

NOTICE TO BID

(RFP # 2025-005)

Posted: 10/28/2025

The City of Mercedes is requesting sealed proposals (RFP) from qualified individuals/firms for the **CITY HALL FLOOR REPLACEMENT PROJECT**. Qualified applicants are invited to submit qualifications and proposals for the provision of these services. In order to be considered, proposals must address each of the requests for information included in this document.

A **pre-bid meeting** will be held on **Wednesday, November 12, 2025, at 3:00 P.M.** in the Commission Chambers in City Hall located at 400 S. Ohio Ave., Mercedes, Texas 78570, to review the project scope and address any preliminary questions.

All addenda, notices, additional information, etc. will be posted on the City of Mercedes website at www.cityofmercedes.com.

One (1) original one (1) electronic copy must be sealed and returned to the City of Mercedes, City Hall, no later than **3:00 P.M. CST on Wednesday, November 19, 2025**, to the attention of:

City Secretary
Mercedes City Hall
400 S. Ohio Ave.
Mercedes, TX 78570

All proposals must be clearly marked with **“RFP 2025-005 – CITY HALL FLOORS.”** Proposer is responsible for delivery of response by the date and time set for the closing of the proposal acceptance. Responses received after the date and time set for the closing will not be considered. Proposals will be publicly opened and acknowledged after the submission deadline. The contract award is anticipated to be made on Tuesday, December 2, 2025, during the regular meeting of the Mercedes City Commission.

All bidders **must be bonded** in accordance with state and local requirements.

All questions regarding the specifications or scope of work must be submitted in writing to the City of Mercedes at:

Joselynn Castillo, City Secretary
400 S. Ohio Ave.
Mercedes, TX 78570
Phone: (956) 565-3114
jcastillo@cityofmercedes.com

The City of Mercedes reserves the right to reject any and all proposals and waive informalities in proposals received.

Joselynn Castillo
City Secretary

1. Invitation to Bid / Cover Page

Project Title: City of Mercedes – City Hall Flooring Replacement Project

RFP Number: 2025-005

Issue Date: October 28, 2025

Proposal Due Date: November 19, 2025, by 3:00 PM CST

Delivery Address: City of Mercedes, City Secretary's Office 400 S. Ohio Ave., Mercedes, TX 78570

Submission Requirements: One (1) hard copy and one (1) electronic copy on USB. Emails will not be accepted.

Pre-Bid Walkthrough: Wednesday, November 12, 2025, at 3:00 P.M. Attendance strongly recommended. Location at Mercedes City Commission Chambers, 400 S. Ohio Ave. Mercedes, TX 78570

Point of Contact: Joselynn Castillo, City Secretary Phone: (956) 565-3114 Email: jcastillo@cityofmercedes.com

Project Description: The City of Mercedes is seeking proposals from qualified contractors to replace flooring at City Hall (9,769 sq. ft.) with one of the following options: polished sealed concrete, ceramic/porcelain/natural stone tile, or luxury vinyl tile (LVT). Work will be performed after hours and on weekends to minimize disruption.

2. Instructions to Bidders

Proposal Submission: - Proposals must be delivered to the address above by the due date. - Include all required forms and attachments.

Bid Format: - Tabbed sections for Proposal Form, Qualifications, References, and Insurance.

Evaluation Criteria: - Price - Experience with similar projects - References - Proposed schedule - Warranty and maintenance provisions

Addenda: - All clarifications or changes to the RFP will be issued in writing. - Bidders must acknowledge receipt of all addenda.

City Rights: - The City reserves the right to reject any or all proposals. - The City is not responsible for costs incurred by bidders.

Timeline: - Project completion: within 120 days of Notice to Proceed.

3. Scope of Work / Specifications

Work Areas: Entire City Hall (9,769 sq. ft.)

Flooring Options: 1. Polished & sealed concrete 2. Ceramic, porcelain, or natural stone tile 3. Luxury vinyl tile (LVT)

Requirements: - Existing Floor is concrete - Prepare substrate per manufacturer recommendations. - Conduct moisture testing and perform repairs. - Install flooring per manufacturer and ANSI standards. - Provide mock-up of 100 sq. ft. for approval. - Provide warranties: materials and workmanship. - Work scheduled after hours/weekends to minimize disruption.

The Contractor shall be responsible for maintaining the project site in a clean and orderly condition at all times. Upon completion of the work each day, all debris, waste, and surplus materials shall be removed from the site.

The Contractor shall also be responsible for the proper disposal of all old materials, waste, and debris in accordance with all applicable local, state, and federal regulations. Disposal shall be at an approved landfill or recycling facility at the Contractor's expense.

No additional payment will be made for cleanup or disposal. The project will not be considered complete until the site is cleaned to the satisfaction of the City of Mercedes.

4. Proposal Form / Bid Sheet

Flooring Option	Qty	Unit	Unit Cost	Total Cost
Polished Concrete (Class C 1/8" Semi-Gloss 45CU)	9,769	SF		
Tile (Ceramic/Porcelain/Stone)	9,769	SF		
Luxury Vinyl Tile (LVT) - 20 Mil	9,769	SF		
Furniture Remove/Re-Install (Labor Only)	1	LS		

Alternate Items: (Optional upgrades, e.g., anti-slip coating, premium sealer)

Bidder Certification: I certify that the above prices are complete and inclusive of all labor, materials, equipment, and incidentals necessary for a complete installation.

Name: _____ Title: _____ Date: _____

5. Contractor Qualification Form

- Years in business: _____
- Number of similar projects completed: _____
- References (3) with contact info: _____
- Contractor license number: _____
- Key personnel assigned: _____
- Manufacturer certifications: _____

6. Insurance & Bonding Requirements

- General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate
 - Workers' Compensation: per Texas statute
 - Automobile Liability: \$1,000,000
 - Performance & Payment Bonds: 100% of contract value (upon award)
 - Bid Bond (if required): 5% of total bid
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7. Addenda Acknowledgment Form

Bidder acknowledges receipt of the following addenda (if any):

Addendum No. _____ Date: _____

Addendum No. _____ Date: _____

Signature: _____ Name: _____ Date: _____

8. Conflict of Interest / Non-Collusion Statement

Bidder certifies that no officer, employee, or agent of the City of Mercedes has a financial interest in the proposal; no collusion exists with other bidders; and all information submitted is true and correct.

Signature: _____ Name: _____ Date: _____

9. Floor Plan / Site Plan

- Include attached site plan showing room layouts and approximate square footage.
 - Label areas for flooring replacement.
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End of RFP Packet

Mercedes City Hall

