

**WICHITA COUNTY, TEXAS**  
**REQUEST FOR BID PROPOSAL**

Item: Design/Construct 52' x 150' Storage Shed for Precinct #2

General Information

Return proposal to:

Wichita County Commissioners Court  
Courthouse Rm 260  
900 7<sup>th</sup> Street  
Wichita Falls, TX 76301

Sealed proposals must be received no later than call for opening in Room 270, Wichita County Courthouse on Monday, February 26, 2018 at 10:00 a.m.

Mark envelope: "Precinct #2 Project"

Interested contractors should contact Commissioner Lee Harvey at 832-205-0706 or Foreman Donald Farmer at 940-631-9309 to inspect the site at Precinct #2 yard, 102 W. College, Burkburnett, Texas.

The Commissioners Court reserves the right to reject any or all proposals as deemed in the best interest of the County. Award of any contract resulting from this request shall be to the responsible offeror whose proposal is determined to be the lowest evaluated offer resulting from negotiations, taking into consideration the importance of price and other evaluation factors.

**Late proposals received after call for opening will be returned.** County will not be responsible for lateness or non-delivery by mail or other carrier.

**Withdrawal of proposal.** Proposal may be withdrawn by offeror up to call for opening. After opening, proposals may not be withdrawn without permission of Commissioners Court for a period of 30 days and offeror so agrees by submitting proposal.

Proposals will be received and publicly acknowledged at opening. Offerors, their representatives, and interested parties may be present. Proposal contents will not be disclosed until negotiations are complete. All proposals shall be open for public inspection after contract is awarded except for trade secrets and marked confidential information in the proposal.

Sales Tax. Wichita County is exempt from payment of Texas sales tax and federal excise tax. Do not include these prices in proposal pricing.

Contract. This proposal, accompanying documents and any negotiated terms when properly accepted by Wichita County shall constitute a binding contract between the successful offeror and Wichita County. No different or additional terms will become a part of this contract with the exception of Change Orders.

Delivery. All deliveries and freight charges are to be included in the contract price. If delay is foreseen, written notice will be given and the county advised of project status.

Reliability and quality of materials and workmanship must conform to the highest standards.

MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE OFFERORS:

A prospective offeror must meet the following requirements:

- a. Have adequate financial resources or ability to obtain such resources as required.
- b. Be able to meet the required or proposed delivery schedule.
- c. Have a satisfactory record of performance.
- d. Have a satisfactory record of integrity and ethics.
- e. Be otherwise qualified and eligible to receive contract award.

Patents and/or Copyright. The successful offeror agrees to protect Wichita County from claims involving infringements of patents and/or copyrights.

Warranty. Successful offeror shall warrant that all equipment, accessories and services shall conform to the proposed specification and/or all warranties as stated in the Uniform Commercial Code and be free from all defects in material, workmanship, and title.

Remedies. The successful offeror and Wichita County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

Venue. Any contract resulting from this request for proposal will be governed and construed according to laws of the State of Texas and performed in Wichita County, Texas.

Assignment. The successful offeror shall not sell, assign, transfer, or convey any contract resulting from this request for proposal, in whole or in part, without prior written consent of Wichita County.

Silence of Specification. The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

Invoices shall be detailed as to the equipment, accessories, materials, and services supplied and mailed directly to Wichita County Auditor, Courthouse Annex Suite 301, 600 Scott Street, Wichita Falls, Texas 76301. An original invoice is required. Payment will be made after receipt and acceptance by the County of all completed services and/or items ordered and receipt of a valid invoice in accordance with State of Texas Prompt Payment Act.

Any questions concerning this request for proposal and specifications should be directed to Commissioner Lee Harvey at 832-205-0706 or Foreman Donald Farmer at 940-631-9309.

## WICHITA COUNTY

### SCOPE OF WORK REQUESTED

In consultation with Precinct #2 Commissioner Lee Harvey and Foreman Donald Farmer, Offeror should perform the following for presenting a project proposal:

1. Inspect the work site. Precinct #2 will remove the existing structure and prepare the site for a new 52' x 150' storage shed.
2. Sketch a design for the structure based on information provided on equipment and materials to be stored.
3. List of materials required with preliminary pricing.
4. List of subcontractors, if any, that may be used.
5. Estimate on construction time to completion.
6. Return proposed project design worksheet with estimated pricing for discussion, negotiation on changes, and acceptance as may be agreed.

PRECINCT #2 PROJECT WORKSHEET FOR NEGOTIATION

To: Wichita County Commissioners Court  
Courthouse Room 260  
900 7<sup>th</sup> Street  
Wichita Falls, TX 76301

Mark sealed proposal: "Precinct #2 Project"  
Opening Date: Monday, February 26, 2018  
Commissioners Court, Room 270 at 10:00 a.m.

Commissioners:

Please find attached proposed sketch for construction of a 52' x 150' storage shed at Precinct #2 yard in Burkburnett with a list of materials required for the project.

Proposed project cost is \$ \_\_\_\_\_

Days to complete project is \_\_\_\_\_

Proposal is subject to change based on review and negotiation for project acceptance.

Respectfully submitted,

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email