

Pre-Bid Meeting

Ultraviolet Germicidal Irradiation (UVGI) Kits



Dates to Remember

The purpose of this meeting is to provide an overview of the requirements of the project and to answer any questions bidders may have concerning this procurement.

Request for Information/Exceptions/Approved Equals (Appendix J) Tuesday, September 15, 2020 by 3:00 PM (CST)

- Please submit one form for each Request for Information/Approved Equals to procurement@ccrta.org.

CCRTA's Response to Request for Information Due Tuesday, September 22, 2020

- Responses will be posted as an addendum to the CCRTA's website at www.ccrta.org/news-opportunities/business-with-us/.

Bids Due Tuesday, October 6, 2020 by 3:00 PM (CST)

- Bids are due no later than 3:00 p.m. (CST). All Bids must be received at the CCRTA's Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas 78401 or emailed to procurement@ccrta.org prior to deadline.

The CCRTA's offices are currently closed to the public due to the COVID-19 pandemic; therefore, hand delivery of bids is not an option at this time.

- Bids will be valid for one hundred eighty (180) calendar days from the board approval date.
- It is the responsibility of the Bidder to ensure that the bid is delivered prior to the deadline.
- Bids received after the deadline will not be accepted and will be returned to the Bidder unopened.

November 4, 2020 – Contract Awarded (Tentative)

- The CCRTA's Board of Director will meet to award a Contract to the successful Bidding Firm(s).

INVITATION FOR BID
For
ULTRAVIOLET GERMICIDAL IRRADIATION (UVGI) KITS

IFB NO.: 2020-FP-09

Date : August 25, 2020

Bids will be received at the offices of the Corpus Christi Regional Transportation Authority, hereinafter called the "CCRTA", at 602 N. Staples Street, Corpus Christi, Texas 78401 or by email at procurement@ccrta.org until 3:00 p.m. (CST) Tuesday, October 6, 2020 for Ultraviolet Germicidal Irradiation (UVGI) Kits. The CCRTA is seeking to have fifty-two (52) Transit Buses Retrofitted with these UVGI Kits at the CCRTA's Operations Facility located at 5658 Bear Lane, Corpus Christi, Texas 78405. This is a firm-fixed-price supply and service contract. Bid prices shall be good for one hundred eighty (180) calendar days from the board approval date. **Bids received after the deadline will not be accepted and will be returned to the Bidder unopened.**

It is anticipated that any supplies under the resulting contract from this solicitation may be funded by the Federal Transit Administration (FTA) 5307 fund and is contingent upon funding availability; therefore, all rules and regulations related to the funding source apply.

Copies of this Invitation for Bid (IFB) and information may be obtained from the CCRTA website at www.ccrta.org/news-opportunities/business-with-us/. Further information may be obtained from Sherrié Clay, Procurement Administrator, or Christina Perez, Director of Procurement, at (361) 289-2712.

The CCRTA has a Disadvantaged Business Enterprise (DBE) program; however, the CCRTA has determined that ZERO PERCENT (0%) DBE participation is required for this contract. The CCRTA encourages the Prime Contractor to offer contracting opportunities to the fullest extent possible through outreach and recruitment activities to small, minority and disadvantaged businesses. For additional information, please contact Laura Yaunk, DBE Liaison Officer, at (361) 903-3521.

APPLICABLE DOCUMENTS

The following bid documents are applicable under this procurement:

- Invitation for Bid,
- Instructions to Bidders,
- Scope of Work,
- Commission Testing Form (Exhibit A),
- Standard Supply Agreement Terms and Conditions,
- Standard Service Terms and Conditions,
- Federal Supplemental Conditions (Materials and Supplies),
- 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 Certificate (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).

REQUIRED DOCUMENTS

The following documents must be signed and returned with your bid in order for it to be considered responsive:

For mailed bid submission, please submit as follows:

- Price Schedule (Appendix A) - Submit one electronic Price Schedule on a USB Flash Drive in Microsoft Excel format. (Do not lock the spreadsheet.) Submit one signed Price Schedule in a sealed envelope),
- Certification Form (Appendix B),
- Certification and Statement of Qualifications (Appendix C),
- Disclosure of Interests Certification (Appendix D),
- Buy America (Appendix F),
- Certification of Restrictions on Lobbying (Appendix G),
- Accessibility Policy (Appendix H), and
- References (Appendix I).

All Federal Forms must be signed. If you find an "exception" to signing any of the required forms, you must submit it in writing using (Appendix J) Request for Information/Exception/Approved Equal.

For electronic bid submissions to procurement@ccrta.org, please submit as follows:

- Submit one electronic Price Schedule in Microsoft Excel format. (Do not lock the spreadsheet.)
- Submit one signed Price Schedule in a pdf format, and Certification Forms (Appendix B, C, D, F, G, H and I) in two separate electronic files.

All electronic files should be clearly titled and submitted together in the same email.

The CCRTA's offices are currently closed to the public due to the COVID-19 pandemic; therefore, hand delivery of bids is not an option at this time.

REQUIRED DOCUMENTS

The following documents must be submitted prior to award if not submitted with Bidder's bid:

- Copy of Insurance

The following document is required to be submitted only upon notification of recommendation for award:

- Form 1295 "Certificate of Interested Parties"

Failure to provide this information may deem your bid to be non-responsive.

INSTRUCTION TO BIDDERS

1. GENERAL.

The following instructions by the Corpus Christi Regional Transportation Authority, “CCRTA” are intended to **afford bidders an equal opportunity to participate in the CCRTA’s contracts.**

2. EXPLANATIONS AND COMMUNICATIONS.

2.1 Any explanation desired by a bidder regarding the meaning or interpretation of these Instructions or any other bid documents **must be requested in writing to the CCRTA's Procurement Department** with sufficient time allowed for a reply to reach bidders before the submission of their bids.

2.2 Oral explanations or instructions will not be binding. Any information given to a prospective bidder concerning an invitation will be furnished to all prospective bidders as an amendment to the invitation if such information is necessary to bidders in submitting bids on the invitation or if the lack of such information would be prejudicial to uninformed bidders.

2.3 All communications regarding this solicitation - written, faxed, or e-mailed should be made directly to the Procurement Department. Any violation could be grounds for disqualification.

3. SPECIFICATIONS.

3.1. Bidders are expected to examine the specifications, any drawings, standard provisions and all instructions. Failure to do so will be at the bidder’s risk. Bids which are submitted on other than authorized forms or with different terms or provisions may not be considered as responsive bids.

INSTRUCTION TO BIDDERS

3.2 The apparent silence of the specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of the specifications shall be made on the basis of this statement.

4. ALTERNATE BIDS.

The CCRTA may also consider and accept an alternate form of bid submitted by a bidder when most advantageous to the CCRTA; however, any alternate form of bid must be submitted for prior approval by the CCRTA. If the Bid Invitation indicates “approved equal” products are acceptable, the bidder must submit the proposed equivalent product for prior approval by the CCRTA. Unless a greater time is specified in the Bid Invitation, specifications or other special instructions applicable to federal grant-funded contracts, any such alternate or proposed equal must be submitted to the CCRTA for prior approval. **All alternate forms of bids or proposed equals must be submitted through the RFI submission process in writing using the Request for Information/Exceptions/Approved Equals Form (Appendix J) enclosed in the IFB.**

5. INFORMATION REQUIRED.

5.1 **Each bidder shall furnish the information required by the bid documents.** The bidder shall sign the Price Schedule and, when appropriate, the specifications, which documents shall collectively constitute the bidder’s offer. **Erasures or other changes must be initialed by the person signing the documents.** Bids signed by an agent are to be accompanied by evidence of his authority unless such evidence has been previously furnished to the CCRTA.

INSTRUCTION TO BIDDERS

- 5.2 **The bidder should quote its lowest and best price.** If delivery and shipping quantities affect a unit bid price, multiple bids may be made so as to indicate “price break” quantities in order for the CCRTA to determine maximum economic benefits. Pricing should include packaging and transportation unless otherwise specified. All prices shall be entered on the Price Schedule in ink or be typewritten. Totals shall be entered in the “Total Price” column of the Price Schedule, and in case of discrepancy between the unit price and the extended total price, the unit price will be presumed to be correct.
- 5.3 **Bids must be firm.** If the bidder believes it necessary to include in its price a price adjustment, however, such a bid may be considered but only as an alternate bid.
- 5.4 **Bids on items should be quoted F.O.B. destination.** If the quoted price does not include transportation charges, such charges must be itemized separately; provided, however, that the CCRTA shall have the right to designate what method of transportation shall be used to ship the goods.
- 5.5 **The CCRTA does not have to pay federal excise taxes or state and local sales and use taxes, except for contracts for improvements to real property.**
- 5.6 **Time of delivery is part of the bid and very important.** The required delivery date indicated is at point of destination, and if stated as a number of days, will include Saturdays, Sundays, and holidays. If the indicated date cannot be met or a date is not indicated in the specifications, the bidder shall state its best delivery time.
- 5.7 **BIDDERS must submit the Price Schedule (one (1) original in a sealed envelope along with the signed certification forms. Failure to provide this information may deem your bid to be non-responsive.**

INSTRUCTION TO BIDDERS

6. SUBMISSION OF BIDS.

6.1. Sealed Bids should be submitted in an envelope marked on the outside containing the bidder's name and address and bid description addressed to:

Corpus Christi Regional Transportation Authority

Staples Street Center

Attn: Procurement Department

602 N. Staples Street

Corpus Christi, TX 78401

Bid For: IFB No. 2020-FP-09 Ultraviolet Germicidal Irradiation (UVGI) Kits

Bid Due Date: Tuesday, October 6, 2020 at 3:00 PM (CST)

The CCRTA's offices are currently closed to the public due to the COVID-19 pandemic; therefore, hand delivery of bids is not an option at this time.

For electronic submission of your bid, please email your bid to procurement@ccrta.org before the bid submission deadline.

6.2 **Bids must be submitted in sufficient time to be received and time-stamped at the above location on or before the published bid date and time shown on the Bid Invitation. Bids received after the published time and date cannot be considered.** Any bids which are mislabeled or do not indicate the bidder's name or address as required above may be opened by the CCRTA solely for the purpose of identifying the bidder for return of the bid.

INSTRUCTIONS TO BIDDERS

7. MODIFICATION OR WITHDRAWAL OF BIDS

Bids may be modified or withdrawn by written or telegraphic notice received by the CCRTA prior to the exact hour and date specified for receipt of bids. A bid may also be withdrawn in person by a bidder or an authorized representative prior to the bid deadline; provided the bidder's identity is made known and he or she signs a receipt for the bid.

8. OPENING BIDS

All bids shall be opened by the CCRTA as soon after the bid deadline as is reasonably practicable. Any bids which were received prior to the deadline but were not opened with the other bids due to inadvertence by the CCRTA shall be opened at a time designated by the CCRTA and announced to all bidders present at the bid opening who provided their names and phone numbers on the attendance list. Trade secrets and confidential information contained in bids shall not be open for public inspection if identified in writing at the time the bid is submitted. **To remotely participate via GoToMeeting, submit your request to procurement@ccrta.org by 12:00 p.m. October 6, 2020, and login instructions will be emailed to you.**

9. REFERENCES

The CCRTA may require that bidders supply a list of pertinent references within three working days of the CCRTA's request. **Submit all references using the References (Appendix I) form.**

INSTRUCTIONS TO BIDDERS

10. EVALUATION FACTORS

10.1 CCRTA will award contracts based upon the lowest responsible bid, price and other factors considered. Contracts may be awarded on a lump sum basis or on a unit price basis, provided that in the event a contract specifies a unit price basis, the compensation paid by the CCRTA shall be based upon the actual quantities supplied.

10.2 In determining the “lowest responsible” bid, the CCRTA may consider, in addition to price, other factors such as compliance with the bid documents, delivery requirements, costs of maintenance and operations, training requirements, warranties, availability of repairs or other services, the financial or other qualifications and abilities of the bidder, past performance of the bidder, other factors contributing to the overall costs, both direct and indirect, related to an item, and compliance with the CCRTA’s Affirmative Action policies and goals. A record of poor performance or nonperformance on prior work may disqualify a bidder.

INSTRUCTIONS TO BIDDERS

11. RESERVATION OF RIGHTS.

The CCRTA expressly reserves the right to:

11.1. Reject or cancel any or all bids;

11.2. Waive any defect, irregularity or informality in any bid or bidding procedure;

11.3. Waive as an informality, minor deviations from specifications at a lower price than other bids meeting all aspects of the specifications if it is determined that total cost is lower and the overall function is improved or not impaired;

11.4. Extend the bid opening time and date;

11.5. Reissue a bid invitation;

11.6. Consider and accept an alternate bid as provided herein when most advantageous to the CCRTA; and

11.7. Procure any item or services by other means.

12. ACCEPTANCE

Acceptance of a bidder's offer in some instances will be in the form of purchase orders issued by the CCRTA. Otherwise, acceptance of a bidder's offer will be by acceptance letters issued by the CCRTA. Subsequent purchase orders and release orders may be issued as appropriate. Unless the bidder specifies otherwise in the bid, the CCRTA may award the contract for any item or group of items shown on the Bid Invitation.

INSTRUCTION TO BIDDERS

13. BID PROTESTS.

In the event that a bidder desires to protest any bidding procedure, the bidder should present such protest, in writing, to the CCRTA Chief Executive Officer within five (5) business days following the date the board awards the contract. The protest shall state the name and address of the protestor, refer to the project number and description of the solicitation, and contain a statement of the grounds for protest and any supporting documentation. For federally-assisted contracts, certain additional bid protest procedures apply and may be found in the Supplemental Conditions contained within the bid documents.

15. SINGLE BID

In the event a single bid is received, the CCRTA will, at its option, either conduct a price comparison of the bid and make the award or reject the bid and re-advertise. A price analysis is the process of examining the bid and evaluating a prospective price without evaluating the separate cost elements. Price analysis shall be performed by comparison of the price quotations, with published price lists, or other established or competitive prices. The comparison shall be made to a purchase of similar quantity and involving similar specifications.

16. SALES TAX EXEMPTION

The CCRTA qualifies for exemptions of Sales, Excise, and Use Taxes under the Texas Tax Code with political subdivisions of the State of Texas.

INSTRUCTIONS TO BIDDERS

17. FORM 1295 “CERTIFICATE OF INTERESTED PARTIES”

(Only required to be submitted upon notification of recommendation for award.)

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. Form 1295 requires disclosure of “interested parties” with respect to entities that enter contracts with cities. These interested parties include:

(1) persons with a “controlling interest” in the entity, which includes: a. an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock or otherwise that exceeds 10 percent; b. membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or c. service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers; or

(2) a person who acts as an intermediary and who actively participates in facilitating a contract or negotiating the contract with a governmental entity or state agency, including a broker, adviser, attorney or representative of or agent for the business entity who has a controlling interest or intermediary for the business entity.

Form 1295 must be electronically filed with the Texas Ethics Commission at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm. The form must then be printed, signed, and filed with the CCRTA. For more information, please review the Texas Ethics Commission Rules at <https://www.ethics.state.tx.us/legal/ch46.html>.

A Sample Copy of Form 1295 has been provided for reference only.

STANDARD SUPPLY AGREEMENT TERMS AND CONDITIONS

Contractor shall provide a certificate of coverage to the CCRTA prior to being awarded the contract.

26. LIABILITY INSURANCE COVERAGE.

Contractor shall maintain at all times during the term of this Contract at its sole cost and expense each of the following insurance coverages listed below having policy limits not less than the dollar amounts set forth:

Commercial general liability insurance with minimum policy limits of \$1,000,000.

(In the event motor vehicles will be used by Contractor to perform the services specified) Automobile liability insurance with a combined single limit of \$1,000,000.)

Contractual liability insurance covering Contractors' indemnification obligations contained in this Contract.

27. WORKERS' COMPENSATION.

Contractor shall maintain at all times during the term of this Contract at its sole cost and expense workers' compensation as required by statute and employer's liability insurance with policy limits of \$300,000 containing a waiver of subrogation endorsement waiving any right of recovery under subrogation or otherwise against the CCRTA.

STANDARD SERVICE AGREEMENT TERMS AND CONDITIONS

(Added in Addendum No. 1)

Contractor shall provide a certificate of coverage to the CCRTA prior to being awarded the contract.

5. LIABILITY INSURANCE COVERAGE.

Contractor shall maintain at all times during the term of this Contract at its sole cost and expense each of the following insurance coverage's listed below having policy limits not less than the dollar amounts set forth:

Commercial general liability insurance with minimum policy limits of \$1,000,000 (In the event motor vehicles will be used by Contractor to perform the services specified). Automobile liability insurance with a combined single limit of \$1,000,000.

Contractual liability insurance covering Contractors' indemnification obligations contained in this Contract.

Each of such insurance policies shall be issued by insurance companies licensed to do business in the State of Texas and rated A- or better by the A. M. Best insurance rating guide. Each such policy shall name the CCRTA as an additional insured, and a certificate of insurance evidencing such coverage's shall be furnished to the CCRTA prior to the commencement of work and maintained throughout the term of the Contract. Such insurance policies shall not be cancelled, materially changed, or not renewed, without thirty (30) days' prior written notice to the CCRTA, and the certificate of such insurance coverage shall reflect the foregoing cancellation provision. Copies of the insurance policies shall be promptly furnished to the CCRTA upon its written request after award of contract.

6. WORKERS' COMPENSATION.

Contractor shall maintain at all times during the term of this Contract at its sole cost and expense workers' compensation as required by statute and employer's liability insurance with policy limits of \$300,000 containing a waiver of subrogation endorsement waiving any right of recovery under subrogation or otherwise against the CCRTA.

FEDERAL SUPPLEMENTAL CONDITIONS (Materials & Supplies)

This is Federally funded contract, so please read through this in it's entirety.

CERTIFICATION FORMS

The following documents **must be signed** and returned with your bid in order for it to be considered responsive:

For mailed bid submission, please submit as follows:

- Price Schedule (Appendix A) - Submit one electronic Price Schedule on a USB Flash Drive in Microsoft Excel format. (Do not lock the spreadsheet.) Submit one signed Price Schedule in a sealed envelope),
- Certification Form (Appendix B),
- Certification and Statement of Qualifications (Appendix C),
- Disclosure of Interests Certification (Appendix D),
- Buy America (Appendix F),
- Certification of Restrictions on Lobbying (Appendix G),
- Accessibility Policy (Appendix H), and
- References (Appendix I).

For electronic bid submissions to procurement@ccrta.org, please submit as follows:

- Submit one electronic Price Schedule in Microsoft Excel format. (Do not lock the spreadsheet.)
- Submit one signed Price Schedule in a pdf format, and Certification Forms (Appendix B, C, D, F, G, H and I) in two separate electronic files.

All electronic files should be clearly titled and submitted together in the same email.

Failure to provide this information may deem your bid to be non-responsive.

The CCRTA's offices are currently closed to the public due to the COVID-19 pandemic; therefore, hand delivery of bids is not an option at this time.

Do NOT Alter Any Forms.

Doing so will deem your bid as non-responsive.

Please fill out and sign the following forms and return with your signed bid.

Reminders:

Acknowledge any addendums issued on the bottom of (Appendix C) Certification and Statement of Qualifications form.

Include your firm's DUNS number on the bottom of (Appendix C) Certification and Statement of Qualifications form. Be sure that your firm is registered with the **System of Award Management "SAM"** and visit SAM.gov to ensure that your firm's status is active with no exclusions before submitting your bid.

What is "SAM"? And why do I need to register with "SAM"?

The System for Award Management (SAM) is a Federal Government owned and operated free web site that consolidates the capabilities in Central Contractor Registration (CCR)/FedReg, Online Representations and Certifications Applications (ORCA) and the Excluded Parties List System.

Both current and potential government vendors are required to register in SAM in order to be awarded contracts by the Government. Vendors are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Vendors must update or renew their registration annually to maintain an active status.

SAM is also a marketing tool for businesses. SAM allows Government agencies and contractors to search for your company based on your ability, size, location, experience, ownership, and more.

For more information on "SAM", please go to <http://sam.gov>.

REVISED APPENDIX A PRICE SCHEDULE

This form must be signed and submitted with your bid.

IFB No.: 2020-FP-09

BIDDER: _____

Ultraviolet Germicidal Irradiation (UVGI) Kits

Instructions:

1. This is a firm-fixed price supply and service contract.
2. Refer to "Instructions to Bidders" and "Scope of Work" and "Exhibit A Project Fleet (Gillig Low Floor)" before completing the Price Schedule. Quote your best price, FOB to 5658 Bear Lane, Corpus Christi, Texas 78405.
- 3. Pricing must include warranty, all labor, materials, freight, equipment, and permits required to complete the installation of this project as specified in Section 5.0 Pricing of the "Scope of Work".**
- 4. Bid Submission** – May be mailed or emailed as mentioned in the earlier slides.

The Price Schedule is a Separate Microsoft Excel spreadsheet.

- Tab one (1) is the Instructions
- Tab two (2) is the Project Fleet Listing
- Tab three (3) is the Price Schedule (Include Bidder's Name)
- Tab four (4) is the Price Schedule Summary (Include Bidder's Name and must be signed, name printed, title and date)

APPENDIX B CERTIFICATION FORM

This form must be signed and submitted with your bid.

APPENDIX B CERTIFICATION FORM

In submitting this proposal, the undersigned certifies on behalf of its firm and any proposed subcontractors as follows:

- (1) **Proposal Validity Certification:** If this offer is accepted within one hundred twenty (120) calendar days from the due date, to furnish any or all services upon which prices are offered at the designated point within the time specified;
- (2) **Non-Collusion Certification:** Has made this proposal independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to this Request for Proposals with any other FIRM or with any other competitor,
- (3) **Affirmative Action/DBE Certification:** Is in compliance with the Common Grant Rules affirmative action and Department of Transportation's Disadvantaged Business Enterprise requirements.
- (4) **Non-Conflict Certification:** Represents and warrants that no employee, official, or member of the Corpus Christi Regional Transportation Authority's Board of Directors is or will be pecuniarily benefited directly or indirectly in this Contract,
- (5) **Non-Inducement Certification:** The undersigned hereby certifies that neither it nor any of its employees, representatives, or agents have offered or given gratuities (in the form of entertainment, gifts, or otherwise) to any director, officer, or employee of the Corpus Christi Regional Transportation Authority with the view toward securing favorable treatment in the awarding, amending, or the making of any determination with respect to the performance of this Contract.
- (6) **Non-Debarment Certification:** Certifies that it is not included on the U. S. Comptroller General's Consolidated List of Persons or Firms currently debarred for violations of various contracts incorporating labor standards provisions, and from Federal programs under DOT regulations 2CFR Parts 180 and 1200, or under the FAR at 48 CFR Chapter 1, Part 9.4
- (7) **Integrity and Ethics:** Has a satisfactory record of integrity and business ethics, in compliance with 49 U.S.C. Section 5325(j)(2)(A)
- (8) **Public Policy:** Is in compliance with the public policies of the Federal Government, as required by 49 U.S.C. Section 5325(j)(2)(B)
- (9) **Administrative and Technical Capacity:** Has the necessary organization, experience, accounting, and operational controls, and technical skills, or the ability to obtain them, in compliance with 49 U.S.C. Section 5325(j)(2)(D)
- (10) **Licensing and Taxes:** Is in compliance with applicable licensing and tax laws and regulations
- (11) **Financial Resources:** Has, or can obtain, sufficient financial resources to perform the contract, as required by 49 U. S. C. Section 5325 (j)(2)(D)
- (12) **Production Capability:** Has, or can obtain, the necessary production, construction, and technical equipment and facilities.
- (13) **Timeliness:** Is able to comply with the required delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
- (14) **Performance Record:** Is able to provide a satisfactory current and past performance record.

Signature

Printed Name

Title

Date

APPENDIX C CERTIFICATION AND STATE OF QUALIFICATIONS

What is an Addenda?

An Addenda is additional information that includes omissions or other missing pertinent information regarding the solicitation.

Failure to acknowledge addenda may result in bid disqualification.

Your DUNS # will be verified at SAM.gov for any debarments or delinquent debts.

This form must be completed and submitted with your bid.

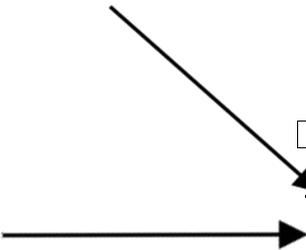
APPENDIX C CERTIFICATION AND STATEMENT OF QUALIFICATIONS

The undersigned BIDDER hereby further certifies that she/he has read all of the documents and agrees to abide by the terms, certifications, and conditions thereof.

Signature: _____
Printed Name: _____
Title: _____ Date: _____
Firm Name: _____
Business Address: _____
Street, City, State and Zip
Telephone: Office: _____ Fax: _____
Email Address: _____
Firm Owner: _____ Firm CEO: _____
Taxpayer Identification Number: _____
Number of years in contracting business under present name: _____
Type of work performed by your company: _____
Have you ever failed to complete any work awarded to you? _____
Have you ever defaulted on a Contract? _____
Taxpayer ID#: _____ Date Organized: _____
Date Incorporated: _____
Is your firm considered a disadvantaged business enterprise (DBE)? _____
If you answered yes to the DBE question, explain type. _____

ADDENDA ACKNOWLEDGMENT Receipt of the following addenda is acknowledged (list addenda number):
--

DUNS # _____ (Required) A DUNS number may be obtained from D & B by telephone (currently at 866-705-5711) or the internet (currently at <http://fedgov.dnb.com/webform>).



APPENDIX C

CERTIFICATION AND STATE OF QUALIFICATIONS

APPENDIX C

CERTIFICATION AND STATEMENT OF QUALIFICATIONS

The undersigned BIDDER hereby further certifies that she/he has read all of the documents and agrees to abide by the terms, certifications, and conditions thereof.

Signature: _____
Printed Name: _____
Title: _____ Date: _____
Firm Name: _____
Business Address: _____
Street, City, State and Zip
Telephone: Office: _____ Fax: _____
Email Address: _____
Firm Owner: _____ Firm CEO: _____
Taxpayer Identification Number: _____
Number of years in contracting business under present name: _____
Type of work performed by your company: _____
Have you ever failed to complete any work awarded to you? _____
Have you ever defaulted on a Contract? _____
Taxpayer ID#: _____ Date Organized: _____
Date Incorporated: _____
Is your firm considered a disadvantaged business enterprise (DBE)? _____
If you answered yes to the DBE question, explain type. _____

ADDENDA ACKNOWLEDGMENT

Receipt of the following addenda is acknowledged (list addenda number):

DUNS # _____ (Required) A DUNS number may be obtained from D & B by telephone (currently at 866-705-5711) or the internet (currently at <http://fedgov.dnb.com/webform>).

APPENDIX C

CERTIFICATION AND STATEMENT OF QUALIFICATIONS

The undersigned PROPOSER hereby further certifies that she/he has read all of the documents and agrees to abide by the terms, certifications, and conditions thereof.

Signature: Jane Doe
Printed Name: Jane Doe
Title: CEO Date: October 5, 2020
Firm Name: UVGI Specialist, Inc.
Business Address: 1919 Industrial Way, Corpus Christi, TX 78405
Street, City, State and Zip
Telephone: Office: 361-111-1111 Fax: 361-111-1112
Email Address: uvgi@si.com
Firm Owner: Jane Doe Firm CEO: Jane Doe
Taxpayer Identification Number: 48-8765443
Number of years in contracting business under present name: 20
Type of work performed by your company: UVGI parts and kits
Have you ever failed to complete any work awarded to you? NO
Have you ever defaulted on a Contract? NO
Taxpayer ID#: 48-8765443 Date Organized: May 1, 2000
Date Incorporated: May 1, 2020
Is your firm considered a disadvantaged business enterprise (DBE)? NO
If you answered yes to the DBE question, explain type. _____

ADDENDA ACKNOWLEDGMENT

Receipt of the following addenda is acknowledged (list addenda number):
1, 2 and 3

DUNS # 60-222-2222 (Required) A DUNS number may be obtained from D & B by telephone (currently at 866-705-5711) or the internet (currently at <http://fedgov.dnb.com/webform>).

Acknowledge
addendums as
shown here.

Provide active
DUNS # here.

APPENDIX D DISCLOSURE OF INTERESTS CERTIFICATION

APPENDIX D

DISCLOSURE OF INTERESTS CERTIFICATION

FIRM NAME: _____

STREET: _____ CITY: _____ ZIP: _____

FIRM is: 1. Corporation _____ 2. Partnership _____ 3. Sole Owner _____
4. Association _____ 5. Other _____

DISCLOSURE QUESTIONS

If additional space is necessary, please use the reverse side of this page or attach separate sheets.

1. State the names of each "employee" of the Regional Transportation Authority having an "ownership interest" constituting 3% or more of the ownership in the above named "firm".

NAME	JOB TITLE AND DEPARTMENT (IF KNOWN)
_____	_____
_____	_____

2. State the names of each "official" of the Regional Transportation Authority having an "ownership interest" constituting 3% or more of the ownership in the above named "firm".

NAME	TITLE
_____	_____
_____	_____

3. State the names of each "board member" of the Regional Transportation Authority having an "ownership interest" constituting 3% or more of the ownership in the above named "firm".

NAME	BOARD, COMMISSION OR COMMITTEE
_____	_____

This form must be signed and submitted with your bid.

4. State the names of each employee or officer of a "consultant" for the Regional Transportation Authority who worked on any matter related to the subject of this contract and has an "ownership interest" constituting 3% or more of the ownership in the above named "firm"

NAME	CONSULTANT
_____	_____
_____	_____

CERTIFICATE

I certify that all information provided is true and correct as of the date of this statement, that I have not knowingly withheld disclosure of any information requested; and that supplemental statements will be promptly submitted to the Regional Transportation Authority, Texas as changes occur.

Certifying Person: _____

Title: _____
(Type or Print)

Signature of Certifying Person: _____

Date: _____

APPENDIX E

SAMPLE FORM 1295

This form should only be submitted if recommended for award.

CERTIFICATE OF INTERESTED PARTIES		FORM 1295	
Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.		OFFICE USE ONLY	
1 Name of business entity filing form, and the city, state and country of the business entity's place of business.			
2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.			
3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.			
Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary
5 Check only if there is no Interested Party. <input type="checkbox"/>			
6 UNSWORN DECLARATION			
My name is _____, and my date of birth is _____.			
My address _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (country)			
I declare under penalty of perjury that the foregoing is true and correct.			
Executed in _____ County, State of _____, on the _____ day of _____, 20____.			
_____ Signature of authorized agent of contracting business entity (Declarant)			
ADD ADDITIONAL PAGES AS NECESSARY			

Offerors must comply with Government Code Section 2252.908 and submit Form 1295 “Certificate of Interested Parties” upon notification that Offeror has been recommended for award.

Form 1295 must be electronically filed with the Texas Ethics Commission and a signed copy must be filed with the CCRTA.

APPENDIX F BUY AMERICA CERTIFICATE

This form must be signed and submitted with your bid.

Buy America Certificate

Certification required for procurement of steel, iron, or manufactured products (required for contracts over \$100,000).

CERTIFICATE OF COMPLIANCE WITH BUY AMERICA REQUIREMENTS

The bidder or offeror hereby certifies that it will comply with the requirements of 49 U.S.C. 5323(j)(1), and the applicable regulations in 49 CFR part 661.

Date: _____

Signature: _____

Printed Name: _____

Title: _____

Company Name: _____

or

CERTIFICATE OF NON-COMPLIANCE WITH BUY AMERICA REQUIREMENTS

The bidder or offeror hereby certifies that it cannot comply with the requirements of 49 U.S.C. 5323(j), but it may qualify for an exception to the requirement pursuant to 49 U.S.C. 5323(j)(2), as amended, and the applicable regulations in 49 CFR 661.7.

Date: _____

Signature: _____

Printed Name: _____

Title: _____

Company Name: _____

One of these two sections must be completed and signed in order to be deemed responsive and considered for this contract.

APPENDIX G CERTIFICATION OF RESTRICTIONS ON LOBBYING

This form must be signed and submitted with your bid.

**APPENDIX G
CERTIFICATION
OF
RESTRICTIONS ON LOBBYING**
(Required for contracts over \$100,000.)

I, _____, _____, hereby certify on behalf of the
(Name) (Title)
_____, that:
(Company Name)

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, regarding the award of Federal assistance, or the extension, continuation, renewal, amendment, or modification of any Federal assistance agreement, contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any application for Federal assistance, federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL: "Disclosure of Form to Report Lobbying," including information required by the instructions accompanying the form, which form may be amended to omit such information as authorized by 49 CFR Part 20.110.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

The undersigned understands that this certification is a material representation of fact upon which reliance is placed and that submission of this certification is a prerequisite for providing Federal assistance for a transaction covered by 49 CFR Part 20.110. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this _____ day of _____, 2020.

Signed: _____

Printed Name: _____

Company Name: _____

APPENDIX H ACCESSIBILITY POLICY



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
BOARD APPROVED

ACCESSIBILITY POLICY

POLICY STATEMENT

To provide full participation and equality of opportunity for people with disabilities, people who are aging and other people with access and functional needs, the Corpus Christi Regional Transportation Authority (CCRTA) Board of Directors calls for all CCRTA departments, within their regular duties and responsibilities, to establish a commitment to access.

APPLICABILITY

This policy statement is broad, cross-cutting and designed for application to all actions of the CCRTA, including but not limited to the following:

- Policy Development
- Customer Service
- Service Provision and Operation (Directly Provided or Contracted)
- Employment
- Physical Environment
- Communications/Media/Website
- Public Involvement
- External Meetings and Agency Sponsored Events
- Fleet Characteristics
- Maintenance
- Safety/Security/Emergency Operations
- Procurements
- Staff Development and Training
- Construction and Engineering
- Route and Service Planning

IMPLEMENTATION

Effective implementation of the Accessibility Policy statement begins with the establishment of a Universal Access Team. Each CCRTA department will designate sufficient and appropriate team

This form must be signed and submitted with your bid.

members to serve and meet monthly to ensure compliance with the policy. This team will help develop guiding principles in conjunction with the CCRTA Regional Committee on Accessible Transportation (RCAT). Meeting of the Universal Access Team will be coordinated through the designated CCRTA ADA Coordinator and report current activities and initiatives to the Chief Executive Officer (CEO).

Support of all CCRTA staff will include initial and ongoing training and professional development regarding integration and elimination of barriers for people with disabilities, people who are aging and other people with access and functional needs.

Additional tools available to all CCRTA staff will include the use of an Impact Statement (approved by the CEO) to ensure an effective outcome. The Impact Statement will provide for the review of programs, projects, and developing or ongoing CCRTA services that answer, at a minimum, the following questions:

- Are any barriers being created for people with disabilities, people who are aging and other people with access and functional needs?
- Is CCRTA enhancing access and integration for people with disabilities, people who are aging and other people with access and functional needs?
- Does the program, project, or service result in the most integrated setting appropriate for people with disabilities, people who are aging and other people with access and functional needs?
- Has CCRTA taken steps to reduce or eliminate any negative impacts?

POLICY REVIEW

Review of this policy will be done no less than annually or more frequently as needed. To complement the review, CCRTA staff through the Universal Access Team will establish procedures and conduct the following:

- Establish Review Baseline
- Conduct Internal Review of Regulatory Compliance to include an ongoing ADA Performance Monitoring Program for all modes of transportation
- Self-Evaluation Review and Update
- ADA Transition Plan Review and Update
- Establish Best Practices and Lessons Learned Components

Adopted July 6, 2011

Signed by: _____

Company: _____

Position: _____

Date: _____

APPENDIX I REFERENCES

References are required and must be submitted with your bid.

REFERENCES: The Proposer must supply a list of four (4) similar projects which your company has completed within the last five (5) years.

- 1. Company: _____
Owner: _____ Contact: _____
Address: _____
Telephone No.: _____
Email Address: _____
Project: _____
Date Completed: _____ Cost: _____

- 2. Company: _____
Owner: _____ Contact: _____
Address: _____
Telephone No.: _____
Email Address: _____
Project: _____
Date Completed: _____ Cost: _____

- 3. Company: _____
Owner: _____ Contact: _____
Address: _____
Telephone No.: _____
Email Address: _____
Project: _____
Date Completed: _____ Cost: _____

- 4. Company: _____
Owner: _____ Contact: _____
Address: _____
Telephone No.: _____
Email Address: _____
Project: _____
Date Completed: _____ Cost: _____

CONTRACTS ON HAND: The Proposer must provide a list of contracts that the firm is currently in process:

APPENDIX J REQUEST FOR INFORMATION/EXCEPTIONS/APPROVED EQUALS REQUEST

APPENDIX J

REQUEST FOR INFORMATION/EXCEPTIONS/APPROVED EQUALS REQUEST

(Please submit **one** form for **each** Request for Information/exception/approved equal)

Page: _____

VENDOR: _____

PROJECT: IFB No. 2020-FP-03

PAGE: _____ PARAGRAPH: _____ SUBJECT: _____

Request:

Signature

FOR CCRTA USE

Approved: _____ Disapproved: _____ Clarification: _____

Response:

Chief Executive Officer/Designee

APPENDIX J

REQUEST FOR INFORMATION/EXCEPTIONS/APPROVED EQUALS REQUEST

(Please submit **one** form for **each** Request for Information/exception/approved equal)

Page: 1 of 1

VENDOR: UVGI Specialist, Inc.

PROJECT: IFB No. 2020-FP-09

PAGE: 1 PARAGRAPH: 1 SUBJECT: Bid Due Date

Request: Can the bid be submitted before the bid due date?

Jane Doe

Signature

FOR CCRTA USE

Approved: _____ Disapproved: _____ Clarification: X

Response: Yes, the bid may be submitted before the bid due date; however, please be sure to acknowledge all addendums.

Authorized CCRTA Representative
Chief Executive Officer/Designee

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 document.

Bid Documents Required	Check
The following Bid Documents must be submitted:	
1. Price Schedule (Appendix A)	
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), and	
2.7 References (Appendix I).	
The following must be submitted prior to award if not submitted with Bidder's bid:	
1. Copy of Insurance	
1. Price Schedule (Appendix A) – Submit the following: - One Signed Paper hardcopy SEALED in an ENVELOPE	
If submitting your Bid electronically to procurement@ccrta.org, please submit it in a separate file from the Certification Forms.	
Submit both files in the same email.	
- Price Schedule (Appendix A) Bidder must:	
1. List the Firm Name	
2. Complete the Price Schedule	
3. Sign, Print, Date and Provide Title on Price Schedule (Appendix A)	
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) Proposer 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 year 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	

APPENDIX K

BID SUBMISSION CHECKLIST (cont.)

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 document.

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.	

Common Vendor Errors in Bid Submissions:

- Forgetting to sign the Price Schedule (Appendix A)
- Not signing the Certification Forms
- Taking exceptions to the solicitation
- Not providing DUNS number or an active DUNS number
- Failure to acknowledge receipt of addendums
- Including promotion/extraneous information which services to alter the solicitation requirements
- Failure to return all required forms
- Late delivery of bid

Project Overview

Presented by:

Mr. Bryan Garner, Director of Maintenance

And

Mr. John Garcia, Assistant Director of Maintenance

SCOPE OF WORK

1.0 DESCRIPTION

The Corpus Christi Regional Transportation Authority (CCRTA) is seeking bids from qualified firms interested in retrofitting fifty-two (52) transit buses with Ultraviolet Germicidal Irradiation (UVGI) Kits. As part of the UVGI Kits project, an air filtration kit will be intergraded into the air supply. Air must pass through this filter and be functionally integral to the UVGI system before discharged into the passenger compartment. Bids will include UVGI Kits, air filtration kits, mounting hardware, labor and installation of equipment, tools used on the project, and any cost associated with retrofitting each vehicle. This is a firm-fixed-price supply and service contract.

This will be a full turn-key project which will include all materials, parts and equipment to include any and all labor associated with the project. For this turn-key project, the successful Bidder will be responsible to the CCRTA for the full completion of the project and will present each completed installation on all vehicles as outlined within this “Scope of Work” to the CCRTA completely finished, fully operational and ready to use.

The BIDDER will furnish fifty-two (52) New Ultraviolet Germicidal Irradiation Kits to include fifty-two (52) Air Filtration Kits complete with installation material kits and supplier labor to be retrofitted in the CCRTA’s Bus Fleet Located at 5658 Bear Lane, Corpus Christi, Texas 78405.

2.0 TECHNICAL SPECS

2.1 General

All items within the Scope of Work are required deliverables for the system design, function, safety, reliability

SCOPE OF WORK

of the total design aspect of the system. Best practices and industry standards will be used as part of this project in every aspect of the design, concept, and integration to include the actual installation of the system. All equipment and material to be used will be of the highest possible standard quality to ensure safety and reliability for the daily operation of the system.

Ultraviolet Germicidal Irradiation Kits will be installed in the HVAC air handler compartment near the coil to eliminate harmful viruses, bacteria, mold, and fungi. The UVGI system will shine UV light on the evaporator coil and coil pan. The UVC light attacks the DNA of microbes preventing them from replicating and eventually destroying them. Energy efficient, low voltage, electronic ballast operates on the vehicle's voltage and is moisture sealed for HVAC applications.

The associated ballast will have a circuit design that when the vehicle's battery supplied power falls below 22.5 volts, the UV system will shut down in order to prevent draining the vehicle's main battery supply down.

The system will have an integrated automatic kill switch located on the access door(s) (Grill) on the air condition access points. The switch(s) will automatically kill all power to the Ultraviolet Germicidal Irradiation System if the access door(s) (Grill) is open or breached for any reason. This is a required deliverable for placing a bid for this "Scope of Work".

2.2 Air Purification, Filtration and Coil Disinfection (UGVI) System

The UVGI kit must be installed in the HVAC system's air stream preferably immediately after or upstream of the evaporator and heating coils. The system must have a minimum life of twenty-four (24) months. The System will include the filter per specification in the Air Filtration section, and will purify the air and disinfect/clean the HVAC coils. The system will be designed for vehicle application to eliminate the spread of viruses, bacteria, odors, mold and

SCOPE OF WORK

fungus growth within the vehicle's interior, the air conditioning evaporator coil and drain pan. The UVGI System will have been tested by EPA and Homeland Security, and will have a minimum one-pass inactivation efficiency of 99% bacterial virus, 99% on vegetative bacteria and 99% on spore from bacteria. This is a required deliverable for placing a bid for this "Scope of Work".

2.3 Ultraviolet Germicidal Irradiation Kits

Ultraviolet Germicidal Irradiation Kits will be installed in the HVAC air handler compartment near the coil to eliminate harmful viruses, bacteria, mold, and fungi. The UVGI system will shine UV light on the evaporator coil and coil pan. The UVC light attacks the DNA of microbes preventing them from replicating and eventually destroying them. Energy efficient, low voltage, electronic ballast operates on the vehicle's voltage and is moisture sealed for HVAC applications. The system design at a minimum will disinfect the air as it is pulled/travels through the HVAC system, and at a minimum, it will kill a variety of harmful bacteria, mildew, mold, fungi, pathogens, and viruses, Coronaviruses, Influenza, H1N1 and MRSA. The minimum efficiency of the system's performance percentage in reductions will be as follows:

- 95% to 99% reduction in mold and fungi
- 99% reduction in common viruses
- 99% reduction in bioterror virus agents

2.4 Wiring Standards

All wiring will be professionally installed using SAE (Society of Engineers) standards international J-1292-wiring, international J-2223-connections, SAE J-553-circuit breaker, SAE J-561-electrical terminals-eyelets and spades, SAE J-928-electrical terminals-pin and receptacle type to ensure the proper termination of all circuits to proper plug-in connections,

SCOPE OF WORK

circuit's junction's boxes or power distribution centers throughout the vehicle. In addition, any electrical wiring which will be integrated to the existing electrical circuits within the vehicle will terminate to terminal blocks, proper OEM plugs or connectors, junction blocks within the A/C electrical system or power supply. To ensure the safety and reliability, all wiring circuits will have an overload protection device installed within any circuits integrated into the A/C system of the vehicle's OEM electrical circuits.

Wiring is to be located within the A/C structure of the vehicle where it will not be subjected to damage from the daily operation of the Ultraviolet Germicidal Irradiation System. This will include all areas of the vehicle's compartment which houses the entire A/C system. In addition, the Ultraviolet Germicidal Irradiation Kit must be installed with the best installation practices to isolate the ultraviolet rays from harming the internal structures of all plastics and rubber seals within the A/C's interior housing structure as well as for the safety and protection of our operators, mechanics and passengers to prevent any exposure of the Ultraviolet Germicidal Irradiation.

2.5 Build of Materials (B.O.M.) and Specifications

The successful Bidder will provide all manual(s), specification listings, data sheets, schematics, BOM (Build of Materials), drawings, lay-out requirements, installation manuals to include minimum structure load requirements or brochures for products, equipment and testing and certifications received in which the Bidder will be utilizing for this project, scope of work and specifications. This is a required deliverable for placing a bid for this "Scope of Work".

2.6 Commission Testing

Commission Testing will be performed on equipment being installed within the fleet. Conducting **commission testing**, or performance validation, **field testing** of new installations will be performed on the first vehicle as listed within this

SCOPE OF WORK

“Scope of Work”. All vehicles listed on the **Vehicle Master Listing** will be spot-tested (at least 10 vehicles and no more than 35) by the CCRTA’s Project Manager or designee. This testing will be conducted with the successful Bidder’s Project Manager on site, to include the CCRTA’s Project Manager or designee. Commission testing will ensure that all aspects as listed within the “Scope of Work” has been met or exceeded on all installation requirements to include the **Project Fleet Listing (Gillig Low-Floor) table for both the Ultraviolet Germicidal Irradiation Kits and the Air Filtration Kits.**

Air Filtration Kits:

The air supply must pass through a filter and be functionally integral to the UVGI system before discharged into the passenger compartment. The filter must be UVC Resistant. It will have a minimum holding capacity of ASHRAE 120grams, initial resistance of 0.14in. W.G @1200CFM across all layers and will meet the ANSI/ASHRAE 52.1 requirement for five (5) percent or better atmospheric dust spot efficiency, 50 percent weight by arrestance (A measure of the ability of a filter to remove dust from the air). The air filters must be reusable and washable with water, and will have a minimum warranty of five (5) years with a lifetime use expectancy.

Definition UVC Resistant: This is radiation that is in the region of the ultraviolet spectrum which extends from about 200 to 280 nm in wavelength and that is more hazardous than UVB, but is mostly absorbed by the earth's upper atmosphere.

Definition of Arrestance: This is a measure of the ability of an air filtration device to remove synthetic dust from the air. The arrestance describes how well an air filter removes larger particles such as dirt, lint, hair, and dust. ASHRAE arrestance is a measure of the ability of a device to remove ASHRAE dust from test air.

2.7 Project Fleet Listing (Gillig Low-Floor)

SCOPE OF WORK

ULTRAVIOLET GERMICIDAL IRRADIATION KITS

CHASSIS BUILD NUMBER	QUANTITY	VEHICLE MODEL YEAR	VEHICLE LENGTH	VEHICLE FLEET I.D. SERIES #	EXISTING A/C MAKE	EXISTING A/C MODEL	VEHICLE V.I.N.#
181280-181284	5	2012-Gillig	35" Footer	901-905	Carrier	Rear Mount MIRCROMAX/MCHX 68RM35-610-8	15GGB271XC1181 15GGB2711C1181 15GGB2713C1181 15GGB2715C1181 15GGB2717C1181
181275-181279	5	2012-Gillig	40" Footer	1001-1005	Carrier	Rear Mount-MIRCROMAX/MCHX 68RM35-610-8	15GGD2713C1181 15GGD2715C1181 15GGD2717C1181 15GGD2719C1181 15GGD2710C1181
177684-177685	2	2010-Gillig	40" Footer	721-722	Thermo King IntelligAIRE-III	Rear Mount-T14-M28	15GGD2714A1177 15GGD2716A1177
186594-186603	10	2015-Gillig	35" Footer	906-915	Thermo King IntelligAIRE-III	Rear Mount-T-14-N92	15GGB2718F1186 15GGB271XF1186 15GGB2711F1186 15GGB2713F1186 15GGB2715F1186 15GGB2717F1186 15GGB271XF1186 15GGB2711F1186 15GGB2713F1186 15GGB2715F1186
186575-186593	19	2015-Gillig	40" Footer	1006-1024	Thermo King IntelligAIRE-III	Rear Mount-T-14-N92	15GGD2711F1186 15GGD2713F1186 15GGD2715F1186 15GGD2717F1186 15GGD2719F1186 15GGD2715F1186 15GGD2717F1186 15GGD2719F1186 15GGD2710F1186 15GGD2712F1186 15GGD2714F1186 15GGD2716F1186 15GGD2718F1186 15GGD271XF1186 15GGD2711F1186 15GGD2718F1186 15GGD271XF1186 15GGD2711F1186 15GGD2713F1186
186604-186614	11	2017-Gillig	35" Footer	916-926	Thermo King IntelligAIRE-III	Rear Mount-T-14-N92	15GGB3115H1186 15GGB3117H1186 15GGB3119H1186 15GGB3110H1186 15GGB3112H1186 15GGB3114H1186 15GGB3110H1186 15GGB3112H1186 15GGB3114H1186 15GGB3116H1186 15GGB3118H1186

SCOPE OF WORK

AIR FILTRATION KITS

CHASSIS BUILD NUMBER	QUANTITY	VEHCILE MODEL YEAR	VEHICLE LENGTH	VEHCILE FLEET I.D. SERIES #	EXISTING A/C MAKE	EXISTING A/C MODEL	VEHICLE V.I.N
181280-181284	5	2012-Gillig	35" Footer	901-905	Carrier	Rear Mount MIRCOMAX/MCHX 68RM35-610-8	15GGB271XC1181 15GGB2711C1181 15GGB2713C1181 15GGB2715C1181 15GGB2717C1181
181275-181279	5	2012-Gillig	40" Footer	1001-1005	Carrier	Rear Mount-MIRCOMAX/MCHX 68RM35-610-8	15GGD2713C1181 15GGD2715C1181 15GGD2717C1181 15GGD2719C1181 15GGD2710C1181
177684-177685	2	2010-Gillig	40" Footer	721-722	Thermo King IntelligAIRE-III	Rear Mount-T14-M28	15GGD2714A1177 15GGD2716A1177
186594-186603	10	2015-Gillig	35" Footer	906-915	Thermo King IntelligAIRE-III	Rear Mount-T-14-N92	15GGB2718F1186 15GGB271XF1186 15GGB2711F1186 15GGB2713F1186 15GGB2715F1186 15GGB2717F1186 15GGB2719F1186 15GGB2711F1186 15GGB2713F1186 15GGB2715F1186
186575-186593	19	2015-Gillig	40" Footer	1006-1024	Thermo King IntelligAIRE-III	Rear Mount-T-14-N92	15GGD2711F1186 15GGD2713F1186 15GGD2715F1186 15GGD2717F1186 15GGD2719F1186 15GGD2711F1186 15GGD2713F1186 15GGD2715F1186 15GGD2717F1186 15GGD2719F1186 15GGD2710F1186 15GGD2712F1186 15GGD2714F1186 15GGD2716F1186 15GGD2718F1186 15GGD271XF1186 15GGD2711F1186 15GGD2718F1186 15GGD271XF1186 15GGD2711F1186 15GGD2713F1186
186604-186614	11	2017-Gillig	35" Footer	916-926	Thermo King IntelligAIRE-III	Rear Mount-T-14-N92	15GGB3115H1186 15GGB3117H1186 15GGB3119H1186 15GGB3110H1186 15GGB3112H1186 15GGB3114H1186 15GGB3110H1186 15GGB3112H1186 15GGB3114H1186 15GGB3116H1186 15GGB3118H1186

SCOPE OF WORK

3.0 WARRANTY TERMS

The Ultraviolet Germicidal Irradiations Kits will be warranted for a period of **one (1) year for labor** and **two (2) years for parts** commencing from the effective date of acceptance (kit installed and vehicle placed back into revenue service) by the CCRTA's Project Manager or designee. During the warranty period, parts that are found to be defective or failed during this time period will be repaired or replaced by the successful Bidder without charge. The repaired or replaced equipment will be returned with freight charges prepaid by the successful Bidder. All warranty items must be shipped to the CCRTA's Operations Facility located at 5658 Bear Lane Corpus Christi, Texas 78405 at no charge to the CCRTA.

4.0 TRAINING

Hands on training and PMI instructions for maintenance staff, and technicians are required. Training will cover three (3) days for three (3) independent shifts. Each class will be a minimum of eight (8) hours long. Classroom curriculum will include in classroom training (theory), as well as hands on training of a live in-service system troubleshooting shooting common known faults. The CCRTA has a training facility classroom located at the CCRTA's Operations Facility's Maintenance Shop at 5658 Bear Lane, Corpus Christi, Texas 78405. The classroom has seating for up to 15 personnel. It has a 70' inch monitor for use in the instruction of classroom training as well as training tables, chairs and internet access. The CCRTA's offices are currently closed to the public due to the COVID-19 pandemic; therefore, GoToMeeting or Telephone Conferencing may be used to train our personnel on the safety and classroom curriculum on both the UVGI Kits and the Air Filtration Kits.

SCOPE OF WORK

5.0 PRICING

Bids will include all requested deliverables as listed throughout this “Scope of Work”. The Bidder must include warranty, all labor, materials, freight, equipment, and permits required to complete the installation of this project in the Bidder’s price. Bid prices shall be good for one hundred eighty (180) calendar days from the board approval date.

6.0 MANUALS

Electronic (Digital) manuals for both the parts description and service manuals must be provided to the CCRTA’s Project Manager with the delivery of the equipment to the CCRTA’s Operations Facility at 5658 Bear Lane, Corpus Christi, TX 78405 in order to perform all maintenance task and/or procedures. This will include five (5) sets of hard copy manuals for both parts and service manuals for both the UVGI Kits and Air Filtration Kits listed under this “Scope of Work”.

EXHIBIT A
COMMISON TESTING FORM

FOR
ULTRAVIOLET GERMICIDAL
IRRADIATION KITS

Commission Testing Form

COMMISSION TESTING FORM		
PROJECT NAME: Ultraviolet Germicidal Irradiation Kits		
Mechanical systems – Heating, Ventilating, & Air-Conditioning (HVAC) Vehicle #: _____ Date INSP: _____		
Main Items Included in Scope	Passed	Failed
Retrofitting Kit Installation Quality of Workmanship		
Mounting Location & Hardware Used, Quality Products used on project		
System Design		
Over All Function of System		
Best Practices and Industries Standards used on project		
The Design, Concept, and Integration to Include the Actual Installation of the System		
Equipment & Material Used was Highest possible Standard & Quality, Ensure Safety & Reliability for the daily operation of the system		
Associated ballast will have a circuit design that when the bus/vehicle battery supplied power falls below 22.5 volts, the UV system will shut down in order as to not run (drain) the bus/vehicle main battery supply down		
The system will have an integrated automatic kill switch located on the access door (s) (Grill) on the Air Condition access points. This switch (s) will automatically kill all power to the Ultraviolet Germicidal Irradiation system for any reason the access door (s) (Grill) is open or breached for any reason		
Installed system provides the HVAC system air stream immediately after or upstream of the evaporator & heating coils		
Installed system has filter per specification in the Air Filtration section, and will purify the air and Disinfect/Clean the HVAC Coils.		
VEHICLE ENVELOPE (HVAC REAR MOUNTED COMPARTMENT)		
Main Items Included in Scope	Passed	Failed
Ultraviolet Germicidal Irradiation kits installed in the HVAC air handler compartment near the coil to eliminate harmful viruses, bacteria, mold, & fungi		
UVGI system shines UV light on the evaporator coil and coil pan		
Energy efficient, low voltage, electronic ballast operates on vehicles voltage and is moisture sealed for HVAC applications		
Energy efficient, low voltage, electronic ballast install on vehicle for voltage and is moisture sealed for HVAC applications		
Wiring is located within the A/C structure of the vehicle where it is not subjected to damage from the Ultraviolet Germicidal Irradiation daily operation of the system		
Ultraviolet Germicidal Irradiation was installed to isolate the Ultraviolet rays from harming the internal structures of all plastics and rubber seals within the A/C interior housing structure with best installation practices. Safety protection present for our operators, mechanics & riding public from any exposure of the Ultraviolet Germicidal Irradiation.		
Air Filtration Kits installation has meet all requirements under section 2.0 Specifications as listed		
Notes:		

COMMISSION TESTING FORM - 2		
ELECTRICAL SYSTEMS		
Main Items Included in Scope	Passed	Failed
Wiring was professionally install using SAE (Society of Engineers) standards national & international		
SAE (Society of Engineers) standards international J-1292-Wiring, international J-2223-connections was used		
SAE (Society of Engineers) standards, SAE J-553-circuit breaker was performed on install		
SAE (Society of Engineers) standards, SAE J-561- Electrical Terminals-eyelets & spades was performed on install		
SAE (Society of Engineers) standards, SAE J-928 Electrical Terminals- pin & Receptacle type was performed on install		
Proper termination of all circuits to proper plug-in connections, circuit's junction's boxes or power distribution centers throughout the vehicle was preformed		
Any electrical wiring which was integrated to the existing electrical circuits within the vehicle was terminate to terminal blocks, proper OEM plugs or connectors, junction blocks within the A/C electrical system or power supply		
To ensure safety and reliability, all wiring circuits installed have an overload protection devices install within any circuits integrated into the A/C vehicle OEM electrical circuits		
Wiring is located within the A/C structure of the vehicle, where it does not subjected damage from the Ultraviolet Germicidal Irradiation daily operation of the system. This include all areas of the compartment which houses the entire A/C system		
NOTES:		



Thank You
For Your
Attendance!