



REQUEST FOR QUOTE

Capital Metropolitan Transportation Authority (Capital Metro) is a corporate body and political subdivision of the State of Texas. Capital Metro was established by a referendum on January 19, 1985, to provide mass transportation service to the greater Austin metropolitan area. As provided by Chapter 451, Transportation Code, that vote authorized Capital Metro to collect a one-percent sales tax. Capital Metro commenced operations on July 1, 1985. In addition to the City of Austin, the Capital Metro service area includes the cities of Jonestown, Lago Vista, Leander, Manor, San Leanna, Point Venture, Village of Volente, Travis County Precinct #2, and the Anderson Mill area of Williamson County.

Request for Quote #	301288
Description of Service	Plumbing Services for Public Facilities
RFQ Issue Date	January 15, 2016
Questions Due Date & Time	January 21, 2016/ Prior to 1:00pm
RFQ Due Date & Time	January 28, 2016/ Prior to 3:00pm
Buyer	Dwayne Collins
Buyer Contact	E-Mail: dwayne.collins@capmetro.org

If your firm is interested in providing this service, please submit your response to:

Capital Metro's Procurement Department,
2910 East Fifth Street, Austin, Texas 78702

Attention: Dwayne Collins, Buyer
Email address: Dwayne.collins@capmetro.org
Phone # 512.369.6512
Fax # 512.389.7594

Responses are due on or before the RFQ issue date and time provided above, Central Standard Time. Responses must be returned by fax, mail, e-mail, or hand-carried to the above address. All submittals are time and date stamped as received. Late quotes will not be accepted. All amendments regarding this solicitation must be signed and returned by the specified time/date. Offerors are responsible for obtaining any updates to solicitations, which may be accessed via www.capmetro.org or Demandstar's website at www.demandstar.com.

INTRODUCTION

The purpose of this solicitation is to acquire the services of a licensed plumbing contractor to provide plumbing services for Capital Metro Park & Rides, Transit Centers and Rail Stations as listed in this solicitation.

SCOPE OF WORK

The scope of work is for a licensed plumbing contractor to furnish all labor and materials to install or repair plumbing components at Capital Metro owned or leased facilities. The work can include but is not limited to interior or exterior new installation or repairs in buildings. The work could require above and below ground installation or repairs, on CMTA owned or controlled property.

The successful contractor shall be available upon request to estimate and complete repairs authorized by the Capital Metro Project Manager.

Work Orders:

Any repair whose total cost will not exceed over \$300 may be proposed, accepted and authorized orally.

Any repair exceeding the \$300 amount will require the contractor to prepare a written quote detailing all work involved with the repairs. After review of the quote by the Capital Metro Project Manager and if the quote is determined to be fair and reasonable, an authorization will be given to the contractor to perform the work.

Regular Hourly Rate:

The regular hourly rate will be charged for any work performed during regular business hours of 8:00 am – 5:00pm.

Emergency Hourly Rate:

The Emergency Hourly rate will be charged for any work performed outside of regular business hours, including weekends or for any work identified as an emergency by the Cap Metro Project Manager.

In the event of an emergency, a response time of 2 hours is required.

LOCATIONS

The geographic area associated with this contract ranges from Leander to Oak Hill. This contract will be for all park and rides, transit centers, and rail stations as listed below,

Park & Rides:

- 1) Pavilion Park & Ride, 12400 N. Hwy 183, Austin, TX
- 2) Lakeline Park & Ride, 13701 Lyndhurst Drive, Austin, TX
- 3) Leander Park & Ride, 800 North Hwy 183, Leander, TX
- 4) Tech Ridge Park & Ride, 900 Center Ridge Drive, Austin, TX
- 5) Manor Park & Ride, 201 W. Carrie Manor Road, Manor, TX

Transit Centers:

- 6) North Lamar Transit, 8001 N. Hwy 183, Austin, TX
- 7) South Congress Transit Center, 301 W. Ben White, Austin, TX

Rail Stations:

- 8) MLK Jr. – 1719 Alexander Ave., Austin, TX
- 9) Crestview – 6920 N. Lamar Blvd., Austin, TX
- 10) Howard – 3705 W. Howard Lane, Austin, TX
- 11) Lakeline – 13701 Lyndhurst Drive, Austin, TX
- 12) Leander – 800 North Hwy 183, Leander, TX
- 13) Highland – 6420 Airport Blvd. Austin, TX

MATERIALS

Capital Metro requests a percentage discount on all parts and materials provided by the contractor for repairs, based on book/ list price. Discounts must be detailed in invoices and quotes (under and over the \$300) issued to Cap Metro.

QUALIFICATIONS & EXPERIENCE

1. Offerer must be in the everyday business of providing plumbing services, commercial or residential.
2. Offerer must be a licensed plumber and shall provide the following with quote:
 - a. Position(s) and title(s) of staff assigned to the resulting contract.
 - b. A valid copy of plumbing license(s) held.
 - c. A brief description of three plumbing projects, similar to our scope of work, completed within the past 12 months with addresses and phone numbers of persons who may be contacted as references.

TERM OF CONTRACT

The term of Agreement for this contract is for one (1) year effective February 2016 and ending February 2017, with two (2) additional one (1) year options to renew at the Authorities decision, with prices established herein. Contractor is required to follow all terms & conditions and scope of service in this contract solicitation.

INSURANCE REQUIREMENTS

A certificate of insurance naming Capital Metro as an additional insured, and verifying that the insurance requirements as listed within this section are met must be submitted to Capital Metro within five (5) business days of award of contract. The required limits are:

Commercial General Liability Insurance Coverage with limits of not less than \$1,000,000

Automobile Liability Insurance covering \$1,000,000

Workers' Compensation Insurance

Statutory Workers' Compensation coverage in the State of Texas. Employers Liability Insurance with minimum limits of liability of \$1,000,000

SUBMITTALS

Please examine the Solicitation, Scope of Work, and all other parts of this solicitation, whether incorporated by reference or otherwise, prior to the submission of an offer. Failure to do so shall be at the Firm's risk.

Please ensure that the information required for this solicitation is included. Sign and print or type the Firm's name on page five (5) of this document, beneath the Terms and Conditions. Offers signed by an agent of the firm (other than an officer or a partner of the firm) are to be accompanied by evidence of the agent's authority (unless such evidence has been previously furnished to the Authority).

Questions shall be submitted by e-mail no later than **January 21, 2016, 1:00 p.m.** to allow sufficient time for answers to be considered and prepared by the Authority.

ATTACHMENTS

Attachment #1 – Davis-Bacon Wage Rates

Attachment #2 – Background Check Requirements

INVOICE AND PAYMENT

- (a) Invoices shall be submitted once per month, and marked "original" to the attention of:

Accounts Payable
CMTA
P.O. Box 6308
Austin, Texas 78762-6308

(b) Payment shall be made within the time period allowed by law through the Texas Prompt Payment Act - Texas Government Code 2251.021(b). A prompt payment discount may be taken if offered and determined to be advantageous by the Authority.

(c) The Contractor shall be paid, upon the submission of proper invoices or vouchers, the prices stipulated herein for supplies delivered and accepted or services rendered and accepted, less deduction, if any, as herein provided. Unless otherwise specified, payment will be made on partial deliveries accepted by the Authority when the amount due on such deliveries so warrants; or, when requested by the Contractor, payment for accepted partial deliveries shall be made whenever such payment would equal or exceed either \$1,000 or 50% of the total amount of this contract.

◆TERMS AND CONDITIONS

1. Late quotes will not be accepted.
2. Quotes must be held open for thirty (30) days from proposal due date/time.
3. Pricing must be submitted on the provided form on page (5) five.
4. Capital Metro reserves the right to accept or reject all quotes.
5. Failure to sign proposal may result in disqualification.
6. Award of contract may be made without discussion with offerors after quotes are received.
7. The period of performance under this Contract shall be for one (1) year, with two (2) additional, one (1) year options to extend the term of the contract with the prices established herein, at the Authority's decision.
8. By submission of a quote, the Contractor acknowledges that it has taken steps reasonably necessary to ascertain the nature and location(s) of the work and that it has investigated and satisfied itself as to the general and local conditions which can affect the work or its cost, including, but not limited to, (1) conditions bearing upon transportation, disposal, handling, and storage of materials; (2) the availability of labor, water, electric power, (3) uncertainties of weather, flooding patterns and water drainage, or similar physical conditions at the site; (4) the conformation and conditions of the ground; and (5) the character of equipment and facilities needed during work performance.
9. Successful contractor must supply a certificate of insurance within five (5) days after award of contract as stipulated in the insurance requirements section. Failure to comply may result in a determination of the quote as non-responsive.
10. Contractor must comply with all laws, ordinances, regulations, orders and directives issued by any public health agencies or any other regulatory or enforcement agency having jurisdiction over the operation.
11. The resulting contract will be an indefinite quantity definite price contract.
12. The awarded contractor is required to follow the Davis Bacon Wage Rates specified in this solicitation.
12. A complete listing of Capital Metro's Standard Terms and Conditions may be found at www.capmetro.org.
13. All prices shall be F.O.B. destination (Capital Metro).
14. Capital Metro is exempt from sales tax.

PRICING FOR SERVICES

Hourly price quote shall be fully burdened and include all incidental costs such as permits, insurance, overhead and profit. Positions and titles of employees directly associated with this contract must be submitted. Capital Metro requires to be informed of any changes in staff throughout the life of this contract.

The basis of award will be an equal combination of the Base Year rates, Option Year rates, and the evaluation of submittals requested in the Qualifications & Experience section, submitted by the offerer. Option years will be awarded based on prices established herein.

Description	Position & Title	Hourly Rate
Base Year		
Regular hourly rate		
Emergency hourly rate		
Option Year 1		
Regular hourly rate		
Emergency hourly rate		
Option Year 2		
Regular hourly rate		
Emergency hourly rate		

Discount Percentage for Materials & Parts	%
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Please have authorized personnel write/print, sign and date in the spaces provided below.

Company_____

Address_____

Phone_____ Fax_____ email_____

Federal Identification Number _____

I, _____, hereby attest that all information submitted in this proposal
(Printed name of authorized agent) to be true and verifiable.

Signature of Authorized Agent _____

This page must be signed and returned. Failure to sign quote may result in disqualification.