

Pre-Bid Conference

Heavy-Duty Vehicle Filters



INVITATION FOR BID

For

Heavy-Duty Vehicle Filters

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 Heavy-Duty Vehicle Filters.

- This is a Three (3) Year, firm-price supply contract with One (1) Two-Year Option.
- 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.**

Dates to Remember

Request for Information/Exceptions/Approved Equals (Appendix H) Due Tuesday, March 16, 2021 by 3:00 PM (CST)

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

CCRTA's Response to Request for Information Due Tuesday, March 23, 2021

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

Bids Due Tuesday, April 6, 2021 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.

May 5, 2021 – 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 Bids,
- Instructions to Bidders,
- Scope of Work,
- Standard Supply Agreement Terms and Conditions,
- Standard Service Terms and Conditions,
- **Federal Supplemental Conditions (Materials and Supplies), (As in Addendum No. 1)**
- Price Schedule (Appendix A), and
- 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),
- Bid Submission Checklist (Appendix I),
- **Buy America (Appendix J), and (As in Addendum No. 1)**
- **Certification of Restriction on Lobbying (Appendix K). (As in Addendum No. 1)**

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),
- References (Appendix G),
- **Buy America (Appendix J), and (As in Addendum No. 1)**
- **Certification of Restrictions on Lobbying (Appendix K). (As in Addendum No. 1)**

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

- Submit one signed Price Schedule (Appendix A) in pdf format.
- Submit Certification Forms (Appendix B, C, D, F, G, **J** and **K**) in a separate pdf file. **(As in Addendum No. 1)**

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

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

BIDDERS must submit the Price Schedule and all certification forms. Failure to provide this information may deem your bid to be non-responsive.

REQUIRED DOCUMENTS

The following document 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"

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.

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. 2021-FP-03 Heavy-Duty Vehicle Filters**

Bid Due Date: Tuesday, April 6, 2021 at 3:00 p.m. (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 attend the Bid Opening via GoToMeeting, please submit a login request to procurement@ccrta.org by 12:00 p.m. Tuesday, April 6, 2021.**

9. REFERENCES

The CCRTA requires that bidders supply a list of pertinent references using the enclosed Reference Form in the Certifications section of the IFB.

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.

INSTRUCTIONS 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.

INSTRUCTION TO BIDDERS

17. FORM 1295 “CERTIFICATE OF INTERESTED PARTIES”

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

Bidders must comply with Government Code Section 2252.908 and submit Form 1295 “Certificate of Interested Parties” upon notification that Bidder has been recommended for award. Form 1295 requires disclosure of “interested parties” with respect to entities that enter contracts with cities. These interested parties include:

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

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

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

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

STANDARD SUPPLY AGREEMENT TERMS AND CONDITIONS

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

26. LIABILITY INSURANCE COVERAGE.

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

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

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

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

27. WORKERS' COMPENSATION.

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

FEDERAL SUPPLEMENTAL CONDITIONS (Materials and Supplies)

(As in Addendum No. 1)

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

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>.

APPENDIX A PRICE SCHEDULE

This form must be completed and submitted with your bid.

IFB No.: 2021-SP-03 Heavy-Duty Vehicle Filters

BIDDER: _____

Due by: Tuesday, April 6, 2021

Instructions:

1. Refer to "Instructions to Bidders" and "Scope of Work" and quote your best price, FOB delivery to 5658 Bear Lane, Corpus Christi, Texas 78405.
2. This will be a Three (3) Year firm-price supply contract with One (1) Two-Year Option. NO ESCALATION IN PRICE WILL BE PERMITTED DURING THE TERM OF THE CONTRACT.
3. Bids are valid for one hundred eighty (180) calendar days from the board approval date.
4. Quantities are estimated usages only and are **NOT** guaranteed.
5. Original Equipment Manufacturers "OEM" part numbers are listed.
6. Pricing includes required warranty as specified in the Scope of Work, Section 8.0.
7. Please note that this Contract will be awarded on a single overall low bid and will not be awarded to multiple bidders.
8. Tab 2 is the Price Schedule (Appendix A) for the Three-Year Base and the Percentage Increase for the One (1) Two-Year Option. **THIS PAGE MUST BE SIGNED AND DATED.**
9. Bidders must provide fees for the Three-Year Base and a Percentage Increase for the One (1) Two-Year Option. Failure to provide this information may deem your bid to be non-responsive.
10. Delivery Date: If the five (5) business days' delivery date cannot be met, the BIDDER shall state the best delivery time, in business days, from the date the purchase order is received.
11. **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.
12. 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.

See the separate Microsoft EXCEL Spreadsheet.

**Calculations are automatic.
ONLY complete the Proposed Manufacturer,
Proposed Part No., and Unit Price (Per Filter) columns.
The Delivery Time and Two-Year Option Percentage
Increase fields must also be completed.
Enter the Bidders name, Sign, Print Name, Title and
Date.
All other fields are locked.**

APPENDIX A PRICE SCHEDULE CONT'D

This form must be completed and submitted with your bid.

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
PRICE SCHEDULE (APPENDIX A)

IFB NO. 2021-SP-03
HEAVY-DUTY VEHICLE FILTERS

Bids Due: April 6, 2021
By: 3:00 p.m.

Bidder: _____

Three Year Base

Proposed Manufacturer	Proposed Part No.	CCRTA PART NUMBERS	OEM PART NUMBERS	QUANTITY (Estimated One Year Usage)	UOM	UNIT PRICE (Per Filter)	THREE YEAR EXTENDED PRICE
		FIL-004	HF8140	43	EA	\$0.00	\$0.00
		FIL-005	AF27876	266	EA	\$0.00	\$0.00
		FIL-006	P601560	38	EA	\$0.00	\$0.00
		FIL-027	FS1065	121	EA	\$0.00	\$0.00
		FIL-028	FF5636	119	EA	\$0.00	\$0.00
		FIL-029	AF4588M	43	EA	\$0.00	\$0.00
		FIL-142	WF2071	179	EA	\$0.00	\$0.00
		FIL-195	NGS900	247	EA	\$0.00	\$0.00
		FIL-255	HF35153	92	EA	\$0.00	\$0.00
		FIL-256	LF9009	655	EA	\$0.00	\$0.00
		FIL-514	CV50628	43	EA	\$0.00	\$0.00
				TOTAL USAGE	1846	TOTAL PROJECTED COST	\$0.00

Delivery Time: _____ (# Of Business Days If The Required 5 Business Days Cannot Be Met)

Two-Year Option Percentage Increase

Percentage Increase for Each Item Will Not Exceed: _____ %

Signature

Print 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.

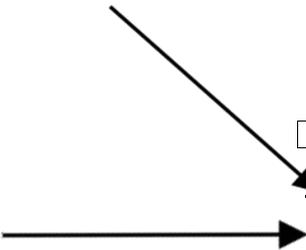
APPENDIX C CERTIFICATION AND STATEMENT OF QUALIFICATIONS

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 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>).

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.

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. 2021-SP-03

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: ABC Filters

PROJECT: IFB No. 2021-SP-03

PAGE: 1 PARAGRAPH: 1 SUBJECT: Bid Due Date

Request: Can the bid be submitted before the 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, be sure to acknowledge any addendums issued before the bid due date in order to be deemed responsive and considered for this contract.**

CCRTA Authorized 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 F), and	
2.5 References (Appendix G).	
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@ccrta.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 should be clearly titled and submitted together in the same email.</p> <p>- Price Schedule (Appendix A) Bidder must:</p> <ol style="list-style-type: none"> List the Firm Name Complete the Price Schedule Sign, Print, Date and Provide Title on Price Schedule (Appendix A) 	
2. Certification Forms – Complete, sign and date all forms.	
2.1 Certification Form (Appendix B) – Sign, Print, Date and list Title	
2.2 Certification and Statement of Qualifications (Appendix C)	
- Certification and Statement of Qualifications (Appendix C) Proposer must:	
1. Sign	
2. Print Name	

1. Title and Date	
2. Firm Name	
3. Business address: Street, City, State and Zip	
4. Office and fax telephone numbers	
5. Email address	
6. Firm owner and Firm CEO	
7. Taxpayer Identification Number	
8. Number of year in contracting business under present name	
9. Type of work performed by your company	
10. Have you ever failed to complete any work awarded to you?	
11. Have you ever defaulted on a Contract?	
12. Taxpayer ID# and Date Organized	
13. Date Incorporated	
14. Is your firm considered a disadvantaged business enterprise (DBE)?	
15. If you answered yes to the DBE question, explain type.	
16. Addenda Acknowledgement – write in each addendum issued (<i>i.e.</i> Addendum No. 1, 2, and 3)	
17. 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.	

APPENDIX J BUY AMERICA CERTIFICATE

(As in Addendum No. 1)

Buy America Certificate

Certification requirement for procurement of steel, iron, or manufactured products (required for contracts over \$150,000)

CERTIFICATE OF COMPLIANCE WITH BUY AMERICA REQUIREMENTS

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

Date: _____

Authorized Signature: _____

Print Name: _____

Company Name: _____

Title: _____

Or

CERTIFICATE OF NON-COMPLIANCE WITH BUY AMERICA REQUIREMENTS

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

Date: _____

Authorized Signature: _____

Print Name: _____

Company: _____

Title: _____

APPENDIX K RESTRICTIONS ON LOBBYING

(As in Addendum No. 1)

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

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

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

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

Executed this _____ day of _____, 2021.

Signed: _____

Printed Name: _____

Company Name: _____

Common Vendor Errors in Bid Submissions:

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

Project Overview

Presented by:

Mr. Bryan Garner, Director of Maintenance

And

Mr. John Garcia, Assistant Director of Maintenance

SCOPE OF WORK

1. DESCRIPTION

The CCRTA requires the use of filters for bus engines, capable of meeting the rigors of intra-city travel. Specifications are based on OEM specifications (catalog numbers) to establish acceptable standards of quality, performance features, and design required, and are in no way intended to prohibit the bidding of other manufacturers' items of equal material. **All furnished parts must meet OEM specifications.**

The BIDDER is mandated to stock filters that are ordered more than once per month. The CCRTA cannot rely on companies that are only brokers and do not keep an inventory of the required filters to meet purchase order fulfillment.

FILTER SPECIFICATIONS

PART NO.	DIMENSIONS		Filtration & Mechanical Specifications	
NG5900	Overall Height	7.35 in	Capacity	2 g
	Weight (Dry)	1.2 lbs.	2 beta – 200	25 micron
	Overall OD	3.681 in	Rated Flow	359.31 GPM
	Largest OD	3.681 in	0.3 micron coalescing efficiency	
	Thread Size	1 ½ -16 UN-2B		

SCOPE OF WORK

AF4588M	End 1 ID	6.953 in	Capacity	3277 g
	End 2 ID	5.45 in	Other	98.5 % initial efficiency
	End 1 OD	10.402 in	Rated Flow	864.86 CFM
	End 2 OD	7.492 in		
	Overall Height	28.9 in		
	Weight (Dry)	9.40 lbs.		
AF27876	End 2 OD	13.41 in	Other	99.95% efficiency
	Overall Height	7.35 in		
	Width, Max	8.05 in		
	Weight (Dry)	3.85 lbs.		

WF2071	Overall Height	4.151 in	Capacity	15 g
	Overall OD	3.692 in	Other	60 micron @ 95%
	Thread Size	11/16 – 16 UN-2BB	Rated Flow	1 GPM
			Contains 4 units of DCA4	

SCOPE OF WORK

HF8140	End 1 ID	1.31 in	Capacity	26.5 g
	End 2 ID	1.1 in	@ beta = 20	35 micron
	Overall Height	5.06 in	@ beta = 75	47 micron
	Overall OD	3.99 in	Rated Flow	18.81 GPM

FS1065	Overall OD	3.69 in	Capacity	52 g
	Overall Height	9.79 in	Other	5 micron @ 83%
	Thread Size	1-14 UNS-2B	@ beta = 75	10 micron
			Rated Flow	89.828 GPH

HF35153	End 1 ID	1.53 in	Capacity	18 g
	End 2 ID	1.65 in	@ beta = 200	40 micron
	Weight (Dry)	1.7 lbs.	Rated Flow	15 GPM
	Overall OD	3.0 in	Kit contains two HF35152 plus gasket kit.	
	Overall Height	4.2 in		

SCOPE OF WORK

LF9009	Overall OD	4.658 in	Capacity	45 g
	Overall Height	11.88 in	Other	10 micron @ 60%
	Thread Size	2 ¼-12 UNS-2B	@ beta = 75	30 micron
			Rated Flow	27.74 GPM

FF5636	Overall OD	3.68 in	Capacity	32.7 g
	Overall Height	6.92 in	Other	2 micron @ 88%
	Thread Size	7/8-14 UNF-2B	@ beta = 75	5 micron
			Rated Flow	47.56 GPH

CV50628	Overall Height	13.059 in		
	Width Max	1.939 in		
	Depth Overall	6.129 in		

SCOPE OF WORK

- 2.0 The BIDDER will be required to pay the outbound freight.
- 3.0 The BIDDER will furnish parts which are either permanently labeled or are traceable. (An example would be a filter that needs the part number on the item. Parts cannot be generic with no part numbers). In the event that the BIDDER cannot comply with this requirement on a particular order due to limitations by suppliers, the CCRTA reserves the right to purchase these parts from other suppliers.
- 4.0 The following items have already been approved and are preferred parts for the CCRTA. However, staff will consider requests for approved equals.

Approved Manufacturer: Fleetguard

It is the ultimate responsibility of the BIDDER to ensure that parts other than those listed above meet OEM specifications for warranty issues.

BIDDERS are required to state exactly what they intend to furnish; otherwise, they will be required to furnish the items as specified. Bidders must furnish brand requested or request an approved equal during the Request for Information/Exceptions/Approved Equals process.

5.0 BID INSTRUCTIONS

- 5.1 BIDDERS will quote their best price on a per-line-item basis. A Contract will be awarded to the lowest and most

SCOPE OF WORK

responsible and responsive BIDDER.

- 5.2 The Price Schedule included in this Invitation for Bids is to be used in submitting bids; no other format will be accepted. The proposed manufacturer and corresponding part number must be shown on the Price Schedule.
- 5.3 The CCRTA is exempt from all federal and state taxes. BIDDERS bids will be based on F.O.B. destination.
- 5.4 **Please note that this bid will be awarded on a single overall low bid and will not be awarded to multiple bidders.**

6.0 DELIVERY

- 6.1 The BIDDER will have five (5) business days to deliver all orders placed by the CCRTA from receipt of purchase order release. Deliveries will be made from 6:30 a.m. - 8:00 p.m., Monday through Friday, at the CCRTA's Operations Facility, 5658 Bear Lane, Attn: Parts Dept., Corpus Christi, Texas 78405.
- 6.2 The BIDDER will comply with industry standards for packaging and delivery of all orders. A detailed delivery receipt with the parts' manifest and purchase order number must be furnished and will be signed as received by authorized CCRTA personnel.

SCOPE OF WORK

6.3 Discrepancies related to wrong parts, quantities, or delivery will not be accepted by the CCRTA. All costs related to problems caused by the BIDDER will be borne by the BIDDER.

7.0 STOCKING REQUIREMENTS

- 7.1** The BIDDER must demonstrate to the CCRTA's satisfaction, if requested, that it has adequate storage capacity on its premises for the material required to perform this Contract.
- 7.2** The successful BIDDER will be required to supply all items by the manufacturer upon which its bid is based. **No substitution of manufacturer will be allowed during the term of this supply contract.**
- 7.3** Due to limited warehouse space and inventory investment, the CCRTA will rely exclusively on the BIDDER's stocking increments and specified delivery response time. The BIDDER must maintain at least 25% of all items awarded to it. Emergency delivery service may be required in some instances. The successful BIDDER must be able to respond and meet this need. The successful BIDDER will be compensated the actual cost for premium transportation charges when specifically authorized by the CCRTA.
- 7.4** The CCRTA reserves the right not only to inspect but also to test the successful BIDDER's particular part(s) to determine whether they meet OEM specifications. If the part(s) are rejected, the CCRTA will return them with an explanation at the BIDDER's expense. A new Contract will be issued to the next lowest and responsible BIDDER for any such part(s).

SCOPE OF WORK

8.0 WARRANTY

All parts will be fully warranted and meet the standard manufacturer's warranty.



Thank You
For Your
Attendance!