



**CITY OF PORT ARANSAS, TEXAS**  
**REQUEST FOR PROPOSAL (RFP)**  
**TWO (2) FIRE DEPARTMENT TENT BUILDINGS**

**NOTICE TO BIDDERS**

**NOTICE** is hereby given that the City of Port Aransas, Texas, is seeking proposals for the installation and purchase of two (2) Tent Buildings for the Fire Department. This request stems from the destruction of City facilities related to Hurricane Harvey. A bidder's conference will be held on Tuesday, December 11, 2018 1:00 p.m. Interested Bidders are strongly encouraged to attend.

Sealed proposals must be clearly marked "***SEALED BID – CITY OF PORT ARANSAS TENT BUILDING (FIRE) PROPOSAL***" to the City of Port Aransas City Secretary's office, 710 W. Avenue A, Port Aransas, Texas prior to Thursday, December 20, 2018 at 3:00 pm, at which time they will be publicly opened and acknowledged in the City Hall Council Chamber. Any RFP delivered or received after 3:00 pm will not be considered and shall be returned unopened to the addressee. The City reserves the right to reject any or all proposals.

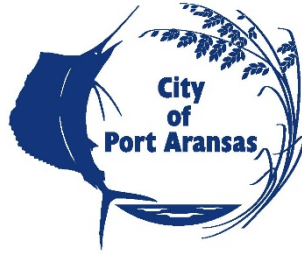
Request for Proposal (RFP) is available on-line at [www.cityofportaransas.org](http://www.cityofportaransas.org) or at City Hall, 710 W. Avenue A, Port Aransas, Texas 78373. Any and all questions or requests for information relating to this Request for Proposal shall be submitted to Thad Thomas (Broaddus & Assoc.) via telephone at (504) 234-5457.

**POSTED** this **3<sup>rd</sup>** day of **DECEMBER, 2018** on the bulletin board at Port Aransas City Hall, 710 W Avenue A, Port Aransas, Texas and on the webpage [www.cityofportaransas.org](http://www.cityofportaransas.org). **TIME: 5:00 p.m. PUBLISHED** in *The South Jetty* in the Thursday, December 6<sup>th</sup> & 13<sup>th</sup>, 2018 editions.

**CITY OF PORT ARANSAS, TEXAS**

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Francisca Nixon, City Secretary



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

NOTICE TO BIDDERS

Proposal Title: Request installation and Purchase of Tent Buildings for the City Fire Department

Proposal Closing Time: 3:00 p.m. Central Standard Time

Bidder's Conference: December 11, 2018 1:00 p.m. CST, in person or (Recommended) Dial in 1-877-273-4202 Conf # 7285756

Proposal Closing Date: December 20, 2018, 3:00 p.m.

Council Action: CST 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: Thad Thomas  
Broaddus and Associates  
City of Port Aransas  
710 W. Avenue A  
Port Aransas, TX 78373  
504-234-5457 (cell)

## INTRODUCTION

### A. Request for Proposal

The City of Port Aransas (City) requests proposals for the installation and purchase of two Tent Buildings. This request stems from the destruction of City facilities related to Hurricane Harvey. Specifications for this facility is provided as Exhibit B:

#### 1. Fire Department Apparatus Buildings

The objective of this Notice to Bidders is to identify a provider of two tent buildings to be installed and 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 tent facility 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 is the intersection of Ave C and 9<sup>th</sup> Port Aransas Tx.
2. Deliver, anchor, set-up, and establish functionality necessary for operation of the building.
3. Tie into provided electrical meter pole.

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

1. State of Texas Cooperative Purchasing Program
2. Buy board
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 proposer's 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 a fee does not have 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 Tent 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 3:00 p.m. on December 20, 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. Thad Thomas, Broaddus and Associates 504-234-5457 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. Financial condition of the proposer;
7. Experience and success in providing facilities to municipal governments in Texas.

F. Contract Terms

1. The selected Contractor will provide the required building beginning as soon as possible once city council approved.
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 upon city council approval.

*a. Facility Purchasing and Services Agreement*

*b. Maintenance Agreement/Warranty Terms*

*c. Agreement pertaining Insurance and other Liabilities*

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All supplemental contracts and agreements to the Purchase 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 Leasing Agreement.

4. If a Contractor does not deliver the Buildings within thirty (30) 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. Tent facilities to house the City of Port Aransas Fire Department's apparatus. The purpose of the Purchasing agreement is to provide facilities for the City's fire apparatus 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 Purchasing of Buildings for the City Fire Department Apparatus must be delivered to:

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

Deadline for submission is 3:00 p.m. (CST), December 20, 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 TENT BUILDINGS FOR  
FIRE DEPARTMENT APPARATUS

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 two tent facilities and services proposed, separated by requested function:
  - a. Fire Department apparatus facilities
  - b. Maintenance of the facilities (functional / operational maintenance such as electrical, plumbing, HVAC, and structural elements);
  - c. Other proposed services.
2. Describe pricing for tent facilities and services proposed, separated by requested function:
  - a. Fire Department apparatus facilities;
  - b. Other proposed services.
3. Describe pricing, if any, for warranties on 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 the facility if available (a website link is sufficient)
7. Other factors relevant to this section as submitted by the proposer

### C. PRICING FOR ALL SERVICES TO BE INCLUDED IN THE BOTTOM LINE PRICE.

CITY OF PORT ARANSAS  
SPECIFICATIONS FOR FACILITIES  
EXHIBIT B

1. The structure must be two 2 Stressed Membrane Structures measuring 60 ft wide by 45 ft long, measured maximum width by maximum length. Detailed list of required accessories as follows:

- 2 - Engineered Flat Ends
- 1 - Louvred Opening(s) 46" x 18" c/w electrically operated damper & bird screen
- 1 - Electric Exhaust Fan 5000 CFM, Whisper Quiet- direct Drive (110 Volt/60Hz)
- 1 - Single Personnel Door(s) c/w Hood, High Traffic Panic & Closer (3'0" x 7'0")
- 3 - 12' x 14" Rolling Service Doors; Electrically Operated (per tent)
- 24- Interior Suspension Yernuts Maximum Load 75 LBS
- 1- Perimeter Flat Bar
- Polyurethane Opaque membrane with Daylight Panel

(Or equivalent to the above specs)

2. No exterior guy ropes or cables shall be used for anchoring the structure.

3. There will be no exposed exterior horizontal purlins.

4. The structure shall be completely clear-span with no interior supports of any description.

5. Any required miscellaneous steel components such as anchor bolts, cable bracing, base assemblies or attachment brackets must be zinc plated or galvanized.

6. All bolts used shall be zinc plated or galvanized with a minimum of Grade 5 specification.

7. All personnel doors, especially fire exits, must come complete with a protective all-weather hood system to shed rain away from the front of doors.

8. The structure shall be designed to meet the wind loads as outlined IBC 2015, 120 mph, 3 second gust, exposure 'C'.

9. All main structural arches and connecting purlins shall be 100% ALUMINUM utilizing a single I beam configuration.

10. The architectural membrane, when assembled and tensioned, shall be absolutely wrinkle free, and shall remain so indefinitely in hot and cold temperatures.

11. The individual architectural membrane panels on the center modules shall be one continuous section from one side, over the peak and down to the base at the other side and manufactured in such a way that no eave will exist.

12. In order to provide the introduction of natural light for daytime use, a continuous section of highly translucent white architectural membrane (daylight panel) shall be incorporated into the membrane along the peak of the structure. To minimize internal solar gain in the structure, the balance of the exterior architectural membrane shall be Sky Blue in color and complete with a blackout layer.

13. All exterior architectural membrane on the structure shall come complete with a protective exterior PVF film coating on the exterior surface of the membrane and a 12-year pro-rata guarantee. This membrane will possess the minimum quality and fire rating specifications as shown on Schedule A attached.

14. Structure Supplier must be an established manufacturer with at least 10 years of experience in the design fabrication and delivery of structures with the same basic specifications as above. Structure supplier is to provide 10 examples of similar structures that have been erected. Contact names and numbers as well as physical address of the 10 sites must be submitted.

15. Structure Supplier must supply a Technical Consultant on site for the full duration of the erection of the structure to provide information about structure assembly and erection to ensure structure is erected in accordance with its engineered design. All costs for the consultants' time, travel, meals and accommodation are to be included in the price submission.

16. Upon award of this contract, Structure Supplier is to supply detailed drawings and supporting calculations for the structure stamped by an engineer certified in the State of Texas.

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 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**