

Brazosport College
Request for Qualification
RFQ 2021.04
General – Job Order Contracts (JOC)

ISSUED: June 11, 2021

QUALIFICATIONS DUE DATE: Qualifications for Job Order Contracts will be received until Wednesday, July 14, 2021 at 2:00 P.M. Failure to submit qualifications to the correct location by the designated date and hour will result in disqualification. Brazosport College reserves the right to reject any and all submittals and to waive any irregularities.

QUALIFICATIONS DELIVERY: Clearly reference the due date, hour, and RFQ name on the sealed envelope. Sealed qualification submittals should be mailed or hand delivered to:

Brazosport College
Cara Green, Procurement Specialist
RFQ 2021.04: Job Order Contracts (JOC)
500 College Drive, C.127
Lake Jackson, Texas 77566

*Brazosport College will not accept electronic versions of qualifications. They must be mailed or hand delivered. We are not responsible for any US mail delays and will not take any submittals received after due date and time.

**Please note that Brazosport College will not return any qualification submittals it receives and will not reimburse contractors for any costs they incur in developing their submitted qualifications.

APPLICATION PROCESS & PROCEDURES

Please provide two (2) copies of your qualifications in response to this RFQ. Qualifications should be sent as per the Qualification Due Date & Delivery Instructions and should include:

1. Qualifications statement
2. Area(s) of discipline (listed in Introduction section below)
3. Three references from similar projects that have been completed
4. Individual/contractor eligibility and rates for all proposed personnel
5. Costing methods (use attached Sample Rate Schedule, add additional categories as necessary)
6. Quality Assurance(s)
7. Work schedules
8. Proof of Insurance
9. Vendor Application & Form W-9
10. Conflict of Interest Questionnaire (Form CIQ)
11. Felony Conviction Notice
12. House Bill 89 Verification form

Information and documents regarding this RFQ can be found on the Brazosport College website at:
<https://brazosport.edu/faculty-and-staff/employee-services/business-services/purchasing/>

INTRODUCTION: Brazosport College is requesting qualifications for Job Order Contracts for renovations, repairs, and general services.

We are interested in contracting with those whose competencies fall within the following disciplines:

- Asbestos inspection and abatement
- Installation/repair of access control systems & intrusion alarm systems
- Installation/repair of event center A/V system
- Asphalt/concrete paving
- Carpentry
- Composite metal panels
- Concrete/masonry
- Construction
- Demo/debris removal
- Disaster recovery
- Door repair
- Electrical
- Fire/sprinkler and security
- Flooring installation and removal
- Generator maintenance and repair
- Glass installation/repair
- Grounds care/irrigation
- HVAC
- Installation of new communications wiring
- Insulation
- Mechanical
- Painting
- Plumbing
- Roofing/waterproofing
- Signage and privacy glass
- Water treatment

BACKGROUND: Brazosport College is an undergraduate Community College that serves more than 4,200 students. Located on 156 acres of beautifully landscaped grounds in Lake Jackson, Texas, we have served as the school of choice for students in southern Brazoria County since 1968. Brazosport College offers four-year degree programs in Industrial Management and Health Services Management. Brazosport College also offers two-year degree and certificate options in a variety of career fields, as well as courses in major fields of study, which will transfer to four-year schools. The healthcare program at Brazosport College offers ADN and LVN opportunities.

The Brazosport College campus has expanded in recent years. Additions include the BASF Center for Process Technology, the Dow Academic Center, the Byron & Sandra Sadler Health Professions/ Science Complex, a new Student Pavilion, recently named the MEGlobal Student Pavilion, a revitalized library and, most recently, the BCPC Welding Technologies Lab and the Freeport LNG Crafts Academy. With its growth have come a variety of accolades. In 2012 and 2014, the Aspen Institute ranked Brazosport College among the top 10 community colleges in the nation. Other awards include Safest College Campus in Texas, as well as a Top 10 Beautiful Yet Affordable College Campus in the nation.

Brazosport College continued commitment to student success drives initiatives to assist students in attaining their goals. Partnership programs between the college, community and local industry leaders are steered by the Brazosport College Foundation to help ensure student success.

SPECIFICATIONS: Because any work under this contract will be on a job order basis, exact project specifications are not available. Selected contractors will provide services, equipment, supplies, and materials as required. Contractors are also obligated to obtain all necessary permits required by state and local jurisdictions for all job orders.

INSURANCE REQUIREMENTS: Please provide proof of the following insurance as a minimum:

<i>General Liability</i>	<i>\$1,000,000</i>
<i>Vehicle Liability</i>	<i>\$250,000</i>
<i>Workers Compensation</i>	<i>\$100,000</i>

INDIVIDUAL/CONTRACTOR ELIGIBILITY: All submittals shall include the names of the individuals or contractor and all education or certifications, respectively, that apply to the competencies desired by this RFQ.

DETAILED BUDGET: Along with the attached rate schedule, please list any incentives or discounts that would be available with services provided.

CONTRACT PERIOD AND RENEWAL: Selected Job Order Contractors will contract with Brazosport College for a period of two (2) years. Any renewal of the project job order contract will be at the sole discretion of Brazosport College. Brazosport College may select more than one contractor in each category to serve during this time frame.

CONTRACTOR INFORMATION/SIGNATURE: In compliance with this RFQ and to all conditions imposed herein and hereby incorporated by reference, all respondents offer and agree to furnish the services and goods in accordance with the sealed qualifications or as mutually agreed upon by subsequent negotiation.

QUESTIONS: All inquiries for information regarding this solicitation should be directed in writing to: Cara Green, Procurement Specialist at cara.green@brazosport.edu. *Any attempts to contact College personnel outside of this may result in disqualification.*

Failure of the proposer to make appropriate inquiries, evaluate any special conditions, or verify requirements of this RFQ shall not relieve the proposer of responsibility for fulfilling the contract in accordance with the terms of this RFQ.

CONFLICT OF INTEREST NOTIFICATION: Persons submitting a response to this RFQ must comply with all applicable laws, ordinances, and regulations including the provisions of the State of Texas Government Code Chapter 176. The person submitting a response to this RFQ must complete and submit as applicable under the law a Conflict of Interest Questionnaire (CIQ) in a format approved by the Texas Ethics Commission. The CIQ form is to be submitted along with the submittals.

A copy of the CIQ form can be found at the Texas Ethics Commission website. Consult with your own legal counsel regarding the law. If a Conflict of Interest does not exist, please put N/A at the top of the

form and sign. If a Conflict of Interest Form is not provided, please provide a memorandum as to the reasoning. Failure to follow the requests of this RFQ will result in immediate disqualification from consideration.

SELECTION PROCESS: Brazosport College staff will review qualifications and make selections based on information submitted. Submit additional specialty information as an attachment. Any submittal that fails to provide required information as listed under the Application Process & Procedures will be automatically disqualified from selection. The RFQ review staff will make a recommendation to the Board of Regents once contract negotiations have been completed.

PLEASE SEE NEXT PAGE FOR SAMPLE RATE SCHEDULE

Brazosport College 2021 JOC Sample Rate Schedule

Special Instructions:

1. Indicate truck and equipment rates that are not included in your hourly labor rates.
2. If appropriate for equipment, list hourly, daily, weekly, monthly rates.
2. Indicate Third Party equipment rental rates at cost plus profit rate
3. No Tax is to be applied since the college is tax exempt; State of Texas Tax Exemption Certificate provided on request.

Note: All equipment rates are to be charged for actual hours used.

Discipline	Worker	Hourly Rate	Equipment Rate	Materials Mark-Up
	Helper			
	Laborer			
	Truck			
	Manlift			
	Back Hoe			
	Trencher			