



CITY OF PORT ARANSAS, TEXAS

REQUEST FOR PROPOSAL (RFP)
RFP 2025-02 CITY OF PORT ARANSAS
GAS DEPARTMENT BUILDING

NOTICE TO BIDDERS

NOTICE is hereby given that the City of Port Aransas, Texas, is accepting sealed bids for the purchase of the City Owned Gas Department Building. All bids must be clearly marked “**SEALED BID – RFP 2025-02 - City of Port Aransas Gas Department Building**” to the City of Port Aransas City Secretary’s office, 710 W. Avenue A, Port Aransas, Texas prior to Friday, February 21, 2025, at 3:00 p.m., at which time they will be publicly opened and acknowledged in the City Hall Council Chamber. Any bid delivered or received after 3:00 pm will not be considered and shall be returned unopened to the addressee. The City reserves the right to reject any or all bids.

Description: The Gas Department Building is located at 625 W. Ave A, Port Aransas, Nueces County, Texas 78373. Constructed in the 1960’s, the building is approximately 1,130 square feet and is currently utilized as office space for the Gas Department. The sale includes the structure only; no land is included in this sale. The removal of the structure from the property must be permitted and completed within 45 days of bid award. Building move shall comply with Port Aransas Code of Ordinances Sec. 5-321.

Questions or requests for information relating to this request for bid may be directed to City Manager David Parsons at davidparsons@cityofportaransas.org or at 361-749-4111.

POSTED this 30th day of **JANUARY 2025** on the bulletin board at Port Aransas City Hall, 710 W. Avenue A, Port Aransas, Texas and on the webpage www.cityofportaransas.org. **TIME 5:00 p.m. PUBLISHED** in *The South Jetty* in the **Thursday, January 30, 2025**, and **Thursday, February 6th, 2025**, editions.

CITY OF PORT ARANSAS, TEXAS

Francisca Nixon, City Secretary



CITY OF PORT ARANSAS
710 W. AVENUE A
PORT ARANSAS, TX 78373
TELEPHONE: (361)749-4111

REQUEST FOR PROPOSALS (RFP)

Proposal Title: Request for Proposal for City of Port Aransas Gas Department Building – RFP 2025-02

Proposal Closing Time: 3:00 p.m. Central Standard Time

Proposal Closing Date: Friday, February 21, 2025

Technical Proposal Opening: Friday, February 21, 2025, 3:00 p.m. Central Standard Time

Notice to Proceed: Wednesday, February 26, 2025

Submission of Proposal: Francisca Nixon
City of Port Aransas
City Secretary's Office
710 W. Avenue A
Port Aransas, TX 78373

Note: Proposals will not be accepted via facsimile or e-mail

Specification questions: David Parsons, City Manager
davidparsons@cityofportaransas.org
361-749-4111

INTRODUCTION:

The City of Port Aransas, Texas (“City”) is seeking proposals for the purchase and removal of the Port Aransas Gas Department Building. The building is currently being utilized as office space for the Gas Department. The sale of the building will be based on the best value bid that is submitted. *No land will be included in this sale.*

Should any bid be accepted, payment shall be made by cashier’s check payable to the City of Port Aransas within three days of the award notice.

PROPERTY DESCRIPTION:

- A. Location - 625 W. Ave A, Port Aransas, Nueces County, Texas 78373.
- B. Building Size - 1,130 Square Feet.
- C. Year Built – 1960’s
- D. The Property will be sold “as is” with no warranties or representations as to suitability for any particular use.

NOTICES & SCHEDULE:

The proposal must be submitted in a sealed envelope bearing the title “RFP 2025-02 - City of Port Aransas Gas Department Building” along with the name and address of the bidder. The bidder shall submit one (1) copy of the completed Proposal Form and the other required information identified below to:

Francisca Nixon
City Secretary
City of Port Aransas
710 W. Avenue A
Port Aransas, TX 78373

Tours of the building will be offered by appointment only. Appointments can be made via email to jfreeman@cityofportaransas.org A tour of the property is not mandatory.

The deadline to submit questions related to this RFP is no later than February 14, 2025, 3:00 p.m. CDT. All questions should be submitted electronically to davidparsons@cityofportaransas.org. An addendum with responses to the questions will be posted on the City’s website with the RFP notice.

SUBMISSION OF PROPOSALS:

Deadline for submission is 3:00 p.m. (CST), Friday, February 21, 2024. Bids received after that time will not be considered and will be returned to the proposer unopened.

Other requirements are listed below:

- A. One (1) copy of the proposal shall be submitted.
- B. All information requested of the proposer by the RFP shall be provided. Failure to do so may disqualify the proposal.
- C. All information shall be entered in ink or typewritten.
- D. Proposed purchase price must be included.
- E. Proposal shall be signed by the bidder.
- F. Proposals may be submitted in a sealed envelope or box to the address shown above.
- G. Proposals may be submitted in person, by U.S. Mail, Special Delivery or courier service. No facsimile or e-mail proposals will be accepted.

PROPOSER'S RESPONSIBILITY:

Proposers should carefully examine the entire RFP and any addenda thereto, and any related materials and dates referenced in the RFP. Proposers shall become fully aware of the location and condition of the structure. All proposers are responsible for the cost to produce their proposal. All proposers are responsible for their proposal's content, timeliness of submission and withdrawal.

Proposers understand that relocation within the city limits of Port Aransas will require permitting prior to the relocation of the building.

EVALUATION PROCESS

A. Mandatory Elements

1. The Proposer adheres to the instructions in this Request for Proposal (RFP) on preparing and submitting the proposal.

B. Final Selection. It is anticipated that the Bidder will be selected by Wednesday, February 26, 2025. Following the notification of the Bidder selected, it is expected that the building be removed from the premises within 45 days.

C. Right to Reject Proposals. Submission of a proposal indicates acceptance by the Bidder of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Port Aransas and the Bidder selected. The City of Port Aransas reserves the right without prejudice to reject any and all proposals.

EXHIBIT A
CITY OF PORT ARANSAS
PROPOSAL FORM

CITY OF PORT ARANSAS – PURCHASE OF GAS DEPARTMENT BUILDING (RFP 2025-02)

BIDDER INFORMATION:

Bidder Name: _____

Address: _____

Phone Number: _____

Email Address: _____

BID AMOUNT:

I, the undersigned, hereby submit a bid to purchase the Gas Department Building located at 625 W. Avenue A, Port Aransas, TX 78373 as described in the Request for Proposals (RFP 2025-02).

Total Bid Amount (in USD): \$ _____

ACKNOWLEDGMENTS:

1. I understand that this sale is for the structure only, and no land is included.
2. I understand that Building move shall comply with Port Aransas Code of Ordinances Sec. 5-321.
3. I agree that this bid is binding and valid for 45 days following the bid submission deadline.
4. I have read and understand all terms, conditions, and requirements stated in the RFP document.
5. I acknowledge the City's right to reject any or all bids and accept the bid deemed most advantageous to the City of Port Aransas.

Bidder Signature: _____

Printed Name: _____

Date: _____