



ADDENDUM NO. 1

INVITATION FOR BID FOR BUS PARTS SUPPLY

IFB NO: 2019-FP-02

Date Issued: February 21, 2019

INSTRUCTIONS:

- (1) BIDDER is required to comply with this Addendum No. 1.
- (2) This Addendum No. 1 becomes a part of this Invitation for Bid.
- (3) **BIDDER is required to acknowledge this Addendum No. 1 in the proper place on the Certification and Statement of Qualifications form.**
- (4) For additional information, please contact Annie Hinojosa, Director of Procurement or Sherrié Clay, Procurement Administrator at (361) 289-2712.

This Addendum No. 1 is issued to make the following changes and clarifications on IFB No. 2019-FP-02:

1. The CCRTA has revised “The following bid documents are applicable under this procurement:” to add Exhibit B (Supplier Corrective Action Request Form) to the list.

The revised list is as follows:

The following bid documents are applicable under this procurement:

- Invitation for Bid,
- Instructions to Bidders,
- Specifications,
- Scope of Work,
- Exhibit A (Fleet Engine Data Reference Sheet),
- Exhibit B (Supplier Corrective Action Request Form),
- Standard Service Terms and Conditions,
- Federal Supplemental Conditions (Materials & Supplies),
- Special Provisions Concerning Disadvantaged Business Enterprises (DBE),
- Price Schedule (Appendix A) – Separate Electronic Attachment (Microsoft Excel),
- Certification Form (Appendix B),
- Certification and Statement of Qualifications (Appendix C),
- Disclosure of Interest Certification (Appendix D),

- Sample Form 1295 (Appendix E),
 - Buy America (Appendix F),
 - Certification of Restrictions on Lobbying (Appendix G),
 - Accessibility Policy (Appendix H),
 - References (Appendix I),
 - Request for Information Form (Appendix J), and
 - Bid Submission Checklist (Appendix K).
2. The CCRTA has revised the Bid Submission Check List (Appendix K) to remove Section 2.4 Sample Form 1295 as a required form to be returned with your bid. Form 1295 “Certificate of Interested Parties” is not required to be submitted with your bid. The Bidder is only to submit this form upon notification of recommendation for award.

The revised Bid Submission Check List is below:

APPENDIX K

Bid SUBMISSION CHECKLIST

In order for your bid to be deemed as responsive to the requirements of the IFB, please use the checklist below to be sure that your bid submission includes all required documents.

Bid Documents Required	Check	
The following Bid Documents must be submitted:		
1. Price Schedule (Appendix A) Electronic Form USB		
2. Certification Forms:		
2.1 Certification Form (Appendix B)		
2.2 Certification and Statement of Qualifications (Appendix C)		
2.3 Disclosure of Interests Certification (Appendix D)		
2.4 Buy America (Appendix F)		
2.5 Certification of Restrictions on Lobbying (Appendix G)		
2.6 Accessibility Policy (Appendix H)		
2.7 References (Appendix I)		
2.8 Request for Information Form (Appendix J), and		
2.9 Bid Submission Checklist (Appendix K).		
1. Price Schedule (Appendix A) – Submit the following: BIDDERS must submit the Price Schedule (one signed paper hardcopy and one electronic form on a USB Flash Drive in Microsoft Excel format)		
- Price Schedule (Appendix A) Bidder must:		
1. List the Firm Name		
2. Sign, Print, Date and Provide Title on Price Schedule (Appendix A)		
2. Certification Forms:		
2.1 Certification Form (Appendix B) – Sign, Print, Date and list Title		
2.2 Certification and Statement of Qualifications (Appendix C)		
- Certification and Statement of Qualifications (Appendix C) Bidder must:		
1. Sign		
2. Print Name		
3. Title and Date		
4. Firm Name		
5. Business address: Street, City, State and Zip		
6. Office and fax telephone numbers		
7. Email address		

8. Firm owner and Firm CEO		
9. Taxpayer Identification Number		
10. Number of years in contracting business under present name		
11. Type of work performed by your company		
12. Have you ever failed to complete any work awarded to you?		
13. Have you ever defaulted on a Contract?		
14. Taxpayer ID# and Date Organized		
15. Date Incorporated		
16. Is your firm considered a disadvantaged business enterprise (DBE)?		
17. If you answered yes to the DBE question, explain type.		
18. Addenda Acknowledgement – write in each addendum issued (<i>i.e.</i> Addendum No. 1, 2, and 3)		
19. DUNS# - Insert your firm's active DUNS#. You may check the status of your firm's DUNS# at SAM.gov		
2.3 Disclosure of Interest Certification (Appendix D)		
- Disclosure of Interest Certification (Appendix D) the Bidder must:		
1. Firm Name		
2. Street, City, Zip		
3. Identify your Firm by circling one of 1-4 or provide other in 5		
4. If there is a conflict of interest in the Disclosure Questions, then provide the name of the individual, job title and department or board, commission or committee.		
5. If there is not conflict then move to the Certificate section and Print, list Title, Sign and Date		
2.4 Buy America Certificate (Appendix F)		
- Buy America Certificate (Appendix F) Bidder must complete either the compliance or non-compliance sections as follows:		
1. Date		
2. Sign		
3. Printed Name		

4. Title		
5. Company Name		
2.5 Certification and Restrictions on Lobbying (Appendix G)		
- Certification and Restrictions on Lobbying (Appendix G) Bidder must:		
1. Name		
2. Title		
3. Company Name		
4. Date		
5. Sign		
6. Printed Name		
7. Company Name		
2.6 Accessibility Policy (Appendix H) – Sign, List Company, Position, and Date		
2.7 References (Appendix I)		
- References (Appendix I) the Bidder must:		
1. List 4 similar projects which the firm has completed within the last five years.		
2. Provide a list of contracts that the firm currently has in process.		
2.8 Request for Information Form (Appendix J) – include any RFIs in which your firm submitted.		
2.9 Bid Submission Checklist (Appendix K)		
- Bid Submission Checklist (Appendix K) the Bidder must:		
1. Use checklist to ensure all required documents are included in the bid.		
2. Enclose this checklist with the bid.		

3. The CCRTA has provided the following responses to questions asked during the pre-bid conference.
- Regarding the Sample Form 1295 (Appendix E), are Bidders required to file it online, print and sign it and add it to bid packet?
 - **CCRTA's Response:** No, this form is not to be submitted with the Bidder's bid packet. Bidders must comply with Government Code Section 2252.908 and submit Form 1295 "Certificate of Interested Parties" upon notification that Bidder has been recommended for award.
 - Regarding increases during the one-year base contract, what if tariffs increase?
 - **CCRTA's Response:** The Bidder will **NOT** be allowed to increase rates for tariffs, or any other reasons. The Bidder's bid amount for each part is firm for the first year. No escalation in price is allowed. The only increase in prices allowed are the percentage increases for option years one and two as quoted in Bidder's bid.
 - Can Bidders submit a bid on a part if the OEM specifications meet the specs?
 - **CCRTA's Response:** Bidders may submit a part for an approved equal, but it must be submitted through a Request for Information/Approved Equals form and be approved by the CCRTA before the Bidder submits the bid.