



CITY OF DONNA

Request for Proposals

The City of Donna hereby requests sealed proposals for the following:

**(2) HEAVY DUTY DUMP TRUCKS = RFP No.: 2022-001
(EXAMPLE: 5500, 550 OR EQUIVALENT)**

Sealed proposals addressed to City Secretary, will be accepted at the City of Donna, 307 S 12TH Street, Donna, Texas 78537, until 4:00 p.m. on Feb. 7, 2022, at which time they will be opened and read aloud. Please mark envelope, “Sealed Proposal”

(2) HEAVY DUTY DUMP TRUCKS = RFP No.: 2022-001

Potential Respondents are advised that the proposal documents can be downloaded from the City of Donna web page address: www.cityofdonna.org, and may also be secured at the Donna City Hall ATTN: City Secretary, 307 S 12TH Street, Donna, Texas 78537, or by calling 956.464.3314. Be advised that if your company is contemplating on responding to this proposal you must contact the Public works Department, so that any changes/additions via addendum form can be forwarded to your company. (Please include your company name, address, e-mail, telephone and fax, and contact person). **No electronic proposals will be accepted.**

The City of Donna reserves the right to accept or reject any or all proposals, to waive any informalities, and to accept the proposal to be the best and most advantageous to the City and to hold proposals for a period of forty-five (45) days without taking action, for the purpose of reviewing the proposals and investigation of respondents' qualifications prior to proposal award. Proposals submitted past the aforementioned date and time will not be accepted.

City of Donna

Norma Yanez,
City Secretary
citysecretary@cityofdonna.org



VENDOR’S NOTICE OF INTENT TO SUBMIT A PROPOSAL

If you intend to submit a proposal for **(2) Heavy Duty Dump Trucks** with the City of Donna as outlined in the specifications, please indicate your intention by signing, dating, and returning this form to the address below prior to Feb. 7, 2022, so that you may receive any addendums to the specifications should the need arise.

**City of Donna
Public works Department
1304 Silver Ave
Donna, Texas 78537
Phone: 956.464.6960
Fax: 956.461.2992
dramirez@cityofdonna.org
mtominus@cityofdonna.org**

Name: _____ (print / contact person)	Signature: _____
Title: _____	Company/Agency: _____
Mailing Address: _____	City/State/Zip: _____
Phone: _____	Fax: _____
Email Address: _____	

Proposal No.: **2022-001**

**CITY OF DONNA
SOLICITATION FOR BIDS
(2) HEAVY DUTY DUMP TRUCKS
INSTRUCTIONS TO INTERESTED RESPONDENT**

IT IS THE INTENT OF THESE SPECIFICATIONS TO DESCRIBE AND GOVERN THE PURCHASE PRICE OF (2) HEAVY-DUTY DUMP TRUCKS REQUESTED. PROSPECTIVE BIDDERS ARE TO FILL THE FOLLOWING BLANK FORMS AND SUBMIT WITH THEIR PROPOSAL.

MINIMUM SPECIFICATIONS:

1. Proposal shall be submitted properly marked / identified in a sealed envelope upon the blank form attached hereto. Each form must be completely filled out. Proposal must be filed with the City of Donna before opening day and hour. No late proposals will be accepted. Proposal will be returned to respondent unopened if not properly identified. Failure to meet request for requirements may be grounds for disqualification.
2. Proposal MUST give full firm name and address of interested respondent and be manually signed. Failure to do so will disqualify your Proposal. Person signing Proposal must show title or **AUTHORITY TO BIND HIS/HER FIRM IN A CONTRACT.** Firm name and authorized signature must appear on each page that calls for this information.
3. Proposal **CANNOT** be altered or amended after opening time. Alterations made before opening time must be initialed by interested respondent guaranteeing authenticity. No Proposal may be withdrawn after opening time without acceptable reason in writing and only after approval by the City of Donna.
4. **Quantities shown are approximate based on projected usage.** It is specifically understood that these quantities may change without adjustment to the unit price. Prices quoted shall prevail for a period of one year with purchases as needed, starting on the day of the first Purchase Order.
5. It is the responsibility of the Supplier to verify that the vehicle meets specifications. Failure to do so or failure of the product itself will be cause to cancel all existing or pending order. The City of Donna reserves the right to request demonstrations and samples of the materials at the City's discretion to confirm the quality. All materials under these specifications shall be new and unused. Any deviation from these instructions will be subject to Proposal cancellation.
6. In order for the City to meet its needs, it is understood that during the period of the contract, should the successful interested respondent be unable to supply the product, the City reserves the right to obtain the product from available sources.
7. Proposals shall be analyzed on a total dollar value and what is most advantageous to the City and **will be awarded on an item per item basis.**
8. It shall be the legal obligation of the interested respondent during the term of the contract, to notify the Purchasing Office of any price decrease in the market and accordingly, reduced prices will be in effect with appropriate documentation as described above.

9. The interested respondent agrees to indemnify and hold harmless the City of Donna from all suits and actions of every nature and description brought against, for or on account of the use of patented appliances, products, or processes. Awarded interested respondent/vendor shall pay all royalties and charges which are legal and equitable. Evidence of such payment or satisfaction shall be submitted upon request from Purchasing Office, as a necessary requirement in connection with the final estimate for payment in which such patented appliance, products or processes are used.
10. Interested Respondent shall carefully examine the Proposal forms, requirements/specifications, and instructions to interested respondents. Should the interested respondent find discrepancies in, or omissions from Proposal forms, specifications, or other documents, or should he/she be in doubt as to their meaning, he/she should at once notify the City of Donna Public Works Department, 956.464.6960 and obtain clarification by addendum prior to submitting any Proposals.
11. **Addenda and Interpretations:**
No Interpretations of the meaning of the specifications or other pre-proposal documents will be made orally to any interested respondent. Every request for such interpretation should be in writing addressed to the City of Donna, ATTN: City Secretary, 307 S 12TH Street, Donna, Texas 78537, and to be given consideration must be received at least seven (7) days prior to the date fixed for the opening of proposals. Any and all such interpretations and any supplemental instruction will be in the form of written addenda for specifications which, if issued, will be mailed/faxed, or e-mailed (at the respective address furnished for such purposes), not later than three (3) days prior to the date fixed for the opening of proposals. Failure of any interested respondent to receive any such addenda or interpretation shall not relieve such interested respondent from any obligation under his proposal as submitted. All addenda so issued shall become part of the contract documents.
12. The City of Donna reserves the right to refuse and reject any or all Proposals and to waive any or all informalities or technicalities and to accept the Proposal to be the best and most advantageous to the City and to hold the Proposals for a period of forty-five (45) days without taking action. Proposals submitted past the aforementioned date and time will not be accepted. NO ELECTRONIC BIDS WILL BE ACCEPTED.
13. **Notice to Awarded Vendors:** In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. This new law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million.
14. In connection with this RFP, interested Respondent should limit their contact to the City of Donna by communicating only with Daniel Ramirez, Maintenance Supervisor at dramirez@cityofdonna.org or (956) 464-6960 regarding this RFP. Contact with persons other than Daniel Ramirez regarding this RFP may be grounds for eliminations from the selection process.

CRITERIA FOR AWARD

The proposal will be awarded to the lowest responsible/responsive interested respondent that best meets the City of Donna's specifications, taking into consideration but not limited to the following:

1. Price
2. Delivery Schedule
3. Warranty

SPECIFICATIONS:

1. 4 x 2 Wheel Drive
2. Chassis Cab with 9 to 11 Foot Dump Body
3. Fuel: Gasoline
4. Capacity: 3-4 Cubic Yard Minimum
5. Automatic Transmission
6. Color: White
7. Price Per Unit
8. Date of Delivery