

Request for Proposal



Acquisition of [2] New Track, Skid Steers

Texas Emergency Medical Task Force

State Coordinating Office



6 April 2018

Southwest Texas Regional Advisory Council
7500 US Highway 90 West, AT&T Building, Suite 200
San Antonio, Texas 78227

Section I – Overview

The Southwest Regional Advisory Council (STRAC) manages the State Coordinating Office (SCO) for the Texas Emergency Medical Task Force (TX EMTF), serving the State of Texas in times of disaster with rapidly deployable, modular emergency healthcare resources. The TX EMTF is comprised of several components, including Ambulance Strike Teams, Ambulance Buses, Mobile Medical Units (field hospitals), Nurse Strike Teams, Ambulance Staging Teams and Medical Incident Support Teams. Following the Hurricane Harvey response, of which the TX EMTF played a key role in the state’s response, the program is reviewing and updating their deployment caches. Included in this initiative are several projects that will standardize equipment and deployment models across the state so that when activated, these caches will quickly mobilize from anywhere in the State.

The Southwest Texas Regional Advisory Council seeks to purchase [2] New Track, Skid Steers. STRAC invites qualified businesses / vendors to submit Proposals for the acquisition of this vehicle.

This Request for Proposal (RFP) includes the conditions covering proposal submission, proposal requirements, time line of events, submission procedures and selection criteria for award.

The Agency has fixed pricing budgets and all pricing proposed should remain fixed for the duration of the purchase. The agency aims to purchase durable, cost effective, fuel efficient vehicles at best value. Our goal is to employ best practices and cost effectiveness.

Section II – Time Line of Events

RFP Issue Date	6 April 2018
Prospective Contractor to submit Questions	13 April 2018
Deadline for STRAC to respond to Questions	17 April 2018
Deadline for Submission of Proposals	20 April 2018
Expected Notification of Award	23 April 2018

Section III – General Instructions

A. Questions

B. Deadline for receipt of questions from prospective bidders: 13 April 2018 by 5:00 pm. Deadline for STRAC to respond to questions from all bidders: 17 April 2018 by 5:00 pm.

All questions concerning the proposal specification must be submitted in writing via email.

All responses will be posted on the STRAC website to allow access by all prospective bidders.

Questions should be directed to:

Sara Jensen

State Program Manager, Texas Emergency Medical Task Force

sara.jensen@strac.org and cc: info@strac.org

C. Submittal Procedures

The Proposal, subject to all conditions and specifications attached hereto, must be signed in INK by a person or officer of the company submitting the Proposal that is authorized to enter into an agreement on behalf of the company.

Proposals received unsigned will be deemed non-responsive and therefore will not be accepted.

Proposals must be received by 20 April 2018 at 5:00pm. The original Proposal, signed in ink, should be submitted in a SEALED ENVELOPE and should be addressed and delivered to the attention of:

Southwest Texas Regional Advisory Council
ATTN: Sara Jensen
7500 US Highway 90 West, AT&T Building, Suite 200
San Antonio, TX 78227

“PROPOSAL: [2] New Track, Skid Steers”

Section IV – Proposal Stipulations and Requirements

READ THIS ENTIRE DOCUMENT CAREFULLY, FOLLOW ALL INSTRUCTIONS. YOU ARE RESPONSIBLE FOR FULFILLING ALL REQUIREMENTS AND SPECIFICATIONS. BE SURE YOU UNDERSTAND REQUIREMENTS.

A. Modification or Withdrawal of Proposals

Any Proposal may be modified or withdrawn prior to the deadline, provided such modification or withdrawal is submitted prior to the deadline. Any modification received after the deadline shall be deemed late and will not be considered.

B. Offer and Acceptance Period

All Proposals must be an irrevocable offer valid for ninety (90) days after the Proposal opening date.

C. Late Proposals

Any Proposal received after the stated deadline shall be deemed late and will not be considered.

D. Irregularities in Proposals

Except as otherwise stated in this Request for Proposal, evaluation of all Proposals will be based solely upon information contained in the Supplier's response to this Proposal. STRAC shall not be held responsible for errors, omissions or oversights in any Supplier's response to this Proposal. STRAC may waive technical irregularities, which do not alter the price or quality of the goods and or services.

STRAC shall have the right to reject Proposals containing a statement, representation, warranty or certification which is determined by STRAC to be materially false, incorrect, misleading or incomplete. Additionally, any errors, omissions, or oversights of a material nature may constitute grounds for rejection of any Proposal.

The inability of a Supplier to provide one or more of the required components or specified features or capabilities required by this Proposal does not, in and of itself, preclude acceptance by STRAC of the Proposal. All Proposals will be evaluated as a whole in the best interests of STRAC and the TX EMTF Program.

E. Oral Presentations

Any Supplier that submits a Proposal in response to this request may be required to make an oral presentation for further clarification upon STRAC's request.

F. Amendments to the Proposal

If it becomes necessary to revise any part of this Proposal package or if additional information is necessary to clarify any provision, the revision and/or additional information will be provided to each Supplier via faxed amendment or email.

G. Availability of the Proposal

After opening, each Proposal, except those portions for which a supplier has included a written request for confidentially (e.g., proprietary information), shall be open to public inspection.

H. Retention of Proposals

All Proposals considered by STRAC shall become the property of STRAC and shall not be returned.

I. Incurred Expenses

STRAC shall not be responsible for expenses incurred by a Supplier in the preparation and submission of a Proposal. This provision also includes any costs involved in providing an oral presentation of the Proposal.

J. Pricing

Each Supplier shall provide responses to "Proposal Reply" page with their proposed costs detailed as per the Cost Schedule template provided by STRAC.

K. Taxes

STRAC is a 501(c)3 tax exempt agency.

L. Title Transfer

Title and Risk of Loss of goods shall not pass to STRAC until STRAC receives and takes possession of the goods at the point or points of delivery.

Delivery location: STRAC, 7500 US Highway 90 West, Suite 200, San Antonio, Texas, 78227.

The place of delivery will be indicated on the Purchase Order.

M. Warranties

Proposers shall furnish all data pertinent to warranties or guarantees which may apply to items in this Request for Proposal (RFP).

N. Evaluation

Evaluation shall be used as a determinant as to which proposal items or items proposed or services are the most efficient and/or most economical for STRAC. It shall be based on all factors which have a bearing on price and performance of the items in the user environment.

Pricing is NOT the only criteria for making a recommendation. STRAC reserves the right to contact any offeror, at any time, to clarify, verify or request information with regard to any bid/proposal.

O. Award

STRAC in its sole and absolute discretion shall have the right to make an award for purchase for any or all materials listed in each proposal, shall have the right to waive any formality or irregularity, to make awards to more than one offer or, to reject any and all proposals, shall not be bound to accept the lowest proposal and shall be allowed to accept the total proposal of any one supplier.

Section V – Proposal Contents

Title Page:

- *Name of Supplier/Contractor, local address, telephone number, fax number, e-mail address and contact name.*

Table of Contents:

All Proposals must include the following information:

- *Clear identification of information by section and page.*
- *Proposed pricing detailed by quantity, unit of measure, complete item description, unit price, extended price.*
- *Identification of goods and or services to be provided (as applicable).*
- *A current "CERTIFICATE OF INSURANCE" must accompany all Proposals.*
- *A W-9 must accompany all Proposals.*

Proposal:

- *Supplier must provide a brief introduction/history of company, including but not limited to ownership, date started business, mission statement, etc.*
- *Supplier must supply proposed price schedule as per the enclosed template (See Proposal Reply Page)*
- *Supplier must provide current product availability.*
- *The Proposal must bear the original signature of a principal or authorized officer of the interested party.*
- *Submission must be legible (typed, written).*
- *Interested parties are encouraged to submit along with their Proposal any additional descriptive information about their services which they believe might be helpful.*
- *All Proposals must be submitted as an original with signature in ink.*

Additional documents to be submitted:

- *Supplier must submit a copy of their latest audited financial statement. A letter from your CPA is an acceptable alternative for nonpublic companies, but must include a statement that financial solvency is adequate to meet expenditures for at least one year, if requested.*
- *Deviation Form (Attachment C)*
- *Signature Page: Proposal will not be accepted if this page is not signed by an authorized representative.*

* PLEASE INCLUDE ANY ADDITIONAL DESCRIPTIVE LITERATURE, WHICH MIGHT BE OF ASSISTANCE IN THE DECISION-MAKING PROCESS. *

Section VI – Specifications

Scope

The intent of this Request for Proposal (RFP) is to solicit proposals for [2] New Track, Skid Steers to be utilized for the Texas Emergency Medical Task Force program.

Specifications

[2] New Track, Skid Steers

With the following [new]:

- Diesel, four cylinders, ~100HP, Cab, back-up alarm, seatbelt
- Rated operating capacity: 2300 lbs
- 80" Smooth Bucket
- Pallet Forks
- Strobe Light Kit
- DEF Tank Guards

Delivery to warehouse in San Antonio, TX

Section VII – Proposal Evaluation Criteria

Not all evaluation factors are equal in importance and each factor is weighted in accordance with the importance to STRAC and the Texas Emergency Medical Task Force program. Each item has been assessed a percentage upon which the final score will be determined. A total of 100% points for the following items will be considered a perfect score.

The following will be significant factors in evaluating proposals, but the evaluation will not be limited to these items when making a final recommendation.

- | | |
|------------------------------------|-----|
| A. Adherence to Specifications | 60% |
| B. Overall Cost | 20% |
| C. Availability / Time to Delivery | 20% |

Section VIII – Reply Page

Acquisition of [2] New Track, Skid Steers

Submitted by: _____

Contact Information: (if not attached elsewhere)

Estimated Delivery Days: _____

Comments:

Unit Price: _____

Comments:

Additional Costs: _____

Details of Additional Costs:

Grand Total: \$ _____

Additional Comments:

* PLEASE INCLUDE ANY ADDITIONAL DESCRIPTIVE LITERATURE, WHICH MIGHT BE OF ASSISTANCE IN THE DECISION-MAKING PROCESS. *

Section IX – Signature Page

The Southwest Texas Regional Advisory Council in its sole and absolute discretion shall have the right to make an award for purchases for any or all materials listed in each proposal, shall have the right to waive any formality or irregularity, to make awards to more than one bidder, to reject any and all proposals, shall not be bound to accept the lowest proposal and shall be allowed to accept the total proposal of any one vendor.

Authorized Signature

Typed or Printed Name

Company Name

Title

Address

Email Address

Phone Numbers