

REQUEST FOR PROPOSAL
FOR
CLEAR WELL STORAGE TANK CLEANING AND PAINTING PROJECT



Response Deadline

November 1, 2018

12:00 PM Central Standard Time (CST)

To:
Nora Dinsmore
Brushy Creek MUD

16318 Great Oaks Drive
Round Rock, TX 78681

n.dinsmore@bcmud.org

BRUSHY CREEK MUNICIPAL UTILITY DISTRICT

REQUEST FOR PROPOSAL FOR THE CLEANING AND/OR PAINTING OF TWO CLEAR WELL STORAGE TANKS

1. INTRODUCTION

Brushy Creek Municipal Utility District (the “District”) is accepting proposals from qualified Contractors to provide all labor, materials and equipment to clean and/or paint the exterior surface of two (2) clear well storage tanks located at the District’s water treatment facility, 2300 Great Oaks Drive, Round Rock, Texas 78681 (the “Site”). Each tank is approximately 20 feet in height and 120 feet in diameter.

2. SCOPE OF SERVICES

2.1. General

The District is seeking proposals from qualified Contractors to provide all labor, materials and equipment necessary to clean and/or paint the exterior of two clear wells located at the Site. **EACH CONTRACTOR MAY SUBMIT A PROPOSAL TO PROVIDE ONLY THE CLEANING SERVICES, ONLY THE PAINTING SERVICES, OR BOTH THE CLEANING AND PAINTING SERVICES.** The Contractor is to provide all labor, materials and equipment required for the proper cleaning and/or painting of the two (2) clear well tanks in accordance with the attached specifications (the “Work”).

2.2 Instructions to Contractor

1. Acceptance Period: Unless otherwise specified herein, all pricing set forth in a Proposal shall remain firm for a period of 90-days.
2. Authorized Signatures: Every Proposal must be signed by the person or persons legally authorized to bind the Contractor to a contract for the execution of the work. The name, address, and telephone number of the firm represented must also be specified.
3. Award of Contract: Award will be made to a Contractor offering the most advantageous proposal after consideration of all Evaluation Criteria set forth in this Request for Proposal (“RFP”). The District will evaluate and tally all Proposals received in accordance with the Evaluation Criteria listed in Section 3.6, using a weighted scoring system. The District shall not be obligated to accept the lowest price proposal but will make an award in the best interests of the District after all factors have been evaluated.
4. Cancellation of Solicitation: The District may cancel this solicitation at any time.
5. Compliance with Laws: All Proposals shall comply with any applicable federal, state, and other laws related thereto.
5. Documents to be returned with the Proposal: Failure to completely execute and submit required documents before the Submittal Deadline may render a Proposal to be deemed non-responsive. The documents that must be returned by the Submittal Deadline are listed in Section 3.2 Items to be Provided with Proposal Submittals.
6. Prices: All Contractors shall give the prices proposed, both in writing and in figures. **IN RECOGNITION THAT THE DISTRICT MAY AWARD SEPARATE CONTRACTS FOR CLEANING AND PAINTING SERVICES, CONTRACTOR MUST SUBMIT SEPARATE PRICING FOR EACH OF THE SERVICES. IF ANY CONTRACTOR SUBMITS PRICING FOR BOTH CLEANING AND PAINTING SERVICES, THEN**

THE PROPOSAL SHOULD ALSO SPECIFY A TOTAL PRICE FOR BOTH SERVICES (IF DIFFERENT THAN THE SUM OF PRICING FOR EACH SERVICE).

2.3 Location of Tanks

Water Treatment Facility
2300 Great Oaks Drive
Round Rock, TX 78681

Attached for your information are property information pages with a map identifying the location of the Site, and various photos of the tanks and the area around where the tanks are located.

2.4 Specifications (**Exhibit A**)

Attached are the specifications regarding the Work.

Contractors shall be responsible for providing the equipment and installation that meets or exceeds all of the requirements as set forth in the specifications.

3. **PROCEDURAL INSTRUCTIONS**

3.1. Intent

This procurement is intended to result in the selection of a contractor that is most advantageous to the District and that will result in the best and most economical completion of the project. Contractor must describe in detail how he or she will meet the requirements of this RFP and may provide additional related information with submitted proposal. The proposal should be presented in a format that corresponds to, and references, the sections outlined in the Section 3.2 below. Responses to each section and subsection should be labeled to indicate which item is being addressed. Proposals should be straightforward and concise. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer.

The District is not liable for any costs incurred by Contractors before entering into a formal contract, and the District shall only provide payment for completed services in accordance with the final contract. Costs of developing the Proposals and any other such expenses incurred by the Contractor in responding to the RFP are solely the responsibility of the Contractor and shall not be reimbursed in any manner by the District.

3.2. Items to be Provided with Proposal Submittals:

All Proposals must include the following information; failure to completely execute and submit the required documents before the Submittal Deadline may render a proposal non-responsive:

1. Pricing- **Exhibit C** - Contractor shall specify the pricing for the cleaning and/or painting of the two (2) clear well tanks indicated, according to attached specifications with equipment and labor broken down. **ALL PRICING FOR CLEANING SHALL BE SEGREGATED FROM PRICING FOR PAINTING. IF CONTRACTOR PROPOSES A CUMULATIVE PRICE FOR CLEANING AND PAINTING SERVICES LOWER THAN THE COMBINED SUM OF PRICING FOR EACH SERVICE, THEN THE PROPOSAL SHALL SPECIFY THE TOTAL PRICE IF CONTRACTOR IS AWARDED A CONTRACT FOR BOTH CLEANING AND PAINTING SERVICES.**

2. Work Plan/Timeline- Contractor shall submit a proposed project work plan and timeline outlining the project plan and the timeline for completion of services.
3. Contractor's Background- Contractor must provide a company overview including Company ownership, length of time in business, qualifications, office location(s), number of employees, and key staff assigned to this project if awarded.
4. Experience- Contractor must identify at least two examples of similar work to that which is requested that the Contractor is currently performing or has performed within the past 24 months.
5. Insurance- Contractor shall specify the types and amounts of insurance that it holds and provide certificates of coverage prior to the start of work.
6. References- Contractor must identify three references, including the name, title, daytime telephone number of the references, and project description with starting and ending dates.
7. Conflict of Interest Statement –Contractor shall submit their responses to the Conflict of Interest Statement in Section 4.0
8. Questionnaire and Information Form – (Exhibit B).

3.3 Questions

Questions regarding the procurement process or the Work must be in writing via e-mail to n.dinsmore@bcmud.org no later than **12:00 PM** (CST) October 25, 2018. The subject line shall read: "**Questions for Clear Well Tank Cleaning and / or Painting Project**". Answers, if any, made by the District will be sent in writing to all know proposal bidders.

3.4 Timeline

Procurement package distributed to Contractors:

Friday, October 12, 2018

Site Visit

Thursday, October 18, 2018

10:00 a.m. at Water Well Field

Deadline for Written Questions

12:00 p.m. Thursday, October 25, 2018

Pricing due from Contractors

12:00 p.m., Thursday, November 1, 2018

Staff Recommendation to Board of Directors

Thursday, November 8, 2018

Estimated Implementation & Completion Date

Begin November 12th, Complete by December 31, 2018

3.5. Contractor Pricing Proposals

Pricing Proposals must conform to the requirements set forth herein. Pricing Proposals and required information must be submitted in writing either by postal service mail or electronic mail to the attention of:

Nora Dinsmore
Administrative Services Specialist
Brushy Creek Municipal Utility District
16318 Great Oaks Drive
Round Rock, TX 78681
n.dinsmore@bcmud.org

by **12:00 PM (CST) on Thursday, November 1, 2018**. Any pricing proposals received after the above date and time will not be considered. No oral proposal information or modifications will be accepted.

All proposals shall be signed and dated by an official authorized to bind the Contractor. All submitted pricing proposals shall become the property of the District.

3.6. Selection Process

All Proposals will be evaluated and tallied by District staff. Staff recommendations will be submitted to the Board of Directors for consideration at a regularly scheduled meeting following the proposal date deadline.

The criteria that will be used to make the selection include the following according to the percentage weighting identified:

- (a) Cost for Services – (45%);
- (b) Proposed cleaning and / or painting process— (30%);
- (c) Qualifications - (12.5%); and
- (d) References - (12.5%).

If the District has experience with your firm and you do not list the District as a reference, the District reserves the right to use past experience for this proposal.

3.7 Rejection of Proposals

The District reserves the right to reject any or all Proposals, or any part of a proposal.

3.8 Confidential Information

The District is subject to the Texas Public Information Act. Any information submitted to the District by a Contractor shall be available to the public, unless it is clearly marked "CONFIDENTIAL". If another party requests access to information marked confidential, then the District shall ask the Contractor if the information may be released. If the release is agreed to, the District shall release the information. If the release is denied, the matter shall be referred to the Texas Attorney General's Office where the Contractor shall be responsible for substantiating its confidentiality. The Attorney General's office shall rule on the matter. Pricing information contained in proposals or contracts is not considered confidential under the PIA and will be disclosed without making a request to the Texas Attorney General.

3.9 Taxes, Exempt

The District is exempt from Federal Excise and State Sales Tax.

3.10 Terms of the Proposal

The District reserves the right to negotiate the terms of performance of the Work with any Contractor.

3.11 Contract - (Exhibit D)

Attached to this request is the form of the contract to be entered into regarding the Work. The contract is part of this RFP. Upon selection of a Contractor by the Board of Directors, the Contractor must execute the contract. Failure to do so may constitute cause for the District to enter into a contract with another Contractor. The District reserves the right to modify contract terms with any Contractor.

4.0 CONFLICT OF INTEREST

The Board of Directors of the District, in compliance with Section 49.199 of the Texas Water Code, has adopted a Code of Ethics Policy and is subject to Chapter 176 of the Texas Local Government Code. In accordance with the District's policy and the statute, please disclose the following information:

1. Whether or not any of the Board of Directors or Management Staff listed below (or their family members) has a substantial interest in the Contractor or its affiliates.
2. Whether or not any of the Board of Directors or Management Staff listed below (or their respective family members) has a direct or indirect contractual relationship with the Contractor or its affiliates.
3. Whether or not the Contractor has made a gift to any of the Board of Directors or Management Staff listed below.

Furthermore, the Texas Legislature adopted House Bill 1295 which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. It shall be a condition of approval of a contract that Contractor complete and register a Form 1295 with the Texas Ethics Commission.

2018

Board of Directors

Brushy Creek Municipal Utility District

- Shean Dalton, Board President
- Donna Parker, Board Vice-President
- Rebecca Tullos, Treasurer
- Kim Filiatrault, Secretary
- Michael Tucker – Assistant Secretary / Treasurer

District Staff

- Mike Petter, General Manager
- Jim Lamm, Chief Administrative Officer
- Joey Miller, Utility Systems Coordinator
- Nora Dinsmore, Administrative Services Specialist