



## **CITY OF ALPINE**

# **REQUEST FOR PROPOSAL**

## **ROAD MATERIALS**

**RPF 2024-02-01**

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

**MARCH 4, 2024 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 City Secretary's Office. Timely physical delivery is at the risk of the respondent.)

**CITY OF ALPINE  
REQUEST FOR PROPOSALS (RFP)  
ROAD MATERIALS 2024-02-01**

**Sealed Proposal Due: March 4, 2024 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 4, 2024 at 4:00 pm. Sealed Proposals will be opened March 4, 2024 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 February 26, 2024. No further inquiries will be accepted after 5:00 pm, CST on February 26, 2024.

### **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 4, 2024.

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

**Please provide responses to Questions 1- 4 in Section V, Statement of Qualifications and provide pricing for each or all of the requested materials in Exhibit "A".**

Please include on the sealed bid envelope:

**"SEALD RFP ROAD MATERIAL 2024-02-01 – TO BE OPENED March 4, 2024 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:**

|                                    |   |
|------------------------------------|---|
| February 12, 2024                  | RFP posted to City Website                          |
| February 15, 2024                  | First Publication                                   |
| February 22, 2024                  | Second Publication                                  |
| February 26, 2024, 5:00 pm (“CST”) | Explanation, Clarification, Interpretation Deadline |
| March 4, 2024 at 4:00 pm, CST      | Proposal Deadline                                   |
| March 19, 2024                     | 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. 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 City Manager. 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 2024

| <b>Material:</b>                          | <b>Amount Requested:</b> | <b>Price Quoted</b> |
|---|--------------------------|---------------------|
| 1. CRS-2 Asphalt                          | 15,000 Gals.             |                     |
| 2. MS-2 Asphalt                           | 10,000 Gals.             |                     |
| 3. Grade 4 Topping Rock                   | 1,200 Tons               |                     |
| 4. Grade 4 Gravel                         | 5 Tons                   |                     |
| 5. Base                                   | 600 Tons                 |                     |
| 6. Type B Hot mix Cold Lay Premix Asphalt | 300 Tons                 |                     |

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

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