

## Record Storage Facility

SECTION 00101  
PROPOSAL FORM

1. OWNER: Galveston County

2. PROJECT:

Record Storage Facility..... Old North Jail

**Hurricane Ike Repairs:**

PW 15601 ..... Old North Jail - A

PW 15601 ..... Old Courthouse Annex - B

**Hurricane Ike Repairs not included in this package:**

PW 14465 ..... Elevator at Old North Jail

PW 14498 ..... Elevator at Old Courthouse Annex

PW 14499 ..... Elevators at South Jail Parking Garage

3. Architect J. Dudley Anderson, County Architect

4. SUBMITTED BY:

\_\_\_\_\_  
Proposer Name

\_\_\_\_\_  
Proposer Address

\_\_\_\_\_  
Proposer Phone Number

\_\_\_\_\_  
Proposer e-mail or website

5. PROPOSAL: **Package #04 Overhead Doors - RFP #B141015 includes the following:**

**• Project Manual:**

**Volume 2:** Proposal Documents, Agreement between Galveston County and Contractor, General Terms and Conditions of the Agreement, Division 1, and Section 08330

**• Drawing sheets:**

**Hurricane Ike Repairs:**

PW 15601 ..... Old North Jail - A0, and A1

A. Having examined the Instructions to Proposers, Contract Documents, and Conditions of the Contract of the Project listed above, dated March 26, 2013 including Addenda and having visited and fully inspected the site and examined all conditions affecting the Project, the undersigned, proposes to perform the complete Work of the Project required by the said Documents for the sum or sums set forth below.

B. In submitting this proposal, the undersigned, agrees to the following:

01. Hold the proposal open for acceptance for 60 days from the submission of Proposal.
02. Accept the right of the Owner to reject any, or all proposals, to waive formalities, and to accept the proposal which the Owner considers most advantageous to him.
03. Accept the right of the Owner to reject any Subcontractor. A new Subcontractor may be contracted with the difference in proposal amount added to, or subtracted from, the Contract.

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- 04. Enter into and execute a Contract if awarded, on the basis of the Base Proposal and selected Alternate Proposals, if any.
- 05. Complete the Work in accordance with the Contract Documents within the stipulated Contract Time.
- C. Furnish specified insurance.
  - 01. Furnish specified insurance, performance, and payment bonds as per the Agreement between Galveston County and Trade Contractor..
- D. The undersigned acknowledges that being notified that he has the best responsible Proposal does not convey upon him any property right to an award of the Contract or anything of value. The undersigned also acknowledges that no rights rest under the Proposal or tentative award and that any rights the Proposer may obtain will arise only upon execution of the Contract.

**6. ADDENDA:** The undersigned acknowledges receipt of:

Addenda 1 .....January 14, 2014      initial here \_\_\_\_\_  
Addenda 2 ..... \_\_\_\_\_, 2014      initial here \_\_\_\_\_

**7. CONTRACT TIME:** Undersigned agrees to commence work upon receipt of Notice to Proceed and be substantially complete within \_\_\_\_\_ calendar days

### Hurricane Ike Repairs:

### PW 15601 .....Old North Jail and Old Courthouse Annex

**8. Base Proposal for Overhead Doors associated with PW 15061:** The undersigned agrees to perform the complete Work of this Project, for the lump sum price of (The Base Proposal includes all allowances listed in the Section 01020 except for the Contingency Allowance):

\_\_\_\_\_ Dollars and no/100 \$ \_\_\_\_\_  
(Amount written in words governs) (Amount in figures)

**9. Contingency Allowance for Overhead Doors associated with PW15061:** The undersigned agrees to include a Contingency Allowance equal to 5% of the Base Proposal lump sum (item 12) to be utilized by Galveston County for unforeseen items of work as per Section 01020 of the Project manual:

\_\_\_\_\_ Dollars and no/100 \$ \_\_\_\_\_  
(Amount written in words governs) (Amount in figures)

### Overhead Doors Package Total

**10. TOTAL:** The sum of items 8 and 9 above:

\_\_\_\_\_ Dollars & no/100 \$ \_\_\_\_\_  
(Amount written in words governs) (Amount in figures)

**11. OH&P FOR CHANGES IN THE WORK:**

The reasonable overhead and profit allowable under Article VIII of the Agreement will be set as follows:

\_\_\_\_\_% Overhead

\_\_\_\_\_% Profit

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Proposers Printed Name: .....

Proposers Address:  
.....  
.....

Proposers Phone Number.....

Signatory's Printed Name:.....

Signatory's Position/Title: .....

Seal:

Signature:..... date.....

**Note that Section 00104 - Proposal Evaluation Waiver and other documents must accompany this form.**

### STATE OF TEXAS TAX STATEMENT OF MATERIALS and other charges:

The cost of in-place materials to be incorporated into the project in the Base Proposal ..... \$ \_\_\_\_\_

The cost of labor, profit, materials not in-place and all other charges in the Base Proposal..... \$ \_\_\_\_\_

TOTAL: (Must agree with Proposal (para. 8) total above) ..... \$ \_\_\_\_\_

**A copy of the Proposer's completed CIQ Form that has been filed with the Galveston County Clerk's Office must be included with Proposer's Proposal.**

**A copy of Section 00104 Proposal Evaluation Waiver must be included with Proposer's Proposal.**

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### SECTION 00104 PROPOSAL EVALUATION WAIVER AND QUALIFICATION STATEMENT

By submitting a proposal, the Proposer indicated below agrees to waive any claim it has or may have against the Owner, Architect, Engineers, Consultants, or Construction Manager and their respective employees, arising out of or in connection with the administration, evaluation, or recommendation of any proposal. The Proposer further agrees the Owner reserves the right to waive any requirements under the proposal documents or the Contract Documents, acceptance or rejection of any proposals, and recommendation or award of the contract.

In order to evaluate proposals the following items **must** be turned in along with the proposal form to allow Galveston County to determine the best overall proposal.

The information below shall be provided on the Proposer's letterhead. Failure to provide the information may result in no points awarded for that item in the evaluation process. Each item below will be researched for each Trade Contractor and assigned a relative value more fully described on the Proposal Tabulation Form attached for information only in Section 00300.

- a) References from **all or the most recent 20** previous contracts comparable to this contract size and scope during the last five years. (including complete Owner name, individual Owner contact, current phone numbers, project size, etc.). This item accounts for **5%** of the evaluation scoring.
- b) References from **all or the most recent 20** previous contracts with Galveston County and other political subdivisions located within Galveston County. (include Entity name, individual Entity contact, current phone numbers, project size, etc.). This item accounts for **5%** of the evaluation scoring.
- c) Single page resume of superintendent, Project Manager, and Project Executive for this project. The quality of personnel accounts for **5%** of the evaluation scoring.
- d) Listing of proposed subcontractors, suppliers, and other team members. The quality of subcontractors, suppliers, and other team members (if none then the quality of personnel above will be duplicated here) accounts for **5%** of the evaluation scoring.
- e) Based upon references listed above the probability of satisfactory post construction maintenance, repair, and service for emergency warranty work. The probability of satisfactory response to warranty work accounts for **5%** of the evaluation scoring.
- f) Based upon references listed above the probability of satisfactory timely completion of the work. The probability of satisfactory timely completion of the work accounts for **5%** of the evaluation scoring.
- g) The Proposer's safety record including the current EMR (experience modifier rate). The EMR relative to 1 accounts for **5%** of the evaluation scoring.
- h) The Proposer's history of claims, mediation, litigation or arbitration with any Owner in the past 5 years. This item accounts for **5%** of the evaluation scoring.
- i) The Proposer's historic compliance with laws and codes governing construction activities, including any current or past (within the past year) asbestos violations with the Department of State Health Services. This item accounts for **5%** of the evaluation scoring.
- j) The Proposer's attendance at the Pre-Proposal Conference and walk through. This item accounts for **5%** of the evaluation scoring.

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NOTE: The Statement of Affirmation Must Be Notarized.

### STATEMENT OF AFFIRMATION

"The undersigned affirms that he/she is duly authorized to execute this waiver by the person(s) or business entity making the proposal.

Proposer's Name:.....

Proposers Address: .....

.....

.....

Signatory's Name: .....

Signatory's Position/Title: .....

Signature: ..... date.....

Subscribed and sworn to me on this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission expires \_\_\_\_\_

**NOTE: THIS FORM MUST BE EXECUTED AND SUBMITTED WITH PROPOSAL.**

**END OF SECTION**

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## SAMPLE OF PROPOSAL EVALUATION WORKSHEET

Galveston County Mid County Annex

RFP # B111044 - North County Annex AHU 1&2 Replacement  
 Evaluation Team Member

Grading:	50		5		5		5		5		5		5		5		5		5		100	
	Proposal Bond		Addenda		Addenda		Addenda		Addenda		Addenda		Addenda		Addenda		Addenda		Addenda		Total Score	
Budget	\$1.00																					
Lowest Base proposal and/or alternates \$1																						
Proposer																						
	Cost																					
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The Base Proposal Cost Rating is from lowest dollar to highest dollar. The scoring for the Base Proposal Costs is accomplished by dividing the lowest proposed cost by the individual proposer cost to obtain the grading and multiplying that fraction by the 50 points possible. Therefore the proposal cost proposal will receive 50 points.  
 The Safety record will be scored based upon an EMR below 1 being awarded 5 points, an EMR of 1 awarded 4 points, an EMR of 1.1 awarded 3 points, an EMR of 1.2 awarded 2 points, an EMR of 1.3 awarded 1 point.

No item is perfect	100	Perfect
Item is great	90	Quality work and willing to contribute to the team effort
Item is acceptable	80	Quality work and causes the rest of the team extra effort to deal with them
Item is not acceptable	70	Good work and will help advance the team effort
Mediocre	60	Good work and causes the rest of the team extra effort to deal with them
Only if we have to	50	Marginally acceptable work and willing to contribute to the team effort
Prefer not	40	Marginally acceptable work and causes the rest of the team extra effort to deal with them.
No	30	Poor work and attempts to contribute to the team effort
This will just waste time	20	Poor work and causes the rest of the team extra effort to deal with them.
Please don't submit	0	