



## **CITY OF ALPINE**

# **REQUEST FOR PROPOSAL**

## **ROAD MATERIALS**

**RPF 2023-03-02**

### **CLOSING DATE & TIME:**

**MARCH 27, 2023 AT 4:00 PM Central Standard Time**

### **Deliver or Mail to:**

CITY SECRETARY  
100 NORTH 13<sup>TH</sup> STREET  
ALPINE, TEXAS 79830

(Note: Without exemption- Proposal must be time and date stamped by the Finance Department. Timely physical delivery is at the risk of the respondent.)

**CITY OF ALPINE  
REQUEST FOR PROPOSALS (RFP)  
ROAD MATERIALS 2023-03-02**

**Sealed Proposal Due: MARCH 27, 2023 4:00 pm**

**I. PURPOSE**

The City of Alpine (City) is soliciting Request for Proposals (RFP) for Road Materials. Sealed proposals are due to the City Secretary's Office by March 27, 2023 at 4:00 pm. Sealed Proposals will be opened March 27, 2023 at 4pm. In order to be considered, the sealed proposal must address each of the requests for information in the Summary of Qualifications section.

**II. SERVICES REQUIRED**

This is a request for proposal for Road Materials. The City is requesting proposals for multiple types of material. (See Exhibit "A" for detailed list of material and quantity)

It is the City's preference to award the contract to one vendor, but the City reserves the right to choose secondary vendors also. An RFP allows for price negotiations after the bid opening, so the City of Alpine has chosen this bid format as a way of protecting vendors against future price increases. We have also built into this bid the ability to increase or decrease prices based on market conditions and verifications as listed below:

**Market Conditions**

The City is aware of extreme market fluctuations occurring for these products, so we are striving to arrive at a bid format that satisfies state bid law and also protects vendors against future price increases. To protect the vendor and the City, we will ask your company to establish a baseline price for the commodities listed. Prices can be negotiated after bids are opened. Then, based on increases and decrease that occur to the listed products over the term of the agreement, the City will allow increases or decreases in the same amount as the market changes.

However, the winning vendor(s) will be asked to provide documentation proving a change in price has occurred. If prices decrease over the term of the agreement, the winning vendor(s) will be expected to pass along those decreases in pricing. The City will assume that by submitting a bid under this format that your company agrees to this market protection. If you have a different method of price protection, please include your information in your response.

### **III. GENERAL INFORMATION**

The City of Alpine is a home rule City located in Brewster County and has a population of approximately 6,000 residents. The City Operates under a Council-Manager form of government with a Mayor, five (5) Council Members, and a City Manager. The Council Members are elected from single member wards, with the Mayor elected at large. The City Manager is the Chief Executive Officer of the City. It is the City Manager's duty to execute an implement policy as established by the City Council.

### **IV. EXPLANATIONS, CLARIFICATIONS, AND INTERPRETATIONS**

Any explanation, clarification, or interpretation desired by a proposer regarding any part of this RFP must be requested via email to Eddie Molinar, Public Works Director at [eddie.molinar@ci.alpine.tx.us](mailto:eddie.molinar@ci.alpine.tx.us), before 5:00 pm, CST on March 22, 2023. No further inquiries will be accepted after 5:00 pm, CST on March 22, 2023.

### **V. SUBMISSION OF RESPONSE**

Delivery: Proposals must be sealed. Proposals may be mailed or hand-delivered to the City of Alpine, City Secretary. Sealed proposals for Road Materials are due to the City Secretary's Office by 4:00 pm on March 27, 2023.

Proposal packets are required to include three (3) copies.

Proposals must include:

1. Statement of Qualification's
2. Responses to Questions 1- 4 in Section VI,
3. Pricing for each or all of the requested materials in Exhibit "A".
4. Completed CIQ – Conflict of Interest Questionnaire
5. Completed W-9

Please include on the sealed bid envelope:

**“SEALD RFP ROAD MATERIAL 2023-03-02 – TO BE OPENED March 27, 2023 AT 4:00 pm”**

Proposals received after this time will be returned unopened. The City reserves the right to reject any and all proposals, to request additional information concerning any proposals for purposes of clarification, and to waive any irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any cost incurred by respondents in the preparation of the proposals. Furthermore, this RFP does not obligate the City to accept or contract for any implied services.

**Mailing Address and Hand Delivery Address:**

City of Alpine  
City Secretary  
100 North 13<sup>th</sup>  
Alpine, Texas 79830

**Your qualifications shall be governed by the following schedule:**

March 2, 2023	RFP posted to City Website
March 9, 2023	First Publication
March 16, 2023	Second Publication
March 22, 2023 5:00 pm (“CST”)	Explanation, Clarification, Interpretation Deadline
March 27, 2023 at 4:00 pm, CST	Proposal Deadline
April 4, 2023	Award by City Council

**VI. QUALIFICATION PROPOSAL INFORMATION**

**Statement of Qualifications**

Each Statement of Qualifications (SOQ) must address, but does not need to be limited to, the following information:

Respondents shall include:

**Qualifications and Experience**

1. List the name and all addresses of location(s) of your firm. Which firm location will be used to provide materials to the City of Alpine?
2. List all individuals and contact information for who would be providing services for this RFP.
3. List your history (if any) providing road materials to the City of Alpine.
4. Describe your involvement with municipalities or other governmental agencies that you have provided road materials delivery services for. List any contact information for current/former references for the past five (5) years for governmental clients.

## **VII. EVALUATION PROCESS**

The City of Alpine reserves the right to accept or reject any and all submissions in the best interest of the City. Proposals will remain in effect for 90 days. Proposals cannot be altered or amended after the submission deadline. Any interlineations, alterations, or erasures made before bid opening must be initialed by the signor of the proposal, guaranteeing authenticity.

### **Receiving Bids**

Sealed bids are received by the City Secretary's Office. The time received shall be noted on the envelope or box and initialed.

Bids received after the published deadline shall remain unopened and will be returned to vendor.

### **Bid Process**

Sealed bids will be opened by the City Manager with the Director of Public Works, and City Secretary, and finance personal. The bids shall remain on file, open for inspection in the City Secretary's Office. Bids are received, which are unmarked, shall be opened for identification purposes only and resealed. The envelope or box shall be marked accordingly.

After proposals are opened and publicly read, the proposals will be tabulated for comparison on the basis of the bid prices and quantities (lowest responsible vendor) or by the best value method shown in the bid. Until final award of the Contract, the City reserves the right to reject any or all bids, to waive technicalities, and to re-advertise for new bids. The following items will be considered when an award is based on best value:

- The purchase price for road materials (Exhibit A), including cost of delivery;
- The reputation of the bidder and the bidder's goods and services;
- The bidder's past relationship with the municipality;
- The total long-term cost to the municipality to acquire the bidder's goods or services;

The RFP will be awarded using the following criteria:

- Pricing of requested items
- Ability to deliver product in a timely manner
- References
- Previous relationship with the City of Alpine

## **VIII. BID AWARD AND PRICING**

After your response to this RFP is submitted, the City will negotiate a final price which is then approved by City Council. Prior to City Council approval, if any market changes occur

the responding vendor must notify the Director of Public Works and City Manager of this immediately. Once this Council approval occurs, pricing will be subject to the Market Conditions terms listed above for price increases and decreases. After the bid award, vendors who have been awarded a contract and wish to propose adjusted pricing to the agreement due to changes in the market must do so through certified mail or via e-mail to the Director of Public Works and City Manager. Documentation verifying the reason for the price increase must be sent as part of the request. Upon review of adjusted proposals, the City of Alpine may elect to dissolve the existing contract upon its expiration date or accept the price increase.

The Review Committee shall be responsible for preparing a tabulation sheet for all bids received that will be made available to the public upon request. The tabulation sheets will be forwarded to the City Council to make the final decision of an award.

### **Point of Contact**

In the event clarification or additional information is needed, contact:

City of Alpine Public Works Department  
100 North 13<sup>th</sup> Street  
Alpine, Texas 79830  
[Eddie.molinar@ci.alpine.tx.us](mailto:Eddie.molinar@ci.alpine.tx.us)

### **Notice**

Any notice provided by this RFP or required by law to be given to the respondents by the City of Alpine shall be deemed to have been given and received on the next business day after such written notice was deposited in the U.S. Postal Service mail facility in Alpine, Texas by registered or certified mail addressed to the respondent at the address provided in the sealed respondent. Any interpretation, corrections, or changes to this Request for Proposal will be made by addenda. The sole issuing authority of addenda shall be the City of Alpine Director of Finance. Addenda will be mailed to all who are known to have received a copy of this Request for Proposals. Bidders shall acknowledge receipt of all addenda.

# EXHIBIT "A"

## City of Alpine

### Request for Proposal Road Materials for 2023

<b>Material:</b>	<b>Amount Requested:</b>	<b>Price Quoted</b>
1. CR-2 Asphalt	17,000 Gals.	
2. MS-2 Asphalt	6,000 Gals.	
3. Grade 4 Rock	1,200 Tons	
4. Grade 5 Rock	15,000 Tons	
5. Base	700 Yards	

**Please provide pricing for the above-mentioned materials, including delivery.**

**Not all materials may be purchased at the same time.**

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

## FORM CIQ

**This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY	
	Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

**2** Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

\_\_\_\_\_

Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes                      No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes                      No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director or holds an ownership interest of one percent or more.**

**6** Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_

Signature of vendor doing business with the governmental entity

\_\_\_\_\_

Date



# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

<p>Print or type. See specific instructions on page 3.</p>	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>	
	<p><b>2</b> Business name/disregarded entity name, if different from above</p>	
	<p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><i>(Applies to accounts maintained outside the U.S.)</i></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p>	<p>Requester's name and address (optional)</p>
	<p><b>6</b> City, state, and ZIP code</p>	
	<p><b>7</b> List account number(s) here (optional)</p>	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>										
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or										
<b>Employer identification number</b>										
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## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	<p><b>Signature of U.S. person</b> ▶ _____</p>	<p><b>Date</b> ▶ _____</p>
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*