



**April 25, 2025**

**ADDENDUM NO. 1  
HVAC SYSTEM UPGRADE-FLORENCE RECREATION CENTER  
BID NO. 2025-016**

Bidders are directed to revise and incorporate into their bid the following change(s) in bid specifications:

**Revisions/Clarifications:**

- Updated Selection Criteria & Scoring Matrix Sheet attached. Replace pages 28-29.

If you should have any other questions, do not hesitate to contact the Purchasing Office at 972-216-6201, or email [purchasing@cityofmesquite.com](mailto:purchasing@cityofmesquite.com).

*Ryan Williams*

Ryan Williams  
Manager of Purchasing

**ACCEPTANCE:**

We, the undersigned, do hereby acknowledge receipt of this **Addendum No. 1 to Bid No. 2025-016; HVAC System Upgrade-Florence Recreation Center** and agree to the instructions herein written.

\_\_\_\_\_  
Company Name

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

\_\_\_\_\_  
Date

## CITY OF MESQUITE PROPOSAL INFORMATION

### SELECTION CRITERIA

The RFP shall be awarded to the best-quoted proposal. The Evaluation Committee will be comprised of individuals from the City of Mesquite. The proposals will be evaluated on the factors outlined below which shall be applied to all eligible, responsive proposals in selecting the successful offeror. Award of a contract may be made without discussion with proposers after responses are received. Proposals should, therefore, be submitted on the most favorable terms. The successful proposer shall be selected by the committee on the basis of demonstrated competence and qualifications under the following criteria:

Pricing	30 points
Bidder proposed schedule and completion date	20 points
Firm quality as shown through list of references	20 points
Qualifications and Experience	25 points
Attendance of Pre-Proposal Conference	5 points

Each proposer is responsible for submitting all relevant, factual and correct information with their proposal. The Evaluation Committee will assign a ranking score to each proposer based on the available data. If additional sheets are attached to the RFP specification package, the proposer shall clearly cross-reference the appropriate location in the solicitation (i.e., page number, paragraph, subject, etc.).

Proposers or their authorized representatives are expected to fully inform themselves as to the general terms and conditions, requirements, and specification of this proposal before submitting proposals. Failure to do so will be at the proposer's own risk.

If it is necessary to conduct interviews, the City of Mesquite will choose the number of proposers to be interviewed and schedule them accordingly. Those selected will make in-person presentations to City staff members. The proposers may be asked to submit a "best and final offer," updating any changes made to the original proposal, including price.

Negotiations may be conducted with responsible proposers who submit proposals determined to be susceptible of being selected for award. **All proposers will be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals.** Revisions to proposals may be permitted after submission and before award for the purpose of obtaining best and final offers.

## CITY OF MESQUITE SCORING MATRIX

<b>REQUEST FOR PROPOSAL 2025-016: SCORING MATRIX</b> <b>HVAC SYSTEM UPGRADE-FLORENCE RECREATION CENTER</b>					
<b>Proposer:</b> _____					
<b>Evaluator:</b> _____					
<b>Date:</b> _____					
	<u><b>POINTS</b></u>		<u><b>WEIGHT</b></u>		<u><b>SCORE</b></u>
<b><u>1. CONTRACT PRICE (Base Bid)</u></b>	<b><u>30</u></b>	<b><u>X</u></b>	<b><u>1</u></b>	<b><u>=</u></b>	
<i>The bidder with the lowest bid price will receive the maximum number of points, which is 15 points. The bidder with the next lowest price will receive a point score that is based on dividing their price into the lowest bid price and multiplying the resulting percentage by the total points; example using \$100,000 as the low bid and \$110,000 as second low bid: calculated as follows: \$100,000/\$110,000 X 30.</i>					
<b><u>2. BIDDER'S PROPOSED IMPLEMENTATION SCHEDULE AND COMPLETION DATE</u></b>	<b><u>20</u></b>	<b><u>X</u></b>	<b><u>1</u></b>	<b><u>=</u></b>	
<i>Bidder shall provide calendar days required to complete the Scope of Work (which includes mobilization, fabrication, duration of different steps, on site work, and punch list completion period.)</i>					
<b><u>3. FIRM QUALITY AS SHOWN THROUGH LIST OF REFERENCES</u></b>	<b><u>20</u></b>	<b><u>X</u></b>	<b><u>1</u></b>	<b><u>=</u></b>	
<i>Bidder should provide information regarding their experience with similar projects and magnitude. Three references shall be provided that the City can contact regarding the Vendor's performance and quality of work .</i>					
<b><u>4. BIDDER'S QUALIFICATIONS AND EXPERIENCE</u></b>	<b><u>25</u></b>	<b><u>X</u></b>	<b><u>1</u></b>	<b><u>=</u></b>	
<i>Bidder shall provide information regarding their qualifications (ie; length of operations, type of business, range of projects)</i>					
<b><u>5. ATTENDANCE OF PRE- PROPOSAL CONFERENCE</u></b>	<b><u>5</u></b>	<b><u>X</u></b>	<b><u>1</u></b>	<b><u>=</u></b>	

**TOTAL POSSIBLE SCORE = 100** \_\_\_\_\_