



REQUEST FOR PROPOSALS (RFP)
ROOF REPAIR/REPLACEMENT OF THE CITY HALL COMPLEX
June 5, 2019

To All Interested Bidders:

Bidders are invited to submit a formal proposal (bid) to repair and/or replace the roof of the City Hall Complex with the attached General Conditions. Please submit one original and two copies of the proposal.

Sealed proposals will be received until 5:00 p.m. on June 28, 2019. All proposals shall be clearly marked with "Roof Replacement City of Cisco City Hall Complex". Bids will be opened and scored on July 1, 2019 and contract will be awarded at the regularly scheduled City Council meeting on July 8, 2019.

All sealed proposals must be mailed or delivered to the following address:

City of Cisco
Attn: Tammy Osborne, City Secretary
P.O. Box 110
500 Conrad Hilton Blvd.
Cisco, TX 76437



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 Cisco) 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 owner.

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 owner 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 owner from any claims for property damage or personal injury, including death, which may arise out of operations under this contract, and bidder shall furnish the owner with certificates and policies of such insurance as shown below. Insurance coverage shall be maintained until the work has been completed by vendor.



Below are listed the insurance coverage 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 Cisco listed as additional insured must be sent to the owner 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, 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 of the Vendor's qualifications for executing the work.

Taxes

The City of Cisco is a tax-exempt organization. A copy of the City's tax-exempt form will be furnished.

Governing Laws

All proposals and related documents submitted to the City of Cisco by Vendors are governed under the laws of the State of Texas and local ordinances, policies and regulations.

Proposal Form and Format

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

City of Cisco
Attn: Tammy Osborne
P.O. Box 110
Cisco, Texas 76437



Or hand delivered to:

Cisco City Hall
Attn: Tammy Osborne
500 Conrad Hilton Blvd.
Cisco, TX 76437

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Deviations

Any deviations within a submitted proposal between prices quoted and restated in the summation sheet shall be resolved by the City of Cisco as being the lower price, unless the bidder requested in writing a correction or withdrawal of 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 of Cisco reserves the right to reject any or all proposals. It further reserves the right to waive technicalities and formalities in 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 of Cisco. The City 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, 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 City prior to the time set for opening of proposals, or (b) the City 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 requirement of the City of Cisco within 30 days of the bid opening date. This solicitation does not commit the City of Cisco 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 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.



Contract Form

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

Change in Contract

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

Indemnification

The Vendor agrees to hold the City of Cisco harmless and to indemnify the City 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 owner 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 anticipates issuing a notice to proceed no later than June 23, 2019 following award. The successful bidder shall complete installation within 30 calendar days from the date of the Notice to Proceed.

Warranty

All materials and labor provided by the Vendor shall have a 20-year manufacturer's warranty, a 2-year workmanship warranty.

Site Visit

To arrange a site visit, please contact Darwin Archer, City Manager, via email at citymanager@cityofcisco.com or by phone at 254-442-2111.

Application for Payment

All applications for payment shall be mailed:

City of Cisco
Attn: Dalas Vaughn, Financial Director
P.O. Box 110
Cisco, TX 76437



Payments

A single payment will be made to the Vendor when all aspects of the contract have been completed to the owner's satisfaction. The City 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 contractor. Liquidated damages will not be charged for delays associated with weather. Furthermore, the City will consider all other reasonable requests associated with delays.

Weather

The City of Cisco City Hall Complex 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 any one 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.