



HOUSING AUTHORITY OF THE CITY OF McALLEN

IFB MCHA 01-2019 VEHICLES

SPECIFICATION FOR FOUR (4) SUV MID-SIZED CROSSOVERS

SUMMARY OF BIDDING REQUIREMENTS

As part of its Invitation for Bids for the purchase of such vehicles, the Housing Authority of the City of McAllen (MCHA), provides the following Summary of Bidding Requirements.

Bids will be sealed and opened as specified in the Invitation for Bids but will not be awarded upon opening but after careful study, evaluation, and consideration. MCHA reserves the right to hold all bids open for sixty (60) days without action unless formally notified by the bidder of cancellation of bid. Any bids received after specified opening date and time will be returned to submitter unopened. MCHA reserves the right, as its interest may require, to (i) reject any and all bids, (ii) to waive any informalities in bids received, (iii) to accept the bids most advantageous to MCHA, and (iv) to reject any bid that is in any way incomplete or irregular. It is the intent of the MCHA to award a contract to the lowest responsive and responsible bidder provided the bid does not exceed the available funds.

**Bids will be publicly opened at 3:30 P.M. CST, Tuesday March 12, 2019 at:**

**McAllen Housing Authority  
Family Development Center  
2501 Maple Avenue  
McAllen, Texas 78501**

Attachments:

- Terms and Conditions
- Specifications
- Bid Form
- Section 3 Compliance

HOUSING AUTHORITY OF THE CITY OF McALLEN  
INVITIATION FOR BID (IFB) MCHA 01-2019 VEHICLES

**TERM AND CONDITIONS**

1. The Terms and Conditions will form the part of the contract between the Housing Authority of the City of McAllen (MCHA) and the successful bidder. Failure to comply with Term and Conditions may subject the offer to be rejected.
2. All Bids will be sealed, addressed (as follows) and delivered no later than 3:00 p.m. CST, Tuesday, March 12, 2019 to:

**The Housing Authority of the City of McAllen**

**IFB: MCHA 01-2019 VEHICLES**

**Attention: Arnold Padilla**

**2301 Jasmine Avenue, McAllen, Texas 78501**

3. Bidder is to submit its bid on the form provided. Form must be fully completed with attachments if necessary or applicable.
4. The bid will exclude all Sales Taxes. Nontaxable certificate will be available at purchase.
5. Any Section 3 business must fill the attached Certification for consideration.
6. Bid specifications indicate the minimum standard of quality, performance or other pertinent characteristics required. All terms equal or exceeding these specifications will be considered. All options, variations or exceptions to specifications must be listed.
7. All bids are for "new" vehicles of less than 100 miles displayed on the odometer.
8. MCHA reserves the right to waive any informality in bids received and to accept the bid most advantages to MCHA.
9. MCHA reserves the right to hold all bids open for sixty (60) days without action unless formally notified by the bidder of cancellation of bid.
10. It is MCHA's intent to award the contract for purchase to the lowest responsive and responsible bidder provided that the bid does not exceed the available funds.
11. Bidders will be notified within three (3) working days of the successful bidder; any protest to award must be submitted in writing within five (5) days to the attention of Executive Director Arnold Padilla, 2301 Jasmine Avenue, McAllen, Texas 78501.
12. Final inspection and acceptance will be made at the destination of 2301 Jasmine Avenue, McAllen, Texas 78501. Any product rejected at the destination for non-conformance to the specifications will be removed promptly (within 24 hours) after notice of rejection at the Vendor's risk and expense.
13. It is the responsibility of the bidder to address all communication and correspondence pertaining to this IFB process to MCHA's Contracting Officer, Arnold Padilla. Bidder must not make inquiry or communication with any other PHA staff member or official (including members of the Board of Commissioners) pertaining to this IFB. Failure to abide by this requirement may be cause for MCHA not to consider a Bid submittal received from any proposer who may have not abided by this directive.

Attachments:

- Specifications
- Bid Form
- Section 3 Certification

HOUSING AUTHORITY OF THE CITY OF McALLEN

IFB MCHA 01-2019 VEHICLES

SPECIFICATIONS FOR FOUR (4) SUV MID-SIZED CROSSOVERS

Minimum Vehicles Specifications (each)-

1. SUV Mid-Sized Crossovers, (example- Ford Edge, GMC Terrain, Honda Pilot)
2. Four Door,
3. 4-person capacity seating,
4. Two-wheel drive,
5. Automatic Transmission,
6. Air Condition,
7. Power Steering/Tilt Wheel/Cruise Control,
8. AM/FM Radio
9. Heavy Duty Battery,
10. 4-Cylinder or greater,
11. Exterior White Color,
12. Spare Tire equal sized as on Vehicle,
13. Cloth Type Seats,
14. Maximum Fuel Capacity,
15. Three (3) complete Vehicle Key Sets,
16. Minimum 5 Years/60,000 mile Powertrain Warranty,
17. Rear View Camera,
18. Power Window/Locks
19. Rear Window Defrost,
20. Navigation Assit.

BID FORM

HOUSING AUTHORITY OF THE CITY OF McALLEN

IFB-MCHA 01-2019 VEHICLES

DUE DATE: TUESDAY, MARCH 12, 2019 3:00 P.M. CST

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

YEAR: \_\_\_\_\_ MODEL: \_\_\_\_\_ MANUFACTURE: \_\_\_\_\_

DELIVERY DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ SECTION 3 BUISNESS \_\_\_\_ YES \_\_\_\_ NO

4 – MID-SIZE CROSSOVER PRICE OF EACH: \_\_\_\_\_ TOTAL: \_\_\_\_\_

WARRANTY: \_\_\_\_\_

PARTS AND SERVICE AVAILABLE IN McALLEN \_\_\_\_ YES \_\_\_\_ NO

MEETS ALL THE ATTACHED SPECIFICATIONS? \_\_\_\_ YES \_\_\_\_ NO

LIST VARIANCES OR OPTIONS (Submit as an attachment if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I HAVE READ AND UNDERSTAND THE TERMS, CONDITIONS AND SPECIFICATIONS AND  
SUBMIT THE ABOVE BID:

SIGNATURE: \_\_\_\_\_ NAME (printed) \_\_\_\_\_

COMPANY: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TAX I.D. #: \_\_\_\_\_

## CERTIFICATION FOR SECTION 3 BUSINESS CONCERNS

The MCHA has established the following priority for preference when providing contracting opportunities to Section 3 Business Concerns:

- PRIORITY I: *Category 1 Businesses:* Business concerns that are fifty one percent (51%) or more owned by residents of the housing development(s) of the McAllen Housing Authority (MCHA) for which the section 3 covered assistance is expended, or whose full-time, permanent workforce includes thirty percent (30%) of residents of the housing development(s) for which the section 3 covered assistance is expended, or within three (3) years of the date of first employment with the business concern, were residents of the Section 3-covered housing development
- PRIORITY II: *Category 2 Businesses:* Business concerns that are fifty one percent (51%) or more owned by residents of other housing developments(s) managed by the MCHA, or whose full-time, permanent workforce includes thirty percent (30%) of residents of other housing developments(s) managed by the PHA; or within three (3) years of first employment with the business concern, were residents of the Section 3-covered housing development
- PRIORITY III: *Category 3 Businesses:* HUD Youthbuild programs being carried out in the metropolitan area (or nonmetropolitan county) in which the section 3 covered assistance is expended.
- PRIORITY IV: *Category 4 Businesses:* Business concerns that are fifty one percent (51%) or more owned by section 3 residents, or whose permanent, full time workforce includes no less than thirty percent (30%) section 3 residents, or that subcontract in excess of twenty five percent (25%) of the total amount of subcontract to the business concerns identified as category 1 and 2 businesses).

### **Eligibility for preference**

A business seeking to qualify for a section 3 contracting preference shall certify and submit evidence that the business concern is a section 3 business concern, as defined. ***Respondent shall complete the Certification for Business Concerns Seeking Section 3 Preference in Contracting and Demonstration of Capacity.***

### **Eligibility for contract award**

A section 3 business concern seeking a contract or a subcontract shall submit evidence to the MCHA, contractor, or subcontractor, as applicable, sufficient to demonstrate to the satisfaction of the party awarding the contract that the business concern is responsible and has the ability to perform successfully under the terms and conditions of the proposed contract. It shall require consideration, among other factors, the potential contractor's record in complying with public policy requirements, and compliance with section 3 require

**CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3  
PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY**

Name of Business \_\_\_\_\_

Address of Business \_\_\_\_\_

Type of Business/Trade/Profession \_\_\_\_\_

Type of Business:    Corporation       Partnership       Sole Proprietorship       Joint  
Venture

Attached is the following documentation as evidence of status:

For Business claiming status as a Section 3 resident-owned enterprise:

Copy of resident lease       Copy of evidence of participation in a public assistance program       Other evidence

For Business entity as applicable:

<input type="checkbox"/> Copy of Articles of Incorporation	<input type="checkbox"/> Certificate of Good Standing
<input type="checkbox"/> Assumed Business Name Certificate	<input type="checkbox"/> Partnership Agreement
<input type="checkbox"/> List of Business Name Certificate; Owners/ Stockholders and % ownership of each	<input type="checkbox"/> Corporation Annual Report
<input type="checkbox"/> Organization chart with names and titles and brief functional statement	<input type="checkbox"/> Latest Board minutes appointing officers
	<input type="checkbox"/> Additional documentation

For Business claiming Section 3 status by subcontracting 25 percent of dollar awarded to qualified Section 3 business:

List of subcontracted Section 3 business(es) and subcontract amount

For Business claiming Section 3, claiming at least 30 percent of their workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business:

<input type="checkbox"/> List of all current full-time employees	<input type="checkbox"/> List of employees claiming Section 3 status
<input type="checkbox"/> PHA/IHA Residential lease less than 3 years from day of employment	<input type="checkbox"/> Other evidence of Section 3 status less than 3 years from date of employment

Evidence of ability to perform successfully under the terms and conditions of the proposed contract:

<input type="checkbox"/> Current financial statement	<input type="checkbox"/> List of owned equipment
<input type="checkbox"/> Statement of ability to comply with public policy	<input type="checkbox"/> List of all contracts for the past two years

Corporate Seal

\_\_\_\_\_  
Authorizing Name and Signature

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Title

\_\_\_\_\_  
My term expires:

\_\_\_\_\_  
Date