



Hill Country Community Action Association, Inc.

Ashley Johnson, Chief Executive Officer

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Case Management, Energy Assistance, Weatherization, Aging Services, Senior Nutrition, RSVP, Head Start

FORMAL NOTICE of REQUEST for PROPOSAL

Effective, **February 4, 2025** Hill Country Community Action Association, Inc. (HCCAA, Inc.) will be soliciting proposals from qualified service contractors eligible to work in the State of Texas for the following subcontracts on behalf of HCCAA, Inc., agency facilities and the Weatherization and Comprehensive Energy Assistance Program grants awarded through the Texas Department of Housing and Community Affairs (TDHCA):

1. Mechanical Contractor to repair, install, and provide units for air conditioning and heating measures as well as any other mechanical measures as outlined in the proposal packet.
2. Construction Contractor to provide materials and install energy efficiency measures as well as any other construction measures as outline in the proposal packet

The areas covered will include the following counties:

Bell, Burnet, Coryell, Erath, Hamilton, Lampasas, Llano, Mason, Milam, Mills, San Saba, Somervell, and Williamson.

Competitive Proposal

Instruction packets can be obtained by contacting HCCAA, Inc., P.O. Box 846, San Saba, Texas 76877 or calling (325) 372-5167 ext. 271, 246, 228, 234 or picked up at our Central Office located at 2905 West Wallace, San Saba, Texas.

Pre-Bid Conference

A Pre-Bid Conference will be held on **Monday, March 3, 2025, from 2-5 p.m.** at the HCCAA, Inc. Central Office located at 2905 West Wallace, San Saba, Texas to answer questions from potential bidders.

Deadline

The completed proposal must be received at our Central Office **no later than 10:30 a.m. on Monday, March 17, 2025.** Bids will be publicly opened at **10:30 a.m. on Monday, March 17, 2025,** at our Central Office located at 2905 W. Wallace, San Saba. Only complete packets will be eligible to compete. Subcontract will **not** be awarded at opening. The final selection process will be a competitive proposal based on price and other written selection criteria. Bids will be awarded on **Friday, March 21, 2025.** The new contract term will begin **Tuesday, April 1, 2025.**

Hill Country Community Action Association, Inc. reserves the right to refuse any or all bids, to cancel this solicitation at any time prior to contract award, and to negotiate cost with any and all individuals or contractors who submit proposals. The initial contract will be for one year with an option to renew for an additional four years if the original bid process has a competitive proposal process.

Hill Country Community Action Association, Inc. is an equal opportunity employer and does not discriminate against any vendor because of race, color, religion, sex, national origin, age, disability, political affiliation, or belief.

**Dedicated to providing opportunities and resources to improve the lives of
low-income children and families and the elderly in Central Texas**

A United Way Agency

