

LAGUNA MADRE WATER DISTRICT
105 PORT ROAD ~ PORT ISABEL, TX 78578

REQUEST FOR PROPOSAL

GPS TRACKING SYSTEM

BID # 10 - 16 - 07

October 23, 2016

Laguna Madre Water District
105 Port Road ~ Port Isabel, TX 78578

Request For Bid

BID # 10 - 16 - 07 GPS Tracking System

The Laguna Madre Water District is soliciting sealed bids for GPS Tracking System for 30 Vehicles. The following specifications describe the minimum requirements, any detections or variations from the specs must be noted on the proposal or the bid will be rejected. Detail specifications and information may be obtained from Victor Valdez, Director of Operations, by calling (956) 943-2626 ext. 120 or by going to our LMWD website: www.lmwd.org under the "Bids-RFP" tab.

The sealed bids will be received at the office of the General Manager until Monday November 14, 2016 At 10:30 am; bids will be opened at 10:30am the same day.

Envelope should read as follows:

Bid # 10 -16 - 07 GPS Tracking System
Carlos J. Galvan Jr., General Manager
Laguna Madre Water District
105 Port Road
Port Isabel, TX 78578

II. INSTRUCTION TO BIDDERS

Notice to Bidders

Sealed bids will be received until the time, at the location, and for the products/services specified on the attached Bid Invitation form and as further specified. These bids will be publicly opened at the Laguna Madre Water District office at 105 Port Road Port Isabel, TX, in the presence of bidders and Administrative Staff. Bidder's attendance is optional. After tabulation and review, bids will be presented to the Board of Directors for award of contract. The District reserves the right to review all bids submitted for a period of sixty (60) days after the date of bid opening.

How to Submit a Proposal

All bids shall be submitted in *sealed envelopes*, mailed or delivered to: Laguna Madre Water District, Attention: Carlos J. Galvan Jr. 105 Port Road, Port Isabel, TX 78578, and plainly marked on the outside with **bid number**: It will be the sole responsibility of the bidder to ensure that the proposal reaches the location where bids are to be sent before the closing hour and date shown on the enclosed PROPOSAL-CONTRACT form.

Purpose of Bid

The Laguna Madre Water District intends to secure a source of supply for the product(s) and service(s) at the lowest price; satisfactory manufacture; and prompt and convenient shipment and service by the supplier to the District. Any failure on the part of the supplier to comply with the ensuing conditions and specifications shall be reason for termination of contract.

Rejection of Bids

The District reserves the right to reject any and all bids or to accept the bid or any part thereof which it determines to best serve the needs of the District and to waive any informalities or irregularities in the bids. While cost is a factor in any bid award, it is not the only factor and may not be the determining factor.

Quantities

The quantities or usage shown are estimated only unless otherwise stated. No guarantee or warranty is given or implied by the District as to the total amount that may be or may not be purchased from any resulting contracts. These quantities are for bidders information only and will be used for tabulation and presentation of bid and the District reserves the right to increase or decrease quantities as required.

Bidding on Equivalent Products

If and wherever in the specifications a brand name, make, name of manufacturer, trade name, or vendor catalog number is mentioned, it is the purpose of establishing a grade, quality or other specification of material only. Since the District does not wish to rule out other competition and equal brands or makes, the phrase or approved equal is added. However, if a product other than those specified is bid, it is the bidder's responsibility to name such a product within the bid, and to prove to the District that said product is equal to that specified and to submit brochures, samples, and/or other specification in detail on the item(s) bid. The District shall be the sole judge concerning the merits of bids submitted.

Trade Discounts and Price Variances

Bids on individual items must include unit prices, as well as total price. Where a variance exists on the bid form between the unit price and the extension or whenever other discrepancies are noted between prices on the bid form and prices quoted elsewhere in the bid package, the unit price quoted on the bid form shall prevail.

The District will consider trade discounts and other pricing features in each individual bid prior to determining the successful bidder.

The District intends to evaluate any and all cooperative purchasing options available. When preparing your bid, please include alternates for cooperative purchasing programs offered by your firm or the manufacturer's that you represent that the District would be eligible to purchase through such as HGAC, and Buyboard, etc. where available.

Submissions

Bidders must submit two (2) copies of PROPOSAL-CONTRACT forms.

A. Unless otherwise specified, bidders must use PROPOSAL-CONTRACT forms furnished by the District. Failure to do so may cause a bid to be rejected. Removal of any part of the bid proposal may invalidate the bid.

B. Proposals having any erasures or corrections must be initialed by bidder in ink. Bids shall be signed in longhand, hi ink, by the principal authorized to make contracts. All quotations shall be typewritten or filled in with pen and ink.

Descriptive Data

Bidders must enclose with their bid forms two copies of data sheets, specifications, catalogs or literature completely describing the equipment, product or service to be furnished.

Identification of Bidder

State the full name and address of the organization and any local branches that will be used in the project. Indicate whether you operate as an individual, partnership or corporation. If a joint venture or sub-contractor relationship is contemplated, name the firms and principals involved and give all pertinent information about the organization, similar to the information you supply.

Assignment of Contract

The successful bidder shall not assign, transfer, convey, sublet or otherwise dispose of said contract, or his/her right, title or interest in or to same, or any part thereof, without previous consent in writing from the District Administrator, endorsed on or attached to the Contract.

Service and Parts

Bidders must be prepared to submit evidence to the District, in addition to that required in the attached specifications that qualified personnel and adequate parts inventory are available to maintain all bid equipment in effective operation.

Guarantees/Warranties

Bidders must indicate the full guarantees and/or warranties prevailing on all equipment, parts and labor.

Delivery and/or Completion

Bidders shall indicate delivery or completion date of product(s) or service(s). These dates may be taken into consideration in making the award. Penalties imposed upon the District for late performance, shall be the responsibility of the vendor.

Bid Bond

The bidders shall provide with the proposal a cashier's or certified check or a bid bond in the amount equal to five percent (5%) of the total project price.

All bid securities will be returned to respective bidders within ten days after bids are opened except those which the District elects to hold until the successful bidder has executed the Contract and furnished performance and payment bonds. The successful bidder will receive his bid bond within ten days after execution of the contract and Owner's acceptance of required performance and payment bonds.

Contract Performance and Payment Bond

When a construction contract that exceeds \$50,000 is awarded, the following bonds or security may be required and shall become binding on the parties upon the execution of the contract:

A. A performance bond satisfactory to the District, executed by a surety company authorized to do business in the State of Texas or otherwise secured in a manner satisfactory to the District, in an amount equal to 100% of the price specified in the contract; and

B. A payment bond satisfactory to the District, executed by a surety company authorized to do business in the State of Texas or otherwise secured in a manner satisfactory to the District, for the protection of all persons supplying labor and material to the contractor or its subcontractors for the performance of the work provided for in the contract. The bonds shall be an amount equal to 100% of the price specified in the contract.

Nothing herein shall prevent the requirement of such bonds on construction contracts under \$50,000 when the circumstances warrant.

Manuals, Instructions, Etc.

Successful bidder must deliver with the product two (2) copies each of operation, shop and parts manual; instructions and schematics pertaining to the equipment or product to be furnished to the District.

Samples and/or Demonstrations

Evidence in the form of samples may be requested if brand is other than specified. Such samples are to be furnished after the date of bid opening only upon request of the District unless otherwise stated in the Bid Documents. If samples should be requested, such samples are to be provided at the expense of the bidder and become the property of Laguna Madre Water District unless other agreement is accepted by the District.

Quality

All materials used for the manufacture or construction of any item(s) covered by this bid shall be new. The items bid must be new, the latest model, of the best quality and highest grade of workmanship, unless the option to include supplemental proposals for pre-owned, or demonstrator equipment or materials has been specified by the District.

Default Provision

In case of default by the bidder or contractor, the Laguna Madre Water District may procure the products or services from other sources and hold the bidder or contractor responsible for any excess costs occasioned or incurred thereby.

Compliance with Law

All goods or equipment bid shall comply with all applicable Federal, State, and local laws relative thereto including all safety related items as required by the Federal Occupational Safety and Health Act (OSHA). The successful bidder shall defend actions or claims brought and hold harmless the District from loss, cost or damage by reason of actual or alleged violations of Federal, State or local law in the design or manufacturing of equipment and/or material.

Liability Insurance

The successful bidder must carry Public Liability Insurance with limits of at least \$500,000 to \$1,000,000 to protect the Laguna Madre Water District. Said bidder shall comply with the requirements of all Federal and State Laws and Regulations relating to Social Security, Unemployment Insurance and Workmen's Compensation so that the Laguna Madre Water District will not be liable in any way for any claim evolving from said work in carrying out the contract.

Delivery Provisions

Bid price is to be based upon the delivery terms of Free on Board to each of the Laguna Madre Water District facilities listed on the specifications sheet. Title to the purchased goods does not pass until the item(s) is received by the District.

Withdrawal of Bids

A written request for the withdrawal of a bid or any part thereof will be granted if the request is received by the District Administrator prior to the specified time of opening. Formal bids, amendments thereto, or requests for withdrawal of bids received by the District Budget and Finance Director after time specified for bid opening will not be considered.

Taxes

The Laguna Madre Water District is exempt from Federal Excise Tax and Texas Sales Tax and same shall not be charged to the District.

Hold Harmless Agreement

The successful bidder shall agree to save and hold harmless and defend the Laguna Madre Water District from and against any or all claims, demands, suits and liability for death or injury to any person or damage to or loss of property, which injury, loss or damage is caused by or arises out of the execution of this contract of agreement.

Proposal Costs

All proposal costs are the responsibility of the bidder. Laguna Madre Water District will not be liable for any costs incurred in proposal preparation, presentation or contract negotiation.

Further Information or Clarification

Before submitting a proposal, bidder should carefully examine the entire Contract Document, including the specifications, and by the submission of a bid, the bidder will be understood to have read and be fully informed as to the contents of all of the bidding documents. Bidder should especially note any state or federal regulations and/or requirements in bids involving funds from respective agencies and be prepared to adhere to those requirements.

Should a bidder find any discrepancies, omissions, ambiguities, or conflicts among the contract documents, or be in doubt about their meaning, they should bring such questions to the attention of the Laguna Madre Water District Finance Director no later than five (5) business days prior to the date of the receipt of bids. The Laguna Madre Water District Finance Director will review the questions and, where information sought is not already indicated or specified, there will be a clarifying "Notice to Bidders," which will become part of the Bid Documents. Neither the District nor the Finance Director will be responsible for any oral instructions.

Laguna Madre Water District reserves the right to request any additional information that it may deem necessary before or after the proposal has been received. Should you wish to request any additional information or clarification on this bid; you must do so in writing via email or other delivery method that shall be your sole responsibility prior to the opening of the bids. The District shall be the sole determiner of the appropriateness of your request and whether it shall issue a response.

Should the District deem it appropriate to respond to your request for additional information; both your request and the District's response will be provided to the other bidders.

Your request is to be submitted to:

Victor Valdez

Director of Operations

956-943-2626 Ext. 120/ v-valdez@lmwd.org

Laguna Madre Water District

105 Port Road

Port Isabel, TX 78578

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10-16-07 GPS TRACKING SYSTEM
 BID SPECIFICATIONS

The Laguna Madre Water District is soliciting sealed bids for GPS Tracking System for 30 Vehicles. The following specifications describe the minimum requirements, any detections or variations from the specs must be noted on the proposal or the bid will be rejected. Please submit quote in a sealed envelope addressed to the Laguna Madre Water District; GPS Tracking System Bid (Attn: Carlos J. Galvan Jr., General Manager, 105 Port Road, Port Isabel, TX 78578. Sealed bids will be received till 10:30am November 14, 2016 at which time, bids will be opened. If you have any questions please call Victor Valdez, Director of Operations at 956-943-2626 ext. 120.

A. GPS Tracking System Material for 30 Vehicles

Scope of work:	Unit Cost
1. Hardware	
2. Software	
3. Equipment	
4. Installation	
5. Additions	

Total Cost per Vehicle: _____

Total Cost 30 Vehicles: _____

B. Options and Services for 30 Vehicles

Scope of work:	Unit Cost
1. Upfront Fees	
2. GPS Tracking 24-7	
3. Driver Identification.	
4. Fencing Area Alert.	
5. Speed Control & Alert.	
6. Idle Time Alert.	
7. Training	
8. Monthly Service Charges	

Total Cost per Vehicle: _____

Total Cost 30 Vehicles: _____

Grand Total Cost: _____

Laguna Madre Water District
105 Port Road
Port Isabel, Texas 78578

10-16-07 GPS TRACKING SYSTEM
BID SPECIFICATIONS

Addendum No. 1 _____ Received _____

Addendum No. 2 _____ Received _____

Company Name: _____

Address: _____

Phone & Fax: _____

Signature: _____ Print: _____

Date: _____