



**CITY OF PORT ARANSAS, TEXAS**  
**REQUEST FOR PROPOSAL (RFP)**  
**FOR THE**  
**PURCHASE OF THREE (3) 4X4 FLEET VEHICLES**

**NOTICE TO BIDDERS**

**NOTICE** is hereby given that the City of Port Aransas, Texas, is seeking proposals from qualified new automobile dealers for the purchase of a three (3) Regular Cab 4x4 Trucks with 6yr/100k mile extended warranty. All proposals must be clearly marked “**SEALED BID – 4X4 FLEET VEHICLES**” to the City of Port Aransas City Secretary’s office, 710 W. Avenue A, Port Aransas, Texas prior to Thursday, January 25, 2018 at 4:15 pm, at which time they will be publicly opened and acknowledged in the City Hall Council Chamber. Any RFP delivered or received after 4:15 pm will not be considered and shall be returned unopened to the addressee. The City reserves the right to reject any or all proposals.

Request for Proposal (RFP) is available on-line at [www.cityofportaransas.org](http://www.cityofportaransas.org) or at City Hall, 710 W. Avenue A, Port Aransas, Texas 78373. Any and all questions or requests for information relating to this Request for Proposal may be directed to Beach Supervisor Doug Turner at [dturner@cityofportaransas.org](mailto:dturner@cityofportaransas.org) or via telephone at (361) 749-4111.

**POSTED** this **8<sup>th</sup>** day of **JANUARY, 2018** on the bulletin board at Port Aransas City Hall, 710 W Avenue A, Port Aransas, Texas and on the webpage [www.cityofportaransas.org](http://www.cityofportaransas.org) . **TIME: 5:00 p.m. PUBLISHED** in *The South Jetty* in the Thursday, January 11 & 18, 2018 editions.

**CITY OF PORT ARANSAS, TEXAS**

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Irma G. Parker, City Secretary



CITY OF PORT ARANSAS  
710 W. AVENUE A  
PORT ARANSAS, TX 78373  
TELEPHONE: (361)749-4111

REQUEST FOR PROPOSALS (RFP)

Proposal Title: Request for Purchase of Three (3) 4X4 Fleet Vehicles

Proposal Closing Time: 4:30 p.m. Central Standard Time

Proposal Closing Date: January 25, 2018 4:15 p.m. Central Standard Time

Technical Proposal Opening: January 25, 2018 4:15 p.m. Central Standard Time

Council Action: February 15, 2018 (Subject to Change)

Notice to Proceed: February 16, 2018

Submission of Proposal: Irma Parker  
City Secretary  
City of Port Aransas  
710 W. Avenue A  
Port Aransas, TX 78373

Note: Proposals will not be accepted via facsimile or e-mail

Specification questions: Darla Honea  
Director of Finance  
City of Port Aransas  
710 W. Avenue A  
Port Aransas, TX 78373  
361-749-4111 361-446-5977 (cell)

CITY OF PORT ARANSAS  
REQUEST FOR PROPOSALS

INTRODUCTION

A. Request for Proposal

The City of Port Aransas (City) requests proposals (RFP) to purchase three (3) Regular Cab 4x4 Trucks with a six (6) year/ 100,000 mile extended warranty.

The objective of this Request for Proposal (RFP) is to identify a vendor that can offer the highest quality service at the lowest cost to the City. This objective is similar for all goods and services placed on a competitive bidding approach by the City.

B. General Specifications:

1. Gas Fueled 4x4 Pickup truck
2. Regular Cab
3. Six year/100,000 mile extended warranty

C. Proposal Procedures

1. A proposer shall use the attached Proposal Form, Exhibit A, in submitting a proposal. It is required that the Proposal Form be completed in its entirety.
2. The proposal must be submitted in a sealed envelope bearing the title "City of Port Aransas RFP for the Purchase of Ten 4x2 Vehicles" along with the name and address of the proposer. The proposer shall submit one (1) copy of the completed Proposal Form and the other required information identified below and shall be directed to Irma Parker, City Secretary, City of Port Aransas, 710 W. Avenue A, Port Aransas, Texas 78373 no later than 4:15 p.m. on January 25, 2018.
3. A proposer may submit written questions to clarify any matters relating to this request for proposals. The proposer's question(s) and the City's response will be shared with all applicants that obtained a RFP.
4. Darla Honea, Director of Finance (749-4111) may be contacted for any questions concerning this RFP.
5. The City reserves the right to reject any or all proposals, to waive any non-material irregularities or informalities in any RFP, and to accept or reject any item or combination of items.

6. All costs incurred by the proposer in responding to the RFP shall be borne by the proposer.
7. Unauthorized modifications of specifications, forms or terms may render the proposal invalid.

D. Selection process

The City will evaluate the merit of the proposals received. The sole objective of this evaluation will be to recommend the Vendor whose proposal is most responsive to the City's fleet needs. Meeting the legal qualifications and the terms and conditions specified in the RFP;

1. Completeness of Exhibit A, the Proposal Form;
2. Submission of the required information;
3. Ability to deliver the vehicles in a timely and responsive manner;
4. Cost of the proposed vehicles;

**SUBMISSION OF PROPOSALS**

The proposal must be submitted in a sealed envelope bearing the title "City of Port Aransas RFP for the Purchase of Three 4x4 Vehicles" along with the name and address of the proposer. The proposer shall submit one (1) copy of the completed Proposal Form and the other required information identified below to:

Irma Parker  
City Secretary  
City of Port Aransas  
710 W. Avenue A  
Port Aransas, TX 78373

Deadline for submission is 4:15 p.m. (CST), January 25, 2018. Proposals received after that time will not be considered and will be returned to the proposer unopened.

Other requirements are listed below:

- A. One (1) copy of the proposal shall be submitted.
- B. All information requested of the proposer by the RFP shall be provided. Failure to do so may disqualify the proposal.
- C. All information shall be entered in ink or typewritten.
- D. Proposal shall be signed by an authorized representative of the company.

- E. Proposals may be submitted in a sealed envelope or box to the address shown above.
- F. Proposals may be submitted in person, by U.S. Mail, Special Delivery or courier service. No facsimile or e-mail proposals will be accepted
- G. All exceptions to any point of the RFP must be clearly shown. It is suggested that exceptions be made as a separate section within the proposal for clarity.

#### SECTION VI – PROPOSER’S RESPONSIBILITY

Proposers should carefully examine the entire RFP and any addenda thereto, and any related materials and dates referenced in the RFP. Proposers shall become fully aware of the nature and location of the work. All proposers are responsible for the cost to produce their proposal. All proposers are responsible for their proposal’s content, timeliness of submission and withdrawal.

EXHIBIT A  
CITY OF PORT ARANSAS  
PROPOSAL FORM

CITY OF PORT ARANSAS RFP FOR THE PURCHASE OF THREE 4X4 VEHICLES

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone: \_\_\_\_\_

Official Submitting: \_\_\_\_\_

Title of Official: \_\_\_\_\_

Instructions

Please respond in the following sections.

A. Products/Pricing

Please attach the proposed vehicle spec sheet to this form

SIGNATURE OF ENTIRE PROPOSAL AND SUBMITTALS

FIRM: \_\_\_\_\_

BY: \_\_\_\_\_  
Signature Title

\_\_\_\_\_  
Print or Type Name

ADDRESS: \_\_\_\_\_  
Street Address and/or P.O. Box Number

\_\_\_\_\_  
City State Zip Code

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

RETURN ENTIRE RFP PACKAGE AND ALL DOCUMENTATION REQUIRED  
BY THIS REQUEST FOR PROPOSAL

PROPOSAL AFFADAVIT

AUTHORIZED OFFICER: All pages in proposal containing statements, letters, etc., shall be signed by a duly authorized officer of the company, whose signature is binding on this proposal.

The undersigned offers and agrees to furnish all of the services stated in the accompanying proposal. The period of acceptance of this proposal will be ninety (90) calendar days from the date of the proposal closing, unless otherwise indicated by proposer.

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned authority , a Notary Public in and for the State of \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, who after being by me duly sworn, did depose and say:

“I, \_\_\_\_\_ am a duly authorized officer or/agent for (name)

\_\_\_\_\_ and have been duly authorized to execute the (name of firm) foregoing proposal on behalf of the said: \_\_\_\_\_

I hereby certify that the foregoing proposal has not been prepared in collusion with any other proposer or other person or persons engaged in the same line of business prior to the official receipt of this proposal. Further, I certify that the proposer is not now, nor has been for the past six (6) months, directly or indirectly concerning in any pool or agreement or combination, to control the price of services/items offered, or to influence any person or persons to offer or not to offer thereon.

Name and address of Proposer: \_\_\_\_\_

\_\_\_\_\_

BY: (print name) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (Signature) (Title)

SUBSCRIBED AND SWORN to before me by the above named \_\_\_\_\_

\_\_\_\_\_ on \_\_\_\_\_ Date

\_\_\_\_\_  
Notary Public in and for the State of \_\_\_\_\_

**RETURN THIS AFFIDAVIT AS PART OF PROPOSAL**