

# *City of Jonestown*

## **Request for Proposals**

**For**

**RFP: No. 002-025**

**Plaza Building Metal Roof and Fascia Replacement**

**City of Jonestown, Texas**

**Issue Date: May 26, 2025**

**Submission Deadline: June 9, 2025,**

**by 2:00 p.m. CST**

## **1. PROJECT OVERVIEW**

The City of Jonestown, Texas seeks a qualified contractor to replace the metal roof and fascia on the Plaza Building at 18649 FM 1431, Jonestown, Texas, which houses City Hall, the Library, and Community Services.

## **2. BACKGROUND**

The existing roof, originally installed in 1985, is constructed with R-panel metal. It was rescrewed and repainted approximately ten years ago.

## **3. PROJECT AREA**

The building is located at 18649 FM 1431, Jonestown, Texas. See attached Appendix A with photos of the building.

## **4. PROJECT GOALS**

Remove the existing leaking roof and install a new metal roofing system.

## **5. SCOPE OF WORK**

### **Specifications**

- Full tear-off and replacement of existing roof
- Pricing required for both:
  - Galvanized 'R' Panel
  - Galvanized 'PBR' Panel
- Panels must be 24-gauge minimum
- Fascia: Pre-finished metal, match existing design
- Work around existing HVAC units on central catwalk
- Coordinate color approval with city staff
- Remove and legally dispose of all debris

### **Optional Add-Alts**

- TPO Roof System on middle A/C pad area
- 24-gauge Galvanized box gutter system with soldered joints

## **6. CONTRACTOR QUALIFICATIONS**

- Licensed commercial roofing contractor
  - Minimum 3 references from municipal or commercial jobs
  - Required insurance: General Liability, Worker's Comp, Umbrella
  - May schedule site visits (not required)

## **7. DELIVERABLES**

1. Material Specification Sheet
2. Project Schedule & Work Plan
  - a. Pre-construction work schedule with key milestones
  - b. Daily or weekly progress updates (if requested)
3. Warranty Documentation
  - a. Manufacturer's warranty for roofing materials
  - b. Contractor's workmanship warranty
4. Certificate of Completion
  - a. Signed verification that work is complete and meets contract specs
  - b. Final walkthrough report with city representative.
5. Inspection Reports
  - a. Documentation of any third-party or city inspections
  - b. Corrections made and re-inspection confirmations
6. Closeout Package
  - a. Final invoice
  - b. Warranty and maintenance instructions
  - c. As-built details or summary of changes from original scope

## **8. TIMELINE**

- RFP Open Period: May 26 – June 9, 2025
- Proposal Submission Deadline: June 9, 2025, by 2:00 PM CST
- City Council Decision: July 10, 2025
- Start Date: (pending Council approval)
- Completion Required By: August 31, 2025

## **9. EVALUATION CRITERIA (100 POINTS TOTAL)**

Proposals will be evaluated based on:

<b>CRITERIA</b>	<b>POINTS</b>
Cost Proposal	30
Experience & Qualifications	20
Project Approach & Materials	20
Timeline	15
Warranty & Maintenance	10
Local Presence / Responsiveness	5
<b>TOTAL POSSIBLE POINTS</b>	<b>100</b>

## **10. SUBMISSION REQUIREMENTS**

Interested contractors must submit

- Detailed project proposal in an easy-to-read format suitable for City Council presentation
- Documentation of required and preferred qualifications, including certification numbers
- Project approach and methodology
- Proposed timeline for completion
- Detailed cost breakdown
- References from similar projects

## **11. SUBMISSION INSTRUCTIONS**

Submission of Responses and Deadline

Sealed submittals are required. Four (4) hard copies and one (1) digital copy via flash drive of the response are to be delivered by mail or hand delivered as described below:

**Responses may be mailed to or hand delivered to:**

City of Jonestown  
City Secretary  
18649 FM 1431 Suite 4A  
Jonestown, Texas 78645

**DO NOT EMAIL RFP RESPONSES**

**Responses are to be externally marked “Plaza Building Metal Roof and Fascia Replacement”**

The deadline for submission of responses is June 9, 2025, by 2:00 PM CST.  
Responses received after this time and date will not be considered.

## **12. TERMS AND CONDITIONS**

- The City of Jonestown reserves the right to reject any or all proposals.
- All submitted materials become property of the City of Jonestown.
- Contractors may be asked to provide additional information or participate in interviews.

## **ATTACHMENT A GENERAL CONDITIONS**

### **A. CONTRACT**

A contract equally binding between the CONTRACTOR and the CITY shall be produced if and when CONTRACTOR'S proposal is accepted by the CITY. The CONTRACTOR shall not sell, assign, transfer or convey this contract in whole or in part without the prior written consent of the CITY.

### **B. CONTRACT AMENDMENTS**

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. The CITY will make all change orders to the contract in writing.

### **C. DRUG FREE WORKPLACE**

It is the policy of the City of Jonestown to maintain a drug-free workplace. CONTRACTORS and their employees are expected to report to work with an appropriate mental and physical condition for work. CONTRACTORS must complete and adhere to Drug and Alcohol Free Workplace Certification, Attachment D, and submit with this proposal for consideration.

### **D. ETHICS/CONFLICTS OF INTEREST STATEMENT**

No public official or CITY employee shall have a personal or financial interest in this contract. CONTRACTOR shall not offer gifts or anything of value nor enter into any business arrangement with any employee, official or agent of the CITY during the procurement period or life of the contract. CONTRACTORS must disclose any prior or existing business relationship with CITY employees, officials or agent; and submit Ethics Affidavit with proposal Attachments C and C-1.

### **E. FUNDING**

Funds for payment are provided through the CITY budget. Funding is approved by the CITY Council for this fiscal year. State of Texas statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipation orders or other obligations that may arise past the end of the current CITY fiscal year shall be subject to budget approval.

### **F. HOLD HARMLESS**

The CONTRACTOR shall defend, indemnify and save harmless the CITY and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons or property on account of any negligent act or fault of the bidder, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from bids award. CONTRACTOR indemnifies and will indemnify that save harmless the CITY from liability, claim or demand on their part, agents servants, customer, and or employees whether such liability, claim or demand arise from the event or casualty happening or within the occupied premises

themselves or happening upon or in any of the halls, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. CONTRACTOR shall pay any judgment with costs, which may be obtained, against the CITY growing out of such injury or damages.

#### **G. HOLIDAYS AND HOURS OF WORK**

No work shall be allowed on designated City holidays, unless specific prior arrangements have been made. Work will be normally performed during normal business hours, Monday-Friday 8:00 A.M. to 5:00 P.M. unless presented a reason and discussed and approved by city staff as to why work would need to take place outside these hours. Work to restore critical operations may be performed at any time and on any day.

#### **H. INSURANCE**

The CONTRACTOR responsible for services performed will provide proof of Worker's Compensation Insurance, General Liability Insurance, and Umbrella Liability Insurance. The CONTRACTOR should not include such insurance costs in its proposal. Please provide certificate of liability insurance.

#### **I. NON DISCRIMINATION**

The CITY encourages equal employment opportunity practices on the part of private businesses and persons seeking to do business with the CITY and are expected to comply with applicable Federal and Texas State laws, regulations and orders relating to equal employment and non-discrimination with regard to employees and subcontractors. CONTRACTOR must complete Attachment B and submit with proposal.

#### **K. SILENCE OF SPECIFICATION**

The apparent silence of specification as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

#### **L. TERMINATION OF CONTRACT**

Contracts resulting from this proposal shall remain in effect until contract expires, delivery and acceptance of products and/or performance of services ordered or terminated by either party with a thirty (30) day written notice prior to any cancellation. CONTRACTOR must state the reason(s) for such cancellation. The CITY reserves the right to award cancelled contracts to the next lowest and best bidder as it deems to be in the best interest of the CITY.

#### **M. TERMINATION FOR DEFAULT**

The CITY reserves the right to enforce the performance of contracts in any manner prescribed by law or deemed to be in the best interest of the CITY in the event of breach or default of any contract resulting from this proposal. The CITY reserves the right to terminate the contract immediately in the event the successful bidder fails to:

- Meet schedules
- Otherwise perform in accordance with these specifications

Breach of contract or default authorizes the CITY to exercise any or all of the following rights:

- The CITY may take possession of the assigned premises and any fees accrued or becoming due to date;
- The CITY may take possession of all goods, fixtures and materials of CONTRACTOR and may foreclose its lien against such personal property, applying the proceeds toward fees due or therein after becoming due;

In the event the CONTRACTOR fails to perform, keep or observe any of the terms and conditions to be performed, kept or observed, the CITY shall give the CONTRACTOR written notice of such default; and in the event said default is not remedied to the satisfaction and approval of the CITY within two (2) working days of receipt of such notice by the CONTRACTOR, default will be declared and all the CONTRACTOR's rights shall terminate.

Bidder submitting this proposal agrees that the CITY shall not be liable to prosecution for damages in the event that the CITY declares the CONTRACTOR in default.



**ATTACHMENT B**  
**CERTIFICATION OF NON-DISCRIMINATION**

The CONTRACTOR hereby certifies not to discriminate and to comply with the CITY's Non-Discrimination provision of this Request for Proposal. The CITY's Policy on Non-Discrimination requires compliance with applicable Federal and Texas state laws, regulations and orders relating to equal employment opportunity and non-discrimination.

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Contractor

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Signature

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Title

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Date

**ATTACHMENT C  
ETHICS AFFIDAVIT**

STATE OF TEXAS}

COUNTY OF TRAVIS}

Date: \_\_\_\_\_

Name of Affiant: \_\_\_\_\_

Title of Affiant: \_\_\_\_\_

Business Name of Bidder: \_\_\_\_\_

County of Bidder: \_\_\_\_\_

Affiant on oath swears that the following statements are true:

1. Affiant is authorized by Bidder to make this affidavit for Bidder.
2. Affiant is fully aware of the facts stated in this affidavit.
3. Affiant can read the English language.
4. Bidder has received the list of key contracting persons associated with this invitation for bids, which is attached to this affidavit as Attachment C-2.
5. Affiant has personally read Attachment C-1 and C-2 to this Affidavit.
6. Affiant has no knowledge of any key contracting person on Exhibit "A" with whom Bidder is doing business or has done business during the 365-day period immediately before the date of this affidavit whose name is not disclosed in the Invitation for Bids.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Address

SUBSCRIBED AND SWORN TO before me by \_\_\_\_\_ on \_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

\_\_\_\_\_  
Typed or printed name of notary

My commission expires: \_\_\_\_\_

## ATTACHMENT C-1

Bidder acknowledges doing business or has done business during the 365-day period immediately prior to the date on which this bid is due with the following key persons and warrants that these are the only such key persons:

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If no one is listed above, Bidder warrants that Bidder is not doing business and has not done business during the 365-day period immediately prior to the date on which this bid is due with any key person.

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Signature

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Print

**ATTACHMENT D  
DRUG-FREE WORKPLACE CERTIFICATION**

The \_\_\_\_\_ (company name) will provide a Drug Free Work Place in compliance with the Drug Free Work Place Act of 1988. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the premise of the \_\_\_\_\_ (company name) or any of its facilities. Any employee who violates this prohibition will be subject to disciplinary action up to and including termination. All employees, as a condition of employment, will comply with this policy.

**CERTIFICATION REGARDING DRUG-FREE WORKPLACE**

The undersigned Subcontractor certifies it will provide a drug-free workplace by:

Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;

Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Subcontractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug violations in the workplace;

Providing each employee with a copy of the Subcontractor's policy statement;

Notifying the employees in the Subcontractor's policy statement that as a condition of employment under this subcontract, employees shall abide by the terms of the policy statement and notifying the Subcontractor in writing within five days after any conviction for a violation by the employee of a criminal drug abuse statute in the workplace;

Notifying the City within ten (10) days of the Subcontractor's receipt of a notice of a conviction of any employee; and,

Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

Name of Organization/Contractor(s):

\_\_\_\_\_

Signature of Authorized Representative:

\_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT E**  
**HB 89 Form**

Effective September 1, 2017, House Bill 89 Prohibition on Contracts with Companies Boycotting Israel states that a state agency and a political subdivision (which includes a city) may not enter a contract with a company for goods or services unless the contract contains a written verification from the company that; (i) it does not Boycott Israel; and (ii) will not Boycott Israel during the term of the contract.

“Boycott Israel” is defined to mean refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

“Company” is defined to mean a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit.

To Be Completed By Contractor:

"I, \_\_\_\_\_(Name of certifying official), the \_\_\_\_\_(title or position of certifying official) of \_\_\_\_\_(name of company), does hereby verify on behalf of said company to the City that said company does not Boycott Israel and will not Boycott Israel (as that term is defined in Texas Government Code Section 808.001) during the term of this contract.

\_\_\_\_\_  
Signature of Certifying Official

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT F**  
**CONFLICT OF INTEREST DISCLOSURE REQUIREMENT**

Pursuant to Chapter 176 of the Local Government Code, any person or agent of a person who contracts or seeks to contract for the sale or purchase of property, goods, or services with a local governmental entity (i.e. The City of Jonestown) must disclose in the Questionnaire Form CIQ ("Questionnaire") the person's affiliation or business relationship that might cause a conflict of interest with the local governmental entity. Bylaw, the Questionnaire must be filed with the Jonestown City Secretary no later than seven days after the date the person begins contract discussions or negotiations with the City or submits an application or response to a Request for Proposals or bids, correspondence, or another writing related to a potential Contract with the City. Updated Questionnaires must be filed in conformance with Chapter 176.

A copy of the Questionnaire Form CIQ is enclosed with the submittal documents. The form is also available at <https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf>.

Questions about compliance shall be directed to the bidder's or proposer's own legal counsel. Compliance is the individual responsibility of each person or agent of a person who is subject to the filing requirement. An offense under Chapter 176 is a Class C misdemeanor.

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendors doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

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 vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICIAL USE ONLY

Name of vendor who has a business relationship with local governmental entity.

☐

Check this box if *you* are filing an update to a previously filed questionnaire.

(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 on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

Name of local government officer about whom the information in this section is being disclosed.

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

This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor 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 vendor?

☐

Yes

☐

No

B. Is the vendor 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 interest of one percent or more?

☐

Yes

☐

No

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

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

\_\_\_\_\_  
Date

Adopted 8/17/2015

**ATTACHMENT G  
CITY OF JONESTOWN INSURANCE REQUIREMENT AFFIDAVIT**

**To Be Completed By Insurance Agent/Broker and Responder**

I, the undersigned Agent/Broker, reviewed the insurance requirement contained in this proposal document. If the Proposer shown below is awarded this contract by the City of Jonestown, I will be able to, within fifteen (15) days of notification of such award, furnish a valid insurance certificate to the City of Jonestown meeting all of the insurance requirements in this proposal.

Insurance Coverage Reviewed: \_\_\_\_\_

Agent's Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Telephone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

Proposer's Name and Company: \_\_\_\_\_

Proposal No. and Title: \_\_\_\_\_

Insurance Agent/Broker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By submitting a proposal and signing below I affirm the following: I am aware of all costs to provide the required insurance, will do so pending contract award, and will provide a valid insurance certificate meeting all requirements within fifteen days of notification of award.

If the above fifteen-day requirement is not met, the City of Jonestown has the right to reject this proposal and award the contract to the next lowest proposer meeting specifications. If you have any questions concerning these requirements, please contact the City Manager (512) 267-3243.

**Proposer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**ATTACHMENT H  
BUSINESS INFORMATION FORM**

Complete Legal Name of Business:

\_\_\_\_\_

(Address) \_\_\_\_\_

(City/State/ZIP) \_\_\_\_\_

Form of Business Entity (check one)

- ☐ Texas corporation      ☐ Texas non-profit corporation  
☐ Out-of-State corporation   ☐ Texas professional corporation  
\_\_\_\_\_state of incorporation

(check one) \_\_\_\_\_profit \_\_\_\_\_non-profit

- ☐ Texas general partnership      ☐ Texas limited  
partnership ☐ Out-of-State partnership  
\_\_\_\_\_state where partnership is legally registered

- ☐ Individual doing business as \_\_\_\_\_  
☐ Texas limited liability company  
☐ Other (describe) \_\_\_\_\_

List the full name of each Officer of the Company:

PRESIDENT: \_\_\_\_\_

VICE PRESIDENT: \_\_\_\_\_

SECRETARY: \_\_\_\_\_

TREASURER: \_\_\_\_\_

Who is legally authorized to sign and execute contracts? \_\_\_\_\_

Who, if anyone, is required to witness contract signatures? \_\_\_\_\_

**ATTACHMENT J**  
**QUALIFICATIONS & REFERENCE SHEET**

**Please Complete and Return This Form with the response**

The Contractor shall furnish, with the RFP, the following information: a minimum of five (5) public sector/municipal references similar in size and scope to this project and include the following information for each reference:

Client's Name	_____
Name of Contact	_____
Title of Contact	_____
Email address	_____
Telephone Number	_____
Website URL	_____

Client's Name	_____
Name of Contact	_____
Title of Contact	_____
Email address	_____
Telephone Number	_____
Website URL	_____

Client's Name	_____
Name of Contact	_____
Title of Contact	_____
Email address	_____
Telephone Number	_____
Website URL	_____

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Name of Contact	_____
Title of Contact	_____
Email address	_____
Telephone Number	_____
Website URL	_____

Client's Name	_____
Name of Contact	_____
Title of Contact	_____
Email address	_____
Telephone Number	_____
Website URL	_____