

# Alpine ISD

## REQUEST FOR PROPOSAL (RFP) Alpine Middle School Flooring Project



## ALPINE MIDDLE SCHOOL FLOORING PROJECT

Alpine ISD

704 West Sul Ross Avenue

Alpine, Texas 79830

Phone: 432-837-7700 | Fax: 432-837-7740

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**RFP ID: 001-2021-22**

**Prepared By: Clay Braden**

**Date: February 4, 2022**

REQUEST FOR PROPOSAL  
ALPINE MIDDLE SCHOOL FLOORING PROJECT  
Alpine, Texas

**RFP ID:** 001-2021-22

**PROPOSAL SUBMISSION DEADLINE:** April 22, 2022 @ 5:00 PM

**BIDDERS' MEETING:** April 7, 2022 @ 4:00 PM

**QUESTION SUBMISSION DEADLINE:** April 5, 2022 @ 5:00 PM

Questions can be submitted prior to the Bidders' Meeting on April 7, 2022; however, no answers will be provided and/or circulated prior to that date.

Questions may be submitted in written form or emailed to:

**Contact Name:** Clay Braden  
**Contact Address:** 704 West Sul Ross Avenue  
Alpine, TX 79830  
**Telephone Number:** 432-837-7700  
**Email Address:** cbraden@alpineisd.net

**INTRODUCTION**

Alpine ISD invites and welcomes proposals for their Alpine Middle School Flooring Project. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S). NO EXCEPTIONS.*

**PROJECT AND LOCATION**

The project associated with this RFP is or shall be located at 801 Middle School Dr Alpine, TX, 79830.

**PROJECT MANAGER CONTACT INFORMATION**

The following individual(s) are the assigned contacts for the following:

For questions or information regarding Bid questions, contact:

**Name:** Chayo Gonzales  
**Title:** Director Of Maintenance/Transportation

**Phone:** 432-837-7700 Ext: 502

**Fax:** 432-837-7740

**Email:** [cgonzales@alpineisd.net](mailto:cgonzales@alpineisd.net)

### **PROJECT OBJECTIVE**

The objective and ultimate goal for this project is replacing or finding an alternative solution to the damaged VCT tile at Alpine Middle School.

### **PROJECT SCOPE AND SPECIFICATIONS**

Project Scope and Specifications are detailed on an attached document.

### **SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

<b>MILESTONE</b>	<b>DATE</b>
Bidders meeting :	March 30, 2022
Proposal Due date:	April 8, 2022
Project Start Date:	June 6, 2022
Project Completion:	August 1, 2022

### **PROPOSAL BIDDING REQUIREMENTS**

#### **PROJECT PROPOSAL EXPECTATIONS**

Alpine ISD shall award the contract to the proposal that best accommodates the various project requirements. Alpine ISD reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

#### **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by Alpine ISD no later than 12:00 pm on April 8, 2022 for consideration in the project proposal selection process.

#### **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided

in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

Alpine ISD reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

### **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

#### **Summary of Bidder Background**

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Texas (e.g. business License number, Certificate of Residency).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
11. Felony Conviction Notification
12. Organization chart showing key personnel that would provide services to Alpine ISD

#### **Financial Information**

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.
- Vendor Debarment Statement
- Certification Regarding Lobbying.

**Proposed Outcome**

- Summary of timeline and work to be completed.

**Equipment or Service**

- List any equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from Alpine ISD, along with a brief explanation.

**Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.
- A Preliminary schedule for use in evaluating the proposal.

**Licensing and Bonding**

- Provide details of licenses and bonds for any proposed services that the bidder/contractor may plan on providing for this project.
- Texas Statutory Performance Bond equal to or greater than the contract amount.
- Texas Statutory Payment Bond equal to or greater than the contract amount.

**Insurance**

- Details of liability or other insurance provided with regard to the staff or project.

**References**

- Provide 3 references

By submitted a proposal, Bidder agrees that Alpine ISD may contact all submitted references to obtain any and all information regarding Bidder's performance.

# Alpine Middle School Flooring Project

## Scope of work

### 1. Existing tile removal

All existing VCT tile must be removed in the appropriate areas.

Existing carpet and other flooring must not be damaged in the process.

Remove substrate coatings and other substances that are incompatible with adhesives and that contain soap, wax, oil, or silicone using mechanical methods. Do not use solvents.

### 2. Installation of new tile or other flooring solution.

Alpine ISD is open to other flooring solutions such as stained concrete (if feasible), laminate flooring/tile, or new VCT tile. At the bidders meeting, Alpine ISD will ask for professional opinions regarding the feasibility of other flooring solutions as well as the costs associated with them.

Alpine ISD will make the final decision on what type of tile/flooring option is chosen based on financial and practicality aspects.

### 3. Lockers

All lockers in hallway must not be damaged during the process. If damaged the contractor will replace to spec.

### 4. Work site requirements

All work site material must be stored properly at the end of each workday

All hazardous material shall be stored according to fire code.

All work areas must be cleaned at end of each workday.

- **Flooring to be selected by Alpine ISD**

- Bidders **must** attend the pre bid walk through to familiarize themselves to work site and scope of work. Bidders meeting on March 30, 2022 @ 4:00 PM at 801 Middle School Dr Alpine, TX, 79830.

- Bid Bond is required with submission of bid.

- Performance Bond and Payment Bond are **REQUIRED** equal to, or greater than the total bid amount.

- Bidders must provide a copy of general liability insurance and workers compensation insurance.

- Weekly progress meetings with district representatives are required.

- One-year (minimum) labor and material warranty from any defects.

**SECTION IV: BID ACKNOWLEDGMENT FORM**

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

Vendor \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax Number \_\_\_\_\_

Web Page \_\_\_\_\_

Email \_\_\_\_\_

Bidder (Signature) \_\_\_\_\_

Bidder  
(Print Name) \_\_\_\_\_

Position With  
Company \_\_\_\_\_

Signature of  
Company Official  
Authorizing This  
Bid \_\_\_\_\_

Company Official  
(Print Name) \_\_\_\_\_

Official Position \_\_\_\_\_

**SECTION V: FELONY CONVICTION NOTICE**

**State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.” Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.”**

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

**Vendor’s Name:**

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**Authorized Company Official’s Name (Printed):**

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A. My firm is a publicly-held corporation, therefore, this reporting requirement is not applicable.

**Signature of Company Official:**

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B. My firm is not owned nor operated by anyone who has been convicted of a felony:

**Signature of Company Official:**

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C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s):

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Details of Conviction(s):

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**Signature of Company Official:**

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