



**DENTON COUNTY MHMR CENTER**

2519 Scripture  
PO Box 2346  
Denton, Texas 76201

**REQUEST FOR PROPOSAL**

**BID NO. 2016-11-1**

**FOR THE PURCHASE OF THREE (3) NEW VEHICLE:**

**THREE (3) New Mid Size Sedan**

*Bid Deadline:*

**Wednesday, December 14, 2016**

**3:00p.m.**

Company Name: **DENTON COUNTY MHMR CENTER**  
Location: 2519 Scripture Street, Denton, Texas 76201  
Contact Name: Lora Blakeslee Atkinson, Business Development Specialist  
Phone Number: 940-565-5263  
Fax: 940-382-6931

The Center is a unit of local government that provides mental health and mental retardation services to Denton County, Texas residents.

The Center may purchase goods and services offered through State contracts and is exempt from State and federal sales and excise tax.

## **II. REQUEST FOR PROPOSAL**

The Denton County MHMR Center (hereinafter referred to as **Center**) issues this Request for Proposal for Three (3) new vehicle, specifically:

- (3) New Mid-Size Sedan

## **III. FINANCING AND TERMS OF PURCHASE**

- A. Vehicles should meet or exceed the specifications stated in Sections IV and V.
- B. Financing will be Check on Delivery.
- C. Delivery must be within **15 days** of acceptance of bid.
- D. Seller will provide Center with clear title to the purchased vehicle, with notarized signature of Seller on the vehicles title and/or Sale of Motorized Vehicle paperwork, as required by the State of Texas for legal sale of a vehicle.
- E. Vehicles must have a manufacturer's Certificate of Warranty which will be honored by any of the manufacturer's authorized dealers. This warranty shall be comparable to or better than those offered to the general public. Additionally, the vehicle must have an extended warranty. An informative description of all warranties must be included with the bid.
- F. Vehicles will be state inspected prior to delivery.
- G. Center will be responsible for obtaining title transfer and licensing of vehicles purchased.
- H. Must have license plate holders for both front and back of vehicles.

#### **IV. CENTER VEHICLES PURCHASE SPECIFICATIONS**

##### **FOR MID-SIZE SEDAN**

###### **General Minimum Requirements:**

- **Average MPG:** > 25
- **Passenger:** 5
- **Air Bags:** Driver's side; dual, if available
- **Air Conditioning:** Manufacturer's standard
- **Armrests, Door-Mounted:** Both front doors
- **Auxiliary Power Outlet:** 12 volt
- **Doors:** Four (four) doors, power-locks with all-door locking control at driver's panel
- **Headliner:** Full length
- **Heater and Defroster:** Manufacturer's standard
- **Interior:** Durable washable surface.
- **Floor Mats:** Required. Must cover front and rear seats driver and passenger sides. Non-carpeted floor mats are preferred if available.
- **Luggage Compartment:** 1) The luggage compartment floor shall be covered with a vinyl, rubber, or fiber mat. 2) The luggage compartment shall contain a Jack, Handle, and Lug Wrench.
- **Keys or Fobs:** required 2 full sets of keys or key fobs.
- **Radio:** Manufacturer's standard, AM/FM
- **Seats:** Manufacturer's standard; full width rear seat
- **Side View Mirrors:** Both sides
- **Seat Belts:** 1) with retractors for driver and right front seat passenger; 2) installed for Each passenger space to meet or exceed the requirements of FMVSS Nos. 209 and 210.
- **Sun Visor:** Dual
- **Windows:** Power, with all-window lock control at driver's panel
- **Windshield Wipers:** Dual electric 2-speed type with intermittent feature windshield washers

Chassis:

- **Automatic Transmission:** Manufacturer's standard
- **Brakes:** ABS, required, Manufacturer's standard, front disc, 2- or 4-wheel (All Series)
- **Bumpers:** Manufacturer's standard front and rear
- **Tires:** Steel-belted radial-type tubeless tires (all tires must be identical).

**V. BID SUBMISSION**

- A. Bids must be submitted in writing by mail, hand delivery or fax to:

Denton County MHMR Center  
2519 Scripture Street  
Denton, Texas 76201  
Attn: Lora Blakeslee Atkinson, MNM

**Fax: 940-382-6931**

**E-mail: [loraa@dentonmhmr.org](mailto:loraa@dentonmhmr.org)**

- B. Phoned or verbal bids will not be accepted or documented.
- C. Faxed bids must have a coversheet clearly stating the bidder's name and business name and these words: CONFIDENTIAL BID FOR PURCHASING AGENT.
- D. Mailed or delivered bids must be received by the Center in a sealed envelope with the bidder's name and business name clearly marked on the face of the envelope, including these words: SEALED BID FOR THE PURCHASE OF VEHICLES ARE TO BE OPENED ONLY BY PURCHASING AGENT.
- E. The contact person may be contacted for procedural verification of bidding process by calling (940) 565-5263 or e-mailing [loraa@dentonmhmr.org](mailto:loraa@dentonmhmr.org).
- F. **DEADLINE:** Bids must be received no later than 3:00 p.m., Wednesday, December 14, 2016.
- G. Bids will be opened for review at 2519 Scripture Street, Fiscal Services, Denton, Texas beginning at 10:00 a.m., Thursday, December 15, 2016.

**VI. GENERAL INFORMATION AND REQUIREMENTS**

- A. The proposal must state a full description of vehicles chosen by respondent for bid. Description must include Make, Model, Year, VIN, Price and the absence or presence of all vehicle requirements/specifications listed in Sections IV and V. A description of the offered warranties for vehicle must be included. If proposed vehicles are not new, the actual mileage of the vehicles must be disclosed along with the other required information.
- B. The proposal must be submitted by a person or officer who is authorized to submit such proposal on behalf of the responding entity.
- C. The Center will not be responsible for any bid that is lost in the mail or not delivered to the Center by the stated deadline for any reason. No proposal will be accepted after the stated deadline.

- D. Upon receipt by the Center, all bids become the property of the Center and will not be returned to the respondent.
- E. Any changes to a proposal must be made by the respondent **in writing** and must be received by the Center prior to the original due date and opening time of the sealed bids.
- F. Respondent shall not provide gifts or anything of value nor have any business arrangement with any employee, official, or agent of the Center that might constitute a conflict of interest according to the State and Local Government Codes, as well as Center policies and procedures.
- G. All bids will be kept confidential during the process of negotiation.
- H. Respondent cannot currently be held in abeyance or barred from the award of a federal or state contract, and cannot be delinquent in a tax owed the state under Chapter 171, Tax Code, pursuant to the Texas Business Corporation Act, Texas Civil Statutes, Article 2.45.
- I. The Center is wholly committed to equal opportunity for all potential respondents and does not discriminate in its award selection based on race, national origin, religion, age, sex, sexual preference, or handicap status.
- J. All bids shall be considered effective for **ten (10) days** from the date of receipt by the Center.
- K. If any of the provisions in the RFP conflict with applicable laws, rules, regulations, and/or other codes of professional ethics, the latter shall prevail over the provisions of the RFP.
- L. The center reserves the right to reject all proposals. Responding to this request does not guarantee any bidder of revenue in regards to this Request for Proposal.
- M. The Center shall not reimburse any bidder for any expenses incurred to prepare and deliver its response to this request.

## **VII. SCORING AND EVALUATION**

Contracts are awarded based on **best value** considerations.

1. All proposals received by the submission deadline will be evaluated and scored by an RFP committee according to price and criteria cited.
2. The Center may validate any information in a proposal by using outside sources or materials.
3. Proposals that best meet RFP requirements and scoring criteria may be invited to interview with the RFP committee for further evaluation.
4. The bidder(s) selected to purchase the vehicles from will be notified by phone, fax, or electronic mail.