



# **CITY OF SOCORRO**

## **REQUEST FOR PROPOSALS**

### **RFP # 22 - 06**

**Remodel a modular building, removing and inserting walls, bathroom fixtures, floor tile, sound proofing one large room, ensuring air conditioners/heaters are in working order, painting and clean up. Install Skirting around the building. Install a ramp/stairs on front side of the building and stairs on the back side.**

**Contact: Lt. Eddie Smith**  
**Socorro Police Department**  
**240 North Moon Rd.**  
**Socorro, TX. 79927**  
**915-858-6986 or 915-249-1171**  
**Email: [esmith@costx.us](mailto:esmith@costx.us)**

**Olivia Navarro**  
**City Clerk**  
**124 S. Horizon**  
**Socorro, Texas 79927**  
**915 858-2915**  
**Email: [onavarro@costx.us](mailto:onavarro@costx.us)**

**RFP Issuance: April 18, 2022**

**RFP Response Deadline: 2:00 PM, April 29, 2022 BIDS will be opened on April 29, 2022 at 2:30 pm**

**PRE-BID INSPECTION - Call to Schedule a viewing of the Location to take measurements.**

**1.1 GENERAL**

Proposals must be received by April 29, 2022, 2:00 PM and Bids will open at 2:30. Paper submittals are required. Contractors interested in this project must submit four (4) copies to:

City of Socorro  
Attn:Olivia Navarro, City Clerk

124 South Horizon Blvd.  
Socorro, TX 79921  
(915) 858-2915

Proposal packages must be submitted in sealed envelopes with the following information clearly printed on the outside:

“Remodel Dispatch Building”

Name of Contractor

Due date and time

**Disclosure: Proposals must be received by April 29, 2022 by 2:00 pm. Bids will be opened at 2:30 pm on April 29, 2022. Proposals that do not arrive by the specified date and time will not be accepted or reviewed. Vendors may submit their proposal any time prior to the above stated deadline. Email or fax submissions will not be accepted.**

At its sole discretion, the City may reject incomplete proposal submittals if, in its judgment, the submittal lacks information needed to effectively evaluate the proposal. Nothing in this request for proposals implies a contractual obligation with any firm, nor will the city reimburse costs for submittal preparation.

A pre-bid inspection at the Project Site no later than April 29, 2022.

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**(Signature of Vendor & Date)**

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**(Title)**

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**(Print Full Name)**

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**(Street/P.O. Box)**

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(City / Town, State, Zip)

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(Phone # / Email Address)

## 1.2 RFP TIMELINE

Item	Deadline
Pre-bid inspection	April 18 - 29, 2022
Deadline for RFP Questions	April 29, 2022
Proposal Due	April 29, 2022 by 2 PM
Vendor/Contractor Selected	May 19, 2022
Work Completed	Preferred to be finished by August 1, 2022, but will consider bids that can be completed within a reasonable time frame after this date.

## 1.3 NAME OF PROJECT

Remodel Dispatch Building

## 1.4 OWNER/BUYER

City of Socorro  
124 South Horizon Blvd.  
Socorro, TX 79921

## 1.5 PROJECT SITE

Socorro Police Department  
Emergency Communications Center  
240 North Moon Rd.  
Socorro, TX 79927

Site Visit Appointments – Contact  
Lt. Eddie Smith [esmith@costx.us](mailto:esmith@costx.us)  
915-858-6986 or 915 249-1171

## 1.6 TYPE OF BID

Firm Fixed Design/Build

## 1.7 SUMMARY OF WORK

This design project consists of remodeling a modular building by removing and installing walls, floor tiles, installation of stairs/ramp, ensuring air conditioners/heaters are working, remodel bathrooms, any and all electrical repairs.

## 1.8 IMPLEMENTATION TIMELINE

All work is preferred to be completed no later than May 30, 2022. Bids within a reasonable timeframe after this date will be considered.

## 1.9 EVALUATION AND AWARD

The City of Socorro does not obligate itself to accept the lowest or any proposal and reserves the right to reject any or all proposals, and to waive any formalities, informalities, and minor deviations in any proposal. The following criteria, as a minimum, will be used to evaluate proposals.

Item	Criteria	Weight
1	Cost	40%
2	Product guarantee and warranty	10%
3	Availability and proposed timeline to complete	10%
4	References	10%
5	Customer service	20%
6	Proof of meeting national standards	10%

## 1.10 INSURANCE REQUIREMENTS

The Contractor and any subcontractors if not covered by the Contractor, shall maintain the following minimum coverages for the duration of the contract. The Certificates of Insurance shall

name the City as additionally insured party as its interests may appear. All policies shall be noncancellable without 30 days prior written notice from the insurance carrier to the City.

Workers' Compensation: Workers' compensation insurance at minimum of \$500,000 for any one occurrence, in accordance with the laws of the State of Texas and any other state in which it is performing the Contract Scope of Work.

General Liability Insurance: Commercial general liability written on an occurrence form with limits of not less than:

\$1,000,000 Each Occurrence  
\$1,000,000 General Aggregate  
\$1,000,000 Products/Completed Operations Aggregate  
\$50,000 Damages for Premises Rented to You

Commercial general liability insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract.

Automotive Liability: Automotive liability insurance covering all motor vehicles, no matter the ownership status, used in connection with the contracted project. Limits of coverage shall be in the amount required by any applicable state law.

### Indemnification

The Contractor shall defend, indemnify and hold the City and its elected officials harmless against: any injury, death, loss, suit or claim, including expenses and attorneys' fees arising from any negligent action or omission on the sole part of Contractor and its Subcontractors in connection with the project.

## **1.11 CONTRACTING**

The Contractor, prior to being awarded a contract, shall be licensed and registered as a contractor with the State of Texas. The contract will not be executed until the Contractor is registered with the State of Texas. The successful Contractor will be expected to execute sub-agreements for each subcontractor named in the proposal upon award of this contract.

Prior to signing the contract, the Contractor shall provide the City with a completed W-9 form and provide proof of Insurance Coverage in accordance with this Request for Proposal requirements for the Contractor and any subcontractor. The certificate of insurance coverage shall be documented on forms acceptable to the City.

If the award of the contract aggrieves any firms, they may appeal in writing to the City of Socorro, City Council, c/o City Manager, 124 South Horizon Blvd. Socorro, TX. 79927. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the City Council is final.

The cost of preparing, submitting, and presenting is the sole expense of the Contractor. The City reserves the right to reject any and all proposals received as a result of this solicitation or to cancel this RFP in part or in its entirety if it is in the best interests of the City. This Request for Proposals in no way obligates the City to award a contract.

### **1.12 REFERENCES**

The Contractor shall provide three (3) current references in the Proposal. References provided shall include the customer's company name, title, email address and phone number of the point of contact who can verify that the Contractor has successfully provided the services as defined in this RFP. It is the Bidders responsibility to check the City website for any RFP Addendums.

### **1.13 TIMELINE**

The Contractor shall include a project implementation timeline, including project start and completion dates, and as much of a detailed schedule of work as possible to meet the deadlines specified in the **RFP Timeline, Section 1.2** above.

### **2.1 SITE EXAMINATION**

Each Bidder will be held to have examined the premises. No allowance will be made subsequently in this connection on behalf of a Contractor for an error or negligence on his/her part. The Contractor is responsible for verifying information given in these documents.

### **2.2 GUARANTEE AND WARRANTY**

Warranty period must be a minimum of 5 years from date of issuance of Certificate of Substantial Completion.

### **2.3 CODES, ORDINANCES, INSPECTIONS AND PERMITS**

Work is to be executed and inspected in accordance with local, state, and federal codes, laws, ordinances, rules, and regulations applicable to particular class of work. Any required permits and inspections shall be obtained by the Contractor.

## **2.4 COMPLETION OF WORK**

A. Operation and Maintenance Manual – A bound manual shall be prepared in duplicate containing complete repair parts list and operating, service and maintenance instructions if not covered under warranty. Provide an electronic copy as well.

## **2.5 UNIT COST INFORMATION**

Supplier must include cost of individual components in line-item pricing. Supplier must quote unit prices for individual items specified and guarantee said unit price (+freight and installation) for additional purchases for one year following sign-off and/or beneficial use and occupancy. Failure to provide this information may cause Supplier's proposal to be eliminated from the decision.

## **2.6 SALES TAXES**

Sales taxes are not to be included in unit pricing. A tax exemption certificate/number will be provided to the selected supplier.

## **2.7 PAYMENT TERMS**

Standard terms shall be 90% NET 30 days after satisfaction and acceptance of completion with 10% retention to be released upon final satisfaction and acceptance of completion. If delivery and installation spans multiple billing periods, customer will authorize payment of partial invoices submitted based on vendor's standard terms and conditions and substantial completion (suitable for occupancy and use) of workstations in each installation segment.

## **2.8 CHANGE ORDERS**

Any change orders require prior approval. There shall be no changes in work or materials by the contractor without issuance of an approved written change order.

## **2.9 ADDITIONAL SERVICES**

Please list the additional services your company is able to provide for this project and what are the related charges for those services.

## **2.10 TERMINATION OF CONTRACT**

The contract may be terminated by the City of Socorro, at any time, for the City's convenience and without cause.

## 2.11 INDEPENDENT CONTRACTOR STATUS

The Contractor agrees that it is an independent contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

## 2.11 NONDISCRIMINATION

In connection with the performance of work under this agreement, the Offeror agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry. This provision must be included in all subcontracts.

**\*Remodeling of the building will include all lumber, wall material, tiling, painting and electrical wiring necessary to complete the work. Work will also include ensuring air conditioners/heaters are in working order.**

### NOTICE TO VENDORS:

Effective January 1, 2016, Texas Government Code Section 2252.908 requires persons who enter into contract with a government entity to submit a disclosure of interested parties (**Form 1295**) to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency.

Use the following link to access filing instructions:

### SB 252 COMPLIANCE

*Effective: September 1, 2017*

#### Verification

I, being over the age of eighteen years and in my official capacity representing an entity that is a party to this contract with the City, hereby swear and verify under oath that:

- (1) Entity does not engage in business with or in the countries of Sudan or Iran, and
- (2) Entity does not engage in business with terrorist organizations



Company/ Entity:

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Signature of Representative and Title:

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Date:

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**HB 89 COMPLIANCE**

*Effective: September 1, 2017*

**SWORN VERIFICATION OF STATEMENT REGARDING:  
ISRAEL BOYCOTT  
AND  
PROHIBITION ON CONTRACTING WITH A COMPANY DOING BUSINESS WITH  
IRAN, SUDAN, OR A FOREIGN TERRORIST ORGANIZATION**

In accordance with Texas Government Code Section 2270.02, this Company does not boycott Israel and will not boycott Israel during the term of this contract.

In accordance with Texas Government Code Section 2252.152, this Company does not engage in active business operations with Sudan, Iran, a foreign terrorist organization or a Company that is identified on divestment statute lists prepared and maintained by the Texas Comptroller of Public Accounts.

I, (authorized official) \_\_\_\_\_, do hereby depose and verify the truthfulness and accuracy of the contents of the statements submitted on this certification under the provisions of Subtitle F, Title 10, Government Code Chapter 2270 and that the company named below:

1. does not boycott Israel currently; and
2. will not boycott Israel during the term of the contract; and
3. is not currently listed on the State of Texas Comptroller's Companies that Boycott Israel List located at <https://comptroller.texas.gov/purchasing/publications/divestment.php>

Company/ Entity:

\_\_\_\_\_

Signature of Representative and Title:

\_\_\_\_\_

Date:

\_\_\_\_\_

**CONFLICT OF INTEREST QUESTIONNAIRE**

<p style="text-align: center;"><b>CONFLICT OF INTEREST QUESTIONNAIRE</b></p> <p style="text-align: center;">For vendor or other person doing business with local governmental entity</p>	<b>FORM CIQ</b>
<p><b>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</b></p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>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 person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	<b>OFFICE USE ONLY</b>
<p><b>!!J Name of person who has a business relationship with local governmental entity.</b></p> <p><input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p>	Date Received
<p>(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 the originally filed questionnaire becomes incomplete or inaccurate.)</p>	

**Name of local government officer with whom filer has employment or business relationship.**

\_\_\_\_\_  
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

 yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

 yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

 yes No

D. Describe each employment or business relationship with the local government officer named in this section.

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date