

Pre-Proposal Conference **REQUEST FOR PROPOSALS**

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PURCHASE OF A MOBILE UNIT

ISSUE DATE: JUNE 12, 2018, 2:00 P.M.

BIDDERS CONFERENCE: JUNE 14, 2018 2:00 P.M.

520 NORTH STAPLES, CORPUS CHRISTI, TX 78401



WORKFORCE SOLUTIONS
of the Coastal Bend

RFP Description and Purpose

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- **WFSCB is currently soliciting proposals from qualified vendors for the purchase of a customized mobile unit.**
- **WFSCB will provide funding through a federal grant from the U.S. Department of Labor (DOL) to contract with a vendor for the purchase of the mobile unit.**
- **The mobile unit will be used to provide services to Texas customers impacted by the disaster resulting from Hurricane Harvey.**
- **In order to qualify under this procurement, vendors must meet the specifications outlined in the RFP.**

Description of Requested Items

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- WFSCB is intending to purchase a twenty (20) to forty (40) foot, powered mobile unit. The mobile unit must be customized to include, at a minimum, the following:
 - Four wheel drive;
 - Seven to eight computer work stations;
 - Gas engine with generator;
 - Battery Back-up;
 - Computer networking devices (USB ports at each work station with power and Cat5 Ethernet outlets for service storage and patch connections);
 - An accessible lift that is ADA compliant (including signage, safety grabs/rails, and lights) preferably located in rear of unit;
 - Communication satellite;
 - Overhead storage and upright closet to store large items during transport;
 - Audio visual with speakers and TV attached to front wall (must have appropriate networking connectivity – Wi-Fi/Internet);
 - Seats for each work station that may be strapped down during transport;
 - Lavatory and sink (optional);
 - Exterior: back-up camera; leveling jacks; equip with outside awning for shaded area; outside storage units; and include customization of appropriate logos, tagline, and signage, as provided by WFSCB.

Submission of Required Information

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- **IMPORTANT:** Because the mobile units may vary in size, vendors may recommend more than one unit provided it includes the minimum specifications. Please submit layouts and pictures electronically to robert.ramirez@workforcesolutionscb.org. Each of the layouts and pictures must be referenced by name and/or number, as appropriate. WFSCB is not responsible for materials that are not referenced correctly.
- Additionally, include as part of your proposal, all warranty coverage information, including terms of factory warranty coverage and service, warranty period, and coverage of replacement parts or coverage and non-coverage parts, and any other pertinent information.
- It is the intent of WFSCB to select a vendor for the award of a purchase agreement for a customized mobile unit by no later than July 27, 2018. After this period, we expect delivery of the mobile unit within a reasonable time, i.e., 4 to 6 months or sooner.

Other Additional Requirements

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- **Payment Terms:** If selected, an agreement with your firm for the purchase of the mobile unit will be executed. Payment for the purchase will be reimbursed three (3) weeks after an invoice has been properly completed and verified for delivery of the mobile unit. Since the purchase requires customization of the unit, WFSCB may be open to discussions for negotiations of incremental payments based on agreed performance.
- **Submit three (3) references of active clients.** The active clients must be current customers at the time of response submission and must be three distinct customers.
- **Pricing for Services.** The pricing must be itemized as to determine reasonableness of cost for each phase/item of the vehicle customization.

Insurance & Debarment

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- **Company must have general liability insurance.**
- **To be eligible, company must not be debarred, suspended, or proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal or state department or agency.**

RFP Important Dates/Times

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- **Submission of Written Questions** – 6/14/18 to 6/19/18, 5:00 p.m. (CST)
- **Proposals Due** – Wednesday, June 27, 2018, 4:00 p.m. (CST)
- **Evaluation of Proposals** – 6/28/18 – 7/02/18
- **Selection of Contractor** – 7/09/18
- **Tentative Date For Execution of Contract** - 7/10/18 – 7/20/18

Submission Forms

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- **Transmittal Letter (on company's letterhead)**
- **Response Information and Fee/Costs Forms – Attachments A & B.**
- **Certification Forms – Attachments C-H**
- **List of Business References – Attachment I**
- **Statement or Actual Copies of Required Certificates of Insurance**
- **HUB Certificate (if certified by the State of Texas)**
- **Informational Brochure(s) of Agency, Products, and Services (if available)**

Evaluation Criteria

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- **Completeness and Responsiveness**
- **Experience and Ability to Provide Requested Services**
- **References and Past Experience**
- **Proposed Price/Costs**
- **HUB (Historically Underutilized Business) Certification (additional points)**

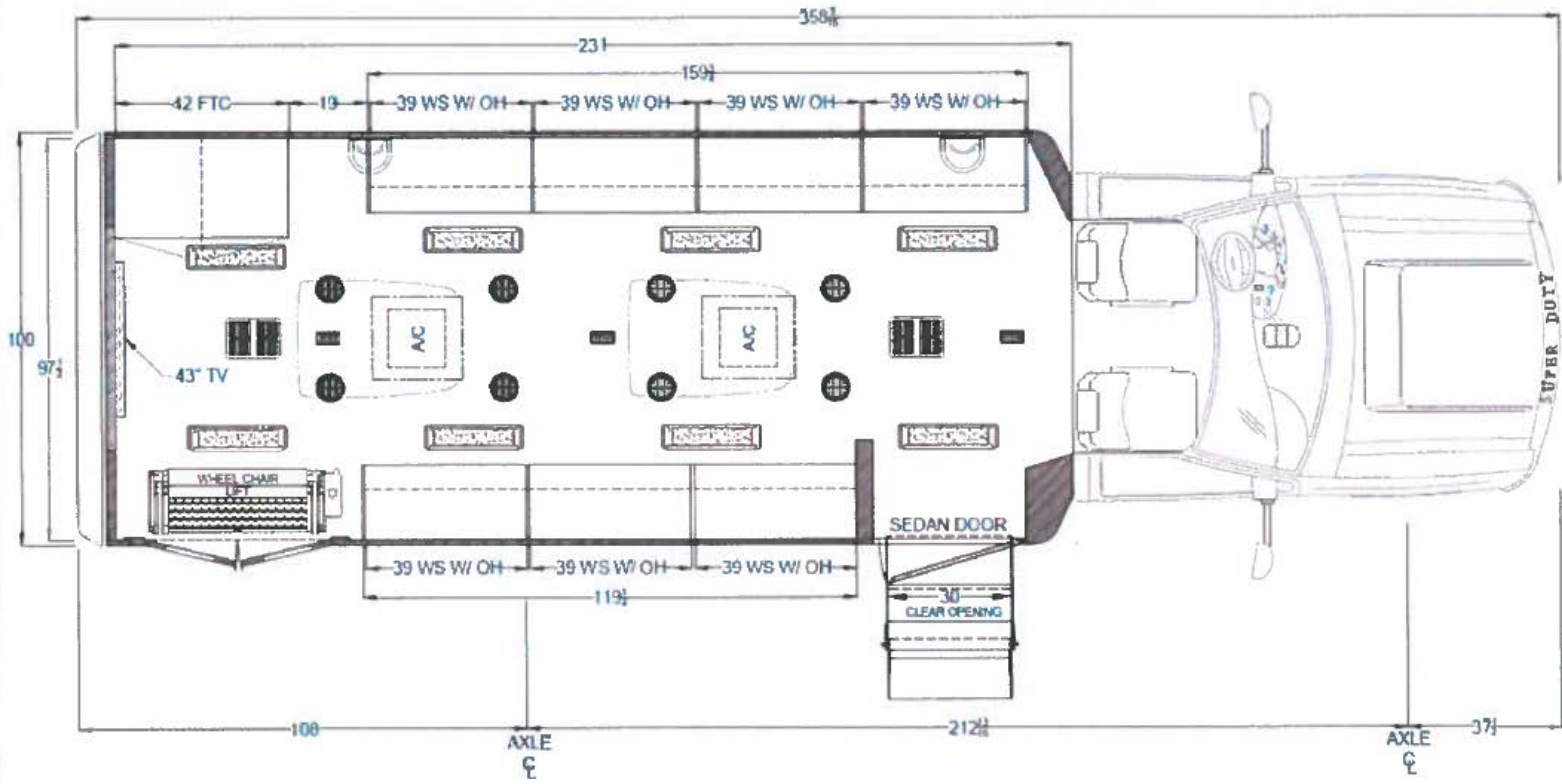
Additional Information

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- In the interest of maximum and open competition, vendors must abide by our rules for seeking technical assistance or answering questions regarding this procurement. Questions may be ask at the Pre-Proposal Conference and during the Q&A period. During the Q&A period, questions must be in writing and send **only** to Robert Ramirez, Contracts and Procurement Officer.
- Attachment A is your RFP response. History of your company; summary of your firm's demonstrated capability and customers; subcontracting work; price discounts; delivery process of the vehicle; and other additional information.
- Attachment B is the proposed price/cost form. Submit an itemized listing of all charges for each vehicle recommended.
- WFSCB reserves the right to conduct interviews with the top highest rated proposers.

FLAT BACK: Y N STRAIGHT WALL: Y N SKIRTS: CONTOURED MOLDED FLAT FLAT PANEL

CUT CAB: UNCUT CAB HEIGHT FULL HEIGHT



PRELIMINARY
DRAWING FOR QUOTE PURPOSES ONLY.
ENGINEERING INTERVENTION NECESSARY TO
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NOTES	SIGNATURE:
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SPECIAL WORKSTATION DESIGN, SEE NOTES	
WS = WORKSTATION OH = OVERHEAD, FTC = FLOOR TO CEILING CABINET TOLERANCE = (+/-) 1/2"	
FILE NAME: 150701Q1_GH_A_FORD F550_ODY XL_SW_213_231_SD30_RLD_MISC_WORKFORCE MOBILE CLASSROOM	
MODEL: MPV ODYSSEY XL	
FLOOR LENGTH: 231" (19' 3")	
YEAR & ENGINE TYPE: 2015 FORD F550	
WEIGHT: 19,500 lbs	
FUEL: GAS/DIESEL	
DRAWING #: 150701Q1_GH.A	



BY: CAMERON M	SCALE: DNS	DATE: 07/01/2015
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Conclusion

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- Point of contact is Robert Ramirez
 - Email address robert.ramirez@workforcesolutionscb.org
 - Phone number 361-885-3013
 - Fax number 361-356-3958
- **Proposal Format and Preparation:**
- Each respondent must submit one (1) ORIGINAL, and three (3) copies of their response (for a total of four (4)). One of the copies must be marked “**ORIGINAL**”, and contain original signatures.

● Questions?

