



REQUEST FOR PROPOSAL

RFP# 2019-902

Pick Up Truck

Commissioner Precinct 1

Gregg County

Gregg County, Texas

DUE DATE: Tuesday, November 27, 2018

BY: 2:00PM

Gregg County Purchasing Office
101 East Methvin Street, Suite 205
Longview, Texas 75601

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This Table of Contents is intended as an aid to bidders and not as a comprehensive listing of the RFP package. Bidders are responsible for reading the entire RFP package and complying with all specifications.

RFP INSTRUCTIONS/REQUIREMENTS

- ❖ ***SUBMISSION OF PROPOSALS***: RFP submission document shall be sealed and **marked** RFP# 2019-902 Pick-Up Truck for Commissioner Precinct 1.

Gregg County Purchasing
Kelli Davis, CPPB, Purchasing Agent
101 East Methvin, St. 205
Longview, Texas 75601

- ❖ Questions concerning this RFP process shall be directed to Gregg County Purchasing Director by email to purchasing@co.gregg.tx.us; Kelli Davis. Failure to comply with this guideline could result in disqualification from the RFP process.
- ❖ **All RFP's must be sealed** when returned to Gregg County.
- ❖ The proposal must be signed and dated by a representative of the vendor's company who is authorized. It should be sealed, and received by Gregg County Purchasing Agent, 101 East Methvin, St. 205, Longview, TX, 75601 by the closing date and time specified. A facsimile transmission is **not** an acceptable response to this RFP.
- ❖ All questions/checklists/blanks must be included in your response on the forms provided.
- ❖ PROPOSALS WILL BE received and publicly acknowledged at the Gregg County Purchasing Department located at the address, date and time listed above. Vendors, their representatives and interested persons may be present. All submissions shall be open for public inspection except for trade secrets, financial information, and other confidential information contained in the proposal and identified as such by vendor.
- ❖ It is the respondent's sole responsibility to print and review all pages of the RFP document, attachments, questions and their answers, addenda and special notices. The RFP Signature Form, Certification of eligibility Forms must be signed and returned. Failure to provide signatures on these forms could render bid non-responsive.
- ❖ **Any proposal received after the date and/or hour set for RFP opening will not be accepted. Respondent will be notified and will advise Gregg County Purchasing as to the disposition by either pick up, return at Respondent's expense, or destroyed with written authorization of the respondent.** If your proposal is sent by mail to the Purchasing Department, the bidder shall be responsible for actual delivery of their proposal to the Purchasing Department before the advertised date and hour for opening of RFP. If mail is delayed either in the postal service or in the internal mail system of Gregg County beyond the date and hour set for the RFP opening, RFP thus delayed will not be considered and will be disposed of as authorized.

SPECIFICATIONS

Gregg County is requesting sealed proposals from qualified vendors to provide a Pick Up Truck as described below. Gregg County reserves the right to reject all proposals and to purchase from any State approved cooperative contract and/or inter-local agreement. Any contract must be approved by the Gregg County Commissioners Court.

1. Vehicle Type: 2018 Chevrolet 1500 Silverado Pick-up 4x4 or EQUAL

2. Specification Standards of Vehicle or Equal:

CK-15543-\$WD , Short crew body style or equal
L83-Engine: 5.3L, V-8, SIDI, Active fuel mgt
MYC-6 speed automatic
4 door Crew Cab
Black trim
White
Power windows and locks
Tailgate lock, remote controlled
Seats: 40/20/40 split front bench
Glass deep tinted
Keyless remote entry
Airbags – frontal, front seat side impact and head curtain
Floor covering: rubberized vinyl black
GVW rating 7200 LBS
A/C
Mirrors O/S, power, heated
Body: pick-up bed /box
Federal emissions
Locking differential, rear
Rear axle 3.42 ratio
Vinyl, jet black , dark interior trim
Radio 7” color screen blue tooth w USB port
Integrated trailer brake controller
Cruise control
Cooler, engine oil
Alternator 150 AMP
110 volt electrical receptacle in cab
Transmission cooling system
Convenience package
Chrome bumper package
All season blackwall tires

Wheels 17" Steel
Spare tire lock
High intensity discharge head lamps
Sirius XM Satellite radio
Onstar Communication system
Speaker system
Rear view camera system
Grille: Chrome Surround
Chrome Front Bumper
Recovery Hooks
License plate mounting hardware
Onstar 4 g LTE Wi-fi hotspot
Trailer package
Paint, solid
Rear vision camera
AM/FM/CD with blue tooth sync (for hands free cell phone operation)
Manufacturer Warranty

3. Delivery:

Delivery shall be made to Gregg County, Texas located at 101 East Methvin, Longview, Texas.

4. Trade-in of County Vehicle:

RUNNING 2006 Ford F150, black, Automatic, unleaded Gas
Vin# 1FTRX12W16NA75330
Engine: 4.6 liter
Cylinders: V8
Hydraulic Brakes
Tire size: P235-70R17
Working AC
Mileage- 67,583
Extended cab
Power windows/locks/mirrors
Chrome running boards

***CALL Precinct 1 Commissioner for more information on trade-in.
903-663-0400***

PROPOSAL PRICE SHEET

Please provide pricing in the format below. If there is a service that you do not provide or an item that you do not carry, please mark N/A in the space provided.

Company Name: _____

Vendor Representative: _____

Phone: _____ **Email:** _____

Vehicle Pricing:

Make: _____ **Model:** _____

Unit Price \$ _____

Delivery \$ _____

Trade-in price \$ _____

Total \$ _____

Expected Delivery Date: _____

Service Department Hours and Location:

Warranty Information:

Does the vendor agree to provide a manufacturer warranty If your company's warranty exceeds the minimum warranty requirements, please describe.

PLEASE INCLUDE ANY VEHICLE INFORMATION SUCH AS PICTURES AND BROCHURES

EVALUATION

The county will conduct an evaluation of all Proposals received in response to this RFP. Each proposal will be analyzed to determine the overall responsiveness and qualification under the RFP. Gregg County will award a contract to the vendor who provides the **best value** to the County. Gregg County reserves the right to negotiate with any and all bidders as deemed in best interest of county.

The evaluation criteria will include the following, but may not be limited to the following:

- ✓ Vendor's past performance record with Gregg County
- ✓ Gregg County's evaluation of vendor's ability to perform
- ✓ Price
- ✓ Location of Service Center
- ✓ Order lead time
- ✓ Special needs and requirements of Gregg County
- ✓ Location of Vendor
- ✓ Warranty
- ✓ Vendors responsiveness to this RFP packet

Based on the review proposals may be further evaluated and negotiated. Discussions will cover cost, methods, and all other relevant factors. Gregg County reserves the right to request best and final offers. Proposals are subject to re-evaluation and scoring as a result of best and final offers (BAFO)

Vendors whose proposals do not meet the mandatory requirements will be considered non-compliant. After the evaluation of the proposals and selection of the successful vendor(s), all vendors will be notified in writing of the selected firm.

AWARDED VENDOR WILL BE SENT AN OFFICIAL GREGG COUNTY PURCHASE ORDER.

RFP Forms

CERTIFICATION OF ELIGIBILITY

By submitting a Proposal in response to this solicitation, the Respondent certifies that at the time of submission, he/she is ***not*** on the Federal Government's list of suspended, ineligible, or debarred contractors.

In the event of placement on the list between the time of proposal submission and time of award, the Respondent will notify the Gregg County Purchasing Agent. Failure to do so may result in terminating this contract for default.

Signature: _____ **Date:** _____

Printed Name: _____

PROPOSAL SIGNATURE FORM

The undersigned agrees this proposal becomes the property of Gregg County after the official opening.

The undersigned affirms that they are familiarized with the local conditions under which the work is to be performed; satisfied himself/herself of the conditions of delivery, handling and storage of equipment and all other matters which may be incidental to the work, before submitting a proposal.

The undersigned agrees if this proposal is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this RFP will be ninety (90) calendar days unless a different period is noted by the Respondent.

The undersigned affirms that they are duly authorized to execute this contract, that this proposal has not been prepared in collusion with any other respondent, nor any employee of Gregg County, and that the contents of this proposal have not been communicated to any other respondent or to any employee of Gregg County prior to the official bid opening.

Vendor hereby assigns to purchase any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the statement of work and specifications and any attachments contained in this RFP package. ***Failure to sign and return this form could result in rejection of the entire proposal.***

Signature _____ **X**

Company Name			
Address			
City/State/Zip Code			
Phone:	Office:	Fax:	
	Cell:	Email:	
Print Name			
Job Title			

To: Vendors of Gregg County, Texas
From: Kelli L. Davis, CPPB, Purchasing Agent
Re: ***Conflict of Interest Form (CIQ)***

Vendor;

Attached, please find link below to a Conflict of Interest Questionnaire. Please complete this form if you have a conflict of interest with any Gregg County Official, Employee, or Department. The questionnaire should reflect the name of the individual with whom the conflict of interest occurs. If you have any questions regarding compliance with Chapter 176 of the Texas Local Government Code, please consult your legal representative. Compliance is the responsibility of each individual, business, agent or representative who is subject to the law's filing requirements.

<http://www.ethics.state.tx.us/forms/CIQ.pdf>

Original completed forms should be filed with the County Clerk's Office and a copy sent to the Gregg County Purchasing Department either through RFP return, fax, or email. Please see contact information below.

Gregg County Clerk
Gregg County Courthouse
101 East Methvin, St. 200
Longview, Texas 75601
Ph; 903-236-8430

Gregg County Purchasing Department
Email: purchasing@co.gregg.tx.us
Ph: 903-237-2684
Fx: 903-237-2682

Applicable Law

Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of Gregg County (County Clerk) no later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Texas Local Government Code.



Gregg County Purchasing Department
Kelli L. Davis, CPPB Purchasing Agent
101 E. Methvin St., Suite 205, Longview, Texas 75601
Phone (903) 237-2684 Fax (903) 237-2682 purchasing@co.gregg.tx.us

October 29, 2018

To: Longview News-Journal

From: Kelli L. Davis, CPPB

Subject: Advertisement RFP# 2019-902 Pick-Up Truck

Please run the following ad on Tuesday, November 13, 2018 and Sunday November 18, 2018 in the Longview-News Journal.

PUBLIC NOTICE

Sealed proposals will be received by Gregg County Purchasing Agent Kelli L. Davis in the Purchasing Office located at 101 E. Methvin St., Suite 205, Longview, TX 75601, on November 27, 2018 by 2:00 PM for RFP No.2019-902 Pick-Up Truck for Gregg County. Late proposals will not be accepted. Specifications will be available on 11/13/18 by visiting www.co.gregg.tx.us on the Purchasing Department web page, or request by e-mail at purchasing@co.gregg.tx.us or by calling (903)-237-2684. Payment will be made after items have been received in accordance with award. Vendors must bid unit costs, but may offer lump sum discounts. Gregg County reserves the right to accept or reject in whole or in part any bid received and to waive any irregularities or formalities in the best interest of Gregg County.