

City of Jonestown

Request for Proposals

For

RFP: No. 002-025

Plaza Building Metal Roof and Fascia Replacement

City of Jonestown, Texas

Issue Date: June 2, 2025

Submission Deadline: June 23, 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: June 2 – June 23, 2025
- Proposal Submission Deadline: June 23, 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:

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

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 23, 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.