



Hidalgo County Head Start Program Policy Council Agenda

DATE: September 16, 2009

SUBJECT: Discussion/Approval to Advertise for Sealed Bids and Approval of Draft Specifications For The Repairs To The Head Start Administration Building And The Following Head Start Centers; Alton, Donna I, Las Milpas I, Pharr, Palmview I, Palmview II, San Juan I, San Juan II, and Western Road.

RATIONALE/NEED: Facilities are in need of repairs for the purpose of maintaining a safe learning environment for the Head Start children and families. Funds for this project are awarded by The U.S. Department of Health & Human Services as a One Time Supplement and The American Re-Investment Recovery Act (ARRA).

RECOMMENDATION: Administration Recommends Approval

COST: Not To Exceed \$250,000.00

RELATED INFORMATION INCLUDED: Specifications

INITIATED BY: Ambrosio Tovar, Procurement Director *BT*

REVIEWED BY: Mr. Edmundo Garcia, Assistant Director *EG*

PROGRAM DIRECTOR'S APPROVAL: *Jessie Flores*

SECTION II: REQUIREMENTS

REQUEST FOR SEALED BIDS: The required contents and limitations for the preparation of the BID are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted BID. A total of one (1) original and three (3) copies of the RFB shall be submitted to the address on the cover letter.

Project Overview:

It is the intention of the Hidalgo County Head Start Program to receive BIDS from interested individuals for the purposes of Repair for the centers referenced within.

Contents:

The required contents for the sealed bids are presented below in the order they should be incorporated into the submitted document.

SPECIFICATIONS – GENERAL: Contractors will suggest any other necessary work required to complete replacement of roof.

I. I. - **Scope of Services Roofing Repair:** Scope of Repairs include, but may not be limited to the following:

- Remove Existing Shingles
- Remove existing roofing felt
- Remove defective existing valley flashing
- Remove defective / rotten roof plywood
- Remove defective edge flashing
- Replace defective / rotten roof plywood
- Replace defective valley flashing
- Replace defective pipe flashing
- Install new 30 weight roofing felt
- Install new edge flashing, if needed
- Install new 20 year composition shingles
- Remove debris daily from premises

SPECIFICATIONS – GENERAL: Contractors will suggest any other necessary work required to complete replacement of siding.

I. **II. - Scope of Services Siding Repair:** Scope of Repairs include, but may not be limited to the following:

- Remove exterior siding and applicable moldings.
- Remove insulation where necessary
- Remove defective studs and moldings
- Install new insulation where applicable with comparable rating
- Install new Y-111-4" inch spacing and necessary "Z" bar
- Replace defective / rotten studs and moldings where applicable
- Prime new plywood siding and exterior moldings
- Paint new plywood with premium exterior latex paint to match existing color
- Remove debris daily from premises

SITE VISIT:

Bidders must visit the Centers to suggest any other necessary work required to complete the repairs. Bidder shall not be relieved of responsibility for improperly estimating cost of serviced required. The visit must be coordinated in advance with Field Operations Director for the Hidalgo County Head Start Program, or designated representative, at (956) 383-0706 ext. 217.

BILLING SPECIFICATIONS:

All Invoices must be submitted to the Field Operations Department upon satisfactory completion of project. There will be NO Advance Payments.