



CITY OF PORT ARANSAS, TEXAS
REQUEST FOR PROPOSAL (RFP)
FIRE STATION TEMPORARY FACILITY

NOTICE TO BIDDERS

NOTICE is hereby given that the City of Port Aransas, Texas, is soliciting responses for providing a temporary facility fire station for offices and training rooms. All proposals must be clearly marked “**SEALED BID – FIRE STATION TEMPORARY FACILITY**” to the City of Port Aransas City Secretary’s office, 710 W. Avenue A, Port Aransas, Texas prior to Thursday, June 14, 2018 at 4:00 pm, at which time they will be publicly opened and acknowledged in the City Hall Council Chamber. Any RFP delivered or received after 4:00 pm will not be considered and shall be returned unopened to the addressee. The City reserves the right to reject any or all proposals.

Request for Proposal (RFP) is available on-line at www.cityofportaransas.org or at City Hall, 710 W. Avenue A, Port Aransas, Texas 78373. Any and all questions or requests for information relating to this Request for Proposal shall be submitted in writing via email by 1:00 pm Wednesday, June 6, 2018 to Leo Wood (Broaddus & Assoc.) at lwood@broaddusassociates.com, or via telephone at (228) 224-2156.

POSTED this **31st** day of **MAY, 2018** on the bulletin board at Port Aransas City Hall, 710 W Avenue A, Port Aransas, Texas and on the webpage www.cityofportaransas.org. **TIME: 5:00 p.m. PUBLISHED** in *The South Jetty* in the Thursday, May 31st & June 7th, 2018 editions.

CITY OF PORT ARANSAS, TEXAS

Irma G. Parker, City Secretary



CITY OF PORT ARANSAS
710 W. AVENUE A
PORT ARANSAS, TX 78373
TELEPHONE: (361)749-4111

NOTICE TO BIDDERS

Proposal Title: Request for Purchase of Temporary Buildings/Offices
for Operation of the City Fire Department

Proposal Closing Time: 4:00 p.m. Central Standard Time

Bidder's Conference: June 6, 2018, 1:00 p.m. CST, In person or Dial in
(Recommended) 1-877-273-4202 Conf # 7285756

Proposal Closing Date: June 14, 2018, 4:00 p.m. CST

Council Action: TBD

Submission of Proposal: Francisca Nixon
City Secretary
City of Port Aransas
710 W. Avenue A
Port Aransas, TX 78373

Note: Proposals will not be accepted via facsimile or e-mail

Specification questions: Leo Wood
Broaddus and Associates
City of Port Aransas
710 W. Avenue A
Port Aransas, TX 78373
228-224-2156 (cell)

CITY OF PORT ARANSAS
NOTICE TO BIDDERS

INTRODUCTION

A. Request for Proposal

The City of Port Aransas (City) requests proposals for Purchase of Temporary Buildings. This request stems from the destruction of City facilities related to Hurricane Harvey. While the request indicates “portable” buildings, the City seeks the most cost-effective solution to its short- and long-term needs for facilities to serve the training and office functions of the Fire Department. Specifications for these facilities are provided as Exhibit B:

1. Fire Department Training Facility and Offices

The objective of this Notice to Bidders is to identify a provider of temporary / portable buildings to be purchased that can offer the highest quality service at the lowest cost to the City. This objective is similar for all goods and services placed on a competitive bidding approach by the City. Services provided will be in accordance with the Purchasing Contract and attachments executed between the City and the Contractor.

B. General Specifications:

1. Provide temporary facilities designed to meet the short- and long-term needs described in the additional specifications (Exhibit B) and clarified through the Bidders Conference. Location of the facility will be setup is "To Be Determined" (TBD).
2. Deliver, anchor, set-up, and establish functionality necessary for operation of the building(s).
3. Tie into provided electrical meter pole, connect to provided water tap, and connect to provided sewer tap.

C. Approved vendors of the following purchasing cooperatives are preferred:

1. State of Texas Cooperative Purchasing Program
2. Buyboard
3. TCPN
4. TxMAS
5. HGAC

D. Proposal Procedures

1. A proposer shall use the attached Proposal Form, Exhibit A, in submitting a proposal. It is required that the Proposal Form be completed in its entirety. Proposer shall state if the proposers firm is a corporation.

Certified with the Texas Secretary of State and have a corporate status in good standing. Out of State Corporations must include with the proposal evidence of authority to do business in Texas.

2. If a service requirement cannot be met by a proposer, then the term “No Proposal” should be entered on the Proposal Form for that specific requirement. In the case of a “No Proposal” remark, the proposer may offer an alternative equivalent service for the City’s consideration.
3. Services for which a proposer intends to charge a fee must have the applicable fee indicated on the Proposal Form. Any service which does not have a fee indicated on the Proposal Form will be considered free of charge in the Purchasing Contract.
4. Proposer is requested to offer the “basic” proposed facility and is invited to add options so long as the cost of the options can be separated from the basic facility.
5. The proposal must be submitted in a sealed envelope bearing the title “City of Port Aransas Portable Building (Fire) Proposal” along with the name and address of the proposer. The proposer shall submit two (2) copies of the completed Proposal Form and the other required information identified below and shall be directed to Francisca Nixon, City Secretary, City of Port Aransas, 710 W. Avenue A, Port Aransas, Texas 78373 no later than 4:00 p.m. on June 14, 2018.
6. A proposer may submit written questions to clarify any matters relating to this request for proposals. The proposer’s question(s) and the City’s response will be shared with all applicants that obtained a Notice.
7. Leo Wood, Broaddus and Associates 228-224-2156 may be contacted for any questions concerning this Notice.
8. The City reserves the right to reject any or all proposals, to waive any non-material irregularities or informalities in any Notice, and to accept or reject any item or combination of items.
9. All costs incurred by the proposer in responding to the Notice shall be borne by the proposer.
10. Unauthorized modifications of specifications, forms or terms may render the proposal invalid.

E. Selection process

The City will evaluate the merit of the proposals received. The sole objective of this evaluation will be to recommend the Contractor whose proposal is most responsive to the City’s facility needs. While the specifications of this Notice

represent the minimum performance necessary for response, the City will consider additional services in the final selection process.

The following criteria will be used to evaluate the proposals submitted in response to this Notice (criteria are not listed in order of importance).

1. Meeting the legal qualifications and the terms and conditions specified in the Notice;
2. Completeness of Exhibit A, the Proposal Form;
3. Submission of the required information;
4. Ability to deliver the facilities in a timely and responsive manner;
5. Concept and proposed solutions, including responsiveness to terms and conditions, completeness and thoroughness of plan to provide the temporary building and services described in the Notice;
6. Cost of the proposed portable building purchasing services and the cost of the operation of those buildings (i.e., efficiency);ts);
7. Financial condition of the proposer;
8. Experience and success in providing portable / temporary facilities to municipal governments in Texas.

F. Contract Terms

1. The selected Contractor will provide the required temporary building beginning as soon as possible after June 15, 2018.
2. The Purchasing Contract will be awarded to the vendor whose proposal conforms to the Notice and is most advantageous and cost effective to the City.
3. The following additional agreements will be executed between the designated Contractor and the City to be effective on June 15, 2018 or later;
 - a. *Facility Purchasing and Services Agreement*
 - b. *Maintenance Agreement/Warranty Terms*
 - c. *Agreement pertaining Insurance and other Liabilities*

Additional contracts and agreements relating to the normal operations of a portable facility may be required during the term of the Purchasing Contract. All supplemental contracts and agreements to the Purchasing

Contract must be approved as to both form and content by the Director of Finance and the City Attorney. All supplemental contracts and agreements will be attachments to the Purchasing Agreement.

4. If a Contractor does not deliver the Temporary Building(s) within twenty-one (21) calendar days after being notified of selection, the City *may* give notice to the Contractor of the City's intent to select the next most qualified proposing Contractor or call for new proposals, whichever the City deems most appropriate.

SECTION II – PURCHASING SERVICES TO BE PROVIDED

- A. Purchasing services to be provided are listed on Exhibit A, the Proposal Form. The following identifies and discusses the services to be provided:
- B. Temporary / Portable facility to house the City of Port Aransas Fire Department. The purpose of the purchasing agreement is to provide emergency / temporary facilities for the City's fire operations as part of the emergency response following Hurricane Harvey.
 1. Additional Charges: All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing.

SECTION III – REQUIRED INFORMATION

The following document must be submitted with the completed Proposal Form by the proposer:

Illustrations of proposed facilities, such as floor plans and general design features.

SECTION IV – SUBMISSION OF PROPOSALS

All proposals submitted pursuant to this request for Purchase of Portable Buildings/Offices for Operation of the City Fire Department must be delivered to:

Francisca Nixon
City Secretary
City of Port Aransas
710 W. Avenue A
Port Aransas, TX 78373

Deadline for submission is 4:00 p.m. (CST), June 14, 2018. Proposals received after that time will not be considered and will be returned to the proposer unopened.

Other requirements are listed below:

- A. Two (2) copies of the proposal shall be submitted.
- B. All information requested of the proposer by the Notice shall be provided. Failure to do so may disqualify the proposal.
- C. All information shall be entered in ink or typewritten.
- D. Proposal shall be signed by an authorized representative of the company.
- E. Proposals may be submitted in a sealed envelope or box to the address shown above.
- F. Proposals may be submitted in person, by U.S. Mail, Special Delivery or courier service. No facsimile or e-mail proposals will be accepted
- G. All exceptions to any point of the Notice must be clearly shown. It is suggested that exceptions be made as a separate section within the proposal for clarity.

SECTION VI – PROPOSER’S RESPONSIBILITY

Proposers should carefully examine the entire Notice and any addenda thereto, and any related materials and dates referenced in the Notice. Proposers shall become fully aware of the nature and location of the work. All proposers are responsible for the cost to produce their proposal. All proposers are responsible for their proposal’s content, timeliness of submission and withdrawal.

EXHIBIT A
CITY OF PORT ARANSAS
PROPOSAL FORM

PURCHASE OF PORTABLE BUILDINGS/OFFICES
FOR OPERATION OF THE FIRE DEPARTMENT

Company Name: _____

Company Address: _____

Company Phone: _____

Official Submitting: _____

Title of Official: _____

Instructions

Please respond in the following sections.

A. Products/Pricing

1. Describe and provide drawings of temporary facilities and services proposed, separated by requested function:
 - a. Fire Department offices and Training facility
 - b. Maintenance of the facility (functional / operational maintenance such as electrical, plumbing, HVAC, and structural elements);
 - c. Other proposed services.
2. Describe pricing for temporary facilities and services proposed, separated by requested function:
 - a. Fire Department offices and Training facility;
 - b. Other proposed services.
3. Describe pricing, if any, for warranties on temporary facilities and services proposed, separated by requested function:
4. Describe payment methods
5. Other factors relevant to this section as submitted by the proposer

B. Performance Capability

1. Describe capability to deliver products and services in a responsive and timely manner.
2. Describe proposer's capacity to meet on-site service and warranty needs in a timely manner.
3. Describe customer service/problem resolution
4. Describe proposer's financial condition
5. Provide a list of municipal references

6. Provide instructional materials for temporary facilities if available (a website link is sufficient)
7. Other factors relevant to this section as submitted by the proposer

CITY OF PORT ARANSAS
SPECIFICATIONS FOR FACILITIES
EXHIBIT B

ADDITIONAL SPECIFICATIONS FOR THE TEMPORARY FACILITIES

Please note that standards for *permanent* facilities may be found here <http://www.tcjs.state.tx.us/>. To the extent possible, these standards are preferred for the temporary facilities.

Please add any specifications such as:

- *Structural system type.*
- *Multi-unit complex construction plan*
- *Joined units must maintain a positive alignment of floors, walls, roofs and allow for future relocation*
- *Manufactures specifications for frame*
- *Floor framing specifications*
- *Floor finish specifications*
- *Wall framing specifications*
- *Interior Wall finish specifications*
- *Doors specifications and hardware*
- *Window specifications*
- *Electrical specifications*
- *Number of Duplex receptacles per room*
- *Interior lighting specifications*
- *Emergency lighting and other safety specifications*
- *HVAC specifications*

Section A. ALL FACILITIES

1. All facilities must meet ADA accessibility requirements, including but not limited to accessible stairs and walkways leading into and out from facilities, accessible internal passage doors, and accessible restrooms.
2. All facilities must be climate controlled.
3. All facilities must be secure & hardened.

Section B. FIRE DEPARTMENT OFFICES AND TRAINING FACILITY

- a. One (1) private office for Fire Chief with network cabling capabilities. (single office size)
- b. Secure connections to the network for computers in each office.

- c. A Meeting Room/Training Facility area estimated 23' x 30'. The space needs to be versatile enough to function as a meeting room, training room and work space. Ample electrical outlets are required to charge multiple devices. The space needs to have at least three networked computer stations and at least one networked printer/scanner.
- d. Two (2) storage rooms, one estimated at 8' x 10' and the other estimated at 10' x 26'.
- e. One (1) Foyer area for constituents to enter in to.
- f. One (1) Unisex Restroom (ADA compatible).

Section C. OPTIONAL SERVICES AND FUNCTIONALITY

- 1. This section enables bidders to propose additional services, such as service agreements, and additional functionality of the temporary facilities not requested in the specifications. These should be separated from the primary bid and priced separately as optional costs.

SIGNATURE OF ENTIRE PROPOSAL AND SUBMITTALS

FIRM: _____

BY: _____

Signature

Title

Print or Type Name

ADDRESS: _____

Street Address and/or P.O. Box Number

City

State

Zip Code

PHONE: _____ FAX: _____

RETURN ENTIRE NOTICE PACKAGE AND ALL DOCUMENTATION REQUIRED
BY THIS NOTICE TO BIDDERS

PROPOSAL AFFADAVIT

AUTHORIZED OFFICER: All pages in proposal containing statements, letters, etc., shall be signed by a duly authorized officer of the company, whose signature is binding on this proposal.

The undersigned offers and agrees to furnish all of the services stated in the accompanying proposal. The period of acceptance of this proposal will be ninety (90) calendar days from the date of the proposal closing, unless otherwise indicated by proposer.

STATE OF _____ COUNTY OF _____

BEFORE ME, the undersigned authority, a Notary Public in and for the State of _____, on this day personally appeared _____, who after being by me duly sworn, did depose and say:

“I, _____ am a duly authorized officer or/agent for (name)

_____ and have been duly authorized to execute the (name of firm) foregoing proposal on behalf of the said: _____

I hereby certify that the foregoing proposal has not been prepared in collusion with any other proposer or other person or persons engaged in the same line of business prior to the official receipt of this proposal. Further, I certify that the proposer is not now, nor has been for the past six (6) months, directly or indirectly concerning in any pool or agreement or combination, to control the price of services/items offered, or to influence any person or persons to offer or not to offer thereon.

Name and address of Proposer: _____

BY: (print name) _____, (Signature) _____, (Title) _____

SUBSCRIBED AND SWORN to before me by the above named _____

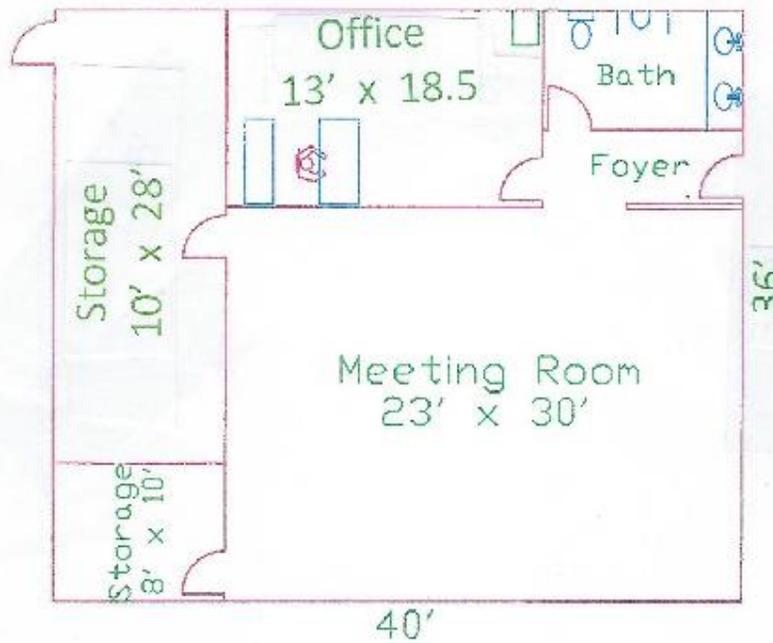
_____ on _____ Date

Notary Public in and for the State of _____

RETURN THIS AFFIDAVIT AS PART OF PROPOSAL

EXHIBIT "C"

Fire Portable Building
34.5' x 40'



FIRE PORTABLE BUILDING RFP

CITY OF PORT ARANSAS
NUECES COUNTY, TEXAS

MARCH 1, 2018