

# BOARD OF TRUSTEES AGENDA

<input type="checkbox"/>	Workshop	<input checked="" type="checkbox"/>	Regular	<input type="checkbox"/>	Special
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- (A)  Report Only  Recognition

Presenter(s):

Briefly describe the subject of the report or recognition presentation.

- (B)  Action Item
- Presenter(s): SAMUEL MIJARES, SUPERINTENDENT OF SCHOOLS  
ISMAEL MIJARES, DEPUTY SUPT. FOR BUSINESS AND FINANCE  
ROLANDO SALINAS, DEPUTY SUPT. FOR DISTRICT OPERATIONS  
LUIS VELEZ, PURCHASING DIRECTOR  
PEDRO FELAN, FACILITIES AND MAINTENANCE DIRECTOR  
DAVIS POWELL, ARCHITECT OF RECORD

Briefly describe the action required.

CONSIDER AND TAKE APPROPRIATE ACTION ON THE REQUEST TO APPROVE THE PROCUREMENT METHOD OF COMPETITIVE SEALED PROPOSALS AND THE RANKING CRITERIA FOR MEMORIAL JUNIOR HIGH HVAC UPGRADE IN ACCORDANCE WITH BOARD POLICY CV, CVB, AND STATE GUIDELINES.

- (C) Funding source: Identify the source of funds if any are required.

BUDGETED FUNDS

- (D) Clarification: Explain any question or issues that might be raised regarding this item.

SEE ATTACHED MEMORANDUM



## MEMORANDUM

**To:** Mr. Ismael Mijares, Deputy Superintendent for Business and Finance

**From:** Mr. Luis Vélez, Purchasing Director

**Date:** Wednesday, December 4, 2024

**Subject:** **Approval of Procurement Process and Ranking Criteria**

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In accordance with Board Policy CV, CVB, and state guidelines, attached for your review is the agenda item that requires the approval of the school board prior to commencing the competitive procurement process of competitive sealed proposal for contracting the service for Memorial Junior High HVAC Upgrade. Also attached is the ranking criteria and information corresponding to this proposal.

Please contact me at the Purchasing Department should you need any further information regarding this matter.

## PROPOSAL RANKING CRITERIA

**Project:** Eagle Pass Independent School District  
Memorial Junior High HVAC Upgrade

**General:**

The **Eagle Pass Independent School District** has set forth the following persons as an evaluation committee for ranking the prospective contractors for the Eagle Pass I.S.D. for the above mentioned project.

**Ranking Committee:**

Mr. Samuel Mijares, Superintendent of Schools  
Mr. Ismael Mijares, Deputy Superintendent for Business and Finance  
Mr. Rolando Salinas, Deputy Superintendent for District Operations  
Mr. Pedro Felan, Facilities and Maintenance Director  
Mr. Luis Velez, Purchasing Director  
Mr. Kenneth Dirksen, Engineer of Record

The committee will evaluate, rank, and publish the results based on the ranking criteria and the assigned appropriate weight as listed below. The committee will then begin to negotiate with the highest ranking proposal submitted. If a negotiated contract cannot be reached, and after the appropriate notification has been made, the committee will then move to the next highest ranking proposal submitted. This process will continue until a satisfactory contract has been negotiated or all proposals are rejected. In the event of a tie in the rankings the **Eagle Pass Independent School District** shall break the tie based upon the determination of which proposal will provide the best value. Furthermore, subjective judgment is implicit in the criteria selection process. The selection process shall permit placing technical considerations above total price. Therefore, the **Eagle Pass Independent School District** reserves the right, once the proposals have been ranked, to award to other than the lowest proposed price.

This contract shall be presented to the **Eagle Pass Independent School District Board of Trustees** by the evaluation committee for approval. The **Eagle Pass Independent School District Board of Trustees** retains the right to award or reject all bids in their entirety.

**Ranking Criteria: (100 points maximum)**

The **Eagle Pass Independent School District** retains the right to apply all criteria allowed including the following other relevant factors that a private business entity would consider:

1. **Price:** 50 points maximum  
Identify the lowest cost proposal. Divide the other proposals into the lowest proposal. Take the percentage the lowest proposal is to each of the other proposals and multiply that percentage by the maximum number of points available in the criteria. All awarded points shall be rounded to the nearest point.
  
2. **Construction experience:** 30 points maximum

Projects of similar size and value:	7 points
Reputation of the Contractor/Quality of Work:	7 points
Conformance to Schedule:	5 points
Contractor's Past Relationship with EPISD/Warranty Performance:	5 points
Use of Local Labor (To the extent it enhances Quality/Timeliness of Project):	6 points
  
3. **Financial Strength:** 15 points maximum

Letter of Reference from Bank:	2.5 points
Letter(s) of Reference from three (3) Suppliers:	2.5 points
Quality of Performance/Payment Bond, Bond Capacity, & Bond Company Rating:	5 points
Proof of Insurance (Worker's Compensation history, Bankruptcy Proceedings, Lawsuits, Judgments, Liens, etc.):	5 points
  
4. **Schedule:** 5 points maximum  
Identify the least number of days to complete the project. Divide the other proposed schedules into the least number of days to complete the project. Take the percentage the least number of days is to each of the other proposals and multiply that percentage by the maximum number of points available for the criteria. All awarded points shall be rounded to the nearest point.