

Request for Proposal
On: Exterior Painting of Campus Buildings
Project Number 04022015

April 2, 2015

PLEASE SUBMIT PROPOSAL NO LATER THAN 5:00 P.M. LOCAL TIME ON April 17, 2015.

You are invited to submit a Proposal to provide services for Texans Can Academy; DBA Houston Can Academy. This project is converting a church sanctuary into school classrooms and an Early Childhood Education Center. Services shall include experience in the following areas.

- Exterior painting of Campus (Consisting of 3 two story buildings)

Location of property: 1807 Centennial Blvd, San Antonio, TX 78211

Texas Can will provide specifics of services at time of interview/meeting.

This request for Proposal includes Process Overview, Instructions to Vendors, Award/Evaluation of Proposals, Certification, Terms and Conditions and Confidential Declaration. These provisions shall be considered as part of any resulting legal and binding contract/purchase order as if thereto attached or therein repeated.

1. INSTRUCTIONS TO VENDORS

- a. Submissions of Proposal must include proof of insurance up to \$1,000,000 and include auto coverage and workers compensation coverage.
 - b. For clarification of the specification(s) of this Request for Proposal, bidder may contact: Malcolm Wentworth, Chief Operating Officer or Linda Hodge, Executive Administrative Assistant to COO at 214-944-1936.
 - c. The individuals listed above may be contacted for scheduling initial meetings and clarifications of specification(s). No authority is intended or implied that specification(s) may be amended or alternates accepted prior to the opening without written approval of Texans Can.
 - d. Questions pertaining to proposing procedures should be directed to Texans Can. Proposers finding errors, requests for additional information, omissions, or corrections that need to be made in the specifications shall contact Malcolm Wentworth in writing by April 15, 2015, 5:00 P.M. before Qualification is due. You may submit this information via email to mwentworth@TexansCan.org.
2. **Electronic submission of bid is the preferred method of submission.** All responses received by email will be acknowledged so documentation of receipt will be confirmed.
3. IF PROPOSAL IS SUBMITTED BY COURIER OR MAIL PLEASE PROVIDE ONE (1) ORIGINAL AND ONE (1) COPY OF THE BID RESPONSE! ENSURE THE ORIGINAL AND COPY IS CLEARLY LABELED.

- a. Hand-carried Proposals or Proposals submitted via carrier service are to be delivered to:

Texans Can
Facilities Department
325 W. 12th St.
Dallas, TX 75208

Proposals submitted via U.S. Postal Services are to be mailed to:

Texans Can
Attn: Malcolm Wentworth
325 W. 12th St.
Dallas, TX 75208

Clearly mark all Proposal envelopes as instructed (#1.1.6. below)
Allow sufficient transit time.

**** Delivery of Proposal envelope to other Departments within the Texans Can is NOT considered as a delivery.**

- b. Proposals received at Texans Can after the time and date specified above will not be considered and will be filed unopened. Texans Can shall not be held liable for late Proposals.
- c. Oral or telegraphic Proposals transmitted via, Texans Can Facsimile machine are not acceptable. Proposals must be submitted to Texans Can in a sealed envelope. **DO NOT FAX YOUR QUALIFICATION!**
- d. Proposal must be signed by an authorized individual to contractually bind their firm when submitting the Proposal. Failure to sign the Proposal will be considered as a “mistake in Proposal”, and the Proposal will be rejected as “non-responsive”.
- e. Purchases made against this Request for Proposal are for Texans Can use and are exempt from State Sales Tax and Federal Excise Tax. Do not include these taxes in your Proposal.
- f. All pages of this Request for Proposal are to be returned with your Proposal. It is the vendor’s responsibility to ensure the number of pages received is the same number listed on the front of this document. Vendor shall contact Malcolm Wentworth if discrepancies exist.
- g. All prices must be typed or written in ink on appropriate specification/pricing form(s). Bids written in pencil will not be accepted. Changes may be crossed through and corrections inserted adjacent and initialed by the person preparing the Bid. Should errors in multiplication or addition of the unit price against a total price occurs, the unit price shall govern. All pricing proposed for products and/or services shall constitute entire consideration due.
- h. Texans Can list of prospective proposers is being undated. To remain on Proposal lists you must either submit a Proposal or return this Request for Proposal marked “NO BID”.

- i. Provide list of references (Refer to Supplier Questionnaire) – School districts (comparable in size to Texans Can A.D.A. of approx. 5,000 students) - preferred, other state agencies, other customers, etc. will be evaluated with regard to the size and scope of product/service as bid. NOTE: Proposers failing to submit at least 2 references may not be considered for award.
 - j. Proposers submitting an erroneous proposed price may be given the option of either honoring the price as proposed or withdrawing the (erroneous) Qualification [Local Government Code Subchapter B, Sec.271.026].
4. Texans Can is a public entity subject to the provisions of the Texas Public Information Act (Texas Government Code Chapter 552). Responses to this invitation may be subject to release as public information unless the response or specific parts of the response are accepted from public disclosure under such ACT. Proposers shall be consult with their legal counsel regarding disclosure issues and take the appropriate precautions to safeguard trade secrets or any other confidential or proprietary information before responding to this invitation. Texans Can assumes no liability or responsibility for release of any information not properly identified and documented in the accordance with the enclosed Confidential Information Declaration & Copyright Authorization Form. Texans Can assumes no liability or responsibility for release of any information that the Texas Attorney General or a court of law determines to be subject to release.
5. Qualifications asserted to be copyright protected in their entirety may, in Texans Can sole discretion; be rejected as non-conforming. Proposers who submit copyrighted materials as part of their bid must review and complete the confidential Information Declaration & Copyright Authorization Form. Proposer submitting copyrighted materials should consult with their legal counsel regarding copyright and disclosed issues. By submitting copyright materials and completing the Confidential Information Declaration and Copyright Authorization Form, proposers grant Texans Can authorization to reproduce and provide copier of such information and agree to waive any and all claims against Texans Can regarding the release of such copyrighted information including, but not limited to, any claim of copyright infringement when released in response to a valid request for information under the Texas Public Information Act, Texas Government code Chapter 552. In the event a bidder is unable to grant such authorization and waiver, copyrighted materials must not be included in the bid.

AWARD/EVALUATION OF QUALIFICATION

- a. Texans Can reserve the right to accept or reject all or any part of any Proposal, waive minor Proposal formalities/technicalities and award the Proposal deemed to be most advantageous to Texans Can.
- b. Texans Can reserve the right to award to a single vendor, multiple vendors, each line item separately or in any combination it determines to be in its best interest, unless the proposer states otherwise. Proposals shall cover the entire program as described herein. Proposers shall also include copies of any contracts/agreements required (by the proposer firm) and clearly identify/label it as such.
- c. It is not the policy of Texans Can to award contracts based solely on 'low bid/Qualification'. *The following criteria are used by Texans Can to evaluate the overall 'best value':
 - 1. The purchase price;

2. The reputation of the vendor and of the vendor's goods or services;
 3. The quality of the vendor's goods or services;
 4. The extent to which the goods or services meet the district's needs;
 5. The vendor's past relationship with the district;
 6. The impact on the ability of the district to comply with the laws and rules relating to historically under-utilized businesses;
 7. The total long-term cost to the district to acquire the vendor's goods and services;
 8. Any other relevant factor specifically listed in this Request for Qualification;
 9. Vendor's status with other Co-Opps; TIPS/TAPS/Buy Board/etc...
 10. Minority Owned business.
- d. In compliance with the provisions of Texas Government Code, Title 10, Subtitle D, section 2155.074, Section 2155.075, Section 2156.007, Section 2157.003 and Section 2157.125, and Texas Administrative Code, Title 1, Chapter 113.6, information obtained from the Texas Building and Procurement Commission's Vendor Performance Tracking System (<http://www.tbpc.state.tx.us/stpurch/venvpts.html>) may be used in evaluating responses to solicitations for goods and services to determine the best value for Texans Can.
 - e. Proposers and prospective proposers are encouraged to suggest improved product and/or services for future consideration by Texans Can. Any literature/brochures regarding such products or services should be submitted separately from the Proposal submitted in response to this Request for Proposal.
 - f. Each line item must be proposed using the same unit of measure as requested by this Request for Proposal. Any questions regarding unit of measure must be resolved between the prospective proposer and Texans Can in accordance with 1.1.3. Failure to propose specified unit of measure may be cause for rejection of Proposal for the specific item(s) in question. Any packaging proposed which differs from that specified in the item description must be identified on the Deviation/Compliance Form.
 - g. Upon notification of potential selections for award, the person or entity submitting this Proposal must give notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in this conviction of a felony (this requirement does not apply to a publicly held corporation).
 - h. Texans Can awards contracts to vendors as an alternate in case the primary vendor is unable to fulfill the contractual obligations as stated in the specifications/terms and conditions. (Refer to Supplier Questionnaire).

CERTIFICATIONS

1. By signing this Request For Proposal, the undersigned proposer affirms that its company, corporation, firm, partnership or individual has not prepared this Proposal in collusion with any other bidder and that the contents of this Proposal as to prices, terms, or conditions have not been communicated by the undersigned or by any employee or agent to any other person or firm engaged in this type of business prior to the official opening of this Proposal.

2. The person whose signature appears on the cover page of this Request For Proposal hereby certifies (by signing this document) that the individual and/or firm on whose behalf this Proposal is submitted is not listed on the Federal Government's "List of Parties Excluded from Federal Procurement and Non-procurement Programs" published by the U. S. General Services Administration (GSA) effective as of the date of opening of this Proposal.
3. By signing this Request For Proposal, the proposer hereby certifies that it (or its firm hereby represented) is legally authorized to conduct business in Texas and has complied with any and all federal, state, or other laws or regulations applicable to any purchase resulting from this Request For Proposal.

TEXANS CAN
PROPOSAL FORM/SPECIFICATION

COMPANY NAME: _____

Is delivery of goods available from your firm? _____ YES _____ NO

Is retail store pick-up available from your firm? _____ YES _____ NO

SHIPPING: _____ Free or _____ % of total

Other: _____

Local Sales Representative:

Name: _____

Address:

Telephone: _____

Fax: _____ E-Mail Address _____

Location of retail store (if applicable) nearest to Texans Can offices:

Number of year's firm has been in business: _____