

---

**Palo Pinto County, Texas**

**REQUEST FOR PROPOSALS (RFP) No. PPC-CF-RR-2026**

**TITLE:** Courthouse water damage repair and roof repair

**ISSUE DATE:** March 23, 2026

**RESPONSE DEADLINE:** April 27, 2026

**CONTACT:** David McDonald • 940-659-1240 • [david.mcdonald@co.palo-pinto.tx.us](mailto:david.mcdonald@co.palo-pinto.tx.us)

Stephanie Dunn • 940-659-1210 • [stephanie.dunn@co.palo-pinto.tx.us](mailto:stephanie.dunn@co.palo-pinto.tx.us)

---

**1. INTRODUCTION / PURPOSE**

Palo Pinto County, Texas, through its Commissioners Court, invites proposals from qualified contractors and/or qualified firms for water damage remediation and reconstruction services and courthouse roof repair.

This procurement is conducted under the authority of **Chapter 262 of the Texas Local Government Code**, where applicable.

This will be a one-step process, submit both qualifications information as well as price proposals.

---

**2. DEFINITIONS**

- **County:** Palo Pinto County, Texas
  - **Proposer / Offeror:** Firm or individual submitting a proposal
  - **Commissioners Court:** The governing body for Palo Pinto County
- 

**3. PROCUREMENT SCHEDULE**

| <b>Event</b>                               | <b>Date/Time</b>     |
|--------------------------------------------|----------------------|
| RFP Issue Date                             | March 23, 2026       |
| Pre-Proposal Conference (onsite/mandatory) | April 13, 2026, 9am  |
| Deadline for Questions                     | April 20, 2026, 12pm |
| Proposal Submission Deadline               | April 27, 2026, 2pm  |

| <b>Event</b>                             | <b>Date/Time</b>  |
|------------------------------------------|-------------------|
| Open RFPs in Commissioners Court         | May 11, 2026, 9am |
| Evaluations / Interviews (if needed)     | May 18, 2026, 9am |
| Award Recommended to Commissioners Court | May 26, 2026, 9am |

---

#### **4. INSTRUCTIONS TO PROPOSERS**

##### **4.1 Submission Requirements**

Proposals must be submitted sealed to:

##### **Palo Pinto County Judge's Office**

520 Oak Street, PO Box 190

Palo Pinto, TX 76484

Proposals must be submitted in sealed envelopes, clearly labeled with the RFP number and title. No faxed or emailed bids will be accepted.

Proposals received after the deadline will **not** be considered.

**The County reserves the right to accept or reject any or all proposals, waive irregularities, and select the proposal(s) that best serve the County's interests.**

##### **4.2 Communications**

All questions must be submitted via email by **April 20, 2026, 12pm** to:

**david.mcdonald@co.palo-pinto.tx.us and copy stephanie.dunn@co.palo-pinto.tx.us**

Responses and any addenda will be posted publicly and posted on the County's website.

##### **4.3 Public Notice**

Public notice of this RFP has been published at least once weekly for two consecutive weeks in a newspaper of general circulation in the County in compliance with **Texas Local Government Code §262.025**.

---

#### **5. SCOPE OF SERVICES / SPECIFICATIONS**

The County is seeking a qualified proposer to provide for water damage remediation and reconstruction services and courthouse roof repair, including but not limited to:

The Contractor shall provide all labor, materials, equipment, and supervision necessary to perform water damage remediation and reconstruction services and roof repair at the Palo Pinto County Courthouse. The work shall ensure that all areas affected by water intrusion and

subsequent damages, addressing all environmental hazards, structural repairs, or related damage are safely and effectively contained, removed, disposed and then restored and reconstructed in compliance with federal, state, and local building codes, OSHA standards, and industry best practices.

The scope of work for this project will be the comprehensive execution of the water damage remediation recommendations and subsequent reconstruction of remediated building materials to pre-loss condition as described in the Ensolum LLC (Ensolum) *Industrial Hygiene Consulting Services Report dated January 24, 2026 (Ensolum Project No.:01B4276001)*.

The scope of work also includes, but is not limited to, detailed roof inspection, identification of deficiencies, removal and replacement of damaged roofing materials, repair of flashing and penetrations, and application of appropriate sealants and coatings to restore the roof to a safe, durable, and watertight condition and compliant with applicable codes, standards and industry best practices.

This will be a one-step process, submit both qualifications information as well as price proposals.

- **Performance Standards / Timeline:**

- Work must begin by June 15, 2026 and be completed no later than September 15, 2026.

- **County Responsibilities:**

- The County will provide site access, necessary permits, and utility support; assign a project contact; supply any specified county-owned materials or equipment

---

## **6. PROPOSAL CONTENT & FORMAT**

All proposals must be clearly organized and include the following sections:

1. **Cover Letter:** Authorized signature, company name, contact information
2. **Company Background & Experience**
3. **Project Approach / Methodology**
4. **Personnel Qualifications / Resumes**
5. **Cost Proposal & Fee Schedule**
6. **References** (minimum of 3 references with contact info)
7. **Required Forms:**
  - W-9 Form
  - Conflict of Interest Questionnaire (Form CIQ)

- Certificate of Interested Parties (Form 1295)
- Any other county-required forms

For instructions regarding vendor forms and requirements, see the *Vendor Information* Section of the County’s website.

---

## 7. EVALUATION & AWARD CRITERIA

Proposals will be evaluated based on the following factors:

| <b>Criteria</b>               | <b>Weight</b> |
|-------------------------------|---------------|
| Qualifications & Experience   | 30%           |
| Methodology / Approach        | 30%           |
| Cost                          | 25%           |
| References / Past Performance | 15%           |

The County reserves the right to conduct interviews and request clarification of proposal contents.

**Award will be made to the responsible proposer whose proposal is determined to be the best value to the County** in accordance with applicable purchasing law.

---

## 8. TERMS & CONDITIONS

### 8.1 Compliance

Proposers must comply with all applicable federal, state, and local laws.  
Work may be required outside normal business hours to minimize disruption.  
Contractor must coordinate with courthouse security.  
Contractor must maintain a safe and secure worksite.  
Contractor must maintain clean and organized worksite.  
All work must comply with applicable building codes.

### 8.2 Contract Approval

Contract award is subject to approval by the Palo Pinto County Commissioners Court.

### 8.3 Pricing

Prices shall remain firm for the contract term unless otherwise stated.

#### **8.4 Insurance**

Contractor shall carry and maintain adequate insurance required by the County.

#### **8.5 Confidentiality**

Proposals become public information after award, except for trade secrets and confidential information identified and legally protected.

#### **8.6 BONDING REQUIREMENTS**

The selected contractor must provide:

**Bid Bond:** 5% of bid amount

**Performance Bond:** 100% of contract value

**Payment Bond:** 100% of contract value

---

### **9. CONTRACT FORM**

A contract is subject to final negotiations. Successful proposer will be required to execute a contract subject to negotiations with the County based upon proposal received.

---

### **10. ATTACHMENTS**

[Attachment A — Scope of Work \(Detailed Specifications\)](#)

**Attachment B** — Vendor Forms (W-9, CIQ, Form 1295) - see link to County website:

<https://www.co.palo-pinto.tx.us/page/VendorRelated>

**Attachment C** — BID FORM

**(separate page)**

**Attachment C - BID FORM**

Contractor Name: (print) \_\_\_\_\_

Address/phone#: \_\_\_\_\_

Base Bid Amount:

\$ \_\_\_\_\_

Alternate #1 – if applicable (summary)

\$ \_\_\_\_\_

Alternate #2 – if applicable (summary)

\$ \_\_\_\_\_

Proposed Project Duration:

\_\_\_\_\_ Calendar Days

Authorized Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_