



CITY OF WACO

Purchasing Services
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Date: 1/06/2017
RFP No: **2016-088**
Commodity: Clinic and Break Room Renovation for Waco-McLennan Co. Public Health District
Buyer: **Kasey Gamblin**

Closing Time: (Part A) 2:00 P.M. CST, January 12, 2017
Closing Time: (Part B) 2:00 P.M. CST, January 13, 2017
Opening Time: (Part A and B) 2:01 P.M. CST, January 13, 2017

Bid Opening Location: Operations Center, Purchasing Services Office, 1415 N. 4th St., Waco, TX 76707

Addendum No: 1

The above-mentioned Bid invitation has been changed in the following manner. **Sign and return addendum to the Purchasing Office by the closing time and date with your RFB response.** Returning this page signed by your authorized agent will serve to acknowledge this change. All other requirements of the invitation remain unchanged. If you have any questions, please call or stop by the Purchasing Office at the above address.

Please replace pages 7(2 pages) and 10 with the pages below.

PLEASE SEE THE FOLLOWING PAGES BELOW

Firm: _____

Address _____

Signature of Person
Authorized to Sign
Proposal: _____

Signor's Name and Title
(print or type): _____

E-mail Address: _____

Date: _____ Telephone: _____ Fax: _____

- (g) Retain all proposals submitted and to use any ideas in a proposal regardless of whether or not that proposal is selected.

V. REQUEST FOR PROPOSALS – SUBMISSION AND AWARD PROCEDURES

A. Requirements

- (1) Qualified proposers should submit one (1) original and **#3 copies** of their qualifications and proposal on 8 ½ by 11 paper plus **one electronic file or PDF version on a flash drive, CD, or DVD**. Proposals should be kept to the minimum necessary length to explain the proposer's attributes and pricing. Typed responses are preferred in Times New Roman, Arial or Calibri font. Responses must be clear and may be subject to disqualification if illegible. Each copy of the proposal should be complete and include the following minimum requirements:
- (a) A brief company history.
 - (b) Completed and signed copies of Forms included in Appendix C.
 - (c) A short narrative of the proposer's approach to the project and a statement of understanding targeting the specific nature of this project.
 - (d) Information on the proposer's current work load and ability to complete the project.
 - (e) Detailed Proposal (must be returned with proposal)
 - General Requirements: The purpose of this section of the proposal is to demonstrate the contractor's and sub-contractor's local experience, experience with projects of similar size, and the proposer's reputation. The detailed proposal should follow the order below:
 - Contractor's and Sub-contractor's local experience
List past projects completed in McLennan County by the contractor and by each sub-contractor.. Include the value of the project, and the owner's contact information, both email and phone.
Similar projects with the City of Waco and other Entities by contractor and sub-contractor. List a minimum of five (5) projects that are of similar size and type as this project, performed by the contractor and sub-contractor.. Include the value of the project, and the owner's contact information, both email and phone.
 - Contractor's and sub-contractor's reputation
List a minimum of five (5) references for the contractor and three (3) references for each sub-contractor.
- (e) Certificate showing current insurance coverage.

(2) Pricing/Cost Information

- (a) (a) All pricing and cost information is to be submitted less *Federal Excise* and State of Texas Sales Taxes. A tax exemption certificate will be executed upon request. The City's federal tax identification number is 1-74-6002468-4.
- (b) Security – Bid Bond.
 - 1. Each submission must be accompanied by a **certified check** of the submitter, or a **bid bond** executed by the submitter as principal and having as surety thereon a surety company approved by the City in the amount of 5% of the submission. The Surety's Power of Attorney must accompany the bid bond. The bid bond and surety's Power of Attorney must both carry the same date which is no earlier than three (3) days prior to the scheduled bid opening date.
 - 2. Checks will be returned to all except the three lowest bidders within three days after the opening of bids. The remaining checks will be returned promptly after the City and the selected bidder have executed the contract.

Criteria of Scoring the Proposal	Scoring Points Available
The proposal price;	85
Local experience (including subcontractors)	5
Experience with projects of similar size and type (including subcontractors)	5
Bidder's reputation (including subcontractors)	5
TOTAL AVAILABLE POINTS	100

A. Final Selection

Based on all information reviewed and presentations/interviews (if conducted), the City Manager or Executive staff shall establish the final ranking of the proposals.

- (1) During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers.

B. Contract Award and Execution

The final contract must be awarded and approved by the Waco City Council if the amount of the contract will exceed \$50,000.00. If the contract is for less than that amount, depending on the amount, the contract may be executed by the City Manager, an Assistant City Manager, department head or director.