



# **REQUEST FOR PROPOSALS**

**RFP 22-17**

**Professional Services for the  
Kingsville Police Department  
Covered Canopies**

Issued by:  
City of Kingsville – Purchasing Department  
400 W. King Ave  
Kingsville, TX 78363

Sealed Request for Proposals (RFP) addressed to Charlie Sosa, Purchasing Manager, City of Kingsville will be received on Tuesday **August 30, 2022** until **2:00p.m.**, at the City of Kingsville City Hall (3<sup>rd</sup> Floor) located at 400 W. King Avenue, Kingsville, TX. RFP's must be in the City of Kingsville's possession on or before the date and time (no late submissions will be accepted).

**Kingsville Police Department  
COVERED CANOPIES**

RFP's received past the deadline will not be considered. The City will evaluate RFP's and make a selection based on the firm's technical ability, experience, and ability to perform the work. The City will not provide compensation or defray any costs incurred by any firm related to the response to this request. The City reserves the right to negotiate with any and all persons or firms. The City also reserves the right to reject any or all RFP's, or to accept any deemed most advantageous, or to waive any irregularities or informalities in the RFP's received, and to revise the process schedule as circumstances arise.

Submittals must be clearly marked:

**RFP 22-17 Kingsville Police Department COVERED CANOPIES**

Submitted to: Charlie Sosa  
Purchasing Manager  
City of Kingsville  
400 W. King Ave.  
Kingsville, TX 78363

## **I. SCOPE OF WORK/DESCRIPTION OF PROJECT ACTIVITIES**

The City of Kingsville, Texas is currently accepting proposals for labor and materials to install new Covered Canopies for the Kingsville Police Department. The purpose of this RFP is to solicit proposals from qualified contractors for installation of material and labor outlined in this document.

The Kingsville Police Department facility, located at 1700 East King Ave., Kingsville, TX 78363. The proposed Covered Canopies shall be constructed on site at the above mentioned location.

Proposals will be accepted until Tuesday **August 30, 2022 2:00 p.m.** Any proposals received after this date and time will not be opened and will be disqualified. All proposals must include valid contractor's license. A site visit is scheduled for **August 16, 2022 at 10:00 a.m.** at Kingsville Police Department located at 1700 East Kings Ave., Kingsville, Texas 78363.

Proposals shall include design, all labor, materials and equipment to install new Covered Canopies as referred to on drawings attached. Contractor shall install all, main posts, roof purlins and associated components to complete project.

## **II. BID SCHEDULE**

### **Base Bid:**

Contractor provides all materials, equipment, labor and design for installation of the covered canopies as per the attached plans. The Design of the Covered Canopies must meet the minimum Windstorm Requirements for the Kleberg County Area. **Live Load: 20psf, Wind Load: 130 MPH, Wind Exp:B**

## **III. STATEMENT OF QUALIFICATIONS**

Respondent should include in response all information relating to the following:

- Previous experience in building covered canopies installation and design.
- Previous work on projects similar to that described in Section II above.
- History of firm, including list of public sector entities for which canopies installation have been provided.
- Five comparable references.
- The respondent should also include a work schedule for completion of project in the response to this RFP.

## **IV. EVALUATION CRITERIA**

The proposals will be evaluated and ranked per the following criteria:

- A. Experience, including but not limited to the number and size of previous projects of the type outlined in Section I, projects located in this region, and extent of experience in project management.
- B. Work performance, including but not limited to past projects completed on schedule, managing projects within budgetary constraints, and quality of work product.
- C. Capacity to perform, including but not limited to staffing level and experience of staff, adequacy of

resources, and coverage by professional liability insurance.

The City will rank the responses to this RFP per the criteria listed above and will negotiate with the highest ranked person/business regarding an acceptable contract with the City of Kingsville. If negotiations are unsuccessful, the negotiations will be terminated, and the City of Kingsville will negotiate with the second highest ranked person/business. This process will continue until an agreement with a person/business is reached.

All work as specified in this RFP shall be scheduled to begin within 30 days following the award of bid as notified in writing by the City of Kingsville.

#### **IV. SUBMITTAL REQUIREMENTS**

The successful respondent will need to provide payment bond if project cost is \$50,000.00 or more and perhaps performance bond if project is \$100,000.00 or more after notification of award. The successful respondent will also need to complete and return the Form 1295 and Ethics Disclosure documents. These items must be received and approved before a notice to proceed can be issued. RFP shall be submitted in a sealed envelope as referenced on the attached solicitation. One (1) signed original marked "**ORIGINAL**", **three (3)** complete sets marked "**COPY 1**", "**COPY 2**", etc. RFP **WILL** be accepted in person or by United States Mail. RFP **WILL NOT** be accepted via oral communication, telephone, electronic mail, telegraphic transmission, or facsimile transmission. RFP may be withdrawn prior to the above scheduled time set for closing. Alterations made before RFP closing must be initiated by respondents guaranteeing authenticity. Submittal of a response to this RFP constitutes an offer by the respondent. Once submitted, the RFP becomes the property of the City of Kingsville and as such the City reserves the right to use any ideas contained in any response regardless of whether that respondent/firm is selected. Submission of a proposal in response to this solicitation, by any respondent, shall indicate that the respondent(s) has accepted the conditions contained in the RFP, unless clearly and specifically noted in the RFP submitted and confirmed in the contract between the City and the successful respondent. RFP which do not comply with these requirements may be rejected at the option of the City. RFP must be filed with the City of Kingsville before the deadline day and hour. No late RFP will be accepted. They will be returned to respondent unopened (if properly identified). Failure to meet RFP requirements may be grounds for disqualifying a proposal.

*Address Delivery*            *Charlie Sosa*  
   Purchasing Manager  
   City of Kingsville  
   400 W. King Ave.  
   Kingsville, Texas 78363