



Vision Statement

A San Antonio Community attracting local, national and international investment to achieve world-class opportunities that transform the campus, surrounding neighborhoods and the region, while respecting our rich and vibrant history.

Mission Statement

Our mission is to promote and develop a vibrant, sustainable community that serves as a catalyst for progressive economic development and regional prosperity.

Brand Statement

Brooks is a dynamic San Antonio community, rich in history and strategically located where you can Live, Work, Learn & Play.

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INVITATION FOR BID (IFB)

FOR THE

HVAC UPGRADE AT BUILDING 1106

I. GENERAL INFORMATION

Brooks Development Authority (Brooks) is a Defense Base Development Authority and political subdivision of the state of Texas, formed under Chapter 379B of the Local Government Code of the state of Texas. Brooks oversees the development of land at Brooks City Base and is located in Bexar County, Texas within the current boundaries of the City of San Antonio. Total property owned by Brooks includes approximately 1,200 acres. The Brooks' mission is to promote and develop a vibrant, sustainable community that serves as a catalyst for progressive economic development and regional prosperity.

Brooks is releasing this Invitation for Bid (IFB) to solicit responses from a qualified contractor to provide the HVAC upgrades at Building 1106 in accordance with the scope of work.

II. SCOPE OF SERVICES

Contractor shall provide all labor, materials, equipment and supervision necessary for the HVAC upgrade at Building 1106 to include, but not be limited to:

- Replacement of existing chiller with new 35 ton air cooled Trane chiller.
- Replacement of chilled water pump, hot water pump, expansion tank, air separator, chemical pot feeder, piping, and associated insulation.
- Install new standalone controls and three-way change over mixing valves. Reattachment of chiller and pumps to new standalone controls.
- Reattachment to existing electrical, upgraded to meet existing state and local codes as necessary. Pricing to include test and balance on chill water and hot water loop at mechanical room.
- Clean and inspect hot water boiler.
- Removal and replacement of five existing fan coil units.
- Fan coils to be sized according to current standard load conditions.
- Reattachment to existing branch piping, drains, and standalone controls.
- Pricing includes labor and materials to install fan coil units reattaching to existing duct work.
- Reinsulate chilled water, hot water and condensate piping disturbed during installation.
- Pricing includes Test and Balance of fan coil units.
- After installation of new chiller and fan coil units, demo existing mini split cassettes and condensing units.
- All work to be completed according to city, state and local codes.
- Clean area of trash and debris.
- Existing equipment and materials to be disposed of properly.
- Pricing includes expedited schedule of project.

Qualified individuals and/or firms are requested to submit the following:

Respondent Name: Business name, DBA (if applicable) and principal contact person, including office location, address, telephone number, fax number and e-mail address.

Qualifications and Experience:

Qualifications and experience are required to be sufficient to demonstrate experience with similar projects.

Price:

Submit a price quote that breaks down total cost. Please note, contractor must hold the bid for 90 days or until approved by the Brooks Board of Directors.

III. SCHEDULE

The proposal phase schedule is as follows:

Task	Date and Time
Release IFB	November 14, 2016
*Mandatory Pre-Proposal Meeting	November 29, 2016 at 10:00 AM
**All Questions/Alternates Due	December 2, 2016 at 10:00 AM
Post Questions/Answers	December 6, 2016 at 4:00 PM
Proposals Due	December 12, 2016 at 2:00 PM

*The Mandatory Pre-Proposal Meeting will be held at the Brooks Main Office (3201 Sidney Brooks, San Antonio, TX 78235).

**All inquiries shall be submitted in writing to Lucynda Massey at facsimile (210) 678-3338 or by email to lucynda.massey@brookscity-base.com.

IV. SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY (SBEDA)

1. It is the policy of the Brooks to encourage involvement of qualified Small, Woman, Minority-Owned Business Enterprises (SWMBE) and Local Business Enterprises in soliciting and awarding competitive contracts in accordance with the specific goals adopted by the Brooks Board of Directors.

Brooks has established the following overall contracting goals:

- a. **SBE (Small Business Enterprise) 50%**
- b. **MBE (Minority Owned Business) 31%**
- c. **WBE (Women-Owned Business) 10%**
- d. **AABE (African-American Owned Business) 2.2%**

2. Identify all solicited contracting areas, actual or anticipated. (Use additional sheets as needed).

COMPANY NAME & TRADE AREA	EST. PERCENTAG E/DOLLAR AMOUNT	DBE (Y/N)	SCTRCA M/WBE CERTIFICATION NUMBER

Please note: Only companies certified by the South Central Texas Regional Certification Agency (SCTRCA) can be counted towards the contracting goals. If not certified, please call the SCTRCA at (210) 227-4722, or Lucynda Massey at 210-678-3322. Proof of certification must be submitted utilizing, in part or in whole, a SWMBE firm.

V. PROCEDURES FOR SUBMISSION

1. Respondent must submit one original hard copy of the proposal in a sealed envelope. The original set of documents must be signed by a person with the ability to bind the Respondent to a legal document. The proposal must be submitted in a sealed envelope prior to 2:00 pm on December 12, 2016, **(SUBMISSIONS WILL NOT BE ACCEPTED AFTER THIS DEADLINE. SUBMISSIONS TRANSMITTED BY FAX OR EMAIL WILL NOT BE ACCEPTED)**, marked on the outside as follows:

Brooks Proposal #11142016-001
 Attn: Procurement & SBEDA Manager
 3201 Sidney Brooks
 San Antonio, Texas 78235

2. Brooks reserves the right to reject any or all Proposals and reserves the right to issue a subsequent IFB or cancel the entire IFB process. Brooks reserves the right to contact any Respondent for clarification after responses are opened and/or to further negotiate with any Respondent if such clarification is deemed desirable by Brooks. Brooks reserves the right to evaluate the responses submitted, to waive any informalities and irregularities therein, or to reject any or all submittals should it be deemed in Brooks' best interest. Brooks reserves the right to negotiate with any, all or none of the Respondents.

IX. POST AWARD

Upon award of a contract, the awarded respondent must complete and agree to the terms of the following documents:

1. Contractor's Vendor Profile
2. Confidentiality Statement
3. Insurance and Bonding Requirements
4. Good Faith Effort Plan
5. Debarment and Suspension Certification
6. Ethics Ordinance Required Disclosure
7. Conflict of Interest
8. Indemnification Requirements
9. Certificate of Interested Parties