

**TITUS COUNTY, TEXAS
December 21, 2023**

**REQUEST FOR PROPOSAL FOR ASSISTANCE IN ESTABLISHING A COUNTY FIRE
DEPARTMENT FOR THE PURPOSE OF PROVIDING FIRE PROTECTION FOR THE
UNINCORPORATED AREAS OF THE COUNTY AND THE CITY OF TALCO**

PROPOSAL DEADLINE: January 9, 2024 at 9:00 AM

Electronic responses will not be accepted.

RETURN PROPOSAL TO: Titus County Auditor's Office
100 West First Street, Suite 106
Mt. Pleasant, Texas 75455

MARK ENVELOPE: Titus County – Assistance in Establishing County Fire Dept – Proposal # 2024-03

PUBLIC OPENING WITH NAMES OF BIDDERS READ ALOUD ONLY: January 9, 2024 at 9:30 AM
Titus County Courtroom, Room 205
Titus County Courthouse

ANTICIPATED SELECTION DATE BY COMMISSIONERS' COURT: Possibly January 22, 2024 or before as determined by county judge.

LOCAL NEWSPAPER PUBLICATION DATES: December 23, 2023 and December 30, 2023. See Exhibit C for copy of newspaper notice.

TO OBTAIN A COPY OF THIS PROPOSAL: Please refer to the Titus County website at www.co.titus.tx.us and select the link listed in the lower left side of the home page labeled PURCHASING, then click on ASSISTANCE IN ESTABLISHING COUNTY FIRE DEPARTMENT. You may also contact the Titus County Auditor at 903-572-8101 or by email at auditor@co.titus.tx.us.

INTRODUCTION

Titus County is soliciting proposals for assistance in establishing a Titus County Fire Department for the purpose of providing fire protection for the unincorporated areas of the County and the City of Talco. Titus County appreciates your time and effort in preparing a proposal.

QUESTIONS

Please direct all questions regarding this RFP to the Titus County Judge at 903-577-6791 or at mwalden@co.titus.tx.us. Any updates, questions with responses, addenda and special notices related to this application will be posted on the Titus County website at www.co.titus.tx.us accessed by following the link listed on the lower left side of the home page labeled PURCHASING, Assistance in Establishing County Fire Department – Addenda. It is the applicant's sole responsibility to review this site and retrieve any related documents prior to the proposal deadline.

PURPOSE & OBJECTIVES

The purpose of this proposal is to meet the requirements of the local government code state purchasing requirements.

The primary objective is to allow the Titus County Commissioners Court to have sufficient information to select the best well qualified proposal that offers the most favorable terms and conditions at the sole discretion of Commissioners Court.

SPECIFICATIONS & SCOPE OF WORK

The specifications for Assistance in Establishing the County Fire Department are attached in Exhibit A. Please note that all specifications are as written or equivalent. Any deviation, alternate or equivalent from the requested specifications must be so noted in the proposal response.

EVALUATION CRITERIA

The submitted proposals shall be reviewed based on the following criteria:

- *Purchase price
- *Reputation of vendor & vendor's goods or services
- *Quality of the vendor's goods and services as compared to the specifications
- *Extent to which the goods or services meet the needs of the County
- *Vendor's past relationship with the County
- *Total long-term cost of ownership of the goods or services

*Location of proposed equipment in consideration of cost of on-site visit and test drives, if applicable

*Availability to test drive the proposed equipment, if desired by Commissioners' Court,

*Any other item of interest determined to be in the best interest of Titus County.

Negotiations may be conducted with vendors whose submitted proposal is determined to be reasonably anticipated of possibly being selected for award. The award will not necessarily be made to the vendor submitting the lowest price proposal.

The County reserves the right to request additional information including references for similar work performed or to meet with representatives of the proposer, to test drive and evaluate any equipment, and to discuss or clarify items in the proposal. Any and all information collected during these interactions may be used in analyzing the proposal. All of these elements combine for the evaluation of the proposal.

The County will select the proposer that submits the best, most responsive overall proposal to satisfy the needs of the Titus County as determined solely by the Commissioners' Court and reserves the right to waive any technicalities in the best interest of Titus County.

ATTACHMENTS

Exhibit A – Specifications for Assistance in Establishing County Fire Department (2 Pages)

Exhibit B – Contract Summary (2 Pages)

Exhibit C – Newspaper Advertisement

ETHICAL STANDARD – CONFLICT OF INTEREST

No County official or employee shall have interest in any contract resulting from this proposal. County officials or employees with possible conflicts are required complete a Local Government Office Conflicts Disclosure Statement as provided by the Texas Ethics Commission.

If applicable, original completed forms should be sent to the Titus County Clerk's Office. Please see contact information below for this form:

Titus County Clerk
Titus County Courthouse
100 West First Street, Suite 204
Mt. Pleasant, Texas 75455

The company of the bid selected may be required to complete a Conflict-of-Interest Questionnaire as provided by the Texas Ethics Commission.

CONTRACT SUMMARY – CONTACT INFORMATION & AUTHORIZATION

See Exhibit B for the contract summary which is to be returned with bid.

SUBMITTAL INSTRUCTIONS

Sealed proposals clearly marked:

“Titus County – Assistance in Establishing County Fire Department – Proposal # 2024-03 and shall be delivered on or before January 9, 2024 at 9:00 AM to the following:

Titus County Auditor’s Office – Titus County Courthouse
100 West First Street, Suite 106
Mt. Pleasant, Texas 75455

Proposers are responsible for actual delivery of the proposal on or before the date and time set for the deadline at the required location. The mere fact that a proposal was dispatched will not be considered including any proposals delivered to the incorrect address/location.

Items to Submit:

- 1) A complete copy of this application,
- 2) Contract Summary signed by authorized officer, Exhibit B with the proposal amount completed,
- 3) Description of proposal for items 1-9 of specifications, if desired, and
- 4) Description of any other recommendations for Item 10 of specifications, if desired.

SPECIFICATIONS – FOR ASSISTANCE IN ESTABLISHING COUNTY FIRE DEPARTMENT

- 1) *All specifications listed below should be in compliance with the State of Texas Fire Department Regulations for County Owned and Managed Fire Departments.
- 2) *These items may be financed through a purchase, lease, or rental as determined by Commissioners' Court.
- 3) *Recommend a local facility to house a fire department including main building to house equipment and living quarters for fire department staff and related utility services.
- 4) *Locate and ensure delivery of appropriate fire apparatus/trucks
- 5) *Locate and ensure delivery of appropriate tools and equipment
- 6) *Propose adequate staffing plan to ensure the appropriate amount of fire protection
- 7) *Develop and present an operational budget for the first year of operations
- 8) *Develop and compose staff manuals and operating manuals
- 9) *Set up appropriate oversight and/or register with State of Texas
- 10) *Other recommendations. Should proposer be aware of other considerations, please include information on those items.

TARGET COMPLETION DATES FOR ALL TASKS: September 15, 2024

Titus County's current agreement for fire protection with the City of Mt. Pleasant expires September 30, 2024. The goal of this contract is to select a well-suited proposer who can deliver the above items fully operational with a targeted completion date of September 15, 2024.

COMPETITIVE PURCHASING - REQUIRED

Items to be purchased necessary to establish a county fire department including those listed in the specifications section of this document are subject to the purchasing requirements of Chapter 262 of the Local Government Code. It is imperative that the selected proposer is fully aware of the statutory requirements and plans sufficient time in the implementation schedule to allow full compliance.

PROPOSAL AMOUNT

Commissioners' Court is seeking a lump sum proposal to include specification items # 1-9 as listed on the previous page.

Proposers may also include a lump sum proposal for specification item #10 as listed on the previous page.

CHANGE ORDERS

Should commissioners approve other recommendations resulting in either increased or decreased specifications or costs, such departures will be documented as a change order to the original contract.

MONTHLY REPORTING TO COMMISSIONERS' COURT & PAYMENT APPROVAL

The approved proposer will appear before Commissioners' Court monthly, or more often if requested, or to meet the purchasing requirements, and to provide an update of the work performed, and to seek input from commissioners and to request payment for the monthly invoice.

Titus County anticipates using the fixed price billing method. Once the initial contract has been approved by Commissioners' Court the approved proposal amount will be paid evenly over the course of the following 10 months provided Commissioners' Court approves the monthly invoice.

Exhibit B
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CONTRACT SUMMARY

The undersigned agrees that this proposal becomes the property of Titus County after the official opening.

The undersigned affirms that they have familiarized themselves with the entire proposal packet and fully disclosed any known alternatives, variations, or equivalents within this proposal response.

The undersigned agrees, if this application is accepted, to furnish any and all items/services based on the terms of this agreement.

The undersigned affirms that they are authorized to act on behalf of the company represented, that this application has not been prepared in collusion with any other proposer, nor any employee of Titus County, and that the contents of this proposal have not been communicated to any other applicant or to any employee of Titus County prior to the official opening of this application process.

The undersigned affirms that they have read and do understand the requirements stated within this proposal including any addenda and the specifications as presented in Exhibit A.

Once an agreement has been reached with a proposer, all change orders to this agreement must be approved in writing. Each change order should include the detailed cost for the change as well as the final cost of the contract.

LUMP SUM PROPOSAL AMOUNT FOR ITEMS 1 -9 OF SPECIFICATIONS \$ _____
 (enter amount)

LUMP SUM PROPOSAL AMOUNT FOR OTHER RECOMMENDATIONS FOR ITEM 10 OF SPECIFICATIONS \$ _____
 (enter amount)

Failure to complete and sign this form may result in the rejection of the entire application.

SIGNATURE _____

 Print Authorized Officer's Name

 Print Authorized Officer's Title

 Name of Company

 Date

 Address

 Office Phone Number

 City, State, Zip Code

 Cell Phone or Other Phone Number

 General Email for Company

 Email Directly to Above Authorized Officer

To: Mt. Pleasant Daily Tribune

From: Barbara Shurbet, Titus County Auditor

Subject: Proposal Notice – Assistance in Establishing County Fire Department – Prop# 2024-03

Date: December 21, 2023

Please run the following notice on December 23, 2023 and December 30, 2023

Request for Proposals # 2024-03
Assistance in Establishing County Fire Department

The Commissioners' Court of Titus County, Texas hereby provides notice of a Request for Proposals for Assistance in Establishing a County Fire Department. All candidates must comply with applicable state statutes as outlined in the RFP.

To obtain a RFP, please visit the homepage of the Titus County website at: www.co.titus.tx.us and click on the Purchasing Link on the left bottom section of the homepage then click on Assistance in Establishing County Fire Department or call 903-572-8101 or contact the auditor's office at auditor@co.titus.tx.us.

Sealed proposals will be accepted on or before January 9, 2024 at 9:00 AM in the auditor's office at 100 West First Street, Suite 106, Mt. Pleasant, Texas 75455. Proposals will be opened and read aloud on January 9, 2024 at 9:30 am in Room 205 of the Titus County Courthouse.

Lump sum proposal method will apply with fixed priced monthly billing payable upon approval of Titus County Commissioners' Court. Titus County reserves the right to accept or reject in whole or in part any proposal received and to waive any irregularities or formalities in the best interest of the County.