

**BROWNSVILLE NAVIGATION DISTRICT  
OF CAMERON COUNTY, TEXAS**

**PORT OF BROWNSVILLE**

**Specifications for Bid**

**2018 6WD Motor Grader  
2018 Boom Mower (Shredder)**

**Deadline Date – March 13, 2018 at 3:00PM**

**(956) 831-4592 Fax (956) 831-5106**

**Mailing Address - 1000 Foust Road Brownsville, Texas 78521**

**Delivery Address – 2993 N. Indiana Avenue, Suite B, Brownsville, TX 78526**

## **Notice to Vehicle Dealers**

Notice is hereby given that bid will be received by the Brownsville Navigation District of Cameron County, Texas, for the purchase of a 2018 GWD Motor Grader and a 2018 Boom Mower.

**All bids must be sealed and delivered to the Brownsville Navigation District, located at 2993 Ave., Suite B, Brownsville, Texas, by 3:00 PM on Tuesday, the 13<sup>th</sup> day of March 2018.** Bids will be calculated on a per unit basis. Bids must comply with the requirements set out in the "Specifications for Bids" which may be obtained from the office of the Director of Maintenance, Oscar Garcia, or by contacting (956) 831-8273. Bid security will be required as stated in the specifications.

**THE RIGHT IS HEREBY RESERVED** by the Board of Commissioners to reject any and all bids.

**02/26/2018 & 03/05/2018**

## **SECTION I GENERAL INFORMATION AND INSTRUCTIONS**

### **General**

The Brownsville Navigation District d/b/a The Port of Brownsville (hereinafter referred to as the “District”) is soliciting bid proposals for the purchase one new 2018 6WD Motor Grader and 2018 Boom Mower. The District is offering a trade-in for the purchase of the Motor Grader.

### **Notice**

Information provided in these specifications is to be used for purposes of buying one (1) new Motor Grader and (1) Boom Mower to the Brownsville Navigation District. It is further expected that each bidder will read these specifications with care, since failure to meet each condition or a combination of specified conditions may invalidate the proposal.

The Brownsville Navigation District (hereafter referred to as the District) reserves the right to reject any or all bids or any portion thereof and to accept the bid deemed most advantageous to the District.

Bidders are required to submit bids on the basis of these specifications. Any exceptions to terms requested herein must be clearly noted in writing and be included as a part of the bid.

No telephone, fax or e-mail bids will be accepted. The District will not be responsible for missing, lost or late mail. Any bids received after the date and time set for the deadline for receipt of bids will be returned to the bidder unopened.

The District believes that the data contained in these specifications is sufficient for the preparation of bids. The information is believed to be accurate and is based upon the latest available information, but it is not to be considered in any way as a warranty. Requests for additional information should be directed in writing by email to Oscar Garcia, Director of Facilities Maintenance at [ogarcia@portofbrownsville.com](mailto:ogarcia@portofbrownsville.com). Any written information given to any bidder concerning the RFP will be furnished to all bidders as an addendum to the RFP.

### **Reservation of Rights**

The District expressly reserves the right to:

- Accept one or more bids.
- Reject any bid received, or portion thereof.
- Cancel the entire RFP.
- Issue a subsequent RFP.
- Remedy technical errors in the RFP process.
- Waive informalities and irregularities.
- Contact any bidder for clarification after the bids are opened.
- Negotiate with any, all, or none of the respondents to the RFP.
- Accept any bid in whole or part, whether or not there are negotiations subsequent to its receipt. If subsequent negotiations take place, they shall not constitute a rejection or an alternate RFP.
- Accept the bid deemed most advantageous to the District.

### **Timetable**

1. These specifications are to be released for action on or about Monday, February 26, 2018.
2. The last date for questions to be received from bidders is Monday, March 5, 2018.
3. The last date for the issuance of an addendum is Thursday, March 5, 2018.
4. Bid proposals must be received by the District, Director of Finance, no later than 3:00 p.m. on Tuesday, March 13, 2018.
5. It is anticipated that the award of the bid will be made at a meeting of the District's Board of Commissioners to be held at 5:30 p.m. on Wednesday, March 21, 2018. Bidders are welcome to attend this meeting, but attendance is not required. **This public meeting will be held at the Port of Brownsville Police Command Center, 2993 N. Indiana Avenue, Suite B, Brownsville Texas.**
6. It is anticipated that the successful bidder(s) will be notified on or about Thursday, March 22, 2017.

### **Trade-Ins Offered**

1999 Champion Motor Grader 710A 6,575 Hours

### **Preparation of Bid**

The bidder shall prepare their bid in duplicate on the attached bid forms with attachments as necessary to fulfill the specifications contained herein. Unless otherwise stated, all blank spaces on the bid page or pages, applicable to the subject specification, must be correctly filled in. A unit price must be stated for each and every item, either typed in or written in ink. Any exceptions or deviations from the requested products must be clearly indicated in writing and must be submitted with and form a part of the bid form. Failure to follow this instruction will be grounds for disqualification of a bid.

### **Bid Security**

Bidders shall submit a cashier's check, certified check, or bid bond of 5 percent of the greatest amount bid with their bids as a guaranty that they will deliver the equipment within the number of days proposed herein after the receipt of notice of award of this bid. Cashier's or certified checks submitted as bid security must be drawn on a bank that is a member of the Federal Deposit Insurance Corporation (FDIC). All checks of unsuccessful bidders will be returned by the District within ten (10) days following the award of the bid. The cashier's or certified check of the successful bidder will be returned upon delivery of the equipment including the receipt of all warranty and operating documentation

### **Submission of Bid Proposal**

The bid shall be submitted in duplicate in a sealed envelope. Each envelope or package must be addressed as follows:

**Brownsville Navigation District  
Director of Finance  
2993 N. Indiana Avenue, Suite B  
Brownsville, Texas 78526**

On the front of each envelope shall be written the following words:

**2018 6WD Motor Grader or 2018 Boom Mower (Shredder)**

Bids must be received by the District's Director of Finance by the deadline date and time listed on the cover of these specifications.

### **Withdrawal of Bid**

Bidders may withdraw their bids at any time up to the time specified as the closing time for acceptance of bids. However, no bidder shall withdraw or cancel their bid for a period of sixty (60) days after said closing date for acceptance of bids. The successful low bidder shall not withdraw or cancel or modify their bid, except at the request of the District, after having been notified that said bid has been accepted by the District. Withdrawal or cancellation of a bid after the closing date for acceptance of bid shall result in the forfeiture of the bid security.

### **Interpretation of Specifications**

If any person contemplating submitting a bid is in doubt as to the true meaning of any part of these specifications, they may submit to Oscar Garcia, Director of Facilities Maintenance, a written request for interpretation thereof. Requests for interpretation must be received by 5:00 pm on Monday, March 5, 2018.

### **Addendums to Request for Proposals**

If it becomes necessary to revise any part of this request for proposals, a written addendum will be provided to all bidders who are known to be participating in the RFP process. Bidders must acknowledge on the Proposer's Acknowledgement Form (**Attachment A**) the receipt of all addendums in order for their bid to be considered. The District is not bound by any oral representations, clarifications, or changes made in the written specifications by the District's employees, unless such clarification or change is provided to bidders in a written addendum by an authorized representative of the District.

### **Deviation from Specified Requirements**

Bidders must specifically state each specified item that is not being included in the bid. It will not be acceptable to simply refer to an enclosed list of specifications. Failure to follow this instruction will be grounds for disqualification.

These specifications are not intended to be restrictive with respect to any alternative proposal if a distinct advantage can be demonstrated. Bids failing to meet all of the specifications will not necessarily be rejected, but any deviations must be clearly noted to be considered.

### **Criteria Used in Evaluating Bid Proposals**

1. Bids will be carefully evaluated for cost effectiveness and for compliance with the requirements contained in the specifications.
2. The bid be awarded to the responsible vendor(s) who submits a superior but economical bid based on an analysis of its compliance with the specifications.

### **Qualifications of Companies Submitting Bids**

The District reserves the right to require the successful bidder to provide a list of customers to whom the bidder has sold the subject equipment in the prior twelve months, including a list of public entity references in Texas.

### **Compliance with Laws**

All bidders involved shall observe and comply with all regulations, laws, ordinances, etc., of local, state, and federal governments as they apply to this bidding process.

### **Texas Ethics Commission Form 1295 Disclosures**

Companies doing business with the Brownsville Navigation District, a governmental entity, are required to file a "Disclosure of Interested Parties Form" (Form 1295 for short). The successful bidder will be required to file a Form 1295 prior to the Board signing the purchase agreement/purchase order. Further information regarding this form may be found on the Texas Ethics website, and instructions will be provided to the successful bidder.

### **Unit Pricing**

This bid must be prepared using unit pricing

### **Authorized Signature**

All bid forms must be signed by persons who have legal authority to bind the bidder to the equipment and prices that are reflected in the bid proposal.

### **Disqualification and Rejection of Bid Proposals**

Failure to comply with the requirements or the procedures set forth herein, or to satisfy the criteria as set forth in the specifications, may result in disqualification. It is not intended that exceptions to the specifications will, in and of themselves, result in disqualification.

### **Award of the Bid**

In the event that bids are received for demo units, the hours and use of the proposed equipment will be taken into consideration in making the award of the bid.

Preference may be given to a bidder who offers a delivery period of 90 days or less.

### **Determination of Compliance with Specifications**

The Director of Facilities Maintenance or his designee will be responsible for assuring that the delivered equipment complies with the successful bidder's bid and will make the final determination of compliance. This examination will take place on the date of delivery.

**Delivery of Equipment**

It is anticipated that the successful bidder will be notified on or around March 22, 2018. The bidder will be required to specify the number of days that will be required for delivery from the date of the award of the bid. The successful bidder will be expected to be able to deliver the requested equipment within the specified delivery period.

**Rejected Equipment**

If a unit of equipment is rejected for failure to comply with the specifications, it shall be the responsibility of the bidder to remove the equipment from the District's premises at their expense.

**Terms of Payment**

Invoices submitted for the purchase of the equipment will be paid upon delivery and acceptance by the District of the equipment including the receipt of all warranty and operating documentation. The District requires five business days' notice of the confirmed delivery date in order to prepare payment. Billing address for invoices under this bid proposal is:

**Brownsville Navigation District  
Accounts Payable  
1000 Foust Road  
Brownsville, TX 78521**

Electronic invoicing may be submitted to [vendor@portofbrownsville.com](mailto:vendor@portofbrownsville.com)

**BROWNSVILLE NAVIGATION DISTRICT  
Bidder's Acknowledgement Form**

Having carefully examined the information, notices and specifications and conditions contained in this package, the undersigned Bidder's agent or representative hereby proposes and agrees to furnish proposed equipment in strict compliance with these Specification at the prices quoted. The Bidder affirms that, to the best of their knowledge, the bid has been arrived at independently and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other bidders in the award of this bid.

Addendums received:

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**Deadline for Submission:    March 13, 2018 at 3:00 PM**

Vendor:
Address:
City, State, Zip Code:
Signature of Bidder:
Title with Company:



