



Ruby Ranch Homeowner's Association
P. O. Box 71
Buda, Texas 78610

REQUEST FOR PROPOSAL

For: Gate Maintenance and Repair
Issued: April 25, 2014
Submission Deadline: May 9, 2014
Deadline for final submission of questions: Monday, May 5, 2014

All questions pertaining to this RFP must be submitted by submission question deadline.
No interpretation of the meeting of the bid documents (drawings, specifications, et. al.) will be made to any bidder.
Question may be submitted in written form, to: Andrea Siebert via email at siebert.andrea@gmail.com
Questions will be answered by the appropriate individuals and answered within 2 business days via email. Questions and answers will be shared with all bidders.

Introduction

Ruby Ranch HOA invites proposals for Gate Maintenance and Repair Services for all security gates and their parts located in the Ruby Ranch Subdivision. The gates are in Ruby Ranch Subdivision Phases 4/5 and 7/8, and include the gates at (1) Clark Cove; (2) the gates at both ends of West Bartlett Drive; and (3) the gates at Labenski Drive. Your firm has been selected to receive this RFP and is invited to submit a proposal to provide the services described herein.

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S). NO EXCEPTIONS.

Proposed Scope of Work

Please provide detailed pricing for each unit of work described below. Bidders must propose a comprehensive solution. Bid responses on only some of the maintenance and repair services described below may not be considered for contract award.

Services include:

- (1) Detailed pricing for monthly or bi-monthly maintenance and repair services, including, but not limited to:
 - Blowing out the units with an air compressor so that they are clean;
 - Checking each gate chain to assure it is sufficiently greased and tight; adjusting each chain as necessary for efficient operation;
 - Checking each loop for safety issues and adjusting each loop as necessary for safe and efficient gate operation;
 - Checking and adjusting if necessary each code box and key pad for efficient operation.
 - Any other services you believe are required on a monthly or bi-monthly basis to keep the gates in good operating condition.
- (2) A comprehensive written assessment of the status and condition of the gates in their current configuration and as currently signed, including any safety deficiencies or regulatory issues relating to the gates under state or local laws, rules and ordinances.
- (3) A written assessment of the remaining useful life of the gates, their motors, directory boxes, keypads and other parts.
- (4) Installation of "Knox boxes" that meet the requirements of the Buda Fire and EMS for a key system that allows the fire department and emergency responders to insert their controlled master key into a key switch at each gate.
- (5) Replacement of the destroyed directory/code box enclosure at the Clark Cove gates and any other repairs necessary to restore the directory/code box and keypad to good working condition.

- (6) A comprehensive written strategy to address vandalism at the gates, including the cost of installation and operation of security cameras at the gates.
- (7) Any other services the bidder wishes to propose or believes would be a good solution for effective operation of the gates.

Background

Please provide background on company and projects relevant to the RFP.

Submission Procedure

Proposals conforming to the requirements set out below must be received by the RR HOA BOD no later than as specified above. Bid sheets must state they are valid for a period of at least ninety (90) days from the closing deadline.

Opening, Evaluation and Contracting

Proposals may be opened by the RR HOA any time after the submission deadline. All proposals satisfying the requirements of the RFP will be evaluated to establish which of the offeror(s) best fulfills the needs of the RR HOA and this project. The RR HOA BOD anticipates entering into a contract with this/these offeror(s) to execute the proposed work. This RFP, however, does not commit the RR HOA to award a contract, to pay any costs incurred in the preparation of a proposal or to contract for the goods and/or services offered. The RR HOA reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified offerors or to cancel this RFP, if it is in the best interest of the RR HOA to do so. The decision of the RR HOA shall be final.

Warranty

The contractor must warranty all products, work and services provided for a period of at least one year after the work is completed. The contractor must turn over all equipment warranties to the Ruby Ranch HOA and must work in good faith with manufacturers to assure that the warranties are transferable from the contractor to the Ruby Ranch HOA.

Modifications of Bids

Modifications to bids already submitted will be allowed if submitted in writing prior to the time fixed in the RFP. Modifications shall be submitted as such and shall not reveal the total amount of either the original or revised bids.

Standards, Documentation and Training.

The contractor must comply with all standards for Hays County and The State of Texas. Any deviation from these standards must be approved by the RR HOA. The contractor will be responsible for complete training of the RR HOA BOD, or its designees if necessary on the operation, maintenance and service of work contracted. A manual will be required that includes operation and upkeep, instructions, drawings, diagrams and equipment lists and vendors. This should be supplied in an electronic format. A second manual, with simplified operations and "fix-its" for the RR HOA BOD, is also required.

Insurance

Insurance certificate is required for any contractor performing work within the RR HOA and is to be provided upon contracting.

Bonding

The successful bidder may need to furnish bonds covering faithful performance of the contract and payment of obligations arising there under as stipulated in this request for proposal or specially required in the final contract document on the execution of the contract.

Invoicing

Invoices are to be submitted immediately upon completion of work to the address listed on this document.

Subcontract Bid

Please list any subcontractor that you intend to use on this project, their scope of work and the amount that was included in the bid to cover their work.