REQUEST FOR PROPOSAL (RFP)

For selection of a firm to provide Facility Condition Assessment Services
RFP No. 2019-OP004

Prepared By:
Betsy Hansard
Procurement Services Manager
Kilgore College
1100 Broadway
Kilgore, TX 75662

bhansard@kilgore.edu
https://www.kilgore.edu/about/offices/procurement-services
REQUEST FOR PROPOSAL

<table>
<thead>
<tr>
<th>Requested/Published</th>
<th>Nov. 1, 2019</th>
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<tbody>
<tr>
<td>Pre-Proposal Meeting</td>
<td>Dec. 11, 2019</td>
</tr>
<tr>
<td>Open for Proposals</td>
<td>Dec. 12, 2019</td>
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<tr>
<td>Questions Deadline</td>
<td>Dec. 18, 2019</td>
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<tr>
<td>Close to Proposals</td>
<td>Jan. 31, 2020</td>
</tr>
<tr>
<td>Contract Awarded</td>
<td>April 15, 2020</td>
</tr>
</tbody>
</table>

Questions may be submitted in electronic form no later than 3 pm CST Wednesday, December 18, 2019 to:

**RFP Contact Name:** Betsy Hansard

**Email Address:** bhansard@kilgore.edu

**Contact Mailing Address:**
Kilgore College
108 Choice St
Kilgore, TX 75662

**Contact Physical Address:**
Kilgore College
ATC/Whitten Building
1306 S. Henderson
Suite 110
Kilgore, TX 75662

**DEADLINE TO SUBMIT PROPOSAL**
KC will accept sealed proposals submitted in response to this RFP until 2:00 p.m., Central Standard Time on **January 31, 2020**, in the Purchasing Offices. These bids will not be opened publicly.
SOLICITATION SCHEDULE

SCHEDULED TIMELINE
The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

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<td>Project Start Date</td>
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Pre-Proposal Meeting
There will be a meeting for prospective Proposers to meet with Kilgore College Construction & Facilities Manager for a walk-through and question and answer session at each location as follows:

**Date:** Wednesday, December 11, 2019  
**Time:** 8:30am – 11:00am Kilgore Campus  
11:00am – 12:00 noon Spear Training Facility/ETPA Driving Track  
1:00pm – 3:00pm Longview Campus

**Location(s):**  
Kilgore Campus – ATC Whitten Building - 1306 S. Henderson, Kilgore, TX 75662 (lobby)  
Longview Campus – Hendrix Building – 300 S. High St, Longview, TX 75601 (front entrance)  
Spear Training Facility/ETPA Driving Track – 1810 CR 174E, Kilgore, TX 75662

Email bhansard@kilgore.edu with the name(s) of those who will be attending so spots can be reserved. Please print a copy of the RFP and bring it with you, as no additional copies will be provided at the meeting.

Answers to Questions at the Pre-Bid meeting will be available to all Proposers on [https://www.kilgore.edu/about/offices/procurement-services](https://www.kilgore.edu/about/offices/procurement-services)

Oral Presentations
During the process of selecting a company to provide the required services, oral presentations may or may not be held. Each Proposer should be prepared to make a presentation to KC. The presentations must show that the Proposer clearly understands the requirements of the solicitation, and has a strategic plan and approach to complete the work.
SECTION 1

1.0 Project Overview

Kilgore College, (“KC”) or (“College”) is seeking proposals from qualified firms to provide Facilities Condition Assessment Services. Qualified respondents are invited to submit a written response outlining their qualifications and experience to provide the services as described in the Scope of Services, and in accordance with the terms, conditions and requirements set forth in the Request for Proposal (RFP). The successful proposer will provide the scope of services in accordance with all applicable laws, regulations and professional standards.

1.1 Term

It is anticipated that the contract term for contract(s) awarded resulting from this solicitation, if any, will be one (1) year with the option to extend the contract term on a month-to-month basis, not to exceed three (3) months upon the expirations of the initial term and any successive renewal term.

1.2 Pre-Proposal Meeting

A pre-proposal meeting will be held at a time and location(s) as indicated in the Solicitation Schedule above. Attendance at this meeting is advised if your firm wishes to ask any questions in connection with this RFP. The College intends to present general information, which may be helpful in the preparation of proposals, and to offer firms the opportunity to ask questions concerning this RFP. Walking tours of the campus(s) will be included.

Individuals attending the pre-proposal meeting and site visits will be required to sign an attendance roster. The roster will be posted on KC’s website.

1.3 General Information

The Kilgore College District main campus is located in Kilgore, Texas, a city of approximately 15,000, located in the northeast section of the state commonly referred to as the Piney Woods. Additionally, since 1976, the District has maintained an educational center in Longview, Texas. The District was created in 1935 as a part of the Kilgore Independent School District. In 1946, additional school districts were invited to join a union for junior college purposes, and the District is currently comprised of seven independent school districts including Gladewater, Kilgore, Leverett’s Chapel, Overton, Sabine, West Rusk County Consolidated and White Oak school districts located in Gregg, Rusk, Smith, and Upshur counties.
SECTION 2

2.0 Scope of Services

Kilgore College is soliciting proposals from professional consulting firms that provide facility condition assessment services for buildings and related infrastructure including sidewalks, parking lots, and college-owned roadways at Kilgore College main campus (excluding the Adult Education Center), Longview Campus, and the Spear Training Facility/ETPA Driving Track. The College is seeking proposals from qualified individuals or firms that provide comprehensive Facility Condition Assessment Services, including complete software capabilities as described herein. KC may contract with two or more Respondents to perform the Services.

2.1 Project Description

Services shall include but not be limited to the following:

1) All services shall be provided in a manner consistent with ASTM E2018 - current edition.
2) Buildings shall be assessed singly or in groups as directed by the College.
3) Conduct interview sessions with appropriate College staff and facilities stakeholders.
4) Perform site visits and review of existing conditions of all selected facilities.
5) Review building construction documents and prior facility condition reports.
6) Organize collected data using the Construction Specifications Institute UniFormat.
7) Review initial findings with KC’s administration as directed to discuss items discovered.
8) Provide draft reports consisting of analysis of building systems: identification and repair recommendations of deficiencies; development of Facilities Condition Index Numbers; and digital report documentation in KC’s format.
9) Cost estimation.
10) Incorporate review comments, enter or update buildings in software/database, issue final documentation in searchable electronic format.

Detailed required services shall include, but are not limited to:

1) Identifying and documenting current facility condition and deficiencies
2) Recommending corrections for deficiencies
3) Providing cost estimates for corrections
4) Recommending three, five, seven, and ten-year schedule for implementing corrective measures, categorized as follows:
   a. Life-safety
   b. Critical
   c. Moderate
   d. Normal Maintenance
   e. Deferred Maintenance
5) Summarizing all data collections, recommendations and cost in a searchable digital file format.
6) The Consultant will meet with Kilgore College staff to identify all reliable sources of existing building information and past facility condition assessments such as building lists, plans, surveys, campus maps, previous assessments, deferred maintenance studies, and capital projects planning. Kilgore College will provide any past studies and detailed evaluation reports such as:
   a. Energy Savings Performance Contracts
   b. Previous Facility Condition Assessment studies
c. Capital Planning
d. Detailed Technical studies
e. Roofing studies
f. Building drawings: mechanical, electrical, architectural, structural, and civil in PDF version.
g. Facility Replacement costs
h. Building maintenance histories
i. Any other special studies conducted

Where applicable, previous studies will be incorporated into the database and reflected in the final reports.

The types of building systems and surrounding infrastructure surveyed may vary with each building and shall include, but are not limited to, the following systems:

1) Exterior Systems: foundation, roofs, walls, window systems, exterior doors, civil/structural components, sidewalks, parking lots, and college-owned roadways. Exterior electrical to include outside lighting, all types of exterior water lines, exterior gathering areas, exterior vegetation, exterior architectural components.
2) Interior Systems: walls, doors, flooring, ceiling, hardware, architectural components
   a. Fire/Life Safety issues (including hazards, alarms, fire escapes, exit codes)
   b. Heating, Ventilation and Air Conditioning, including controls and terminal units (condition)
   c. Electrical and Electrical Distribution (condition)
   d. Plumbing Systems: fixtures, supply, storm and sanitary drainage, on and off valves, irrigation
   e. Fire Protection
   f. Special Construction
   g. Specialized Equipment & Systems
   h. Vertical Transportation Systems
   i. Perform In-Depth Elevator Study: Engage an elevator consultant to provide a detailed study of elevator equipment and efficiency
3) Regulatory deficits to be highlighted as noted in reports

2.2 Method of Collection

A. General

The Consultant shall visually inspect all identified facilities to produce an accurate analysis that identifies all components and elements requiring maintenance, repair, or major capital investment. The Inspection team will include architects and engineers. The Consultant will thoroughly examine building systems using non-destructive on-site observations to compile a complete assessment of current conditions, then use an approved database to record cost data and expected life cycles. The Consultant will create a database that will generate an accurate projection of building component lifespans and repair/replacement cost data for up to twenty (20) years. The Consultant will utilize processes that eliminate variability and produce accurate facility information.

B. Inspector Training
Consultant will ensure that the inspection staff has the appropriate training and equipment to record consistent and accurate data.

C. Kilgore College Staff Interviews

In order to understand the operating characteristics of each property beyond what is recorded in existing plans, documents, or other materials, the Consultant will interview knowledgeable Kilgore College Facility Division project managers, engineers, maintenance staff, and/or tenants for each facility, in order to benefit from their input and perspective. These interviews will be facility-specific and are to be reflected in the final reports.

D. Inspection Schedule

Consultant will coordinate with Kilgore College staff for dates and times to conduct on-site inspections. A master schedule of the entire project will then be circulated for review. After review by Kilgore College, Consultant will send finalized copies to all impacted parties.

E. Inspections

The method of the inspection process shall allow for a comprehensive inspection of observable systems while utilizing input from knowledgeable Kilgore College staff to compliment the assessment of current conditions with details of the facilities’ background. At a minimum, Inspectors shall gather the following information on each property:

- **Property Characteristics** – An inventory of all building systems with each system component quantified as a count, an area, a length, and/or a height; whichever measurement is most appropriate for each system
- **Age** – Identification of the year each system component was installed
- **Current Condition** – An assessment of the current condition of each system component and a determination of the level of repair necessary to restore these components to optimal condition or year the asset is to be replaced

For purposes of consistency, building system components shall be defined along with a standard list of repairs and action levels for inspectors to choose from in rating each system condition. Action level shall be defined for individual components and shall include as a minimum:

- Life Safety
- Critical
- Moderate
- Normal Maintenance
- Deferred Maintenance

Standard definitions and systems of actions are intended to provide a more accurate assessment of facilities

### 2.3 Assessment and Reporting Format

The facility assessment visual observations, equipment inventory, photography, costs, schedule and any and all other gathered information will be assembled in a database and reported in a manner to allow for Kilgore
College to query and plan for addressing of deficiencies based on criticality and schedule. As a minimum database reporting structure shall include:

1. **Address**
   a. Building
   b. System
      i. Individual equipment (or material or distribution)
         a. Specific operating data
         b. Condition
         c. Deficiencies
         d. Estimated cost to repair
         e. Estimated implementation schedule
         f. Comments
      ii. Operational state
         a. Operating as originally intended
         b. Operating as modified or repaired
         c. Date of most recent modification or repair
         d. Suggested improvements
      iii. Estimated energy consumption
         a. Energy consumption estimates
         b. Energy efficiency estimates
         c. Suggested improvements

2.4 **Additions and Deletions**

KC, by written notice to the Contractor, at any time during the term of this contract, may add or delete locations and/or services locations and/or services to be performed. Any such written notice shall take effect on the date stated in the notice from the College.

2.5 **Estimated Quantities Not Guaranteed**

The estimated quantities specified herein are not a guarantee of actual quantities/locations, as KC does not guarantee any particular quantity of facilities condition assessment services and other related services during the term of this contract. The quantities/locations may vary depending upon the actual needs of the user. The quantities specified herein are good faith estimates of usage during the term of this contract. Therefore, KC shall not be liable for any contractual agreements/obligations the Contractor enters into based on all the quantities specified herein.
SECTION 3
PROPOSER QUESTIONNAIRE

The Proposer recognizes that in selecting a provider of the requested services, KC will rely, in part, on the answers provided in response to this Section.

1. Describe the proposed software or tracking programs that support KC’s desire to have detailed records of findings. (Reference under Tab: Questionnaire).

2. Describe the quality and experience of any partners or, subcontractors proposed to be included by the proposer. (Reference under Tab: Questionnaire).

3. Describe how pricing for construction and repair estimations are developed. (Reference under Tab: Questionnaire).

4. Provide schedules for completion of the scope of work contained in this agreement. (Reference under Tab: Questionnaire).

**NOTE:** When responding to this section, clearly identify in your proposal response each paragraph number shown above and your response to that paragraph.
SECTION 4
PROPOSAL EVALUATIONS

1. Evaluation Criteria
An Evaluation Committee ("Committee") will review all proposals to determine which proposers have qualified for consideration according to the criteria stated herein. The Committee’s evaluations will be based on all available information, including qualification statements, subsequent interviews, if necessary, reports, discussions, reference checks, and other appropriate checks. The highest rated proposer(s) evaluated by the Committee may be invited to make an oral presentation of their written proposal to the Committee.

Proposals will be evaluated using the following criteria:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Available Points</th>
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<tbody>
<tr>
<td>Firm’s Qualification, Experience &amp; Demonstrated Qualifications of Personnel and Team</td>
<td>25</td>
</tr>
<tr>
<td>Proposed Approach and Methodology</td>
<td>25</td>
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<tr>
<td>Past Performance &amp; References</td>
<td>25</td>
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<tr>
<td>Price Proposal</td>
<td>25</td>
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<tr>
<td><strong>Total Points</strong></td>
<td><strong>100</strong></td>
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</tbody>
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2. Eligibility for Award
In order for a proposer to be eligible to be awarded the contract, the proposal must be responsive to the solicitation and KC must be able to determine that the proposer is responsible and has the resources and capacity to perform the resulting contract satisfactorily. Responsive proposals are those that comply with all material aspects of the solicitation, conform to the solicitation documents, and meet the requirements set forth in this solicitation. Proposals, which do not comply with all the terms and conditions of this solicitation, will be rejected as nonresponsive.

a. Responsible proposers, at a minimum, must meet the following requirements:
   i. Have adequate financial resources, or the ability to obtain such resources as required during the performance of any resulting contract;
   ii. Be able to comply with the required performance schedule, taking into consideration all existing business commitments;
   iii. Have a satisfactory record of past performance;
   iv. Have necessary personnel and management capability to perform any resulting contract;
   v. Be qualified as an established firm regularly engaged in the type of business necessary
to fulfill the contract requirements;
vi. Certify that the firm is not delinquent in any tax owed the State of Texas under Chapter 171, Tax Code; and is not delinquent in taxes owed to the Kilgore College District; signing and submitting the proposal is so certifying to such non-delinquency; and
vii. Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

b. Proposer(s) may be requested to submit additional written evidence verifying that the firm meets the minimum requirements described above and as necessary, to perform the requirements of the solicitation and be determined as a responsible proposer. Failure to provide any requested additional information may result in the proposer being declared non-responsive and the proposal being rejected.

c. A person is not eligible to be considered for award of this solicitation or any resulting contract or to be a subcontractor of the proposer or prime contractor if the person assisted in the development of this solicitation or any part of this solicitation or if the person participated in a project related to this solicitation when such participation would give the person special knowledge that would give that person or a prime contractor an unfair advantage over other proposers.

d. Only individual firms or lawfully formed business organizations may apply (This does not preclude a respondent from using subcontractors or contractors.) KC will contract only with the individual firm or formal organization that submits a response to this RFP.
SECTION 5
INSTRUCTIONS TO PROPOSERS

General Instructions

• Proposer should carefully read the information contained herein and submit a complete response to all requirements and questions as directed.
  • Proposals and any other information submitted by Proposers in response to this Request for Proposal (RFP) shall become the property of KC.
  • KC will not provide compensation to Proposers for any expenses incurred by the Proposer(s) for proposal preparation or for any demonstrations that may be made, unless otherwise expressly stated. Proposers submit proposals at their own risk.
  • Proposals, which are qualified with conditional clauses, or alterations, or items, not called for in the RFP documents, or irregularities of any kind are subject to disqualification by KC, at its option.
  • Each proposal should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this RFP. Emphasis should be on the completeness, clarity of content, responsiveness to the requirements, and an understanding of KC’s needs.
  • KC makes no guarantee that an award will be made as a result of this RFP and reserves the right to accept or reject any or all proposals, waive any formalities or minor technical inconsistencies, or delete any item/requirements from the RFP or resulting Agreement when deemed to be in KC’s best interest. Representations made within the proposals will be binding on responding firms. KC will not be bound to act by any previous communication or proposal submitted by the firms other than this RFP.
  • Failure to comply with the requirements contained in this Request for Proposal may result in the rejection of your proposal.
  • General questions or concerns regarding this RFP shall be directed to the Procurement Services manager listed on the cover page. KC specifically requests that proposer restrict all contact and questions regarding this RFP to the manager via email only. The Procurement Services Manager must receive all questions or concerns no later than the date and time listed in the Solicitation Schedule.
  • Responses to inquiries, which directly affect an interpretation or change to this RFP, will be issued in writing by addendum and all addenda will be posted on the KC website https://www.kilgore.edu/about/offices/procurement-services. All such addenda issued by KC before the time that proposals are received shall be considered part of the RFP, and the Proposer shall be required to consider and acknowledge receipt of such in their proposal.
  • Only those KC replies to inquiries, which are made by formal written addenda, shall be binding. Oral and other interpretations or clarification will be without legal effect. Proposer must acknowledge receipt of all addenda in Attachment No 3 of this RFP.
• Proposer understands and agrees that this RFP and any resulting Agreement is issued predicated on anticipated requirements for the materials or services described herein and that KC has made no representation, guarantee or commitment with respect to any specific quantity or dollar value to be furnished under any resulting Agreement. Further Proposer recognizes and understands that any cost borne by the Proposer, which arises from Proposer’s performance under any resulting agreement, shall be at the sole risk and responsibility of Proposer.

• Notwithstanding the date/time for receipt of proposals established in the solicitation, the date and time established herein for receiving proposals may be postponed solely at KC’s discretion.

Preparation Instructions

• Proposals must state that bids are valid for a period of 180 days.

• Proposer must submit a total of four (4) complete and identical copies of its entire proposal. An original signature by an authorized officer of Proposer must appear on the Execution of Offer (ref. Attachment No. 2) of at least one (1) copy of the submitted proposal. The copy of the Proposer’s proposal bearing an original signature must contain the mark “original” on the front cover of the proposal submission.

a. The following is a list of information that the Proposer should include in their proposal submission:

   a. Summary of Proposer’s Background

      • Proposer’s Name
      • Proposer’s Address
      • Proposer’s Contact information and preferred method of contact
      • Legal Form of Proposer (e.g. sole proprietor, partnership, corporation)
      • Date company formed
      • Description of company in terms of size, range and types of services offered and clientele.
      • Principal Officers and length of time each has performed in his/her field of expertise.
      • Proposer’s Federal Employee Identification Number (FEIN).
      • Evidence of an established record of accomplishment providing services and/or deliverables that are the subject of this proposal.

   b. Financial Information

      • State whether the Proposer or its parent company (if any) has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code.
      • State whether the Proposer or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Proposed Outcome

• Summary of timeline and work to be completed.
Execution of Offer

Proposer must complete, sign and return the attached Execution of Offer (ref. Attachment No. 2) as part of its proposal. A representative of Proposer duly authorized to bind the Proposer to its proposal must sign the Execution of Offer. Any proposal received without a completed and signed Execution of Offer may be rejected by KC, in its sole discretion.

Invoicing/Pricing and Payment Disbursements/Draws

Proposer must complete and return the Pricing Proposal (ref. Attachment No. 1) as part of its proposal. A detailed listing must be included showing the breakout for the infrastructure from the rest of the grounds and buildings. Breakout per building/per area. Budget constraints may require that the College award a partial or phased contract for this Project.

KC will not recognize or accept any charges or fees to perform the services that are not specifically stated in the Pricing Proposal.

The following schedule will be followed for disbursements/draws of total stated on the Pricing Proposal.

- **Draw 1** – for all buildings West of Broadway street. To include but not limited to Masters Gym, Devall Center, the Quads, Stark Hall.
- **Draw 2** – Broadway to Henderson streets to include but not limited to Plaza Strip.
- **Draw 3** – Henderson East to include but not limited to Receiving and Maintenance.
- **Draw 4** – Longview campus
- **Draw 5** – Speare Facility/ETPA Driving range

Draws must be requested by submitting an invoice to Procurement Services Accounts Payable.
SECTION 6
GENERAL INFORMATION

Submission Waiver
By submitting a response to this Solicitation, the Proposer or respondent agrees to waive any claim it has or may have against Kilgore College and its trustees, employees or agents arising out of or in connection with (1) the Administration, evaluation or recommendation of any offer or response; (2) any requirements under the solicitation, the solicitation or response package or related documents; (3) the rejection of any offer or any response or any part of any offer or response; and/or (4) the award of a contract, if any.

Indemnification
CONTRACTOR SHALL INDEMNIFY, PAY FOR THE DEFENSE OF, AND HOLD HARMLESS THE COLLEGE AND ITS OFFICERS, AGENTS AND EMPLOYEES OF AND FROM ANY AND ALL LIABILITIES, CLAIMS, DEBTS, DAMAGES, DEMANDS, SUITS, ACTIONS AND CAUSES OF ACTIONS OF WHATSOEVER KIND, NATURE OR SORT WHICH MAY BE INCURRED BY REASON OF CONTRACTOR’S NEGLIGENCE, RECKLESSNESS, OR WILLFUL ACTS AND/OR OMISSION IN RENDERING ANY SERVICES HEREUNDER. CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR PAYMENTS OF FEDERAL, STATE AND LOCAL TAXES OR CONTRIBUTIONS IMPOSED OR REQUIRED UNDER THE SOCIAL SECURITY, WORKERS' COMPENSATION OR INCOME TAX LAW, OR ANY DISABILITY OR UNEMPLOYMENT LAW, OR RETIREMENT CONTRIBUTION OF ANY SORT WHATSOEVER, CONCERNING CONTRACTOR OR ANY EMPLOYEE AND SHALL FURTHER INDEMNIFY, PAY FOR THE DEFENSE OF, AND HOLD HARMLESS THE COLLEGE OF AND FROM ANY SUCH PAYMENT OR LIABILITY ARISING OUT OF OR IN ANY MANNER CONNECTED WITH CONTRACTOR’S PERFORMANCE UNDER THIS AGREEMENT.

W9 Form
Bidder shall include a W9 Form with their bid submission.

Drug Policy
KC is a drug-free workforce and workplace. The manufacture, sale, distribution, dispensation, possession or use of illegal drugs (except legally prescribed medications under physician’s prescription and in the original container) or alcohol by vendors or contractors while on KC’s premises is strictly prohibited.

Tax-Exempt
KC is tax-exempt as a governmental subdivision of the State of Texas under Section 170c (1) of the Internal Revenue Code. Sales Tax Number: 75-6001909. No proposal shall include any costs for taxes to be assessed against KC. The Contractor shall be responsible for paying all applicable taxes and fees, including but not limited to, excise tax, state and local income tax, payroll and withholding taxes for Contractor Employees. The contract shall hold KC harmless for all claims arising from the payment of such taxes and fees.

Conflict of Interest
If a firm, proposer, contractor, or other person responding to this solicitation knows of any material personal interest, direct or indirect, that any member, official, or employee of KC would have in any contract resulting from this solicitation, the firm must disclose this information to KC. Persons submitting a proposal or response to this solicitation must comply with all applicable laws, ordinances, and regulations of the State of Texas Government Code, including, without limitation, Chapter 171 and 176 of
the Local Government Code. The person /proposer submitting a response to this solicitation must complete (as applicable), sign and submit Attachment No. 5, Conflict of Interest Questionnaire Form, and Attachment No. 4, Financial Interest and Potential Conflict of Interests with the proposal package. KC expects the selected contractor to comply with Chapter 176 of the Local Government Code and that failure to comply will be grounds for termination of the contract.

**Note:** Attachment No. 4 and Attachment No. 5 shall be completed, signed and returned to KC. Enter N/A in those areas on the Attachments that do not apply to your company. Failure to complete, sign and notarize (if applicable) these Attachments may render your proposal non-responsive.

**Ethics Conduct**

Any direct or indirect actions taken to unduly influence competitive purposes, to circumvent equal consideration for competitive proposers, or to disregard ethical and legal trade practices will disqualify vendors and contractors from current and future consideration for participation in KC orders and contracts.
SECTION 7
SUBMISSION PROCEDURES

Proposer should submit all proposal materials enclosed in a sealed envelope, box, or container. The RFP Number and Submittal Deadline should be clearly shown in the lower left-hand corner on the top surface of the container. In addition, the name and return address of the Proposer should be visible.

Proposals should be prepared simply and economically, providing a straightforward, concise description of Proposer's ability to meet the requirements and specifications of this RFP. Emphasis should be on the completeness, clarity of content, and responsiveness to the requirements and specifications of this RFP.

- **Page Size, Binders, and Dividers**

  Proposals must be submitted on letter-size (8-1/2” x 11”) paper and must be submitted in a binder. Preprinted material should be referenced in the proposal and included as labeled attachments. Sections within a proposal should be divided by tabs for ease of reference.

- **Table of Contents**

  Proposals must include a Table of Contents with page number references. The Table of Contents must contain sufficient detail and be organized according to the same format as presented in this RFP, to allow easy reference to the sections of the proposal as well as to any separate attachments (which should be identified in the main Table of Contents). If a Proposer includes supplemental information or non-required attachments with its proposal, this material should be clearly identified in the Table of Contents and organized as a separate section of the proposal.

- **Pagination**

  All pages of the proposal should be numbered sequentially in Arabic numerals (1, 2, 3, etc.). Attachments should be numbered or referenced separately.

**Submittal Checklist**

Proposer is instructed to complete, sign, and return the following documents as a part of its proposal. If Proposer fails to return each of the following items with its proposal, then KC may reject the proposal:

- Signed and Complete [Pricing Proposal](ref. Attachment No. 1)
- Signed and Complete [Execution of Offer](ref. Attachment No. 2)
- Signed and Complete [Addenda Checklist](ref. Attachment 3). It is the Proposer’s responsibility to make sure they have obtained all addenda. Addenda, if any, will be posted
on Kilgore College website [https://www.kilgore.edu/about/offices/procurement-services](https://www.kilgore.edu/about/offices/procurement-services)

Signed and Completed Financial Interest and Potential Conflicts of Interests form (ref. Attachment 4)

Signed and Completed Conflict of Interest Questionnaire (ref. Attachment 5)

Sealed Proposals must be received by KC on or before the Submittal Date and should be delivered to or, if sent by common carrier (FedEx, UPS, etc.), mailed to:

**Common Carrier:**
Kilgore College  
Attn: Betsy Hansard  
Procurement Manager  
108 Choice St.  
Kilgore, TX 75662  
903-983-8105  
bhansard@kilgore.edu

**Physical Address:**
Kilgore College  
Attn: Betsy Hansard  
ATC/Whitten Building  
1306 S. Henderson  
Suite 110  
Kilgore, TX 75662  
903-983-8105  
bhansard@kilgore.edu
ATTACHMENT 1
PRICE PROPOSAL

1. Instructions
Proposer must complete this section in its entirety and may supplement this section with additional pages as to provide KC with a more detailed breakdown, backup and/or options of the related cost associated with the services being solicited in this solicitation. The Total Cost for the solution provided must be a turnkey cost inclusive of all aspects noted in Section 1 – Project Overview & Scope of Services.

2. Total Cost
Provide a Total Cost (to include all expenses) for the proposed solution. The Total proposed cost will be a firm fixed cost for the life of the contract.

Lump-Sum Base Price = Entire per Each Named Campus. (Kilgore Campus, Longview Campus, ETPA Driving Range)

Base bid price quotations must be lump sum fixed fee for the entire grounds and buildings, including infrastructure.

Break-out the lump sum for the infrastructure from the rest of the grounds and buildings. Break-out per building/per area. Budget constraints may require that the College award a partial or phased contract for this Project.

Reimbursable
There will be no reimbursable permitted. Include in the above pricing, all expenses associated with performing the facilities condition analysis including, travel, meals, lodging, printing, etc.

Total Proposed Cost: $____________________________

Price Proposal Signature

The information in this RFP is to be utilized solely for preparing the proposal response to this RFP and does not constitute a commitment by KC to procure any product or service in any volume.

Name: _______________________________________________________________________________________

Title: _______________________________________________________________________________________

Date: _______________________________________________________________________________________

Signature: ___________________________________________________________________________________
ATTACHMENT 2
EXECUTION OF OFFER

By signature hereon, Proposer offers and agrees to furnish to Kilgore College the products and/or services more particularly described in its proposal, at the prices quoted in the proposal, and to comply with all terms, conditions, and requirements set forth in the RFP documents and contained herein.

By signature hereon, Proposer affirms that he has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted proposal.

By signature hereon, Proposer certifies that the individual signing this document and the documents made part of the RFP is authorized to sign such documents on behalf of the company and to bind the company under any agreements or other contractual arrangements which may result from the submission of Proposer’s proposal.

By signature hereon, Proposer affirms that no compensation has been received for participation in the preparation of the specifications for this RFP. (ref. Section 2155.004 Texas Government Code).

Proposer represents and warrants that all articles and services quoted in response to this RFP meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Law (Public Law 91-596) and its regulations in effect or proposed as of the date of this solicitation.

By signature hereon, Proposer signifies his compliance with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.

By signature hereon, Proposer agrees to defend, indemnify, and hold harmless KC, all of its board members, agents and employees from and against all claims, actions, suits, demands, proceedings, costs and expenses (including reasonable attorneys’ fees and court costs), damages, and liabilities, arising out of, connected with, or resulting from any negligent or willful acts or omissions of Proposer or any agent, employee, subcontractor, or supplier of Proposer in the execution or performance of any agreements or other contractual arrangements which may result from the submission of Proposer’s proposal.

Proposer:____________________________________  EIN No:__________________________________

Address: _____________________________________________________________________________

Telephone: __________________________   Email:___________________________________________

Office Name & Title (printed) _____________________________________________________________

Officer Signature:____________________________________________ Date: _____________________
ATTACHMENT 3
ADDENDA CHECKLIST

Proposal of: ________________________________________________________________
(Proposer Company Name)

To: Kilgore College
Ref.: Facility Condition Assessment Services
RFP No.: 2019-OP004

Ladies and Gentlemen:
The undersigned Proposer hereby acknowledges receipt of the following Addenda to the captioned RFP (initial for each if applicable).

It is the Proposer’s responsibility to make sure they have obtained all addenda. Addenda, if any, will be posted on KC’s website at https://www.kilgore.edu/about/offices/procurement-services

No. 1 _____ No. 2 _____ No. 3 _____ No. 4 _____ No. 5 _____ No. 6 _____ No. 7 _____ No.8 _____ No.9 _____

If no Addenda's available initial here. __________

Respectfully submitted,

Proposer: ________________________________________________________________

By: _____________________________________________________________________
(Authorized Signature for Proposer)

Name: ___________________________________________________________________

Title: ___________________________________________________________________

Date: ______________________
Texas Local Government Code Chapter 176 requires that vendors desiring to enter into certain contracts with a local governmental entity must disclose the financial and potential conflict of interest information as specified below.

Vendor shall disclose the financial interest and potential conflict of interest information identified in Sections one (1) through three (3) below as a condition of receiving an award or contract. Submit this information along with your bid, proposal, or offer. Completed forms must be **NOTARIZED** and included in the Proposers response. This requirement applies to contracts with a value exceeding $50,000. If pricing proposal is under $50,000 this form does not need to be included in Proposers response.

**Section 1 - Disclosure of Financial Interest in the Vendor**

a. If any officers or employees of KC (“individuals”) have one of the following financial interests in the vendor (or its principal) or its subcontractor(s), please show their name and address and check all that apply and (include additional documents if needed):

   Name: ________________________________
   Address: ________________________________

b. For each individual named above, show the type of ownership/distributable income share:

   Ownership interest of at least 10% (_____)
   Ownership interest of at least $15,000 or more of the fair market value of vendor (_____)
   Distributive Income Share from Vendor exceeding 10% of individual’s gross income (_____)
   Real property interest with fair market value of at least $2,500 (_____)

Person related within the first degree of affinity to an individual has the following ownership or real property interest in Vendor:

1. Ownership interest of at least 10%
2. Ownership interest of at least $15,000 or more of the fair market value of vendor
3. Distributive Income Share from Vendor exceeding 10% of the individual’s gross income
4. Real property interest with fair market value of at least $2,500 (_____)

Person related within the first degree of affinity to an individual has the following ownership or real property interest in Vendor:

   No individuals have any of the above financial interests (If none go to Section 4) (_____)

b. For each individual named above, show the dollar value or proportionate share of the ownership interest
in the vendor (or its principal) or its subcontractor(s) as follows:

If the proportionate share of the named individual(s) in the ownership of the vendor (or its principal) or subcontractor of vendor is 10% or less, and if the value of the ownership interest of the named individual(s) is $15,000 or less of the fair market value of vendor, check here (___).

If the proportionate share of ownership exceeds 10%, or the value of the ownership interest exceeds $15,000 of the fair market value of vendor, show either:

   the percent of ownership _____%, or

   the value of ownership interest $___.

Section 2 - Disclosure of Potential Conflicts of Interest

For each of the individuals having the level of financial interest identified in Section 1 above, and for any other KC individual not identified in Section 1 above check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes", please describe (use space under applicable section-attach additional pages as necessary).

a. Employment, currently or in the previous 3 years, including but not limited to contractual employment for services for vendor.

   Yes ______ No ______

b. Employment of an individual’s spouse, father, mother, son, or daughter, including but not limited to contractual employment for services for vendor in the previous 2 years.

   Yes ______ No ______

Section 3 - Disclosure of Gifts

For each of the individuals having the level of financial interest identified in Section 1 above, and for any other KC individual not identified in Section 1 above check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes", please describe (use space under applicable section-attach additional pages as necessary).

a. Received a gift from vendor (or principal), or subcontractor of vendor, of $250 or more within the preceding 12 months.

   Yes ______ No ______
b. Individual’s spouse, father, mother, son, or daughter has received a gift from vendor (or principal), or subcontractor of vendor, of $250 or more within the preceding 12 months.

Yes ____ No _____

Section 4- Other Contract and Procurement Related Information

Vendor shall disclose the information identified below as a condition of receiving an award or contract.

This requirement applies to only those contracts with a value exceeding $50,000. You must submit this information along with your bid, proposal, or offer.

a. Vendor shall identify whether vendor (or its principal) or its subcontractor(s), has current contracts (including leases) with other government agencies of the State of Texas by checking:

Yes ____ No _____

b. If "yes" is checked, identify each contract by showing agency name and other descriptive information such as purchase order or contract reference number (attach additional pages as necessary).

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

c. Vendor shall identify whether vendor (or its principal) or its subcontractor(s) has pending contracts (including leases), bids, proposal, or other ongoing procurement relationships with other government agencies of the State of Texas by checking:

Yes ____ No _____

d. If "yes" is checked, identify each such relationship by showing agency name and other descriptive information such as a bid or project number (attach additional pages as necessary).

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
This disclosure is submitted on behalf of:

(Name of Vendor)

Certification. I hereby certify that to the best of my knowledge and belief the information provided by me in this disclosure statement is true and correct. I understand that failure to disclose the information requested may result in my bid, proposal, or offer, being rejected, and/or may result in prosecution for knowingly violating the requirements of Texas Local Government Code Chapter 176. I understand that it is my responsibility to comply with the requirements set forth by KC as it relates to this disclosure. I also understand that I must submit an updated disclosure form within seven (7) days of discovering changes in the significant financial interests of the individuals I identified in Section 1 of this disclosure or if individuals that were not identified, later receive a financial interest in my company or is a subcontractor of my company.

Official authorized to sign on behalf of vendor:

Name (Printed or Typed)________________________________ Title _______________________________

Signature________________________________________ Date _________________________________

"NOTE: BIDDER MUST COMPLETE THE ABOVE “FINANCIAL INTERESTS AND POTENTIAL CONFLICTS OF INTERESTS” FORM. FAILURE TO COMPLETE AND RETURN THIS FORM WITH YOUR OFFER SHALL RESULT IN YOUR OFFER BEING CONSIDERED AS "NON-RESPONSIVE" TO THIS SOLICITATION."

Signed By:____________________________________ Name:____________________________________

Title:__________________________________________ State of: ________________________________

Sworn to and subscribed before me at ___________________________ (City) _______________________ (State)

this __________________ day of _____________________________, 2019.

__________________________________________

Notary Public of the State of: ________________________________