



## EDINBURG CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

Purchasing Department  
411 N. 8<sup>TH</sup> Ave.  
EDINBURG, TX 78541  
PHONE: (956) 289-2311 FAX: (956) 383-7687

*Gilbert Garza, Jr., Interim Superintendent*

*Dr. Rebecca Morrison, Deputy Superintendent*

**ADDENDUM 3**  
**RFP 21-53**  
**SECURED ENTRANCES PHASE 4 PROJECT**  
**February 3, 2021**

**I. INSTRUCTIONS:**

- A. The following changes, omissions or alterations to the specification and drawings shall be made insofar as the specifications and drawings are inconsistent with following, this addendum shall govern.
- B. Acknowledge receipt of this addendum by inserting its number and date of issue in the place provided for same in the proposal. This addendum forms a part of the Contract Documents.
- C. It is imperative that this addendum be inserted INTO set of specifications.

**II. PLEASE CHANGE:**

Replace cover page with the attached cover page.  
Replace page 4 with the attached page 4 - 4.6.  
Replace page 5 with the attached page 5.

Addition of the Reference Check Questionnaire.

Respectfully Submitted,

Amaro Tijerina  
Director of Purchasing

\_\_\_\_\_  
(Signature of authorized officer)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

**Nondiscrimination Statement**

It is the policy of Edinburg CISD not to discriminate on the basis of gender, age, handicap, religion, race, color, or national origin in its educational programs.  
Es poliza del Distrito Escolar de Edinburg el no discriminar por razones con base en genero, edad, religion, raza, color origen nacional, ni discapacidad dentro de sus programas educacionales.





EDINBURG CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
PURCHASING DEPARTMENT  
411 North 8<sup>th</sup>/DRAWER 990  
EDINBURG, TEXAS 78541  
PH: (956) 289-2311  
FX: (956) 383-7687

## Contractor Request for PROPOSALS

NO: 21 - 53

TITLE: SECURED ENTRANCES PHASE IV  
PROJECT

This Proposal includes the following forms:

- Intent to Bid
- Vendor Check List
- Instructions to Bidders
- Response Format & Contents
- Bid Proposal Form
- Performance Bond
- Original Bid Proposal Form
- Form A
- Standard Terms & Conditions
- Felony Conviction Notification
- Conflict of Interest Questionnaire
- Certification of Interested Parties Example
- Deviation Form
- Wage Rate
- Authorization for W-9/Direct Deposit

**CLOSING TIME/DATE:**

Closing Time: 3:00 P.M.

Closing Date: February 10 , 2021

**BUYER:**

**Claudina Longoria, Senior Buyer**

Phone: 956-289-2311, Ext.2135

Fax: 956-383-7687

Email: [d.longoria@ecisd.us](mailto:d.longoria@ecisd.us)

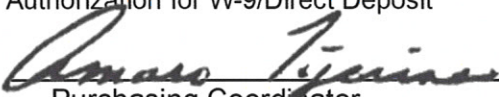
**DELIVER BIDS TO:**

Edinburg CISD

Office of the Purchasing Coordinator

411 North 8<sup>th</sup> Ave, 2<sup>nd</sup> Floor

Edinburg, TX 78541

  
Purchasing Coordinator

1/25/21  
Date

DATE WEBBED: January 25, 2021

\*Do not deliver Bids/CSPs/RFPs/RFQs to other ECISD locations. All Bids/CSPs/RFPs/RFQs must be delivered to the delivery address above on or before the Bids/CSPs/RFP/RFQs closing time/date. Purchasing will not be responsible for late submittals as per Board Policy CH (LOCAL).

## Vendor Certification

The undersigned, by his/her signature, represents the he/she is authorized to bind the bidder to fully comply with the terms and conditions on this bid, including all forms and attachments included herein, for the amount(s) shown on the accompanying bid form(s), if accepted within sixty (60) calendar days after bid opening. **Note: Bidder is strongly encouraged to read the entire Solicitation prior to submitting. Failure to provide the above information in its entirety may be grounds for disqualification of response.**

Firm Name: \_\_\_\_\_

Telephone 1-800-\_\_\_\_\_

Address: \_\_\_\_\_

Or: \_\_\_\_\_

City: \_\_\_\_\_

Fax: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Web Address: \_\_\_\_\_

Email: \_\_\_\_\_

(Signature of Person Authorized to Sign Bid)

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

(Please print or type name above)

I can deliver in \_\_\_\_\_ days. Early Payment Discount \_\_\_\_\_ % if Paid in \_\_\_\_\_ Days, Net 30



## INSTRUCTIONS TO BIDDERS

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1. The Board of Trustees of the Edinburg Consolidated Independent School District is in the process of seeking qualified vendors for: **SECURED ENTRANCES PHASE IV PROJECT**

Please note that proposals must be received on **February 10, 2021** at the address below. one (1) Original and Two (2) Copies (clearly marked) on the response must be sealed and delivered to:

Edinburg Consolidated Independent School District  
Attn: Amaro Tijerina, Purchasing Director  
411 North 8<sup>th</sup> Ave., 2<sup>nd</sup> Floor  
Edinburg, TX 78540

**CSP # 21-53, SECURED ENTRANCES PHASE IV PROJECT**

2. **INQUIRIES:** All questions prior to closing date should be FAXED directly to Mr. Robert Estrada, District Architect, at 956-316-7265. Inquiries should make reference to specific sections numbers of the CSB.
3. **SELECTION PROCESS:** In procuring the services of Qualified vendors, the Edinburg CISD will follow the process below:
  - a. First, the District will receive all proposals submitted and read aloud at the scheduled proposal opening.
  - b. Next, the District will review all proposals and submit to the Superintendent of Schools the recommended vendor for Board approval.
  - c. The District and its consultant will prepare contract for awarded vendor.
4. **PRE-PROPOSAL CONFERENCE**
  - A. The purpose of the Pre-Proposal Conference is to answer any questions that any offers may have and an on-site visit.
  - B. Date and Time: **Wednesday, February 3, 2021**
  - C. Location: Edinburg CISD – Maintenance and Facilities Conference Room  
1305 East Schunior  
Edinburg, TX 78541

## 5. OPENING OF PROPOSALS

- A. Place
  1. Competitive sealed proposals will be received at the office of:  
Edinburg CISD – Purchasing Department  
Attn: Amaro Tijerina, Purchasing Director  
411 North 8th Avenue  
Edinburg, Texas 78541
- B. Date: **February 10, 2021**
- C. Hour: **3:00 P.M.**

## 6. REJECTION

- A. The Owner reserves the right to reject any or all proposals, and to waive any irregularities or formalities.

## INSTRUCTIONS TO BIDDERS

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### 1.1 SECURITY BOND

- A. Security bond in the amount of five (5% of the Bid must accompany each Bid. Security bond shall be issued by an insurance company authorized to provide bonds on work in the State of Texas and shall be payable to the Owner.

### 1.2 DOCUMENTS

- A. Qualified offerors may obtain one (1) set(s) of Drawings and Project Manuals from: Edinburg CISD Maintenance and Facilities Department, 1305 E. Schunior, Edinburg, Texas 78541.
- B. Subcontractors may obtain one (1) set of Drawings and Project Manuals from: Edinburg CISD Maintenance and Facilities Department, 1305 E. Schunior, Edinburg, TX 78541.
- C. No deposit will be required for a set of Drawings and Project Manuals issued. Partial sets will not be issued.
- D. Complete sets of Construction Documents shall be used in preparing bids; neither the Owner nor the Architect assumes any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Construction Documents.
- E. The Owner or Architect in making copies of the Construction Documents available on the above terms, does so only for the purpose of obtaining bids on the work and does not confer a license or grant for any other use.
- F. Complete sets of Drawings and Project Manuals are on file at the following locations and subcontractors may examine them there:
  - ECISD Facilities and Maintenance Department, 1305 E. Schunior, Edinburg, TX
  - A.G.C. PLAN ROOMS, (McAllen, Harlingen, Brownsville)
  - DODGE REPORTS (Online)

### 1.3 EXAMINATION

- A. Offerors shall carefully examine the Construction Documents and the construction site to familiarize themselves with existing local conditions under which the Work is to be performed.
- B. Extra payments will not be authorized for work that could have been foreseen by careful examination of the site. Submission of a bid shall constitute acceptance, by the offeror, of existing site conditions as a part of the requirements for this work.
- C. Offerors shall carefully examine the Construction Documents to verify that they agree with the Table of Contents in the Project Manual, the Index of Drawings Sheet on the Drawings, and the Cover Page of all Addenda. Offerors shall be responsible for obtaining any pages or sheets which have been inadvertently left out during the printing process.
  - 1. All entities providing bids on any portion of the work contained in the Construction Documents shall ascertain the completeness of the set of documents
  - 2. The Construction Documents are printed by an independent vendor and, although the Architect endeavors to check the documents for completeness, the Architect has, in the past, discovered missing or misplaced sheets in the drawings and the Specifications.



3. Each entity receiving a set of Construction Documents shall check the indexes against the sheets or pages contained in the sets.
4. Should pages or sheets be found to be misplaced or missing, immediately notify the Architect who will give direction as to placement or provide the sheets or pages that are missing.
5. Failure to notify the Architect means the offeror is providing a bid based on a complete set of Construction Documents.

#### **1.4 INTERPRETATION OF CONSTRUCTION DOCUMENTS**

- A. Offerors shall promptly notify the Architect of any ambiguity, inconsistency or error which they may discover upon examination of the Construction Documents or of the site and local conditions. Do not dimension the drawings. Any dimensions, questions, should be directed to the Architect.
- B. Submit all questions regarding clarification or interpretation of Construction Documents to the Office of the District Architect: Edinburg CISD Facilities and Construction Department, 1305 E. Schunior, Edinburg, Texas, 78541, (Attn: Robert Estrada, AIA (956) 316-7265.
- C. Submit all questions in writing. In the interest of time, requests may be made by telephone, but they must be confirmed in writing the same day. Replies to questions will be issued to all Offerors in the form of an Addenda. General contractor and subcontractors shall submit questions in writing forty-eight (48) hours prior to opening of bids.
- D. Make requests for interpretations as early as possible so as to allow adequate time to prepare and issue Addenda.
- E. All Offerors shall check with the Architect within six (6) hours prior to Opening of bids to secure all Addenda. The Architect will not be responsible for oral clarification.

#### **1.5 BASIS OF BIDS**

- A. Bids shall be on a lump sum basis for each and or combined bid packages and shall include all costs for these projects as described and indicated by the Construction Documents. Basis for bids shall be on brands, materials, processes, products, persons or organizations, etc.
- B. Bids shall include all unit price costs and all Alternate costs as indicated by the Construction Documents and Bid Form.

#### **1.6 BIDS**

- A. Bids shall be made on unaltered Bid Forms furnished by the Architect. No oral, telephone or personal Bids will be considered. All blank spaces shall be properly filled in by typewriter or manually in ink.
- B. Where so indicated by the makeup of the Bid Form, sums shall be expressed in both words and figures, and in case of discrepancy between the two, the written amount shall govern.
- C. Any alteration or erasure to information entered in the blank spaces must be initialed by the signer of the bid.
- D. Original typed sheets shall be submitted, signed in longhand below the typed name of the person authorized to bind the offeror to a Contract.
- E. Wherever the offeror is a corporation, Bid must be signed with the legal name of the corporation followed by the name of the State of Incorporation and the legal signature of a person authorized to bind the corporation to a contract.

- F. Failure to submit a bid on the firm requested, or the inclusion of conditions, imitations or previsions, distorting the intent of the Construction Documents, will render the Bid irregular and subject to rejection.

### **1.7 SUBMITTALS**

- A. Submit bid, Security Bond and other required data in an opaque, sealed envelope. Submit bid at the time and place shown in the Notice for competitive Sealed Bids.
- B. Envelopes shall be addressed to the Owner and identified with the Project Name and the name and address of the offeror.
- C. If the Bid sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "BID ENCLOSED" on the face thereof. No envelopes shall be opened until the date and time bids are to be received.

### **1.8 MODIFICATION OR WITHDRAWAL OF BID**

- A. A Bid may not be withdrawn or cancelled by the offeror during the stipulated time period following the time and date designated for the receipt of Bids, unless the award of Contract has been delayed more than sixty (60) days.
- B. Prior to the time and date designated for receipt of Bids, Bids submitted early may be modified or withdrawn only by notice to the party receiving Bids at the place and prior to the time designated for receipt of Bids.
- C. Modification of Bids shall be in writing over the signature of the offeror or be by telegram; if by telegram, written confirmation over the signature of offeror must have been mailed and postmarked on or before the date and time set for receipt of Bids; it shall be so worded as not to reveal the amount of the original Bid.
- D. Withdrawn Bid may be resubmitted up to the time designated for the receipt of Bids provided that they are then fully in conformance with these Bid Instructions.
- E. Security bond shall be in an amount sufficient for the Bid as modified or resubmitted.

### **1.9 CONSIDERATION OF BID**

- A. Properly identified Bids received on time will be considered.
- B. The Owner shall have the right to reject any or all Bid and in particular to reject a Bid not accompanied by any required security bond or data required by the Contract Documents or a Bid in any way incomplete or irregular.
- C. The Owner shall have the right to waive any formality or irregularity in any bid received.
- D. If the Owner accepts any Alternates, he shall have the right to accept them in any order or combination.
- E. It is the intent of the Owner to award a contract to the offeror submitting the bid providing the "best value" to the Owner provided the Bid has been submitted in accordance with the requirements of the Contract Documents, selection criteria and adopted by the Owner.

### **1.10 LOCATION AND ACCESS TO PREMISES**

- A. The project site location: Refer to vicinity map on drawings.



- B. The offeror shall have free access to the premises for the purpose of acquainting himself with the conditions, delivering equipment, and performing the work necessary to fulfill the contract. Offeror shall cooperate with the other contractors who may concurrently be working on the premises, integrating his work with that of others, all to the best interest of the total work and its orderly completion.

**1.11 STATE SALES TAX**

- A. The Owner will furnish the Contractor proof or Certificate of Exemption upon award of contract.

**REQUEST FOR COMPETITIVE SEALED PROPOSALS**

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PROJECT: CSP 21-53, Secured Entrances Phase IV Project

OWNER: Edinburg Consolidated Independent School District  
411 North 8<sup>th</sup> Avenue  
Edinburg, TX 78541

ARCHITECT: Edinburg CISD District Architect, Robert Estrada AIA  
1305 East Schunior  
Edinburg, Texas 78541

RFCSP DEADLINE: February 10, 2021 @ 3:00 P.M.

INVITATION: Your firm is invited to submit Competitive Sealed Proposals to the Owner, at the Owner's address indicated above, for the work described above, on or before the RFCSP deadline indicated above.

PRE-BID CONFERENCE: A Pre-Bid Conference will be conducted at the office of the District Architect, at 1305 East Schunior, Edinburg, Texas on **Wednesday, February 3, 2021 @ 9:00 a.m.** All contractors proposing to submit competitive sealed proposals on this project are strongly encouraged to attend.

INSPECTION OF SITE: The site is also accessible for inspection after the pre-bid meeting. Proposers are encouraged to visit the site and assess existing conditions.

BID DOCUMENTS: Copies of the Bid Documents, including Drawings and Project Manual (Bid Requirements & Contract Forms, General Conditions of the Contract for Construction, Specifications) may be obtained, from the District website. Copies of the bid Documents are on file at the Architect's office, Builder's Exchange of Texas, and at the local Associated General Contractors (AGC) and Dodge Plan Rooms.

BID SECURITY: Proposers will be required to provide Bid Security in the form of a Bid Bond in the amount of 5 percent of the largest possible total bid, including consideration of alternates, with each bid. A Bid Bond shall be issued by a Surety acceptable to the Owner and meeting the requirements of General Conditions of the Contract for Construction. Bid Bonds shall be prepared on forms meeting all the requirements of applicable States of Texas statutes. Bid Bonds shall be issued on forms acceptable to the Owner and shall include, as a minimum standard, the information, requirements and standard illustrated by AIA Document A310, latest revised edition available. Failure to provide the Bid Bond with the bid will constitute a non-responsive bid and the bid will not be considered.

PERFORMANCE AND LABOR AND MATERIAL PAYMENT BONDS: The successful offeror will be required to provide 100% Performance and Labor and Materials Payment Bonds in strict conformance with all the requirements of the Contract Documents. Failure to do so will result in cancellation of the contract award and forfeiture of the Bid Bond security as liquidated damages.

Bid withdrawal: Bids will be required to be submitted under a condition of irrevocability for a period of 60 days after submission. No bid may be withdrawn for a period of 60 days.

OWNER'S RIGHT OF REJECTION: The owner reserves the right to accept or reject any or all offers (competitive sealed proposals).



**AGREEMENT (STIPULATED SUM)**

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GENERAL

1.1 AGREEMENT FORM

- A. The "Standard Form of Agreement Between Owner and Contractor where the Basis of Payment is a Stipulated Sum, AIA Document A101, 2007 Electronic Format Edition, will be the form used as a Contract for this Project.
- B. General Condition AIA – A201 will be used in this project.
- C. A copy of the Standard AIA Document may be examined at the office of the Architect. Copies may be purchased from the American Institute of Architects, 1735 New York Avenue, N.W., Washington, D.C. 20006.
- D. Modification may be made to the above Agreement & General Conditions A201 form or an Owner provided agreement and general conditions may be utilized. Either of which will be provided to contractor for review upon award of project, for the final execution of the contract.

## **RANKING/SELECTION CRITERIA**

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The selection of offeror will be based on the following: Ranking/Selection Criteria. The District retains the right to apply the selection criteria as allowed in **Educational Code 44.031 section (B)**.

**The following support information must be submitted in sealed envelope with proposal and labeled (tabs) as followed:**

**TAB 1. Proposal Price: 30 Points Max**

- 1.1 Base Bid (Bid Proposal Form).

**TAB 2. Qualifications/Experience: 30 Points Max**

- 2.1 Number of years in business.
- 2.2 List at least five (5) similar projects, client and construction cost.
- 2.3 Provide contractor's qualification statement form AIA 305.

**TAB 3. Past Performance: 15 Points Max**

- 3.1 List ten (10) projects for which company have provided services in the past five years. Provide name, telephone number of contact person.
- 3.2 Describe history of change order and proposed method for detailing cost of change orders.
- 3.3 Were the projects completed on schedule and were warranty items completed timely.

**TAB 4. Contractor Management/Personnel: 15 Points Max**

- 4.1 Provided resume of proposed project manager, project superintendent and other key personnel.
- 4.2 Provide proposed project team structure.
- 4.3 Requests for Proposal completeness.

**TAB 5. Sub-Contractors List: 10 Points Max**

- 5.1 List proposed Subcontractors for this Project.

**TAB 6. Insurance Policies**

- 6.1 Provide a copy of the following insurance policies: Professional Liability Insurance, General Liability, Workers Compensation and Automobile Insurance Policies.

**TAB 7. Required Forms**

- FORM A – Fully completed and signed
- STANDARD TERMS & CONDITIONS – Fully completed and signed
- FELON CONVICTION FORM – Fully completed and signed
- CONFLICT OF INTEREST QUESTIONNAIRE – Fully completed and signed
- CERTIFICATION OF INTERESTED PARTIES (FORM 1295) – Follow instructions indicated on page 28. Form to be filled out online, printed and submitted with your proposal.
- DEVIATION FORM – Fully completed and signed
- WAGE RATE
- ECISD AUTHORIZATION FOR W-9/DIRECT DEPOSIT – Fully completed and signed
- REFERENCE CHECK QUESTIONNAIRE – Submit for 3 current clients



REFERENCE CHECK QUESTIONNAIRE

Reference for: \_\_\_\_\_

Reference Name: \_\_\_\_\_

(Firm name)

\_\_\_\_\_  
(Person Contacted)

We request your responses to the below questions. Contractor is to submit this questionnaire to 3 references. Upon completion, email questionnaire to ClauDina E. Longoria to d.longoria@ecisd.us.

**1. How well did the contractor meet the project budget?**

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Was the contractor able to comply with the project schedule?**

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Did the quality of work meet your expectations?**

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Was the contractor responsive to your concerns and requests?**

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. How well did the contractor meet the overall contractual obligations?**

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For ECISD Use:

Person conducting reference check: \_\_\_\_\_

Date reference questionnaire was conducted or sent: \_\_\_\_\_