

TOWN OF FULTON
201 N. 7th Street
Fulton, Texas 78358



Request for Proposals (RFPs)

Due DATE at TIME p.m.

1. **Introduction.** The Town of Fulton (the “Town”) is requesting proposals (“*Proposal(s)*”) from qualified proposers (“*Proposers*”) to furnish and provide all materials, supplies, tools, equipment, labor, supervision, and expertise to properly and professionally build an addition to the offices of the Fulton Town Hall for the Police Department located at 201 N. 7th Street, Fulton, Texas 78358.

2. **Detailed Description of Services.** All interested Proposers shall visit the site and conduct measurements of the proposed areas prior to submittal of bid. Proposer should visit the site during normal business hours and check in with staff to view the area of installation. Please call 361-729-5533 to schedule a time. See attached map for overview of installation area.

See Attachment A - “Scope of Services” which is provided in this Request for Proposal.

2.1 **Single Point of Responsibility.** The Town expects to have a single point of contact, a single point of authority and single contacting entity for this project.

2.2 **Evaluation and Award.** Proposals/Bids shall be evaluated and awarded by the Town as soon as practicable. Award of Bid will be based on quality, references, price, proposed approach and experience.

3. **Proposal Requirements.** Sealed proposals are required to be submitted no later than _____ p.m. on _____, 2023 in a sealed envelope and marked as follows:

ATTN: TOWN SECRETARY
“POLICE DEPARTMENT OFFICE ADDITION”
TOWN OF FULTON
201 N. 7TH STREET
FULTON, TEXAS 78358

Any response, modification, or amendment received after the due date and time is late. No late responses will be accepted. No electronic Proposals will be accepted. Proposals must include the following:

- 2.3 Introductory Letter. Include an introductory letter expressing an interest in providing the service.
- 2.4 References. Include names, addresses and contact persons.
- 2.5 Insurance. Include a copy of general liability insurance.
- 2.6 Proposed Approach. Describe, in sufficient detail, how the Proposers plan to provide the services, including supporting the needs of the Town.
- 2.7 Qualifications. Describe in sufficient detail the Proposers’ experience and expertise to provide the services.
- 2.8 Price. Detail the proposed all-inclusive fee for the services, including a detailed bid sheet.

4. **Evaluation Criteria and Scoring Process**. All Proposals received will be reviewed. Each evaluation criterion has been given a percentage based on its relative value as a whole. The criteria and each associated percentage is as follows:

| <u>Evaluation Criteria</u> | <u>Weight</u> |
|----------------------------|---------------|
| Proposed Cost | 50% |
| Experience | 20% |
| Work Performance | 20% |
| Capacity to Perform | <u>10%</u> |
| TOTAL | 100% |

5. **Selection**. Discussions may be conducted with Proposers determined by the Town to be reasonably susceptible of being selected for award. In addition, one or more Proposers may be invited interview before council. Provided, however, the Proposals may be accepted without discussion or interview.

6. **General Information.** The Town reserves the right to reject any and all Responses.
7. **Terms of Contract.** The successful Proposer will be required to enter into a written agreement with the Town to provide the Services. All provisions of the agreement will be in compliance with applicable laws, rules and regulations. If the selected Proposer and the Town is unable to negotiate an acceptable agreement, then another Proposer will be selected by the Town and negotiations will continue until an acceptable agreement is reached and a contract is completed with a Proposer to provide the Services.
8. **Contact Person.** For further information, contact Stephanie Garcia, citysec@fultontexas.org, 361-729-5533.

ATTACHMENT A - SCOPE OF SERVICES

Furnish and provide all materials, supplies, tools, equipment, labor, supervision, and expertise to properly and professionally build an addition to the offices of the Fulton Town Hall for the Police Department.

CONTRACTOR RESPONSIBILITIES

1. Ensure all necessary permits, licenses, inspections required for the project are obtained.
2. Provide for removal of existing structure necessary to facilitate the new office space.
3. Provide for cleanup and disposal of debris.
4. Provide for all cleaning and sealed concrete floor.
5. Provide for professional measuring, placement, framing, and installation of plywood.
6. Provide for electrical plan, and tech wiring.
7. Provide for all electrical services from existing panel.
8. Provide for all installation of electrical outlets, and switches/lighting per plan
9. Provide for total installation of walls, ceilings, doors, locks, and equipment for total build out of the addition.
10. Provide for all caulking, painting, texture, tape, float, and priming/sheet rock.
11. Provide for insulation.
12. Build in mini split AC and drain TBD.
13. Provide for all necessary and reasonable precautions for the safety of your employees and subcontractors.
14. Coordinate the installation schedule with the Town.

TOWN RESPONSIBILITIES

1. Provide access to the facility and work areas as necessary for the project.
2. Provide for the removal of furniture and other objects as necessary for project.
3. Provide for minimum storage on site during project.
4. Provide payment for the installation of the project upon receipt of invoice and acceptance of the project work.

The Town of Fulton is not responsible for Contractor's equipment failure, breakdown, downtime, or other delays.

ATTACHMENT B - QUOTATION SUBMITTAL

FOR POLICE DEPARTMENT ADDITION RFP

Name of individual or firm: _____

Based on my understanding, firsthand walk-through, and review of the plans and specifications, I submit the following sealed competitive proposal for the Police Department Addition to the Town of Fulton offices.

| <u>POLICE DEPT. ADDITION</u> | <u>ESTIMATED AMOUNT</u> |
|-------------------------------------|--------------------------------|
| Sheetrock/tape and float/texture | \$ _____ |
| Insulation | \$ _____ |
| Painting, caulking and priming | \$ _____ |
| Flooring | \$ _____ |
| Framework/walls/ceiling/plywood | \$ _____ |
| Interior doors | \$ _____ |

CONTINGENCY/OTHER AS SPECIFIED \$ _____
(USE EXTRA SHEETS IF NECESSARY TO EXPLAIN)

TOTAL ESTIMATED QUOTATION \$ _____

Authorized Representative Signature

Date

ATTACHMENT C - CONTRACTOR BIDDING INFORMATION
FOR POLICE DEPARTMENT ADDITION RFP

Name of individual or firm: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

CHECK BELOW:

- () I have reviewed the plans and specifications for this project.
- () I have completed a walk-through of the site location.
- () I have received any addendums from the Town as applicable.
- () I agree to furnish the City proof of liability insurance as specified.
- () I agree to provide proof of workers compensation insurance.
- () I agree to provide the city with a 10% performance bond if selected.

I am the authorized representative and hereby submit the attached bidding documents.

Authorized Representative Name (Printed)

Authorized Representative Signature

Date

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 _____
Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

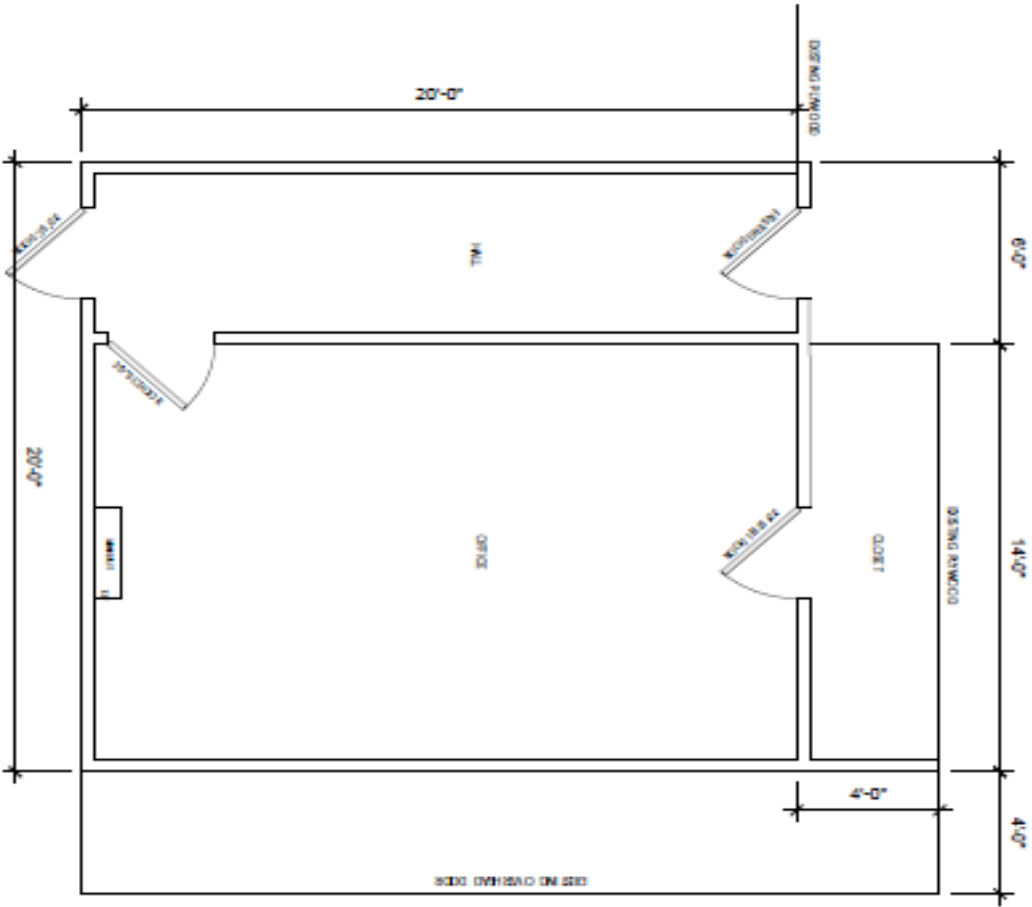
(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

- NO PERMIT REQUIRED
- NO TWA REQUIRED
- 2X4X8 EXTERIOR WALLS
- 2X8 CEILING JOISTS 16" OC OPEN TOP
- 1/2 PLYWOOD EXTERIOR WALLS
- 1/2 INTERIOR ROCK WALL
- BATT INSULATION WALLS + CEILING
- CALLK SEAL PLATES
- 2 FIBRE DOORS (SUPPLIED)
- 1 STEEL CLOSET DOOR 30"
- T/TEXTURE / PAINT INTERIOR
- 1X4 BASE + TRIM PAINTED
- MINI SPLIT EXT MOUNT
- 3 HANDLES - 3 DEADBOLTS
- FLOOR LEFT AS IS / CLEAN / VICTRA
- * ELEC FROM PANEL INSIDE CLOSET
- LED CEILING LIGHTING
- ELEC PLAN ATTACHED



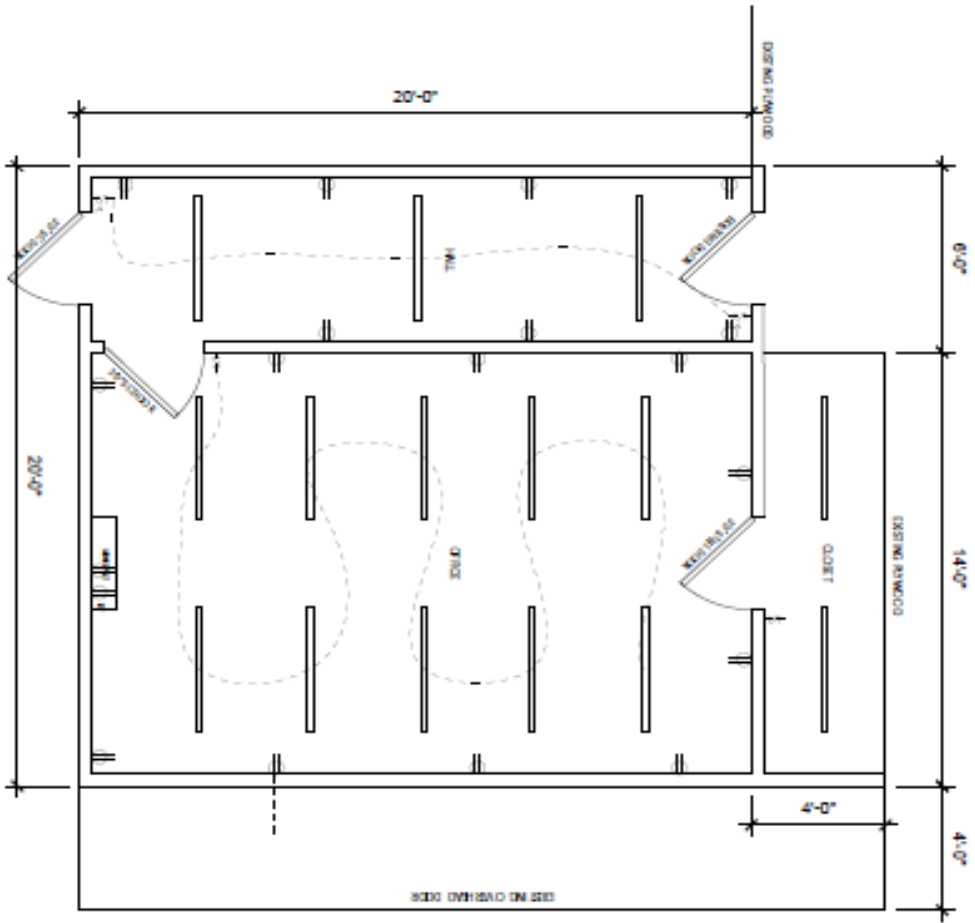
TOWN OF FULTON

POLICE DEPARTMENT
 BUILDING ADDITION
 SCALE: 1/4" = 1'-0"

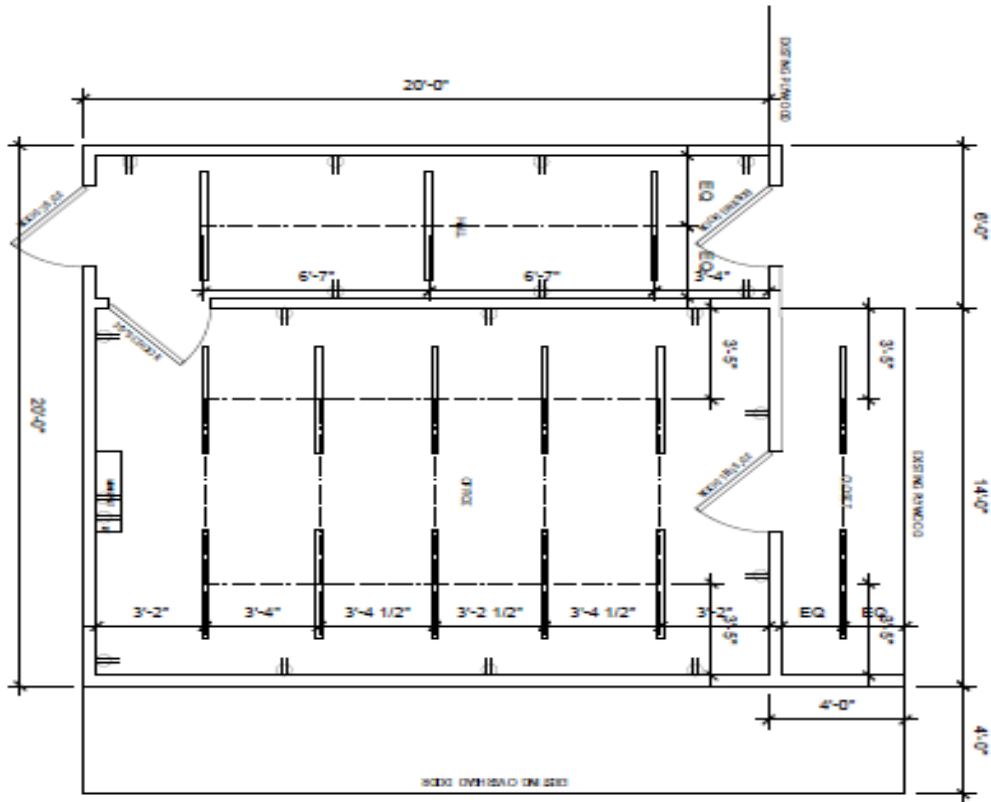


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07.13.23
 ISSUED FOR BIDS



| SYMBOL | ELECTRICAL |
|--------|----------------------------------|
| | 120 VOLT DIFFUSER RECESSED LIGHT |
| | SINGLE POLE SWITCH |
| | 3 - WAY SWITCH |
| | 4' LED FLUORESCENT STRIP LIGHT |



| SYMBOL | ELECTRICAL |
|--------|-------------------------|
| | 120 VOLT DOUBLE BREAKER |
| 5 | SINGLE POLE SWITCH |
| 5/ | 3 - 1/4" SWITCH |
| ⊞ | 4 - 1/4" RECEPT OUTLET |

TOWN OF FULTON

POLICE DEPARTMENT
 BUILDING ADDITION DIMENSIONED ELECTRICAL PLAN
 SCALE: 1/4" = 1'-0"



A1.0ed

07.13.23
 ISSUED FOR BIDS