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Public access to the pdf files for the **Elevators, Painting, Fire Sprinkler, Mechanical, Electric, and Plumbing Trade contracts for the record Storage/Annex project** for Galveston County is located on the FTP site <ftp://208.110.200.12>.

Documents are in Folder "Record Storage and Annex" - They include drawings, Volume 2, and Volume 3 of the project manual for the various portions of the building.

### **REQUEST FOR COMPETITIVE SEALED PROPOSALS**

Galveston County requests sealed proposals for the project identified below in accordance with Proposal Documents and such Addenda as may be issued prior to date of proposal from qualified Proposers who can furnish the specified insurance and security requirements

Plans and specifications may be obtained from the office of the Galveston County Purchasing Agent. **Plans and specifications may also be obtained from the FTP site described above. Note that potential Proposers must notify the Purchasing Agent of their intent to propose to be added to any mailing list for addenda, etc.**

This project is to be constructed under a multi-contract arrangement utilizing multiple trade contracts. This proposal package represents a portion of the overall scope of work. The Proposer shall review the contract documents for the entire project to familiarize himself with the overall scope of the project and how this package relates to it.

The scope of work for each proposal package is more fully described in the drawings and Project Manual sections. Each Proposal package also includes the Proposal Documents, Agreement Between Galveston County and Contractor, the General Terms and Conditions of the Agreement, and Division 1 from the Project Manual.

**Proposal Package # 2 Elevators RFP #B131027**  
**Proposal Package # 3 Painting RFP #B131028**  
**Proposal Package # 4 Fire Sprinkler RFP #B131032**  
**Proposal Package # 5 Mechanical RFP #B131029**  
**Proposal Package # 6 Electric RFP #B131030**  
**Proposal Package # 7 plumbing RFP #B131031**

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Sealed proposals in sets of nine (9), one (1) original and eight (8) copies will be received in the office of the County Purchasing Agent, until **10:00 A.M.** on **August 20, 2013** and publically opened as soon as practical after proposal time in that office in the presence of the County Auditor and the Purchasing Agent. **Proposers are specifically advised that any Proposal delivered after this time will be returned unopened.**

*A non-mandatory pre-proposal conference and site walk through will be held on Thursday August 1, 2013 at 10:00 A.M. at the Galveston County Courthouse Large Assembly Room located at 722 Moody, First (1st) floor, Galveston, Texas 77550. Note that Proposers who attend the Pre-proposal conference and site walk through are awarded 5 points on the evaluation of their proposal.*

Proposer must seal all proposals in an opaque envelope with the following information on the face of the envelope and deliver to:

**To:**

Galveston County Purchasing Agent  
722 Moody (21st Street) - 5th Floor  
Galveston, Texas 77550

**From:**

Name of Proposer  
Records Storage Facility  
Proposal Package Number (*insert package number, name, and RFP number*)

**Each proposal must be accompanied by a Certified or Cashier's Check or acceptable Proposer (Bid) Bond in the amount of 5% of Proposal as a guarantee that, if awarded the contract the Proposer will enter into a contract and execute required Performance and Payment Bonds.**

No proposal shall be withdrawn within sixty (60) days after proposal date without the specific consent of Galveston County.

**Design Professional: Galveston County Architect**  
**J. Dudley Anderson**  
**722 Moody**  
**Galveston, Texas 77550**  
**(409) 770-5330**

Galveston County may reject any proposal not prepared and submitted in accordance with the provisions hereof and may waive any and all informalities, reject any and all proposals and accept any proposal deemed in its best interest or otherwise advantageous to it.

Upon satisfaction of contractual terms (e.g., goods delivered in promised condition, services rendered as agreed, etc.), vendor is to be paid after certification by the Construction Manager agent and Architect via Galveston County's normal accounts payable process.

Rufus Crowder, CPPO CPPB  
Purchasing Agent  
Galveston County

**SECTION 00100  
PROPOSAL DOCUMENTS**

Proposer may obtain an electronic copy of the plans and specifications in pdf format at the Galveston County Purchasing Agent's office.

Proposal Documents will be available prior to proposal date and may be obtained at the following address:

**Proposals Documents available at:**

The Office of the County Purchasing Agent  
722 Moody (21st Street) - 5th Floor  
Galveston, Texas 77550

Office Hours are 8:00 AM to 5:00 PM

**• Galveston County Projects FTP site**

Documents are also available on the Galveston County Projects FTP site <ftp://208.110.200.12> that is accessible to the public where pdf files that include proposal documents may be copied for your use.

Follow the above link to view the FTP site in Windows Explorer, click **Page**, and then click **Open FTP Site in Windows Explorer**. The page icon is on the upper right portion of the screen.

There are various folders on this site. Documents specific to this proposal or proposal form are in the "[Record Storage and Annex](#)" folder.

**PAYMENT BOND AND PERFORMANCE BOND:** A Payment Bond and Performance Bond, each in an amount equal to or greater than 100% of the Contract Sum conditioned upon the faithful performance of the Contract will be required. Please note that all bonding companies presented must be acceptable to Galveston County.

**PRE-PROPOSAL MEETING:** All Proposers are encouraged to attend a Pre-proposal meeting on the 1st floor Large Assembly Room in the Galveston County Courthouse, 722 Moody, Galveston, Texas 77550 on Thursday August 1, 2013 at 10:00 AM. While this meeting is not mandatory there may be information available at the meeting that is important to the Proposer. Attendance will be considered during the evaluation process. Evaluation of the proposal includes an award of 5 points for attendance at the Pre-proposal conference.

**QUALIFICATION:** Proposer is required to comply with certain procedures as enumerated in the Instructions to Proposer regarding qualification of Proposer.

**COMPLETE SET OF DOCUMENTS:** Trade Contractors and Suppliers intending to submit proposals to Galveston County are required to prepare their proposal based on a complete set of documents. If after reviewing the complete set of documents, Trade Contractors and Suppliers desire to purchase individual drawings and specification sections for their convenience, they may do so by ordering the specific drawings and specifications directly from a reproduction company. Each proposer purchasing a partial set of documents is responsible for determining exactly which documents he requires and is responsible for all costs associated with printing and delivery. Trade Contractors and Suppliers exercising this option must agree to do so on the basis that documents shall not be used on other construction projects. Successful Trade Contractors and Suppliers may retain their Documents until completion of the construction.

**Any proposer submitting a proposal is required to visit the site.**

Thanks,  
Dudley

**J. Dudley Anderson**, County Architect • Galveston County • 722 Moody • Galveston • Texas 77550 • (409) 770-5330