

Request for Proposal (RFP)

Issued by:

WEST CENTRAL TEXAS COUNCIL OF GOVERNMENTS



For:

Purchase & Training for AreaRAE
Deployment Kit

Proposals to be Submitted to:

WCTCOG Homeland Security Department
3702 Loop 322
Abilene, Texas 79602

Issue Date:

Monday, April 15th, 2024

Proposal Due Date and Time:

Wednesday, May 19th, 2024, 4:00 p.m.
(Late bids will not be accepted)

Introduction

A. General Information

The West Central Texas Council of Governments (WCTCOG) is requesting proposals from qualified contractors for the purchase and training of an AreaRAE pro deployment kit for the West Central Texas Council of Governments located in Abilene, TX. All proposals must be submitted not later than May 19th, 2024, at 4:00 p.m. There is no expressed or implied obligation for WCTCOG to reimburse the responding contractors for any expenses incurred in preparing proposals in response to this request. To be considered, a proposal must be received via email to jkeldon@westcentraltexas.org by 4:00 P.M., May 19th, 2024.

WCTCOG reserves the right to reject any or all proposals submitted. Proposals submitted will be evaluated by the Executive Committee assisted by WCTCOG staff.

During the evaluation process, the Executive Committee of WCTCOG reserves the right, where it may serve the Council's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the Executive Committee, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The WCTCOG reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the WCTCOG and the contractor selected.

Nature of Services Required

A. Scope of work to be Performed.

Purchase and training of AreaRAE Pro rapid deployment kit for the West Central Texas Council of Governments located in Abilene, TX. Project is located at: 3702 Loop 322, Abilene, TX 79602

Please include the following in Proposal:

1. AreaRAE Pro Rapid Deployment Kit

Proposal will include manufacturer, quantity, description, unit price and total for all equipment required to complete the installation. Specifications were provided by a certified electrician and equipment must be compatible and meet the specifications listed below. If there are issues pertaining to the specifications, please contact Jason Kelton with the WCTCOG Homeland Security Department at jkeldon@westcentraltexas.org.

Project Specifications

- AreaRae Pro RDK
- 10.6eV PID / H2S / LEL / O2 / HCN / CO / Empty / Gamma / Wind Sensor
- 900 MHz
- Training for Hazmat response team members

2. Price Summary

A required price summary for each proposal should provide a clear and legible understanding of the equipment and labor need to install the requested generator and components.

Description of Entity

A. Name and Telephone Number of Contact Person

The contractor's principal contact with the WCTCOG will be Jason Kelton, Emergency Management Program Coordinator, 3702 Loop 322, Abilene, Texas, via e-mail jektlon@westcentraltexas.org or telephone 325-672-8544.

Background

The WCTCOG is a political subdivision or governmental unit of the state of Texas serving the 19-counties, including cities and other districts, of Brown, Callahan, Coleman, Comanche, Eastland, Fisher, Haskell, Jones, Kent, Knox, Mitchell, Nolan, Runnels, Scurry, Shackelford, Stephens, Stonewall, Taylor, and Throckmorton in a rural area encompassing 18,000 square miles.

Proposal Requirements

1. Completed Proposal Cover Sheet (See below)
2. Quote for project, please include:
 - a. Clear descriptions of materials
 - b. Estimated price for completion of project.
3. Proof of Licensing (if applicable)
4. Historically Under-Utilized Business (HUB) Certification (if applicable)

Evaluation Procedures

A. Proposal Review

Responsive proposals submitted by the deadline will be evaluated and scored according to the following criteria and presented to the WCTCOG Executive Committee for review and selection.

COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF A PROJECT VENDOR.

Evaluation Factors

Possible Points

Best Value to the Project and the WCTCOG	50
Professional Experience	30
Compliance with RFP Specifications	15
Historically Under-Utilized Business	5
Total	100

B. Right to Reject Proposals

Submission of a proposal indicates acceptance by the contractor of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the WCTCOG and the firm selected.

THE WEST CENTRAL TEXAS COUNCIL OF GOVERNMENTS RESERVES THE RIGHT WITHOUT PREJUDICE TO REJECT ANY OR ALL PROPOSALS.

C. Final Selection

Anticipated decision by May 22nd, 2024.



West Central Texas Council of Governments Request for Proposal Summary Sheet

Project: PERG Equipment Purchase

AreaRAE Rapid Deployment Kit & Training

Business Name:

Business Address:

Primary Contact Name:

Email:

Phone Number:

License Number:

Years Experience:

Are you a Historically Under-Utilized Business?	Yes	No
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Do you accept PO's?	Yes	No
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Have you worked with the WCTCOG before?	Yes	No
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Experience Summary: *Please provide a summary of experience that would qualify you for this project.*

For WCTCOG Use Only

Evaluation Factors	Possible Points	Score
Best Value to the project and the WCTCOG	50	
Professional Experience	30	
Compliance with RFP Specifications	15	
Historically Under-Utilized Business	5	

Total Score

Scored By: