

**REQUEST FOR PROPOSAL
FLEET VEHICLES
FOR
CITY OF JACKSONVILLE**



RFP # 2020-82-00-1

**DUE DATE: October 7, 2019
10:00 a.m.**

**CITY OF JACKSONVILLE, TEXAS
(903) 586-3510
www.jacksonville-tx.org**

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SECTION I – INTRODUCTION AND RFP TERMS AND CONDITIONS

The City of Jacksonville is soliciting Proposal(s) for the procurement of fleet vehicles described herein. Proposals may be made for singular vehicles, groups of vehicles or as a whole.

It is the intent of the City of Jacksonville to select as many providers as required to acquire the vehicles outlined in this Request for Proposal. The City may select a combination of the vehicles listed or elect not to purchase specific vehicles. The City reserves the right to reject any or all proposals submitted. Proposals will be evaluated utilizing the criteria herein.

Submissions should include the Specification Worksheet and Bid Sheet as one (1) unbound original in a sealed envelope with the reference **RFP 2020-82-00-1 Fleet Vehicles** marked on the envelope.

Responses must be received by 10:00 a.m. on Monday, October 7, 2019, at which time proposals will be opened, announced and recorded. All proposals should be addressed to:

City of Jacksonville
Greg Smith
City Manager
315 South Ragsdale
Jacksonville, TX 75766

SECTION II – DEFINITIONS, TERMS AND CONDITIONS

Definitions

In order to simplify the language throughout this request, the following definitions shall apply:

CITY OF JACKSONVILLE – Same as City.

CONTRACT – An agreement between the City and a Provider to furnish supplies and/or services over a designated period of time during which repeated purchases are made of the commodity and/or service specified.

RFP – Request for Proposal

Receipt of Proposals

The submitted Proposal(s) must be received in a sealed envelope by the City prior to the time and date specified. The mere fact the Proposal was dispatched will not be considered; the firm must ensure the Proposal is actually delivered. Regardless of cause, late submissions will not be accepted or opened and will automatically be disqualified from further consideration. It shall be the Vendor's sole risk to ensure delivery at the designated office by the designated time.

Time Requirements

The following is a list of key dates up to and including award of contracts:

Request for Proposal issued	September 17, 2019
Due date for Proposals	10:00 a.m. October 7, 2019
Council Selection and Award	Monday, October 7, 2019

Questions and Inquiries

Questions and inquiries about this Request for Proposal should be directed to: Greg Smith at (903) 339-3300 or the individual indicated on the Specification Worksheet. Questions can be submitted in writing no later than three (3) days prior to the specified due date of the RFP and may be submitted to: greg.smith@jacksonvilletx.org.

The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

City Prerogative to Accept/Reject Proposals

The City reserves the right to accept or reject any or all Proposals as a result of this request or to cancel, in part or in its entirety, this Request for Proposal if found in the best interest of the City. All Proposals become the property of the City of Jacksonville.

Reimbursements

There is no express or implied obligation for the City of Jacksonville to reimburse responding firms for any expenses incurred in preparing Proposals in response to this Request for Proposal and City of Jacksonville will not reimburse responding firms for these expenses, nor will City pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

Agreement

Submittals should include any vendor proposed or required agreements and contracts regarding this RFP.

Communication

Prospective vendors shall communicate only with the staff identified herein during the entire RFP process (from this solicitation to award). The City shall not be responsible for any verbal or non-verbal communication between a potential bidder and any other employees of the City; and such action may be cause for rejection of the subject bidder's proposal. Only written requirements and qualifications, and addenda as issued by the City of Jacksonville City Manager will be considered.

Company Ownership/Management

Should there be a change in the awarded vendor ownership or management, the contract may be canceled unless a mutual agreement is reached with the new owner or manager to continue the contract with its present provisions and prices. This contract is nontransferable by either party.

Disclosure

There will be no disclosure of contents to competing firms, and all Proposals will be kept confidential during the negotiation process. Except for trade secrets and confidential information which the Firm identifies as proprietary, all Proposals will be open for public inspection after the contract award.

Award of the Contract

Award of the contract shall be made to the bidder(s) who provides goods and services at the best value for the City, taking into consideration the relative importance of price, delivery dates and other factors set forth in this request for proposal.

The contents of the proposal of the successful bidder(s) will become, at our option, a contractual obligation. Failure of the successful bidder to accept this obligation may result in cancellation of the award. Failure of the successful bidder to meet the stated delivery dates will result in cancellation of the award.

The City of Jacksonville reserves the right to accept the Proposal(s) which, in its judgment, is the best and most favorable to the interests of the City of Jacksonville and to the public; to reject the low price Proposal; to accept any item of any Proposal; to reject any and all Proposals; and to waive irregularities and informalities in any Proposal submitted or in the Request for Proposal process, provided; however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Proposing vendors should not rely upon or anticipate such waivers in submitting their Proposal.

Award of the Contract will be made only after proposals are recorded and reviewed for compliance with specifications. All responsive vendors will be notified via email when the project is awarded.

Addenda

Any addenda to the Proposal specifications issued during the period between issuance of the RFP and receipt of proposals are to be considered covered in the Proposal and in awarding a contract they will become a part thereof. Receipt of addenda should be acknowledged by vendors in their proposal cover letter.

False or Misleading Statements

If, in our opinion, a proposal contains false or misleading statements or references that do not support a function, attribute, capability, or condition as contended by the vendor, the entire proposal may be rejected at the discretion of the City.

Clarification of Proposal

We reserve the right to obtain clarification of any point in a vendor's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a vendor to respond to such a request for additional information or clarification may result in rejection of the vendor's proposal.

Responsiveness

Proposals should respond to all requirements of this RFP to the maximum extent possible. Vendors are asked to clearly identify any limitations or exceptions to the requirements inherent in the proposed system. Alternative approaches will be given consideration, if the approach clearly offers increased benefits.

Rejection of Proposal

Proposals that are not prepared in accordance with these instructions may be rejected/disqualified. If not rejected, the City of Jacksonville may demand correction of any deficiency and accept the corrected Proposal upon compliance with these instructions.

Taxes

The City of Jacksonville is a tax exempt organization. A copy of the City's tax exempt form will be furnished.

Governing Law

All proposals and related documents submitted to the City of Jacksonville by Vendors are governed under the laws of the State of Texas and local ordinances, polices and regulations.

SECTION III – SCOPE OF WORK TO BE PERFORMED

Pricing

Vendor is to quote its lowest and best price on each item including delivery in Jacksonville, Texas unless otherwise specified in the invitation. Pricing shall include packaging, transportation, unloading, and any trade and cash discounts will be taken, if earned. Bids must be firm. Pricing is to be submitted as quantity per unit specified with extended totals, however in the event of a discrepancy in extension, the unit prices shall govern. Pricing shall be entered on the Bid Sheet in ink or typewritten.

Delivery Date

Required delivery dates will be specified in the specifications for each vehicle. Failure to meet the specified delivery date may cause the bid to be disregarded. Delivery will be a consideration factor in evaluating the proposals.

Vendor must keep the City advised as to the status of the order. Unforeseen delivery delays must be communicated immediately. Default in promised delivery, may cause the City to purchase the goods elsewhere and charge any increase in cost and handling to the defaulting Vendor. This does not limit any other remedies to the City for damage under the Uniform Commercial Code.

Evaluation Factors

The City of Jacksonville will review all proposals to determine compliance with the requirements as specified in the RFP. Only proposals which, in the opinion of the Selection Committee, meet the requirements of the RFP will be further evaluated. It is not the policy of the City to purchase on the basis of low price alone, but instead proposals will be evaluated and the proposal that meets the best value for the City will be selected using the following criteria:

- A. the purchase price, including reasonable payment discounts;

- B. the timing of delivery of goods or services;
- C. the reputation of the Vendor and of the Vendor's goods or services;
- D. the quality of the Vendor's goods or services;
- E. the extent to which the goods or services meet the City's needs;
- F. the Vendor's past relationship with the City;
- G. the impact on the ability of the City to comply with laws and rules relating to historically underutilized businesses;
- H. the total long-term cost to the City to acquire the Vendor's goods or services; and any other relevant factor specifically listed in the request for bids.

Format Requirement

Proposals must be submitted on the following pages with the following information. Additional information describing the equipment and services proposed may be added to this page. Any proposals received without this page will be considered non-responsive and rejected. **Bids will be accepted in whole or in part.**

SECTION IV – SPECIFICATION WORKSHEET & BID SHEETS

Specification worksheet and bid sheets will be delivered upon request. Contact Greg Smith, City Manager, at (903) 339-3300 or by e-mail at greg.smith@jacksonville.tx.org to request the specification worksheet and bid sheets.