

THE CITY OF POTEET, TEXAS

REQUEST FOR PROPOSAL FOR CITY WATER TANK MAINTENANCE SERVICES

Request for Proposal

The City of Poteet, Texas is soliciting competitive sealed proposal packets of one original and seven (7) copies at Poteet City Hall, 491 Avenue H, Poteet, Texas 78065. The City of Poteet normal business days are Monday through Friday between the hours of 8:00 a.m. to 5:00 p.m. and are closed on recognized holidays.

Proposals will be received until February 15, 2024 at 3:00 p.m. Central Standard Time, Shortly thereafter all submitted proposals will be publicly opened and read aloud in the City Hall chambers. Any proposal received after the closing time will not be accepted and will be returned to the submitter unopened. The timely receipt of the proposal by the City Secretary's Office prior to the proposal opening date and time is the responsibility of the submitter. Proposals will not be accepted by electronic transmission, telephone or facsimile machine. All proposals must bear original signatures and figures. The proposal shall be for:

RFP #2024-001

POTEET CITY WATER TANK MAINTENANCE SERVICES

Background:

The City of Poteet, Texas is seeking proposals from qualified and experienced contractors to provide comprehensive water tank maintenance services for the city. Contractors must furnish the necessary equipment, labor, material, as well as Workmen's Compensation Insurance and Contractor's Liability Insurance. The selected contractor will be responsible for conducting inspections, performing necessary repairs, and ensuring proper cleanouts of the following water tanks:

- Aggie MTL
- Poteet Strawberry Sphere
- Poteet City Hall Tank
- Poteet Strawberry GST
- Poteet Aggie GST

Scope of Services:

- Inspection:
 - Conduct regular inspections of the above-described city water tanks to assess their structural integrity and operational efficiency.
 - Provide detailed reports outlining the condition of each tank, including any

- identified issues or areas of concern.
 - Recommend preventive maintenance measures to extend the lifespan of the tanks.
- Repairs:
 - Perform necessary repairs promptly upon identification of any issues during inspections.
 - Address structural, mechanical, or electrical problems to ensure the tanks are in compliance with TCEQ and all relevant safety and quality standards.
 - Provide a comprehensive plan for major repairs, if needed, with associated costs and timelines.
- Cleanout:
 - Schedule and conduct routine cleanouts of the water tanks to remove sediment, debris, and contaminants.
 - Ensure compliance with TCEQ regulations during the cleanout process.
 - Implement proper disinfection procedures post-cleanout.

Contract Requirements

- Indemnification - The contractor, upon selection, shall agree to indemnify and hold the City of Poteet, its officers, and its employees, free and harmless from damages uninsurable arising from death, personal injury, property damage, or other, to the extent caused by any negligent act, error or omission of contractor, its employees, agents, invitees, or any subcontractor of contractor relating to or in any way connected with the accomplishment of the work or performance of services concerning this project, other than the negligence of City of Poteet, its officers, employees or agents. Contractor shall agree to protect and to defend at his own expense, including reasonable attorney's fees, the City of Poteet, its officers and employees, from legal action to the extent that the above are caused by any negligent act, error or omission.
- Insurance - Before commencing services, the contractor will be required to obtain insurance policies from companies licensed to transact insurance business in Texas in the forms of coverage and minimum amounts specified below. The contractor shall maintain the specified insurance coverage throughout the term of any agreement stemming from this RFP, and shall provide a certificate of insurance to the City of Poteet to that effect; said certificate shall contain an endorsement stating that the City of Poteet is named as Additional Insured with regard to services provided to the City of Poteet. Insurance coverage shall include:

Comprehensive general liability insurance in an amount of no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate;

- Professional liability insurance (also known as errors and omissions insurance) in an amount of no less than \$1,000,000 per occurrence and in the aggregate;
- Automobile liability insurance in an amount of no less than \$1,000,000 per occurrence and in the aggregate; and

- Workers' Compensation insurance in an amount and form complying with applicable Texas law.
- Compliance - The Contractor shall comply with all Federal, State, and local requirements and is responsible for obtaining all applicable permits, licenses and reviews relating to the project.

Proposal Submission Requirements:

Interested and qualified contractors are invited to submit their proposals, which should include the following:

1. Company Information:
 - a. Name, address, and contact details of the company.
 - b. Company profile and overview of relevant experience in providing water tank maintenance services.
2. Qualifications and Certifications:
 - a. Documentation of relevant licenses, certifications, and insurance.
 - b. List of qualified personnel who will be assigned to this project, along with their credentials.
3. Technical Proposal:
 - a. Approach and methodology for conducting water tank inspections, repairs, and cleanouts.
 - b. Detailed timeline for completing the proposed services.
 - c. Description of equipment and technology to be utilized.
4. Cost Proposal:
 - a. Breakdown of costs for inspection, repair, and cleanout services.
 - b. Any additional costs or fees that may apply.
5. References:
 - a. Provide references and/or a list of previous clients for whom similar services have been performed.

Proposals will be received until February 15, 2024 at 3:00 p.m. Central Standard Time. Late proposals will not be considered. Proposals should be submitted in a sealed envelope with one original and seven (7) copies.

If you have any questions or require additional information regarding this RFP, please contact City Secretary Abigayle R. Frautschi at afrautschi@poteettexas.gov or at 830-742-3574.

The City of Poteet reserves the right to refuse or reject any or all responses to this RFP, waive any or all formalities or technicalities and to accept the RFP response deemed most advantageous to the City. The City may hold the RFP responses for a period of 45 days without taking action.

Proposals must be submitted in an envelope sealed with tape and prominently marked on the lower left-hand corner of the envelope with corresponding RFQ number and title.

Please read the requirements/specifications thoroughly and be sure that the proposal offered complies with all them. Any variation from the solicitation requirements/specifications must be clearly indicated by letter, on a point-by-point basis, attached to and made a part of your proposal. If no exceptions are noted, and you are the successful respondent, it will be required that the services be provided as specified.