

Request for Proposal (RFP)

Issued by:

WEST CENTRAL TEXAS COUNCIL OF GOVERNMENTS



For:

Installation of new generator and propane tank for
Coleman City Hall & Police Department

Proposals to be Submitted to:

WCTCOG Homeland Security Department
3702 Loop 322
Abilene, Texas 79602

Issue Date:

Friday, May 2, 2025

Proposal Due Date and Time:

Saturday, May 31, 2025, 4:00 p.m.
(Late bids will not be accepted)

Introduction

A. General Information

- B. 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 Fire Department located in Coleman, TX. All proposals must be submitted no later than May 31st, 2025, 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 jkilton@westcentraltexas.org by 4:00 P.M., May 31st, 2025.

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.

C. 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 propane tank for Coleman City Hall & Police department located in Coleman, TX. Project is located at: 200 W. Live Oak, Coleman TX, 76834

Please include the following in Proposal:

1. Generator Equipment & Propane Tank

The 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 jkilton@westcentraltexas.org.

Project Specifications

- 100 Kw, 3-Phase Generator
- Fuel Type: Propane
- 500-Gallon Propane tank install
- Automatic transfer switches
- All relevant electrical infrastructure

2. Installation

Please include the estimated time needed and cost for the installation of the generator, propane tank, and any additional components in the price detail. 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 jkkelton@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
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 June 25th, 2025.