



## THE COUNTY OF GALVESTON

**RUFUS G. CROWDER, CPPO CPPB**  
PURCHASING AGENT

**COUNTY COURTHOUSE**  
722 Moody (21<sup>st</sup> Street)  
Fifth (5<sup>th</sup>) Floor, Purchasing  
GALVESTON, TEXAS 77550  
(409) 770-5371

**ERIN S. QUIROGA, MBA, CPPB**  
ASST. PURCHASING AGENT

December 30, 2024

Honorable County Judge  
And Commissioners' Court  
County Courthouse  
Galveston, Texas

**Re: ITB 24-027, Utility Terrain Vehicles (UTV)**  
**Contract #CM25045**

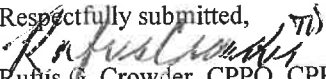
Gentlemen,

On December 17, 2024, bids were opened for ITB 24-027, Utility Terrain Vehicles (UTV) at which time four (4) bids were received from the following companies:

- |                                       |                |
|---------------------------------------|----------------|
| • Chavez Brothers Management, LLC     | Boca Raton, FL |
| • UVC Powersports Tractors & Outdoors | Alvin, TX      |
| • Aviate Enterprises, Inc.            | McClellan, CA  |
| • Logistics365, Inc.                  | Norfolk, NE    |

It is requested that this bid be awarded to the best value, and qualified bidder that met the specification, UVC Powersports Tractors & Outdoors in the amount of \$84,598.00.

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,  
  
Rufus G. Crowder, CPPO, CPPB  
Purchasing Agent  
County of Galveston



# COUNTY of GALVESTON

## Department of Parks & Cultural Services

4102 Main Street (FM 519) • La Marque, Texas 77568  
Phone: (409) 934-8100 • Fax: (409) 621-7986  
[www.galvestoncountytexas.gov](http://www.galvestoncountytexas.gov)

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December 26<sup>th</sup>, 2024

To: Rufus Crowder, Purchasing Agent  
From: Julie Walker, Director – Parks and Cultural Services  
Re: ITB 24-027 UTV for the Parks Department

Mr. Crowder,

On December 17<sup>th</sup>, 2024, we received 4 bids for ITB 24-027 UTV for the Parks Department.

Chaves Brothers Management  
Logistics315 Inc  
Aviate Enterprises  
UVC Powersports Tractors & Outdoors

After reviewing all the bids that were received, we would like to award the bid to UVC Powersports Tractors & Outdoors. Please put on the January 6<sup>th</sup>, 2025 agenda.

If you have any questions, please let me know.

Thank you,

Julie Walker  
Director  
Galveston County Parks & Cultural Services  
409-934-8114  
[Julie.Walker@galvestoncountytexas.gov](mailto:Julie.Walker@galvestoncountytexas.gov)

**SPECIAL PROVISIONS**

**INVITATION TO BID  
UTILITY TERRAIN VEHICLES (UTV)  
GALVESTON COUNTY, TEXAS**

**TABLE OF CONTENTS**

A. PURPOSE..... 2

B. DEFINITIONS (As mentioned in FAR Subpart 52.2 – Text of Provisions and Clauses) ..... 2

C. PROCUREMENT TIMELINE..... 2

D. SUBMISSION INSTRUCTIONS ..... 3

E. BID SURETY ..... 4

F. PERFORMANCE AND PAYMENT BONDS ..... 4

G. BEST AND FINAL OFFERS (BAFO) ..... 4

H. DAVIS-BACON WAGE RATES ..... 4

I. PERSONNEL TO CONTACT ..... 4

J. PROGRAM ADMINISTRATION & CONTRACT MANAGEMENT ..... 5

K. REQUIREMENTS OF INVITATION TO BID ..... 5

L. INSURANCE..... 5

M. DELIVERY AUTHORIZATION..... 6

N. TAXES..... 6

O. SPECIFICATIONS..... 6

P. INVOICES..... 6

Q. EXCEPTIONS ..... 7

R. REQUIRED DOCUMENTS CHECKLIST ..... 8

## SPECIAL PROVISIONS

### INVITATION TO BID UTILITY TERRAIN VEHICLES (UTV) GALVESTON COUNTY, TEXAS

**The General Provisions and the Special Provisions of this Invitation to Bid and the Exhibits attached hereto are made a part of this agreement between the Parties. In the event of a conflict between the General Provisions and the Special Provisions, the terms of the Special Provisions shall control.**

\*\*\*The Galveston County Purchasing Department utilizes Bonfire Interactive to distribute and receive bids and proposals in an electronic format via an online portal. Potential Bidders must register through the online portal to participate electronically.

“Walk-in” or “mailed-in” proposal submittals are still allowed, however, **Bidders are strongly encouraged to submit their proposals online via Galveston County’s e-Procurement Portal located at <https://galvestoncountytx.bonfirehub.com/>.**

Please see Item D, SUBMISSION INSTRUCTIONS, for further details.

#### A. PURPOSE

Galveston County is seeking a vendor to supply Utility Terrain Vehicles (UTV) for use on the beaches of the Bolivar Peninsula for the Bolivar Beach Sticker Program to be used by Beach Ambassadors and the Sheriff’s Office.

All bidders submitting a responsible bid, acknowledge that by responding to this solicitation and if awarded this bid by the Galveston County Commissioners’ Court, will supply to the County, upon receipt of a valid Galveston County Purchase Order, additional units for use by end-user departments, of the same general specifications, at the same price, during Galveston County’s fiscal year 2025 (October 1, 2024 – September 30, 2025).

#### B. DEFINITIONS (As mentioned in FAR Subpart 52.2 – Text of Provisions and Clauses) 52.202-1 Definitions.

##### Definitions (Nov 2013)

When a solicitation provision or contract clause uses a word or term that is defined in the Federal Acquisition Regulation (FAR), the word or term has the same meaning as the definition in FAR 2.101 in effect at the time the solicitation was issued, unless—

- (a) The solicitation, or amended solicitation, provides a different definition;
- (b) The contracting parties agree to a different definition;
- (c) The part, subpart, or section of the FAR where the provision or clause is prescribed provides a different meaning;  
or
- (d) The word or term is defined in FAR Part 31, for use in the cost principles and procedures

#### C. PROCUREMENT TIMELINE

A timeline for this solicitation and initial process is included below. Galveston County reserves the right to change these dates and will notify Bidders of any changes:

Advertise Solicitation (first date of publication)	Tuesday, November 12, 2024
Advertise Solicitation (second date of publication)	Tuesday, November 19, 2024
Questions Deadline	Monday, November 25, 2024 by 5:00 PM CST
Submission Deadline / Bid Opening	Thursday, December 12, 2024 at 2:00 PM CST

## SPECIAL PROVISIONS

### INVITATION TO BID UTILITY TERRAIN VEHICLES (UTV) GALVESTON COUNTY, TEXAS

Interested parties may attend the Thursday, December 12, 2024, 2:00 PM CST bid opening virtually by using the following link:

<https://galvestoncountytexas.webex.com/galvestoncountytexas/j.php?MTID=m78558c9d2d0038175023b1bf471440e3>

Join by meeting number Meeting number (access code): 2489 034 8794

Meeting password: 24-027 (240027 when dialing from a video system)

Tap to join from a mobile device (attendees only)  
+1-415-655-0001,,24890348794## US Toll

Join by phone +1-415-655-0001 US Toll  
Global call-in numbers

Join from a video system or application  
Dial 24890348794@galvestoncountytexas.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

#### D. SUBMISSION INSTRUCTIONS

Galveston County Purchasing Department utilizes Bonfire Interactive to distribute and receive bids and proposals in an electronic format via an online portal. Potential Bidders must register through the online portal to participate electronically. "Walk-in" or "mailed-in" proposal submittals are still allowed, however, **Bidders are strongly encouraged to submit their proposals online via Galveston County's e-Procurement Portal located at <https://galvestoncountytexas.bonfirehub.com/>.**

Registration is currently open and free to the public. Once registered, suppliers will receive automatic email notifications of project opportunities based on the NIGP commodity codes selected by the vendor. Potential Bidders should visit the link below and click on the New Vendor Registration tab to register your business:  
<https://vendorsupport.gobonfire.com/hc/en-us/articles/15646869029783-Vendor-Registration>

There is no cost to register as a vendor.

#### **INSTRUCTIONS FOR "WALK-IN" SUBMITTALS ONLY**

One (1) unbound single-sided original and two (2) single-sided copies of the requested bid submittals must be submitted no later than 2:00 PM CST, on Thursday, December 12, 2024 to:

**Rufus G. Crowder, CPPO CPPB**  
**Purchasing Agent**  
**County of Galveston**  
**722 Moody Avenue (21<sup>st</sup> Street), Fifth (5<sup>th</sup>) Floor**  
**Galveston, TX 77550**

The timestamp clock located in the Purchasing Agent's office shall serve as the official timekeeping piece for this solicitation process. Any Bids received after 2:00 PM CST on the specified date will be returned unopened.

Specifications can be obtained at the office of the Galveston County Purchasing Agent, located in the Galveston County Courthouse, 722 Moody, (21<sup>st</sup> Street), Floor 5, Purchasing, Galveston, Texas 77550, or by visiting the Galveston County website @ <http://www.galvestoncountytexas.gov/county-offices/purchasing>.

## SPECIAL PROVISIONS

### INVITATION TO BID UTILITY TERRAIN VEHICLES (UTV) GALVESTON COUNTY, TEXAS

**E. BID SURETY**

A surety/bid bond *is not a requirement* of this solicitation.

**F. PERFORMANCE AND PAYMENT BONDS**

Performance and Payment Bonds *are not requirements* of this solicitation.

**G. BEST AND FINAL OFFERS (BAFO)**

The Best and Final Offer process *is not applicable* to this solicitation.

**H. DAVIS-BACON WAGE RATES**

Davis-Bacon Wage Rates *are not requirements* of this solicitation.

**I. PERSONNEL TO CONTACT**

Bidders desiring an explanation or interpretation relative to this solicitation must request it in writing. Oral explanations or instructions will not be binding. Any information given to a Bidder, which in the opinion of the County affects all Bidders or would be prejudicial to other Bidders if not communicated, shall be furnished to all Bidders as an addendum to the solicitation. Bidders **must** direct all inquiries to the following:

**Rufus G. Crowder, CPPO CPPB**  
**Purchasing Agent**  
**722 21<sup>st</sup> Street (Moody)**  
**Galveston, Texas 77550**  
**e-mail: [purchasing.bids@co.galveston.tx.us](mailto:purchasing.bids@co.galveston.tx.us)**

Bidders must e-mail their requests (with the subject line “Utility Terrain Vehicles (UTV) – ITB 24-027– Questions”) for additional information and/or clarification to the address listed above. The request must include the Bidder’s name and the solicitation number and title.

*Any request for additional information or clarification must be received in writing no later than ten (10) calendar days prior to the solicitation due date.* Late requests or those not delivered to the proper address may not receive a reply. Bidders shall not attempt to contact the County by any other means. The Purchasing Agent shall post the answers on the County website from the procurement web page and via addendum.

The County will issue responses to inquiries and any other corrections or amendments, it deems necessary, in the form of a written addendum, issued prior to the solicitation Submission Deadline / Solicitation Opening date. The County, at its sole discretion, may not issue a response to an RFI submittal. Bidders should not rely on any oral or written representations, statements, or explanations, other than those made in this solicitation or in any written addendum to this solicitation. Where there appears to be conflict between the solicitation and any issued addenda, the last addendum issued will prevail.

Addenda will be posted and made available on the County’s procurement web page. **It is the Bidder’s sole responsibility to ensure receipt of all addenda prior to submitting its response.**

All Bidders should check the County’s procurement web page for all addenda prior to submitting a response.

The County’s procurement web page is located at <http://www.galvestoncountytexas.gov/county-offices/purchasing>

## SPECIAL PROVISIONS

### INVITATION TO BID UTILITY TERRAIN VEHICLES (UTV) GALVESTON COUNTY, TEXAS

Bidders who submit inquiries *after* the deadline date for receipt of questions indicated on the Procurement Timeline, risk that its response in the procurement will not be responsive or competitive because the County is not able to respond before the solicitation receipt date or in sufficient time for the Bidder to prepare a responsive or competitive submittal.

All questions and responses as posted on the County website pertaining to this solicitation are considered an addendum to, and part of, this solicitation. Each Bidder shall be responsible to monitor the County website for new or revised solicitation information. The County shall not be bound by any verbal information, nor shall it be bound by any written information that is not either contained within the solicitation or formally issued as an addendum by the Purchasing Agent.

#### J. PROGRAM ADMINISTRATION & CONTRACT MANAGEMENT

The Program Administrator/Contract Manager that will manage the work to be performed under the resultant contract for the purpose of this solicitation is:

**Julie Walker**  
**Parks & Cultural Services Director**  
**4102 Main**  
**La Marque, TX 77568**

The Galveston County Commissioners' Court, and/or authorized designees will be responsible for negotiating with the successful Vendor the scope of work, the standards of performance, the specific technology provided, and the support services required for the proposed projects. All contractual amendments will be processed in accordance with Galveston County Purchasing Policies. Amendments will also be brought to Galveston County Commissioners Court for approval as deemed necessary. The approval process serves to ensure the project technology and/or service is within the scope of the resultant contract, that pricing meets the agreed-upon pricing methodology as specified in the contract, and that funds are available.

#### K. REQUIREMENTS OF INVITATION TO BID

Bidder shall provide one (1) unbound single-sided original and two (2) single-sided hard copies of its response, to the Purchasing Agent on or before the submission deadline specified herein. Font size no smaller than font size 11. Except that organizational charts, other graphics, and footers may be as small as font size 9.

Bidders shall clearly indicate which project or projects are being submitted for consideration in their cover letter.

#### L. INSURANCE

Bidder must submit, with its response, a current certificate of insurance evidencing coverage in the amounts specified below or greater. In lieu of submitting a certificate of insurance, Bidders may submit a notarized statement from an insurance company authorized to conduct business in the State of Texas guaranteeing that Bidder has such insurance. Provided however, that successful Bidder(s) shall be required to provide a current certificate of insurance to the Galveston County Purchasing Agent's Office before Bidder commences any work hereunder. **Insurance shall be placed with insurers having an A.M. Best's rating of no less than A.** Such insurance must be issued by a casualty company authorized to do business in the State of Texas and in standard form approved by the Board of Insurance Commissioners of the State of Texas, with coverage provisions ensuring the public from loss or damage that may arise to any person or property by reason of services rendered by Contractor.

**Galveston County shall be listed as an additional insured on each policy and all certificates of insurance and Contractor shall provide Galveston County with no less than thirty (30) calendar days prior notice of any changes to the policy during the contractual period.**

## **SPECIAL PROVISIONS**

### **INVITATION TO BID UTILITY TERRAIN VEHICLES (UTV) GALVESTON COUNTY, TEXAS**

Certificates of Insurance, fully executed by a licensed representative of the insurance company written or countersigned by an authorized Texas state agency, shall be filed with the County Purchasing Agent within ten (10) calendar days of the execution of this Agreement as written proof of such insurance and further provided that Contractor shall not commence work under this Agreement until Contractor has obtained all insurance required herein, provided written proof as required herein, and received written notice to proceed issued from the County Purchasing Agent. **Failure to provide such evidence of insurance within the ten (10) calendar day period shall constitute an event of default.**

**Workers' Compensation Insurance.** Bidder shall carry in full force Workers' Compensation Insurance Policy(ies), if there is more than one employee, for all its employees, including but not limited to full time, part time, and emergency employees employed by the Contractor.

**Commercial General Liability.** Bidder shall carry in full force commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 in the aggregate. The Policy shall, minimally, cover liability for bodily injury, personal injury, and property damage.

**Business Automobile Liability.** Bidder shall carry in full force business automobile liability coverage with a combined bodily injury/property damage limit of not less than \$1,000,000 each accident. The policy shall cover liability arising from the operation of licensed vehicles by policyholder.

**Subrogation Waiver.** Contractor and Contractor's insurance carrier shall waive any and all rights to subrogation against Galveston County in regard to any suit or claim arising out of personal injury or property damage resulting from Contractor's performance under this Agreement.

#### **M. DELIVERY AUTHORIZATION**

All deliveries will be made to Galveston County Parks Department, 4102 Main, La Marque, TX 77568, to the attention of the Parks & Cultural Services Director, Julie Walker.

#### **N. TAXES**

Galveston County does not pay federal taxes. Vendor shall furnish any exemption certificates needed for Government records.

#### **O. SPECIFICATIONS**

The specifications for the requested equipment are attached. Bidders are to closely review every specification line and check comply or not comply in the required spaces. Any exceptions to these bid conditions can be explained on separate sheets of paper and included with submittals. Failure to complete the specifications sheets may result in rejection of offeror's bid.

#### **P. INVOICES**

Invoices must be itemized indicating all materials and supplies used. Invoices must be submitted to:

**Galveston County Auditor's Office  
Attn: Accounts Payable  
P.O. Box 1418  
Galveston, Texas 77553**



## SPECIAL PROVISIONS

### INVITATION TO BID UTILITY TERRAIN VEHICLES (UTV) GALVESTON COUNTY, TEXAS

Failure to submit invoices to the above address or failure to include the Purchase Order Number will result in delay in payment.

**Contractor must accept purchase order numbers for specified supplies, equipment, and/or services. Contractor shall not perform any work or release any supplies and/or equipment to any authorized representative of the County of Galveston unless a valid purchase order number issued by the office of the Galveston County Purchasing Agent accompanies the order or if vendor can comply with the provision as stated in the General Provisions, page 3, item 11, Procurement Card Program.**  
**Payment for any items issued without prior receipt of a valid purchase order number may become the sole responsibility of the successful contractor.**

**Q. EXCEPTIONS**

**Any exceptions to Bid conditions should be listed on a separated sheet of paper, attached to Bid submittals and submitted with Bid at the specified date and time of Bid opening.**

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**SPECIAL PROVISIONS**

**INVITATION TO BID  
UTILITY TERRAIN VEHICLES (UTV)  
GALVESTON COUNTY, TEXAS**

**R. REQUIRED DOCUMENTS CHECKLIST**

By signing here, the firm does hereby attest that it has fully read the instructions, conditions, and general and special provisions and understands them. **Proposer shall return this checklist with completed submittal.**

THE COMPANY OF: \_\_\_\_\_

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

\_\_\_\_\_

The following documents shall be returned or confirmed with an "X" with solicitation submittals. Failure to do so may be ample cause for rejection of submittal and deemed as non-responsive. It is the responsibility of the Bidder to ensure that Bidder has received all addenda.

Items:	Confirmed (X):
1. Required Documents Checklist (this page)	_____
2. Addenda Acknowledgement (if any)	#1 _____ #2 _____ #3 _____ #4 _____
3. One (1) original, two (2) copies of submittal	_____
4. ATTACHMENT A - Vendor Qualification Packet	_____
5. ATTACHMENT B - Certification Reg. Debarment, Suspension, and Other Ineligibility	_____
6. ATTACHMENT C - Certification Regarding Lobbying Form	_____
7. ATTACHMENT D - Non-Collusion Affidavit	_____
8. ATTACHMENT E - Prohibition on Contracts with Companies Boycotting Israel	_____
9. ATTACHMENT F - Prohibition on Contracts with Certain Companies	_____
10. ATTACHMENT G - Information for Notice	_____
11. ATTACHMENT H - References	_____
12. Bid Specification Sheet (attached)	_____
13. Bid Sheet	_____
14. Line Item Detail Sheet	_____

Person to contact regarding this qualification: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Name of person authorized to bid the Firm: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_