

**HOOKS INDEPENDENT SCHOOL DISTRICT**

**REQUEST FOR PROPOSAL (RFP)**

FOR ROOFING SERVICES

PROPOSALS MUST BE RECEIVED AT LOCATION BELOW ON OR BEFORE:

JUNE 19, 2025, AT 10:00 AM CST

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Hooks Independent School District

ATTN: Mike Smith - Business Manager

RFP 019902-RS20251 Roofing Services

100 E 5th Street, Hooks, TX 75561

Phone: (903) 547-6077 ext. 1025

Email : [smithmi@hooksisd.net](mailto:smithmi@hooksisd.net)

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* 1. **GENERAL INFORMATION**

### Purpose and Background Information

This Request for Proposal (RFP) is to contract a professional roofing company that can replace the roof at Hooks ISD’s Elementary campus located at 401 Precinct Road, Hooks, TX 75561.

### Who May Respond

Only qualified companies may respond to this RFP.

### Instructions on Proposal Submission

* + - 1. Closing Submission Date

Proposals must be submitted no later than 10:00 AM on June 19, 2025.

* + - 1. Inquiries

Inquiries concerning this RFP should be directed to Mike Smith at (903) 547-6077 ext. 1025 or [smithmi@hooksisd.net](mailto:smithmi@hooksisd.net)

* + - 1. Conditions of Proposal

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 Hooks ISD.

* + - 1. Instructions to Prospective Contractors:

It is important that the Offeror’s proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

**Company Name**

**Company Address**

**Hooks ISD**

**RFP 019902-RS20251 Roofing Services**

Failure to submit a proposal in the method instructed may result in premature disqualification of your proposal. It is the responsibility of the Offeror to ensure that the proposal is received by Hooks ISD by the date and time specified above. Late proposals will not be considered. The offeror may submit multiple proposals, but separate proposals should be clearly labeled.

* + - 1. Right to Reject

Hooks ISD reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon factors detailed in this RFP.

* + - 1. Notification of Award

It is expected that a decision to select a successful company will be made within four (4) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful firm, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of their acceptance or denial.

* + - 1. Termination of Services

Hooks ISD reserves the right to terminate any part of or the entirety of services that may result from this request, without cause and at any time, within thirty (30) calendar days written notice. In such case, the Offeror/Contractor shall be paid for services rendered through the date of the termination notice, and the result of all such work (including all documents and files) through that date shall become the property of Hooks ISD. The contract shall be non-exclusive for the sole convenience of Hooks ISD.

* + - 1. Conflict of Interest

Information on possible conflicts of interest should be provided as part of the qualification response. Such information will be considered in deciding on the selection of the offeror/contractor. Should a conflict arise during preparation for or while undertaking these services, the offeror/contractor shall immediately advise Hooks ISD of such conflict.

* + - 1. Insurance Requirements

The proposer shall be prepared to provide evidence of insurance and bonding in the following amounts prior to contract execution.

Insurance: Commercial General Liability including Premises Operations, Independent Contractors’ Protective, Products and Completed Operations, Broad Form Property Damage, Contractual Insurance, and Personal Injury with coverage not less than the following:

1. General Aggregate: $1,000,000.00 and it shall apply, in total, to this Project only.
2. Products and Complete Operations Aggregate: $1,000,000.00 to be maintained for 2 years after final payment
3. Personal and Advertising Injury, with Employment Exclusion Deleted: $1,000,000.00
4. Each Occurrence: $1,000,000.00
5. Fire Damage (any one fire): $50,000.00

Bonds**:** The Contractor shall procure and maintain all bonds required for the Work by law or the Contract Documents. Each bond must be in total amount equal to 100% of the Contract Sum or Guaranteed Maximum Price if the Project is a Construction Manager at Risk project, whichever is applicable. Provided, however, no limitation herein shall limit the Contractor’s liability under the Contract Documents. Except as provided below, such bond shall be furnished to the Owner before any work begins and not later than five business days after execution of the Contract by the Owner. (If the Guaranteed Maximum Price is not known at the time that a Construction Manager at Risk contract is awarded, then the sum of the payment and performance bonds must each be in an amount equal to the Project budget.

## SCOPE OF SERVICES

The roofing company contracted by Hooks ISD will be expected to perform or have contracted all work listed below, including:

services:

**Roof Assessment (prior to submitting a proposal):** A thorough inspection of all roofs to identify areas requiring repair or replacement, determine required materials and labor, and create an accurate price estimate.

**Repair Work:** Repair of damaged or deteriorated roof components.

**Replacement:** Replacement of sections of the roof that are beyond repair.

**Material Procurement:** Sourcing and procurement of necessary materials, including roofing materials, adhesives, and fasteners.

**Permits and Approvals:** Obtaining all required permits and approvals from local authorities.

**Warranty:** Providing a comprehensive warranty for all repair work.

## OFFEROR'S TECHNICAL QUALIFICATIONS

The Offeror, in its proposal, shall, as a minimum, include the information requested herein:

### Prior Experience

* Describe the expertise your firm has in providing roofing services to an organization similar to ours.
* Describe experience in dealing with community action agencies and/or non-profit organizations related to roofing services.
* Provide at least three (3) client references, including the local area. Preferably, references should be organization of similar size, complexity, and magnitude to Hooks ISD. Please include information (name, phone number, and email address) of the primary contact.

### Qualifications

* Provide a narrative stating the reasons why your company should be awarded this contract.

### Certifications

The Offeror/Contractor must sign and include as an attachment to its proposal the Certifications enclosed with this RFP.

## PROPOSAL EVALUATION

### Submission of Proposals

All proposals shall include one copy of the Offeror’s/Contractor's proposal (including cost with breakdown, relevant qualifications and references, detailed description of work to be performed, and a proposed warranty agreement) and one copy of the signed Certifications. These documents will become part of the contract. Additionally, an updated and signed W9 should be included in the proposal for the purpose of setting up the Offeror as a vendor in the district’s Accounts Payable system.

### Non-responsive Proposals

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

* + - 1. The proposal was not received in a timely manner in accordance with the terms of this RFP.
      2. The proposal does not follow the specified format.
      3. The proposal does not include the Certifications.

### Evaluation

In evaluating submissions, Hooks ISD will weigh several factors, including but not limited to:

* Qualifications and experience.
* Commitment to service and warranty
* References (including current customer satisfaction with services).
* Adherence to RFP requirements
* Cost proposal
* Proposed project management plan (including date of completion)

### Review Process

Hooks ISD reserves the right to enter into a contract without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose. Hooks ISD contemplates the award of the contract to the Offeror/Contractor responsible with the highest total points.

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**CERTIFICATIONS**

On behalf of the Offeror/Contractor:

* 1. The individual signing certifies that he/she is authorized to contract on behalf of the legal entity.
  2. The individual signing certifies that the legal entity is not involved in any agreement to pay money or other considerations for the execution of this agreement, other than to an employee of the legal entity.
  3. The individual signing certifies that the prices in this proposal, bid, or quote have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
  4. The individual signing certifies that the prices quoted in this proposal/bid/quote have not been knowingly disclosed by the legal entity prior to an award to any other or potential legal entity submitting a proposal, bid, or quote.
  5. The individual signing certifies that there has been no attempt by the legal entity to discourage any other or potential legal entity from submitting a proposal, bid, or quote.
  6. The individual signing certifies that he/she has received, read, and understands all the information for the proposal, bid, or quote, including the standard terms and conditions, which will become part of the contract.
  7. The individual signing certifies that the legal entity, and any individual to be assigned by the legal entity, does not have a record of substandard work and has not been debarred or suspended from doing work with any federal, state, or local government.
  8. The individual signing certifies that the prices submitted in the proposal, bid, or quote are INCLUSIVE of all applicable charges such as but not limited to shipping, handling, and taxes.
  9. The individual signing certifies that the W-9 is signed by the legal entity’s authorized representative, and the information provided therein is complete and accurate.

Dated this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2025.

Offeror’s/Contractor’s Firm Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Offeror’s/Contractor’s Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name and Title of Individual Signing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_