



CITY OF PORTLAND, TEXAS
1900 Billy G. Webb Drive
Portland, Texas 78374
(361) 777-4500
www.portlandtx.com

REQUEST FOR PROPOSALS (RFP)

Proposal Title:	Request for Purchase of Thirteen (13) Fleet Vehicles
Proposal Closing Date/Time:	January 31, 2019 3:00 PM Central Standard Time
Proposal Opening:	January 31, 2019 3:00 PM Central Standard Time
Council Action:	February 5, 2019 (Subject to Change)
Notice to Proceed:	February 6, 2019
Submission of Proposal:	Annette Hall City Secretary City of Portland 1900 Billy G. Webb Drive Portland, TX 78374
Specification Questions:	Aldilia Martin Director of Finance City of Portland 1900 Billy G. Webb Drive Portland, TX 78374

INTRODUCTION

General Information

The City of Portland (City) is soliciting proposals to purchase thirteen (13) trucks with powertrain 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 and shortest delivery time to the City.

The Request for Proposal (RFP) is available for pickup from Aldilia Martin, Director of Finance, at City Hall or via email at aldilia.martin@portlandtx.com.

Questions and inquiries about this RFP shall be directed to Aldilia Martin, Director of Finance, at (361) 777-4520 or aldilia.martin@portlandtx.com. Questions should be submitted in writing on or before the date specified herein.

Respondents must submit their submittal by 3:00 p.m. on Thursday, January 31, 2018. Any proposals received after this time and date will not be considered. Proposals must be sealed and marked "SEALED BID – FLEET VEHICLES" on the proposal. The full address for proposal delivery is as follows:

City Secretary
City of Portland
1900 Billy G. Webb Drive
Portland, Texas 78374

Proposals will be opened publicly on the date and time specified herein in the City Council Chambers of City Hall.

SPECIFICATIONS

The City desires to acquire the following fleet vehicles:

- Seven (7) F-250 Crew Cab 4x2, Gas Engine V8, 8' Bed
- Three (3) F-250 Crew Cab 4x4, Gas Engine V8, 8' Bed
- Three (3) F-250 Crew Cab 4x, Gas Engine V8, Service Bed
- Three (3) Flip top Locking Service Body with Hitch

PROPOSAL PROCEDURES

General Conditions

1. This RFP and any addenda will be located on the City of Portland website at www.portlandtx.com.
2. 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.
3. The proposal must be submitted in a sealed envelope bearing the title "City of Portland RFP for the Purchase of Fleet 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:

Annette Hall, City Secretary
City of Portland
1900 Billy G. Webb Drive
Portland, Texas, 78374

Deadline for submission is 3:00 p.m. on January 31, 2019. Proposals received after that time will not be considered.

4. Proposals may be submitted in person, by U.S. Mail, Special Delivery or courier service.
5. 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.
6. Aldilia Martin, Director of Finance, may be contacted for any questions concerning this RFP via email at aldilia.martin@portlandtx.com.
7. 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.
8. All costs incurred by the proposer in responding to the RFP shall be borne by the proposer.
9. Unauthorized modifications of specifications, forms or terms may render the proposal invalid.

PROPOSAL EVALUATION AND SELECTION PROCESS

Overview of Proposal Evaluation/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.

PROPOSAL EVALUATION AND SELECTION PROCESS

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
Proposal Form
City of Portland, Texas
RFP For the Purchase of Thirteen (13) Fleet Vehicles

Company Name: _____

Company Address: _____

Company Phone: _____

Official Submitting: _____

Title of Official: _____

Instructions: Please attach the proposed vehicle spec sheet to this form.