



INVITATION

The Mental Health Mental Retardation, Authority of Harris County (MHMRA) is accepting Proposals from Automobile Dealerships qualified and capable in providing six (6) new vehicles: **2009 Chrysler Jeep Liberty's or 2009 Ford Escapes**. This Request for Proposal (RFP) includes the conditions covering proposal submission, proposal requirements, and timeline of events, submission procedures and selection criteria for award.

Mental Health Mental Retardation, Authority of Harris County invites your Dealership to submit a Proposal. If you are interested in submitting a Proposal, please adhere to the ***General Instructions and Requirements*** as outlined in the enclosed Request for Proposal.

Suppliers shall pay particular attention to all **INSTRUCTIONS, REQUIREMENTS and DEADLINES** indicated in the attached documents and should govern themselves accordingly.

In accepting proposals, MHMRA reserves the right to reject any and all proposals and to waive any requirements in order to take the action which it deems to be in the best interest of MHMRA of Harris County.

At the time and place established for receipt of the Proposals, MHMRA Harris will only release the names of the Automobile Dealers that have responded to this solicitation. No other information will be released until after MHMRA's Evaluation Team has evaluated the Proposals submitted, and an award has been made and approved by Executive staff and MHMRA's Board of Trustees.

We greatly appreciate your participation and look forward to reviewing your submission.

Nina M. Cook, CPPB
Purchasing Manager
MHMRA, Harris County

Request for Proposal



**MENTAL HEALTH AND MENTAL RETARDATION
AUTHORITY OF HARRIS COUNTY**

**Acquisition of Six (6)
New Agency Vehicles
MCOT PROGRAM
2009 Chrysler Jeep Liberty's
or
2009 Ford Escapes**

**June, 2009
Project # 09/0038**

**MHMRA of Harris County
Purchasing Department
7011 Southwest Freeway
Houston, Texas 77074**

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REQUEST FOR PROPOSAL (RFP)

SECTION I - OVERVIEW

Mental Health and Mental Retardation Authority of Harris County (MHMRA) is one of the largest mental health centers in the United States, serving more than 30,000 persons in the Houston metropolitan area who suffer from mental illness and/or mental retardation. We serve the "priority population" – adults who are diagnosed with severe and persistent mental illness, children with serious emotional disturbances, and people diagnosed with moderate to severe mental retardation. The major divisions of the agency are: Adult Mental Health, Mental Retardation, Child & Adolescent Services, and Comprehensive Psychiatric Emergency Program (CPEP). CPEP includes a Psychiatric Emergency Service, 24 hour Observation, Crisis Stabilization Unit, Crisis Residential Unit, Mobile Crisis Outreach Team, and 24 hour Hotline.

The Mental Health Mental Retardation Authority of Harris County (MHMRA) invites qualified dealerships herein after referred to as "Proposer" or "Supplier" to submit Proposals for the acquisition of six (6) *New Agency Vehicles (2009 Chrysler Jeep Liberty's or 2009 Ford Escapes)*.

This Request for Proposal (RFP) includes the conditions covering proposal submission, proposal requirements, and timeline of events, submission procedures and selection criteria for award.

The Agency has fixed pricing budgets and all pricing proposed should remain fixed for the duration of this purchase. The agency aims to purchase durable, cost effective, fuel efficient vehicles at best value. Our goal is to employ best practices and cost effectiveness.

SECTION II - PROPOSAL (RFP) TIME LINE OF EVENTS

Scheduled Event	Timeline of Event
RFP Packet Issue Date:	Tuesday, July 7, 2009
Prospective Contractor To Submit Questions: (To MHMRA Regarding RFP)	Friday, July 10, 2009 by COB 5:00 p.m.
Deadline: MHMRA Staff To Respond To Questions Received	Monday, July 13, 2009 by COB 5:00 p.m.
Deadline: Submission of RFP Response	Wednesday, July 15, 2009 by 10:00 a.m.
Proposal Opening:	Wednesday, July 15, 2009 10:15 a.m.

SECTION III - GENERAL INSTRUCTIONS

A. Questions

Deadline for receipt of questions from prospective proposers: Friday, July 10, 2009 by 5:00 p.m. (COB).

Deadline to respond to questions received from prospective proposers: Monday, July, 13, 2009 by 5:00 p.m. (COB).

All questions concerning the PROPOSAL specifications must be submitted in writing via email and or faxed to the following team member:

Margarette Washington
Senior Buyer
MHMRA of Harris County
Purchasing Department
Office: (713) 970 – 7304
Fax: (713) 970 - 7682
Email: margarette.washington@mhmraharris.org
CC: nina.cook@mhmraharris.org

B. Submittal Procedure

The Proposal, subject to all conditions and specifications attached hereto, must be signed in INK by a person or officer of the company submitting the Proposal that is authorized to enter into an agreement on behalf of the company. *Proposals received unsigned will be deemed non-responsive and therefore, will not accepted.*

Proposals must be received by **Wednesday, July 15, 2009 at 10:00 a.m.** The original Proposal, signed in ink, two (2) additional photocopies and should be submitted in a **SEALED ENVELOPE** and should be addressed and delivered to the attention of:

MHMRA of Harris County
Purchasing Department
Attn: Margarette Washington, Senior Buyer
7011 Southwest Freeway,
Houston, Texas 77074

“PROPOSAL Acquisition of Six (6) Agency Vehicles

DO NOT OPEN UNTIL WEDNESDAY, JULY 15, 2009, 10:00 A.M.

SECTION IV – PROPOSAL STIPULATIONS AND REQUIREMENTS

READ THIS ENTIRE DOCUMENT CAREFULLY, FOLLOW ALL INSTRUCTIONS. YOU ARE RESPONSIBLE FOR FULFILLING ALL REQUIREMENTS AND SPECIFICATIONS. BE SURE YOU UNDERSTAND REQUIREMENTS.

A. Modification or Withdrawal of Proposals

Any Proposal may be modified or withdrawn prior to the deadline, provided such modification or withdrawal is submitted prior to the deadline. Any modification received after the deadline shall be deemed late and will not be considered.

B. Offer and Acceptance Period

All Proposals must be an irrevocable offer valid for ninety (90) days after the Proposal opening date.

C. Late Proposals

Any Proposal received after the stated deadline shall be deemed late and will not be considered.

D. Irregularities in Proposals

Except as otherwise stated in this Request for Proposal, evaluation of all Proposals will be based solely upon information contained in the Supplier's response to this Proposal. MHMRA shall not be held responsible for errors, omissions or oversights in any Supplier's response to this Proposal. MHMRA may waive technical irregularities, which do not alter the price or quality of the goods and or services.

MHMRA shall have the right to reject Proposals containing a statement, representation, warranty or certification which is determined by MHMRA and its counsel to be materially false, incorrect, misleading or incomplete. Additionally, any errors, omissions, or oversights of a material nature may constitute grounds for rejection of any Proposal.

The inability of a Supplier to provide one or more of the required components or specified features or capabilities required by this Proposal does not, in and of itself, preclude acceptance by MHMRA of the Proposal. All Proposals will be evaluated as a whole in the best interests of MHMRA.

E. Oral Presentations

Any Supplier that submits a Proposal in response to this request may be required to make an oral presentation for further clarification upon MHMRA of Harris County's request.

F. Amendments to the Proposal

If it becomes necessary to revise any part of this Proposal package or if additional information is necessary to clarify any provision, the revision and/or additional information will be provided to each Supplier via faxed amendment or email.

G. Availability of the Proposal

After opening, each Proposal, except those portions for which a supplier has included a written request for confidentially (e.g., proprietary information), shall be open to public inspection.

H. Retention of Proposals

All Proposals considered by MHMRA shall become the property of MHMRA and shall not be returned.

I. Notice “Not to Participate” Form

Contractors must respond to the Proposal request whether they can or cannot provide the products, supplies and/or services listed in the Proposal request. **(See Attachment B)**

J. Incurred Expenses

MHMRA shall not be responsible for expenses incurred by a Supplier in the preparation and submission of a Proposal. This provision also includes any costs involved in providing an oral presentation of the Proposal.

K. Local Office

The successful Supplier will be required to have a local Houston area office. Preference will be given to Suppliers with offices which have been established and operational a minimum of two (2) years before this Request for Proposal.

L. Deviation Form

Each Proposal shall contain a Deviation Form, which states the perspective Supplier’s commitment to the provisions of this Request for Proposal. **An individual authorized to execute, sign an agreement shall sign the Deviation form.** Any exceptions taken to the terms and conditions identified in this Proposal Package must be expressly stated in the Deviation Form. **(See Attachment A)**

M. Pricing

Each Supplier shall provide responses to “Proposal Reply” page with their posed costs detailed as per the Cost Schedule template provided by MHMRA.

N. Taxes

MHMRA of Harris County is a tax exempted agency.

O. Title Transfer

Title and Risk of Loss of goods shall not pass to MHMRA of Harris County until MHMRA of Harris County receives and takes possession of the goods at the point or points of delivery. Delivery location: MHMRA of Harris County, 7011 Southwest Freeway, Houston, Texas, 77074. The place of delivery will be indicated on the Purchase Order.

P. Warranties

Proposers shall furnish all data pertinent to warranties or guarantees which may apply to items in this Request for Proposal (RFP).

Q. Evaluation

Evaluation shall be used as a determinant as to which proposal items or items proposed or services are the most efficient and/or most economical for MHMRA of Harris County. It shall be based on all factors which have a bearing on price and performance of the items in the user environment. **Pricing is NOT the only criteria for making a recommendation.** MHMRA of Harris County Purchasing Department reserves the right to contact any offeror, at any time, to clarify, verify or request information with regard to any bid/proposal.

R. Award

MHMRA of Harris County in its sole and absolute discretion shall have the right to make an award for purchase for any or all materials listed in each proposal, shall have the right to waive any formality or irregularity, to make awards to more than one offeror, to reject any and all proposals, shall not be bound to accept the lowest proposal and shall be allowed to accept the total proposal of any one supplier.

SECTION V - PROPOSAL CONTENTS

Title Page:

- Name of Supplier/Contractor, local address, telephone number, fax number, e-mail address and contact name.

Table of Contents:

All Proposals must include the following information:

- Clear identification of information by section and page.
- Proposed pricing detailed by quantity, unit of measure, complete item description, unit price, extended price.
- Identification of goods and or services to be provided (as applicable).
- A current "CERTIFICATE OF INSURANCE" must accompany all Proposals.
- A W-9 must accompany all Proposals.

Proposal:

- Supplier must provide a brief introduction / history of company, including but not limited to ownership, date started business, mission statement, etc.
- Supplier must supply proposed price schedule as per the enclosed template (See Proposal Reply Page)
- Supplier must provide vehicle availability.
- Must bear the **original signature** of a principal or authorized officer of the interested party.
- Submission must be legible (typed, written).
- Interested parties are encouraged to submit along with their Proposal any additional descriptive information about their services which they believe might be helpful.

- All Proposals must be submitted with one original and two (2) additional photocopies and mailed or delivered in a sealed envelope to MHMRA of Harris County.

Additional documents to be submitted:

- *Supplier must submit a copy of their latest audited financial statement.* A letter from your CPA is an acceptable alternative for non public companies, but must include a statement that financial solvency is adequate to meet expenditures for at least one year.
- Deviation Form (Attachment C)
- Complete notice “Not to Participate” Form (Attachment D)
- **Signature Page:** Proposal will not be accepted if this page is not signed by an authorized representative

****PLEASE INCLUDE ANY ADDITIONAL DESCRIPTIVE LITERATURE, WHICH MIGHT BE OF ASSISTANCE IN THE DECISION-MAKING PROCESS.***

SECTION VI – SPECIFICATIONS

Scope

The intent of this Request for Proposal (RFP) is to solicit proposals for six (6) new vehicles: 2009 Chrysler Jeep Liberty's or 2009 Ford Escapes.

Description

The supplier shall furnish, and deliver as required to MHMRA of Harris County located at 7011 Southwest Freeway, Houston, Texas, 77074, the vehicles as requested in this RFP. All vehicles must be complete as specified, current production, latest model and design available, delivered FOB destination, with approximately a full tank of fuel and crankcase full of proper grade of lubricating oil, and one operational manual for each vehicle upon delivery and all vehicles shall have a Texas State inspection sticker, and must meet, or exceed, the following specifications herein:

1. Any vehicle listed on the price sheets of this RFP shall be furnished complete with all Original Equipment Manufacturer's (OEM) standard equipment and factory installed accessories as listed in the manufacturer's printed literature.
2. Vehicles shall be fully validated, certified and warranted to OEM levels.
3. All paint shall be selected from standard manufacturer's colors by the using department.
4. All spare tires shall include spare wheels and shall be appropriately mounted by the vendor unless otherwise instructed by Harris County using departments. Spare tires shall be OEM. Full size spare tires shall be installed in each vehicle, if available, from the manufacturer.
5. All vehicles must have two (2) sets of keys and two (2) sets of remotes, and tailgates if applicable are OEM standard.
6. Information and pricing pertinent to extended warranties must be included.
7. MHMRA of Harris County prefers to purchase Environmental Protection Agency (E.P.A), National Certified Low Emission Vehicles (L.E.V.).
8. Delivery Note: All equipped vehicle deliveries must be approved (dates, times and quantities) by, and coordinated through, the MHMRA of Harris County's Purchasing Department at (713) 970 – 7300.
9. Provide pricing for either cloth or vinyl upholstery for each vehicle.
10. Local parts and services (maintenance/warranty) shall be available during normal working hours.

Six (6) 2009 New Chrysler Jeep Liberty's

List of options, as required:

Vehicle Specifications:

Transmission, automatic
Air conditioning, front and rear
4 Door 2 Wheel Drive
3.7l Engine, 6 Cylinders
Remote Control Mirrors
Cruise Control
Power Steering
Power Package
AM/FM Radio
Mats front and rear
Remote Keyless Entry
Nationally Certified Low Emission Vehicle (L.E.V)
Extended Warranty

Availability: Estimated Delivery Date

Six (6) 2009 New Ford Escape

List of options as required:

Vehicle Specifications:

Transmission, automatic
Air conditioning, front and rear
4 Door 2 Wheel Drive
3.0 liter engine, 6 cylinders
Remote Control Mirrors
Cruise Control
Power Steering
Power Package
AM/FM Radio
Mats front and rear
Remote Keyless Entry
Nationally Certified Low Emission Vehicle (L.E.V)
Extended Warranty

Availability:

Estimated Delivery Date

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MIGHT BE OF ASSISTANCE IN THE DECISION-MAKING PROCESS****

SECTION VII - PROPOSAL EVALUATION CRITERIA

Not all evaluation factors are equal in importance and each factor is weighted in accordance with its importance to MHMRA. Each item has been assessed a percentage upon which the final score will be determined. A total of 100% points for the following items will be considered a perfect score.

The following will be significant factors in evaluating proposals, but the evaluation will not be limited to these items when making a final recommendation.

A.	Financial Condition	25%
B.	Cost	25%
C.	Warranty / Service	25%
D.	Availability	25%

SECTION VIII – REPLY PAGE

**ACQUISITION OF SIX (6) NEW AGENCY VEHICLES:
2009 Chrysler Jeep Liberty's or 2009 Ford Escapes**

Submitted by: _____

Name of Solicitation:

Acquisition of Six (6) New Agency Vehicles: 2009 Chrysler Jeep Liberty's or 2009 Ford Escapes

Proposal Opening:

Wednesday, July 15, 2009, 10:15 a.m.

New 2009 Chrysler Jeep Liberty's

Base Price/with cloth:

Estimated Delivery Days: _____

	Qty	Unit Price	Extended Price
Price for Vehicle w/options as specified in this RFP page 8	_____	\$ _____	\$ _____

Grand Total \$ _____

Other Options:

Submit a breakdown of additional options and cost:

Total \$ _____

Submit:

Extended Service / Warranty Options and Associated Cost

Total \$ _____

New 2009 Chrysler Jeep Liberty's

Base Price/with vinyl:

Estimated Delivery Days: _____

	Qty	Unit Price	Extended Price
Price for Vehicle w/options as specified in this RFP page 8	_____	\$ _____	\$ _____

Grand Total \$ _____

Other Options:

Submit a breakdown of additional options and cost:

Total \$ _____

Submit:

Extended Service / Warranty Options and Associated Cost

Total \$ _____

****PLEASE INCLUDE ANY ADDITIONAL DESCRIPTIVE LITERATURE, WHICH MIGHT BE OF ASSISTANCE IN THE DECISION-MAKING PROCESS****

New 2009 Ford Escapes

Base Price/with **cloth**:

Estimated Delivery Days: _____

	Qty	Unit Price	Extended Price
Price for Vehicle w/options as specified in this RFP page 8	_____	\$ _____	\$ _____

Grand Total \$ _____

Other Options:

Submit a breakdown of additional options and cost:

Total \$ _____

Submit:

Extended Service / Warranty Options and Associated Cost

Total \$ _____

New 2009 Ford Escapes

Base Price/with vinyl:

Estimated Delivery Days: _____

	Qty	Unit Price	Extended Price
Price for Vehicle w/options as specified in this RFP page 8	_____	\$_____	\$_____

Grand Total \$ _____

Other Options:

Submit a breakdown of additional options and cost:

Total \$ _____

Submit:

Extended Service / Warranty Options and Associated Cost

Total \$ _____

****PLEASE INCLUDE ANY ADDITIONAL DESCRIPTIVE LITERATURE, WHICH MIGHT BE OF ASSISTANCE IN THE DECISION-MAKING PROCESS****

SECTION IX - SIGNATURE PAGE

**ACQUISITION OF SIX (6) VEHICLES:
2009 Chrysler Jeep Liberty's or 2009 Ford Escapes**

MENTAL HEALTH MENTAL RETARDATION AUTHORITY OF HARRIS COUNTY IN ITS SOLE AND ABSOLUTE DISCRETION SHALL HAVE THE RIGHT TO MAKE AN AWARD FOR PURCHASES FOR ANY OR ALL MATERIALS LISTED IN EACH PROPOSAL, SHALL HAVE THE RIGHT TO WAIVE ANY FORMALITY OR IRREGULARITY, TO MAKE AWARDS TO MORE THAN ONE OFFEROR, TO REJECT ANY AND ALL PROPOSALS, SHALL NOT BE BOUND TO ACCEPT THE LOWEST PROPOSAL AND SHALL BE ALLOWED TO ACCEPT THE TOTAL PROPOSAL OF ANY ONE SUPPLIER.

Authorized Signature

Dealership's Name

Typed or Printed Name

Number and Street

Title

City, State, Zip Code

() _____
Telephone Number

() _____
Fax Number

E-mail Address

Proposal Will Not Be Accepted
If This Page Is Not Signed By An Authorized Representative

SECTION X – ATTACHMENTS

A. Deviation Form

B. Notice Not to Participate Form

**C. W – 9 Request for Taxpayer Identification number
and Certification**

ATTACHMENT A

DEVIATION FORM

All deviations to this Solicitation must be noted on this sheet. In the absence of any entry on this Deviation Form, The Proposed assures the Buyer of their full compliance with the Specifications and Conditions.

THIS DEVIATION FORM MUST BE SIGNED BY EACH PROPOSER WHETHER THERE ARE DEVIATIONS LISTED OR NOT, AND SUBMITTED WITH THIS PROPOSAL.

	Or Page #	SPEC # Section # DEVIATION

Company Name

Authorized Signature

Date

ATTACHMENT B

NOTICE “NOT TO PARTICIPATE” FORM

Dear Supplier/Provider

Please check the appropriate box below, complete the remainder of this form and return it PRIOR to the scheduled Date and Time:

Our company cannot provide the products, supplies and/or services listed in this request. Please MOVE our name and address to the following category(ies) so that we may Proposal at a later date:

Category(ies): _____

We have chosen NOT to submit a Proposal/Bid at this time, but would like to remain on your list for this Bid category. We did not submit a Bid because:

Reason(s): _____

Please REMOVE our name from all MHMRA Harris County lists until further notice.

Reason(s): _____

Company Name: _____

Representative: _____

Please Print

Address: _____ **Phone ()** _____

E-mail: _____ **Fax ()** _____

PLEASE RETURN THIS FORM ONLY TO:

**MHMRA Harris County
Purchasing Department
*Notice “NOT TO PARTICIPATE Proposal” –
Acquisition of Six (6) New Agency Vehicles
7011 Southwest Freeway
Houston, Texas 77074***

Authorized Signature: _____

Title: _____ **Date:** _____

SUPPLIER/PROVIDERS WHO RESPOND TO THIS INVITATION WITH A COMPLETED PROPOSAL FORM WILL REMAIN ON OUR MAILING LIST. SUPPLIER/PROVIDERS MAKING NO RESPONSE MAY BE REMOVED FROM THAT LISTING.

ATTACHMENT C

**FORM W-9, Rev. October 2007, REQUEST FOR TAXPAYER IDENTIFICATION
NUMBER AND CERTIFICATION**

Form W-9, Pages 1 – 4

Attached

Supplier/Providers are to complete this form and submit with their response to this Request for Proposal documents. Go to attached link for W-9, if Proposal/Bid was emailed.

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>