

REQUEST FOR PROPOSAL DOCUMENT



The Interlocal Purchasing System (TIPS)

A Cooperative Purchasing Program available for membership by Government and Other Entities in Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Louisiana, Kansas, Kentucky, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, New Hampshire, Nevada, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming.

Lead Agency



Region VIII Education Service Center

**Address: 4845 US Hwy. 271 North
Pittsburg, Texas 75686**

**Toll-free (866) 839-8477 Fax (866) 839-8472
Website: www.tips-usa.com E-mail: bids@tips-usa.com**

NOTICE TO BIDDERS

DEADLINE DATE FOR ALL PROPOSALS TO BE RECEIVED ELECTRONICALLY:

<https://tips.ionwave.net>

Friday, April 08, 2016 at 3:00 P.M.

FOR THE CATEGORY –

PAVEMENT, PARKING LOT INSTALLATION AND MAINTENANCE

About TIPS

TIPS is available for use by all public and private schools, colleges, universities, cities, counties and other government entities in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Delaware, District of Columbia, Connecticut, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Louisiana, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming.

It is the intention of TIPS to establish vendor awarded contracts to satisfy the procurement needs of participating member entities in this particular category. These awarded contracts will enable member entities to purchase on an “as needed” basis from competitively awarded contracts with high performance vendors. Bidders are requested to submit a proposal for offering their line of available products that are commonly purchased by government agencies, cities, counties and educational entities.

- Awards will be made to the successful bidder(s) for the products submitted. (Unless bidder has submitted inappropriate items for the category. Those items will not be awarded.)
- Awarded contracts will be automatically renewed on the annual contract award date for two consecutive year terms (as listed in the original awarded contract), if sales have been successfully reported to TIPS and if both parties agree. (Exception: There are two categories: General Services; and Trades, Labor and Materials that will not have an automatic renewal. These categories will be rebid annually and will not be subject to a renewal.)
- TIPS reserves the right to award multiple vendors if vendors offer items that are unique or serve different geographic regions and have best value to TIPS participating entities.
- This proposal is requested for the benefit of the attached list of members and other new members as they execute Interlocal Agreements.

Member List: <http://www.tips-usa.com/assets/documents/docs/membership.pdf>

Benefits of TIPS

- Provide government entities opportunities for greater efficiency and economy in acquiring goods and services through competitively bid vendor contracts.
- Provide comprehensive purchasing practices with the assurance of the most competitive contracts.
- Provide competitive priced solicitation and bulk purchasing for multiple government entities that yields economic benefits unobtainable by the individual entity.
- Provide quick and efficient delivery of goods and services by contracting with “high performance” vendors.
- Equalized purchasing power for smaller entities.
- Assist government entities in maintaining the essential controls for budget and accounting

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purposes.

- Maintain credibility and confidence in business procedures by maintaining open competition for purchases and by complying with purchasing laws and ethical business practices.
- Provide document retention for competitively bid process for all TIPS Awarded Contracts.

Customer Service

- TIPS staff is available to members for assistance in viewing/contacting awarded vendors for categories to make purchases and contract decisions.
- TIPS provides a way for government entities to avoid the time and expense of seeking competition for purchases on an agency-by-agency basis.
- TIPS enables vendors to become more efficient and competitive by reducing the number of bids and proposals that require responses to be made to individual districts.

Financing of TIPS

- The total cost of the TIPS program is funded through an administration fee paid to TIPS by the participating vendors. The fee is based on actual vendor invoiced sales. Fee schedule can be negotiated with winning bidder(s). The normal fee is 2%, but can be negotiated with the winning bidder.
- TIPS does not charge any fees to participating school districts or government entities.

Purchasing Procedures

- Contracts are established through open competition as described by the laws of the State of Texas and are available for piggy-back by other states. Purchase orders are issued by participating governmental entities directly to the Vendor or vendor assigned dealer. Purchase orders are sent to the TIPS office where they are reviewed and edited by the TIPS staff and forwarded to the Vendor within one working day.
- Vendors deliver goods/services directly to the participating agency and then invoice the participating agency. The Vendor receives payment directly from the participating agency.

It is the intention of TIPS to establish a contract to furnish and/or deliver **PAVEMENT, PARKING LOT INSTALLATION AND MAINTENANCE**. Proposers are requested to submit a proposal for offering their total line of available products and services that are commonly purchased by governmental entities and school districts.

TIPS expects to contract with responsible vendor(s) to provide **PAVEMENT, PARKING LOT INSTALLATION AND MAINTENANCE** to its members. The work includes installation, repair, rehabilitation and alteration services for a wide variety of colleges and universities, schools, cities, counties, healthcare and other government and non-profit agencies.

SCHEDULE OF AWARD OR RELATED EVENT:

Posting Date	Tuesday, March 1, 2016
Proposal Advertising	Tuesday, March 1, 2016 – Friday, April 08, 2016
Pre-Bid Meeting	Thursday, March 10, 2016
Proposal Deadline	Friday, April 08, 2016 at 3:00 PM CST
Proposal Opening	Friday, April 08, 2016 beginning at 3:01 PM
Proposals Review/Scoring	Monday, April 11, 2016 through May 26, 2016
Proposals Award	May 27, 2016
Award Notifications	Begin posting to TIPS Website 5/30/2016 Vendor may call for results after 5/27/2016 Award letters will be made available online to all Awarded Vendors. Non Award letters will be mailed to vendors with No Awards.

Proposal Instructions

1. Only electronically sealed proposals are accepted. **Faxed or mailed proposals will not be accepted.**
2. Proposals must be submitted on any or all items, related to the category, unless stated otherwise. TIPS reserves the right to reject any or all proposals and to accept any proposal deemed most advantageous to the participants in TIPS and to waive any informality in the proposal process.
3. Deviations to any Terms, Conditions and/or Specifications shall be clearly noted in writing by the vendor and shall be included with the proposal.
4. Withdrawal of proposals will not be allowed for a period of 90 days following the opening unless approved by TIPS.
5. Addenda, if required, will be issued by TIPS to all those known to have received a complete set of RFP documents at least five working days prior to the opening. The vendor shall acknowledge on the Signature Form any addenda that have been received.

PROPOSAL FORMAT - BIDDERS PAY CLOSE ATTENTION TO DETAILS LISTED.

All responses should be direct, concise, complete, and unambiguous. With regard to those items that cannot be answered in the affirmative, clearly explain the precise portion to which you disagree and why you disagree.

Felony Conviction Notice (Required in Texas) -Notification of Criminal History "A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony. A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract." This notice is not required of a publicly held corporation. Texas Education Code § 44.034. See FELONY CONVICTION NOTICE document on the "Attachments" tab. Felony conviction notice document must be uploaded to the "Response Attachments" FELONY CONVICTION NOTICE section.

References

The proposal response should contain a minimum of Three (3) references of customers you have served that would be considered eligible for membership in TIPS (i.e. K-12 School Districts, College/Universities, and/or City/County Government Entities). In addition to the name of the entity, a contact name and phone number shall be included. The references document must be downloaded from the "Attachments" section, completed and uploaded to the "Response Attachments" REFERENCES section.

Resellers/Dealers

Vendors with Resellers/Dealers must download the Resellers/Dealers document from the

“Attachments” section, complete and uploaded to the “Response Attachments” RESELLERS/DEALERS section.

Vendor Certifications

Vendor certifications will include applicable D/M/WBE, HUB and manufacturer certifications for sales and service (if applicable). Certificates must be scanned and uploaded to the “Response Attachments” D/M/WBE, HUB and/or ALL OTHER CERTIFICATES section.

Bonding (If applicable)

Bonding capabilities documentation must be scanned and uploaded to the “Response Attachments” BONDING section.

Vendor Contract

Vendor Contract must be downloaded from the “Attachments” section, completed and uploaded to the “Response Attachments” VENDOR CONTRACT section.

Contract Signature Form

Contract Signature Form must be downloaded from the “Attachments” section, completed, signed, scanned and uploaded to the “Response Attachments” CONTRACT SIGNATURE FORM section.

Warranty (If applicable)

Warranty documentation must be scanned and uploaded to the “Response Attachments” WARRANTY section.

Protest Procedure

If a vendor/proposer (vendor) desires to protest a decision by TIPS, the vendor must follow the following process:

http://www.tips-usa.com/assets/documents/docs/letters/Protest_Procedures_for_Vendor.pdf

Supplementary Catalogs and Information (If applicable)

Supplementary Catalogs and Information documentation must be scanned and uploaded to the “Response Attachments” SUPPLEMENTARY section.

AWARD OF CONTRACT TO NONRESIDENT BIDDER - “A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located.” *Texas Government Code § 2252.002.*

Pre-Bid Meeting (Not Mandatory)

Where: Region 8 Education Service Center
 4845 U.S. Highway 271 North, Pittsburg, Texas 75686
 TIPS Board Room
Date: Thursday, March 10, 2016
Time: 9:00 AM CST

Agenda: TIPS Overview
 TIPS eBid System
 RFP Overview
 Questions and Answers
 Tour of TIPS Facility

Proposal Scoring

Scoring of Proposal: Criteria and Relative Weights

A Review Committee will evaluate and score all proposals. Recommendations for award of contracts will be made to the Region 8 Education Service Center Board of Directors. Awards will be granted or denied at the monthly stated meeting of the Region 8 ESC Board of Directors. TIPS will base a recommendation for contract award on several factors. The factors which will be considered are weighted points in each area as follows:

1. **Purchase price.** (Pricing factors as determined by TIPS using a market basket study of randomly selected items.) (30%)
2. **Reputation** of the vendor and the vendor's goods or services. References may be contacted. (10%)
3. **Quality** of the vendor's goods or services. (Including quantity of line items available that are commonly purchased by the entity and electronic on-line catalog, order entry use by and suitability for the entity's needs and quality of catalog(s) for use by entity's employees that do not have electronic access.) (10%)
4. Extent to which the goods or services **meet criteria** outlined in RFP category submitted. (15%)
5. Vendor's **past relationship** with TIPS. (15%)
6. The total **long-term cost** to TIPS to acquire the vendor's goods or services. Length of price guaranty. (10%)
7. **Delivery time** to the member entity for goods/services. (10%)
8. **HUB** The impact on the ability of the TIPS to comply with laws and rules relating to historically underutilized businesses; Considered but because there are no set aside and a response will not impact our ability to comply with laws and rules relating to historically underutilized businesses, a weight of 0% is given to this criteria.

BIDDERS FALLING BELOW AN 80% THRESHOLD WILL NOT BE CONSIDERED FOR AN AWARD.

SAMPLE SCORING GRID

The Interlocal Purchasing System (TIPS) Bid Criteria and Relative Weights

BID CATEGORY: Appropriate Category will be listed here.

THIS PAGE WILL BE COMPLETED BY TIPS REVIEW COMMITTEE)

Company Name	Purchase Price	Vendor Reputation	Quality of Goods	Meets Criteria	Past Relationship	Long-Term Cost	Delivery Time	Total Points Scored
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

TIPS Authorized Review Representative Signature

Date

Approved by Region VIII ESC Board of Directors

Date

RFP- PAVEMENT, PARKING LOT INSTALLATION AND MAINTENANCE – Due April 08, 2016 at 3:00 P.M.

Specifications and Pricing

Specifications may be those developed by TIPS and its participants or by the Manufacturer to represent items of regularly manufactured products. TIPS specifications have been developed by TIPS to indicate minimal standards as to the usage, materials and contents based on their needs. Manufacturer's specifications (Design Guides), when used by TIPS, are to be considered informative to give the vendor information as to the type and kind requested. Proposals on any reputable manufacturers regularly produced product of such items similar and substantially equivalent will be considered.

Specifications and Pricing – PAVEMENT, PARKING LOT INSTALLATION AND MAINTENANCE

Vendors should submit all equipment related to PAVEMENT, PARKING LOT INSTALLATION AND MAINTENANCE. Bidder should submit all applicable products for all types of PAVEMENT, PARKING LOT INSTALLATION AND MAINTENANCE. Including, but not limited to Installation pricing if applicable should be submitted.

Specifications and Pricing – PAVEMENT, PARKING LOT INSTALLATION OR MAINTENANCE

ASPHALT PATCHING:

1. The areas to be removed and replaced shall be removed by first using a concrete saw or air hammer to cut neat edges.
2. Material removal: all materials removed by the Contractor shall be disposed of by the Contractor in approved location off site, at the cost of the Contractor.
3. Asphalt primer: the edges of cuts shall be primed with asphalt primer prior to the placement of any asphalt. This will include the edges of the excavation as well as curbs, walks, etc.
4. Asphalt concrete surface shall be a Type 3 asphalt concrete surface and shall comply with APWA Standards for type and construction conditions during placement. **The asphalt shall be 6" deep.**
5. Asphalt concrete shall have a temperature of at least 275 degrees F. And compact as required to form a dense, homogeneous mass.
6. All edges of areas repaired shall be level with the surrounding pavement.
 - IF AFTER EXCAVATION THE SUB-BASE IS NOT SUITABLE FOR ASPHALT INSTALLATION, ADDITIONAL SUB-BASE WILL BE EXCAVATED AND REPLACED WITH CLEAN ROCK. THE ADDITIONAL COST INCURRED WILL BE A TON AND ADDED TO THE FINAL BILLING.

ASPHALT MILL PATCHING:

Use milling machine to mill the upper 2" of deteriorated asphalt. Thoroughly sweep area and haul away waste material to an approved dump. Apply SS1H tack coat. Install hot mix asphalt and roll to compaction.

ASPHALT OVERLAY:

We propose to resurface the entire area with **two (2) inches of compacted** asphaltic concrete commercial surface mix, worked to a uniform surface and rolled to a smooth and even finish with a power steel wheel roller. Prior to resurfacing, entire area will be primed with SS1H Emulsion so as to insure bond between existing surface and new asphalt overlay.

ASPHALT INSTALLATION:

We propose to surface the area with four (4) inches hot asphaltic concrete commercial base mix and two (2) inches hot asphaltic concrete commercial surface mix worked to a uniform surface and rolled to a smooth and even finish with a power steel wheel roller.

CONCRETE PATCHING:

1. The areas to be removed and replaced shall be removed by first using a concrete saw or air hammer to cut neat edges.
2. Material removal: all materials removed by the Contractor shall be disposed of by the Contractor in approved location off site, at the cost of the Contractor.
3. Clean ½" rock will be placed in patch prior to the concrete pour if necessary to stabilize the base. **The concrete shall be 6" deep.**
4. Reinforcing steel will be installed to provide adequate strength for fork lift traffic.
5. All edges of areas repaired shall be level with the surrounding pavement.

CONCRETE SIDEWALK REPLACEMENT:

1. The areas to be removed and replaced shall be removed by first using a concrete saw or air hammer to cut neat edges.
2. Material removal: all materials removed by the Contractor shall be disposed of by the Contractor in approved location off site, at the cost of the Contractor.
3. Clean ½" rock will be placed in patch prior to the concrete pour if necessary to stabilize the base. **The concrete shall be 4" deep.**

CONCRETE SEALING:

Use high power blowers to remove any loose dirt and debris.

- Power wash all grease and dirt spots on surface.
- Concrete surfaces will be sealed with Armour Guard manufactured by S.T.A.R. Inc.
- Armour Guard will penetrate up to 1" into concrete and seal out water and salt.

SEALCOATING:

Clean pavement with high velocity air blowers used in conjunction with stiff brooms.

- Seal pavement with **2 coats** of high solids pavement sealer.
- Sealer will be in slurry form with the addition of four (4) pounds of silica sand per 1 gallon.

CRACK FILLING:

Cracks shall be cleaned, filled with hot-pour rubber-asphalt sealer, which combines a tenacious adhesive power with high resiliency. Heated to 380 degrees at application, it

provides seal during expansion and contraction, and will not lose bond in cold weather or flow in hot weather.

LINE STRIPING:

Layout lines per construction drawings. Paint shall be applied with an airless striping machine.

Lines shall be straight and four (4) inches in width. Paint shall meet Federal Specification TTP-1952E.

RE-PAINT:

Layout lines as existing. Paint shall be applied with an airless striping machine. Lines shall be straight and four inches (4") in width. Paint shall meet Federal Specification TTP-1952B or TTP-1952E.

COLOR COATINGS: Tennis Surfacing

Resurfacer Course: Resurfacer shall be applied by pouring from a bucket or wheeled container to continuous parallel lines and spreading immediately with 30 inch wide rubber-faced squeegees. After each coat has dried all ridges shall be scraped and removed. (2) Coats.

Surface Sealer: (Standard Colors)

Filler Coat: Over the completed refinement course

Colorcoat shall be squeegee applied with approximately 300 pounds of sand per 30 gallon drum of material to produce the desired finish surface texture. (1) Coat

Sealer Coat: The final surface sealer coat shall be applied by squeegee and containing no sand. (1) Coat

Playing Lines: Following the drying of the finished surface, lines shall be established per USTA and ASBA regulations, taped, and striped using Textured Line Paint. All lines shall be two (2) inches in width. (2) Coats

Traffic: Following the painting of playing lines it is recommended that the courts be allowed to cure for two (2) days prior to being opened for play.

ASPHALT OR CONCRETE COLORED ACRYLIC COATINGS:

Resurfacer Course: Resurfacer shall be applied by pouring from a bucket or wheeled container to continuous parallel lines and spreading immediately with 30 inch wide rubber-faced squeegees. After each coat has dried all ridges shall be scraped and removed. (1) Coat.

Surface Sealer: (Standard Colors)

Apply (2) Coats of Acrylotex Coatings. The mix shall be 10 gallons of color concentrate 15 gallons of water and 1-2 gallons of dry Portland Cement per every 30 gallon drum of Acrylotex.

Playing Lines: Following the drying of the finished surface, lines shall be established per USTA and ASBA regulations, taped, and striped using Textured Line Paint. All lines shall be two (2) inches in width. (2) Coats

Traffic: Following the painting of playing lines it is recommended that the courts be allowed to cure for two (2) days prior to being opened for play.

LATEX TRAIL/TRACK SURFACING RECAP:

- Apply Latex Primer at a rate of (.05) gallons per Square Yard.
- Install (2) lifts of 1-3mm rubber granules at a rate of (1.5) lbs per Square Yard per lift on the entire track and rake it in.
- Spray (2) encapsulation coats of Latex Binder at a rate of (1) gallon per every (18) lbs of rubber installed.
- The second coat shall be applied in the opposite direction.
- Spray (2) coats of Latex Coatings at a rate of (.05) gallons per Square Yard per coat
- The second coat shall be applied in the opposite direction.
- Layout and paint lines and events.

LATEX TRAIL/TRACK SURFACING: 3/8" Thickness

- Apply Latex Primer at a rate of (.05) gallons per Square Yard.
- Install (7) lifts of 1-3mm rubber granules at a rate of (1.5) lbs per Square Yard per lift on the entire track and rake it in.
- Spray (7) encapsulation coats of Latex Binder at a rate of (1) gallon per every (18) lbs of rubber installed.
- The second coat shall be applied in the opposite direction.
- Spray (2) coats of Latex Coatings at a rate of (.05) gallons per Square Yard per coat
- The second coat shall be applied in the opposite direction.
- Layout and paint lines and events.

LATEX TRAIL/TRACK SURFACING: 1/2" Thickness

- Apply Latex Primer at a rate of (.05) gallons per Square Yard.
- Install (9) lifts of 1-3mm rubber granules at a rate of (1.5) lbs per Square Yard per lift on the entire track and rake it in.
- Spray (9) encapsulation coats of Latex Binder at a rate of (1) gallon per every (18) lbs of rubber installed.
- The second coat shall be applied in the opposite direction.
- Spray (2) coats of Latex Coatings at a rate of (.05) gallons per Square Yard per coat
- The second coat shall be applied in the opposite direction.
- Layout and paint lines and events.

Additional Services:

Bidder should list in the excel spreadsheet all related supplies, equipment, services, installation, repair, maintenance, and hourly fee according to category offered on this contract. Offering must be related to this category. No inappropriate offerings will be considered.

The Contractor shall furnish all necessary labor, materials, tools, supplies, equipment, transportation, supervision, management and shall perform all operations necessary and required for services. All work shall be performed in accordance with the requirements set forth in the resulting contract and each mutually agreed upon work request or purchase order issued by TIPS participating members.

Pricing document must be downloaded from the “Attachments” section, completed and uploaded to the “Response Attachments” PRICING section.