

NOTICE of REQUEST FOR PROPOSALS
for Property & Facilities Maintenance

Matagorda County Navigation District No. One (“MCND#1”) is soliciting a Request for Proposals (RFP) in order to identify qualified firms or individuals to contract with to implement a general property maintenance program for the Port of Palacios and other MCND#1 properties. This program will include, but is not limited to: preventive maintenance and routine repairs of property and facilities; minor dock and road repairs; vessel bilge pump outs, coordination with vendors and suppliers; compliance assistance and reporting as needed. Respondent must have own tools for general maintenance purposes. A copy of the proposed Contract with Scope of Work is available at the Port Administration Building, 1602 Main St., Palacios, or by emailing a request to info@portofpalacios.com.

Response to this Request for Proposals must consist of: MCND#1 Proposal Form with annual lump sum proposal for execution of a Property Maintenance Contract, a resume of Respondent’s maintenance experience with the program requirements, three (3) references in support of experience, list of any maintenance-related certifications and/or licenses, and contact information. Respondent must have a vehicle and proof of current vehicle insurance, coverage with limits of at least \$250,000 per incident and \$500,000 per occurrence and General Liability insurance, including applicable Workers Compensation, with limits of \$250,000 per incident and \$500,000 per occurrence or the ability to secure said coverage. A 40-hr Haz-Mat Certification is preferred, or the ability to successfully complete a 40-hr Haz-Mat Certification Course or Refresher Course, as needed.

The RFP Number for this contract is MC2023. Also, House Bill (Certificate of Interested Parties Texas Ethics Commission – HB 1295) requires each vendor to complete and file HB 1295 form online/electronically with the Texas Ethics Commission website. Once completed, the Form 1295 must be printed and signed by an authorized agent of the business entity and the completed Form 1295 with the certificate of filing must be filed with MCND#1. The form with some instructions are included with the bid packet and will need to be completed and filed with the Navigation District before purchases can be made from any vendor or work orders or contracts can be awarded to any vendor.

Responses should be addressed to MCND#1, Attn: Port Director, P. O. Box 551, Palacios, TX 77465 or hand-delivered to same at 1602 Main St., Palacios, TX 77465 prior to **1:00 p.m. Thursday, January 12, 2023**. Interviews will be scheduled with qualified respondents upon receipt and review of the Request for Proposal packet.

THIS RFP IS NOT A BID. There will be no formal bid opening. It is the intent of the RFP to determine the most qualified and cost competitive firm or individual through which MCND#1 could contract these services.