



## COMMISSIONERS COURT COMMUNICATION

AGENDA DATE : 12/17/12

CONSENT OR REGULAR: Regular

CONTRACT REFERENCE NO  
(IF APPLICABLE): \_\_\_\_\_

**SUBJECT:** Approve and authorize the County Purchasing Agent to solicit bids for 20(ea.) ADA and 2009 IBC compliant, 5 row, 21' w/chain link guardrail bleachers for Ascarate Park. The specifications were reviewed and approved by the Procurement Review Panel on March 21, 2013.

**BACKGROUND/DISCUSSION OF TOPIC:** Replacement of old non ADA compliant bleachers currently located at Ascarate Park. CIP APPROVED.

**FISCAL IMPACT:**

**PRIOR COMMISSIONERS COURT ACTION (IF ANY):**

**RECOMMENDATION:** Approval

**COUNTY ATTORNEY APPROVAL**

SUBMITTED BY:

Ernesto Carrizal. Public Works Director. Public Works (915) 546-2015

APPROVED 12/19/2011

**EL PASO COUNTY PROCUREMENT REVIEW PANEL FORM**

**PRP No. PRP13-032103**

**APPROVAL**

SPEC X  
BID \_\_\_\_\_  
RPF \_\_\_\_\_  
RFP \_\_\_\_\_  
RFQ \_\_\_\_\_  
CONTRACT \_\_\_\_\_

**AWARD APPROVAL**

BID \_\_\_\_\_  
RPF \_\_\_\_\_  
RFP \_\_\_\_\_  
RFQ \_\_\_\_\_  
CONTRACT \_\_\_\_\_

**Description:**

**Public Works: Authorization to go out for BID for Ascarate Bleachers; CIP Approved**

**ACTION TAKEN BY PROCUREMENT REVIEW PANEL**

3/21/13 Reviewed and Accepted for Commissioners Court Action\*

\_\_\_\_\_ Returned to Department for further action/information/documentation\*

\_\_\_\_\_ Not Accepted/Other\* \_\_\_\_\_

(\* with the following modifications, amendments, or reservations)

Approved for Commissioners Court Action

This procurement item has been reviewed by the Procurement Review Panel. Said review should not be relied upon by any person or entity other than the County of El Paso, its officers, and employees.

**Panel Members**

**County Contract Administrator**

Accept

Not Accept

**County Auditor Designee**

Accept

Not Accept

**County Purchasing Designee**

Accept

Not Accept

**County Department Designee**

Accept

Not Accept

**Subject Matter Expert (as needed)**

Accept

Not Accept

**County Attorney Reviewer**

Approved for further action Y N

Jeffery J. Burton

**EL PASO COUNTY  
REQUEST FOR PROPOSAL  
FOR PUBLIC WORKS-PARKS  
SECTION**

**April 2013**

## **INTRODUCTION**

The purpose of this request is to solicit proposals for 20 ea, ADA and 2009 IBC Compliant Bleachers, with 5 Rows, and 21' w/chain link guardrail.

## **REQUEST FOR PROPOSAL (PRP)**

The following schedule of activities is planned. Any changes will be communicated to the vendors through the Purchasing Agent.

1. Release /Advertise Bid
2. Vendor Questions/Conference
3. Bid Responses Due
4. Bid Opening
5. Evaluation of Bids
6. Vendor Selection
7. Commissioner's Court Award of Bid

## **RFP REQUIREMENTS AND GUIDELINES**

### **QUESTIONS AND CLARIFICATION**

All questions and requests for clarifications or request for additional information must be addressed to directly to Purchasing Agent, El Paso County Purchasing Department, 800 East Overland, Room 300, El Paso, Texas, 79901. All questions must be submitted in written form. Answers will be provided to vendors from the Purchasing department.

### **VENDOR QUALIFICATION**

The County will evaluate proposals only from vendors that are authorized park equipment distributors. Products and services requested in this RFP should include:

1. Authorized distributor, certified service provider, etc. (indicate manufacturers and status as well as requirements to reach and maintain that status.
2. Training programs established by the vendor for customers and credentials of personnel that will perform the training.

## **EVALUATION PROCESS**

All responses will be reviewed to determine compliance with the specifications of the Bid by the County Public Works Personnel.

The initial factors in the selection process are listed below:

- (1) Local and manufacturer support available and number of factory trained personnel available.
- (2) Must have Certification and recognition as an authorized dealer.
- (3) Responsibility of delivery of equipment in accordance with manufacturer's requirements.
- (4) Warranties offered by vendor
- (5) Unit price

## **SUBMITTAL INFORMATION**

### **COST/PRICE CERTIFICATION**

Pricing is to include all shipping, handling, setup, training and any other related costs. El Paso County is not responsible for any vendor errors, omissions or miscalculations.

## **EQUIPMENT**

### **OVERVIEW of REQUESTED EQUIPMENT**

Vendor must submit a detailed list in the attached Equipment requirements. List must include equipment code number, description, quantity and cost. Any bid submitted without a detailed list of parts will not be considered.

### **EQUIPMENT WARRANTY**

Standard Manufacture Warranty.

### **EQUIPMENT SUPPORT**

Available during normal working hours Monday thru Friday.

### **EQUIPMENT MANUALS**

The vendor shall provide operation and maintenance manuals for the proposed equipment in paper and electronic format.

### **DELIVERY and INSTALLATION**

Vendor must be able to provide for delivery of the proposed equipment within 30-45 days after award.

### **TRAINING**

If Applicable, provide 8 hours of onsite training