

Pre-Bid Conference

Power Washing Services For The Transfer Stations



INVITATION FOR BID

For

Power Washing Services For The Transfer Stations

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.

The CCRTA is seeking bids for Power Washing Services For The Transfer Stations.

- This is a firm-fixed-price 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.**

Copies of this Invitation for Bid (IFB) and information may be obtained from the CCRTA's 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.

Dates to Remember

Request for Information/Exceptions/Approved Equals (Appendix H) Monday, October 12, 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 Monday, October 19, 2020

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

Bids Due Monday, November 2, 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.

December 2, 2020 – Contract Awarded (Tentative)

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

APPLICABLE DOCUMENTS

The following bid documents are applicable under this procurement:

- Invitation for Bid,
- Instructions to Bidders,
- Scope of Work,
- Standard Service Terms and Conditions,
- Price Schedule (Appendix A),
- Certification Form (Appendix B),
- Certification and Statement of Qualifications (Appendix C),
- Disclosure of Interest Certification (Appendix D),
- Sample Form 1295 (Appendix E),
- Accessibility Policy (Appendix F),
- References (Appendix G),
- Request for Information Form (Appendix H), and
- Bid Submission Checklist (Appendix I).

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 signed Price Schedule in a sealed envelope,
- Certification Form (Appendix B),
- Certification and Statement of Qualifications (Appendix C),
- Disclosure of Interests Certification (Appendix D),
- Accessibility Policy (Appendix F), and
- References (Appendix G).

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

- Submit one signed Price Schedule in pdf format.
- Submit Certification Forms (Appendix B, C, D, F, and G) in a separate pdf file.

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

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 H) 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-S-11 Power Washing Services For The Transfer Stations

Bid Due Date: Monday, November 2, 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. November 2, 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 G) 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 SERVICE AGREEMENT TERMS AND CONDITIONS

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.

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>.

APPENDIX A **REVISED** PRICE SCHEDULE

RFP No.: 2020-S-11

Bidder: _____

Instructions:

- (1) Refer to "Instructions to Bidders" and "Scope of Work" and quote your best price.
- (2) This is a one-year, firm-fixed-price service contract with a one-year option.
- (3) Bidders must complete all information requested.
- (4) The Contract shall be awarded on a unit price basis; therefore, unit prices shall prevail in the event of any addition or transference errors made by the Bidder.
- (5) **Submit one original Price Schedule.** On the outside of your sealed bid address your envelope with the information as noted in "Instructions to Bidders" Section 6 or submit your bid electronically to procurement@ccrta.org prior to the deadline.
- (6) Pricing must include all labor and supervision, materials, equipment, cleaning supplies and any other cleaning materials necessary to power wash the CCRTA's Transfer Stations.

ONE YEAR BASE

Item No.	Description	Frequency Per Week (a)	Number of Weeks (b)	Square Foot Estimate	Unit Cost Per Cleaning (c)	Total Cost = (a x b x c)
1	Robstown Station 401 East Ave A	2	52	9,000	\$	\$
2	Southside Transfer Station 5314 McArdle	2	52	25,000	\$	\$
3	Port/Ayers Station 4329 Ayers	2	52	13,500	\$	\$
4	Staples Street Station 602 N. Staples	2	52	25,000	\$	\$
TOTAL COST:				72,500	\$	\$

APPENDIX A **REVISED** PRICE SCHEDULE

This form must be signed and submitted with your bid.

RFP No.: 2020-S-11

Bidder: _____

ONE YEAR OPTION

Item No.	Description	Frequency Per Week (a)	Number of Weeks (b)	Square Foot Estimate	Unit Cost Per Cleaning (c)	Total Cost = (a x b x c)
1	Robstown Station 401 East Ave A	2	52	9,000	\$	\$
2	Southside Transfer Station 5314 McArdle	2	52	25,000	\$	\$
3	Port/Ayers Station 4329 Ayers	2	52	13,500	\$	\$
4	Staples Street Station 602 N. Staples	2	52	25,000	\$	\$
TOTAL COST:				72,500	\$	\$

Signature

Printed Name

Title

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.

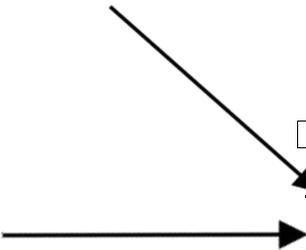
APPENDIX C CERTIFICATION AND STATEMENT OF QUALIFICATIONS

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 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: Jane Doe
Printed Name: Jane Doe
Title: CEO Date: October 30, 2020
Firm Name: Power Washing Services, Inc.
Business Address: 1919 Power Wash Way, Corpus Christi, TX 78405
Street, City, State and Zip
Telephone: Office: 361-508-8090 Fax: 361-508-8091
Email Address: JDoe@pwsinc.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: Power Washing Services
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 # 60-222-3333 (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.			
4 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

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 G REFERENCES

References are required and must be submitted with your bid.

APPENDIX G

REFERENCES: The Bidder 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 Bidder must provide a list of contracts that the firm is currently in process:

APPENDIX H REQUEST FOR INFORMATION/EXCEPTIONS/APPROVED EQUALS REQUEST

APPENDIX H

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-S-11

PAGE: ____ PARAGRAPH: ____ SUBJECT: _____

Request:

Signature

FOR CCRTA USE

Approved: _____ Disapproved: _____ Clarification: _____

Response:

Chief Executive Officer/Designee

APPENDIX H

REQUEST FOR INFORMATION/EXCEPTIONS/APPROVED EQUALS REQUEST

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

Page: 1 OF 1

VENDOR: Power Washing Services, Inc.

PROJECT: IFB No. 2020-S-11

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 issued for this IFB in order for your bid to be deemed responsive and considered for an award.

Authorized CCRTA Representative

Chief Executive Officer/Designee

APPENDIX I

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 Accessibility Policy (Appendix H), and	
2.5 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:	
<p>If submitting your bid by mail, submit one signed Price Schedule in a sealed envelope along with Certification Forms (Appendix B, C, D, F, and G). Address your sealed bid in an envelope with the information as noted in the "Instructions to Bidders" Section.</p> <p>If submitting your bid electronically to procurement@crrta.org, please submit one signed Price Schedule in pdf format, and Certification Forms (Appendix B, C, D, F, and G) in two separate electronic files.</p> <p>All electronic files must be clearly titled and submitted together in the same email.</p>	
- 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) 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 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 Accessibility Policy (Appendix F) – Sign, List Company, Position, and Date	
2.5 References (Appendix G)	
References (Appendix G) 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:

Ms. Sharon Montez, Managing Director of Capital Projects and Customer Services

SCOPE OF WORK

1.0 DESCRIPTION

The Corpus Christi Regional Transportation Authority (CCRTA) is seeking bids from qualified firms interested in **providing Power Washing Services for The Transfer Stations. The contract term is one-year with a one-year option.**

2.0 CONTRACTOR'S RESPONSIBILITIES

The CONTRACTOR is responsible for furnishing all labor and supervision, materials, equipment, cleaning supplies and any other cleaning materials necessary to power wash the CCRTA's Transfer Stations. **The Contractor Is required to submit an electronic notification on any power washing services that are completed. Documentation must include the transfer station in which the power washing services were performed.**

It is highly recommended that BIDDERS visit all transfer station locations which will be covered under this Contract prior to submitting a bid.

2.1 The CONTRACTOR will power wash all areas covered by the Contract in a pristine condition. The CCRTA's Project Manager will be the sole determinant on the quality and acceptance of all work. A phone number to allow communication between the CONTRACTOR and the CCRTA's Project Manager within a one-hour time response period shall be provided prior to Contract award.

2.2 The CONTRACTOR will perform all maintenance in a professional manner, using quality equipment, methods, and materials. The CONTRACTOR will maintain and operate with the highest of standards.

SCOPE OF WORK

- 2.3** The CONTRACTOR will provide competent superintendence and take necessary precautions to protect persons or property against injury and/or damage and will not interfere with the CCRTA's service including city, state, and privately-owned operations. This includes, but is not limited to, providing necessary traffic controls to ensure public safety. The CONTRACTOR will be responsible for any sustained injury and/or damage to persons or public/private property.
- 2.4** The CONTRACTOR must comply with all applicable local, state, and federal occupational and safety laws and regulations. Employees must wear proper protective clothing and be identifiable as a CCRTA contractor to the public.

3.0 TRANSFER STATION DESIGNS

- 3.1 BIDDERS are highly encouraged to visit each transfer station prior to submitting a bid as the design of each one is different.** Each transfer station varies in construction and size.
- 3.2** These transfer stations are characterized by high passenger use and uniqueness of design. An example is the Staples Street Station which is located at the CCRTA's Staples Street Center across the street from City Hall.

3.3 Station Locations

- Robstown Station
- Staples Street Station
- Southside Transfer Station
- Port Ayers Transfer Station

SCOPE OF WORK

4.0 CLEANING REQUIREMENTS

4.1 Any cleaning agents used by the CONTRACTOR must be environmentally friendly, biodegradable detergents which comply with city ordinances. Since reclamation of wastewater may be necessary with some detergents and not others, BIDDERS are encouraged to discuss their proposed products with the City of Corpus Christi at 361-880-3000 prior to submission of their bid.

4.2 Power Washing

4.2.1 Power Washing Frequency

The CONTRACTOR will power wash each transfer station twice a week, every week.

4.2.2 Power Washing Areas

The CONTRACTOR will pressure wash the surrounding concrete areas. These areas include, benches, trash containers, concrete surfaces, access pads, drive areas, and surrounding sidewalk areas. Trash shall be temporarily removed from trash containers, so that both the container and the liner may be power washed.

4.2.3 The CONTRACTOR will be responsible for using a high pressure, hot water system to clean the transfer stations. Prior to start of work, the CONTRACTOR must ensure that all necessary precautions have been taken into consideration for the general public.

SCOPE OF WORK

- 4.2.4** The CONTRACTOR must ensure that the transfer station is free of debris and properly cleaned prior to power washing. If wastewater is not reclaimed, the CONTRACTOR must locate the storm drain where the water from its cleaning will enter the sewer system, and must remove all debris from the path of the water and from the drain entrance prior to power washing. The City of Corpus Christi may initiate non-compliance fines if this procedure is not followed and payment of fines shall be at the CONTRACTOR's expense.
- 4.2.5** Debris such as gum, soda, etc. that is not removed by the power washing should be removed using another method designated by the vendor and to be discussed with CCRTA's the Project Manager.

5.0 SUPERVISION AND ACCEPTANCE OF WORK

The CCRTA's Project Manager will be the sole determinant for the acceptance of all work performed by the CONTRACTOR. Poorly cleaned or maintained Transfer Stations shall be rejected for payment by the CCRTA. The CONTRACTOR shall have no claim against the CCRTA for costs related to correcting any deficiencies noted

6.0 PROTECTION OF EXISTING IMPROVEMENTS

The CONTRACTOR will be responsible for protecting existing objects, property, utilities, sidewalks, pavements, and other facilities and the general public from damage due to cleaning. In the event damage occurs, the repair will be at the CONTRACTOR's expense. The CONTRACTOR must ensure that the flow of vehicle traffic will not be interrupted by its work and that all applicable City of Corpus Christi code requirements will be followed. The CONTRACTOR must furnish (at its expense) all barricades and safety cones, where needed consistent with the City's Street Blockage Ordinance. The CONTRACTOR must secure approved permits when and where required.

SCOPE OF WORK

7.0 SCHEDULING AND OPERATING HOURS

The CONTRACTOR shall begin all work after 11:00 p.m. and conclude by 5:00 a.m., so that interference to bus patrons and bus service may be kept to a minimum. General service hours for the CCRTA are from approximately 5:00 a.m. to 11:00 p.m. Monday through Saturday and 6:30 a.m. to 8:30 p.m. on Sunday; however, service times may vary from route to route.

8.0 REPORTING REQUIREMENTS

A report must be submitted by email to the CCRTA's Project Manager within twenty-four (24) hours after each “cleaning day” so that a prompt inspection may be made for work approval. Failure to follow these instructions will impact the payment process. If the work cannot be inspected due to lack of valid information, then payment will not be processed for the reports that are lacking. The report should include the total number of transfer stations cleaned and their locations.

9.0 COMPETENCY OF FIRMS

Pre-award inspection of the Firm’s facility may be made prior to the award of the Contract. Bids will be considered only from firms that are regularly engaged and licensed in the business of providing the goods and/or services described in this IFB for a reasonable period of time; and have sufficient financial support, equipment, and organization to ensure that they can satisfactorily execute the services if awarded a contract under the terms

SCOPE OF WORK

and conditions herein stated. The terms “equipment” and “organization” as used herein shall be construed to mean a fully equipped and well-established company in line with the best business practices in the industry as determined by the CCRTA. In making the award, the CCRTA may consider any evidence available to it of the financial, technical, and other qualifications and abilities of the Firm, including past performance (experience) with the CCRTA and other similar customers. **A record of non-performance or poor performance may disqualify a Firm from award.**

10. PRICING

Pricing must include all labor and supervision, materials, equipment, cleaning supplies and any other cleaning materials necessary to power wash the CCRTA’s Transfer Stations.



Thank You
For Your
Attendance!