



## **Project Title: City of Lucas Building Renovations**

**RFP # 031-24**

The enclosed Request for Proposal (RFP) and attached documents are for your convenience in submitting a bid for the enclosed referenced products and/or services for the City of Lucas.

### **IMPORTANT BID DATES:**

**PRE-BID MEETING: February 5th, 2024 AT 10:00 A.M., LOCAL TIME**  
**OPENING DATE: February 12<sup>th</sup>, 2024 AT 2:00 P.M., LOCAL TIME**

**RETURN OFFER TO:** CITY OF LUCAS  
ATTN: LINEZKA OSORIO/PURCHASING COORDINATOR  
665 COUNTRY CLUB ROAD  
LUCAS, TEXAS 75002

Please note that all bids/proposals **must be received at the designated location by the deadline shown**. Bids/Proposals received after the deadline **will not be considered** for the award of the Contract and shall be considered void and unacceptable.

Any prospective bidder/offeror desiring any explanation or interpretation of the solicitation must make a written request at least five (5) days prior to the scheduled time for the bid/offer opening. The request must be addressed to Joe Hilbourn at [JHILBOURN@LUCASTEXAS.US](mailto:JHILBOURN@LUCASTEXAS.US). Any information given to a prospective bidder/offeror concerning this solicitation will be furnished promptly to all other known prospective bidders/offerors as a written amendment/addendum to the solicitation.

The City of Lucas reserves the right to accept or reject any or all bids/offers as it deems in its best interest and to waive any informalities.

**It is the bidder/officer's responsibility to verify the issuance of any addendums to this bid/offer.** All addendums shall be submitted to all known bidders/offerors and shall be posted on the City of Lucas Purchasing Website:

<http://www.lucastexas.us/finance/purchasing/bid>.

Bid Packets are available on the City of Lucas web site at [www.lucastexas.us](http://www.lucastexas.us)

City of Lucas shall not be responsible for failed internet connections or power interruptions. City of Lucas is very conscious and extremely appreciative of the time and effort you have expended to submit an offer.

Linezka Osorio  
Purchasing Coordinator



## **CITY OF LUCAS**

### **CITY OF LUCAS PUBLIC WORKS BUILDING RENOVATIONS SCOPE/SPECIFICATIONS (RFP # 031-24)**

#### **Public Works Building Exterior:**

Demo old Sheet Metal on West End 60 ft. Gable End Wall and the south side of shop 100 ft long x 16 feet tall. Insulate west and south sides, replace sheet metal on the west end and the south side. Remove door and frame on the west end and frame in with new Purlins. Replace 3 30 ft. Roof Sheets and Ridge Cap where old Skylights leak.

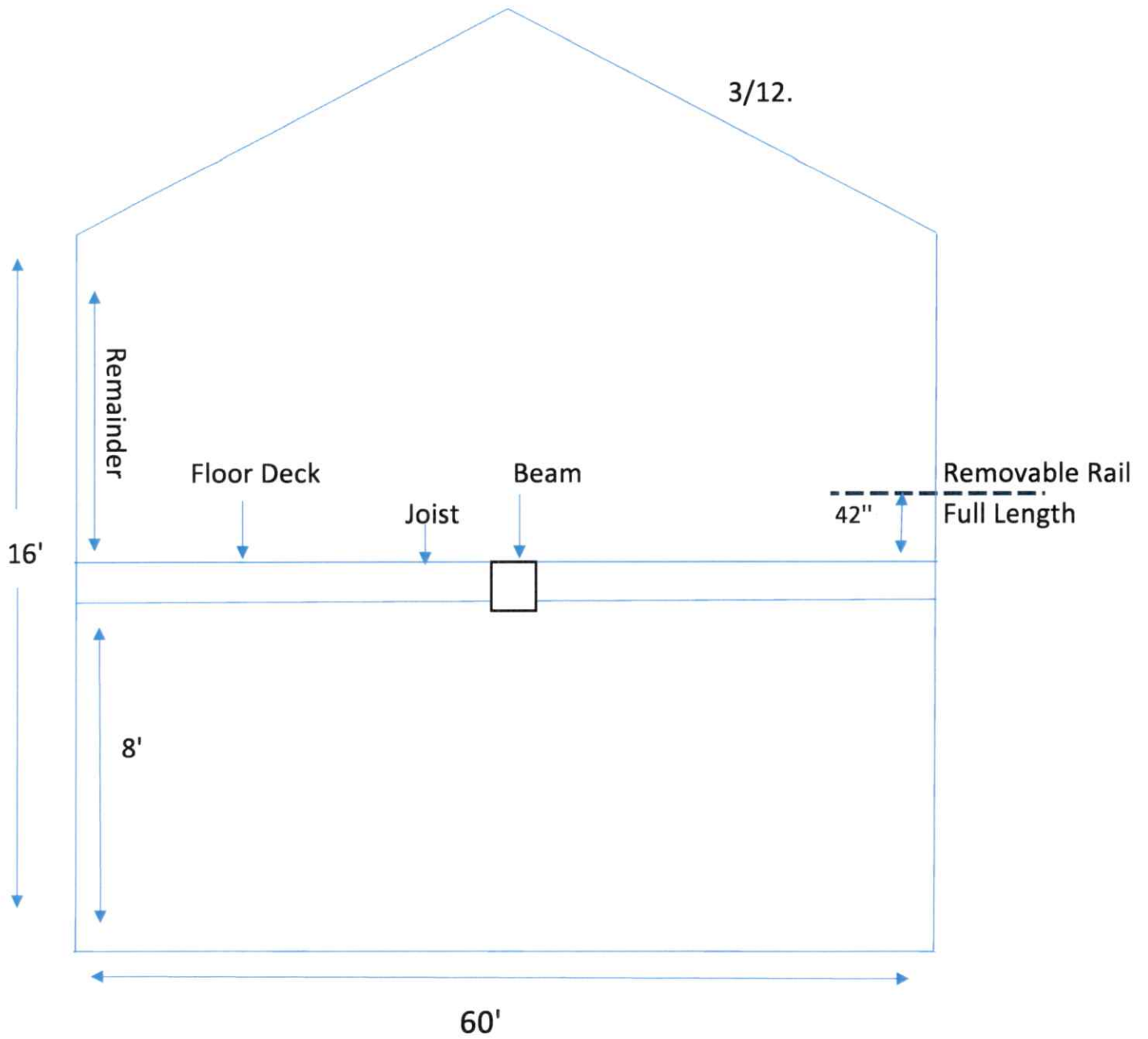
#### **Public Works Interior:**

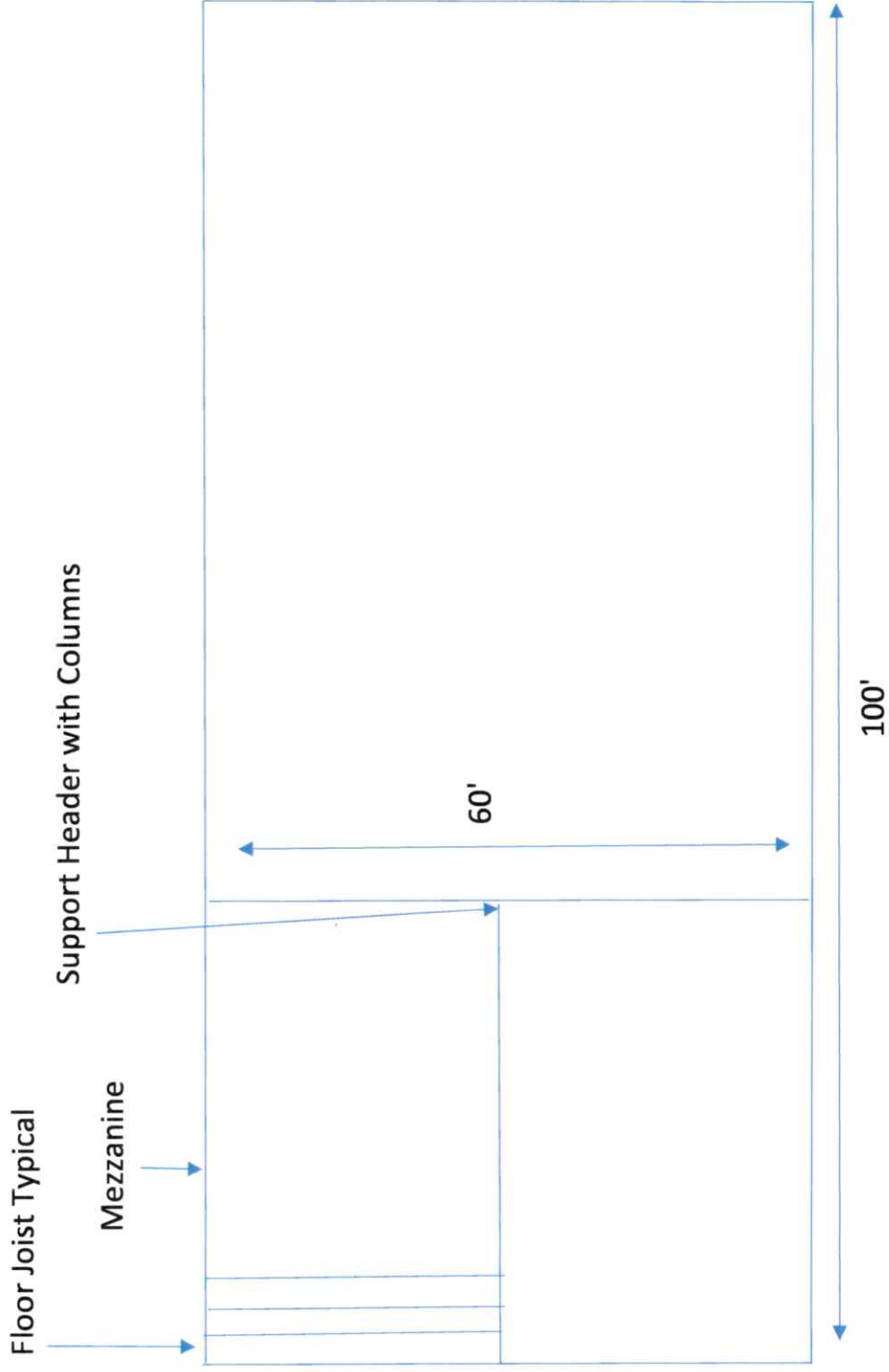
Build 2nd Story Sub Floor 10 ft. off finished floor:  
I Beams on 12 ft. centers, 10 inch C Purlin on 16 inch Centers, and 4x4x3/16 Post. Install 1 inch Tongue and Groove decking. 60 ft. of Detachable Hand Rail non-painted.  
No stairs are in the proposal for West End. Remove cameras and put back for new sheet metal and add lights under new Deck.

#### **Public Works Stairs:**

Install 3 ft. wide x 20 ft. Long Metal Stair Case on East End with Hand Rail one side.

**Reference Materials: Included at the end of the bid package is detailed construction information for the renovation project.**





Not To Scale

**CITY OF LUCAS  
BIDDER CERTIFICATION**

*This sheet must be completed and signed*

\_\_\_\_\_  
**LEGAL NAME OF CONTRACTING COMPANY**

\_\_\_\_\_  
**I.D. # (Company or Corporation)**

\_\_\_\_\_  
**TELEPHONE NUMBER**

\_\_\_\_\_  
**FACSIMILE NUMBER**

\_\_\_\_\_  
**CONTACT PERSON**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**COMPLETE MAILING ADDRESS**

\_\_\_\_\_  
**CITY & STATE**

\_\_\_\_\_  
**ZIP CODE**

\_\_\_\_\_  
**EMAIL ADDRESS**

**Indicate all that apply:**

\_\_\_\_\_ **Minority-Owned Business Enterprise**

\_\_\_\_\_ **Women-Owned Business Enterprise**

\_\_\_\_\_ **Disadvantaged Business Enterprise**

**CERTIFICATION**

By my signature hereon, I certify that the Goods and/or Services that I propose to furnish will meet or exceed every specification contained herein, and that I have read every page of the Specifications/Scope of Work and provided all the required documents. Further, I agree that if my offer is accepted, I shall perform as required. I am aware that, once accepted by City of Lucas, my offer becomes a binding Contract and that I will not be permitted to attempt enforcement of any other Contract or Contract provisions.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PRINTED NAME**

\_\_\_\_\_  
**TITLE**

## **SPECIFICATIONS/SCOPE/PRICE**

1) Project Elements/Price

Project Name:

<b>Item#</b>	<b>Description</b>	<b>Notes</b>	<b>Price</b>
1	Public Works Exterior		
2	Public Works Interior		
3	Public Works Stairs		

2) Total price:

## VENDOR REFERENCE INFORMATION SHEET

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
AUTHORIZED AGENT

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
STREET ADDRESS AND /OR P.O. BOX NO.

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP CODE

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
FAX

### REFERENCES

LIST THE LAST THREE (3) COMPANIES OR GOVERNMENTAL AGENCIES WHERE THESE  
COMMODITIES/SERVICES HAVE BEEN PROVIDED:

1. COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

2. COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

3. COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

## FORM CIQ

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person 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 person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

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

### OFFICE USE ONLY

Date Received

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

2  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 the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

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

This section (Item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer 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 filer of the questionnaire?

Yes       No

B. Is the filer of the questionnaire 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 of 10 percent or more?

Yes       No

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

4

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

\_\_\_\_\_  
Date



## **IMPORTANT BIDDERS/OFFERORS CHECKLIST**

Check off each of the following as the necessary action is completed.

- \_\_\_ 1. The Bidder/Offeror Certification has been signed.
- \_\_\_ 2. Specification/scope/price.
- \_\_\_ 3. Vendor Reference Information Sheet.
- \_\_\_ 4. CIQ form - Conflict of Interest Questionnaire has been signed.
- \_\_\_ 5. W-9 form (New Vendors)
- \_\_\_ 6. Question for Pre-Bid meeting on February 5<sup>th</sup> at 10am
- \_\_\_ 7. The mailing envelope has been addressed to:

CITY OF LUCAS  
ATTN: LINEZKA OSARIO/PURCHASING COORDINATOR  
665 COUNTRY CLUB ROAD  
LUCAS, TEXAS 75002

- \_\_\_ 8. The envelopes have been sealed and marked with:

Bid title  
Bid number  
Opening date  
Opening Time

- \_\_\_ 9. Evidence of Insurance: Prior to commencing the Services and continuing until all Services to be performed under the Agreement have been completed, Contractor shall purchase and maintain insurance with a company or companies qualified to do business in Texas. Evidence of such insurance shall be provided to the City by delivering certificates of insurance.