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RFP EVALUATION REPORT

RFP # 21-22 ROOF: Mesa Elementary

The MCSD Business Office issued a Request for Proposal (RFP) # **21-22 ROOF: Mesa Elementary**. A total of **5** responses were received by the evaluating committee.

Background Information - Scope of Work

The District seeks **Partial Roof Replacement at Mesa Elementary** as requested by the Superintendent/designee and/or the Board of Education. The offeror will be expected to provide services, including, but not limited to the following areas:

1. Remove existing roof system(s) down to the decking, see areas identified on Addendum A, totaling approx. 34,338 sq. ft.
2. Dispose of existing system(s) – confirmed to be non-asbestos
3. Provide new, fully adhered, white 60 mil TPO roof system
4. Provide new curbs, cones, flashings, ISO for proper drainage, deck cover/roof board, and R-38 insulation to meet necessary code requirements
5. Contractor to secure permit thru the State of CO prior to start of work. Contractor will be responsible for scheduling all inspections
6. Adhere to manufacturer's specifications for all phases of installation
7. Manufacturer's 20 year warranty required

Summary of Evaluation Committee

The Evaluation Committee included representation from the Business Office, the Maintenance Department and the Safety Department. The Business Office also serviced as the advisor to the RFP Process and the evaluation Committee. Evaluation criteria were developed prior to the RFP distribution date. The attached Evaluation Point Table summarizes all criteria used in scoring the proposals.

The proposals were advertised on the Cortez Journal and District webpage. Proposals were due on October 11th, 12:00 PM (local time) to the Business Office.

We had **1** proposal come in after the deadline that was not included in the evaluation.

After initial evaluation of the 5 proposals, in accordance with Procurement Code guidelines and the RFP, all of the proposals was determined to be the most responsive to the RFP requirements.

Evaluation Committee used the following weighted point scale to allocate points to proposals.

Item	Evaluation Criteria	Weight of Item
1	Reliability of Service	20%
2	Quality of Product	20%
3	Pricing	30%
4	Past Performance/Prior Experience	10%
5	Presentation of Proposal	20%
Total Points/Weighted Score		100%

The results of the Evaluation Committee are summarized, by ranking and scores below. Scores are ranked from 0.00 – 5.00. The highest score is the recommended proposal.

CRITERIA SCORES	WEIGHT	Topline	SunWest	TL Roofing	CRW	DC
		WEIGHTED SCORE	WEIGHTED SCORE	WEIGHTED SCORE	WEIGHTED SCORE	WEIGHTED SCORE
1. Reliability of Service	20%	87%	87%	93%	73%	93%
2. Quality of Product	20%	87%	73%	82%	72%	60%
3. Pricing	30%	120%	90%	150%	30%	40%
4. Past Performance/Prior Experience	10%	43%	32%	37%	47%	90%
5. Presentation of Proposal	20%	65%	83%	76%	78%	83%
Total Score	100%	4.02	3.65	4.38	3.00	3.66

Based on the result of the scores the Evaluation Committee it is recommended to award the Contract to **TL Roofing**.

The recommendation was presented to the Montezuma-Cortez School Board on October 19th, 2021 at which time the Board accepted and approved the Award to be made to TL Roofing. An award letter will be sent to TL Roofing on October 20th, 2021.

Evaluation report prepared by:

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