



**REQUEST FOR PROPOSAL
For
General Contracting Services**

Approved: _____
John A. Whitcamp

**ISSUED BY:
CHILD CARE ASSOCIATES
Release Date March 19, 2012**

CHILD CARE ASSOCIATES REQUEST FOR PROPOSAL

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A. Purpose:

Child Care Associates (CCA) is accepting competitive sealed proposals for General Contracting Services. The goal of the RFP (Request for Proposal) is to establish a formal procurement process where all solicitations will be open and free to competition, and support timely dependable services at the best value. CCA is requesting a bid and will use this, as well as information regarding your company's business practices, to determine the best value. The RFP will be used to select a best value vendor for General Contracting Services. Once a vendor has been selected, General Contracting Services of similar nature and scope that may not have been specifically requested in this RFP may be purchased through the selected vendor. Contracted vendor will be expected to provide services in a timely manner as well as provide quality products.

B. Geographic Areas:

The sites to be serviced under this RFP are all located within Tarrant County.

C. General Instructions on Proposal Submission:

You must submit all documents outlined in the Checklist for Proposal Submission by the deadline stated below. Failure to do so will cause your proposal to be deemed nonresponsive and it will not be scored.

1. Closing Submission Date

Proposals are due no later than 2:00 PM (CDT) on **April 16, 2012**. Mark outside envelope with "**Sealed Proposal-General Contracting Services**" and mail or deliver to:

Child Care Associates
Attention: **Procurement Specialist**
3000 E. Belknap
Fort Worth, Texas 76111

- #### 2. Inquiries concerning this RFP should be directed to the **Procurement Specialist**. **The Procurement Specialist is the authorized contact person for this RFP.** Inquires may be e-mailed to pcloutier@childcareassociates.org. Deadline for receipt of inquiries is March 30, 2012. Anyone that receives this RFP other than directly from CCA is responsible for notifying CCA that they are in receipt of the bid packet and must provide a contact name and e-mail address in the event an amendment is issued. Questions and Answers for all inquiries will be e-mailed April 3, 2012. **It is the proposer's responsibility to insure that they fully understand the requirements of this RFP.**

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Proposers' Conference /Site Visit

A site visit at 3312 Park Lake Drive, Fort Worth 76133 will be provided on March 26, 2012 from 2-4 PM. Be prepared to take your own notes, pictures and measurements as required.

3. Conditions/Terms of Proposal

- a) All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by CCA.
- b) Any proposal received after the specified time of 2:00 PM April 16, 2012 will not be considered in the RFP selection and **will be deemed nonresponsive**. Late submissions will not be accepted regardless of the reason for the delay. **E-mailed or faxed proposals will not be accepted**. Proposed prices are requested to be firm for CCA acceptance for 60 days from proposal opening and/or contract finalization.
- c) All submissions become the property of CCA and once received will not be returned either in whole or in part.
- d) CCA reserves the right to reject any and all proposals received in response to this RFP for sound business reasons or if instructions are not followed. CCA also reserves the right to select services that are best suited to our needs. Competitive price quotes will be used, if feasible and appropriate, as part of the evaluation process and if they enable CCA to obtain the highest quality General Contracting Services at the best possible value.
- e) CCA reserves the rights to negotiate with the submitter to clarify, explain, or verify any aspect of items submitted in response to this RFP.
- f) CCA reserves the right to waive for technicalities.
- g) Respondent's submission indicates respondent's acceptance of the evaluation technique and Respondent's recognition that some subjective judgments must be made by CCA during the scoring process.
- h) CCA is exempt from State sales tax and Federal excise tax. Do not include taxes in your proposal.
- i) CCA reserves the right to award multiple contracts. CCA reserves the right to purchase General Contracting Services from an alternative vendor or contractor in the best interest of the Company.
- j) Efforts will be made by CCA to utilize small businesses and minority owned businesses.
- k) CCA reserves the right to terminate resulting contracts prior to the expiration date with thirty (30) days written notice at its sole discretion.
- l) Only companies or individuals properly licensed (if applicable and required) or having adequate experience with the service requested may respond.
- m) The resulting contracts will be subject to the availability of state and/or federal funds. If funds for the contracts become unavailable during any budget period or CCA is unable to obtain additional funds, the resulting contracts may be immediately terminated or reduced at CCA discretion.
- n) CCA shall reserve the right to remove any vendor from the list of selected vendors due to the inability or failure to provide goods and services as described within this original RFP or if the vendor becomes insolvent or commits acts of bankruptcy.

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- o) Modifications to proposal submissions may be made prior to the due date. To do so, submit a complete and correct proposal with instructions on the outside to disregard the previous submission. CCA staff will not remove and/or substitute pages of any proposals.
- p) Proposals may be withdrawn prior to the due date for proposal submission. To do so, contact the Procurement Specialist.

D. General Requirements:

- 1. Quote all elements of the Scope of Work. Incomplete proposals will be considered non-responsive.
- 2. It is the expectation of CCA that potential vendors will determine if they have a service that is similar in scope and function to the services requested. In order to accurately compare prices, bids should be inclusive of any incidentals needed for completing this project. Costs other than those disclosed during this RFP process will not be reimbursed.
- 3. The responses will be based on the Scope of Work.
- 4. Submit proposal on single sided sheets. Submit the original plus 3 copies of all requested documents. Mark original packet as "original". All forms in the original packet must contain actual signatures.
- 5. Potential respondents are asked not to volunteer information about other potential respondents. Potential vendors may not discourage other potential vendors from submitting a proposal.
- 6. Any intentional and/or knowing misrepresentation of facts will be grounds for a proposal being deemed nonresponsive and/or termination of resulting contract.
- 7. Contract will be awarded on a fixed price basis.
- 8. Selected vendor(s) will be retained on an Independent Contractor basis.
- 9. Vendor(s) will ensure Maintenance Director is notified of any problems encountered while performing the duties outlined in this RFP.
- 10. Once CCA and the vendor agree to the General Contracting Services schedule, it is expected that contractor/subcontractors will complete the work timely.
- 11. Contractor/subcontractor will remove all construction debris and dispose of off-site.
- 12. All CCA facilities are non-smoking.
- 13. Original invoices are to be mailed to:

Child Care Associates
Attn: Accounts Payable
3000 E. Belknap
Fort Worth, Texas 76111

- 14. Contractor/subcontractor responding to this RFP agrees to terms no less than NET 30.
- 15. Invoices will be accepted only after services are rendered.

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E. Scope of Work

1. Exterior

- a. Removal and disposal of all wood mulch currently located in the playground area. (Area size approximately 70'x30'x8")
- b. Removal and disposal of all wooden flower beds at the location
- c. Removal and disposal of wooden structure located at the rear of the outdoor children's play stage. Replace with new similar type structure with an access panel or door to the rear to allow for cleaning.
- d. Repair privacy fence panels.
- e. Pressure wash and cleaning of complete exterior of the building, parking lot and all play areas including all concrete surfaces and all play equipment. This item to be completed after removal of the wood mulch so that the area currently under the mulch may be cleaned.
- f. Repair existing fascia and soffits.
- g. Restripe parking lot including addition of handicap space markings. Contractor to provide traffic flow study to be submitted to City of Fort Worth for their approval.
- h. Installation of signage including poles for handicap parking spaces
- i. Repair exterior lighting as needed including the lights for the sign
- j. Remove existing water cooler on east side of building and patch the remaining area.
- k. Removal and disposal of outdoor carpeting located on the front porch/entry area. Clean adhesive residue from concrete if needed. Paint safety stripe on edge of this concrete area and paint existing ramp in contrasting color.
- l. Prep and paint all exterior wood trim, doors and frames. Paint over the currently painted (red) bricks around windows at the front of the building.
- m. Prep and paint the poles to the existing play area shades. (Leg poles only up to the shade mounts)
- n. Removal and disposal of rubber material located at the infant play area on the east side of building
- o. Repair metal fencing at side of building where lower bar is not installed.

2. General Interior

- a. Prep, prime and paint all interior walls, doors and trim excluding FRP.
- b. Prep, prime and paint interior of all classroom closets.
- c. Minimum of 1 gallon of each color paint used and the paint specifications to be left at location upon completion
- d. New FRP in children's classrooms and kitchen
- e. Removal and disposal of reception station in entryway.
- f. Installation of new panic hardware at existing front entry door. Panic bar to be equipped to allow locking the bar open ("dog the panic bar down")
- g. Removal and disposal of all wooden wainscot and associated trim from walls. (Approximately 3660 SF). Repair/replace drywall as necessary currently behind the wainscot.
- h. Skim/float all interior drywall walls to matching texture
- i. Removal of interior intercom stations and any other unnecessary wall mounted equipment and patch wall as needed. Equipment will be identified by CCA.

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- j. Clean and paint existing ceiling grid (proper prep of grid prior to painting to ensure adherence of new paint)
- k. Replacement of all 2'x4' ceiling tiles throughout location – existing insulation to remain. Kitchen ceiling tiles to be vinyl faced drywall tiles
- l. Removal of existing water cooler in corridor – in this location build new wall (through ceiling grid) with door frame and door to create area for a new water heater. This area is immediately adjacent to the current water heater closet which will remain as is except that the existing wall which will be between the current water heater and the new one to be removed and disposed of.
- m. Provide and install new 40 gallon quick recovery electric water heater including electrical circuit that will provide service to the kitchen and mop sink only. Existing water heater plumbing to be altered to service the restrooms only.
- n. Provide and install recirculation pump for the existing water heater which will feed the classroom and staff restroom sinks.
- o. Removal and disposal of current utility sink located in the janitor's closet. Provide and install a stainless floor mop sink. Will require saw cut to concrete to modify drain.
- p. Installation of 4' metal "chair rail" around perimeter walls in the classrooms and hallways. Metal rail to be smooth after finish with no screws showing. Rail will be primed and painted to match interior trim colors. Mounting height will be 60" in hallways and 36" in classrooms.
- q. Removal and disposal of existing plastic hinge guards.
- r. Replace FRP in all restrooms

3. Flooring

- a. Demo and disposal of current VCT and carpet.
- b. Provide and install new VCT throughout with 4" rubber base excluding kitchen. (Existing ceramic tile to remain in the restrooms)
- c. Provide and install quarry tile in kitchen with quarry cove base
- d. Deep clean/acid wash current ceramic floor tile in the restrooms, repair cove base in these areas as necessary.

4. Kitchen

- a. Demo and remove east kitchen wall, between kitchen and classroom E (15'3" inside length).
- b. Relocate door and frame in classroom E to allow for kitchen for the item below. (This will require relocating the thermostat located in classroom E).
- c. Rebuild kitchen wall 3' inside classroom E which will add approximately 45SF of new floor space to the kitchen.
- d. Furnish and install commercial grade vent hood with serviceable filters.
- e. Provide and install new 24"W x 35"H x 48" L stainless steel lower cabinet with storage.
- f. Provide and install a 26" x 26" x 24"H stainless steel stand for dish sanitizer in kitchen.
- g. Remove and dispose of current hand washing sink. Provide and install a new stainless steel pedal operated hand washing station.

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- h. Provide and install:
 - 2 - 24" W x 36" H base cabinets (one each side of range)
 - 2 - 18" W x 37" H uppers (above bases on each side of range)
 - 1 - 32" W x 37" H (above stainless prep table)
 - 1 - 16" W x 37" H (above stainless prep table)
 - 1 - 30" W x 37" H (above sanitizer)
- i. Replace all FRP in kitchen
- j. Provide and install commercial grade wire shelving for food storage in the kitchen/pantry area. Shelving to be secured to the wall.
- k. Provide material and install new dedicated electrical circuits for:
 - Refrigerator - 115/60/1 phase 15 amp dedicated outlet. NEMA-5-15R
 - Freezer - 115/60/1 phase 20 amp dedicated outlet. NEMA-5-20R
 - Sanitizer - 208/60/1 phase 40amp dedicated outlet to match the current four pronged pig tail
 - Electric Range – 208/60/1 100 amp dedicated

5. Classrooms

- a. Classrooms E only - install new drain and supply lines to diaper changing/ hand washing stations. This will require saw cutting to allow for placement of lines in current slab.
- b. Reposition existing metal framed partition to accommodate the above and location of new changing stations.
- c. Classroom A Electrical Closet/Restroom – relocate the exit sign breaker from its current location to existing electrical panel (right next to each other). Remove the now empty panel and repair the wall.
- d. Provide and install a paint grade cabinet style frame with doors to cover the two existing electrical panels equipped with a child lock.
- e. Installation of owner furnished changing stations, including all required plumbing (see above).
- f. Installation of 5 new electrical outlets in each of the five classrooms. 115/60/1 phase 15 amp with child outlet safety covers
- g. Demo and disposal of base and upper cabinets located in each classroom.
- h. Replace all uppers with new similar design as existing
 - 3 – 30 7/8" W x 44" H uppers in each classroom (classroom E center upper will hinged to allow access from the left or right instead of a normal center opening door set).
- i. Replace all classroom base cabinets
 - 1 - 95 1/2" W x 24" H (max) bases in classrooms A-D with no storage capability. Bases to be styled as an ADA base with angled cabinet panels.
 - Classrooms A-D will have 2 sinks and one bubbler per base. Reuse current sinks and faucets, contractor to provide new stainless bubblers
 - 2 – 45 3/4" bases in classroom E styled as above which will sit next to each other with a 4" W x 48" H divider laminated to match the cabinets.
 - Classroom E will have one sink per base reusing the existing sink and faucets.
 - Full backsplash on all bases
- j. Removal and disposal of room partition and media cabinet located in classroom A.

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- k. Thorough cleaning of FRP located in classrooms
- l. Remove center toilet in restrooms located in classrooms B, C, D and E. Cap drain and skim over allowing for reuse if necessary in the future. Patch floor tile as close as possible. *
- m. Provide and install metal partition between the two remaining toilets in the above classroom restrooms. The partition to be located equally dividing the two toilets (where the center toilet was removed). Height from floor and from ceiling to be set prior to installation and based upon requirements for children's safety. *
- n. Provide and install new ½ door unit (lower only unit of a Dutch style door) in each of the above four classroom restrooms. *

**each of the restrooms in classrooms B, C, D and E currently have three toilets each. Goal is to remove the center toilet, install the new partition and door unit with the end result being two separate toilet closets in each of the four classrooms.*

6. Laundry/Break Room – Staff Restroom – FSA Office

- a. Relocate the door unit which is currently located between the FSA Office and the staff restroom to the wall between the Laundry/Break Room and the staff restroom.
- b. Repair the wall opening where this door unit was removed.
- c. Removal and disposal of shelving located in the FSA Office
- d. Relocate dryer vent and electrical to the other side of washing machine hook up.
- e. Provide and install the following cabinets
 - 2 – 30 ¾" W x 33" H uppers
 - 1 – 26 ½" W x 33" H upper
 - 1 – 31 ½" W x 91 ¼" H unit
 - 1 – 26" W x 36" H base

7. General

- a. Contractor to obtain all required permits through the City of Fort Worth with inspections obtained as necessary.
- b. Contractor to provide Asbestos Survey
- c. Available start date May 1st with completion date no later than June 15, 2012
- d. All work to be completed in accordance with the most current CODE standards and/or the City of Fort Worth Code/Ordinances whichever is the most restrictive.
 - International Building Code
 - 2011 National Electrical Code
 - International Plumbing Code
 - International Mechanical Code
 - Texas Administrative Code
- e. Paint and floor colors/schemes to be discussed with winning contractor.
- f. All cabinets to be laminated plywood (excluding the stainless kitchen table and stand).
- g. All measurements included in this scope are approximations – Contractor to confirm measurements prior to all work.
- h. Changes/Change Orders to be approved prior to implementation by the CCA Facilities Director.

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- i. Contractor to provide a single “point of contact person” for any issues, questions, suggestions or change request during the project.

F. Scoring Process:

1. Proposals will initially be checked to determine if they are nonresponsive. If a proposal is deemed nonresponsive, it will not continue in the scoring process.
2. Proposals that are deemed responsive will first undergo a price analysis.
3. Each of the proposed items will also be reviewed to determine if they are comparable to the specifications listed for the proposed General Contracting Services.
 - i. List the categories and their respective costs
 - ii. List the total overall cost
 - iii. Provide a timeline of 6 weeks or less, beginning May 1st
4. Answers to the Questionnaire will be reviewed to determine if the vendor’s business practices are compatible with the requirements of this contract.
5. Do not contact CCA during the scoring process to check on the progress of your proposal or to confirm receipt of your proposal. Doing so will delay the scoring of all proposals in the process. Vendors needing delivery confirmation should arrange such service with their delivery company. If clarification is needed, CCA will contact you using the information listed on your Proposal Cover Sheet. Potential vendors are responsible for insuring that all members of their organization are aware of this requirement.

G. Scoring Weights:

Reasonableness of Cost	40%
Ability to Deliver Services as Specified	25%
Experience in servicing childcare centers, hospitals, or schools	10%
References	23%
Certified HUB	2%

H. Tie Proposals, Best and Final Offers (BAFO) and Reciprocity:

Awards on tie proposals will be made in accordance with Title 1 Part 5 TAC Section 113.6 (b) (3) and 113.8 (preferences). Texas statute requires that proposals from respondents who reside in states that grant resident proposer preference(s) for that state’s purchases will be evaluated in the same manner when proposing against a Texas respondent. In other words, the State of Texas reciprocates and grants Texas respondents the same preferences granted by other states to their resident respondents. Procurements funded with federal funds will employ federal regulations regarding tied proposals. CCA may use a Best and Final Offers (BAFO) format on tie proposals and/or to make final determinations of best value.

I. Contract Award Process:

Public opening will be April 16, 2012 at 2:05 PM at 3000 E. Belknap, Fort Worth, Texas 76111.

Upon opening of proposals, an award may be made on the basis of the proposals initially submitted without discussion, clarification, modification, or on the basis of negotiation with any of the Respondents at CCA’s sole option and discretion.

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J. Notification of Awards:

It is anticipated that selection of the successful vendor(s) will be made by April 30, 2012, but may be made prior to that date at the discretion of CCA. However, if unforeseen circumstances are encountered, CCA also reserves the right to delay the selection to insure the best value vendor is selected. Initial term of General Contracting Service's contract(s) will be for one year beginning approximately May 1, 2012 through April 30, 2013. Contract(s) may be renewed each year for three additional years at the sole discretion of CCA for a total term of four years. Only vendors that are able to demonstrate quality service in a timely manner will be considered for renewal.

K. Requirements for Contract Execution

Selected vendor(s) will provide CCA with a copy of Material Safety Data Sheets for all chemicals to be used. Any changes must be submitted to the Maintenance Director, before use.

CCA shall have the right to reject any chemical materials used by Selected vendor(s).

Selected vendor(s) warrants that all chemical substances brought to the premises of CCA by selected vendor(s) are not on the list of prohibited chemical substances published by the Administrator of the Environmental Protection agency (EPA) pursuant to the Toxic Substances Control Act. And furthermore, that any chemicals will be in properly labeled containers.

L. Grievance Procedures:

The grievance procedures are provided as an attachment to the RFP.

M. Proposal Cover Sheet Requirements:

The Proposal Cover Sheet is provided as an attachment and **is required** as part of the proposal submission. It should be the top sheet of your proposal submission. **An original signature is required on this form.** Please make note of additional documentation that may be required, as applicable.

N. Affirmations Form Requirements

The Affirmations Form is provided as an attachment and **is required** as part of the proposal submission. **An original signature is required on this form.**

O. Questionnaire Requirements:

The Questionnaire is provided as an attachment and **is required** as part of the proposal submission. CCA anticipates receiving many proposals. For this reason, the Questionnaire has been structured to expedite the scoring process. Potential vendors are to answer the Questionnaire in the order that the questions are posed. Answers are to be clear, concise and should be worded as if the person reading the response does not have first-hand knowledge of your day-to-day

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operations. If responses cannot fit in the space provided, potential vendors may list the numbered responses in a word document. You do not have to restate the question if you use this format. If a question does not pertain to your company, please respond with "N/A."

DO NOT...

- Use a Power Point type format and numerous sheets and/or slick brochures to answer questions.
- Answer questions (unless exceptions are indicated as part of the question) with statements such as "Refer to page XX of our catalog", etc. Again, due to the number of responses anticipated that must be scored in a predetermined time frame, the scoring committee will not be able to search through supplemental documents to find answers.

Potential vendors that do not answer the Questionnaire in a clear and concise manner will be deemed nonresponsive.

P. References:

Provide five (5) references, representing projects similar in scope, including name and address of the project, date completed, contact name, phone number and an email address.

Q. Required Certificates

Proof of Liability Insurance (at least \$1,000,000.00 in coverage)

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GRIEVANCE PROCEDURES

A. Definition

1. A grievance is defined as and limited to an alleged improper interpretation, application, or violation of an individual's terms and conditions regarding the Request for Proposal/Bid/Information or Request for Proposal/Proposal (RFP, RFB, RFI or RFP, IFP) process. Note that appealing because a proposal was submitted past the deadline or required information was omitted is not considered a valid grievance.
2. A "party of interest" is the person or persons making the appeal and any person whom might be required to take action or against whom action might be taken to resolve the claim.
3. Workdays are those days when administrative offices are scheduled to be open.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems, which may from time to time affect individuals. Both parties agree that these proceedings will be kept confidential as may be appropriate at any level of the procedure.

It is the policy of this company to respond promptly to any grievances, which may arise.

C. Procedure – General

1. Failure by the Administration at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved to proceed to the next step.
2. The time limits specified may be extended by mutual agreement and shall be exclusive of discretionary leave and scheduled vacation.
3. Failure by the aggrieved at any step of the procedure to appeal a grievance to the next step within the specified time limits shall be acceptance of the decision rendered at that step.

D. Action and Appeal

Level 1

The grievance must be discussed with the Procurement Specialist within three (3) calendar workdays after the individual(s) first knew or should have known of the event or series of events causing the grievance. If failure to resolve the matter at issue, then the aggrieved shall present the grievance in writing proceeding to Level 2.

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Level 2

If the outcome of the conference at Level 1 is not to the individual's satisfaction, the individual(s) must submit a grievance in writing to the appropriate division Vice-President within seven (7) calendar workdays.

The grievance shall specify:

- a. A description of the action being appealed
- b. A citation of the law or regulation allegedly violated that forms the basis of the appeal.
- c. A thorough explanation of the appeal.
- d. An original signature by the appealing organization's authorized representative.

Appeals submitted by way of fax or e-mail will not be accepted. If the appeal does not include the minimum required information, the appealing organization will be notified and requested to respond accordingly before the deadline arrives in order for the appeal to proceed. No exception will be made to an appealing organization that does not file their appeal within the published deadline.

The document shall contain all points to be included in the grievance. Facts not contained in the document may be introduced at appeal levels and in the procedure only with consent of all parties of interest.

The meeting shall be held within seven (7) calendar workdays or at a mutually agreed time, after the appropriate Vice-President receives the request to discuss the complaint.

The Vice-President will then investigate the matter fully and render a decision as soon as practical, not to exceed five (5) days.

Level 3

If the grievance is not resolved to the individual's satisfaction at Level 2, then the individual may appeal to the President/CEO in writing within seven (7) calendar workdays. The decision of the President/CEO will be final.

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PROPOSAL COVER SHEET

All items of the Proposal Cover Sheet must be completed and this item becomes the first sheet of the proposal to be returned to Child Care Associates.

Legal name of Business/Organization: _____

Mailing Address: _____

City: _____ State _____ Zip _____

Physical Address: _____

City: _____ State _____ Zip _____

Contact Person: _____ Title: _____

Telephone: _____ Fax: _____

Email Address: _____

Tax/Legal Status:

☐ Public ☐ Sole Proprietorship ☐ Partnership
☐ Corporation ☐ Not For Profit ☐ Other

If corporation please submit State Corporation certification. If nonprofit, please submit certification of nonprofit status, if applicable.

Date Business Established: _____

State Controller ID Number (if available): _____

Federal Taxpayer ID Number: _____

Is proposer certified as a historically underutilized business*? ☐ Yes ☐ No
Is your company currently in default on any loan/financing agreement with any financial institution or other entity? ☐ Yes ☐ No

*** If yes, include HUB certificate directly behind this sheet.**

Signature of person legally authorized to make this agreement. Signature equals agreement to RFP terms.

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COST PROPOSAL

Line item pricing for the following:

Flooring – includes 3. a, b, c and d _____

Exterior Paint – includes 1. l and m _____

Interior Paint – includes 2. a, b and c. _____

Restriping Parking lot – includes 1. g and h _____

FRP Replacement – Includes 2. d and r _____

Wainscot removal and wall repair – includes 2. g _____

Skim/float all interior drywall walls to matching texture – includes 2. h _____

Clean and Paint ceiling grid – includes 2. j _____

Ceiling tile replacement – includes 2. k _____

Wall move in kitchen – includes 4. a, b, and c _____

Cabinets/Mill work – includes 4. h, 5. h, and i, 6. e _____

Plumbing cost _____

Electrical cost _____

Total Overall Cost _____

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AFFIRMATIONS

1. Respondent agrees to all terms and conditions set forth in this RFP document.
2. Respondent has not given, not intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a CCA employee or agent in connection with the submitted proposal.
3. Respondent is not currently delinquent in the payment of: any Franchise Taxes due under Chapter 171, Texas Tax Code, or is exempt from the payment of such taxes, or is not subject to the Texas Franchise Tax, whichever is applicable.
4. Respondent confirms that none of the individuals listed as owning at least 25% of the business and/or the proposed trainer are currently delinquent on child support payments.
5. Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the Contract that may result from this RFP.
6. Respondents must comply with all rules, regulations and statutes relating to purchasing in the State of Texas and/or US Government in addition to the requirements of this form.
7. CCA will not be bound by any oral statement or representation contrary to any written specifications related to this RFP.
8. The respondent agrees to protect CCA and the State of TX and/or US Government from claims involving infringement of patents or copyrights. Any submitted materials that contain copyrights must be accompanied by release documentation if respondent does not hold copyright.
9. The respondent has not been hired by CCA to assist in the preparation of the specifications for this RFP.
10. Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the Contract that may result from this RFP.
11. Respondent is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances including but not limited to, those relevant to providing General Contracting Services at a child care facility and standards required by the Occupational Safety and Health Act of 1970 as amended.
12. Respondent assures compliance with all workers compensation, employment opportunity and immigration regulations will be maintained at all times.
13. Respondent agrees to abide by HB 1196 regarding the employment of undocumented workers.

Signature of person legally authorized to make this agreement.

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QUESTIONNAIRE

1. Describe your experience in providing General Contracting Services in child care centers, nursing homes or hospitals.
2. Describe your six (6) most recent projects: size, type and scope.
3. Would you be available to start this project on May 1, 2012?
4. How many years experience do you have providing General Contracting Services?
5. Who would act as your company's representative to CCA, name and position? This person needs to be a primary contact for any issues and be available during business hours to answer calls/emails from CCA.
6. Will you subcontract to any company/person(s) not owned by you? If yes, please provide name of company and contact information (name, telephone number, email address) for person that would be in charge.
7. Describe your method of monitoring the progress and timely completion of a project.
8. How many OSHA reportable accidents have you had in the last 2 years?

**CHILD CARE ASSOCIATES
REQUEST FOR PROPOSAL**

CHECKLIST FOR PROPOSAL SUBMISSION

Include the following if you are submitting proposal packet, in the order listed.

- ☐ Signed Proposal Cover Sheet (Include requested certificate(s) if applicable)
- ☐ Cost proposal and timeline
- ☐ Signed Affirmations Form
- ☐ Questionnaire
- ☐ References
- ☐ Proof of Liability Insurance
- ☐ Signed W-9 Form
- ☐ Submit one original and three (3) full copies of your proposal.
- ☐ Mark outside of envelope “Sealed Proposal-General Contracting Services”

Return only the pages of this RFP packet requested above.

**CHILD CARE ASSOCIATES
REQUEST FOR PROPOSAL**

RFP TIMELINE

RFP Release Date	March 19, 2012
Proposers Conference	March 26, 2012 @ 2-4 PM
Deadline for Inquiries	March 30, 2012
Questions & Answers Released	April 3, 2012
Proposals Due	April 16, 2012 @ 2:00 PM
Public Opening	April 16, 2012 @ 2:05 PM
Contracts Awarded	April 30, 2012