

INVITATION FOR BID #2025-002

ROOFING SERVICES



**Permian Basin**  
**REGIONAL PLANNING COMMISSION**

(USPS)  
PO Box 60660  
Midland Texas 79711

(FEDEX/UPS)  
2910 LaForce Blvd  
Midland Texas 79706

RELEASE DATE: November 25, 2024

DEADLINE FOR QUESTIONS: December 16, 2024

RESPONSE DEADLINE: January 6, 2025, 12:00 pm

RESPONSES MUST BE SUBMITTED TO ONE OF THE ADDRESSES ABOVE OR DROPPED OFF AT THE LA FORCE LOCATION. PACKAGE MUST BE CLEARLY LABELED **PBRPC IFB 2025-002: SEALED RESPONSE.**

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Permian Basin Regional Planning  
Commission  
INVITATION FOR BID  
Roofing Services

- I. General Information
- II. Scope of Work/Specifications
- III. Submission Contents
- IV. Award
- V. Instructions to Respondents
- VI. Required forms to Submit with Response

Attachments:

	Certification Regarding Debarment
	Price Sheet
	Signature Page
	Solicitation Terms & Conditions
	Conflict of Interest Form CIQ
	(External Form) Certificate of Interested Parties – Form 1295 ( <a href="http://ethics.state.tx.us/filinginfo/1295/">ethics.state.tx.us/filinginfo/1295/</a> )
	Certifications & Confirmations
	Copy of W-9

EVENT	DATE
<b>ISSUED:</b>	November 25, 2024
<b>QUESTIONS DEADLINE:</b>	December 16, 2024
<b>CLOSING DATE / SUBMISSION DEADLINE:</b>	January 6, 2025, 12:00 pm
<b>ESTIMATED BOARD APPROVAL DATE:</b>	January 8, 2025
<b>FORMAT:</b>	<b>One (1) electronic copy in PDF format emailed to <a href="mailto:chenderson@pbrpc.org">chenderson@pbrpc.org</a>. Three (3) print copies mailed or dropped off. (addresses on first page)</b>

**Please read the submission instructions carefully, exceptions cannot be made if instructions are not followed:**  
**SUBMISSION:** Respondent must email one pdf copy of Bid to Cathe Henderson at [chenderson@pbrpc.org](mailto:chenderson@pbrpc.org). Three (3) print copies shall be mailed (either address on first page) or delivered (LaForce location) **no later than 12:00 pm on January 6, 2025.**

Respondents must submit questions to [chenderson@pbrpc.org](mailto:chenderson@pbrpc.org) by the Questions deadline. All questions emailed should reference IFB #2025-002. Telephone inquiries will not be accepted. PBRPC will respond as completely as possible to each question. Questions and answers will be posted as soon as available. The names of respondents who submit questions will not be disclosed.

All clarifications will be available in the Question and Answer Section at [pbrpc.org/procurement-and-bid-opportunities](http://pbrpc.org/procurement-and-bid-opportunities), only the information in these sections should be used in preparing a response; verbal communications and other written documents intended to clarify and interpret will not legally bind PBRPC. PBRPC does not assume responsibility for the receipt of any clarifying information. Respondents must periodically check for updates.

Each Respondent must carefully examine all Solicitation documents and become thoroughly familiar with all requirements prior to submission to ensure the response meets the intent of this Solicitation. Respondent is responsible for making all investigations and examinations that are necessary to ascertain conditions affecting the requirements of this Solicitation. Failure to make such investigations and examinations will not relieve the Respondent from obligation to comply, in every detail, with all provisions and requirements of the Solicitation.

Bid should be clearly marked "PBRPC IFB #2025-002 : SEALED BID". Qualifications received after the submission deadline will be returned unopened and will not be considered under any circumstances. Faxed qualifications will not be considered. Electronic copy submitted to [chenderson@pbrpc.org](mailto:chenderson@pbrpc.org) in pdf format and three (3) complete printed copies of the Bid are required.

Responses may be submitted any time prior to the submission deadline. Respondents may modify submissions that have already been submitted, before the deadline. Recording of submission time and date will occur with our procurement office. To satisfy any required public opening, the respondent list is made available at [pbrpc.org/procurement-and-bid-opportunities](http://pbrpc.org/procurement-and-bid-opportunities) website after the deadline.

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## **PART I –GENERAL INFORMATION**

### **BACKGROUND**

The Permian Basin Regional Planning Commission (PBRPC) is a council of governments, a regional voluntary association of the seventeen counties, twenty-eight cities, towns and census places in the Permian Basin region. Local elected officials organized in 1971 with authorization by State enabling legislation. The PBRPC is governed by a board of directors comprised of the chief elected officials (county judges), two large city and three small city mayors, as well as a representative of other special units of governments. The PBRPC receives federal, state and local funds to implement several service or program areas throughout the region, including Homeland Security, 9-1-1 Emergency Communications, Criminal Justice, Law Enforcement Academy, Economic Development, Environmental and Area Agency on Aging.

### **IFB PURPOSE**

PBRPC is seeking bids from interested and qualified companies to replace the Roof at the administrative office located at 2910 LaForce Blvd, Midland, TX 79706. In 2024, the PBRPC obtained roof damage following a storm. Those companies interested in submitting a Bid to provide services must respond to this invitation. PBRPC intends to hire the highest qualified, responsive and responsible company who provides the best value and meets the needs of PBRPC.

### **PAYMENT AND REQUIREMENTS**

PBRPC will pay for the work as it progresses, with submission of invoice. PBRPC has a 30-day payment policy. Company will be required to furnish Performance Bonds and Payment Bonds. Insurance requirements are governed by state law for General Liability and Workers Compensation.

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## PART II – SCOPE OF WORK/SPECIFICATIONS

It is the intention of PBRPC to select a qualified Roofing Company for **services required to remove and replace the roof of the PBRPC building** via an Invitation for Bid.

The company selected should have experience and expertise with public entities and following State and Federal rules and requirements.

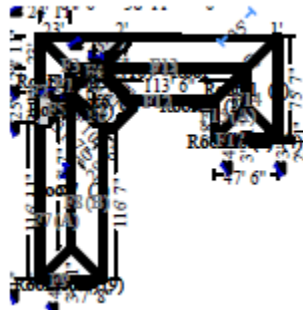
### Base Scope

The general scope and budget are as follows: Roof Removal and Replacement

1. Location(s): 2910 LaForce Blvd., Midland, TX 79711
2. Surface Area: 18,043.85
3. Total Perimeter Length: 849.98
4. Total Hip Length: 275.44
5. Number of Squares: 180.44
6. Total Ridge Length: 302.94

### Description of Work

1. Remove Laminated - comp. shingle rfg. - w/ felt 180.44 SQ
2. Laminated - comp. shingle rfg. - w/out felt 207.67 SQ
3. Roofing felt - synthetic underlayment 180.44 SQ
4. Asphalt starter - universal starter course 849.98 LF
5. Drip edge 849.98 LF
6. Valley metal 142.13 LF
7. Ice & water barrier 355.33 SF  
Valleys have metal and 2.5' wide ICW barriers
8. Hip / Ridge cap - Standard profile - composition shingles 578.38 LF
9. R&R Flashing - pipe jack - 8" 5.00 EA
10. R&R Flashing - pipe jack - 6" 6.00 EA
11. R&R Flashing, 14" wide 18.00 LF
12. R&R Roof vent - solar power - up to 25 watt 12.00 EA
13. R&R Chimney flashing - large (32" x 60") 1.00 EA
14. Digital satellite system - Detach & reset 1.00 EA
15. R&R Gutter / downspout - aluminum - 6" 825.00 LF
16. R&R Gutter guard/screen 800.00 LF



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## **PART III – SUBMISSION CONTENTS**

Submissions must include the information described below.

### **A. Itemized Price Sheet**

All expenses must be listed on the price sheet. All expenses must be itemized and easily identifiable to match to Description of Work requirements. Any additional suggestions should be noted. Each bidder should submit their best and lowest offer on the price sheet and estimated date of delivery. PBRPC will not be responsible for any payment that is not detailed on submission. PBRPC is sales tax exempt as a political subdivision of Texas. Bidder should sign price sheet, submission without signature will be deemed non-responsive.

### **B. Signature Page all Forms as Listed on last page of this Request**

Submit completed and signed Signature Page (located on pbrpc website) and all required/applicable forms of the checklist provided on the last page of this solicitation. Submission will be deemed non-responsive and will not be considered for evaluation if the submission is not signed.

### **C. References**

Bidder should include three references of businesses clients that have roof replacement completed by Bidding Company (within last year). Bidder should include contact name, phone number and email address.

## **PART IV – AWARD**

### **Selection/Award Recommendation**

PBRPC reserves the right to reject any or all bids for any or all the products and/or services covered in this bid request, to waive informalities or defects in bids and to re-advertise for new bids or to accept such bids as it shall deem to be in the best interest of PBRPC. PBRPC reserves the right to award bids based on the lump sum or unit price basis, which ever is in the best interest of the Buyer. Bids will be awarded based on any one of the following factors or any combination of these factors. PBRPC intends to select the submission(s) that best meets the needs of PBRPC, and other stakeholders to be determined.

1. Unit Price
2. Total Price
3. Special Requirements of PBRPC
4. Results of Testing Samples (If used)
5. Prior Experience with Products Bid
6. Delivery
7. Vendor Past Service and Products Bid

**PRICE SHEET**  
**ITEMIZED SPECIFICATION**  
**ROOF REPLACEMENT**

**COMPANY:** \_\_\_\_\_

PBRPC shall receive sealed bids for roof removal and replacement for office space located at 2910 LaForce Blvd., Midland, TX 79706.

This will include:

Material and Labor to remove old roof and install new roof, flashing, vents, gutters with screen/guard as itemized below.

**Total Price:** \_\_\_\_\_

**Itemized Prices:**

Description	Quantity	Unit Price	Total Price
Remove Laminated – comp shingle rfg – w/ felt	180.44 SQ		
Laminated - comp. shingle rfg. - w/out felt	207.67 SQ		
Roofing felt - synthetic underlayment	180.44 SQ		
Asphalt starter - universal starter course	849.98 LF		
Drip edge	849.98 LF		
Valley metal (Valleys have metal and 2.5' wide ICW barriers)	142.13 LF		
Ice & water barrier	355.33 SF		
Hip / Ridge cap - Standard profile – composition shingles	578.38 LF		
R&R Flashing - pipe jack - 8"	5 EA		
R&R Flashing - pipe jack - 6"	6 EA		
R&R Flashing, 14" wide	18.00 LF		
R&R Roof vent - solar power - up to 25 watt	12 EA		
R&R Chimney flashing - large (32" x 60")	1 EA		
Digital satellite system - Detach & reset	1 EA		
R&R Gutter / downspout - aluminum - 6"	825 LF		
R&R Gutter guard/screen	800 LF		
Additional Suggestions (list price and details of specific suggestions on additional sheet)			
<b>Total</b>			

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

Estimated Date of Project Completion \_\_\_\_\_

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## **PART V – INSTRUCTIONS TO RESPONDENTS**

### Site-Visit

A **Mandatory Site Visit** for all companies will be held at PBRPC, 2910 LaForce Blvd, by appointment scheduled with Deanna Franco, [dfranco@pbrpc.org](mailto:dfranco@pbrpc.org) or Cathe Henderson, [chenderson@pbrpc.org](mailto:chenderson@pbrpc.org). Prospective companies are encouraged to visit the site.

Site visits are required so that bidder will have accurate information to identify any other areas of improvement needed.

**It will be assumed that Respondents attending the site visit have reviewed the Invitation to Bid in detail and are prepared to submit in writing any substantive questions which have not already been addressed by PBRPC in this Request.**

### Inquiries and Additional Information

Respondents must submit questions by e-mail to [chenderson@pbrpc.org](mailto:chenderson@pbrpc.org) by the Questions deadline, any questions received after the deadline will not be answered. Telephone inquiries will not be accepted. PBRPC will respond as completely as possible to each question. Questions and answers will be posted on the PBRPC website ([pbrpc.com/procurement-and-bid-opportunities](http://pbrpc.com/procurement-and-bid-opportunities)) as soon as available. The names of respondents who submit questions will not be disclosed.

### Examination of Documents and Requirements

Each Respondent must carefully examine all Bid documents and become thoroughly familiar with all requirements prior to submission to ensure the response meets the intent of this Invitation. Respondent is responsible for making all investigations and examinations that are necessary to ascertain conditions affecting the requirements of this Bid. Failure to make such investigations and examinations will not relieve the Respondent from obligation to comply, in every detail, with all provisions and requirements of the Bid.

### Modification of Submission (Before Deadline)

Respondents may modify submissions that have already been submitted by providing a written modification to PBRPC. However, no submissions may be modified after the deadline.

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## **PART VI – REQUIRED FORMS TO SUBMIT WITH RESPONSE**

	Certification Regarding Debarment
	Price Sheet
	Signature Page
	Solicitation Terms & Conditions
	Conflict of Interest Form CIQ
	(External Form) Certificate of Interested Parties – Form 1295 ( <a href="http://ethics.state.tx.us/filinginfo/1295/">ethics.state.tx.us/filinginfo/1295/</a> )
	Certifications & Confirmations
	Copy of W-9

Download Forms: <https://www.PBRPC.com/procurement-and-bid-opportunities>

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