

CITY OF NEW BRAUNFELS



REQUEST FOR PROPOSALS

EMERGENCY VEHICLE UPFITTING

Solicitation # RFP 22-025

Date Issued: June 13, 2022

RESPONSES MUST BE RECEIVED **NO LATER THAN:**
3:00 P.M. CST June 30, 2022

New Braunfels Purchasing Department: Phone: 830-221-4081
Email: pmcdonald@nbtexas.org



SOLICITATION AND OFFER

City of New Braunfels
Purchasing
550 Landa Street
New Braunfels, Texas 78130

Solicitation Number: RFP 22-025
Emergency Vehicle Upfitting

- Invitation for Bid (IFB)
 Request for Proposals (RFP)

Date Issued:
June 13, 2022

SOLICITATION

Respondents must submit sealed Proposals containing one (1) signed original hardcopy and two (2) in electronic format (USB). Electronic Bid submissions do not require original hardcopy and USB to be submitted.

Questions concerning RFP must be received, by email only, prior to **5:00P.M. CT on June 23, 2022.**

Proposals will be received at the Office of the City Secretary at the address shown above until: **3:00 P.M. (CT), June 30, 2022.**

There will not be a public opening. Proposals received after the time and date set for submission will be returned, unopened, upon request.

For information regarding this solicitation, contact:

(NO collect calls, Telegraphic, Email, On-Line or Fax offers accepted)

Paige McDonald
Assistant Purchasing
Manager
830-221-4081

Email: PMcDonald@nbtexas.org

- | | | | | |
|---------------------------------|--------------------------|-----|-------------------------------------|----|
| 5% Proposal Bond Required: | <input type="checkbox"/> | YES | <input checked="" type="checkbox"/> | NO |
| 100% Payment Bond Required: | <input type="checkbox"/> | YES | <input checked="" type="checkbox"/> | NO |
| 100% Performance Bond Required: | <input type="checkbox"/> | YES | <input checked="" type="checkbox"/> | NO |

OFFER

(This portion must be fully completed by Respondent.) Respondent will comply with the General Terms and Conditions required by the City of New Braunfels.

In compliance with the above, upon contract award the undersigned offers and agrees to furnish any or all items or services awarded for each item delivered at the designated point(s) and within the time specified herein.

CONTRACT AWARD SHALL INCLUDE ALL ASSOCIATED SOLICITATION DOCUMENTS, ATTACHMENTS AND ADDENDA.

SIGNATURE IS MANDATORY; **MANUALLY SIGN** ORIGINAL DOCUMENT, SIGNATURE SHOULD ALSO BE REFLECTED ON USB COPY.

Name
and
Address
of Respondent:

Name and Title of Person Authorized to Sign Offer:

E-Mail Address:

Phone Number:

Fax Number:

Signature:

Date:

Name, Address, Email Address, and Telephone Number of Person authorized to conduct negotiations on behalf of Respondent.

(Applies to Request for Proposal only)

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SECTION 3

RFP INSTRUCTIONS FOR PROPOSAL

3.1 AVAILABLE DOCUMENTS

Solicitation documents may be obtained from:

- the BidNet Direct website: <https://www.bidnetdirect.com/texas/city-of-new-braunfels>
- the City of New Braunfels' website: <https://www.nbtexas.org/2694/Active-Solicitations>
- or upon request by email: pmcdonald@nbtexas.org

Questions relating to definitions, interpretations, and/or requests for clarification must be in writing and directed to: pmcdonald@nbtexas.org

3.2 SUBMISSION OF PROPOSALS

- (a) Electronic Bidding. The City of New Braunfels has partnered with its third-party Respondent, Texas Purchasing Group (BidNet Direct) as its e-procurement site. For this Request for Proposal, electronic bid submission is another option available to Respondents. The link to BidNet Direct website: <https://www.bidnetdirect.com/texas/city-of-new-braunfels>.

You must register on their site prior to your electronic submission. If you have any problems completing your Respondent registration or submitting your electronic bid, please contact BidNet at (800) 835-4603, Option 2, to speak with live customer support.

If submitting an electronic bid through BidNet, an original hardcopy and USB will not be required.

- (b) Deliver your Proposal, or changes to your Proposal, in SEALED ENVELOPES OR PACKAGES identified on outside as a Request for Proposal to Owner, with Respondent's name and address, and solicitation name. Failure to submit Proposal in this manner may subject Respondent to disqualification. **Proposal may be delivered in person to the New Braunfels City Hall, or by Express Mail or delivery service to:**

**City of New Braunfels
City Secretary's Office/Front Lobby
ATTN: Purchasing
550 Landa Street
New Braunfels, TX 78130**

The outside of the Proposal envelope or package **must state**:

**"RFP 22-025 Emergency Vehicle Upfitting
Proposal Due Date: June 30, 2022, 3:00 P.M. CT"**

It is the sole responsibility of the respondent to ensure timely delivery of the Proposal. Owner will not be responsible for failure of service on the part of the U.S. Post Office, courier services, or any other form of delivery service chosen by the respondent. **PROPOSALS RECEIVED AFTER THE CLOSING DATE AND TIME WILL NOT BE ACCEPTED OR CONSIDERED.**

- (c) An authorized official of the firm must print or type their name and **MANUALLY SIGN THE ORIGINAL PROPOSAL, AND USB COPY MUST REFLECT THE SAME SIGNATURE.**
- (d) Proposals may not be withdrawn after the time set for the closing, unless approved by the City.

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- (e) Your offer or a modification to your offer is LATE if received after the time set for Proposal opening and will not be considered.
- (f) If you need clarification or have any question as to the true meaning of specifications or any other document in the solicitation, your concerns must be submitted in writing to the City's Purchasing Representative, via email only, on or before seven (7) calendar days prior to scheduled opening of Proposals. Late requests will not be honored. Timely requests will be interpreted or otherwise clarified by issuance of an addendum to the solicitation distributed to all sources that received a set of the solicitation. No other interpretations or clarifications will be provided prior to award.
- (g) The following items request information that the Evaluation Committee will utilize to evaluate the Proposal. Failure to provide any of the information below may result in a Proposal being deemed non-responsive and therefore not considered in the selection process.

A respondent wishing to be considered for a contract is requested to submit on the respondent/firm's letterhead, a statement which provides information on the following points, numbered and headed as indicated. The statements that follow request information that the Evaluation Committee will use to evaluate the RFP. Should you opt not to follow the suggested outline, it may result in the Proposal being considered non-responsive and therefore not considered in the selection process.

To achieve a uniform review process and to obtain a maximum degree of comparability, the City of New Braunfels requires that Proposals be submitted with **one (1) original master (marked 'original'), and two (2) USB electronic copies of all documents listed below. If submitting an electronic bid through BidNet, an original hardcopy and USB will not be required.**

Each Proposal completed and signed by person(s) authorized to bind individual, partnership, firm, corporation, or any other legal entity, will include the following in one envelope/package:

- **TAB 1 Solicitation and Offer Form:** Complete and sign form located on Page 1.
- **TAB 2 Acknowledgment of any Addenda issued on this solicitation,** if applicable.
- **TAB 3 Cover Letter** - Name and address of the Respondent, as well as a brief description of the company and its history, and how this makes the Respondent qualified for this bid.
- **TAB 4 should contain the following documents:**
 - a. **Certificate of Insurance** One copy completed and signed (Refer to Section 3.10). **A "for information purposes only" copy is acceptable.** The awarded Contractor will be required to provide their certificate of insurance prior to contract award.
 - b. **Conflict of Interest Questionnaire** Must be filed with the City Secretary **IF** the Respondent has a business relationship as defined by Local Government Code (LGC) Section 176.001(1-a) with the City and the Respondent meets requirements under LGC Section 176.006(a).
 - c. **Certificate of Interested Parties - Form 1295** The City will request this form from the awarded Contractor(s).

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- **TAB 5 Capacity to Provide Full Scope** (Scope found in Section 6)
 - This section will support requested items under Section 5.3.1 Evaluation Criteria.
- **TAB 6 Required Forms**
 - Include the following attachments:
 - **ATTACHMENT B – COMPANY INFORMATION; and**
 - **ATTACHMENT C – RESPONDENT CERTIFICATIONS**
- **TAB 7 Cost Proposal Form** – (Refer to Section 5.3.1.C) Attachment A

NOTE: Failure to submit Attachments A and B & C will deem your proposal non-responsive.

- **TAB 8 Additional Supporting Documentation** Attach copies of contractor's license, certifications, or any other documentation not referenced under another tab.
- **TAB 9 Deviations from Request for Proposal** – (Reference Attachment D- EXCEPTIONS AND ALTERNATIVES FORM)
 - Respondent is to indicate any deviations being offered in lieu of specified language referenced in the solicitation.

3.3 PROPOSED SOLICITATION SCHEDULE

DATE	MILESTONE
June 13, 2022	RFP issued on https://www.bidnetdirect.com/texas/city-of-new-braunfels and https://www.nbtexas.org/2694/Active-Solicitations
June 23, 2022	Deadline to receive questions shall be 5:00 P.M.
June 30, 2022	Proposal submission deadline – 3:00 P.M.
July/August 2022	City Council considers award
August 2022	Anticipated Contract

3.4 CONTACT FOR QUESTIONS

All *questions* concerning this solicitation shall be in writing, on or before **June 23, 2022**, to:

Purchasing Representative: Paige McDonald, Assistant Purchasing Manager, via email pmcdonald@nbtexas.org

All questions and/or clarification submittals shall identify the RFP in the subject line of the email message as follows: RFP 22-025 Emergency Vehicle Upfitting

All prospective respondents are hereby instructed to not contact any member of the City of New Braunfels' City Council, City Manager, evaluation committee, or City of New Braunfels' staff members other than the noted contact person regarding this solicitation on page 1. Any such contact may be cause for rejection of your Proposal.

3.5 RESPONSES TO QUESTIONS/INQUIRIES

Responses to questions/inquiries that directly affect an interpretation or change to this RFP will be issued in writing by Purchasing as an addendum and posted at <https://www.bidnetdirect.com/texas/city-of-new-braunfels> and the City's website <http://nbtexas.org/DocumentCenter/Home/Index/139>.

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All such addenda issued by the Purchasing Representative before the time that Proposals are received shall be considered part of the RFP.

Only those inquiries the Purchasing Office replies to by addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect.

Respondents shall be responsible for monitoring the City's website at <https://www.nbtexas.org/2694/Active-Solicitations> for any updates pertaining to the solicitation described herein. Various updates may include addendums, cancelations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.

3.6 SOLICITATION UPDATES

Respondents shall monitor the BidNet Direct website (<https://www.bidnetdirect.com/texas/city-of-new-braunfels>) and the City's website (<https://www.nbtexas.org/2694/Active-Solicitations>) for any updates pertaining to the solicitation described herein. Various updates may include addendums, cancelations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. It is the Respondent's responsibility to change the websites for current changes to the Solicitation documents.

3.7 EXCEPTIONS AND DEVIATIONS

Any exceptions to the specifications or objectives of the solicitation document must be clearly stated in Respondent's Proposal.

3.8 COMPETITIVE PROPOSALS

Proposals will not be opened publicly to avoid disclosure of contents to competing respondents and kept confidential during the process of negotiation. However, all Proposals will be open for public inspection after award except for trade secrets and confidential information contained in the Proposals and identified as such by the Respondent. Marking the entire Proposal as confidential and/or proprietary is not in conformance with the Texas Open Records Act.

3.9 WHAT IS NOT ACCEPTED

A Proposal submitted by facsimile transmission (FAX) or by electronic mail (EMAIL) will **NOT** be accepted. A Proposal response received **AFTER** the deadline (as stated above) for submitting the Proposal response will **NOT** be considered under any circumstances and will be returned unopened to the submitter.

SECTION 4

PROJECT DESCRIPTION AND BACKGROUND

4.1 The City of New Braunfels is seeking proposals from qualified persons to provide emergency vehicle upfitting for the City's emergency vehicle fleet.

4.2 BACKGROUND:

With its strategic location just off I-35 midway between San Antonio and Austin, only 7 miles from I-10 and less than 10 miles from the new state highway 130 route, New Braunfels is in the middle of one of the most dynamic growth areas in the country.

The City of New Braunfels currently seeks proposals from a qualified supplier with which to establish a long-term, cost-effective agreement for high quality, reputable installation of emergency vehicle equipment and vehicle electrical maintenance and service. The City requests your firm, fixed pricing for standard installation services such as (but not limited to) light bars, sirens, push-bumpers, police radios and antennas, and other emergency lighting; and other repairs normal and customary for maintenance of these types of emergency equipment. Other types of maintenance will be handled on a case-by-case basis.

Qualified suppliers are invited to submit proposals, based on the information provided in this RFP, to establish a business alliance with City, which will maximize the resources of the organizations to most effectively meet the vehicle requirements of the City's emergency vehicle fleet. Our strategy is to identify a Respondent(s) whose capabilities fit our vehicle emergency equipment installation and service requirements, and from whom we will purchase labor and materials that meet our specific needs.

It is not the intent of this RFP to completely describe all aspects of all emergency equipment installation and service for all possible requirements. The City intends to establish a three-year contract to be utilized by the City on an as-needed basis. Responders should specify the basis (list prices, labor costs, discount levels, etc.) upon which the quoted prices are calculated, and agree to provide all current and future products on that same price basis throughout the contract term.

SECTION 5

QUALIFICATIONS AND EVALUATION CRITERIA

5.1 SELECTION PROCESS

The City reserves the right to delay the response opening, to evaluate alternate responses and to make multiple and/or split awards from this RFP.

The City's evaluation team will rank respondents meeting the evaluation criteria and the requirements of the needed services outlined in the solicitation and as outlined in the respondent's proposal.

The respondent(s) selected for award will be awarded an Agreement to provide services as specified.

5.2 QUALIFICATIONS

MINIMUM QUALIFICATIONS: Respondents; specifically, the business that will be contractually bound under the contract with the City of New Braunfels, will be deemed non-responsive and rejected without any further evaluation if they do not provide verifiable evidence of the following:

- Previous Experience
- Capability
- Expertise of Personnel

It is important that Respondents show a demonstrated presence in the market over a significant period of time. Respondents should have consistently evolved their products and prices as compared to their competitors, and demonstrate long-term viability, judged by financial standing, market share, and similar criteria. Prospective Respondents are to provide the following information and meet the City's minimum qualification standards in order to be considered for award. Please respond to each point below in your proposal noting the section and item number.

5.3 EVALUATION CRITERIA

The City of New Braunfels will review all Proposals submitted in response to this solicitation using the criteria presented below and rank each respondent. The respondent will be recommended for award to City Council based upon the published selected criteria noted below. The evaluation committee recommendations are subject to approval by the City of New Braunfels City Council.

5.3.1 Evaluation Standard; Evaluation Committee. A committee comprised of City of New Braunfels staff and potentially including board/commission members or other development stakeholders will evaluate the Proposals submitted. Proposals will be evaluated on evidence of understanding of the issues and challenges, the objectives to be achieved, and the technical and administrative capabilities in relation to the needs of the project. The following criteria are those that will be applied in the evaluation of the Proposal:

Evaluation Criteria:

A. 35 Points: Capability

All Respondents must be able to demonstrate the capability to provide the required services by possessing all necessary business and technological resources, including personnel, facilities, maintenance, support, systems, organizational structure, operational controls, and quality control. Specifically, Respondent should:

- Have a demonstrated record of providing vehicle electric maintenance services, to include upfitting of vehicles with emergency lights and equipment over the past three (3) years for customers with fleets of twenty (20) vehicles or more
- Have a demonstrated record of providing public safety emergency equipment installation for customers with fleets of at least 10 vehicles or more
- Ensure that City is classified as a highest priority account
- Ensure that the Respondent is capable of delivering vehicles on the promised date
- Prior to contract award, provide Proof of Qualification, which demonstrates that the technicians are qualified to perform electrical maintenance and service on vehicles of all types (trucks, vans, cars, police cars), as well as installation and service of emergency lighting and radio equipment
- Licenses and Certifications; Please provide copies of licenses and certifications

B. 40 Points: Expertise of Company & Personnel

- All Responders must describe in detail their experience during the last five years in providing fleet vehicle maintenance similar in size and complexity to that required by City as stated in this RFP. In order to satisfy this requirement, the project descriptions must include the date, location, vehicle type(s), and customer name(s). These citations must demonstrate that the Responder has successfully provided substantially similar products and services to those anticipated by this RFP.
- Provide a list of references of companies or organizations to which you have provided fleet maintenance.

C. 25 Points: Cost of Services

Complete the RFP proposal included herein and provide an explanation of how the cost and proposed hours were calculated for proposed milestones and any additional hourly rate pricing. The City will rank cost based on the respondents proposed plan. It is the intent of the City to work with the recommended Respondent to finalize a custom plan and cost.

TOTAL POSSIBLE POINTS: 100

- 5.3.2 Other Considerations.** The City reserves the right to request additional information or consider historical information and facts, whether gained from the Proposal, references, or any other source, in the evaluation process, including Respondent's past working or business relationship with the City, if any. The City further reserves the right to consider a respondent's background, personnel, experience, financial and other references, management practices, exceptions to the RFP or subsequent contract, and any working relationships, past or present, a respondent may have with its other clients.
- 5.3.3** Respondent should be aware that the contents of the successful Proposal response will become part of subsequent contractual documents.
- 5.3.4 Opened Proposal.** A submittal may not be opened before the closing date for the purpose of changing or amending the submittal or to correct an error in the submittal terms or conditions. If the submittal is opened before the closing date by anyone other than the City, the submittal may be rejected in its entirety by the City.

5.3.5 Additional Information. At your option, provide in your Qualifications any contractual language, terms, conditions, considerations, or contingencies your company would request or require to be included in the negotiated contract between the City and the selected submitter, should your company be awarded a contract. Approval of such language, terms, conditions, considerations, or contingencies offered by a submitter remains with the City and in all cases the City's decision is final.

5.4 LIMITATIONS

5.4.1 Right to Accept or Reject. The City reserves the right to reject any or all submittals, to waive informalities and accept the submittal that the Owner believes is the most advantageous to the public interest and in keeping with the local government project procedures. The RFP does not commit the City to award a contract, issue a purchase order, or pay any costs incurred in the preparation of a submission in response to this RFP.

5.4.2 Solicitation to Remain Subject to Acceptance. All solicitations will remain subject to acceptance for one hundred twenty (120) days after opening without taking action.

5.4.3 City Council Approval Required. The City of New Braunfels City Council must approve the respondent selected to provide the services requested in this RFP. The City reserves the right to authorize contract negotiations to begin without further discussion with respondents submitting a response. Therefore, each Proposal should be submitted as completely and accurately as possible. The City reserves the right to request additional data, oral discussions, or presentations in support of the written Proposal.

5.4.4 Respondent's Obligation Regarding Evaluation:

- a. Submission of Information. Submitters are cautioned that it is each respondents sole responsibility to submit information related to the evaluation categories, and the City is under no obligation to solicit such information if it is not included with the Proposal. Failure of a respondent to submit such information may cause an adverse impact on the evaluation of the specific Proposal.
- b. Submitter Review of RFP. Submitters are responsible for examining and being familiar with all specifications, terms, conditions, provisions, and instructions of the RFP and their responses. Failure to do so will be at the respondents' risk and will not be a determinative factor when awarding the contract for services.

5.4.5 Oral Non-Binding. Any non-written representations, explanations, or instructions given by City staff or City agents are not binding and do not form a part of, or alter in any way, the RFP, a written agreement pertinent to the RFP, or the awarding of the contract.

5.4.6 Lobbying Prohibited. Proponents are prohibited from directly or indirectly communicating with City Council members regarding the Proponent's qualifications or any other matter related to the eventual award of a contract for the services requested under this RFP. Proponents are prohibited from contacting city staff members regarding their qualifications or the award of a contract, unless in response to an inquiry from a staff member. Any violation will result in immediate disqualification of the proponent from the selection process.

5.5 PROPOSAL SPECIFICATIONS

5.5.1 Modification or Withdrawal of Proposal. Proposals cannot be altered or amended after the submittal deadline. Proposals may be modified prior to the deadline only by providing a written

notice by mail or email) to the Purchasing Representative at the address shown herein. A submitter's Proposal may also be withdrawn in writing by providing the same notice by a submitter or the submitter's authorized agent, providing the agents identify is made known and the agent signs the request to withdraw Proposal. **HOWEVER, IN THE EVENT OF WITHDRAWAL, THE SUBMITTER WILL NOT BE ALLOWED TO RESUBMIT.** This provision does not change the common law right of a Respondent to withdraw a Proposal due to a material mistake in the Proposal.

5.5.2 Inquiries. In order to ensure fair and objective evaluation, all questions related to this RFP should be addressed only to the persons named in Section 4.1 of this solicitation.

5.5.3 RFP Interpretation; Addendum. Any interpretations, corrections, or changes to this RFP will be made by addenda through:

- <https://www.bidnetdirect.com/texas/city-of-new-braunfels>
- and the City Website: <http://nbtexas.org/DocumentCenter/Home/Index/139>

Submitters shall acknowledge receipt of all addenda per the instructions to be attached to addenda.

**SECTION 6
SCOPE OF WORK**

6.1 PROJECT GOALS

The City seeks proposals from Respondents to perform installation of emergency equipment (lighting, radio, etc.), and vehicle electrical maintenance and service on its police fleet of vehicles in accordance with all manufacturers' requirements. This contract will encompass maintenance, repair and service not covered by manufacturer warranty.

Currently, there are approximately 175 emergency vehicles owned and operated by the City that are offered as the base for this contract. This fleet will fluctuate in size throughout the term of the resultant agreement. Respondents submitting proposals must be capable of servicing and repairing all types of vehicles. Respondents may utilize subcontractors but assume responsibility for subcontractors' work.

6.2 SCOPE OF WORK

6.2.1 Coordination of Activities

Respondent must coordinate all activities under a resultant contract award with City staff. Prior to repair or replacement of any equipment or parts, the Respondent shall provide a written estimate stating what work is to be done, parts that will be required, time required and the cost for doing the work. A representative from the City must approve the work and a PO must be issued prior to the commencement of work.

6.2.2 Location of Work

When work is performed at the Respondent's site, the vehicles shall be stored in a secure area at the Respondent's site with precautions taken to protect the vehicles from vandalism, theft, or damage.

6.2.3 Delivery Process

For work that must be done at the Respondent's site, City will schedule and deliver vehicles for services when possible; however, if a staff member cannot take the vehicle to the Respondent site, or a vehicle cannot be driven because of needed repair, the Respondent may be required to pick up the vehicle. If the vehicle is inoperable, a tow truck or other conveyance vehicle will be utilized at the City's expense.

6.2.4 Staging of Parts

Respondent shall allow City to order parts for delivery to Respondent's location in care of the City.

6.2.5 Acceptance of Completed Work

The City will determine if the service work completed is acceptable. If the work does not meet requirements, Respondent must take whatever remedial action is necessary to meet the requirements. All remedial work shall be done at Respondent's expense.

6.2.6 Promised Delivery Date

Respondent must provide City with a promised delivery date for each vehicle or group of vehicles delivered to the Respondent for work. Failure to deliver the vehicle or vehicles by the promised delivery date will result in penalty of \$50 per day per vehicle for each day the vehicle or vehicles are delivered beyond the promised date. Penalties are payable by Respondent to City.

6.2.7 Warranties

Products and services furnished to City under any purchase agreement resulting from this RFP shall be covered by the most favorable commercial warranties the supplier or manufacturer gives to any customer for the same or substantially similar products, and the rights and remedies so provided are in addition

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to, and do not limit, any rights afforded to City by any other article in the agreement and any subsequent agreement. Such warranties shall be effective upon acceptance of the products and services by the City Fleet Representative(s).

Specifically,

- All parts, equipment, and other materials and workmanship furnished by the Respondent shall include the manufacturer's warranty for replacement.
 - Respondent agrees to guarantee all work performed.
- Respondent further agrees to replace all components which fail or do not perform according to the manufacturer's specifications during the warranty period.
- Respondent agrees to redo all work which fails or causes a failure or does not perform according to the City's specifications during the warranty period, at no cost to the City.

6.2.8 Costs

Respondents shall specify hourly labor rates, and the number of those labor hours that will be charged for the specific service scenarios below. All quotes should be based on the use of performance parts where possible.

Please provide quotes for the following services—individually and as a complete package—specifying individual parts and labor costs where applicable:

- 1) Tear-down of emergency equipment from surplus police vehicles
- 2) Installation of the following City-supplied emergency equipment:
 - (a) Lightbar, siren, controller
 - (b) Push-bumper
 - (c) Prisoner partition
 - (d) Plastic prisoner seat
 - (e) Mobile tablets and docking stations
 - (f) Weapons rack (shotgun and AR-15) with three release switches
 - (g) Secure Idle
 - (h) Blackout lights (tail lamps)
 - (i) Trunk flush mount LED lights (2)

ATTACHMENT A

PROPOSAL FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without any further evaluation.

OFFER TO: CITY OF NEW BRAUNFELS:

The Undersigned hereby offers and agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposal.

ADDENDA:

The undersigned hereby acknowledges receipt of the following addenda to the Drawings and Specifications, all of the provisions and requirements of which addenda have been taken into consideration in the preparation of this Proposal.

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

OBLIGATION:

The undersigned, by submission of this Offer, hereby agrees to be obligated, if the Offer is accepted by the City of New Braunfels, to enter into a Contract to provide the stated goods and/or services for the term as stated herein in accordance with the Scope of Work, Specifications, and Terms and Conditions, together with any written Addenda as specified above and any negotiated terms. If this offer is accepted and signed by the City of New Braunfels, this RFP document, together with any written Addenda and any negotiated terms shall be (collectively) the contract.

NON-COLLUSION:

The undersigned, by submission of this Proposal Form and other required forms, hereby declares that this Proposal is made without collusion with any other business making any other Proposal, or which otherwise would make a Proposal.

SUBMITTAL REQUIREMENTS:

The undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Criteria and Submittal Requirements section of this RFP.

ATTACHMENT B
COMPANY INFORMATION

1. Company Information:

- Company name: _____
- Company address: _____
- Year established: _____
- Number of years in business under present name: _____
- Form of ownership: Proprietorship Partnership Corporation Other (specify)
- When organized: _____
- If a corporation, where incorporated: _____
- Federal Employer Identification Number: _____
- Texas Comptroller's Taxpayer Number, if applicable: _____
- DUNS NUMBER: _____
- Provide a list of officers of the firm who, while in the employ of the firm or the employ of previous firms, were associated with contracts which resulted in lawsuits, contracts defaulted or filed for bankruptcy.
 - _____
 - _____
 - _____
- Complete **A** below if you are a non-resident Respondent (your company's principal place of business is not in Texas). **Resident Respondents must check box B.**
 - A:** Company is a non-resident Respondent. Its principal place of business is the state of _____
Check one of the following options:
 - Non-resident Respondents in the state of our principal place of business are required to propose _____ percent lower than resident Respondents by state law. A copy of the statute is attached.
 - Non-resident Respondents in the state of our principal place of business are not required to underbid resident Respondents in order to secure contract awards.
 - B:** Company's principal place of business or corporate offices is in the State of Texas.

2. Subcontractor(s), if applicable:

- Subcontractor(s) will not be used to complete this contract.
- Subcontractor(s) will be used to complete this contract. (*Attach a list if additional space is necessary.*)

Subcontractor Name: _____

Percentage (%) of Total Contract: _____

Mailing Address: _____

If applicable, for each subcontractor, provide a list of officers of the company who, while in the employ of the company or the employ of previous companies, were associated with contracts which resulted in lawsuits, contracts defaulted or filed for bankruptcy.

ATTACHMENT C

RESPONDENT CERTIFICATIONS

The Respondent is required to submit the following information to Owner for consideration:

Provide responses that are clear and comprehensive.

Company name: _____

To demonstrate qualifications to perform the scope of services, each Respondent is required to submit the following information to Owner for consideration.

Answer all questions listed below. Provide responses that are clear and comprehensive. Attach any additional information provided on separate sheets, if applicable.

DEBARMENT/SUSPENSION INFORMATION:

1. Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity or is Respondent listed on the federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement are listed at <http://www.epls.gov?>
- Yes No

If yes, identify in an attachment the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, or listed at epls.gov and state the reason for or circumstances surrounding the debarment, suspension or ineligible for federal procurement, including but not limited to the period of time for such debarment, suspension or ineligibility.

CERTIFICATIONS:

1. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. Yes No
- A. "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the solicitation process or in the Contract execution.
- B. "Fraudulent practice" means an intentional misrepresentation of facts made
1. to influence the solicitation process or the execution of the Contract to the detriment of Owner,
 2. to establish Cost Proposal or Contract prices at artificial non-competitive levels, or
 3. to deprive Owner of the benefits of free and open competition.
- C. "Collusive practice" means a scheme or arrangement between two or more Respondents, with or without the knowledge of Owner, a purpose of which is to establish Cost Proposals at artificial, non-competitive levels; and
- D. "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the solicitation process or affect the execution of the Contract.

2. NON-COLLUSION CERTIFICATION:

- A. Non-Collusion Certification: Do you certify that all of the following are true and correct concerning your company's cost Proposal? **Yes** **No**
1. That you are fully informed of the contents of the solicitation and the circumstances of its preparation;
 2. That your cost Proposal is genuine and is not a collusive or sham cost Proposal;
 3. That neither you nor anyone else acting on behalf of your company has agreed, colluded, or conspired in any manner with any other respondent, firm or person to submit a collusive or sham cost Proposal, or to refrain from responding, or sought by communication or conference with any other respondent, firm or person to fix the prices, overhead, profit, or any cost element in your cost Proposal or in any other cost Proposal, or to secure through any collusion, conspiracy, or agreement any advantage against the City of New Braunfels or any other respondent; and
 4. The prices quoted in your cost Proposal are fair and proper and are not affected by any collusion, conspiracy, connivance or unlawful agreement on the part of your company or anyone acting on its behalf.

3. GOVERNMENT CODE TITLE 10 SUBTITLE F VERIFICATIONS:

- A. Contractor shall verify that it's named company, under the provisions of Subtitle F Title 10 Government Code Chapter 2270: **Yes** **No**
1. Does not boycott Israel currently; and
 2. Will not boycott Israel during the term of the contract.
- B. Pursuant to Sections 2270.001, 2270.002, 808.001, Texas Government Code:
1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
 2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.
- C. Pursuant to subtitle F, Chapter 2252, Texas Government code, contractor shall not do business with Iran, Sudan or a foreign terrorist organization while providing products or services to the City of New Braunfels. **Yes** **No**

SEE NEXT PAGE FOR ACKNOWLEDGEMENT

ACKNOWLEDGEMENT

THE STATE OF _____

COUNTY OF _____

I certify that I have read all of the specifications and general RFP requirements and do here by certify that all items submitted meet specifications. I certify that my responses and the information provided are true and correct to the best of my personal knowledge and belief and that I have made no willful misrepresentations in this Questionnaire, nor have I withheld any relevant information in my statements and answers to questions. I am aware that any information given by me in this questionnaire may be investigated and I hereby give my full permission for any such investigation, and I fully acknowledge that any misrepresentations or omissions in my responses and information may cause my response to this solicitation to be rejected.

Company's Name

Signature, Authorized Representative of Respondent

Title

ATTACHMENT D

EXCEPTIONS AND ALTERNATIVES FORM

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without any further evaluation.

Respondents are to comply with all requirements of this solicitation, otherwise the proposal may be deemed non-responsive. Exceptions may be considered if they are presented with the proposal and if the City determines that the exception does not materially alter the intent of this solicitation or that it exceeds the requirements of this solicitation.

- No Exceptions Taken
- Exceptions Taken – *See attached (Include in Tab 10)
**Note that if any exceptions are taken, all required information must be submitted as an attachment*

In the event the Respondent takes exception to any language in this solicitation, they may set forth alternatives by presenting each exception separately by stating:

- a)** The specific item or clause for which an exception is requested (citing the page and item number).
- b)** The suggested change to the exception, inclusive of proposed new language if applicable.
- c)** An explanation as to how the proposed change would benefit the City and/or why the exception is necessary.

Except as may be indicated above, Respondent is in complete agreement with this entire solicitation including any proposed terms, conditions and business arrangements described herein.

(Authorized Signature)

Date

(Title)