms.

Withdrawal of Proposal

A Proposal cannot be withdrawn after it is filed, unless (a) the vendor makes a request in writing to the County Judge's office prior to the time set for opening of Proposals, or (b) the City or County fails to accept a bid within thirty (30) days after bid opening date.

Award of Contract

Award of contract will be made to the most responsive/responsible bidder meeting the requirements of the City and County within 30 days of the bid opening date. This solicitation does not commit the City and County to award a contract, to pay any costs incurred in the preparation of the Proposal, or to procure or contract for goods services listed herein. The City and County may accept any Proposal offered on an all, partial, or none basis, or within funds available, whichever is in the best interest of the City and County.

Contract Form

Upon contract award, the City, County, and vendor will have a signed contract prior to any work being started.

Change in Contract

The City and County will not be responsible for any change in the work involving extra cost unless approval in writing is furnished and approved by the City and County before such work is begun.

Indemnification

The vendor agrees to hold the City and County harmless and to indemnify the City and County from every expense, liability or payment arising out of or through injury (including death) to any person or persons or damage to property (regardless of who the City and County of the property may be) of any place in which work is located arising out of or suffered through any act or omission of the vendor or subcontractor.

Installation

The City and County request the Proposal to include a timeline of completion of installation of Library roof.

Warranty

All materials, labor, and workmanship provided by the vendor shall have a 20-year warranty. Any Warranty different than this shall be specified in the Proposal.

Site Visit

To arrange a site visit, please contact Judge Stephanie L. Davis, via email at: JudgeDavis@co.comanche.tx.us or phone at 325-356-2466.

Application for Payment

All applications for payment shall be mailed to the following address:

Hon. Stephanie L. Davis
Comanche County Judge
101 W. Central Ave.
Comanche, Texas 76442

Payments

A single payment will be made to the vendor when all aspects of the contract have been completed to the City and County's satisfaction. The City and County will consider other reasonable arrangements should they be requested by the vendor.

Liquid Damages

Liquidated damages in the amount of \$100.00 per day from each calendar day after the 30-day project timeline will be charged to the vendor. Liquidated damages will not be charged for delays associated with weather. Furthermore, the City and County will consider all other reasonable requests associated with delays.

Weather

The Comanche Public Library (the "Building") shall never be opened to the elements at any time. All openings must be covered in a manner to withstand any weather condition and must be secured to avoid anyone entering the Building through any roof openings.

Clean Up Site

All outside and inside areas of the building and the grounds shall remain clean and free of any construction debris. An allotted area will be allowed for material storage.

PROJECT SPECIFICATIONS

Comanche County, Texas and the City of Comanche, Texas are requesting bid proposals for the installation of a new roof at the Comanche Public Library located at 311 N. Austin Street, Comanche, Texas 76442. The requested bid proposal is limited to the Library roof only (Approximately 7,600 square feet.) and excludes all other roofs.

Statement of Vendor Qualifications Must Detail the Following:

1. A list of references.
2. Installer must be a certified roofing contractor for the roofing system to be installed.

SUCCESSFUL BIDDER WILL INSTALL THE FOLLOWING PER MANUFACTURER'S RECOMMENDATIONS

1. Remove any foreign materials and/or debris from existing roof.
2. Remove existing loose pea gravel from existing roof system.
3. Install new 2x wood nailer at exterior of parapet walls.
4. Install 1/4" high impact gypsum cover board over existing roof system.
5. Mechanically fasten new 50 mil roof system over cover board.
6. Mechanically fasten new 2.2" polyiso insulation over interior parapet walls.
7. Encapsulate parapet walls with prefabricated parapet flashings.
8. Terminate roof system with 2-piece compression edge metal. (Color to be chosen by owner.)
9. Raise and reset all A/C units as necessary for proper installation.
10. Install walk pads at all A/C units, ship ladders and roof hatches.
11. Install all related manufacturer required accessories including: vents, stacks, flashings, curbs, scuppers, edging, drains, etc.
12. Clean up and properly dispose of all roofing related debris.
13. Provide for Manufacturer's inspection and acceptance of all completed work by a Factory Quality Assurance Inspector.
14. All materials, labor, and workmanship provided by the vendor shall have a 20-year warranty. Any Warranty different than this shall be specified in the Proposal. This shall not be pro-rated or contain exclusions for ponding water. This warranty shall be fully transferable if the building is sold during the warranty period.

PROPOSAL FORM

COMANCHE PUBLIC LIBRARY

DUE NO LATER THAN 5:00 P.M. ON JUNE 30, 2023

All sealed Proposals must be delivered to the following address:

Hon. Stephanie L. Davis, Comanche County Judge
101 W. Central Ave.
Comanche, Texas 76442

Name of Vendor: _____

Having carefully examined the Proposal requirements including the General Conditions, and the Request for Proposal for County of Schleicher Memorial Building Roof Replacement, any addenda, and conditions affecting the work, the undersigned proposes to provide the required materials, services, warranties, and delivery of specified in the attached Proposal for the total sum not to exceed:

GRAND TOTAL \$ _____

Respectfully Submitted,

Name of Firm: _____

Address of Firm: _____

Signature: _____

Telephone Number: _____

Name Title: _____

Name and Title of Vendor's Representative who will service contract:

Address and Telephone Number of Vendor's Representative:

Email address of Vendor's Representative who will service contract:

STATEMENT OF VENDOR'S QUALIFICATIONS

Name of Vendor:

Please Provide Three References

REFERENCE 1

NAME: _____

ORGANIZATION: _____

TITLE: _____

AFFILIATION: _____

PHONE NUMBER: _____

REFERENCE 2

NAME: _____

ORGANIZATION: _____

TITLE: _____

AFFILIATION: _____

PHONE NUMBER: _____

REFERENCE 3

NAME: _____

ORGANIZATION: _____

TITLE: _____

AFFILIATION: _____

PHONE NUMBER: _____