

PROCUREMENT SOLICITATION DOCUMENT



The Interlocal Purchasing System (TIPS)

A Cooperative Purchasing Program available for membership by Government and Other Entities in all fifty states.

Lead Agency



Region 8 Education Service Center

Address: 4845 US Hwy. 271 North
Pittsburg, Texas 75686

Toll-free (866) 839-8477 Fax (866) 839-8472
Website: www.tips-usa.com E-mail: bids@tips-usa.com

NOTICE TO PROPOSERS PROPOSERS

DEADLINE DATE FOR ALL PROPOSALS TO BE RECEIVED ELECTRONICALLY:

<https://tips.ionwave.net>

Friday, October 14, 2016 at 3:00 p.m. (local time)

FOR THE CATEGORY –

Request for Proposals (RFP): Grounds Management, Goods and Services #160902

This category may include, but is not limited to, mowers, tractors, implements, trimmers, blowers, mulch equipment, Trailers, powered carts and vehicles (not for road use), turf maintenance equipment, Irrigation equipment, repair and supplemental parts, plus services related to repair, installation, and any grounds or turf management. Gravel, grass, sand, soil amendments, fertilizer, soil and turf treatments and chemicals may also be included. This RFP does NOT include artificial sports turf, and associated goods and services.

About TIPS

TIPS is available for use by all public and private schools, colleges, universities, cities, counties and other government entities in all fifty states.

It is the intention of TIPS to establish vendor awarded contracts to satisfy the procurement needs of participating member entities in this particular category. These awarded contracts will enable member entities to purchase on an “as needed” basis from competitively awarded contracts with high performance vendors. Proposers are requested to submit a proposal for offering their line of available products that are commonly purchased by government agencies, cities, counties and educational entities.

- Awards will be made to the successful bidder(s) for the products submitted based on the scored published evaluation criteria. (Unless bidder has submitted inappropriate items for the category. Those items will not be awarded.)
- Awarded contracts will be automatically renewed on the annual contract award date for two consecutive year terms (as listed in the original awarded contract), if sales have been successfully reported to TIPS and if both parties agree. (Exception: There are two categories: Trades, Labor and Materials that will not have an automatic renewal. These categories will be rebid annually and will not be subject to a renewal.)
- TIPS reserves the right to award multiple vendors if vendors offer items that are unique or serve different geographic regions and have best value to TIPS participating entities.
- This proposal is requested for the benefit of the attached list of members and other new members as they execute membership agreements.

Member List: <http://www.tips-usa.com/assets/documents/docs/membership.pdf>

Benefits of TIPS

- Provide government entities opportunities for greater efficiency and economy in acquiring goods and services through competitively bid vendor contracts.
- Provide comprehensive purchasing practices with the assurance of the most competitive contracts.
- Provide competitive priced solicitation and bulk purchasing for multiple government entities that yields economic benefits unobtainable by the individual entity.
- Provide quick and efficient delivery of goods and services by contracting with “high performance” vendors.
- Equalized purchasing power for smaller entities.
- Assist government entities in maintaining the essential controls for budget and accounting purposes.
- Maintain credibility and confidence in business procedures by maintaining open competition for purchases and by complying with purchasing laws and ethical business practices.
- Provide document retention for competitively bid process for all TIPS Awarded Contracts.

Customer Service

- TIPS staff is available to members for assistance in viewing/contacting awarded vendors for categories to make purchases and contract decisions.
- TIPS provides a way for government entities to avoid the time and expense of seeking competition for purchases on an agency-by-agency basis.

- TIPS enables vendors to become more efficient and competitive by reducing the number of proposals that require responses to be made to individual districts.

Financing of TIPS

- The total cost of the TIPS program is funded through an administration fee paid to TIPS by the awarded vendors. The fee is based on actual vendor invoiced sales. Fee schedule for this solicitation is 2%. Vendor will pay the fee on the actual invoiced and paid sales to TIPS members.
- TIPS does not charge any fees to participating school districts or government entities.

Purchasing Procedures

- Contracts are established through open competition as described by the laws of the State of Texas and are available for piggy-back by other states. Purchase orders are issued by participating governmental entities directly to the Vendor or vendor assigned dealer. Purchase orders are sent to the TIPS office where they are reviewed and edited by the TIPS staff and forwarded to the Vendor within one working day.
- Vendors deliver goods/services directly to the participating member agency and then invoice the participating member agency. The Vendor receives payment directly from the participating member agency.

It is the intention of TIPS to establish a contract to furnish and/or deliver. Proposers are requested to submit a proposal for offering their total line of available products and services that are commonly purchased by governmental entities and school districts.

TIPS expects to contract with responsible vendor(s) to provide to its members.

ANTICIPATED SCHEDULE OF AWARD OR RELATED EVENTS:

Posting Date	Thursday, September 1, 2016
Proposal available	Thursday, September 1, 2016 – Friday, October 14, 2016
Pre-Bid Meeting	Thursday, September 8, 2016
Proposal Deadline	Friday, October 14, 2016 at 3:00 pm (Local Time)
Proposal Opening	Friday, October 14, 2016 beginning at 3:01 pm
Proposals Review/Scoring	Monday, October 17, 2016 through November 10, 2016
Proposals Award	November 17, 2016
Award Notifications	Begin posting to TIPS Website 11/18/2016 Vendor may call for results after 11/18/2016 Award letters will be made available online. Non Award letters will be mailed to vendors with No Awards.

Proposal Instructions

1. Only electronically sealed proposals are accepted. **Faxed or mailed proposals will not be accepted.**
2. Proposals must be submitted on any or all items, related to the category, unless stated otherwise. TIPS reserves the right to reject any or all proposals and to accept any proposal deemed most advantageous to the participants in TIPS and to waive any informality in the proposal process.
3. Deviations to any Terms, Conditions and/or Specifications shall be clearly noted in writing by the vendor and shall be included with the proposal.
4. Withdrawal of proposals will not be allowed for a period of 90 days following the opening unless approved by TIPS.
5. Addenda, if required, will be issued by TIPS to all those known to have received a complete set of SOLICITATION documents through our electronic bidding software, ION Wave, at least five working days prior to the opening.
6. Questions about the specific SOLICITATION shall be submitted to bids@tips-usa.com with the following in the subject line: "SOLICITATION NAME #xxxxxx vendor question". Questions of a ministerial nature will be answered without an addendum, but substantive nature that are not addressed in the SOLICITATION or deemed relevant to the process by TIPS will be addressed by proper addendum.

PROPOSAL FORMAT - PROPOSERS PAY CLOSE ATTENTION TO DETAILS LISTED.

All responses should be direct, concise, complete, and unambiguous. With regard to those items that cannot be answered in the affirmative, clearly explain the precise portion to which you disagree and why you disagree.

Felony Conviction Notice (Required in Texas) -Notification of Criminal History "A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony. A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract." This notice is not required of a publicly held corporation. Texas Education Code § 44.034. See FELONY CONVICTION NOTICE document on the "Attachments" tab. Felony conviction notice document must be uploaded to the "Response Attachments" FELONY CONVICTION NOTICE section.

References

The proposal response should contain a minimum of Three (3) references of customers you have served that would be considered eligible for membership in TIPS (i.e. K-12 School Districts, College/Universities, and/or City/County Government Entities). In addition to the name of the entity, a contact name, email and phone number shall be included. The references document must be downloaded from the "Attachments" section, completed and uploaded to the "Response Attachments" REFERENCES section.

Resellers/Dealers

Vendors with Resellers/Dealers must download the Resellers/Dealers document from the "Attachments" section, complete and uploaded to the "Response Attachments" RESELLERS/DEALERS section.

Vendor Certifications

Vendor certifications will include applicable D/M/WBE, HUB and manufacturer certifications for sales and service (if applicable). Certificates must be scanned and uploaded to the "Response Attachments" D/M/WBE, HUB and/or ALL OTHER CERTIFICATES section.

Vendor Contract

Vendor Contract must be downloaded from the "Attachments" section, completed and uploaded to the "Response Attachments" VENDOR CONTRACT section.

Contract Signature Form

Contract Signature Form must be downloaded from the "Attachments" section, completed, signed, scanned and uploaded to the "Response Attachments" CONTRACT SIGNATURE FORM section.

Warranty (If applicable)

Warranty documentation must be scanned and uploaded to the "Response Attachments" WARRANTY section.

Protest Procedure

If a vendor/proposer (vendor) desires to protest a decision by TIPS, the vendor must follow the following process:

http://www.tips-usa.com/assets/documents/docs/letters/Protest_Procedures_for_Vendor.pdf

Supplementary Catalogs and Information (If applicable)

Supplementary Catalogs and Information documentation must be scanned and uploaded to the "Response Attachments" SUPPLEMENTARY section.

AWARD OF CONTRACT TO NONRESIDENT BIDDER - "A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located." *Texas Government Code § 2252.002.*

Pre-Bid Meeting (Not Mandatory)

Where: Region 8 Education Service Center
4845 U.S. Highway 271 North, Pittsburg, Texas 75686
TIPS Board Room
Date: Thursday, September 8, 2016
Time: 9:00 a.m. (Local Time)
Agenda: TIPS Overview
TIPS eBid System
SOLICITATION Overview
Questions and Answers
Tour of TIPS Facility

SPECIFICATIONS AND PRICING

Request for Proposals (RFP):

Grounds Management, Equipment, Supplies and Services #160902

1. What is included in this solicitation:

This category may include, but is not limited to, mowers, tractors, implements, trimmers, blowers, mulch equipment, Trailers, powered carts and vehicles (not for road use), turf maintenance equipment, Irrigation equipment, repair and supplemental parts, plus services related to repair, installation, and any grounds or turf management. Gravel, grass, sand, soil amendments, fertilizer, soil and turf treatments and chemicals for grounds management as well as pest management goods and services for grounds may also be included.

2. What is NOT included in this solicitation:

This RFP does **NOT include artificial** sports turf, and associated goods and services. This RFP does **NOT include INDOOR PEST MANAGEMENT.**

3. What you should include to maximize your availability to TIPS members:

The proposer should propose all goods and services they provide within the category as described above. The **proposer is NOT REQUIRED to supply ALL** of the described above, **but please include all you DO supply.**

4. See below the pricing sheet you should include:

If you propose a discount off of catalogue, list, shelf etc. pricing and you have a web link to those items and list pricing, please provide that as well. If the linked pricing is the actual proposed pricing to TIPS members, please note it conspicuously in your proposal.

Proposal Scoring

Scoring of Proposal: Criteria and Relative Weights

A Review Committee will evaluate and score all proposals. Recommendations for award will be made to the Region 8 Education Service Center Board of Directors. Awards will be granted or denied at the monthly stated meeting of the Region 8 ESC Board of Directors. TIPS will base a recommendation for contract award on several factors. The factors which will be considered are weighted points in each area as follows:

- 1. Purchase price.** (Pricing factors as determined by TIPS using a market basket study of randomly selected items or other price consideration method.) Respond to the "PRICING SECTION" (30 points)

2. **Reputation** of the vendor and the vendor's goods or services. References may be contacted. Knowledge of the committee members of the proposer and other information gleaned from other sources may be used to determine reputation score. (1 point)
3. **Quality** of the vendor's goods or services. Knowledge of the committee members of the proposer and other information gleaned from other sources may be used to determine score including, but not limited to, quantity of line items available that are commonly purchased by member entities and electronic on-line catalog, quality of goods or services sold, order entry use by and suitability for the entity's needs and quality of catalog(s) for use by entity's employees that do not have electronic access.) (20 points)
4. **Extent to which the goods or services meet needs** outlined in solicitation category submitted. (29 points)
5. **Vendor's past relationship** with TIPS and TIPS members. (10 points) Positive relationships will be scored above the midpoint of the percentage weight and negative relationships will be scored below the midpoint.
6. **The total long-term cost** to acquire the vendor's goods or services. Length of price guaranty. (10 points)
7. **Residency** - for a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner:
 - (A) has its principal place of business in this state; or
 - (B) employs at least 500 persons in this state;NOTE: This factor is prohibited by federal regulation and because members of TIPS are in many locales, this factor has been considered and is determined to have a weight of 0 points.
8. **HUB/MWBE** The impact on the ability of TIPS to comply with laws and rules relating to historically underutilized businesses; Certification is considered, but being certified or not will not impact our ability to comply with laws and rules relating to historically underutilized businesses, as a result, a weight of 0 points is given to this criterion.

Some of our members, such as state agencies, have MWBE and HUB programs and require a utilization plan. The forms are provided for you to complete and submit to be considered for use by those member entities. You may elect not to provide at this time and provide it when contracting with the entity, but the entity rules will apply for this factor and they may or may not accept one completed after the proposal period.

PROPOSERS FALLING BELOW AN 80-point THRESHOLD WILL NOT BE CONSIDERED FOR AN AWARD.

SAMPLE SCORING GRID

The Interlocal Purchasing System (TIPS)

Bid Criteria and Relative Weights

BID CATEGORY: Appropriate Category will be listed here.

THIS PAGE WILL BE COMPLETED BY TIPS REVIEW COMMITTEE

Company Name	Purchase Price 30	Vendor Reputation 1	Quality of Goods 20	Meets Needs Criteria 29	Past Relationship 10	Long-Term Cost 10	Total Points Scored
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

TIPS Authorized Review Representative Signature

Date

Approved by Region VIII ESC Board of Directors

Date