

**REQUEST FOR PROPOSAL (RFP)
METAL ROOF REPLACEMENT SERVICES FOR
THE CITY OF KENEDY REGIONAL AIRPORT**

The City of Kenedy Regional Airport (the Airport) intends to award a contract for replacement of the main building's metal roof. The Airport is requesting proposals for the replacement of a metal roof one hundred forty (140) feet in width and eighty (80) feet in length.

Mail or deliver proposals to the attention of:

City Secretary
City of Kenedy
303 W. Main St
Kenedy, Texas 78119

Three (3) copies of the RFP must be delivered on or before **Thursday, April 6, 2023 at 2:00 p.m.** Submissions received after this time will be rejected and returned unopened. The envelope or box containing the RFP must be sealed and clearly marked "**Request for Proposal Metal Roof Replacement Services for the Kenedy Regional Airport**". There will be a public opening of the proposals on **Tuesday, April 11, 2023 at 10:00 a.m. at 356 Airport Road, Kenedy, Texas 78119.**

Questions regarding this request must be submitted in writing on or before **Friday, March 31, 2023** to Judy Murphy, City Secretary via email at citysecretary@Kenedytx.gov with "**RFP Metal Roof Replacement Services for the Kenedy Regional Airport**" in the subject line. It is the sender's responsibility to verify receipt of the email. Interpretations or clarifications which result in an Addendum will be posted on the City of Kenedy website at Kenedytx.gov. All addenda must be acknowledged and included in your RFP submission.

The RFP response must include the following:

- Cover letter signed by the appropriate authorities;
- Scope of work/services to be performed, including methods for ensuring customer satisfaction and service quality and copies of related company policies;
- Contractor's background, qualifications, experience in performance for this kind of service, and references;
- Evidence of insurance and security for faithful performance;
- Pricing information;
- Draft copy of contract you propose to use;
- IRS Form W-9 found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>;
- Form 1295--Texas Ethics Commission found at <https://www.ethics.state.tx.us/forms/1295.pdf>;
- Conflict of Interest Questionnaire found at (<https://www.ethics.state.tx.us/forms/CIQ.pdf>).
- Non-Collusion Affidavit found at:
(<https://www.tsl.texas.gov/search/google/non%20collusion%20affidavit>).
- Certification of Not Boycotting Israel pursuant to section 2270.002 of the Texas Government Code.

It is the responsibility of the Contractor to clearly mark and identify all portions of the proposal, which, in the Contractor's opinion, contain trade secrets, confidential information, and other proprietary information. The City intends that trade secrets and confidential information contained in the proposals and clearly identified as such will not be open for public inspection, except as required by law, even after the contract has been awarded and executed, and whether or not the Contractor wins the contract. The Contractor understands that the City is subject to the Texas Public Information Act and its rules and procedures.

Following the April 6, 2023 deadline, Airport personnel will review all proposals and will make a recommendation to the City Council, anticipated to be at the City Council meeting on **Tuesday, May 09, 2023**. City Staff will request approval by the City Council to negotiate the details of the contract, with services to begin on **June 1, 2023**.

The City of Kenedy reserves the right to accept any proposal or to reject any or all proposal, to waive irregularities and/or informalities in a proposal, and to negotiate a contract with any contractor in any manner, consistent with law, deemed in the best interests of the City.

The Airport seeks a contractor to provide all materials, equipment, labor, coordination, and supervisory activities necessary to complete construction of the project to:

- Repair and replace the one hundred forty (140) foot by eighty (80) foot metal roof.

The contract term for the replacement of the metal roof will be **Ninety (90) days and will be a "Not to Exceed" amount**.

The failure or omission of any contractor to familiarize itself with the sites and existing conditions shall in no way remove the contractor from any obligations of its proposal. No additional compensation will be granted due to a lack of knowledge of the site, or the conditions under which the work will be accomplished at the Airport. The City of Kenedy nor the Airport makes no representation as to the condition of the structure or site where work is to be performed.

Cover letter: Include a cover letter with the proposal, indicating that the proposal is for metal roof replacement at the Kenedy Regional Airport. The cover letter must be signed in ink by the Contractor's appropriate authorities. The letter shall include the full name of the Contractor, address for service of legal notices, name and telephone number of an authorized contact person, and indicating the legal status of the Contractor as a corporation, partnership, other entity, or individual.

Scope of work/services to be performed: Provide a service plan to the Airport with details on service methods and descriptions of services. The service plan should include services described in this RFP, and including but not limited to, the following:

- Contractor’s emphasis on public relations;
- Billing for metal roof replacement;
- Quality control methods, complaint management and resolution procedures;
- Material types and quantities to be utilized during construction;
- Number of roll-off containers required;
- Discuss methods for ensuring customer satisfaction and service quality and related company policies.

Firm background, qualifications, experience and references: Provide a description and history of the Contractor including current size and how many persons in the firm are directly engaged in roofing repair and replacement. Discuss the Contractor's experience in providing the proposed services to other entities of comparable size. Provide references from five (5) recent entities for which metal roofing was repaired or replaced, and include the entities’ names, addresses, contact persons, and telephone numbers. List the performance standards that you feel should be included in the contract. Include the Contractor’s financial history with current financial statements or other documentation acceptable to the City.

Insurance Requirements: Provide evidence of coverage of insurance or ability to obtain coverage in appropriate amounts and types, but at least in the limits specified below.

Type	Amounts
1. Workers' Compensation	Statutory
2. Employers’ Liability	\$1,000,000 / \$1,000,000 / \$1,000,000
3. Commercial General Liability Insurance to include coverage for the following: a. Premises/Operations b. Products/Completed Operations c. Personal/Advertising Injury	For Bodily Injury and Property Damage of \$1,000,000 per occurrence; \$20,000,000 per occurrence Umbrella or Excess Liability Coverage
4. Business Automobile Liability	Combined Single Limit for Bodily Injury and
a. Owned/leased vehicles	Property Damage of \$1,000,000 per occurrence
b. Non-owned vehicles	
c. Hired Vehicles	
5. Environmental Impairment/Impact, sufficiently broad to cover disposal liability, either as a stand-alone policy or an endorsement to the Commercial General Liability	\$5,000,000 per claim / \$5,000,000 General Aggregate, or its equivalent in Umbrella or Excess liability coverage

Performance Bond: The Contractor will furnish a corporate surety bond as security for the performance of the contract with the City, in the amount equivalent to the contract award amount, with the premium paid by the Contractor. The surety on the bond will be a corporate surety company authorized to do business in Texas.

Pricing Information: Provide a proposed rate structure for the following:

- All materials, equipment, labor, coordination, and supervisory activities necessary to complete construction of the project.

Compliance with Laws: The Contractor will conduct operations in compliance with all applicable federal, state and local laws, ordinances and regulations.

Evaluation: A selection committee established by the Airport Board will review the proposals and recommend the most highly qualified submitting contractors that will provide the best value to the City. In the event of equally qualified contractors, the Committee may invite the top matched contractors for interviews with the City Council. The proposal selected for recommendation to the City Council will be the one which best meets the long-range needs of the City in the most cost-effective method, as determined by the City, and which assures compliance with federal and state regulations and laws.

Considerations will include:

- The cost of the services;
- The reputation of the contractor and it's services;
- The quality of the contractor's services;
- The extent to which the services meet the city's needs;
- The contractor's past relationship with city, if any;
- The impact on the ability of the city to comply with the laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities;
- The total long-term cost to the city to acquire the contractor's services; and
- Any relevant criteria specifically listed in this request for proposals.

The City may also request additional information from contractors at any time prior to final approval of a selected contractor. The City reserves the right to reject any or all proposals, or to negotiate modifications or proposals submitted; and accept part or all of the proposals on the basis of considerations other than process or cost. Final approval of a selected contractor is subject to the vote of a majority of the Kenedy City Council.

The City may use sources of information not supplied by the Contractor concerning the abilities to perform this work. Such sources may include, but not be limited to, current or past customers of the organization, on-site inspection of the firm's operation, and credit records.

Disqualification of Contractor: Although not intended to be an exhaustive list of causes for disqualification, any one or more of the following causes, among others, may be considered sufficient for the disqualification of a contractor and the rejection of a proposal:

- Evidence of collusion among contractors;
- Lobbying of City Council members, Mayor, or staff members;
- Dishonest, exaggerated, or incomplete responses to the Request for Proposal;
- Lack of competency as determined by financial statements, experience or equipment statements as submitted, or other factors;
- Lack of responsibility as shown by past work, judged from the standpoint of workmanship, customer service, or compliance with laws and regulations.

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