



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 Portable Generator – RFP 2025-09

Proposal Closing Time: 4:00 p.m. Central Standard Time

Proposal Closing Date: Wednesday, July 9, 2025

Technical Proposal Opening: Wednesday, July 9, 2025, 4:00 p.m. Central Standard Time

Notice to Proceed: Friday, July 18, 2025

Submission of Proposal: David Parsons
City of Port Aransas
City Manager'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 supply and installation of one (1) 250kW portable generator, as part of the Civic Center, City Hall renovation project.

The City of Port Aransas reserves the right to reject any and all proposals received.

SUBMISSION CONTENT:

Interested respondents must respond to the Request for Proposals (RFP) in writing. Individuals or firms should provide two copies of the written proposal. Submissions must include all of the following:

1. Detailed specifications of proposed equipment
2. Installation timeline and project schedule
3. Warranty information
4. Cost breakdown including:
 - Equipment costs
 - Installation Costs
5. Contractor qualifications and references
6. Proof of insurance and bonding capability

SUBMISSION OF PROPOSALS:

The proposal must be submitted in a sealed envelope bearing the title “RFP 2025-09 – Portable Generator” 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:

David Parsons
City Manager
City of Port Aransas
710 W. Avenue A
Port Aransas, TX 78373

Proposals submitted after the specified due date and time or at any other location will not be considered.

The City of Port Aransas is an equal opportunity employer.

The deadline to submit questions related to this RFP is no later than Wednesday, July 2, 2025, 4:00 p.m. 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 no later than noon, Monday, July 7th, 2025.

QUALIFICATIONS:

Respondents should submit documentation of qualifications for performing the work identified in the Scope of Work. Additionally, all respondents should provide the following information:

1. List of completed similar projects (including project name, location, and nature of work; date completed, project costs, and client's name, address, phone number, and other contact information).
2. Evidence of required licenses, permits, and professional qualifications, as applicable. Indicate any liability coverage and the amount of coverage.
3. List of at least three trade or other references (in addition to clients listed under Item 1) with name, address, phone number, and other contact information.

Award of a contract will be made to the firm whose proposal is determined to be most advantageous for the City of Port Aransas, taking into account all the factors outlined in the Evaluation Criteria of this RFP. A selection committee may conduct interviews with potential consultants; however, interviews are not required for a selection to be made. While cost is a factor in any bid award, it may not be the determining factor for this RFP.

SCOPE OF WORK:

The proposal shall consist of entering into a rental contract based on the following specifications:

Portable Generator Specifications

- One (1) 250kW portable generator
- Diesel powered
- Trailer mounted for mobility
- Weather protected housing
- Must include all necessary connection cables and accessories
- Must meet EPA emission standards
- Sound attenuation features required

The selected contractor shall:

1. Provide all materials, equipment, and labor for complete installation
2. Obtain all necessary permits and approvals
3. Perform site preparation as needed
4. Connect to provided transfer switch
5. Provide and test the portable generator
6. Provide training for city personnel
7. Provide all operation and maintenance manuals
8. Provide warranty documentation

EVALUATION CRITERIA:

Proposals will be evaluated based on the following criteria:

1. Technical compliance with specifications
2. Cost effectiveness
3. Installation timeline
4. Contractor experience and qualifications
5. Warranty terms
6. References

EXHIBIT A
CITY OF PORT ARANSAS
PROPOSAL FORM

CITY OF PORT ARANSAS – PORTABLE GENERATOR (RFP 2025-09)

BIDDER INFORMATION:

Bidder Name: _____

Address: _____

Phone Number: _____

Email Address: _____

BID AMOUNT:

I, the undersigned, hereby submit a bid to rent to the City of Port Aransas a portable generator as described in the Request for Proposals (RFP 2025-09).

Total Bid Amount (in USD): \$ _____ per month

_____ % Rate escalation allowance at month _____ (i.e. 5% increase after month 12)

*Monthly price includes all items listed in the “Scope of Work.” The City guarantees a minimum of six (6) months rental of the generator.

ACKNOWLEDGMENTS:

1. I agree that this bid is binding and valid for 45 days following the bid submission deadline.
2. I have read and understand all terms, conditions, and requirements stated in the RFP document.
3. 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: _____