



City of Round Rock, Texas
Purchasing Division
221 East Main Street
Round Rock, Texas 78664-5299
www.roundrocktexas.gov

INVITATION FOR BID (IFB)

BMW MOTORCYCLES

SOLICITATION NUMBER 16-004

November 2015

**CITY OF ROUND ROCK
INVITATION FOR BID
2016 BMW R 1200 RT-P MOTORCYCLES**

**PART I
GENERAL**

1. **PURPOSE:** The City of Round Rock, herein after “the City” seeks an Agreement with a qualified BMW Dealer, herein after referred to as “Respondent”, to provide **two (2) 2016 BMW R 1200 RT-P Motorcycles** for the City’s Police Department.
2. **ATTACHMENTS:** Attachment A through C, are herein made part of this invitation for bid:
 - 2.1 **Attachment A:** Bid Form
 - 2.2 **Attachment B:** Respondent’s Reference Sheet
 - 2.3 **Attachment C:** Addendum Acknowledgment Form
3. **CLARIFICATION:** For questions or clarification of specifications, you may contact:

Deborah Knutson, CPPB
Purchaser
City of Round Rock - Purchasing Division
Phone: 512-218-5456
E-mail: dknutson@roundrocktexas.gov

The individual listed above may be contacted by e-mail for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to solicitation opening without written approval of the City of Round Rock through the Purchasing Division.
4. **RESPONDENT QUALIFICATIONS:** The City has established the following minimum qualifications. Respondents who do not meet the minimum qualifications will not be considered for award. The Respondent shall:
 - 4.1. Be firms, corporations, individuals or partnerships normally engaged in providing new BMW Motorcycles as specified herein and have adequate organization, facilities, equipment, financial capability, and personnel to ensure prompt and efficient service to the City;
 - 4.2. Be domiciled in or have a home office inside the United States. Respondents domiciled outside the United States, or not having a home office inside the United States will not be included for consideration in this procurement process.
5. **PRICING:** Prices quoted shall remain fixed for the goods and shall not include federal or state sales, excise, and use tax. The Bid Form (Attachment A) for the goods shall include all incidental costs, overhead charges, payroll expenses, and freight/delivery charges. No separate line item charges shall be permitted on invoices that have not been clearly identified on the Bid Form submitted with response.
6. **ACCEPTANCE/INSPECTION:** Acceptance inspection should not take more than five (5) working days. The awarded respondent will be notified within the time frame if the goods delivered are not in full compliance with the specifications. If any agreement or purchase order is cancelled for non-acceptance, the needed goods may be purchased elsewhere and the vendor may be charged liquidated damages.

PART II
SPECIFICATIONS

1. **SCOPE:** The City of Round Rock seeks a qualified Respondent to provide bids for two (2) 2016 BMW R 1200 RT-P Motorcycles as per the options listed on the Bid Form (Attachment A).
2. **DESIGNATED REPRESENTATIVE:**
 - 2.1. The City's designated representative shall be:
Marshall Reynolds
Fleet Operations Manager
General Services - Vehicle Maintenance
Phone: 512-218-5571
E-mail: mreynolds@roundrocktexas.gov
3. **ORDER QUANTITY:** The quantities shown on the solicitation are estimates only. No guarantee of any minimum or maximum purchase is made or implied. The City will only order the goods needed to satisfy requirements within budgetary constraints, which may be more or less than indicated.
4. **WARRANTY:** Respondent shall provide the manufacturer's standard warranty information. The Respondent shall provide the names, and addresses for each Authorized Warranty Dealer within the applicable region.
5. **DELIVERY:** Delivery options, costs and estimated time of arrival after an authorized City of Round Rock purchase order has been submitted shall be specified on the Bid Form (Attachment A).

PART III
SCHEDULE AND RESPONSE INSTRUCTIONS

1. **SCHEDULE OF EVENTS:** It is the City's intention to comply with the following solicitation timeline:

EVENT	DATE
Solicitation released	November 7, 2015
Deadline for submission of questions	November 17, 2015 @ 5:00 PM, CST
City responses to questions or addendums	November 19, 2015 @ 5:00 PM, CST
Deadline for submission of responses	November 24, 2015 @ 3:00 PM, CST

All questions regarding the solicitation shall be submitted in writing by 5:00 PM, CST to the Purchaser identified in Part I, Section 3, on the due date noted above. A copy of all the questions submitted and the City's response to the questions shall be posted on the City's webpage in the form of an addendum at <http://www.roundrocktexas.gov/departments/purchasing/solicitations> and the State of Texas Electronic State Business Daily (ESBD) at <http://esbd.cpa.state.tx.us/>.

The City reserves the right to modify these dates. Notice of date change will be posted to the City's website and the State's ESBD.

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2. **SOLICITATION UPDATES:** Respondents shall be responsible for monitoring the City's website at or the ESBD for any updates pertaining to the solicitation described herein. Various updates may include addendums, cancelations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.

3. **RESPONSE DUE DATE:** Signed and sealed responses are due at or before November 24, 2015 at 3:00 PM CST, as noted above, to the Purchasing Division. Mail or hand deliver sealed responses to:

**City of Round Rock
Attn: Deborah Knutson, CPPB
Purchasing Division
221 E. Main Street
Round Rock, Texas 78664-5299**

3.1 Sealed responses shall be clearly marked on the outside of packaging with the Solicitation title, number, due date and "DO NOT OPEN".

3.2 Facsimile or electronically transmitted responses are not acceptable.

3.3 Responses cannot be altered or amended after opening.

3.4 No response can be withdrawn after opening without written approval from the City for an acceptable reason.

3.5 The City will not be bound by any oral statement or offer made contrary to the written specifications.

3.6 Samples and/or copies shall be provided at the Respondent's expense, and shall become the property of the City.

4. **BEST VALUE EVALUATION AND CRITERIA:** The City reserves the right to reject any or all responses, or to accept any response deemed most advantageous, or to waive any irregularities or informalities in the response received that best serves the interest and at the sole discretion of the City. All solicitations received may be evaluated based on the best value for the City. In determining best value, the City may consider:

4.1 Purchase price;

4.2 Reputation of Respondent and of Respondent's goods and services;

4.3 Quality of the Respondent's goods and services;

4.4 The extent to which the goods and services meet the City's needs;

4.5 Respondent's past performance with the City;

4.6 The total long-term cost to the City to acquire the Respondent's goods or services;

4.7 Any relevant criteria specifically listed in the solicitation.

Respondents may be contacted for clarification of bid and/or to discuss details of the goods they are proposing. This may include a presentation and/or the request for additional material/information to clarify.

5. **AWARD:** The City reserves the right to enter into an Agreement or a Purchase Order with a single award, split award, primary and secondary award, non-award, or use any combination that best serves the interest and at the sole discretion of the City. Award announcement will be made upon City Council approval of staff recommendation and executed agreement. Award announcement will appear on the City's website at <http://www.roundrocktexas.gov/departments/purchasing/solicitations>.
6. **POST AWARD MEETING:** The City and Successful Respondent(s) may have a post award meeting to discuss, but not be limited to the following:
 - 6.1 The method to provide a smooth and orderly delivery of goods;
 - 6.2 Provide City contact(s) information for implementation of order;
 - 6.3 Identify specific milestones, goals and strategies to meet objectives.
7. **NON-APPROPRIATION:** The resulting Agreement is a commitment of the City's current revenues only. It is understood and agreed the City shall have the right to terminate the Agreement at the end of any City fiscal year if the governing body of the City does not appropriate funds sufficient to purchase the estimated yearly quantities, as determined by the City's budget for the fiscal year in question. The City may affect such termination by giving Vendor a written notice of termination at the end of its then current fiscal year.

PART IV

RESPONSE REQUIREMENTS

The City of Round Rock makes no warranty that this checklist is a full comprehensive listing of every requirement specified in the solicitation. This list is only a tool to assist participating Respondents in compiling their final responses. Respondents are encouraged to carefully read the entire solicitation.

Respondents shall submit one (1) evident signed "Original" and one (1) copy of the response requirements including any required attachments. The samples and/or copies shall be provided at the Respondent's expense, and shall become the property of the City.

This Invitation for Bid (IFB) does not commit the City to contract for any good or service. Respondents are advised that the City will not pay for any administrative costs incurred in response preparation to this IFB; all costs associated with responding to this IFB will be solely at the interested parties' expense. Not responding to this IFB does not preclude participation in any future RFP/RFQ/IFB.

For your bid to be responsive, all required items identified below shall be submitted with your proposal.

Attachment A – Bid Form: Responses shall be submitted on itemized, signed Bid Form provided herein. Failure to itemize or sign solicitation may result in disqualification. Submission of responses on forms other than the City's Solicitation Document may result in disqualification of the response.

Attachment B – Respondent's Reference Sheet: Provide the name, address, telephone number and **E-MAIL** of at least three (3) Municipal, Government agencies or firms of comparable size that have purchased similar goods within the last two (2) years. City of Round Rock references are not applicable. References may be checked prior to award. Any negative responses received may result in disqualification of submittal.

Attachment C – Addendum Acknowledgement Form: Provide signed copy of the Addendum Acknowledgement Form **or** a signed copy of each issued addendum with bid upon submission.

Warranty Information: Respondent shall provide the manufacturer's standard warranty information. The Respondent shall provide the names, and addresses and other contact information for each Authorized Warranty Dealer within the applicable region.

The following items shall be made available upon request by the City prior to award and the approval of any contract:

Insurance: Proof of insurance for General Liability, Worker's Compensation and standard automobile liability coverage as set forth by the Insurance Requirements as identified on the City's website at: <http://www.roundrocktexas.gov/departments/purchasing/solicitations>.

W-9: A completed Department of Treasury Internal Revenue Service Form W-9.

PART V

CONFIDENTIALITY OF CONTENT

1. **CONFIDENTIALITY OF CONTENT:** All documents submitted in response to a solicitation shall be subject to the Texas Public Information Act. Following an award, responses are subject to release as public information unless the response or specific parts of the response can be shown to be exempt from the Texas Public Information Act. Pricing is not considered to be confidential under any circumstances.
 - 1.1 Information in a submittal that is legally protected as a trade secret or otherwise confidential must be clearly indicated with stamped, bold red letters stating "CONFIDENTIAL" on that section of the document. The City will not be responsible for any public disclosure of confidential information if it is not clearly marked as such.
 - 1.2 If a request is made under the Texas Public Information Act to inspect information designated as confidential, the Respondent shall, upon request from the City, furnish sufficient written reasons and information as to why the information should be protected from disclosure. The matter will then be presented to the Attorney General of Texas for final determination.

PART VI

GENERAL TERMS AND CONDITIONS / INSURANCE REQUIREMENTS

(ITEMS BELOW APPLY TO AND BECOME A PART OF THE CONTRACT)

1. **INSURANCE:** The Respondent shall meet or exceed all insurance requirements set forth by the Insurance Requirements as identified on the City's website at: <http://www.roundrocktexas.gov/departments/purchasing/solicitations>.
2. **DEFINITIONS, TERMS AND CONDITIONS:** By submitting a response to this solicitation, the Respondent agrees that the City's standard Definitions, Terms and Conditions, in effect at the time of release of the solicitation, shall govern unless specifically provided otherwise in a separate agreement or on the face of a purchase order. Said Definitions, Terms and Conditions are subject to change without notice. It is the sole responsibility of respondents to stay apprised of changes. The City's Definitions, Terms and Conditions can be obtained from the City's website <http://www.roundrocktexas.gov/departments/purchasing/solicitations>.
3. **PROMPT PAYMENT POLICY:** Payments will be made in accordance with the Texas Prompt Payment Law, Texas Government Code, Subtitle F, chapter 2251. The City will pay Vendor within thirty days after the acceptance of the supplies, materials, equipment, or the day on which the performance of services was completed or the day, on which the City receives a correct invoice for the supplies, materials, equipment or services, whichever is later. The Vendor may charge a late fee (fee shall not be greater than that which is permitted by Texas law) for payments not made in accordance with this prompt payment policy; however, this policy does not apply to payments made by the City in the event:

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- 3.1** There is a bona fide dispute between the City and Vendor concerning the supplies, materials, services or equipment delivered or the services performed that causes the payment to be late; or
- 3.2** The terms of a federal agreement, grant, regulation, or statute prevent the City from making a timely payment with Federal Funds; or
- 3.3** There is a bona fide dispute between the Vendor and a subcontractor or between a subcontractor and its suppliers concerning supplies, material, or equipment delivered or the services performed which caused the payment to be late; or
- 3.4** The invoice is not mailed to the City in strict accordance with instructions, if any, on the purchase order or agreement or other such contractual agreement.

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ATTACHMENT A: BID FORM
PURCHASING DIVISION
 221 E. Main Street • Round Rock, Texas 78664-5299

SOLICITATION INFORMATION	Solicitation Number: 16-004 Solicitation Name: BMW Motorcycles Opening Date: November 24, 2015 Opening Time: On or Before 3:00 PM CST Opening Location: City of Round Rock Purchasing Division 221 E. Main Street Round Rock, TX 78664	RESPONDENT INFORMATION	Tax ID Number: _____ Business Name: _____ Address: _____ Address: _____ Contact: _____ Telephone: _____ E-mail: _____ Website: _____
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In order to do business with the City of Round Rock you must be registered with the City's Vendor Database. To register, go to: <https://roundrock.munisselfservice.com/Vendors/default.aspx>

2016 BMW R 1200 RT-P Motorcycle **Total Price** (per motorcycle): _____

Estimated Time of Arrival (after authorized City of Round Rock purchase order submitted): _____

Delivery of Equipment Available? _____

<u>Color</u>	<u>Option Code</u>
Night Black & Alpine White III	753

Item #	Item Description	Option Code	Unit Price	Quantity	Extended Price
1	Dynamic ESA	191		1	
<i>The Options below are standard Order Deck</i>					
2	Heated Seat	518		1	
3	Tire Pressure Monitoring	530		1	
4	Cruise Control	538		1	
5	Weather Protection	649		1	

Emergency Warning Lights (10)

Item #	Item Description	BMW / P/N	Unit Price	Quantity	Extended Price
6	Red LED-X Light	63 17 2 361 718		5	
7	Blue LED-X Light	63 17 2 361 719		5	

Rear Duplex Emergency Warning Light (1)

8	Duplex LED-X Red / Blue	63 17 2 361 730		1	
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ATTACHMENT A: BID FORM – PAGE 2

	<u>Item Description</u>	<u>BMW / P/N</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Extended Price</u>
<i>Take-Down (4) Alley (2) TS (2) BT (2) Saddlebag Light (1)</i>					
9	White Torus LED TDL/Alley	63 17 2 361 722		6	
10	Auxiliary LED Turn Signals	63 17 2 361 725		2	
11	Auxiliary LED Brake/Tail Light	63 17 2 361 726		2	
12	Saddlebag LED Lights w/sensor switch	63 17 2 361 727		1	

Additional Accessories

<i>Dealer Installed Options</i>					
13	BMW Sport Exhaust System	77 11 8 543 042		1	
<i>Convenience Options</i>					
14	Extra Ignition Key	51 25 8 540 950		4	
15	BMW Motorrad Battery Charger (2.5 Ah)	77 02 8 551 897		1	
<i>Video Integration</i>					
16	Mobile Vision Display Mount	65 14 0 431 465		1	
17	Video System Camera Mount	71 60 2 407 779		1	
<i>Radar Options</i>					
18	Front 12v Power Outlet (lighter style)	71 60 2 407 785		1	
19	Stalker Dual Waterproof Display Head Mount	71 60 2 407 793		1	
20	Radar / Lidar Gun Adaptor Plate	71 60 2 409 956		1	
21	LTI 20/20 Lidar Gun Mount	65 14 0 415 856		1	

ACKNOWLEDGEMENTS	<p>By the signature hereon affixed, the Respondent hereby certifies that neither the respondent nor the entity represented by the respondent, or anyone acting for such entity has violated the antitrust laws of this State, codified in Section 15.01 et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly, the response made to any competitor or any other person engaged in such line of business. Further, by signing and submitting this response the Respondent acknowledges:</p> <ul style="list-style-type: none"> • That they have read and fully understand the solicitation and accept all terms and conditions set forth herein. • The respondent is not currently delinquent in the payment of any debt owed to the City. <p>Sealed response envelope shall be clearly marked with solicitation name, solicitation number and name of responding entity.</p> <p>Response shall include one (1) signed original and one (1) copies of response.</p>		
	Printed Name _____	Authorized Signature _____	Date _____
	Failure to sign response will disqualify response.		

**ATTACHMENT B:
RESPONDENT'S REFERENCE SHEET**

PLEASE COMPLETE AND RETURN THIS FORM WITH THE SOLICITATION RESPONSE

SOLICITATION NUMBER: _____

RESPONDENT'S NAME: _____ **DATE:** _____

Provide the name, address, telephone number and e-mail of at least three (3) Municipal and/or Government agencies or firms of comparable size that have purchased similar goods within the last two (2) years. City of Round Rock references are not applicable. References may be checked prior to award. Any negative responses received may result in disqualification of submittal.

1. Company's Name _____
Name of Contact _____
Title of Contact _____
E-Mail Address _____
Present Address _____
City, State, Zip Code _____
Telephone Number () _____ Fax Number: () _____

2. Company's Name _____
Name of Contact _____
Title of Contact _____
E-Mail Address _____
Present Address _____
City, State, Zip Code _____
Telephone Number () _____ Fax Number: () _____

3. Company's Name _____
Name of Contact _____
Title of Contact _____
E-Mail Address _____
Present Address _____
City, State, Zip Code _____
Telephone Number () _____ Fax Number: () _____

FAILURE TO PROVIDE THE REQUIRED INFORMATION WITH THE SOLICITATION RESPONSE MAY AUTOMATICALLY DISQUALIFY THE RESPONSE FROM CONSIDERATION FOR AWARD.

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**ATTACHMENT C:
ADDENDUM ACKNOWLEDGMENT FORM**

NOTE: If multiple addendums have been issued, respondents may complete and return this attachment with their proposal in place of the individual addendums to be submitted. Failure to provide either this form or the individual addendums with signatures may result in disqualification of the proposal.

Addenda Acknowledgment: The undersigned acknowledges the receipt of the following Addenda:

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Respondent (Company): _____

Signature (in ink): _____

Name (Typed/printed): _____

Title: _____ **Date:** _____