

**LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL**

**REQUEST FOR PROPOSAL**

**“REGIONAL TIRE COLLECTION PROJECT”**

**TO PROVIDE RECEPTACLES, TRANSPORTATION OF COLLECTED TIRES,  
SHREDDING AND DISPOSAL FOR REGIONAL TIRE COLLECTION PROJECT  
THROUGHOUT THE RIO GRANDE VALLEY**

ISSUE DATE: MAY 07, 2017

PROPOSAL DEADLINE: MAY 19, 2017 @ 11AM



LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL  
301 WEST RAILROAD  
WESLACO, TEXAS 78596  
[WWW.LRGVDC.ORG](http://WWW.LRGVDC.ORG)

## TABLE OF CONTENTS

Contents	Page
Section I: Proposed Timeline & Agency Contact	3
Section II: Scope of Service	4
Section III: Proposing Conditions	5-7
Section IV: LRGVDC Proposal Packet (Required Forms)	8-15
Attachment “A” Tire Collection Site List	16

**SECTION I:**

**PROPOSED TIMELINE**

Release date of Request for Proposal:	May 07, 2017
Last day to submit written questions:	May 15, 2017, 5:00 P. M. CT
<b>Proposal Deadline:</b>	<b>May 19, 2017, 11:00 A.M. CT</b>
Public Bid Opening:	May 19, 2017, 1:00 P.M. CT
<i>(Official time clock is LRGVDC phone system)</i>	
Selection Approved:	May 2017
Project Begin Date:	June 2017
Project End Date:	July 2017

**AUTHORIZED AGENCY CONTACT**

The authorized agency contact person for ALL matters concerning this bid is:

Victor Morales, LRGVDC Procurement Director  
301 West Railroad-Building “D”  
Weslaco, Texas 78596  
Email: [vmorales@lrgvdc.org](mailto:vmorales@lrgvdc.org)  
Phone: (956) 682-3481

- Offerors may submit questions in writing to LRGVDC Procurement Director as stated in proposal timeline.
- Email is the preferred method of communication.
- Questions submitted regarding RFP will be answered within three business days and provided through addendum, when applicable. Addendum responses will be posted on LRGVDC website. Offerors should frequently check for any updates.

**All Bid Proposals shall be submitted via sealed envelope, displaying name of offeror and project title addressed to the following:**

LRGVDC  
301 West Railroad-Building “D”  
Weslaco, Texas 78596

Attn: Victor Morales

**REQUEST FOR PROPOSAL-REGIONAL TIRE COLLECTION PROJECT**

- Fax copies are not acceptable.
- LRGVDC Office Hours: Weekdays from 8:00 AM to 5:00 PM

## SECTION II: SCOPE OF SERVICE

### **The Contractor is required to:**

- 1) Provide requested “container and/or trailers” to designated sites (attachment “A”) simultaneously, on specified date. (Date TBD in month of June 2017)
- 2) Schedule pick-up of “container and/or trailers” within 3 business days of notification by LRGVDC that each “container and/or trailers” have been fully loaded with passenger, light truck and/or tractor tires.
- 3) Tire contents of “container and/or trailers” must be shredded and properly disposed, at Contractor expense, at Texas State approved facilities; as per all applicable laws and regulations.

Contractor must possess valid any applicable Texas State permits for all aspects of tire recycling (such as, but not limited to: transportation, storage, and processing of scrap tires). This requirement shall be “on demand only”.

- 4) At project conclusion, Contractor must provide LRGVDC with verified report of: (1). number of tires shredded/disposed, (2). Collective weight of tires shredded/disposed, (3). Manifest from authorized facility documenting number or tire weight. (TCEQ Form 10304)

### **Project Scope:**

The service shall consist of container delivery, removal, shredding and proper disposal of tires from designated tire collection sites (attachment “A”) and should specify the type of container to be used, i.e.: Minimum 40-Yard “Roll-Off” or 45-foot Box/Caged Trailers. This is a one-time service and all drop-off and pick-up dates shall be coordinated directly with the LRGVDC.

Disposal containers shall be delivered to all designated tire collection sites on one simultaneous date and left for no more than 30 days after date of delivery. Any changes or interruption to that schedule shall be communicated directly to LRGVDC immediately. In the event that the Contractor cannot perform any scheduled removal of tires, prompt notification to LRGVDC must be made of the problem and take the necessary actions to remedy the situation in order to maintain the required level of service.

The Contractor shall coordinate proper shredding and disposal of unmounted tires received from designated tire collection sites (attachment “A”) routed through the region. Shredding and disposal shall be at the Contractors expense and shall be in accordance with all applicable laws and regulations. All vehicles used for transport shall have proper vehicle identification according to Texas State transportation laws.

Regional tire collection sites will be administered by various City or County personnel, at City/County secured locations. City/County personnel will load the tire containers and record the quantity of tires per container. Contractor will drop container/trailer off, City/ County crews will fill container/trailer and Contractor will pick-up trailer once notified; not to exceed 30 days from original drop-off.

The City or County site(s) makes no minimum or maximum unit quantity guarantee, either written or implied to the Contractor. The Contractor is required to handle variations in the volume of tires to be removed and disposed.

## SECTION III: PROPOSING CONDITIONS

### **Proposal Submission**

Sealed proposals are invited by the LRGVDC for all labor, services, materials, supplies, equipment, tools, transportation, and other facilities and things necessary or proper to meet the requirements of the specifications included in scope of service.

The LRGVDC may consider informal any proposal not prepared and submitted in accordance with the provisions hereof and may waive any informalities in or reject any or all proposals.

Proposals will be received by the Procurement Director, 301 West Railroad, "Building D", Weslaco, Texas 78596 until the time and date stated in the advertisement for proposals.

Any proposals received after the time and date deadline will not be considered.

Any proposals may be withdrawn prior to the scheduled time for the opening thereof.

No offeror may withdraw his proposal within Ninety (90) days after the date of opening thereof.

Proposals must be submitted on the forms provided thereof by the LRGVDC-Procurement Department. All blank spaces in the form shall be filled in, amount shall be stated both in words and numerals, the signature shall be longhand, and the completed form shall be without erasure, interlineations, alterations, or any conditions inserted by the offeror or limitation by letter or otherwise.

### **Status of Information**

The LRGVDC shall not be bound by oral or written information released prior to the issuance of the bid.

All inquiries regarding this application must be addressed to the designated LRGVDC contact person.

Offerors are advised that from the date this bid is issued until the award of the contract, NO contact with personnel and/or Governing Body related to this solicitation is permitted, except as may be authorized by the contact person for the LRGVDC.

Should the offeror find discrepancies in or omissions from the proposal documents or should such offeror fail to understand any part or clause of said proposal documents, he shall at once notify the Authorized Agency Contact who will send a written instruction to all offerors. The LRGVDC shall not be responsible for any oral instructions.

### **Qualifying Conditions**

The proposal shall state whether the offeror is a corporation or co-partnership, and, if a corporation, under the laws of what state and have the corporate seal affixed. If a co- partnership, the full name or names of all interested parties.

The successful offeror shall submit a certificate of incorporation in the state of Texas or proof of authorization to do business in the State of Texas.

The Contractor shall procure and maintain insurance for the duration of the contract.

The Contractor shall indemnify and hold the LRGVDC harmless.

The quantities listed on the proposal form are for comparing proposals only. The actual quantities are used during the contract period may vary higher or lower. Payment by the LRGVDC to the successful offeror shall be made based on

the actual quantities of authorized work performed under each item and only at that item's unit proposal price.

The Contractor shall pay any and all Federal, State, County, or City taxes which may be applicable herein.

The LRGVDC shall not be liable for any costs incurred by offerors in the preparation of proposals or for any work performed in connection therewith.

The successful offeror's attention is called to the fact that materials not actually incorporated into the work will not be exempt for the payment of sales tax. This will apply to such things as:

- a. Machinery and equipment, including rentals or repair parts.
- b. Supplies, tools, miscellaneous equipment, and/or materials.
- c. Any other items purchased or rented by the contractor for his use in performing the contract and not incorporated into the realty.

The LRGVDC reserves the right to postpone or cancel the bid and to reject any or all proposals.

LRGVDC DBE and Equal Opportunity Employment requirements will apply to this contract.

### **Non-Collusive Proposing Certificate**

All offerors must complete the Non-Collusion certification included submitted as part of the proposal.

Any offers submitted without the fully executed Non-Collusion Certifications will be rejected.

If the offeror shall be considered for an award nor shall any award be made to a offeror where the proposal does not include the statements as to non-collusion as set forth in the Proposal Form herein; provided, however, that if in any case the offeror cannot make the foregoing certification, the offeror shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reason therefore.

In such event, the proposal shall not be considered for award; nor shall any award be made unless the Procurement Director determines that such disclosure was not made for the purpose of restricting competition. In this connection, it should be noted that the fact that a offeror has published price lists, rates or tariffs covering items being procured, or has informed perspective customers of the proposed or pending publication or new or revised price lists for such items or has sold the same items to other customers at the same price as being proposal, does not constitute, without more, a disclosure to any other offeror or to any competitor within the meaning of the non-collusive certification included in the proposal form.

The offeror whose proposal is accepted shall, within five (5) days after written notice by the Procurement Director enter into a contract and furnish an insurance certificate complying with the provisions of insurance specification. The notice shall be served personally or by the mailing thereof in a postpaid wrapper addressed to the offeror at the address given in the proposal. This contract must be approved by the LRGVDC.

The contract shall be governed and construed under the laws of the State of Texas. Venue for any and all disputes under the contract shall be in Hidalgo County, Texas. Any and all settlement discussions, examinations before trial, depositions and or any other proceedings related to any disputes under the contract shall also be held in Hidalgo County, Texas.

### **Addenda**

Any addenda issued during the time of proposing must be included in the proposal, and in enacting the contract, they shall become a part thereof.

The LRGVDC will issue responses to inquiries and any other corrections or amendments it deems necessary, in written addenda issued prior to the proposal deadline.

Offerors should not rely on any representations, statements or explanations other than those made in this bid or in a formal addendum.

The offeror should verify with the designated contact person, prior to submitting a proposal, that all addenda have been received. Offerors are required to acknowledge the number of addenda received as part of their proposals.

### **Offerors to Visit Site**

Before submitting a proposal, offerors shall carefully examine the proposal documents, upon request visit the site(s) and fully inform themselves as to all existing conditions and limitations and assure themselves of their ability to perform the work of the contract.

### **Confidential/Proprietary Information**

Offerors should specifically identify those portions of the proposal to be confidential, proprietary information or trade secrets and provide justification why such material, upon request, should not be disclosed.

Such confidential/proprietary information must be easily separable from the non-confidential sections of the proposal.

### **Oral Presentations and Interviews**

The LRGVDC may require offerors to give oral or visual presentations in support of their proposals or to exhibit or otherwise demonstrate the information contained therein.

### **Discussions/Negotiations/Best and Final Offers**

Basis of award is to the lowest responsible bidder, as per LRGVDC Procurement Policy.

### **Offerors Acceptance of Contract Provisions**

By submitting a proposal indicated to the LRGVDC the offeror accepts the standard contract provisions that will become part of the final contract.

### **Contract Award**

Any proposed contract award shall be subject to all required approvals. Contract award shall be subject to the following conditions, where applicable:

- a. Americans with Disabilities Act
- b. Cameron, Hidalgo and Willacy Living Wage Ordinance.

### **Continuation Contracts**

The following provisions apply to continuing contracts awarded as the result of this solicitation:

The contract is subject to modification or cancellation if adequate funds are not appropriated to the LRGVDC to support the continuation of performance in any fiscal year succeeding the first but not to exceed five (5) years;

The contract is subject to modification or cancellation if the contractor's performance is not satisfactory; and the Contract Coordinator will notify the contractor as soon as it is practicable that the funds are not available for the continuation of the contract term for each succeeding year.

**SECTION VI: LRGVDC PROPOSAL PACKET**

LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL  
301 WEST RAILROAD-BUILDING "D"  
WESLACO, TEXAS 78596

---

**THE FOLLOWING MUST BE COMPLETED AND SUBMITTED WITH THE SEALED PROPOSAL:**

- A. Proposal Acknowledgment**
- B. Rate Offer**
- C. Addenda**
- D. References Sheet**
- E. Certificate of Incorporation**
- F. Non-Collusion Certificate**
- G. Declaration of Conflict of Interest**
- H. Applicable Attachments**
  - **Required Permits** (*Transporter, Processer, Scrap Tire Facility, Recycling Facility, etc.*)



**A. PROPOSAL ACKNOWLEDGEMENT**

**“REGIONAL TIRE COLLECTION PROJECT”**

**TO PROVIDE RECEPTACLES, TRANSPORTATION OF COLLECTED TIRES, SHREDDING AND DISPOSAL FOR REGIONAL TIRE COLLECTION PROJECT THROUGHOUT THE RIO GRANDE VALLEY**

**ISSUE DATE: MAY 07, 2017**

**PROPOSAL DEADLINE: MAY 19, 2017 @ 11AM**

**TO THE PROCUREMENT DEPARTMENT OF THE LRGVDC:**

The undersigned hereby proposes and agrees to furnish all plans, labor, services, materials, supplies, equipment, tools, transportation and other facilities and things necessary or proper for or incidental to the above-named project, as required by and in strict accordance with the Contract Documents.

By submission of this proposal, each offeror and each person signing on behalf of any offeror certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

**EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

**SWORN TO AND SUBSCRIBED before me by \_\_\_\_\_,**

**on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.**

\_\_\_\_\_  
Notary Public, State of Texas

\_\_\_\_\_  
Commission Expiration

1. This Acknowledgement must be filed with the Lower Rio Grande Valley Development Council and be maintained as part of the permanent procurement record.

## B. RATE OFFER

**1. PRICE PER CONTAINER AND/OR TRAILER: \$\_\_\_\_\_**

*Price includes cost of each container/trailer unit, located at each collection site, as specified for duration no greater than 30 calendar days.*

**2. PRICE PER CONTAINER TRANSPORT: COST PER MILE: \$\_\_\_\_\_**

*Price includes transport of each container/trailer unit, to and from designated tire collection sites.*

*(The cost of (1) plus (2) equals cost of each container with transport to/from designated sites.)*

**NOTE:** Additional tire collection sites may be added following bid award (other than those listed in attachment A). Container and cost per mile rate proposals included herein shall be utilized to formulate new locations rate. (i.e., Price per container plus Price per container transport)

**C. ADDENDA**

In the space provided below, acknowledge receipt of addenda: *(if applicable)*

Date Received:

#1 \_\_\_\_\_

#2 \_\_\_\_\_

#3 \_\_\_\_\_

#4 \_\_\_\_\_

#5 \_\_\_\_\_

**D. CERTIFICATION OF INCORPORATION**

**CONTRACTOR MUST SUBMIT CERTIFICATION OF INCORPORATION IN THE STATE OF TEXAS OR MUST SHOW PROOF OF AUTHORIZATION TO DO BUSINESS IN THE STATE OF TEXAS.**

To facilitate correct drawing and execution of contracts, offerors shall supply full information concerning legal status as follows:

NAME: \_\_\_\_\_

Type: CORPORATION      CO-PARTNERSHIP      INDIVIDUAL      TRADE NAME      N/A

If Foreign Corporation, state if authorized to do business in the State of Texas:      YES      NO

ADDRESS OF PRINCIPAL OFFICE:

Street:	
City:	
State:	
Zip code:	

PRINCIPAL OFFICERS:

NAME	ADDRESS	TITLE
_____	_____	_____
_____	_____	_____

PRINCIPAL STOCKHOLDERS:

NAME	ADDRESS	TITLE
_____	_____	_____
_____	_____	_____

If Co-Partnership, Names of Partners and Addresses are:

\_\_\_\_\_

\_\_\_\_\_

If doing business under Trade Name, Assumed Name or Firm Style:

Name of Owner:      Certificate Filed:      (Place)      (Date)

\_\_\_\_\_

\_\_\_\_\_

## E. REFERENCES

List below at least five (5) references where your firm is providing or has provided services comparable to those contained in your proposal:

Company:	
Contract Person:	
Address:	
Phone #:	
Years of Service Provided:	
Additional Info: (optional)	

Company:	
Contract Person:	
Address:	
Phone #:	
Years of Service Provided:	
Additional Info: (optional)	

Company:	
Contract Person:	
Address:	
Phone #:	
Years of Service Provided:	
Additional Info: (optional)	

Company:	
Contract Person:	
Address:	
Phone #:	
Years of Service Provided:	
Additional Info: (optional)	

Company:	
Contract Person:	
Address:	
Phone #:	
Years of Service Provided:	
Additional Info: (optional)	

**F. NON-COLLUSION AFFIDAVIT**

**STATE OF TEXAS**           §  
  §  
**COUNTY OF HIDALGO**   §

By the signature below, the signatory for the bidder certifies that neither he nor the firm, corporation, partnership or institution represented by the signatory or anyone acting for the firm bidding this project has violated the antitrust laws of this State, codified at Title 2 - Section 15.01, Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in the same line of business, nor has the signatory or anyone acting for the firm, corporation or institution submitting a bid committed any other act of collusion related to the development and submission of this bid proposal.

**EXECUTED this** \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_\_\_\_.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

**SWORN TO AND SUBSCRIBED before me by** \_\_\_\_\_,  
on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Texas

\_\_\_\_\_  
Commission Expiration

1. This Affidavit must be filed with the Lower Rio Grande Valley Development Council and be maintained as part of the permanent procurement record.

**G. DECLARATION OF CONFLICT OF INTEREST**

**(AFFIDAVIT OF INTEREST)**

STATE OF TEXAS           §  
COUNTY OF HIDALGO   §

I, \_\_\_\_\_, as an [**employee, officer or agent, or any member of his/her immediate family, a partner or a person or an organization which employs or may employ in the near future any of these individuals**] of the LRGVDC, make this affidavit and state that I have a financial or other substantial interest in the LRGVDC which may be considered for the award of [**specify contract or procurement**].

**My interest is as follows:**

Upon the filing of this affidavit with the Lower Rio Grande Valley Development Council, I affirm that I will abstain from any further participation in this [**contract or procurement**] whatsoever.

**EXECUTED this** \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_\_\_\_.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

**SWORN TO AND SUBSCRIBED before me by** \_\_\_\_\_,  
on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Texas

\_\_\_\_\_  
Commission Expiration

1. This Affidavit must be filed with the Lower Rio Grande Valley Development Council and be maintained as part of the permanent procurement record.
2. Upon filing the Affidavit, the officer, employee or agent must abstain from participating in the procurement process pursuant to the ethics policy set forth in Article VII.

**ATTACHMENT "A"**  
**TIRE COLLECTION SITES**

**HIDALGO COUNTY:**

**PCT. 1**

- Mile 4 ½ North East of FM 493, Donna, TX
- Mile 5 ½ West Road & Mile 21, North Monte Alto, TX
- Mile 1 East & 6 North, Mercedes, TX
- Mile 11 North & Mile 1 ½ West, Weslaco, TX
- FM 493 & 4th St., Hargill, TX

**PCT. 2**

- One Mile East of South Tower Rd./ Corner of Border Rd. & El Gato Rd., Alamo, TX

**PCT. 3**

- Mile 7 (HWY 107) & Salida Del Sol Rd., Peñitas, TX
- 6 ¾ Mile North or ¼ Mile South HWY 107 Los Ebanos Rd., Alton, TX
- Corner of Military Rd. and FM 886, Sullivan, TX
- Landfill, Military Rd. 0.5 Mile West of FM 1427, Peñitas, TX

**PCT. 4**

- 1051 N. Doolittle, Edinburg, TX
- Northwest Corner of Davis & Terry Rd., Edinburg, TX
- 0.25 Mile East of HWY 281 on SH 186, Linn, TX

**WILLACY COUNTY:**

**PCT. 1**

- 11571 West Highway 186, Raymondville, TX

**PCT. 3**

- 10588 Business 77, Raymondville, TX

**PCT. 4**

- 3740 Spence Road, Sebastian, TX

**CAMERON COUNTY:**

**PCT. 1**

- 9091 N. Oklahoma Rd., Brownsville, TX

**PCT. 2**

- 7100 Old Alice Road, Olmito, TX

**PCT. 3**

- 26945 FM 510 or San Jose Ranch Road, San Benito, TX

**PCT. 4**

- 201 North T Street, Harlingen, TX