



*Nueces County Appraisal District
201 N. Chaparral, Ste. 206
Corpus Christi, Texas 78401-2503*

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INVITATION FOR BIDS

SECTION 1: NOTICE OF INVITATION FOR BID (IFB)

INVITATION NO: **BI-2017-01 Vehicles**
BID CLOSING TIME: **November 6, 2017 5:00:00 PM Central Time**

District Contact: Elias Sissamis, Manager of Administration, esissamis@nuecescad.net
Alternate: Irene Lugo, ilugo@nuecescad.net

For this bid invitation, the following documents are relevant:

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***Complete and return these documents by BID CLOSING TIME (above) in a password protected file. Please see the first page of Attachment A (red font) for more details on how to submit multiple bid pages.**

Bidders must be available up to at least 10am the following morning to provide the District with the password on request. If you want to fax, email, or mail your bid, please contact Elias Sissamis to make alternate arrangements.

SECTION 2: IFB TERMS AND INSTRUCTIONS TO BIDDERS

Notice: Please check <http://www.ncadistrict.com/Procurement> periodically for any addendum to this IFB.

1. **Anticipated schedule** for this bid process is as follows:

Date	Activity
Oct. 20, 2017	Issue IFB
Nov. 6, 2017	Bids due 5:00pm CT to esissamis@nuecescad.net and llugo@nuecescad.net
Nov. 7, 2017	District obtains passwords to electronic bid files by 10am CT
Nov. 7, 2017	Public opening of bids, 10:30am CT Nueces County Appraisal District, 201 North Chaparral, Board Room, Corpus Christi, Texas 78401
Nov. 8, 2017	Staff recommends to District Board of Directors
After	District staff contact successful bidder(s) to commence

2. **Specifications**

Bidders are expected to examine the specifications herein and all instructions. Failure to do so will be at the Bidder's risk. Bidders may provide a product exceeding specifications, as an alternate bid.

3. **Bid Terms and Requirements**

Each Bidder must email the required items in Attachments A and B in a password protected file(s) and also be available up to 10am the following morning to provide the District with the password. If a bidder cannot be available during that time, please make arrangements to email the Contact and Alternate Contact on Page 1 with the password only after the BID CLOSING TIME.

- A. Bidder and any of its agents/subcontractors/other related parties must be legally authorized to provide the goods and services that are the subject of this IFB. By signing and submitting a bid, Bidder is committing to all terms and conditions as outlined in the IFB, except as indicated in the bid.
- B. The Bidder should quote its lowest and best price, F.O.B. destination point (District) on each item. If delivery and shipping quantities affect unit bid price, multiple bids may be made so as to indicate "price break" quantities in order for the District to determine maximum economic benefit. Pricing should include packaging and transportation unless otherwise specified. Pricing shall be entered as instructed on the Bid Sheet. In case of discrepancy between unit price and total price, the unit price will be presumed correct.
- C. Bids should be firm. If the Bidder, however, believes it is necessary to base its price on a price adjustment, such a bid may be considered, but only as an alternate bid.
- D. Transportation Charges. If the quoted price does not include transportation charges, such charges must be itemized separately; provided, however, that the District shall have the right to designate what method of transportation shall be used to ship the goods.
- E. Taxes. The District does not have to pay Federal Excise Taxes or State and Local sales and use taxes. Tax exemption certificates can be provided upon request.
- F. Time, if stated as a number of days, will include Saturdays, Sundays, and holidays. Time of delivery is part of the bid and is very important. The required delivery date indicated is at point of destination. If the indicated date cannot be met or date is not indicated, Bidder shall state its best delivery time.
- G. If the Bid Invitation indicates "approved equal" products are acceptable, the seller may offer an "equal" product as an alternate bid. Final "approved equal" determination remains solely with the District.
- H. Bids submitted on other than District forms or with different terms or provisions may be considered nonresponsive and eliminated from consideration at the District's sole discretion.

4. **Submitting Bids**

- A. Bidder completes Attachments A and B. All required bid documents must be submitted for a bid to be considered Responsive. Incomplete bids may be disregarded, as determined solely by the District.
- B. Email password protected bids to esissamis@nuecescad.net and llugo@nuecescad.net by the closing time shown in Section 1.
- C. Bids will remain sealed (password protected) until after the BID CLOSING TIME.
- D. Bids received after the exact hour and date of the BID CLOSING TIME shall not be considered.

5. **Modification or Withdrawal of Bids**

Bids may be modified or withdrawn prior to the exact hour and date of the BID CLOSING TIME.

6. **Evaluation Factors**

- A. The District may award to the bidder(s) who provides goods or services at the “best value” for the District. To determine the best value for the District, the District may consider:
- a. the purchase price;
 - b. the reputation of the bidder and of the bidder’s goods or services;
 - c. the quality of the bidder’s goods or services;
 - d. the extent to which the goods or services meet the District’s needs;
 - e. the bidder’s past relationship with the District;
 - f. the impact on the ability of the District to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities;
 - g. the total long-term cost to the District to acquire the bidder’s goods or services; and
 - h. any other relevant criteria specifically listed in this bid invitation/request for bids or proposals.
- B. **Partial Awards.** Bidders may furnish pricing for all or any portion of the Bid Invitation. Unless the Bidder specifies otherwise in his bid, the District may award the contract for any item or group of items shown on the Bid Invitation.
- C. **Reservations.** The District expressly reserves the right to do any combination of the following:
1. Award any combination of items to the same or different bidders;
 2. Waive any immaterial defect, irregularity or informality in any bid or bidding procedure;
 3. Cancel this IFB at any point in the process even after bid submittal;
 4. Reject any and/or all bids received for any reason as determined solely by the District;
 5. Reissue the IFB;
 6. Extend the bid closing time and date;
 7. Cancel this solicitation process and obtain any or all of the item(s) by other means (i.e. government purchasing cooperative, etc.);
 8. Include bids from any government purchasing cooperatives as if they also bid;
 9. Increase or decrease the quantity specified in the Bid Invitation, unless the Bidder specifies otherwise;
 10. Consider and accept an alternate bid, as provided herein, when most advantageous to the District, in the event no bid is received that fully complies with all requirements and criteria used to determine the lowest responsible bid.

7. **Conflicts of Interest**

Bidders must comply with the conflict of interest provisions of the District Charter and applicable laws. Each Bidder must file with the District a disclosure of interests on the form supplied by the District. Bidders are obligated to provide updated information concerning the disclosure of interests, as warranted, throughout the time the bids are being considered.

Bidders who already have a current disclosure of interest form on file in the District will not be required to submit a separate form with their bids, provided that they have signed the certificate on the Bid Sheet certifying that the disclosure of interest information on file is current and true.

8. **Equal Employment Opportunity**

Bidders are expected to comply with the Affirmative Action with respect to its provisions concerning any contractors.

SECTION 3: SCOPE OF PRODUCTS AND SERVICES

The District's fleet is about 31 vehicles. The District's practice has been to use its vehicles for as long as it is safe and economically viable to do so. This is typically beyond the vehicle estimated useful life due to relatively low miles driven annually.

Vehicles sought with this IFB

Bidders MUST bid the exact vehicle specified. Bids for alternate comparable vehicles will be considered after priority is given to the specific vehicles listed.

Note: All vehicles must be new vehicles on MSO without any previous damage or repairs.

District anticipates purchasing two (2) sedans and one (1) SUV-type vehicle
2017 models, new

Delivered to the District, FOB Destination point

Extended warranty plan

Each vehicle MUST include, at a minimum, the following items:

- Air Conditioning
- Automatic Transmission
- Unleaded Gasoline Engine
- Power Steering
- Power Windows
- Power Door Locks
- Power brakes
- Cruise Control
- Tilt Wheel
- AM-FM Radio
- Navigation system
- Bluetooth
- 2 sets of full-access keys or comparable device (if standard)
- Owner manual

External colors: white, light grey, and beige.

Cloth Interior: Preference to materials and colors that mask wear and stains better. No black or white.

Sedans being considered

- Toyota Camry SE 4-door Sedan 2.5L Engine with navigation system
- Nissan Altima 4-door Sedan 2.5SR, 2.5L Engine with navigation system
- Chevrolet Malibu 1LT 4-door Sedan 1.5 with Turbo with navigation system

SUVs being considered

- Dodge Durango SXT Plus RWD, 18" wheels with navigation system
- Dodge Journey Crossroads Plus, FWD, 3.6L V6, 7 passenger with navigation system
- Ford Edge Crossover SEL, 3.5L V6 engine, 4-door, navigation system, trim package, complete with all manufacturer's standard equipment
- Toyota Hilander LE 3.5L V6, 4-door, navigation system, power pack, 3rd row seat.

Delivery to the District

The vehicles must be delivered to the District within 30 days of District placing order. FOB Destination must be used while in transit. These vehicles are to be delivered in new condition without in-transit damage and shall be accompanied by owner manuals, MSO, Application for Texas Certificate of Title Form 130-U and Odometer Disclosure Statement, Form 40, and copy of original invoice (may also be mailed separately).

ATTACHMENT A: BID SHEET

1. Before bidding, please see IFB Sections 1 through 3.
2. Quote your best price, F.O.B. Destination, on each item.
3. In submitting this bid, Bidder certifies that: (a.) the prices in this bid have been arrived at independently, without consultation, communication or agreement with any other Bidder or competitor, for the purpose of restricting competition with regard to prices, and (b.) Bidder is an Equal Opportunity Employer.

The undersigned, by his/her signature, represents that he/she is authorized to bind the Bidder and shall fully comply with the terms and conditions of the Invitation for bid, Specifications, and Special Provisions for the amount(s) shown on the accompanying bid documents, if the offer is accepted within 90 calendar days after date of bid opening.

Firm Name: _____ **Telephone:** ____ - ____ - ____
Address: _____ **Fax:** ____ - ____ - ____
City: _____ **State:** ____ **Zip:** ____ - ____ **E-mail:** _____

Firm's Principal Place of Business: Address: _____ City: _____ State: ____ Zip: ____ - ____

Date: _____

Signature of Person Authorized to Sign Bid
Signer's Name: _____ **Title:** _____
(Please print or type)

Please submit the following:
Only one copy of this page of Attachment A is required.
The next page of Attachment A may be duplicated for each vehicle bid, each one vehicle bid per copy.
Only one copy of all Attachment B forms is required.

ATTACHMENT A: BID SHEET (Continued)

Line	Item	Notes	Qty	Bid Price
1	State which vehicle this sheet is for (must match Section 3 specifications):			
2	Price for Vehicle (must match Section 3 specifications and include delivery FOB Destination to District)		1	\$
3	Extended Warranty	Describe:		\$
4	Other (specify)	Describe:		\$
5	Total Bid Price			\$
6	Bidder's special terms to be considered by District:			

Attachment B: Certification Forms (Page 1 of 5)

CERTIFICATION FORM

In submitting this bid, I certify as follows:

1. **Non-Collusion Certification:** The undersigned Firm hereby certifies that it has made this proposal independently, without consultation, communication or agreement for the purpose of restricting competition as to any matter relating to this proposal, with any other Firm or with any other competitor;
2. **Proposal Validity Certification:** The undersigned offers and agrees, if this offer is accepted within 120 calendar days from the proposal due date, to furnish any or all services upon which fees are offered at the designated point within the time specified;
3. **Non-Debarment Certification:** The undersigned Firm hereby certifies that it is not included on the U.S. Comptroller General's Consolidated List of Persons or firms currently debarred for violations of various contracts incorporating labor standards provisions;
4. **Non-Conflict Certification:** The undersigned Firm hereby represents and warrants that no employee, official, or member of the District's Board of Directors is or will be peculiarly benefited directly or indirectly, in this Contract; and
5. **Non-Inducement Certification:** The undersigned Firm hereby certifies that neither it nor any of its employees, representatives, or agents have offered or given gratuities (in the form of entertainment, gifts, or otherwise) to any director, officer, or employee of the District with the view toward securing favorable treatment in the awarding, amending, or the making of any determination with respect to the performance of this Contract.

The undersigned hereby further certifies that s/he has read all of the documents and agrees to abide proposal by the terms, certifications, conditions, and addenda thereof.

Date: _____

Company Name: _____

Signature: _____

Printed Name: _____

Title: _____

ATTACHMENT B: CERTIFICATION FORMS (Page 2 of 5)

Business Address: _____
(Street Address) (City) (State) (Zip Code)

Mailing Address: _____
(P.O. Box) (City) (State) (Zip Code)

Telephone: (Office) _____ (Fax) _____

S.S.# or Tax ID #: _____

Firm Owner: _____

Firm CEO: _____

Date firm was founded: _____

ADDENDA ACKNOWLEDGEMENT:

Receipt of the following addenda is acknowledged (give addenda number)

ATTACHMENT B: CERTIFICATION FORMS (Page 3 of 5)

BUSINESS DESIGNATION FORM

PLEASE INDICATE WHETHER YOUR COMPANY IS ANY ONE OF THE FOLLOWING:

YES **NO** - **CERTIFIED HISTORICALLY UNDERUTILIZED BUSINESS (HUB)**

Select all that are appropriate:

- ASIAN PACIFIC
- BLACK
- HISPANIC
- NATIVE AMERICAN
- WOMAN

Please visit the following website for information on becoming a Texas Certified HUB:

<http://www.window.state.tx.us/procurement/prog/hub/>

YES **NO** - **LOCAL SMALL BUSINESS (LSB)**

A for-profit entity employing less than 49 employees located within the City limits of Corpus Christi, Texas

YES **NO** OTHER (PLEASE SPECIFY):

THIS COMPANY IS **NOT** A CERTIFIED HUB or LSB

THE INFORMATION REQUESTED IN THIS FORM IS FOR STATISTICAL REPORTING PURPOSES ONLY AND WILL NOT INFLUENCE AWARD DECISIONS OR THE AMOUNT OF MONIES EXPENDED WITH ANY GIVEN COMPANY.

Firm Name _____

Telephone: _____ - - _____ Ext.

Address: _____

Fax: _____ - - _____

City: _____ State: _____ Zip: _____ - _____

E-mail: _____

Signature of Person Authorized to Sign For

Date: _____

Signer's Name _____
(Please print or type)

Title: _____

ATTACHMENT B: CERTIFICATION FORMS (Page 4 of 5)

DISCLOSURE OF INTERESTS CERTIFICATION

FIRM NAME: _____

STREET: _____ CITY: _____ ZIP: _____

FIRM is: 1. Corporation 2. Partnership 3. Sole Owner
 4. Association 5. Other _____

DISCLOSURE QUESTIONS

If additional space is necessary, please use the reverse side of this page or attach separate sheets.

1. State the names of each "employee" of the District having an "ownership interest" constituting 3% or more of the ownership in the above named "firm".

NAME	JOB TITLE AND DEPARTMENT (IF KNOWN)
_____	_____
_____	_____

2. State the names of each "official" of the District having an "ownership interest" constituting 3% or more of the ownership in the above named "firm".

NAME	TITLE
_____	_____
_____	_____

3. State the names of each "board member" of the District having an "ownership interest" constituting 3% or more of the ownership in the above named "firm".

NAME	BOARD, COMMISSION OR COMMITTEE
_____	_____
_____	_____

ATTACHMENT B: CERTIFICATION FORMS (Page 5 of 5)

4. State the names of each employee or officer of a “consultant” for the District who worked on any matter related to the subject of this contract and has an “ownership interest” constituting 3% or more of the ownership in the above named “firm”

NAME

CONSULTANT

CERTIFICATE

I certify that all information provided is true and correct as of the date of this statement, that I have not knowingly withheld disclosure of any information requested; and that supplemental statements will be promptly submitted to the Nueces County Appraisal District as changes occur.

Certifying Person: _____ Title: _____
(Type or Print)

Signature of Certifying Person: _____ Date: _____