

REQUEST FOR PROPOSAL

INTENT: The intent of this Request for Proposal is to solicit proposals from qualified firms to provide a GOVERNMENTAL FINANCING CONTRACT for the purchase of Five (5) 2017 Ford Explorer/with Police Package,\$202,272.45;One (1) 2017 Chevrolet Silverado 4x4 Double Cab Pickup \$26,587.00; One (1) Leeboy L250TAsphalt Distributor Trailer \$14,865.00; One (1) 2017 CTS 40X102 Belly Dump Trailer \$28,100.00; One (1) 2017 S850T4 Bobcat Steer Loader \$73,322.90; One (1) Chevrolet 1500 Silverado 4x4 Crew-Cab Pickup \$34,275.00, total amount to be financed \$379,422.35.

OPENING DATE: THURSDAY, AUGUST 31, 2017, 2:00 PM
Burnet County Annex Conference Room
133 E. Jackson Street
Burnet, TX 78611

RFPs will be accepted until time of opening when they will be publicly opened and read aloud.
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INSTRUCTIONS:

Proposals must be received in the office of the County Auditor/Purchasing Agent on or before the time and date specified. Proposals received after time and date specified, whether delivered or mailed, will not be considered and will be returned unopened.

In order to assure your proposal is fairly considered, it must be submitted in a properly sealed envelope, clearly marked on the outside lower left hand corner surface with the numbers "17-206-01". Proposals marked otherwise may be opened prematurely.

PLEASE MAIL YOUR PROPOSALS TO:

BURNET COUNTY AUDITOR/PURCHASING AGENT
BURNET COUNTY COURTHOUSE
220 S. PIERCE
BURNET, TEXAS 78611

HAND-DELIVERED OR OVERNIGHT PACKAGES:

BURNET COUNTY AUDITOR/PURCHASING AGENT
133 E. JACKSON ST., ROOM 101
BURNET, TEXAS 78611

(1)

Offeror will use the attached form for responding to this proposal. No proposals will be considered in which the proposal, specifications, or any provisions have been modified. The Request for Proposal numbers, “17-206-01”, shall appear on any additional information furnished by your firm.

A proposal that is in the possession of the Purchasing Agent may be withdrawn by the bidder in person (with the proper identification) or by written request up to the time of the bid opening. Proposals may not be withdrawn after the opening time. Proposals may be altered by e-mail, letter or fax transmission bearing the signature or name of authorized personnel, provided it is received prior to the time and date of opening. Alterations should not reveal the proposal price but should indicate any addition, subtraction, or other changes.

EVALUATION AND AWARD OF CONTRACT

1. The County of Burnet intends to make an award to the responsible offeror meeting all the requirements of the RFP whose proposal is the most advantageous to the county with reference to overall financial economy.
2. The Commissioners' Court of Burnet County reserves the right to reject any and all proposals, to accept in whole or part, to waive any informalities in the proposals received, and to accept proposals separately or combine proposals as it shall deem to be in the best interest of Burnet County.
3. The County of Burnet reserves the right to negotiate in private with all responsible offerors in order to obtain the best possible proposal for county purposes.
4. The County of Burnet reserves the right to modify and negotiate changes in the transaction.
5. Proposals are solicited for furnishing merchandise, supplies, services, and/or equipment and imply no obligation on the part of Burnet County.
6. The failure to comply with the terms of this proposal will subject any contract to revocation.

Questions concerning the proposal process, specifications, acceptance, and approval of proposals should be directed to:

**Karen Lester
Burnet County Auditor/Purchasing Agent
Burnet County Annex
133 E. Jackson St., Room 101
Burnet, Texas 78611
(512) 756-5495**

REQUIREMENTS AND CONDITIONS:

1. No down payment will be required of the County except for the initial payment.
2. The County of Burnet will gain ownership free and clear of all liens on the exercise of an end-of-term purchase option or on the exercise of an early buy-out option.
3. A non-appropriation (funding out) clause will be included in the contract. **If funds are not appropriated by Burnet County in any fiscal year during the term of the contract, no termination penalty will be incurred.**
4. The County shall have the option to terminate the contract on any payment date at any time throughout the term of the contract with no prepayment penalty.
5. Burnet County will assume responsibility for maintenance and insurance on the vehicles that were purchased.
6. Cost of financing shall be calculated as annual percentage rate (APR).
7. Any other costs or fees must be listed separately or the County of Burnet will assume that these costs or fees are the sole responsibility of the offeror.
8. Term of the agreement will be 36 months. Payment amounts will be level throughout the term of the contract. Quotations for annual, quarterly, and monthly payment options are requested.
9. Proposals should remain firm for 30 days.
10. The County has adopted Reimbursement Resolutions which are applicable to the Lease-Purchase Agreement. The county has used cash reserves to pay for all of the equipment. We request reimbursement from the offeror.
11. The purchase price of the vehicles is as follows:
 - (5) 2017 2017 FORD EXPLORER/POLICE PACKAGE \$202,272.45
 - (1) 2017 CHEVROLET SILVERADO 4X4 DOUBLE CAB PICKUP \$26,587.00
 - (1) LEEBOY L250T ASPHALT DISTRIBUTOR TRAILER \$14,865.00
 - (1) 2017 CTS 40X102 BELLY DUMP TRAILER \$28,100.00
 - (1) 2017 S850T4 BOBCAT SKID STEER LOADER \$73,322.90
 - (1) 2017 CHEVROLET 1500 SILVERADO 4X4 Crew-Cab pickup \$34,275.00

The grand total to be financed: \$379,422.35

PROPOSAL RESPONSE FORM

PROPOSAL #17-206-01

**GOVERNMENT FINANCING AGREEMENT FOR (5) 2017 FORD EXPLORERSW/POLICE
PACAPACKAGE;(1) 2017 CHEVROLET PICKUP SILVERADO 4X4 PICKUP;(1) LEEBOY
ASPHALT DISTRIBUTOR TRAILER; (1) 2017 40X102 BELLY DUMP TRAILER; (1) 2017
BOBCAT SKID STEER LOADER; (1) 2017 CHEVROLET SILVERADO PICKUP
AMOUNT TO BE FINANCED: \$379,422.35**

1. Interest rate used in the payment calculations: _____
2. State any additional cost, fees or payments required
in addition to the lease payments here: _____

3. Does the financing agreement include a non-appropriation
or "funding out" clause? Yes [] No []
4. Does the financing agreement include an early payoff
clause with no interest penalty? Yes [] No []
5. Assuming that the agreement will be carried to the full
term, state the total cost to the county including all 36
payments plus any extra costs or fees. _____
6. State the exact amount of each Annual/Quarterly/
Monthly payment: Annual _____
Qrtly _____
Monthly _____
7. Does the County automatically assume ownership of
the vehicles at the completion of the contract? Yes [] No []
8. What is the payoff amount at the end of the contract? _____
9. Will this proposal stay firm for 30 days after opening? Yes [] No []
10. Does the financing company agree to provide payment
within ten (10) working days after notification by the
county of acceptance? Yes [] No []
11. If Burnet County adopts a reimbursement resolution, will
financing agreement allow for reimbursement of out-of-
pocket expenses to County? Yes [] No []

12. Attach an amortization schedule of financing agreement from inception to completion of the contract.

VENDOR _____

ADDRESS _____

SIGNED _____

PRINT

NAME _____

TITLE _____