REQUEST FOR PROPOSAL: RFP# TR-ETVP22R
Transportation Vehicles Procurement 2022 RFP

David A. Cleveland, Executive Director, ETCOG
Vince Huerta, Transportation Director

RFP TIMELINE SCHEDULE (dates/times subject to change)
Bid Released Tuesday, May 31, 2022
Questions Due Tuesday, June 14, 2022
Staff Responses Post Tuesday, June 21, 2022
Bids Due Tuesday, June 30, 2022 (11:00 AM)
Executive Committee Thursday, August 4, 2022

All programs and employers under the auspices of ETCOG is in compliance with EO (29 CFR 38.25).

INTRODUCTION

East Texas Council of Governments
East Texas Council of Governments (ETCOG) is a voluntary association of counties, cities, school districts and special districts within a fourteen-county East Texas region. ETCOG assists local governments in planning for common needs, cooperating for mutual benefit and coordinating sound regional development. Either directly or through contractors, ETCOG provides programs and services for East Texas seniors, employers, and job seekers. ETCOG also builds the 9-1-1 emergency call delivery system, provides peace officer training and homeland security planning services; and delivers rural transportation services, business finance programs, grant writing services and environmental grant funding for the region.

PURPOSE

ETCOG Transportation is soliciting proposals from qualified dealers to purchase vehicles for demand response services within the 14-county service area. These new buses will help GoBus Transit with overflow trips, late or early morning trips, new projects, and to replace cancelled vehicle orders.

The specifications listed are to be interpreted as meeting the minimum required by GoBus Transit. The Proposer will provide vehicles for purchase that are consistent with these specifications unless an exception is clearly noted. GoBus Transit may accept a proposal subject to an exception if, in the sole judgment of GoBus Transit, the proposal meets or exceeds the specifications. If the services offered do not meet or exceed the specifications because of the exception, GoBus Transit will consider the proposal non-responsive.

PAYMENT TERM and METHOD

Payment terms are NET 30 upon receipt of invoice by email to a.p.@etcog.org, attention Accounts Payable, ETCOG Financial Services.
BID REQUIREMENTS & SCOPE

East Texas Council of Governments is soliciting proposals for three (3) ADA Wheelchair Accessible passenger vehicles and one (1) agency vehicle. The technical specifications below are intended as a guideline and proposers are encouraged to submit proposals for any similar vehicles that are available.

VEHICLE TYPE A SPECIFICATIONS

**Vehicle Type A:** 12+2 WC ADA Accessible Cutaway

**Chassis:**
- 2010 or newer cutaway chassis
- OEM alternator
- Brake interlock system
- Functioning parking brake

**Bus body:**
- FMVSS compliant composite or steel construction bus body
- Electric passenger entrance door
- ADA Accessible

**Climate Controls:**
- Front OEM and rear aftermarket A/C system. System must include dual A/C compressors and rooftop condenser and have a minimum output of 75K BTU
- Front and rear heaters with a minimum output of 65K BTU

**Interior:**
- Vinyl interior
- Durable flooring
- High back vinyl seats with aisle side arm rests
- Rear double seats on each side of bus to be foldaway seats
- Backup camera and/or alarm
- FTA regulation wheelchair securement
- Door activated interior lights
- 36” passenger electric passenger door
- Overhead driver storage
- FTA regulation wheelchair lift
- Ceiling and entry grab rails
- Seat belts

**Exterior:**
- Double wheelchair doors w/ windows
- Entry door light
• Painted body with space available for personalized decals
• Stainless steel wheel inserts
• Automatic lights
• Reverse lights
• Emergency exits
• Free of major damage
• All mirrors present
• Back up alarm
**VEHICLE TYPE A**  
**BID SUBMISSION SHEET**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Response</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Model</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Response</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus Manufacture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Manufacturer Alterations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTA Regulation Lift</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Wheelchairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Passengers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Exits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seat Belts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interior Lights</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Response</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Body Damage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A/C &amp; Heater System</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean Title</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST: $___________**
VEHICLE TYPE B SPECIFICATIONS

Vehicle Type B: 6+2 WC or 7+1 WC ADA Accessible Van

Chassis:
- 2015 or newer van chassis
- OEM alternator
- Brake interlock system
- Functioning parking brake

Bus body:
- FMVSS compliant composite or steel construction bus body
- Sliding passenger door(s)
- ADA Accessible

Climate Controls:
- Front OEM and rear aftermarket A/C system. System must include dual A/C compressors and rooftop condenser and have a minimum output of 75K BTU
- Front and rear heaters with a minimum output of 65K BTU

Interior:
- Vinyl interior
- Durable flooring
- High back vinyl seats with aisle side arm rests
- Rear double seats on each side of bus to be foldaway seats
- Backup camera
- FTA regulation wheelchair securement
- Door activated interior lights
- 36” passenger electric passenger door
- Overhead driver storage
- FTA regulation wheelchair lift
- Ceiling and entry grab rails
- Seat belts

Exterior:
- Double wheelchair doors w/ windows
- Entry door light
- Painted body with space available for personalized decals
- Automatic lights
- Reverse lights
- Emergency exits
- Free of major damage
- All mirrors present
- Back up camera or alarm
# VEHICLE TYPE B
## BID SUBMISSION SHEET

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Response</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Model</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Response</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus Manufacture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Manufacturer Alterations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTA Regulation Lift</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Wheelchairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Passengers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Exits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seat Belts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interior Lights</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Response</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Body Damage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A/C &amp; Heater System</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean Title</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST:** $___________
VEHICLE TYPE C SPECIFICATIONS

Vehicle Type C: 5+ Passenger SUV

Chassis:
- 2018 or newer chassis
- Gas powered
- 4x4

Vehicle body:
- Four doors
- Back hatch

Climate Controls:
- OEM A/C and heater system

Interior:
- Black leather
- Front bucket seats
- Foldable backseat
- Backup camera
- AM/FM Radio
- Bluetooth
- Power windows

Exterior:
- Black
- Automatic lights
- Free of major damage
- All mirrors present
- Windows tinted
- Towing package
## VEHICLE TYPE C
### BID SUBMISSION SHEET

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Response</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Model</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Response</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Passengers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seat Belts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black Interior</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4x4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Response</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Body Damage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A/C &amp; Heater System</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean Title</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST:** $__________
**SUBMISSION OF BIDS**

**Hardcopy bid submissions** must be clearly identified on the outermost return envelope or packaging and must be received by the bid submission date/time of **11:00 A.M., June 30, 2022**, regardless of if by mail, courier/delivery services, or hand delivered, at:

East Texas Council of Governments (ETCOG)
Attn: Trish Hudspeth, Strategic Procurement Mgr.
3800 Stone Road, Kilgore, TX 75662

**Write:** Company Name, RFP# TR-ETVP22R, June 30, 2022, in bottom left-hand corner of the outermost Return Envelope/Packet

**NOTE:** Emailed, telephone, & facsimile bid submissions are not allowed in response to this RFP.

1. Proposers shall submit one (1) hardcopy marked ‘Original’, one (1) hardcopy marked ‘Copy’, and one (1) copy on a USB drive, compiled into a complete single copy, of the submitted bid proposal. Please do not use 3-ring binders.

2. It is the Proposer’s sole responsibility to prepare, submit, and deliver or arrange delivery of the bid submission with all required exhibits and materials intact and delivered to the designated location on or before the published bid submission deadline.

3. Submission of proposals confers no legal rights upon any Proposer.

4. ETCOG will not bear liability for any costs incurred in the preparation of submissions in response to this RFP process.

5. Bid submission deadline time will be determined by the ETCOG lobby clock.

6. Proposers understand failure to submit a bid submission by designated deadline, for whatever reason, may not be grounds for disputing the procurement solicitation process or any resulting contract award.

7. Bids submitted after the RFP deadline date/time **will not be accepted**. No exceptions.

**DIGITAL BID SUBMISSION OPTION**

**Digital Bid Submissions:** As an option, Proposers may request an ‘Access Link’ by 11:00 A.M., June 29, 2022, to digitally ‘upload’ their firm’s proposal to a secure dedicated folder by the bid submission due date (p. 1), if not sooner, by contacting Trish Hudspeth at patricia.hudspeth@etcog.org to request code.

**RFP RETRIEVAL**

The RFP document, RFP updates, and additional RFP information or amendments will be posted on the ETCOG website and may be retrieved by clicking on ‘ETCOG Transportation Vehicles Procurement 2022 RFP’ at [http://www.etcog.org/314/Request-for-Proposals.htm](http://www.etcog.org/314/Request-for-Proposals.htm) or request by emailing Trish Hudspeth at patricia.hudspeth@etcog.org.
PROPOSER COMMUNICATION

Upon issuance of this RFP, unless otherwise noted, employees and representatives of ETCOG are not at liberty to answer questions or otherwise be contacted or approached at any time to discuss the RFP contents, potential competitors, or any other related information with any potential proposer or their representatives during an active RFP process. In addition, communication regarding this RFP with other potential proposers who may respond competitively, is prohibited. This restriction does not prohibit discussions between affected parties for the purpose of conducting business unrelated to this proposal.

Failure to observe the above restriction may result in disqualification of a submitted proposal at any time during the entirety of the formal competitive proposal process.

QUESTION/RESPONSES

Proposer Questions: Proposer questions concerning this RFP are due June 14, 2022, if not sooner, and must be emailed to Trish Hudspeth, Facilitator at: patricia.hudspeth@etcog.org and no one else.

Staff Responses: Proposers must go online at http://www.etcog.org/procurements and click on ‘ETCOG Transportation Vehicles Procurement 2022 RFP’ to retrieve responses to all questions asked, no earlier than June 21, 2022.

HUB BEST PRACTICES

ETCOG shall ensure that small, minority, disadvantaged, and women’s businesses are considered as sources for acquisitions whenever possible.

Proposer is encouraged to make a good faith effort to consider DBEs and HUBs when subcontracting. Some methods for locating DBEs and HUBs include:

- Choosing the HUB/DBE organization in the case of tie proposals;
- Soliciting these businesses whenever they are potential sources;
- When economically feasible, dividing total desired services into smaller components to permit maximum participation by these businesses;
- If the requirement permits, establishing delivery schedules that will encourage small, Minority, disadvantaged, and women’s businesses to participate; and
- Using the services and assistance of the Small Business Administration or the Minority Business Development Agency, as needed.

Proposer is encouraged to make a good faith effort to consider HUBs and DBEs when subcontracting. Some methods for locating these businesses include:

- Utilizing the Texas Comptroller of Public Accounts website http://www.window.state.tx.us/procurement/cmb/cmbhub.html;
- Utilizing Web sites or other minority/women directory listings maintained by local Chambers of Commerce;
• Advertising subcontract work in local minority publications; and/or contacting the contracting state agency for assistance in locating available HUBs and DBEs.

• Encouraging eligible agencies to gain HUB or DBE certifications by providing all applicable information to do so.

PROPOSAL OPENING

ETCOG reserves the right to a closed RFP process for bid submission review/analysis and award recommendation procedures to the best interest of and best benefit to ETCOG and programs served as well as ensure the best competitive edge for all parties, and in accordance with Texas Local Government Code:

Sec. 252.049. CONFIDENTIALITY OF INFORMATION IN BIDS OR SUBMISSIONS. Bid submissions will be received until the deadline date/time as referenced under ‘RFP Timeline Schedule. p. 1’, and public attendance is allowed. However, only the names of submitting Proposers will be read and disclosed if received by the deadline date/time.

1. All bid submissions become the property of ETCOG after the RFP deadline/opening date.

2. Responses submitted shall constitute an offer for a period of ninety (90) calendar days or until a preferred selection for award is approved by ETCOG, whichever comes first.

3. All programs and employers under the auspices of ETCOG are following EEO. Auxiliary aids and services are available, upon request, to individuals with disabilities.

PROPOSAL EVALUATION & AWARD

Submitted bids and vehicles offered will be reviewed for but not limited to the following criteria regarding bid adherence of vehicle types offered and the number of proposals selected for consideration will be at the sole discretion of ETCOG.

<table>
<thead>
<tr>
<th>CRITERIA TABLE</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adherence to technical specifications</td>
<td>40</td>
</tr>
<tr>
<td>Price</td>
<td>30</td>
</tr>
<tr>
<td>Delivery time</td>
<td>15</td>
</tr>
<tr>
<td>Mileage</td>
<td>15</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

NOTE: A composite grade will be given for the above criteria 0-80.
STANDARD PROPOSAL REVIEW TERMS

1. Proposal submissions will be reviewed by ETCOG staff to determine if proposal meets program needs and if requested information and required documentation as identified throughout the RFP document has been returned to qualify for award consideration.

2. An evaluation team made up of staff, outside evaluators, committee members, and/or other subject matter experts as deemed necessary to achieve the best possible results will evaluate and score submitted proposals.

3. ETCOG reserves the right to contact any source regarding, but not limited to, vendor reputation, product/service quality, work history, and/or past performance to evaluate/award the bid submission(s) that best meet ETCOG program needs, and clients served.

4. The evaluation team’s preferred proposal will be presented to governing bodies as a recommendation for award so the governing body(s) may make a final award decision.

5. Proposal must have original signature of the person having the authority to bind the organization to a contract or it may be rejected for non-compliance.

STANDARD BID AWARD TERMS

1. ETCOG reserves the right to ask questions, request additional information or clarifications, hold individual interviews at any given time throughout the evaluation and negotiation process to determine the proposal which best meets the procurement needs being sought to the best benefit of ETCOG and programs served.

2. ETCOG reserves the right to allow corrections of non-material errors or omissions at ETCOG’s sole discretion.

3. Submission of a proposal indicates Proposer's acceptance of the evaluation and award process and is in agreement the evaluation team may make subjective judgments in evaluating the proposals to determine best value to best benefit ETCOG and programs served.

4. ETCOG reserves the right to accept or reject any bid proposal received, as well as cancel the RFP in its entirety at any time during the bidding, evaluating, and negotiation processes without notice or explanation which may result due to unforeseen circumstances, irregularities, low response, or procurement scope or needs not being met.

5. ETCOG may modify or waive any provisions set forth in this RFP for any reason and all herein mentioned without notice to anyone if deemed in the best interest of ETCOG and programs served.

6. ETCOG reserves the right to negotiate the final terms of any potential contract or service agreement resulting from this RFP to include but not limited to the RFP document, Proposer(s) submitted proposal, and the RFP exhibits, attachments, appendices, i.e., ‘ETCOG General Terms & Conditions,’ and the ‘Essential Clauses and Certifications’ pages requiring signatures, all acting as binding documents to said contract or service agreement.
7. ETCOG reserves the right, should contract negotiations fail, to enter negotiations with the next highest ranked Proposer with a proposal considered best to meet program needs, and may continue in like manner until successful negotiations have been reached. Furthermore, although ETCOG has the right to negotiate with the next highest ranked Proposer, it is not required to do so and may re-procure or cancel the RFP at ETCOG’s sole discretion.

8. Proposer shall indemnify and hold harmless ETCOG, its officers, agents, and employees from any injuries or damages received by any person during any operations connected with the contract, by use of any improper material, or by any act or omission of the contractor or his subcontractor, agents, servants, or employees.

9. Execution of any resulting contract or service agreement is required prior to processing any payments to the successful Proposer.

10. Pursuant to protocol to advise of the right to appeal, a protest must be submitted to ETCOG’s Executive Director within ten (10) calendar days of the time the basis of the protest became known and said protest(s) limited to: 1) violations of federal law or regulations; 2) violations of State or local law under the jurisdiction of State or local authorities; and 3) violations of ETCOG’s protest procedures for failing to review a complaint or protest. The protest must be submitted in writing and must identify the protestor, the solicitation being protested and specifically identify the basis for the protest, providing all pertinent information regarding the solicitation, contract and/or actions of ETCOG.

**AWARD NOTIFICATION**

1. It is expected an award will be made on August 4, 2022. (date subject to change)

2. Upon award notification all Proposers who responded to this RFP will be contacted.
AFFIRMATION & SIGNATURE

AFFIRMATION

Responding entity affirms understanding and acknowledgement of all referenced bid and program requirements, attached ETCOG General Terms and Conditions & CIQ (Appendix I), Essential Clauses & Certifications (Appendix II), and any Exhibits (if provided) are explicit to this bidding procurement and agrees to return any and all pages from the RFP document and Appendix attachments which require signature or check markings, with a bid proposal. Proposer further understands and acknowledges making a false statement and/or proclamation of compliance is a material breach of any subsequent award or service agreement and is grounds for award cancellation.

SIGNATURE

The undersigned hereby certifies and warrants that he/she has been fully authorized to execute this bid submission on behalf of their firm and to legally bind the firm to all the terms, performances, and provisions as herein set forth.

Company/Provider Name

Signature                                      Date

Printed Name and Title of Authorized Representative                                      Email