



Request for Proposal

TPO Roof Overlay of Building #1130

LUBBOCK REESE REDEVELOPMENT AUTHORITY

d/b/a/ Reese Technology Center (RTC)

The RTC will receive written and sealed proposals by mail, email, or fax for a TPO Roof Overlay of Building #1130 per the following requirements and scope of work. Sealed proposals will be received until **10:00AM CST, July 5th, 2017**, at which time they will be publicly opened and read aloud. Proposals received after that date and time will not be opened. Each proposal and supporting documentation must be in a sealed envelope or container plainly labeled: "RFP FOR TPO ROOF BUILDING 1130". Bid proposals are to include the Contractor's company name and address on the front of the envelope or container. Proposals and/or any questions should be sent to:

James Todd, Manager of Operations
9801 Reese Blvd., Suite 200
Lubbock, Texas 79416
Phone: (806) 885-6592
Fax: 806-885-6003
Email: jtodd@reesecenter.com

Bids will be evaluated and awarded on July 26th, 2017 at 7:30 AM. However, bids must be firm for a 30 day period from bid opening date in case the Board of Directors desires additional evaluation time.

With uncertainty of mail delivery, the RTC cannot be responsible for bids which are not received before bid opening hour.

In as much as comparison sheets are sent to all bidders and posted to the RTC website, bid quotations will not be communicated by telephone. Interested bidders are encouraged to attend the bid opening should they desire quotations.

RTC reserves the right to accept or reject any or all bids submitted, and shall be the sole judge in this matter.



RTC is exempt from all city, state, and federal sales tax. Your signed and otherwise correctly completed sealed bid (one copy only) returned in the enclosed envelope should meet the following specifications or RTC may, at its option, refuse to consider the bid.

It is to be understood that upon the award of this bid/request for proposal the successful bidder(s) is/are responsible for complying with the Prompt Payment Act, effective July 1, 1986 (Government Code CHS. 2251.001-2251.043)

Vendors are required to have and maintain, at no cost to RTC, insurance of the types and amounts as required by law and/or the bid specification.

In those instances where manufacturer and/or model numbers of equipment/materials are referenced as "equal in quality" it is not RTC's intent to rule out other manufacturers, nor will the named manufacturer receive preferential treatment. RTC is the sole judge in determining the suitability of items bid.

Should vendors have deviations from bid specifications all deviations must be listed on a self-scribed attachment. This attachment must also be signed by an authorized company representative and be attached to the vendors original bid.

RTC is subject to the Texas Public Information Act, Chapter 552, Texas Government Code. Proposals submitted to RTC in response to this RFP are subject to release by RTC as public information. If the Proposer believes that the proposal, or parts of it are confidential, as proprietary information, (s)he must specify that either all or part is accepted, and provide specific and detailed justification for its claim of confidentiality. Vague and general claims to confidentiality are not acceptable. All proposals or parts of the proposals which are not marked as confidential will be considered public information after contract has been awarded. The successful proposal may be considered public information even though parts are marked confidential.

RTC assumes no responsibility for asserting legal arguments on behalf of Proposers. Proposers are advised to consult with their legal counsel concerning disclosure issues resulting from this proposal process and to take precautions to safeguard trade secrets and other proprietary information.



REQUIREMENTS

- Three (3) business references are to be provided to RTC with the bid proposal (RFP). Company to be established in business for a minimum of five (5) years
- “Attachment A” Specifications and Scope of Work
- “Attachment B” BID FORM
- “Attachment C” Site Plan
- “Attachment D” Site Map – Location of Pre-Bid Conference
- Access to Website: www.ReeseCenter.com, where all applicable documents and drawings are located
- Attendance at *Mandatory* Pre-Bid Conference on June 27th, 2017 at the project site, Building #1130, 402 Gilbert Drive, Lubbock, TX 79416 at 10:00 a.m. local time
- Contractor to provide Certificate of Insurance with the bid proposal to RTC. Contractor to carry Workman's Compensation Insurance and Contractor's Public Liability in the amount of one million (\$1,000,000) and Property Damage and Loss Insurance, if contractor has any employees working with him / her on the job, otherwise the Workman's Compensation is not required. All employees of contractor working at the RTC under this contract must be covered by Contractors' Workman's Compensation Insurance