

Invitations for Bids
“Papa Jim’s Botanica” Building

Norma Carillo, an applicant of the Operation Facelift Grant Reimbursement Program, is accepting sealed bids for renovations to the Property on 5630 South Flores, San Antonio, Texas. Property descriptions and bid packets can be obtained in the request for proposal (attached).

Operation Facelift reserves the right to cancel this procurement or reject any and all bids at any time and for any reason. The bids selected, if any, will be reviewed for bid amount, intended use, and the timing of development/construction. The price and conditions of service are subject to the approval of the applicants.

Sealed bids must be received by mail or hand delivery at the **Department of Planning and Community Development, Operation Facelift Program, 1400 S Flores, San Antonio, TX 78204.** Sealed bids must be submitted in envelopes marked “Papa Jim’s Botanica, Operation Facelift Grant.” Bidders may submit only one (1) signed original BID FORM, which must be complete and free from ambiguity. **Bids will be reviewed in the order they are received and can be accepted at any time until deadline of September 30, 2015, whichever occurs sooner.** Bidders will be notified of the status of their bid(s) within forty-five (45) days of receipt. All submitted bids must be valid for a period of ninety (90) days from the date the bid is submitted in response to this Invitation for Bids.

“Papa Jim’s” Building

Request for Proposal

August 13, 2015

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Background

A key objective of the program is to revitalize and return activity to commercial corridors. Fresh paint, new awnings, or complete facade rehabilitation all signal that something positive is happening. These first few steps can be the spark to ignite interest and spur new commercial activity. Operation Facelift provides a catalyst for these first steps.

Operation Facelift is a grant program with funds to support façade improvement projects on commercial buildings located in target areas. Participating projects are reimbursed for eligible façade improvements. The maximum grant award is \$19,500 and funds are distributed on a reimbursement basis.

Selected contractors must adhere to Prevailing Wages. A meeting will be organized by the applicant with selected contractor and city staff prior to commencement of construction.

Funding is provided on a rebate basis upon completion of the improvements. Participants are responsible for financing the project (cash or bank loan), project management, hiring all consultants and contractors, obtaining all permits and approvals, correcting any code violations, paying Prevailing Wages on construction contracts, and maintenance of the façade improvements.

Scope of Service

Ms. Norma Carrillo, applicant of the Operation Facelift Program, is the general contractor of proposed project. Final decisions will be made through them and invoicing will be made out to her or Papa Jim's Botanica

A bid will be provided in **line items** as shown below. Please provide individual pricing for each line item requested. A bid list is provided for you to fill out in the attachments

- Power wash and clean exterior
 - Paint entirety of building in celadon (see Attachment A)
 - Paint a kickplate onto the building (base)
 - Installation of anti graffiti repellent over existing paint
- Paint existing trim across length of building white (See Attachment C)
- Stenciling of sign onto front exterior of building in White. Font to be preselected (See Attachment A)
 - Installation of gooseneck lamps over sign for night time view
 - Optional: Installation of sign in metal individual lettering: Finish in brush nickel
- Installation of brow canopy
 - Use existing hooks in order to not damage or hide any original components of building
 - Material of canopy to be original with time period. Suggestion of aluminum or other metals used during original time period (see Attachment D)
 - Recommendations: 24-26 Gauge aluminum
- Doors
 - Repair and stain doors
- Removal of plaster from existing window frames
 - Replace windows with single pane store front
 - Name of business and hours to be stenciled onto main door
 - Option: Words (Candles, Incense, Herbs, Perfume) to be placed on each window
 - Add 3M Ultra security film to new windows

Additional Requirements

Subcontractors must not have been debarred or suspended, and must show proof of liability insurance with bid. All contractors submitting a bid for the project must register with the City of San Antonio’s Small Business Division. You will go to http://www.sanantonio.gov/purchasing/SAePS_intro.aspx and register as a “Procurement Vendor.”

Please use the following checklist to ensure all bases are covered. Any questions can be answered at (210) 207-4686 or operationfacelift@sanantonio.gov.

| Preparation | | | | |
|--|--------------------------|--------------------------|--------------------------|----------|
| Interview Planning Checklist Items | Yes | No | COSA Reviews | Comments |
| Contractor has not been debarred or suspended. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Contractors must submit copy of liability insurance along with bid | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Bid must have full scope of work, including specs. No change orders will be allowed for projects | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Contractor must submit an itemized bid list showing a breakdown of cost for project scope | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Execution | | | | |
| Interview Planning Checklist Items | Yes | No | Not Required | Comments |
| Pre-construction conference to be held with winning contractor | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Winning contractor must comply with Davis Bacon regulations and submit payroll information | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Pre-qualified contractors maintained during project length. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Contractors are regularly reviewed to assure eligibility. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Records maintained indicating execution of project | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Routine inspections and final inspections to ensure standards met | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

Term of Contract

Bidding for the project does not guarantee an approval of the project through Grants Monitoring and Administration. If project is approved, a contractor will be selected. Contract will be created between City of San Antonio's Operation Facelift and Papa Jim's Botanica. It is then asked for the contractor to provide a contract to the Company, stating the timeline and scope of work presented during the bid.

Restrictions on Communication

Questions about the project can be directed to Norma Carrillo [info@papajimsbotanica.com]. **Please refrain from reaching out to other city employees or officials.**

Evaluation of Criteria

Final selection will be made by Papa Jim's Botanica. Bids that are grossly varied from other bids will not be considered. Bid is selected by best value or lowest bid, dependant on the property owner. Change orders are discouraged, as bid is included in contract. However, under extreme cases will they be accepted. Please make sure bid is complete and covers all items, materials and labor. Items must be broken down into line items to be considered.

Award of Contract

Upon awarding of contract, a letter will be sent to property owner. Property owner will enter into legal agreement with the city of San Antonio, followed by sub-contractor. Sub-contractor must complete project under designated time line.

Preconstruction Meeting

Selected sub-contractor will meet with Capital Improvement Management System, Operation Facelift staff and property owner for information on how to submit payroll. Project must follow Davis Bacon Guidelines. Sub-contractor must submit payroll or payment will be withheld.

RFP Attachments and Exhibits

Attachment A

A1. Approved colors to use on building (Does not need to be Pantone, this is a guide to select an appropriate color)

| | | |
|-----------|---|-------------------------------|
| Kickplate |  | RGB 50,111,112 |
| Exterior |  | RGB 172,225,175 HEX ACE1AF |

A2. Lettering to fill out entirety of sign frame; lettering to be painted on

| Font | Example |
|------------------|-------------------|
| Berlin Sans Bold | Papa Jim's |
| Broadway | DADA JIM'S |
| | |
| | |

Attachment B

B1: Exterior Lighting

The following are approved suggestion for exterior lighting on premises



Attachment C
C1: Design





CONSTRUCTION BID LIST

Operation Facelift Program

(210) 207-4686 operationfacelift@sanantonio.gov

CUSTOMER

Papa Jim's Botanica

Operation Facelift Project

15-12

DATE

8/15/2015

ADDRESS

5630 South Flores

CITY/STATE/ZIP

San Antonio, TX 78214

PHONE

E-MAIL

OPERATION FACELIFT CONTACT

Irma Iria Duran

PROJECT

PREPARED BY:

ATTENTION

PAYMENT TERMS

DUE DATE

| QUANTITY | DESCRIPTION | UNIT PRICE | AMOUNT |
|----------|---|------------|--------|
| | Mandatory | | |
| | Power Wash and clean exterior | | |
| | Paint façade | | |
| | Installation of anti-graffiti repellant | | |
| | Paint Trim | | |
| | Paint kickplate | | |
| | Stenciling of Sign | | |
| | Installation of gooseneck lamps | | |
| | Installation of brow canopy | | |
| | remove plaster from existing window frames (two) | | |
| | replace windows with single pane store front | | |
| | 3M ultra security film A1 | | |
| | | | |
| | | | |
| | Recommeneded | | |
| | repair and stain doors | | |
| | | | |
| | | | |
| | | | |
| | Optional | | |
| | Installation of metal sign | | |
| | remove plaster from existing window frames (all) | | |
| | name of business and hours to be stenciled onto main door | | |
| | words stenciled on windows | | |
| | | | |
| | | | |

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| | Paint façade | | |
| | Installation of anti-graffiti repellant | | |
| | Paint Trim | | |
| | Paint kick plate | | |
| | Stenciling of Sign | | |
| | installation of gooseneck lamps | | |
| | installation of brow canopy | | |
| | remove plaster from existing window frames (two) | | |
| | replace windows with single pane store front | | |
| | 3M ultra security film A1 | | |
| | remove plaster from existing door frame, add "mock door" | | |
| | | | |
| | Recommended | | |
| | repair and stain doors | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | Optional | | |
| | installation of metal sign | | |
| | remove plaster from existing window frames (all) | | |
| | name of business and hours to be stenciled onto main door | | |
| | words stenciled on windows | | |
| | | | |
| | | | |

THIS PROPOSAL INCLUDES THE CONDITIONS NOTED:

Enter conditions here

SUBTOTAL

TAX RATE

SALES TAX

OTHER

TOTAL

Sign Here to Accept Quote:

Authorized Rep

Date