Pre-Proposal Conference

Bus and Bench Advertising

RFP No. 2020-S-13

Date Issued: October 27, 2020

REQUEST FOR PROPOSALS
For
Bus and Bench Advertising

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

The CCRTA is seeking proposals for Bus and Bench Advertising

- This is a three (3) year contract with one (1) two-year option.
- This is a revenue-generating contract for the CCRTA.
- Proposals shall be good for one hundred eighty (180) calendar days from the board approval date.
- **Proposals received after the deadline will not be accepted and will be returned to the Proposer unopened.**

Copies of this Request for Proposal (RFP) 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.

Dates to Remember

Request for Information/Exceptions/Approved Equals (Appendix H) Wednesday, October 28, 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 Wednesday, November 4, 2020

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

Proposals Due Wednesday, November 18, 2020 by 3:00 PM (CST)

- Written Proposals are due no later than 3:00 p.m. (CST). All proposals 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.
- Proposals received after the deadline will not be accepted and will be returned to the Proposer unopened.

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.

- **Best and Final Offer –** May request BAFO from any or all proposing firms.
- **Contract Awarded (Tentative) – December 2, 2020**
  - The CCRTA's Board of Director will meet to award a Contract to the successful Proposing Firm(s).

APPLICABLE DOCUMENTS

For the purposes of this procurement, the following proposal documents are applicable:

- Request for Proposals,
- Instructions to Proposers,
- Special Instructions,
- Scope of Work,
- CCRTA Advertising Policy (Exhibit A)
- Photos (Exhibits 1 through 7)
- Standard Service Terms and Conditions,
- Proposed Revenue Schedule (Appendix A),
- Certification Form (Appendix B),
- Certification and Statement of Qualifications (Appendix C),
- Disclosure of Interests Certification (Appendix D),
- Sample Form 1295 (Appendix E)
- Accessibility Policy (Appendix F),
- References (Appendix G), and
- Request for Information Form (Appendix H).

REQUIRED DOCUMENTS

The following documents <u>must be signed</u> and returned with your proposal in order for it to be considered responsive:

- Proposed Revenue Schedule (Appendix A), **(one (1) original in a separately <u>sealed</u> 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).

The following documents must be submitted prior to award if not submitted with Proposer's proposal:

- Copy of Insurance

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

- Form 1295 "Certificate of Interested Parties"

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.

<u>For electronic proposal submissions</u> to procurement@ccrta.org, please submit as follows:

- Proposed Revenue Schedule (Appendix A), **(in a separate file)**, and
- Certification Forms (Appendix B, C, D, F, and G) **(in one electronic file).**

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

FIRMS must submit a proposal, and all documentation supporting the Proposal. **The Proposed Revenue Schedule must be submitted in a separately, sealed envelope**. Failure to provide this information may deem your proposal to be non-responsive.

INSTRUCTION TO PROPOSERS

1. GENERAL.

The following instructions by the CCRTA are intended to afford proposers an equal opportunity to participate in the CCRTA's contracts.

2. EXPLANATIONS.

Any explanation desired by a proposer regarding the meaning or interpretation of these Instructions or any other proposal documents must be requested in writing to the CCRTA with sufficient time allowed for a reply to reach proposers before the submission of their proposals. Oral explanations or instructions will not be binding. Any information given to a prospective proposer concerning a Request for Proposals will be furnished to all prospective proposers as an amendment to the request if such information is necessary to proposers in submitting proposals on the request or if the lack of such information would be prejudicial to uninformed proposers.

3. SPECIFICATIONS

3.1 Proposers are expected to examine the specifications, standard provisions, and all instructions. Failure to do so will be at the proposer's risk. Proposals that are submitted on other than authorized forms or with different terms or provisions may not be considered as responsive proposals.

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.

INSTRUCTION TO PROPOSERS

4. INFORMATION REQUIRED.

4.1 Each proposer shall furnish the information required by the Request for Proposals. The proposer shall sign the Price Schedule and the proposal, which collectively shall constitute the proposer's offer. Erasures or other changes must be initialed by the person signing the documents. Proposals signed by an agent are to be accompanied by evidence of his authority unless such evidence has been previously furnished to the CCRTA.

4.2 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.

4.3 Only signed, written proposals specifically accepting responsibility for meeting the objectives and requirements specified in the Request for Proposals will be considered. The cover letter must bear the signature of a person duly authorized to legally commit for the proposer. All costs of proposal preparation will be borne by the proposer.

4.4. 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.

4.5 Information submitted in response to this RFP will not be released by the CCRTA during the proposal evaluation process or prior to contract award. Proposers are advised that the CCRTA may be required to release proposal information, other than trade secrets, after contract award.

INSTRUCTION TO PROPOSERS

5. SUBMISSION OF PROPOSALS.

Corpus Christi Regional Transportation Authority
Staples Street Center
ATTN: Procurement Department
602 N. Staples Street
Corpus Christi, Texas 78401
Proposal for: RFP No. 2020-S-13 Bus and Bench Advertising

Proposal Due Date: Wednesday, November 18, 2020 by 3:00 PM

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

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

5.1 The Price Schedule should be submitted in a separately, sealed envelope along with the proposal. Proposals must be submitted in sufficient time to be received and time-stamped at the above location on or before the published proposal date and time shown on the Request for Proposals. Proposals received after the published time and date cannot be considered. Any proposals which are mislabeled or do not indicate the proposer's name or address as required above may be opened by the CCRTA solely for the purpose of identifying the proposer for return of the proposal.

INSTRUCTIONS TO PROPOSERS

6. MODIFICATION OR WITHDRAWAL OF PROPOSALS.

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

7. OPENING PROPOSALS.

All proposals shall be opened by the CCRTA as soon after the proposal deadline as is reasonably practicable. Information submitted in response to the Request for Proposals shall not be released by the CCRTA during the proposal evaluation process or prior to Contract award. Proposers are advised that the CCRTA may be required to release proposal information, other than trade secrets, after Contract award.

To attend the Proposal Closing via GoToMeeting, please submit a login request to procurement@ccrta.org by 12:00 p.m. Monday, November 2, 2020.

8. EVALUATION FACTORS.

8.1. The CCRTA will award a contract based upon the criteria set forth in the Request for Proposals. A contract 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.

INSTRUCTIONS TO PROPOSERS

8.2. Pre-award inspection of the proposer's facility may be made prior to the award of the Contract. Proposals will be considered only from firms that are regularly engaged and licensed in the business of providing the goods and/or services described in the Request for Proposals 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 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 a proposer, including past performance (experience) with the CCRTA and other similar customers. A record of nonperformance or poor performance may disqualify a proposer from award.

INSTRUCTIONS TO PROPOSERS

10. <u>RESERVATION 0F RIGHTS.</u>

The CCRTA expressly reserves the right to:

10.1. Reject or cancel any or all proposals;

10.2. Waive any defect, irregularity or informality in any proposal or proposal procedure;

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

10.4. Extend the proposal due date;

10.5. Reissue a Request for Proposals;

10.6. Procure any item or services by other means;

10.7. The CCRTA reserves the right to retain all proposals submitted. The selection or rejection of a proposal does not affect this right; and

10.8. The CCRTA reserves the right to negotiate a Contract with the proposer having the best evaluation as determined by the CCRTA. No award will be made automatically based upon the lowest price or based solely on the proposal submitted. The CCRTA additionally reserved the right to suspend negotiations with the first proposer should it not progress in a manner satisfactory to the CCRTA and commence negotiations with the next best rated propose

INSTRUCTION TO PROPOSERS

11. ACCEPTANCE.

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

12. PROTESTS.

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

13. EQUAL OPPORTUNITY.

Proposers are expected to comply with the Affirmative Action Programs of the CCRTA with respect to its provisions concerning contractors.

INSTRUCTION TO PROPOSERS

14. SINGLE PROPOSAL.

14.1. In the event a single proposal is received, the CCRTA will, at its option, either conduct a price and/or cost analysis of the proposal and make the award by negotiation or reject the proposal and revise the Request for Proposals. A price analysis is the process of examining the proposal 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. Where a difference exists, a detailed analysis must be made of this difference and costs attached thereto.

14.2. Where it is impossible to obtain a valid price analysis, it may be necessary for the CCRTA to conduct a cost analysis of the proposal price. Cost analysis is the review and evaluation of a proposer's cost or pricing data and of the factors applied in projecting from such data the estimated costs of performing the contract, assuming reasonable economy and efficiency.

14.3. The price and/or cost analysis shall be made by personnel of the CCRTA's selection. The CCRTA's discretion exercised as to its options in this regard shall be final.

INSTRUCTIONS TO PROPOSERS

17. <u>FORM 1295 "CERTIFICATE OF INTERESTED PARTIES"</u>

(Only required to be submitted upon notification of recommendation for award.)
Proposer must comply with Government Code Section 2252.908 and submit Form 1295 "Certificate of Interested Parties" upon notification that Proposer 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 TERMS AND CONDITIONS

2. INVOICE AND REVENUES

Payment Calculation

The CCRTA will receive the greater of the negotiated percentage of the Contractor's monthly gross revenue or the monthly guarantee.

Monthly Payment:

a) The Contractor shall submit no later than (5) business days the schedule showing the payment calculations.

b) By the next business day, the CCRTA will review the calculations and send the Contractor an invoice based on the information contained on the schedule. Invoices will be sent to the Contractor via email in order to expedite delivery and provide ample time to meet the deadlines under this Contract.

c) The Contractor shall make monthly payments to the CCRTA no later than the 30th day after the reporting period.

d) The Payment shall be for all amounts due to the CCRTA for the preceding month and shall be based on the compensation structure set forth above.

e) Said monthly payments shall be accompanied by a schedule which shows the advertisements which were displayed, the gross revenue earned for the advertisement and the total of net billings for the month of the payments are due.

STANDARD SERVICE TERMS AND CONDITIONS

Monthly Payment (continued):

f) Net billings will be calculated as the total amount billed by the Contractor for advertising, less the following permissible deductions:

a. Commissions retained by an advertising agency responsible for the placement of space contracts;

b. Commissions payments shall not exceed 15% for any advertiser, including regional and national advertising contracts.

c. Commissions exceeding 15% is not permissible and will not be allowed to be deducted from the CCRTA's share.

d. The amount of any and all sales, use, gross receipt and similar imposed taxes to the Contractor in respect to advertising Contracts executed under the terms of this agreement.

e. No other deductions, whether statutory imposed taxes or the Contractor's operating expenses, including employee wages or payroll taxes such as income or social security, property, taxes, and sales taxes resulting from the business operation of the Contractor including office supplies and other materials.

g) Payments and report shall include the Contract number, period covered, and mailed to:

Corpus Christi Regional Transportation Authority
P.O. Box 1767
San Antonio, TX 78296

h) Information for billing questions must be directed to AccountsReceivable@ccrta.org.

CERTIFICATION FORMS

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.

This form must be signed and submitted with your bid.

APPENDIX A PROPOSED REVENUE SCHEDULE

RFP NO.: 2020-S-13

PROPOSER: _____

INSTRUCTIONS:

(1) Refer to the "Scope of Work" before completing the Proposed Revenue Schedule and quote your best revenue offering.

(2) This is a three-year revenue contract with one (1) two-year option. **Submit one (1) signed original Proposed Revenue Schedule** in a separately sealed envelope.

(3) **Submit one (1) original and five (5) copies of your proposal** as noted in the "Instructions to Proposers", Section 5 or submit your complete proposal package, electronically to procurement@ccrta.org prior to the deadline of 3:00 p.m. (CST) Wednesday, November 18, 2020.

The successful Proposer agrees to the following percentage split and minimum annual guarantee of the gross revenue resulting from all of the CCRTA advertising sales.

Percentage of Gross Revenue to CCRTA	Minimum Annual Guarantee to CCRTA
Three Year Base _____%	$_____
First Option Year _____%	$_____
Second Option Year_____%	$_____

Print Name: _____

Signed by: _____

Title: _____

Company: _____

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 fror 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 an 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) t any director, officer, or employee of the Corpus Christi Regional Transportation Authority with the view towar 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 lab standards provisions, and from Federal programsunder DOT regulations 2CFR Parts 180 and 1200, or unde 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 equipmer 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

This form <u>must be completed</u> and submitted with your bid.

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.

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).

Acknowledge addendums as shown here.

Provide active DUNS # here.

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: November 10, 2020

Firm Name: Safety Shields, Inc.

Business Address: 1101 Industrial Way, Corpus Christi, TX 78405
Street, City, State and Zip

Telephone: Office: 361-333-3333 Fax: 361-333-3330

Email Address: jd@safetyshields.com

Firm Owner: Jane Doe Firm CEO: Jane Doe

Taxpayer Identification Number: 48-4546363

Number of years in contracting business under present name: 20

Type of work performed by your company: custom safety shields

Have you ever failed to complete any work awarded to you? NO

Have you ever defaulted on a Contract? NO

Taxpayer ID#: 48-4546363 Date Organized: October 1, 2000

Date Incorporated: October 1, 2000

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 # **60-22-2222** (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).

APPENDIX D
DISCLOSURE OF INTERESTS CERTIFICATION

This form <u>must be signed</u> and submitted with your bid.

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
_____	_____
_____	_____

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.** ☐

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_____.
(month) (year)

_____
Signature of authorized agent of contracting business entity
(Declarant)

ADD ADDITIONAL PAGES AS NECESSARY

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 12/22/2017

Must file online at www.ethics.state.tx.us/File

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 <u>signed</u> copy must be filed with the CCRTA.

APPENDIX F
ACCESSIBILITY POLICY

This form must be signed and submitted with your bid.

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 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.

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 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: RFP No. 2020-S-13

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: Company A

PROJECT: RFP No. 2020-S-13

PAGE: _1___ PARAGRAPH: _1__ SUBJECT: Proposal Clarification Date

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

_____Jane Doe_____
Signature

****

FOR CCRTA USE

Approved: _____ Disapproved: _____ Clarification: ___X___

Response: Yes, the proposal may be submitted before the due date, however, please be sure to acknowledge all addendums issued for the RFP.

_____Authorized CCRTA Representative_____
Chief Executive Officer/Designee

APPENDIX I
PROPOSAL SUBMISSION CHECKLIST

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

Proposal Documents Required	Check
Proposals MUST BE submitted in the following format:	
1. Cover Letter	
2. Approach and Work Plan	
3. Qualifications and References	
4. Experience	
5. Certification Forms:	
5.1 Certification Form (Appendix B)	
5.2 Certification and Statement of Qualifications (Appendix C)	
5.3 Disclosure of Interests Certification (Appendix D)	
5.4 Accessibility Policy (Appendix F)	
5.5 References (Appendix G)	
Proposals MUST include the following:	
- One original Proposal	
- Five hard copies of Proposal	
- One Electronic copy of Proposal on a USB Flash Drive	
Proposed Revenue Schedule (Appendix A) – 1 original sealed in a separate envelope **NO OTHER COPIES ARE TO BE SUBMITED. DO NOT INCLUDE A COPY ENCLOSED WITH YOUR PROPOSAL.**	
- Proposed Revenue Schedule (Appendix A) Proposer must:	
1. List the Proposer's Name	
2. Complete the Proposed Revenue Schedule	
3. Sign, Print, and Date Proposed Revenue Schedule (Appendix A)	
5.1 Certification Form (Appendix B) – Sign, Print Name, Print Title and Date	
5.2 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 years in contracting business under present name	
11. Type of work performed by your company	
12. Have you ever failed to complete any work awarded to you?	
13. Have you ever defaulted on a Contract?	
14. Taxpayer ID# and Date Organized	
15. Date Incorporated	
16. Is your firm considered a disadvantaged business enterprise (DBE)?	
17. If you answered yes to the DBE question, explain type	
18. 18. Addenda Acknowledgement – write in each addendum issued (i.e. 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	
5.3 Disclosure of Interest Certification (Appendix D)	
Disclosure of Interest Certification (Appendix D) the Proposer 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	
5.4 Accessibility Policy (Appendix F) – Sign, List Company, Position, and Date	
5.5 References (Appendix G)	
- References (Appendix G) the Proposer must:	

Common Errors in Proposal Submissions:

- Forgetting to sign the 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 proposal

SPECIAL INSTRUCTIONS

1. Introduction and Scope

The CCRTA is seeking a firm to sell, produce, maintain, inventory, and accelerate advertising on the entire fixed-route bus fleet, paratransit bus fleet, bus shelters, transfer stations, bus benches, and other CCRTA property that might be deemed appropriate for advertising for a three (3) year base contract with one (1) two-year option. The Proposer will do all things necessary and reasonable to solicit sales and to sell advertising space and services in order to secure advertising of the highest quality in conformance with the dignity of the CCRTA.

Firms which have relevant “hands-on” experience are invited to complete and submit proposals. The contents of the proposal shall include the following (in the order noted below):

- Cover letter,
- Proposed Method of Accomplishing Work,
- Personnel and Equipment,
- Experience,
- Proposed Revenue Schedule (Appendix A) (submitted in a separately sealed envelope, and

Proposers shall submit (1) original and five (5) hard copies of their proposal, which must be concise and straightforward, and one (1) electronic version in PDF format supplied on a USB Flash Drive.

All proposals must be submitted before the deadline in the solicitation and addressed with the information as noted in “Instructions to Proposers,” Section 5.

SPECIAL INSTRUCTIONS

2. Proposal Elements

The proposal contents shall include:

2.1 Cover Letter

Include appropriate introductory and contact information including the name of the firm's principle liaison.

2.2 Proposed Method of Accomplishing Work

Proposers must state how the firm will meet the terms and conditions and provide the services requested herein (e.g., number of sales force and percentage of time dedicated to CCRTA advertising, number of staff persons in the field to provide maintenance for the benches, how sales, service and installation will be conducted, etc.) Proposers will also state how soon after contract award that service will begin.

2.3 Personnel and Equipment

Identify and provide resumes of those staff persons including project manager who will be handling this contract. Include the number of professional personnel by skill and qualifications and the field technicians that will work on this contract. Provide information on the tools and equipment that will be used to service this Contract.

2.4 Qualifications, Experience and Competence

List and describe recent experiences in similar industrial and commercial work within the CCRTA's service area. Firms should include copies of all licenses for the firm as well as for the staff. Proposers must include the names and addresses of a representative list of clients/references, particularly any transit agencies with which the firm is currently contracted for similar work.

SPECIAL INSTRUCTIONS

2.5 Proposed Revenue Schedule

Each firm must submit the Proposed Revenue Schedule (Appendix A) with its proposal. All proposed revenues to be incurred and credited to the CCRTA will be firm and included in this Schedule. Failure to complete and return this section will be cause for rejection of this proposal as non-responsive. The Proposed Revenue Schedule must be submitted in a separately sealed envelope.

Proposers will propose the percentage of "gross revenue" that the CCRTA will receive and/or the amount guaranteed for the contract term.

Proposers should also indicate:

- How payment should be made, i.e., monthly or otherwise.
- Gross revenue is defined as the amount of money received less commissions.
- Proposers may propose alternate method(s) of payment, provided such alternate method(s) us fully explained and sufficient detail provided to allow a clear understanding and evaluation of the financial benefits to the CCRTA.

SPECIAL INSTRUCTIONS

3. Basis for Award and Evaluation Criteria

3.1 The CCRTA will review all proposals for completeness. Those proposals found incomplete or failing to address the needs of the CCRTA as stated herein will not be evaluated. Those proposals furnished complete with all required documentation will be evaluated. **Proposers are urged to initially submit their best offer**. An award (if any) will be made to the Proposer whose proposal is deemed most advantageous to, and in the best interest of the CCRTA and the general public. The evaluation factors with their weights are as follows:

- Proposed Method of Accomplishing Work - 25 points
- Personnel and Equipment - 20 points
- Qualifications, Experience and Competence - 30 points
- Proposed Revenue Schedule - 25 points

3.2 The CCRTA will first evaluate the proposals on all factors other than proposed revenues earned. After a preliminary evaluation, the Proposed Revenue Schedule will be opened and included in the evaluation process. The CCRTA may select a firm for the project after this review if the CCRTA feels it is in the CCRTA's best interest. Otherwise, a short-list of interviewees will be established based upon the overall results. Discussions may be conducted with responsible submitting entities for purposes of clarification to assure full understanding of a conformance to the requirements. After completion of the interviews the evaluation of the proposals will be reviewed and modified as necessary.

Project Overview
Presented by:

Ms. Rita Patrick
Director of Marketing

SCOPE OF WORK

1. **General Services**

   The CCRTA is seeking a firm to sell, produce, maintain, inventory, and accelerate advertising on the entire fixed-route bus fleet, paratransit bus fleet, bus shelters, transfer stations, bus benches, and other CCRTA property that might be deemed appropriate for advertising for a three (3) year base contract with one (1) two-year option. The Contractor will do all things necessary and reasonable to solicit sales and to sell advertising space and services in order to secure advertising of the highest quality in conformance with the dignity of the CCRTA.

   Submission of a proposal constitutes an offer to perform the work specified and to be bound by the terms contained or referenced herein. Upon acceptance of the offer, and upon award of the contract to the successful proposer (if any), this document and all attachments hereto shall be made part of the Contract.

2. **Background Information**

   The CCRTA was created in 1985 by the vote of the public to provide quality, accessible and affordable transportation to the residents of Nueces County (except Petronilla) and parts of San Patricio County. The CCRTA is governed by an 11-member Board of Directors and is funded by a half-cent sales tax. The CCRTA services an 830 square-mile radius, including a population of more than 300,000 citizens. The CCRTA provides fixed route and curb-to-curb services as well as commuter, public event, and vanpool services.

SCOPE OF WORK

3. **Pre-COVID-19 Service Levels:**

The transit system is made up of a fleet of large fixed route and contracted small fixed route buses. The current system consists of a fleet of ninety-three (93) buses and trolleys, with sixty-nine (69) buses operating during peak time on 40 fixed, commuter, flex, and on-demand services. In 2019, the CCRTA's fixed route and contracted fixed route buses carried approximately 5.4 million passengers.

The CCRTA's fiscal year begins from January 1st through December 31st. Detail statistics of the transit operation are available upon request.

4. **Projections for the Next Five Years:**

Decrease in ridership has occurred thus far in 2020 due to COVID-19. Passenger trips are projected to decrease by 42.5% from 2019.

Passenger trips are projected to increase annually through 2025. Possible impact of ridership would be due to fare increases or other catastrophic events.

5. **Modes of Transportation**

5.1. Bus Fixed Route Fleet

CCRTA's fixed route bus fleet carries both exterior and interior advertising space. Operating hours and days of service for the fixed route bus fleet are:

Days of Service:	362 days/year
Operating Hours:	Monday through Saturday – 16 hours per day
	Sunday – 12 hours per day

SCOPE OF WORK

CCRTA Fleet:

- Total Large Fixed Route Vehicles – 70 Buses (quantity will vary)

MV Transportation:

- Total Vehicles – 53 Cutaway Vehicles
    - 34 used for B-Line Paratransit
    - 19 used for Fixed Route

Port Aransas Vehicles: (Managed by the CCRTA but run by Port Aransas)

- 4 Cutaway Vehicles

Entire Fleet:

- 127 Revenue Vehicles

NOTE:

- The CCRTA reserves the right to add buses or remove buses from revenue service from time-to-time during the term of the Contract for maintenance or other needs.
- All fixed-route buses are equipped with bike racks.
- Advertising Space Available for fixed-route buses: (See EXHIBIT A PHOTO 4A: Bus Wrap Advertising Space and PHOTO 4B: Bus Wrap Advertising Space)

SCOPE OF WORK

5.2 Exterior of Bus:

Bus Sizes 40 ft. and 35 ft. (print size may vary by bus series/type)

Wraps to accommodate (see EXHIBIT B - DIMENSIONS 1 through 6)

- o 40’ King and Queen Wrap
- o 35’ King and Queen Wrap
- o 35’ King and Queen Kong

NOTE: Exterior bus sign wraps shall be made of flexible, non-permanent removable, self-adhesive materials.
IMPORTANT NOTE: No razors or metal cutters utilized around windows and doors. The Contractor will be responsible for any damage resulting in utilizing improper equipment.

Perforated Media and Lamination

Windows: CCRTA Bus Perforated Media and Lamination

- Same window perforated vinyl that has been used only with 3M 8914,
- Optically Clear Lamination to significantly aid with adhesion and fading.

Wrap: CCRTA Bus Perforated Media and Lamination General Formulations Concept

- 230 AutoMark 54” x 150’ vinyl + laminate.

Windows: CCRTA Bus Perforated Media and Lamination

- 3M 8170-P50 (50/50)
- 3M 8914

SCOPE OF WORK

Wrap: CCRTA Bus Print Media and Lamination

- 3M IJ3555 54” x 150’
- 3M 8518 54” x 150’

Interior of Bus:

- Interior Bus Posters 11” x 17” or 11” x 28”

NOTE: Printed on 6 ply coated cardboard stock or .020 mil styrene preferred. (See Exhibit A – Photo 6: Inside of Bus Advertising Space).

5.3. Paratransit Fleet

B-Line is the door-to-door paratransit transportation services for people with disabilities and those unable to ride fixed-route bus service. B-Line operating hours and days of service mirror the service of our fixed-route buses.

Current Fleet: 34 paratransit buses (quantity will vary)
Cutaway Bus Size: The lower panel banner size is 14’3”w x 3’6”h, with the wheel well t towards the right. (See EXHIBIT A Photo 8: Para-transit/Cutaway Bus Size).

SCOPE OF WORK

5.4. Bus Benches

Currently, there are an **estimated 724 bus benches** with advertisements. The benches are for the use and accommodation of the patrons and users of the CCRTA's buses. Benches are at locations of bus stops in the general area between the street and sidewalk. (See Exhibit A – Photo 2: Wood/Concrete Bus Bench Advertising Space).

CCRTA reserves the right to add or remove bus benches according to passenger ridership, maintenance and city street construction.

- Bus Bench size: 24x72 (artwork 22x70)

6. Bus Shelters

Currently, there are an **estimated 50 shelters** with advertising space. The shelters are 3-sided and contain an aluminum frame lockable map case in two sizes (44" x 67" and 30" x 45") most with a clear Lexan lens that attaches to one of the back panels. (See Exhibit A – Photo 1: Shelter Side Advertising Space)

NOTE: 40 new Tolar shelters with advertising bus benches will be installed by end of 2020. (See EXHIBIT A PHOTO 3: New Tolar Bus Bench Advertising Space)

SCOPE OF WORK

7. Transfer Stations

The CCRTA's transfer stations include:

1. Port/Ayers Station
2. Robstown Station
3. Southside Station
4. Staples Street Station

Advertisements at the CCRTA transfer stations must be placed only inside frames/kiosks provided for the purpose. (See EXHIBIT A PHOTO 7: Robstown Station Ad Space)

<u>Carefully review the following sections within the RFP:</u>

8. **Contractor Responsibilities**
9. **CCRTA Responsibilities**
10. **Advertising Standards**
11. **Commercial Standards**
12. **Non-Commercial Advertising**
13. **Prohibited Advertising**
14. **ADVERTISING POLICIES AND STANDARDS**

SCOPE OF WORK

PHOTO 1: Shelter Side Advertising Space

PHOTO 2: Wood/Concrete Bus Bench Advertising Space

SCOPE OF WORK

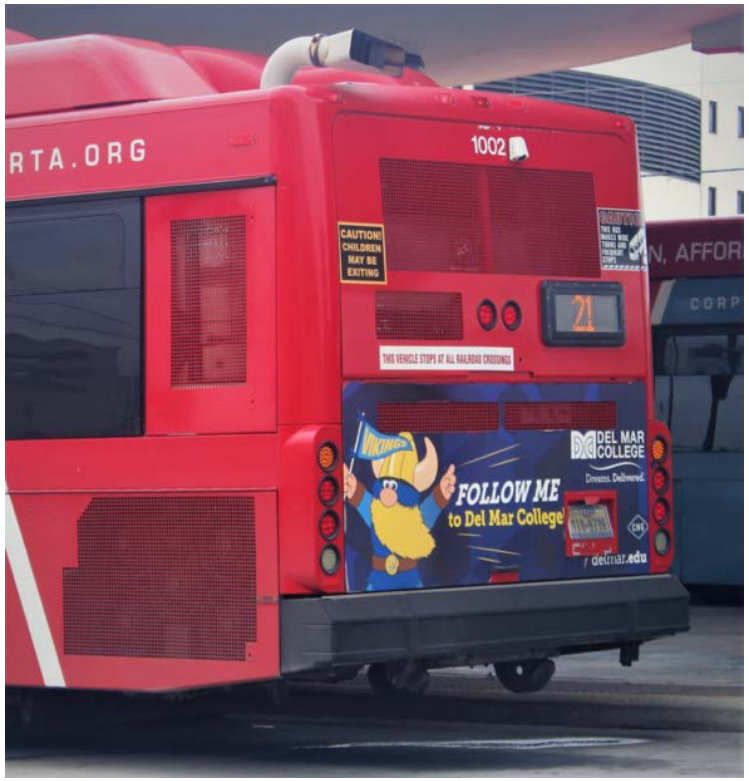
PHOTO 3: New Tolar Bus Bench Advertising Space

PHOTO 4A: Bus Wrap Advertising Space

SCOPE OF WORK

PHOTO 4B: Bus Wrap Advertising Space

PHOTO 5: Back of Bus Advertising Space



SCOPE OF WORK

PHOTO 6: Inside of Bus Advertising Space

PHOTO 7: Robstown Station Ad Space

SCOPE OF WORK

PHOTO 8: Para-transit/Cutaway Bus Size Wrap

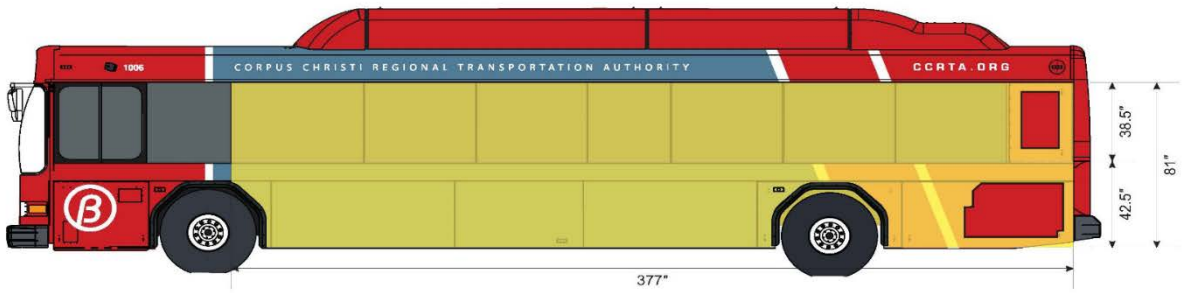
Para-transit/Cutaway Bus Size Wrap

SCOPE OF WORK

The following are the dimensions for the wraps

40’ King Wrap

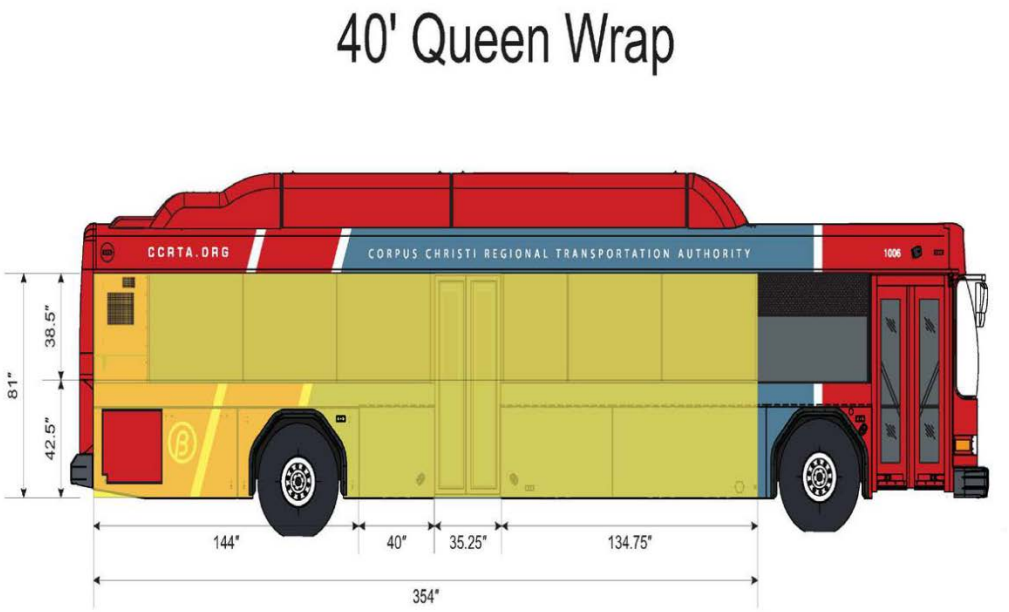
40' King Wrap



SCOPE OF WORK

The following are the dimensions for the wraps

40’ Queen Wrap



SCOPE OF WORK

The following are the dimensions for the wraps

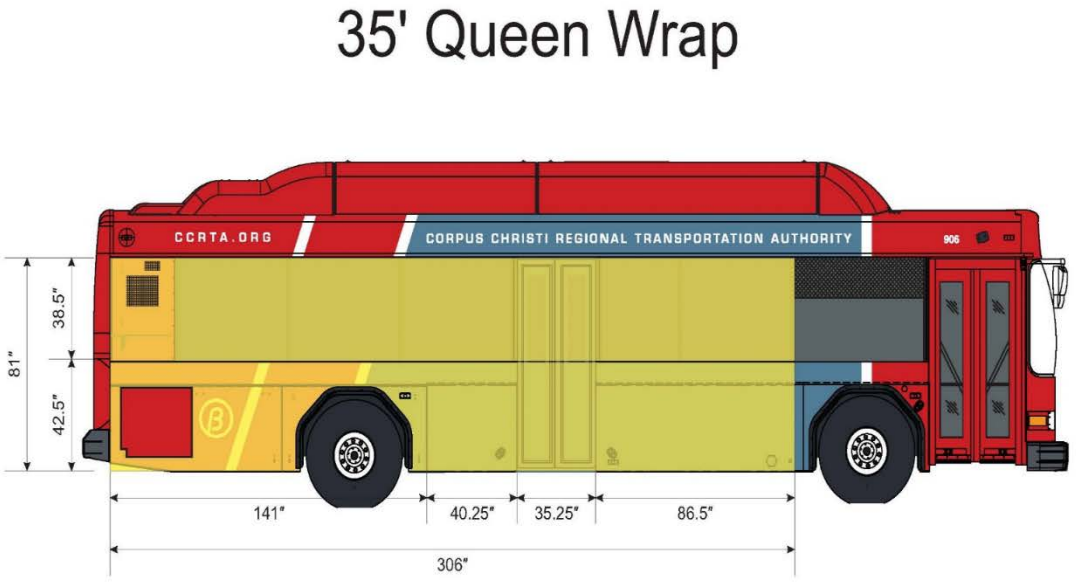
35’ King Wrap

35' King Wrap

SCOPE OF WORK

The following are the dimensions for the wra

35’ Queen Wrap

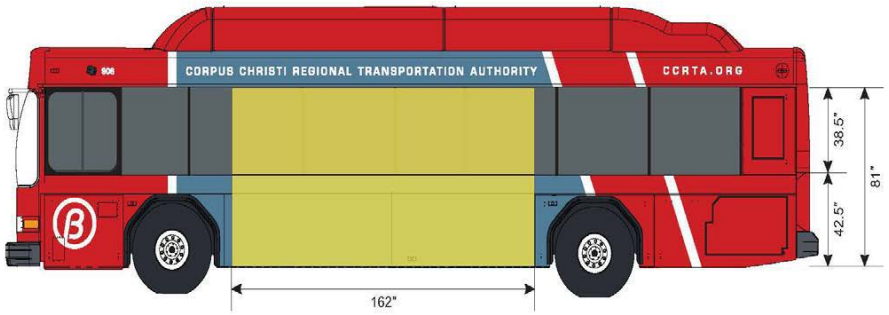


SCOPE OF WORK

The following are the dimensions for the wraps

35′ King Kong

35’ King Kong

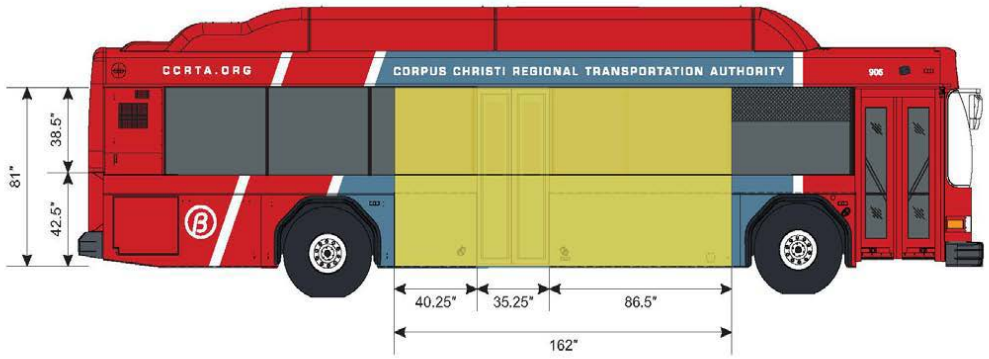


SCOPE OF WORK

The following are the dimensions for the wrap

35′ Queen Kong

35’ Queen Kong



Thank You
For Your
Attendance!