

FRANK TRULL, County Judge
CAROL ANDERSON, Commissioner Precinct 1
RANDY DEANS, Commissioner Precinct 2
ROD YOUNG, Commissioner Precinct 3
DON BRATTON, Commissioner Precinct 4
MATT ANDREWS, Sheriff



MAGGIE SAWYER, Justice of the Peace
GREG TORRES, County Attorney
CHARLA PITCOX, District Clerk
CHRISTINE JONES, County Clerk
SILVIA CAMPOS, Tax Assessor-Collector
MIKKIE WILLIAMS, County Treasurer

MCCULLOCH COUNTY
199 COURTHOUSE SQUARE ROOM 302
Brady Texas, 76825
Phone: 325-597-0733
Website: www.co.mcculloch.tx.us

REQUEST FOR PROPOSAL (RFP)
MCCULLOCH COUNTY
EXTERIOR OF BUILDING PAINTING / CAULKING PROJECT AT
101 N. HIGH STREET
BRADY, TEXAS

MAILING ADDRESS:

MCCULLOCH COUNTY
199 COURTHOUSE SQUARE ROOM 302
BRADY, TEXAS 76825

APRIL 28, 2025

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1. SUMMARY AND BACKGROUND

McCulloch County is seeking Cost and Qualifications Proposals to paint / caulk the exterior of the McCulloch County Clerk's / Tax Assessor's Office. The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate entities, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best fulfills the needs of McCulloch County.

Proposals will be received by:

Frank Trull
McCulloch County Judge
199 Courthouse Square Room 302
Brady, Texas 76825

Proposals must be received by **May 27, 2025 at 3:00 P.M.**

McCulloch County reserves the right to modify and waive any and all informalities or technicalities, or to reject any and all proposals and/or parts thereof, and to accept that proposal which it deems most favorable for the County.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 3:00 P.M. May 27th, 2025. Any proposals received after this date and time will NOT BE ELIGIBLE FOR CONSIDERATION AND BE DISCARDED. All proposals must be signed by an official agent or representative of the entity submitting the proposal.

If the entity submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the entities being contracted.

Copy of entity/contractor's liability insurance and bonding information shall be included in bid proposal.

All costs must be itemized to include an explanation of all fees and costs.

The entity/contractor shall obtain all necessary permits as part of the proposal.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the McCulloch County Attorney and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. PROJECT PURPOSE

The purpose of this project is as follows:

McCulloch County is seeking Cost and Qualifications Proposals to paint and caulk the exterior of the McCulloch County Clerk's / Tax Assessor's offices.

PROJECT SCOPE

McCulloch County seeks an entity/contractor to paint and caulk the exterior of the McCulloch County Clerk's and Tax Assessor's offices:

- **Paint**
 - Remove / scrape all loose paint
 - Furnish a quality exterior paint
 - Furnish all painting related supplies / equipment
- **Caulk**
 - Caulk / seal all exterior areas that may be prone to water penetration
 - Furnish exterior caulk
- **Carpentry**
 - Identify any damaged boards that need replacement
 - Furnish and replace any damaged boards

This project and the proposal cost shall include all labor, all materials, and disposal costs and also include the following:

- County Approval
- All Required Permits
- Equipment Rental/Trucking
- General Clean-up and disposal of demolition materials

4. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

- **May 16, 2025** at 9:00 AM - A Pre-proposal meeting will be held on-site.
- **May 27, 2025** at 3:00 P.M. - All proposals in response to this RFP are due.
- **June 9, 2025** - Evaluation of proposals will be conducted. If additional information or discussions are needed with any bidders during this window, the bidder(s) will be notified.
- **June 23, 2025** - The selection decision for the winning bidder is expected to be made.

Project Timeline:

This project requires recommendations by the McCulloch County Commissioners Court, the McCulloch County Clerk, and the McCulloch County Tax Assessor. Approval for the award is only made by the McCulloch County Commissioners Court. It is anticipated that this work would be recommended and approved at the **June 23, 2025** McCulloch County Commissioners Court meeting.

Construction work on this project is allowed business hours between 8:00 A.M. and 5:00 P.M. unless prior arrangements have been secured with the McCulloch County Clerk / Tax Assessor

Completion of project is to occur no later than **August 31st, 2025**.

5. PROPOSALS

All proposals must include proposed costs to complete the tasks described in the project scope.

In addition to the base project proposal, proposers shall also provide the following alternative additional cost proposals:

- **Alternate #1**
 - Better Quality Exterior Paint (Indicate Paint Brand / Price)
- **Alternate #2**
 - Best Quality Paint (Indicate Paint Brand / Price)

Base Project Cost with Alternate 1. Option: \$ _____

Base Project Cost with Alternate 2. Option: \$ _____

The County reserves the right to determine which proposal to accept as it deems most advantageous to the County.

6. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Prospective bidders are required to meet all qualifications and specifications of this Request for Proposal in order to be considered for award. If a vendor does not clearly demonstrate and provide documentation substantiating that they are compliant with the qualifications and specifications of this Request for Proposal, they may be disqualified.
- All prospective bidders are to make written proposals that present the entity's qualifications and understanding of the work to be performed. Prospective bidders shall address each of specific topics listed as a minimum. Failure to include any of the requested information may be cause for proposal to be considered non – responsive and rejected.
- All prospective bidders will submit a cover letter introducing your entity and confirming your interest in performing the Restrooms Remodel Project at the McCulloch County Clerk's office.
- Indicate your agreement with, or specific exceptions to, any of the objectives, requirements, terms, or conditions contained in this solicitation document.
- Provide a list of at least (2) current references for which comparable work has been performed. This list shall include client name, person to contact, address, telephone number, and description of work performed.
- All prospective bidders shall provide a copy of proof of entity's insurance.
- Questions for the county should be gathered into one email communication from the prospective bidder and submitted to Frank Trull, McCulloch County Judge at frank.trull@co.mcculloch.tx.us. All inquiries must be received by May 16th, 2025. All inquiries made by prospective bidders will be answered by the County by May 23rd, 2025 and will be submitted to all interested parties in order to ensure that all parties are operating with the same information.

Non-disclosure of the data contained within a proposal cannot be guaranteed because of Public Information Act laws.

7. Terms and Conditions

If for any reason, the entity selected shall fail to fulfill the obligations agreed to in a timely manner, the County shall have the right to terminate the contract by specifying the date of termination in a written notice to the firm at least (7) days before the termination date. In this event, the entity shall be entitled to just and equitable compensation for the work satisfactorily completed.

The successful proposer will be required to furnish, within five (5) days of award notification and before commencing work, a certificate of insurance. The certificate shall name the County, its officers and employees, as additional insured.

The agreement resulting from this RFP shall be required to contain the following:

“Provider agrees to indemnify, defend and hold harmless the County and its officers, officials, employees and agents from and against any and all liability, loss, damage expense, costs, (including attorney fees) arising out of this agreement, caused in whole or in part by the Provider or anyone for whose acts any of them may be liable, except were caused by the sole negligence or willful misconduct of the County.”

The contract resulting from the award of this RFP shall commence on upon execution after award by the McCulloch County Commissioners Court.

The County reserves the right to reject any or all proposals, to waive technicalities, or to accept the proposal deemed to serve the County’s best interest.

All cost associated with preparation, submittal and presentation of proposals shall be borne by the proposer.

Bids shall remain valid for 90 days from the bid receipt date.