



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

**Request for Bids
for**

PICKUP TRUCKS

Deadline Date: September 2, 2020 - 3:00 PM

NOTICE TO AUTOMOBILE DEALERS

Notice is hereby given that sealed **Bids for Pickup Trucks** will be received by the Brownsville Navigation District of Cameron County, Texas. The District is offering four pickup trucks in trade.

All Bids must be sealed and delivered to the Brownsville Navigation District, *Director of Finance*, 1000 Foust Road, Brownsville, Texas, on or before 3:00 PM on Wednesday, September 2, 2020. All submittals must be clearly marked on the outside of the envelope: “Bid for Pickup Trucks”.

Bids must comply with the requirements set out in the "Request for Bids" which may be obtained from the *Director of Administrative Services* and/or the Port of Brownsville website. Bid security will be required as stated in the Specifications.

No Bid will be accepted via fax or electronic submission.

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

8/19/2020; 8/26/2020

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 Bids for the purchase of five (5) Pickup Trucks.

1. Each Bidder will read these Specifications with care, since failure to meet each condition or a combination of specified conditions may invalidate the Bid. **Any exceptions to terms requested herein must be clearly noted in writing and be included as a part of the submitted Bid.**
2. **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.
3. The RFB 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 the *Director of Administrative Services* at mrecio@portofbrownsville.com.
4. The District reserves the right to purchase more or less than what’s indicated on the solicitation, and the District reserves the right to not purchase anything under this solicitation.
5. The District reserves the right to purchase more or less than the number of each type of vehicle indicated and the District reserves the right to not purchase vehicles under this solicitation. The contemplated purchases are as follows:
 - Vehicle One – 2 vehicles
 - Vehicle Two – 2 vehicles
 - Vehicle Three – 1 vehicle

Reservation of Rights

The District expressly reserves the right to:

- Accept one or more Bid(s).
- Reject any and all Bids received, or portion thereof.
- Cancel the entire RFB.
- Issue a subsequent RFB.
- Remedy technical errors in the RFB 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 RFB.
- 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 RFB.
- Accept the Bid deemed most advantageous to the District.

Timetable

1. These Specifications are to be released for action on or about Wednesday, August 19, 2020.
2. The last date for written questions to be received from Bidders is Friday, August 28, 2020.
3. The last date for the issuance of an addendum is Monday, August 31, 2020.
4. **Bids must be received by the District's Director of Finance, no later than 3:00 PM, Wednesday, September 02, 2020.**
5. Bidders are cordially invited to the bid opening but are not required to attend.
6. 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, September 09, 2020**. Bidders are welcome to attend this meeting, but attendance is not required.
7. It is anticipated that the successful Bidder(s) will be notified on or about Thursday, September 10, 2020.

Trade-in Offered

The District is offering the following vehicles in trade:

- 2010 Ford F150 – Mileage – _____ at 08/19/2020 (Unit #644)
- 2013 Ford F150 crew cab, 4x4 – Mileage – _____ at 08/19/2020 (Unit #665)
- 2015 Chevy Silverado crew cab, 4x2 – Mileage - _____ at 08/19/2020 (Unit #673)
- 2013 Ford F150 crew cab, 4x4 – Mileage - _____ at 08/19/2020 (Unit #696)

The Bidder may choose to offer a trade-in allowance for the offered vehicles. The vehicles are in active use and will be made available for the Bidder's inspection at the Overweight Permits Office of the District by appointment only. Please contact Margie Recio, *Director of Administrative Services*, at (956) 838-7021 or mrecio@portofbrownsville.com to make an appointment to inspect the trade-in vehicles.

Bidders will be asked to indicate if their offer for the trade-ins is contingent on the purchase of one or more of the vehicles.

Preparation of Bid

The Bidder shall prepare their bid on the attached bid forms with attachments as necessary to fulfill the specifications contained herein. **A unit price must be stated for each item, including any "no-bids"**. Failure to follow this instruction may be grounds for disqualification of a bid.

Bid Security

Bidders shall submit a cashier's check or bid bond of 5 percent of the greatest amount bid with their bids as a guaranty that they will deliver the goods within the number of days proposed herein after the receipt of notice of award of this bid. Cashier's 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.

Submission of Bid

2 copies of the Bid shall be submitted **in a sealed envelope**. Each envelope or package must be addressed as follows:

Brownsville Navigation District
Director of Finance
1000 Foust Road
Brownsville, Texas 78521

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

“BID FOR PICKUP TRUCKS”

The Brownsville Navigation District is a political subdivision of the State of Texas subject to the requirements of the Public Information Act, and therefore, any information submitted in response to the invitation for bids (or request for proposals, etc.) may be considered public information unless it is made confidential or is exempt from disclosure under Texas law.

Submittals by the Bidders in response to this RFB shall become the property of the District. The District shall not be responsible for the Respondent’s costs associated with submitting of a response.

Authorized Signature

All Bids must be signed by persons who have legal authority to bind the Bidder to items and prices that are reflected in the bid.

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 thirty (30) 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 bids 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 the *Director of Administrative Services* at mrecio@portofbrownsville.com a **written request for interpretation** thereof. Requests for interpretation must be received by 5:00 PM on August 28, 2020. Bidders shall not seek to influence any District Board members or District staff, directly or indirectly through others, as such contact may result in disqualification.

Addendums to Request for Bids

If it becomes necessary to revise any part of this RFB, a written addendum will be posted on the Port of Brownsville web site, under “Business with the Port/Procurement”. **It will be the responsibility of each Bidder to verify that they have received all addendums.** Bidders must acknowledge on the Bidder’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.

Criteria Used in Evaluating Bids

1. Bids will be carefully evaluated for cost effectiveness and for compliance with the requirements contained in the Specifications.
2. The experience, reputation and quality of the Bidder's equipment and services.
3. The District may give a preference to Bidders who offer a delivery date prior to October, 2020.

The Brownsville Navigation District has adopted a Local Preference Option Policy which enables the District to allow up to a 3% preference in the award of a bid to a Local Vendor in preference to a non-local vendor. The District reserves the right to invoke the Local Option Preference Policy in the award of this bid.

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 approving the award of the bid. Further information regarding this form may be found on the Texas Ethics website, and instructions will be provided to the successful Bidder.

Texas Government Code Chapter 2270 Prohibition on Boycotting Israel

Companies doing business with the Brownsville Navigation District, a governmental entity, are prohibited from boycotting Israel during the term of the purchase agreement resulting from this bidding process. Bidders will be required to provide a written verification that they do not boycott Israel and that they will not boycott Israel during the term of the agreement.

Unit Pricing

This bid must be prepared using unit pricing.

Award of the Bid

Award of the bid shall be based on the lowest base Bid, subject to the 3% Local Preference Option. The District reserves the right to award the Bid to multiple Bidders in order to obtain the best value for the District in the District's sole discretion.

Determination of Compliance with Specifications

The *Directors of Administrative Services & Facilities Maintenance departments* 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 or within a reasonable time thereafter. If it is rejected for failure to comply with the Specifications, it shall be the responsibility of the Bidder to remove it from the District's premises at their expense.

Delivery

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 and whether installation will be included in the Bid. **The successful Bidder will be expected to deliver the requested goods within the specified delivery period.**

Confidentiality

Bidders shall certify that any confidential information obtained from the District shall not be made available, reproduced, sold, distributed or otherwise published or disseminated to any person or entity, except as is necessary for the Bidder to provide the equipment required by the RFB. The Bidder must also agree to notify the District of any instances that the confidentiality of any information to which it has been given access has been breached.

Terms of Payment

Billing address for invoices under this RFB is:

**Brownsville Navigation District
Finance Department
1000 Foust Road
Brownsville, TX 78521**

Electronic invoicing may be submitted to vendor@portofbrownsville.com

**SECTION II
PICKUP TRUCK
SPECIFICATIONS**

**VEHICLE ONE
PICKUP TRUCK SPECIFICATIONS**

1/2 Ton Pickup, Crew Cab, 4x4, Short Bed, No Front Center Console

General Specifications – Option 1

New, 2020 Model-year, full size, ½-ton class, 4-wheel drive pickup (4x4). This pickup is to have a crew cab (4-door), short bed, no front center console and standard equipment. Vehicle must come with full manufacturer’s warranty.

Alternate Bid – Option 2

New, 2019 Model-year, full size, ½-ton class, 4-wheel drive pickup (4x4). This pickup is to have a crew cab (4-door), short bed, no front center console and standard equipment. Vehicle must come with full manufacturer’s warranty.

Body Style

Straight-sided, steel-floored, 5½’- bed pickup truck
Wheelbase 140” – minimum

Number of Cylinders and Engine Size

V8 FFV engine, 5.0L (minimum)

Fuel Type

Gas or Flexible Fuel

Drive Train

4WD

Transmission

6-Speed, Automatic Transmission (minimum).

Color

The body color shall be white.
No dealer logos or decals are to be affixed to the vehicle.

Interior

Factory Air Conditioning
Factory Heater and Defroster
Power Windows and Power Door Locks
Remote, Key-less Entry
Power Steering
Cruise Control

VEHICLE ONE
PICKUP TRUCK SPECIFICATIONS
1/2 Ton Pickup, Crew Cab, 4x4, Short Bed, No Front Center Console (continued)

Seats

Vinyl or Cloth
Front – Split seats, no center console
Rear – Bench seat

Wheels and Tires

17” Grey Steel - minimum
All-Terrain Tires
Full-Size Spare- All-Terrain Tire

Bed Liner

Pickup bed must be protected with Rhino spray-on bed liner.

Factory Installed Towing Package

The vehicle must have a factory-installed receiver hitch with a heavy-duty trailer hitch wiring harness installed.

Dealer Preparation

All normal dealer preparations shall be performed by the successful Bidder on the vehicle prior to delivery.

Extended Warranty

Should the Bidder wish to propose an extended warranty on the vehicle, an attachment should be made to the bid detailing the available extended warranties and their related costs.

State and Federal Compliance

The vehicle will be delivered with a current State of Texas inspection certificate issued in the month of delivery. Vehicle is to be equipped for compliance with all State and Federal regulations.

**VEHICLE TWO
PICKUP TRUCK SPECIFICATIONS**

1/2 Ton Pickup, Crew Cab, 4x4, Short Bed

General Specifications – Option 1

New, 2020 Model-year, full size, ½-ton class, 4-wheel drive pickup (4x4). This pickup is to have a crew cab (4-door), short bed and standard equipment. Vehicle must come with full manufacturer’s warranty.

Alternate Bid – Option 2

New, 2019 Model-year, full size, ½-ton class, 4-wheel drive pickup (4x4). This pickup is to have a crew cab (4-door), short bed and standard equipment. Vehicle must come with full manufacturer’s warranty.

Body Style

Straight-sided, steel-floored, 5½’- bed pickup truck
Wheelbase 140” – minimum

Number of Cylinders and Engine Size

V8 FFV engine, 5.0L (minimum)

Fuel Type

Gas or Flexible Fuel

Drive Train

4WD

Transmission

6-Speed, Automatic Transmission (minimum).

Color

The body color shall be white.
No dealer logos or decals are to be affixed to the vehicle.

Interior

Factory Air Conditioning
Factory Heater and Defroster
Power Windows and Power Door Locks
Remote, Key-less Entry
Power Steering
Cruise Control

**VEHICLE TWO
PICKUP TRUCK SPECIFICATIONS**

1/2 Ton Pickup, Crew Cab, 4x4, Short Bed (continued)

Seats

Vinyl or Cloth
Front – Split seats, no center console
Rear – Bench seat

Wheels and Tires

17” Grey Steel - minimum
All-Terrain Tires
Full-Size Spare All-Terrain Tire

Bed Liner

Pickup bed must be protected with Rhino spray-on bed liner.

Factory Installed Towing Package

The vehicle must have a factory-installed receiver hitch with a heavy-duty trailer hitch wiring harness installed.

Dealer Preparation

All normal dealer preparations shall be performed by the successful Bidder on the vehicle prior to delivery.

Extended Warranty

Should the Bidder wish to propose an extended warranty on the vehicle, an attachment should be made to the bid detailing the available extended warranties and their related costs.

State and Federal Compliance

The vehicle will be delivered with a current State of Texas inspection certificate issued in the month of delivery. Vehicle is to be equipped for compliance with all State and Federal regulations.

**VEHICLE THREE
PICKUP SPECIFICATIONS**

1/2 Ton Pickup, Regular Cab, 4x2, Short Bed with Bed Extension

General Specifications – Option 1

New, 2020 Model-year, full size, ½-ton class, 2-wheel drive pickup (4x2). This pickup is to have a regular cab (2-door), short bed with bed extension and standard equipment. Vehicle must come with full manufacturer’s warranty.

Alternate Bid – Option 2

New, 2019 Model-year, full size, ½-ton class, 2-wheel drive pickup (4x2). This pickup is to have a regular cab (2-door), short bed with bed extension and standard equipment. Vehicle must come with full manufacturer’s warranty.

Body Style

Straight-sided, steel-floored, 5½’- bed pickup truck
Wheelbase 140” – minimum

Number of Cylinders and Engine Size

V6 FFV engine, 3.7L (minimum)

Fuel Type

Gas or Flexible Fuel

Drive Train

2WD

Transmission

6-Speed, Automatic Transmission (minimum).

Color

The body color shall be white.
No dealer logos or decals are to be affixed to the vehicle.

Interior

Factory Air Conditioning
Factory Heater and Defroster
Power Windows and Power Door Locks
Remote, Key-less Entry
Power Steering
Cruise Control

**VEHICLE THREE
PICKUP SPECIFICATIONS**

1/2 Ton Pickup, Regular Cab, 4x2, Short Bed (continued)

Seats

Vinyl or Cloth
Front – Split seats or bench seat
Rear – Bench seat

Wheels and Tires

17” Grey Steel - minimum
All-Terrain Tires
Full-Size Spare All-Terrain Tire

Bed Liner

Pickup bed must be protected with Rhino spray-on bed liner.

Factory Installed Towing Package

The vehicle must have a factory-installed receiver hitch with a trailer hitch wiring harness installed.

Dealer Preparation

All normal dealer preparations shall be performed by the successful Bidder on the vehicle prior to delivery.

Extended Warranty

Should the Bidder wish to propose an extended warranty on the vehicle, an attachment should be made to the bid detailing the available extended warranties and their related costs.

State and Federal Compliance

The vehicle will be delivered with a current State of Texas inspection certificate issued in the month of delivery. Vehicle is to be equipped for compliance with all State and Federal regulations.

**SECTION III
BID FORMS**

**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 vehicles in strict compliance with these Specifications 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:

Deadline for Submission: September 02, 2020 at 3:00 PM

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

**VEHICLE ONE – PICKUP -Security Department
2 Vehicles**

Option 1 - 2020 Model

Price Quotation	Engine Size in Liters	Delivery Period (in Days from Date of Award)	Unit Price per Vehicle	Number of Vehicles	Total Cost (Base Bid)	Ext. Warranty Proposed? (If Yes additional cost)
½-Ton Class Pickup, Crew Cab, 4x4, Short Bed, <u>No Front Center Console</u>				2		
Make and Model Proposed:						
Are additional vehicles available at this price? (Yes/No)						

Option 2 - 2019 Model

Price Quotation	Engine Size in Liters	Delivery Period (in Days from Date of Award)	Unit Price per Vehicle	Number of Vehicles	Total Cost (Base Bid)	Ext. Warranty Proposed? (if Yes additional cost)
½-Ton Class Pickup, Crew Cab, 4x4, Short Bed, <u>No Front Center Console</u>				2		
Make and Model Proposed:						

VEHICLE TWO – PICKUP- Maintenance Department 2 Vehicles

Option 1 - 2020 Model

Price Quotation	Engine Size in Liters	Delivery Period (in Days from Date of Award)	Unit Price per Vehicle	Number of Vehicles	Total Cost (Base Bid)	Ext. Warranty Proposed? (If Yes, additional cost)
1/2-Ton Class Pickup, Crew Cab, 4x4, Short Bed				2		
Make and Model Proposed:						
Are additional vehicles available at this price? (Yes/No)						

Option 2 - 2019 Model

Price Quotation	Engine Size in Liters	Delivery Period (in Days from Date of Award)	Unit Price per Vehicle	Number of Vehicles	Total Cost (Base Bid)	Ext. Warranty Proposed? (If Yes, additional cost)
1/2-Ton Class Pickup, Crew Cab, 4x4, Short Bed				2		
Make and Model Proposed:						
Are additional vehicles available at this price? (Yes/No)						

VEHICLE THREE – PICKUP-Administrative Services Department

1 Vehicle

Option 1 - 2020 Model

Price Quotation	Engine Size in Liters	Delivery Period (in Days from Date of Award)	Unit Price per Vehicle	Number of Vehicles	Total Cost (Base Bid)	Ext. Warranty Proposed? (If Yes, additional cost)
1/2-Ton Class Pickup, Regular Cab, 4x2, Short Bed <u>with bed extension</u>				1		
Make and Model Proposed:						
Are additional vehicles available at this price? (Yes/No)						

Option 2 - 2019 Model

Price Quotation	Engine Size in Liters	Delivery Period (in Days from Date of Award)	Unit Price per Vehicle	Number of Vehicles	Total Cost (Base Bid)	Ext. Warranty Proposed? (If Yes, additional cost)
3/4-Ton Class Pickup, Regular Cab, 4x2, Short Bed <u>with bed extension</u>				1		
Make and Model Proposed:						
Are additional vehicles available at this price? (Yes/No)						

Trade-In Vehicles Offered

Vehicle	Vehicle Identification Number	Trade-In Offer
2015 Chevy Silverado Crew Cab, 4x2, Short Bed BND Unit #673	VIN 3GCPCPEC5FG263266 Mileage at 08/19/2020 –	
2013 Ford F150 Crew Cab, 4x4 Pickup BND Unit #665	VIN 1FTFW1EFXDKF61442 Mileage at 08/19/2020 –	
2013 Ford F150 Crew Cab, 4x4 Pickup BND Unit #696	VIN 1FTFW1EF1DKF61443 Mileage at 08/19/2020 -	
2010 Ford F150 BND Unit #644	VIN 1FTMF1CW9AKA16600 Mileage at 08/19/2020 -	
Is this offer contingent on the purchase of one or more of the vehicles being bid? (Yes/No)		

Trade-In Vehicles will be available for pickup upon delivery of the new vehicles.

Attachments to this RFB that are required:

1. Respondent's Acknowledgement Form
2. Vendor Registration and Conflict of Interest Questionnaire
3. Government Code Chapter 2270 and 2252 Disclosure Statement
4. Statement of Non-Collusion

The following required forms can also be found at www.portofbrownsville.com – Business With the Port / Vendor Information

- Vendor Registration Form
- Conflict of Interest Questionnaire