



CITY OF ALPINE, TEXAS
REQUEST FOR PROPOSAL
FOR
TRACTOR AND EQUIPMENT

RFP # 2017-3

**PUBLISHED DATE: June 8, 2017 &
June 15, 2017**
RESPONSE DUE DATE: June 26, 2017
BID OPEN DATE: June 29, 2017

Interested vendors must submit a **RESPONSE PACKAGE** of one (1) original and six (6) copies, to Kalea Cotton, City Secretary, City of Alpine, City Hall, 100 North 13th, Alpine, Texas 79830 by no later than 4:00 p.m. (CST), June 26, 2017.

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Advertisement for Request for Proposals

The City of Alpine is accepting Requests for Proposals for Tractor and Equipment

The complete Request for Proposal document package is available at the City's website at: www.cityofalpine.com within the home page.

One (1) original and six (6) copies of the proposal must be submitted by June 26, 2017 at 4:00 p.m. (CST). The proposals, marked "original" and "copy", must be submitted in a sealed envelope with the following information marked plainly on the front:

City of Alpine
Attn: Kalea Cotton
City Secretary
100 North 13th
Alpine, Texas 79830

Bid # 2017-3 Tractor and Equipment

No oral explanation in regard to the meaning of the specifications will be made and no oral instructions will be given before the award of the contract. Request from interested vendors for additional information or interpretation of the information included in the specifications should be directed in writing to:

Megan Antrim – Assistant City
Manager/ Director of Finance
Email: -
director.finance@ci.alpine.tx.us

The deadline for receipt of written questions shall be 12:00 PM (Noon) CST, Friday, June 16, 2017.

A written response will be provided by 12:00 PM (Noon) CST, June 21, 2017.

The City of Alpine reserves the right to reject in part or in whole all proposals submitted, and to waive any technicalities for the best interest of the City of Alpine.

Request for Proposals Acknowledgement and Anti-Collusion Certification

The undersigned certifies that: (i) he/she is duly authorized to submit and execute this proposal and (ii) the vendor and its principles, shareholders, members, partners, employees and/or agents have not and will not attempt to lobby (directly or indirectly) the Alpine City Council or any employees or agents of the City with regard to this proposal.

The undersigned further certifies that the enclosed proposal is submitted in accordance with all instructions, specifications, definitions, conditions contained herein and that the undersigned is aware that failing to submit a conforming proposal may result in partial or full rejection of the proposal.

Company Name

Authorized Signature

Date

Print or Type Signatory Name

Address

Position / Title

City / State

Zip Code

Phone Number

Fax Number

E-Mail

Web Page

Section 1 – Instructions for Submission of Proposal

Section 1.1 General Conditions

In submitting this proposal, the Bidder understand and agrees to be bound by the following terms and conditions. These terms and conditions shall become a part of the purchase order or contract and will consist of the invitation to bid, specifications, the responsive bid and the contract with attachments, together with any additional documents identified in the contract and any written change orders approved and signed by a city official with authority to do so. All shall have equal weight and be deemed a part of the entire contract. If there is a conflict between contract documents, the provision more favorable to the City shall prevail.

Section 1.2 Bid Time

It shall be the responsibility of each Bidder to ensure his/her proposal is turned in to the City of Alpine on or before June 26, 2017 at 4:00 p.m. (CST). Proposals received after the time stated above will be considered ineligible and returned unopened.

All attached proposal documents are to be returned completely filled out, totaled and signed. Envelopes containing proposals must be **sealed**.

Section 1.3 Late Submission

The City will not receive/accept any late proposal submissions after the due date and time.

Section 1.4 Preparation of Offers

Proposal forms should be typed, printed or written in ink. Proposals written in pencil will not be considered for an award.

Section 1.5 Withdrawing Bids/Proposals/Quotes

Proposals may be withdrawn any time prior to the official opening; request for non-consideration of proposals must be made in writing to the City Secretary and received prior to the time set for opening proposals. The bidder warrants and guarantees that his/her proposal has been carefully reviewed and checked and that it is in all things true and accurate and free of mistakes.

Section 1.6 Irregular Bids/Proposals/ Quotes

Bids will be considered irregular if they show any omissions, alterations of form, additions, or conditions not called for, unauthorized alternate bids, or irregularities of any kind. However, the City of Alpine reserves the right to waive any irregularities and make the award in the best interest of the City.

Section 1.7 Addenda to Solicitation

If necessary, the City may modify this solicitation by formal written addendum, which is posted within the City's website. Respondents shall acknowledge by completing addendum form provided by the City. The addendum form should be signed and returned as part of the proposal response. Failure to do so may cause the proposal to be ineligible for consideration for contract award. No oral or informal addendum to this solicitation shall be binding on the City.

Section 1.8 Rejection/Disqualification

The City reserves the right to accept or reject any or all statement of qualifications or any part thereof, to waive all technicalities, and to accept the offer or offers that are determined to provide the best benefit to the City. A failure to provide any requested information may result in rejection of a statement of qualifications, in whole or in part, at the City's sole discretion. However, the City reserves the right to request additional or clarifying information from a Proposer after a statement of qualifications has been submitted. Such information may be used to further evaluate the Proposer's statement qualifications.

Section 1.9 Solicitation Costs

All costs incurred by the Proposer in the preparation, printing, demonstration or negotiation of its statement of qualifications shall be borne by the Proposer. This solicitation does not obligate or commit the City to pay any costs incurred in the preparation and submission of this request for proposals or to contract for the goods/services specified. Further, the City is not obligated to pay any costs incurred by any Proposer as a direct result of errors or omissions committed by the City employees or agents in the preparation of this solicitation and the processing of the Proposer's statement of qualifications. It is incumbent upon each Proposer submitting a proposal to verify the accuracy of the information herein contained based upon each Proposer's research and information, and to immediately advise the City of any discrepancies.

Section 1.10 Award of Bid

The bid award will be made within thirty (30) days after the opening of bids. No award will be made until after investigations are made as to the responsibilities of the best bidder.

The City of Alpine reserves the right to award bids whole or in part when deemed to be in the best interest of the City. Bidder shall state on bid form if their bid is "all or none", otherwise it shall be considered as agreeing to this section.

Information contained in submitted proposal documents are subject to the Texas Public Information Act and shall not be available for inspection until after the award has been made by City Council. Requests for this information must be submitted in writing to the City Secretary.

Section 1.11 Assignment

The successful bidder shall not assign his/her rights and duties under an award without the written consent of the City of Alpine City Manager. Such consent shall not relieve the assignor of liability in the event of default by his assignee.

Section 1.12 Substitutions/Exceptions

Exceptions/variations from the specifications may be acceptable provided such variations, in each instance, is noted and fully explained in writing and submitted with proposal. No substitutions or changes in the specifications shall be permitted after award of bid without prior written approval of the City Manager or their designee.

Section 1.13 Tax Exemption

Unless otherwise noted, the City is exempt from all, and shall not pay or reimburse the proposer with respect to any local, state, and federal taxes.

Section 1.14 References

A minimum of three (3) references, from similar governmental entities, organizations and/or entities that Proposer has provided with similar services. The Company name, contact and phone number must be included with each reference.

Section 1.15 Prohibition Against Personal Financial Interest in Contracts

No employee of the City of Alpine shall have a direct or indirect financial interest in any proposed or existing contract, purchase, work, sale or service to or by the City.

Section 1.16 Disclosure of Interest

Pursuant to Chapter 176 of the Texas Local Government Code, a person or agent of a person who contracts or seeks to contract for the sale or purchase of property, goods or services with the City of Alpine must file a completed conflict of interest questionnaire, Attachment A, of this request for proposals. This conflict of interest questionnaire must be filed in conjunction with the proposal submittal.

Section 1.17 Termination/Non Performance

Continuing non-performance of the vendor in terms of Specifications set forth in the contract documents shall be a basis for the termination of the contract by the City. The City of Alpine reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default of this contract. The City reserves the right to terminate the contract immediately in the event the successful bidder fails to 1) Meet delivery schedules or, 2) Otherwise not perform in accordance with the Specifications set forth in the contract documents. Breach of contract or default authorizes the City to award to another bidder, and/or purchase elsewhere and charge the full increase in cost and handling to the defaulting successful bidder.

Section 1.18 Attorney Fees

If either party retains an attorney to enforce the contract, the party prevailing in litigation as determined by a court of law is entitled to recover reasonable attorney's fees and court costs.

Section 1.19 Governing Law and Venue

The construction and validity of the contract shall be governed by the laws of the State of Texas. Venue for any legal action commenced hereunder shall be in a court of appropriate jurisdiction in Brewster County, Texas.

Section 1.20 Sovereign Immunity

Nothing in the Contract is intended to or shall have the effect of waiving any privileges or immunities afforded the City under Texas State Law including, but not limited to, sovereign immunity or official immunity and it is expressly agreed that the City retains such privileges.

Section 1.21 Representation of Proposer

By submitting its proposal, Proposer represents that:

- a) Proposer has read and understands this solicitation;
- b) Proposer's proposal is made in accordance with this solicitation;
- c) Proposer's proposal is based upon the information set forth in this solicitation.

Section 1.22 Equal Opportunity

The successful Proposer must agree to abide by regulations pertaining to Equal Employment set forth in all applicable local, state and federal regulations, to include not discriminating because of race, color, religion, sex, age, disability, or national origin.

Section 1.23 Evaluation Criteria

Proposals will be evaluated on the basis of their responses to all provisions of this RFP. The City may use some or all of the criteria below in its evaluation and comparison of proposals submitted. The criteria listed is not necessarily an all-inclusive list.

- | | |
|---|-----|
| • Compliance with RFP Requirements, per scope | 25% |
| • Experience and Qualifications | 25% |
| • Rebate/Discount Offered | 15% |
| • Total Cost | 35% |

Section 2 Scope of Work

The City of Alpine is seeking proposals for Tractor and Equipment. The requirements below are intended to give a general guideline or parameters for what the City will require. It is encouraged that proposers provide additional features and options that are available. The proposer's technical proposal presented should address the requirements below, as well as explain and/or describe additional features, options and benefits of the proposed solution.

Delivery Location/Designated Person: J Horry, Assistant City Manager, 100 North 13th, Alpine, Texas, 79830. Include cost of delivery of equipment in proposal. If delivery is not an option indicate "delivery not an option" within the bid.

Section 2.1 Background

The City of Alpine currently maintains 13 City Parks and several other properties. The terrain consists of mostly grass, with a few exceptions of where desert landscaping has been utilized. In addition the City also maintains all of its City Buildings and Airport.

Section 2.2 Equipment

The City of Alpine is requesting pricing on the following types of equipment: Proposal should include specifications for each item. Specifications should include, but not limited to, brand, drive options, if the item is refurbished or includes after - market parts, and any other information that may be helpful.

- 34 PTO hp Compact Utility Tractor
- 6 Ft. Standard Duty Core Aerator
- Post Hole Auger 18 in.
- Post Hole Auger 12 in.
- 6 Ft. Mini Mover
- Post Hole Digger
- Mid-Mount Side Discharge Mower
- 60 Gallon Sprayer 150" Boom
- Backhoe

Section 2.3 Fees

Proposer must describe in detail the nature and extent of all fees/costs for each item and include in your proposal. Each item must be listed separately in the proposal

Section 2.4 Customer Service

Proposal should include contact information on Customer Service availability.

Section 2.5 Additional Information Requested

- Proposer shall include, with their proposal, a detailed list of any/all charges that may be incurred by the City, which have not been covered in this RFP.

Section 3 Proposal Organization and Format

Section 3.1 Proposal Organization and Format

Proposal should be submitted on 8.5 by 11 – inch paper bound securely. Proposals must contain and be organized as shown below.

- Cover clearly displaying the title of the RFP
- Request for Proposals Acknowledgement and Anti-Collusion Certification
- List of Requested Equipment/ Specifications/ Costs
- References; Provide three (3) references from similar municipalities, organizations and/or entities that Proposer has provided with similar services.
- Business Owner Information Form
- Disclosure of Conflict of Interest Form CIQ

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BUSINESS OWNER INFORMATION FORM

OWNER STATUS (Check applicable boxes)

BUSINESS NAME: _____

<u>MALE/FEMALE</u>	<u>ETHNICITY</u>	<u>PHYSICAL CONDITION</u>	<u>ENTERPRISE SIZE</u>
<input type="checkbox"/> Male	<input type="checkbox"/> White	<input type="checkbox"/> Disabled	<input type="checkbox"/> Small Business
<input type="checkbox"/> Female	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Not Disabled	<input type="checkbox"/> Large Business
	<input type="checkbox"/> Asian Pacific		
	<input type="checkbox"/> Sub-Continent Asian		
	<input type="checkbox"/> Black/African American		<u>BUSINESS</u>
	<input type="checkbox"/> Native American		<u>STRUCTURE</u>
	<input type="checkbox"/> Other Ethnicity _____		<input type="checkbox"/> Sole Proprietor
			<input type="checkbox"/> Partnership
			<input type="checkbox"/> LLC
			<input type="checkbox"/> Public Corporation
			<input type="checkbox"/> Private Corporation
			<input type="checkbox"/> Non-Profit Organization

FEDERAL TAX ID #: _____

SUBCONTRACTORS

None. No subcontractor(s) will be used to complete this contract.

Yes. Name(s) of Subcontractor(s): _____

% of Total Contract

Address: _____

(Attach a list if additional space is necessary)

CERTIFICATION OF BUSINESS AS SMALL, MINORITY OR WOMAN OWNED ENTERPRISE (SMWBE)

The City will identify a Small, Minority, & Woman Owned Business Enterprise Program. Additional information may be required after receipt of offers and/or award of contract(s) to support and document the SMWBE certification. The City will accept certification from various agencies, [i.e. local (www.sctrca.org), State of Texas (www.tbpc.state.tx.us), Federal (www.sba.gov or www.va.gov/OSDBU), and the private sector (www.cstmbc.org or www.wbeatexas.org)]

Certifying Agency: _____ REG #: _____ Expiration Date: _____

SBE MBE WBE DBE 8(a) Veteran

Conflict of Interest Questionnaire

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor doing business with local governmental entity		
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	OFFICE USE ONLY Date Received	
1 Name of vendor who has a business relationship with local governmental entity.		
2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate)		
3 Name of local government officer about whom the information is being disclosed. <div style="text-align: center; margin-top: 10px;"> _____ Name of Officer </div>		
4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary. <div style="margin-top: 20px;"> <p>A Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>B Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> </div>		
5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.		
6 <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).		
7 <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%;"> _____ Signature of vendor doing business with the governmental entity </div> <div style="width: 35%;"> _____ Date </div> </div>		