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CITY OF PALESTINE

REQUEST FOR PROPOSALS (RFP)

TREE REMOVAL AT CITY OF PALESTINE WATER TREATMENT PLANT-RFP 2020-006

Sealed Proposal Bids Due Date: Monday, February 24, 2020 at 3:00 p.m.

I. PURPOSE

The City of Palestine (City) is soliciting Request for Proposals (RFP) for tree removal at City of Palestine Water Treatment Plant extending to Highway 79.

Sealed Proposals are due to the City Secretary's Office by **Monday, February 24, 2020, at 3:00 p.m.** Sealed proposals will be opened during the Palestine City Council meeting on **Monday, February 24, 2020 at 5:30 p.m.**

II. SERVICES REQUIRED

Removal of trees at the Water Treatment Plant, 800 ACR3722, Palestine, Texas 75801, expanding out to Highway 79. These trees could possibly obstruct power lines crossing Water Treatment Plant property. Bid Awardee Vendor will be responsible for aggregating the trees that are removed. However, final disposal of the trees removed will be the responsibility of the City. Vendor physical sight evaluation is mandatory due to a 27-inch water transmission line underground in close proximity to area of tree removal.

Market Conditions

The City is aware of the extreme market fluctuations occurring for these services, etc., 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 services and products 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 these 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 Tree Removal at City of Palestine Water Treatment Plant, "RFP 2020-006" are due to the City Secretary's Office by **3:00 p.m. on Monday, February 24, 2020.**

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

Please provide detailed responses to the abbreviated relocation details provided.

Also, include any breakdown of vendor requirements to comply with City of Palestine specifications and/or applicable stipulations regarding completion of this tree removal project.

Please include on the sealed bid envelope:

"SEALED RFP 2020-006 – TO BE OPENED: MONDAY, FEBRUARY 24, 2020 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 2020-006 – TO BE OPENED: 02/24/2020 AT 5:30 P.M.
504 North Queen Street
Palestine, TX 75801

Your qualification shall be governed by the following schedule:

Friday, February 21, 2020 at 5:00 p.m., Central Standard Time

Deadline for inquiries, questions or requests for information with Public Works-Utilities Department. All questions must be submitted in writing to pwadmin@palestine-tx.org.

Monday, February 24, 2020 at 3:00 p.m., Central Standard Time

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, February 24, 2020 at 5:30 p.m., Central Standard Time

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 Public Works-Utilities 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 services/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) regarding tree removal to the City of Palestine.
4. Describe your involvement with municipalities or other governmental agencies that you have provided tree removal 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 services/materials necessary for tree removal, such as fuel, oil, saws and other equipment will be the responsibility of the Bid Awardee.
- The reputation of the bidder and of the bidder's goods or services;
- The extent to which the goods or services meet with 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 for services provided
- Ability to deliver services to complete project in a timely manner
- The extent to which the services meet the City's needs
- Quality of services
- 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 previously for price increases and decreases. After the bid is awarded and the vendor awarded a contract wishes to approve adjusted pricing to the agreement due to changes in the market, they 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 the 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 West Palestine Avenue
Palestine, Texas 75801
Telephone: 903-731-8423
E-Mail: 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 interpretations, corrections or changes to this Request of 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.



Water Treatment Plant

E. Turner Dr

387

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Bower Dr
S. 21st Ave