

**NORTHEAST TEXAS COMMUNITY COLLEGE**

**NOTICE OF REQUEST FOR PROPOSALS**

**Driveway & Parking Lot Repair, Sealcoat and Striping**

The Northeast Texas Community College (NTCC) is seeking a vendor to clean, patch/repair, stabilize, pave, sealcoat and stripe specified driveways and parking lots at our Industrial Technology Training Center (ITTC) located at 110 Lakewood Drive, Mount Pleasant, TX 75455

Each response shall be in accordance with the RFP instructions and scope of work package on file with NTCC, where copies can be obtained by calling the Director of Plant Services office at (903) 434-8175, or a complete packet is available on the College's website: [www.ntcc.edu](http://www.ntcc.edu). All responses must be submitted by **2:00 p.m.** central time on **Thursday, October 19, 2017**, to the Director of Plant Services at the address specified below.

Responses must be addressed to:

**Tom Ramler, Director of Plant Services  
Northeast Texas Community College  
PO Box 1307  
Mount Pleasant, TX 75456**

**THE ENVELOPE MUST BE BOLDLY MARKED:  
REQUEST FOR PROPOSALS: ITTC Parking Lot RFP**

**DUE ON: Thursday, October 19, 2017 AT 2:00 P.M.**

Northeast Texas Community College reserves the right to waive any informalities or irregularities in this Request for Proposals, or to reject any or all responses; to be the sole judge of the suitability of the services offered, and to award a contract for the furnishing of the services it deems to be in the best interest of the College.

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## **SECTION 1: PROJECT DESCRIPTION**

### **1.1 Background**

**Northeast Texas Community College** is located in a beautiful rural setting near the Chapel Hill community. The campus is situated on 375 acres centrally located among the county seats of Daingerfield, Pittsburg, and Mount Pleasant. NTCC, which is located at 2886 FM 1735, is currently undergoing renovation, the completion of which is expected in July 2017.

The college enrolls around 3,100 students each Fall Term, serving approximately 2,200 of them with on-campus classes each term. The College also hosts a variety of campus events throughout the year for community and student groups.

### **1.2 Statement of Intent**

NTCC is seeking a vendor to clean, patch/repair, stabilize, pave, sealcoat and stripe specified driveways and parking lots at our Industrial Technology Training Center (ITTC) located at 110 Lakewood Drive, Mount Pleasant, TX 75455.

## **SECTION 2: SCOPE OF WORK:**

Vendor shall provide total labor, equipment, and materials to complete the following:

Back and side parking lot areas:

1. Pulverize back and side parking lot (see attachment A) and add lime or concrete stabilization at an appropriate rate.
2. Regrade existing ditches as needed for proper drainage.
3. Pave all designated areas with a 4" mat of Texas Type "D" surface mix asphalt.
4. Stripe parking lot.

Front parking lot and entry drive:

1. Clean entire parking area.
2. Sealcoat parking lot using a squeegee baggy tadding 2 lbs. of sand pergallon to sealer.
3. Stripe parking lot.

## **SECTION 3: SUBMISSION INSTRUCTIONS**

Proposals shall be submitted in the following format. Proposals in any other format will be considered informal and will be rejected. Conditional proposals will not be considered. An individual authorized to extend a formal qualification must sign all proposals. If the Vendor fails to provide any of the following information, the college may ask the Vendor to provide the missing information or evaluate the proposal

without the missing information.

- A. Entity Name
- B. Name and title of the authorized contact person
- C. Address
- D. Telephone number
- E. Cell Phone number
- F. Fax number
- G. Email address
- H. Provide two references of similar work done
- I. Website address (if any)

#### **SECTION 4: EVALUATION PROCESS**

A selection panel made up of representatives of Northeast Texas Community College will read, review, and evaluate the submittals based on the required information. Award shall be made in the best interest of NTCC.

#### **SECTION 5: PROPOSED SCHEDULE OF EVENTS**

##### **Event Item Date and Time**

Request for Proposals Release: 9-22-2017

Time and Closing Date to Receive Proposals: 2:00 PM on 10-19-2017

#### **SECTION 6: GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS**

##### **6.1 Inquiries**

Any inquiry related to this solicitation shall be directed solely to the Director of Plant Services. The submitter should not contact or direct inquiries concerning this solicitation to any other employee. All Vendors interested in this project will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, Elected Officials, Directors, Department Heads and other staff.

This RFP is intended to create a level playing field for all potential Vendors, assure that contract decisions are made in public, and to protect the integrity of the selection process. The Contact Person for this solicitation shall be:

Tom Ramler, Director of Plant Services  
Northeast Texas Community College  
(903) 434-8175  
PO Box 1307  
Mount Pleasant, TX 75456  
[trampler@ntcc.edu](mailto:trampler@ntcc.edu)

##### **6.2 Cost of Submittal Preparation**

Northeast Texas Community College shall not reimburse any submitter the cost of responding to a solicitation.

### **6.3 Certifications, Disclosure, and Disqualification**

**A. Non-collusion, Employment, and Services.** By signing the Submittal form, or other official contract form, the submitter certifies that:

I. They did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of its submittal; and

II. They do not discriminate against any employee, applicant for employment, or person to whom it provides services because of race, color, religion, sex, national origin, or disability, and that it complies with all applicable federal, state, and local laws and executive orders.

**B. Disclosure.** If the Consultant, business, or person submitting this submittal has previously been debarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a sub-consultant with any federal, state, or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the Submitter must fully explain the circumstances relating to the preclusion or proposed preclusion in the submittal. If awarded, the submitter must include a letter with its submittal setting forth the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above must be provided.

**C. Disqualification.** The submittal of a submitter who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity will be rejected.

### **6.4 Award of Contract**

**Contract Inception.** A submittal does not constitute a contract nor does it confer any rights on the submitter to the award of a contract. A contract is not created until the submittal is accepted in writing by the Northeast Texas Community College and executed by the authorized signature of the President and the Submitter.

Please be aware that there are requirements for additional information once selected. The items below will be required before an official contract can be awarded:

- A. Statement signed by a principle officer, verifying no outstanding court cases, liens or other legal or financial judgments exist on a local, state or federal level.

- B. If litigation is pending against the Vendor. This information is to be summarized in this section of the proposal.
- C. Confirmation that your company abides by all Federal, State and Local ordinances, statutes and laws regarding Affirmative Action and Equal Opportunity Employment and that it will continue to do so if awarded a Contract by NTCC.
- D. Provide any other information deemed pertinent for consideration by NTCC.
- E. Provide proof of sufficient insurance to complete the project.

**a) General Liability Insurance (CGL):**

Commercial general liability on an occurrence coverage form. The limits of liability shall not be less than:  
\$1,000,000 each occurrence (combined single limit for bodily injury and property damage);  
\$1,000,000 for personal and advertising injury liability;  
\$1,000,000 aggregate on products and completed operations;  
\$2,000,000 general aggregate.

**Additional Insured Endorsement:** Blanket additional insured coverage should be requested to include the Contractor, his officers, directors and employees, the Owner, and any other party, as may be required.

**b) Automobile Liability Insurance:**

\$1,000,000 Combined single limit each accident for bodily injury and property damage. Include coverage on all owned, hired, and non-owned automobiles.

**c) Certificates of Insurance:**

Trade Contractor shall furnish certificates of Insurance and applicable endorsements to Contractor *before* Trade Contractor commences any work.

**d) Insurance Requirements for Sub-Trade Contractors:**

Trade Contractor shall ensure that all tiers of his Sub-Trade Contractors shall maintain insurance in like form and amounts, including the Additional Insured requirements. Each Sub-Trade Contractor shall provide Certificates of Insurance and applicable endorsements to the Trade Contractor *prior to the start* of the Sub-Trade Contractor's work on this project.

## **6.5 Persons with Disabilities**

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Vice President for Administrative Services. Requests should be made as early as possible to allow time to arrange the accommodation. A person requiring special accommodations may also contact the solicitation contact person responsible for this procurement as identified in the Inquiry section (6.1) of this solicitation.

The Submitter shall furnish and include all data in Section 6.1 according to the time schedule listed below. All statements are required to be complete and accurate. Omission, inaccuracy, or misstatements will be sufficient cause for rejection of the proposal.

# APPENDIX A

## Areas Outlined in Red

