



**MARLIN INDEPENDENT SCHOOL DISTRICT**  
**PURCHASING DEPARTMENT**  
678 Success Drive #B Marlin, Texas 76661  
(254) 883-6612

March 10, 2025

**Competitive Sealed Proposals**

The Marlin Independent School District is now accepting sealed proposals for the following:

Maintenance Job Order Contract Vendor Pool **CSP #2025-02**

Maintenance Job Order Contract Vendor Pool **CSP #2025-02**- sealed proposals will be received by the Marlin Independent School District in the Purchasing Department, currently located at Marlin Independent School District (ISD) Central Office, 678 Success Drive #B Marlin, Texas 76661, in accordance with the CSP.

**CSP's will be received until 2:00 p.m. on March 18, 2025. Proposals shall be addressed to Jesse Bustamante, Chief Operating Officer, Marlin ISD 678 Success Drive #B Marlin, Texas 76661**

**All responses must be annotated with the following:**  
**Maintenance Job Order Contract Vendor Pool- CSP #2025-02**

As part of our ongoing operations, we frequently require a variety of construction, renovation, and repair services. We aim to establish a partnership with a pool of reliable vendors who can efficiently and effectively meet our project needs within predetermined budget limits.

### **Scope of Work**

The selected vendor will be responsible for performing a wide range of services, including but not limited to renovation, remodeling, repair, construction, grounds, and maintenance. The vendor should demonstrate expertise in their field and possess the necessary resources to complete the work to our satisfaction.

### **Proposal Submission**

Interested vendors are required to submit a sealed proposal containing the following information:

1. Cover Letter: Provide an introduction to your company, its background, and a summary of relevant experience in JOC or similar projects.
2. Technical Proposal: Detail your approach to JOC projects, including project management methodologies, quality control processes, and subcontractor management strategies.
3. Past Performance: Provide references or case studies highlighting previous JOC projects completed, including project scope, budget, and client satisfaction.
4. Staffing and Qualifications: Describe the qualifications and experience of your team members who will be assigned to our projects. Include any relevant certifications or licenses held by your personnel.
5. Cost Proposal: Submit a comprehensive pricing structure for the services offered under the JOC. It should clearly outline your pricing methodology, unit costs, and any applicable overhead or profit margins.
6. Vendor Form Attachments: Please visit our Business and Finance page at [www.marlinisd.org](http://www.marlinisd.org) for our vendor form attachments to include with your submission.

### **Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

1. Demonstrated expertise and experience in executing JOC or similar projects.
2. Technical approach and project management methodologies.
3. Past performance and client references.
4. Qualification and experience of personnel assigned to the projects.
5. Cost-effectiveness and competitiveness of the pricing structure.

## Selection Process

Criteria	Weighting	Description
Experience	20%	Evaluate the vendor's demonstrated expertise and experience in executing Job Order Contracts (JOC) or similar projects. Consider the depth and breadth of their portfolio, successful completion of similar projects, and relevant industry experience.
Technical Approach	20%	Assess the vendor's technical approach and project management methodologies. Evaluate their proposed strategies for effective project execution, quality control, subcontractor management, and adherence to project timelines.
Past Performance	15%	Review references and case studies provided by the vendor to assess their past performance in JOC projects. Consider the scope, budget management, client satisfaction, and ability to handle unforeseen challenges.
Staffing and Qualifications	15%	Evaluate the qualifications and experience of the vendor's team members who will be assigned to the projects. Consider their relevant expertise, certifications, licenses, and capacity to handle the required tasks effectively.
Cost-effectiveness	30%	Assess the vendor's cost proposal and pricing structure. Evaluate the competitiveness of their pricing methodology, unit costs, overhead, and profit margins in relation to the value provided. Consider the overall cost-effectiveness of the proposal.

Upon evaluation of the submitted proposals, shortlisted vendors may be invited for interviews or presentations. The final selection will be made based on the overall proposal quality, vendor qualifications, and the best value offered.

**RIGHT TO AMEND, WITHDRAW OR EVALUATION CSP**

Please note that this request for proposal does not commit Marlin ISD to award a contract or pay any costs incurred in the preparation of proposals. All costs associated with the proposal preparation and submission are the sole responsibility of the vendors.

The District reserves the right to alter, amend, or modify any provisions of this CSP, or to withdraw this CSP, at any time prior to the award of the contract pursuant hereto, if it is in the best interest of the District to do so.