



# PRE-QUOTATION MEETING AGENDA

**Project:** Rock House – Window Replacement, Exterior Door Replacement, and Exterior Painting

**Project Location:** 315 East Bridge Street, Granbury, TX 76048

**Meeting Type:** Pre-Quotation Meeting / Site Walk-Through

**Date:** August 19, 2026

**Time:** 9:00 AM

**Location:** Rock House, 315 East Bridge Street, Granbury, TX 76048

## 1. Welcome and Introductions

- City of Granbury staff introductions.
- Contractor/vendor introductions.
- Identification of the City's project and procurement contact.

## 2. Project Overview

- Review of the Rock House Building Repairs project.
- General discussion of the project objectives and expected finished condition.
- Review of the overall Scope of Work.

## 3. Scope of Work Review

The City will review the major components of the project, including:

- Replacement of three (3) exterior wood doors and frames with commercial-grade hollow metal doors.
- Replacement of seventeen (17) existing windows with vinyl single-hung, double-pane insulated windows.
- Preparation and painting of exterior eaves and soffits.
- Identification and replacement of rotten, deteriorated, or damaged wood as necessary.
- Required cleanup, disposal, protection of existing improvements, and restoration of areas affected by the work.

## 4. Site Walk-Through

Contractors will have an opportunity to inspect the existing conditions at the Rock House, including:

- Existing doors and frames.
- Existing windows and openings.



- Exterior eaves and soffits.
- Areas of visible wood deterioration.
- Site access and staging areas.
- Landscaping, sidewalks, and other adjacent improvements.
- Other conditions that may affect the Contractor's work or pricing.

Contractors are responsible for verifying field conditions and dimensions prior to submitting their quotations.

## 5. Pricing and Quote Requirements

The City will review the requirement for contractors to submit **itemized pricing**, including:

- Exterior door replacement.
- Window replacement.
- Exterior painting.
- Rotten/deteriorated wood replacement.
- Any other applicable work, materials, or incidental costs.
- Total project price.
- Alternates or exclusions, if applicable.

Contractors shall use their own company quote form and complete all forms provided by the City.

## 6. Cooperative Purchasing Contracts

Contractors that are awarded through an applicable cooperative purchasing program are encouraged to provide pricing through that contract.

Examples include, but are not limited to:

- BuyBoard
- TIPS
- Sourcewell
- 791 Cooperative Purchasing Program
- Other applicable cooperative purchasing contracts

Contractors should provide the cooperative purchasing program name, contract number, applicable pricing, and contract expiration date, if applicable.

## 7. Bonds and Insurance

The City will review the project requirements for:



- 100% Payment Bond.
- 100% Maintenance Bond for one (1) year following final acceptance.
- Required insurance coverage and certificates of insurance.

Contractors should include the cost of all required bonds in their quotation.

## 8. Project Schedule

Contractors shall provide:

- Estimated start date.
- Estimated completion date.
- Number of calendar days required to complete the project after Notice to Proceed.

The selected Contractor will be required to coordinate the project schedule with City staff.

## 9. Submission Requirements

Contractors may submit their quotation through either:

### **OpenGov Procurement Portal**

Upload the completed quotation, required forms, and supporting documentation through OpenGov.

### **Email**

Submit to [purchasing@granbury.org](mailto:purchasing@granbury.org).

Email submissions shall use the subject line:

### **RFQ – Building Repairs**

Contractors are responsible for ensuring that all required documents are received by the City prior to the submission deadline.

## 10. Questions and Clarifications

- Contractors may ask questions regarding the project and Scope of Work.
- Questions and responses will be handled in accordance with the RFQ requirements.
- Contractors should not rely on verbal statements made during the site visit unless formally incorporated into the solicitation by the City.

## 11. Final Reminders



Before submitting a quotation, contractors should:

- Verify all field dimensions and existing conditions.
- Review the entire Scope of Work.
- Submit itemized pricing.
- Identify any exclusions or alternates.
- Provide product information and warranties.
- Identify any applicable cooperative purchasing contract.
- Complete and submit all required forms.
- Include all required bond and insurance costs.
- Submit the quotation before the stated deadline.

## **12. Adjournment / Site Walk-Through**

The formal meeting will conclude, followed by an opportunity for contractors to conduct a final site inspection and ask questions regarding existing conditions.

### **City of Granbury – Purchasing Department**

401 N. Park Street

Granbury, TX 76048

[purchasing@granbury.org](mailto:purchasing@granbury.org)