



Notice is published in Palestine Herald-Press in the Wednesday, September 4, 2019, and Wednesday, September 11, 2019, editions.

CITY OF PALESTINE

REQUEST FOR PROPOSALS (RFP)

ROAD BASE MATERIALS 2019-011

Sealed Proposal Due Date: Monday, September 23, 2019 at 3:00 p.m.

I. PURPOSE

The City of Palestine (City) is soliciting Request for Proposals (RFP) for Road Base Materials.

Sealed proposals are due to the City Secretary's Office by **Monday, September 23, 2019, at 3:00 p.m.** Sealed proposals will be opened during the Palestine City Council meeting on **Monday, September 23, 2019, at 5:30 p.m.** In order to be considered, the sealed proposal must address each of the requests for information in the Summary of Qualifications section.

II. SERVICES REQUIRED

This is a request for proposal for Road Base Materials. The City is requesting proposals for Type A, Grade 2, 1 ½ Flex Base only.

It is the City's preference to award the contract to one vendor, but the City reserves the right to choose secondary vendors also. An RFP allows for price negotiations after the bid opening, so City of Palestine has chosen this bid format as a way of protecting vendors against future price increases. We have also built into this bid the ability to increase or decrease prices based on market conditions and verifications as listed below:

Market Conditions

The City is aware of the extreme market fluctuations occurring for these products, so we are striving to arrive at a bid format that satisfies state bid law and also protects vendors against future price increases. To protect the vendor and the City, we will ask your company to establish a baseline price for the commodities listed. Prices can be negotiated after bids are opened. Then, based on increases and decreases that occur to the listed products over the term of the agreement, the City will allow increases or decreases in the same amount as the market changes.

However, the winning vendor(s) will be asked to provide documentation proving a change in price has occurred. If prices decrease over the term of this agreement, the winning vendor(s) will be expected to pass along those decreases in pricing. The City will assume that by submitting a bid under this format that your company agrees to this market protection. If you have a different method of price protection, please include your information in your response.

IV. GENERAL INFORMATION

The City of Palestine is a home rule City located in Anderson County and has a population of approximately 18,712 per the 2010 U.S. Census estimate. The City operates under a Council-Manager form of government with a Mayor, six (6) Council Members, and a City Manager. The Council Members are elected from single member districts, with the Mayor elected at large. The City Manager is the Chief Executive Officer of the City. It is the City Manager's duty to execute and implement policies as established by the City Council.

V. SUBMISSION OF RESPONSE

Delivery: Proposals must be sealed. Proposals may be mailed or hand-delivered to the City of Palestine, City Secretary. Sealed Proposals for Road Base Materials are due to the City Secretary's Office by **3:00 p.m. on Monday, September 23, 2019.**

Proposal packets are required to include eight (8) copies.

Please provide responses to Questions 1 – 4 in Section VI. Statement of Qualifications and provide pricing for Type A, Grade 2, 1 ½ Flex Base only.

Please include breakdown of delivery fees by distance and/or volume (if any are applicable).

Please include on the sealed bid envelope:

“SEALED RFP ROAD BASE MATERIALS 2019-011 - TO BE OPENED: Monday, September 23, 2019 at 5:30 P.M.”

Proposals received after this time will be returned unopened. The City reserves the right to reject any and all proposals, to request additional information concerning any proposals for purposes of clarification, and to waive any irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any cost incurred by respondents in the preparation of the proposals. Furthermore, this RFP does not obligate the City to accept or contract for any implied services.

Mailing Address and Hand Delivery Address:

Teresa Herrera, City Secretary
City of Palestine

ATTN – SEALED RFP 2019-011 - TO BE OPENED: 09/23/2019 AT 5:30 P.M.
504 North Queen Street

Palestine, TX 75801

Your qualification shall be governed by the following schedule:

Friday, September 20, 2019 at 5:00 p.m., Central Standard Time (“CST”)

Deadline for inquiries, questions, or requests for information with the Streets Department

All questions must be submitted in writing to: pwadmin@palestine-tx.org.

Monday, September 23, 2019 at 3:00 p.m., CST

Sealed, written proposals are due at Palestine City Secretary’s Office

Proposals received after the published deadline shall remain unopened and will be returned to the vendor.

Monday, September 23, 2019 at 5:30 p.m., CST

Opening of sealed proposals during the Palestine City Council meeting.

To be considered for this engagement you must meet the qualifications and satisfy the requirements set forth in this RFP.

Communications: All communications regarding the submission of your qualification proposal are to be in writing directly through the Streets Department at: pwadmin@palestine-tx.org.

VI. QUALIFICATION PROPOSAL INFORMATION

Statement of Qualifications

Each Statement of Qualification (SOQ) must address, but does not need to be limited to, the following information:

Respondents shall include:

Qualifications and Experience

1. List the name and all addresses of location(s) of your firm. Which firm location will be used to provide materials to City of Palestine Projects?
2. List all individuals and contact information for who would be providing services for this RFP.
3. List your history (if any) providing road base materials to the City of Palestine.
4. Describe your involvement with municipalities or other governmental agencies that you have provided road base materials delivery services for. List any contact information for current/former references for the past five (5) years for governmental clients.

VII. EVALUATION PROCESS

The City of Palestine reserves the right to accept or reject any and all submissions in the best interest of the City. Proposals will remain in effect for 90 days. Proposals cannot be altered or amended after the

submission deadline. Any interlineations, alterations, or erasures made before bid opening must be initialed by the signor of the proposal, guaranteeing authenticity.

Receiving Bids

Sealed bids will be received by the City Secretary. The time received shall be noted on the envelope or box and initialed.

Bids received after the published deadline shall remain unopened and will be returned to the vendor.

Bid Process

Sealed bids will be opened at a City Council meeting where a majority of the Council is present. The bids shall remain on file, open for inspection in the City Purchasing Office for at least forty-eight (48) hours before the contract may be awarded. Bids that are received, which are unmarked, shall be opened for identification purposes only and resealed. The envelope or box shall be marked accordingly.

After proposals are opened and publicly read, the proposals will be tabulated for comparison on the basis of the bid prices and quantities (lowest responsible vendor) or by the best value method shown in the bid. Until final award of the Contract, the city reserves the right to reject any or all bids, to waive technicalities, and to re-advertise for new bids. The following items will be considered when an award is based on best value:

- The purchase price for road base materials (Type A, Grade 2, 1 ½, Flex Base) including cost of delivery;
- The reputation of the bidder and of the bidder's goods or services;
- The extent to which the goods or services meet the municipality's needs;
- The bidder's past relationship with the municipality;
- The total long-term cost to the municipality to acquire the bidder's goods or services;

The RFP will be awarded using the following criteria:

- Pricing of requested items
- Ability to deliver product in a timely manner
- References
- Previous relationship with the City of Palestine

BID AWARD AND PRICING

After your response to this RFP is submitted, the City will negotiate a final price which is then approved by City Council. Prior to City Council approval, if any market changes occur the responding vendor must notify the Purchasing Department of this immediately. Once this Council approval occurs, pricing will be subject to the Market Conditions terms listed above for price increases and decreases. After the bid award, vendors who have been awarded a contract and wish to propose adjusted pricing to the agreement due to changes in the market must do so through certified mail or via e-mail to the Purchasing Department. Documentation verifying the reason for the price increase must be sent as part of the request. Upon review of adjusted proposals, the City of Palestine may elect to dissolve the existing contract upon its expiration date or accept the price increase

The Review Committee shall be responsible for preparing a tabulation sheet for all bids received that will be made available to the public upon request. The tabulation sheets will be forwarded to the City Council to make the final decision of an award.

Point of Contact

In the event clarification or additional information is needed, contact:

City of Palestine Public Works Department
1620 W. Palestine Ave
Palestine, Texas 75801
903-731-8423 Telephone
pwadmin@palestine-tx.org

Notice

Any notice provided by this RFP or required by law to be given to the respondents by City of Palestine shall be deemed to have been given and received on the next business day after such written notice was deposited in the U.S. Postal Service mail facility in City of Palestine, Texas by registered or certified mail addressed to the respondent at the address provided in the sealed respondent. Any interpretation, corrections, or changes to this Request for Qualifications will be made by addenda. The sole issuing authority of addenda shall be the City of Palestine City Secretary. Addenda will be mailed to all who are known to have received a copy of this Request for Proposals. Bidders shall acknowledge receipt of all addenda.

