



INSTRUCTIONS TO BIDDERS

Project Name: Tree and Brush Removal from Union Pacific ROW at TSTC in Waco

General Information

Address of Project: Union Pacific Right of Way between Craven Avenue and Crest Drive, Union Pacific mile marker 169.

Schedule of Events:

Project Posting Date: **January 20, 2022**

Mandatory pre-bid Meeting Location & Date: **701 Airline Drive, Waco, TX TSTC Campus, Night Flight Building on Monday, January 31, 2022 at 10 a.m.**

Project Manager: **Roland Gilmore** Phone: **254-867-3003**

Email: **roland.gilmore@tstc.edu**

Last day for questions to be submitted in Rolutions: **February 7,**

2022 Proposal due date: **February 10, 2022**

Contractors that do not have a representative present at the pre-bid meeting will not be eligible to bid on this project.

Printed proposals will not be provided at the Pre-Bid Meeting. It is advised that contractors print their own set and bring it with them to the pre-bid Mtg.

All TSTC, local, county, state and federal Covid-19 protocols are to be maintained at all times while on any TSTC campus.

Rolutions:

Proposals are to include information addressing each criterion (1-8) on the evaluation criteria sheet. Proposals received without all requested information may not be considered.

Assistance using Rolutions is provided through the TSTC Helpdesk @ 1-800-592-8784.

Rolutions contact information is listed below. The contact information is only if you are having issues with the system. **All** questions pertaining to the event **must** be submitted through the Q&A board during the allotted date and time no exceptions. No answers will be given outside the Q&A Board.

Glendoris Archie
(254) 867-3757
garchie@tstc.edu

Catherine Lopez
(254) 867-3734
catherine.lopez@tstc.edu

Danny de la Garza
(956) 364-4554
danny.delagarza@tstc.edu

Proposals not received by the due date will not be considered.

Bonding Requirements:

Builders Risk Insurance is NOT required for Required for this project.
Payment Bond is required for all proposals which exceed \$25,000.
Performance Bonds are required for all proposals which exceed \$100,000.
Include bonding costs in your proposal as applicable.

Insurance Requirements:

- a. Workers Compensation: Minimum coverage for employer liability in the amount of One Million Dollars (\$1,000,000) per occurrence and One Million Dollars (\$1,000,000) annual aggregate.
- b. Business Automobile Liability: Business auto liability insurance covering all owned, non- owned or hired automobiles, with limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage.
- c. Commercial General Liability: Minimum coverage for comprehensive general liability in the amount of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) annual aggregate.
- d. All other insurance required by state or federal law.
- e. All other insurance required by Union Pacific Railroad.

General Requirements:

Historically Underutilized Business (HUB) Subcontracting Plan is required for proposals that exceed \$100,000.

Contractor must declare in their proposal they intend to subcontract any scope of work under this agreement, with the understanding the subcontractor will be subject to the approval of TSTC. Subcontractors providing work under the agreement must meet the same requirements and level of experience required of the contractor. The utilization of any subcontractor for provided work under the agreement will not relieve the contractor of the responsibility for ensuring the work is provided in accordance with the requirements herein.

Background checks of all contractor and sub-contractor personnel are to be performed and any employee with a record of sexual mis-conduct shall not be allowed on TSTC property.