

## NOTICE

(RFP # 2025-004)

Posted: 10/6/2025

The City of Mercedes is requesting sealed Requests for Proposals (RFP) from qualified individuals/firms for the **RECREATION CENTER ROOF 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 **THURSDAY, October 16, 2025**, at 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](http://www.cityofmercedes.com).

One (1) original, one (1) copy of the proposal and 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 THURSDAY, November 6, 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 2025-004 – REC CENTER ROOF.”** 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, November 18, 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](mailto: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

**Request for Proposals  
RFP No. 2025-004  
Recreation Center Roof Replacement Project**

## **I. General Information**

The City of Mercedes is requesting sealed proposals from qualified contractors for the replacement of a damaged roof located at Recreation Center, 701 Mathis St. Mercedes, TX 78570.

The project consists of two roof sections:

- **Lower Roof Section:** approximately **5,700 sq. ft.**
- **Upper Roof Section:** approximately **7,872 sq. ft.**

The existing roof is **metal**. Proposals shall include:

1. **Base Proposal:** Silicone Coating system.
2. **Option 1:** TPO Roofing system.
3. **Option 2:** Polyurethane Foam system.

All proposals shall include:

- Detailed **timeline/schedule** for project completion.
- **Warranty information** for materials and labor.
- **Cost breakdown** by system option.

## **II. Scope of Work**

The selected contractor will be responsible for furnishing all labor, materials, equipment, and services required to complete the roof replacement project, including but not limited to:

1. Removal and proper disposal of damaged materials, as required.
2. Preparation of existing surfaces for new roofing system installation.
3. Installation of the roofing system(s) per manufacturer's recommendations and applicable codes.
4. Ensuring proper **drainage, insulation, and weatherproofing**.
5. Compliance with **Texas Department of Insurance (TDI)** standards and applicable building codes.
6. Restoration and clean-up of site upon completion.

### **III. Mandatory Site Visit**

A **mandatory pre-bid meeting site visit** will be held on:  
**Thursday, October 16, 2025 at 10:00 A.M.**  
**701 Mathis St. Mercedes, TX 78570**

Attendance is required in order to submit a proposal.

### **IV. Proposal Submission**

Sealed proposals must be clearly marked:

**“RFP NO. 2025-004 – REC CENTER ROOF”**

Proposals must include **one (1) original, one (1) copy, and one (1) USB drive** with a digital version of the proposal. Electronic submissions will not be accepted.

**Proposals shall be delivered to:**

City Secretary's Office  
City of Mercedes  
400 S. Ohio Ave.  
Mercedes, Texas 78570

**Deadline for Submission:** Thursday, November 6, 2025

**Bid Opening:** Proposals will be publicly opened and read aloud immediately following the submission deadline at City Hall.

### **V. Proposal Requirements**

Each proposal must include the following:

1. Company profile, including years in business and relevant experience.
2. Project approach and proposed methods for roof replacement.
3. Proposed timeline/schedule for completion.
4. Warranty details for both materials and labor.
5. Detailed cost proposal for:
  - Base Proposal (Silicone Coating)
  - Option 1 (TPO Roofing System)
  - Option 2 (Polyurethane Foam System)
6. References from at least three (3) similar projects completed within the last five years.
7. Proof of insurance and bonding capacity.

## **VI. Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- Price competitiveness and cost breakdown.
- Contractor's experience and qualifications.
- Proposed project schedule.
- Warranty terms.
- Compliance with specifications.

The City reserves the right to reject any or all proposals, to waive informalities, and to accept the proposal deemed most advantageous to the City.

## **VII. Questions**

Questions regarding this RFP must be submitted in writing to:

### **City Secretary's Office**

Email: [jcastillo@cityofmercedes.com](mailto:jcastillo@cityofmercedes.com)

Phone: (956) 565-3114 ext. 138

## **VIII. Timeline**

- RFP Release Date: October 6, 2025
- Mandatory Site Visit: October 16, 2025
- Deadline for Questions: October 30, 2025
- Proposal Submission Deadline: November 6, 2025
- Bid Opening: November 6, 2025

**Issued this 6th day of October, 2025**

City of Mercedes, Texas