

# ***Request for Proposal (RFP)***

**Issued by:**

WEST CENTRAL TEXAS COUNCIL OF GOVERNMENTS



**For:**

Installation of new generator for  
Coleman Radio Tower

**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 15<sup>th</sup>, 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 installation of a generator and supporting infrastructure for the Coleman radio tower located in Coleman, TX. All proposals must be submitted not later than May 15th, 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 [jkeltton@westcentraltexas.org](mailto:jkeltton@westcentraltexas.org) by 4:00 P.M., May 15th, 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.

### B. Term of Engagement

Installation of required generator and correlating components in compliance with manufacturer standards and FEMA requirements.

## Nature of Services Required

### A. Scope of work to be Performed.

Purchase and installation of backup generator and relevant electrical infrastructure for Coleman Radio Tower in Coleman, TX. Project is located at: 814 Rio Grande Street, Coleman TX, 76834

Please include the following in Proposal:

#### 1. Generator Equipment

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 [jkeltton@westcentraltexas.org](mailto:jkeltton@westcentraltexas.org).

## Project Specifications

- 14 KW Generator
- Fuel Type: Propane
- Automatic transfer switches
- All relevant electrical infrastructure

### 2. Installation

Please include the estimated time needed and cost for the installation of the generator and additional components in the price summary. Installation will follow the guidelines and specifications outlined by the Federal Emergency Management Agency (FEMA).

### 3. 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](mailto: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.**

<u>Evaluation Factors</u>	<u>Possible Points</u>
Best Value to the Project and the WCTCOG	50
Professional Experience	30
Compliance with RFP Specifications	15
Historically Under-Utilized Business	5
<b>Total</b>	<b>100</b>

**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: Coleman Radio Tower**

*14 Kw Propane Generator with Transfer Switch*

<b>Business Name:</b>			
Business Address:			
Primary Contact Name:			
Email:			
Phone Number:			
License Number:			
Years Experience:			
Are you a Historically Under-Utilized Business?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you accept PO's?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have you worked with the WCTCOG before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

<b>Experience Summary:</b> <i>Please provide a summary of experience that would qualify you for this project.</i>

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	
<b>Total Score</b>		
<b>Scored By:</b>		