INVITATION FOR BID
For
FASTENERS AND MISCELLANEOUS SHOP SUPPLIES

IFB No.: 2021-SP-09
Date Issued: June 1, 2021

Bids will be received at the offices of the Corpus Christi Regional Transportation Authority, hereinafter called the "CCRTA", at 602 N. Staples Street, Corpus Christi, Texas 78401 or by email at procurement@ccrta.org until 3:00 p.m. (CST) Tuesday, July 13, 2021 for Fasteners and Miscellaneous Shop Supplies. This is a firm-fixed-price three (3) year base supply contract with two (2) one-year options. 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.

Bidders are encouraged to attend a pre-bid conference scheduled for Tuesday, June 15, 2021 at 3:00 p.m. (CST) via GoToMeeting. Please send a request for login information to procurement@ccrta.org by 12:00 p.m. (CST) Tuesday, June 15, 2021. 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. Although attendance is not mandatory, bidders are strongly encouraged to attend.

Requests for Information will be due by 3:00 p.m. (CST), Tuesday, June 22, 2021, with a response by Tuesday, June 29, 2021.

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/Grants, at (361) 289-2712.
The following bid documents are applicable under this procurement:

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

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

**For mailed bid submission, please submit as follows:**

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

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

- Price Schedule (Appendix A) – Sign and Submit in a pdf format, and
- Certification Forms (Appendix B, C, D, F, and G), Sign All and Submit in a separate pdf file.

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

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

BIDDERS must submit the Price Schedule and all Certification Forms. Failure to provide this information may deem your bid to be non-responsive.
The following document must be submitted prior to award if not submitted with the Bidder’s bid:

- Copy of Insurance

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

- Form 1295 “Certificate of Interested Parties”

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

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 this 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.

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 signed Price Schedule (one (1) original in a sealed envelope along with the signed Certification Forms or email them to procurement@ccrta.org prior to the deadline. Failure to provide this information may deem your bid to be non-responsive.**
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-SP-09 Fasteners and Miscellaneous Shop Supplies

Bid Due Date: **Tuesday, July 13, 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.

6.3 **Schedule**

Bids shall be governed by the following schedule:

- **June 1, 2021 – IFB Issued**  

- **June 15, 2021 - Pre-Bid Conference** at 3:00 p.m. (CST) via GoToMeeting. Please send a request for login information to **procurement@ccrta.org** by 12:00 p.m. (CST) on this day.

- **June 22, 2021 – Request for Information/Exceptions/Approved Equals**  
  Written Request for Information/Exceptions/Approved Equals (Appendix H) are due no later than 3:00 p.m. (CST). Please submit one form for each Request for Information/Exceptions/Approved Equals. Request for Information/Exceptions/Approved Equals must be emailed to **procurement@ccrta.org** or received by mail at the CCRTA’s Staples Street Center, Attn: Procurement Department, at 602 N. Staples Street, Corpus Christi, Texas 78401.
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.

The CCRTA’s offices are currently closed to the public due to the COVID-19 pandemic. To attend the Bid Opening via GoToMeeting, please submit a login request to procurement@ccrta.org by 12:00 p.m. (CST) Tuesday, July 13, 2021.

9. **REFERENCES**

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

10. **EVALUATION FACTORS**

10.1 The 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.

10.3 In the event identical bids are submitted which are determined by the CCRTA to be the lowest responsible bids, if only one of such bidders is a resident of the CCRTA service area, the contract must be awarded to that bidder. Otherwise; the successful bidder shall be selected by the casting of lots as provided in Section 271.901 of the Local Government Code.

10.4 For contracts not involving federal funds, in the event a bid is submitted by a “Nonresident Bidder” as defined under Chapter 2252 of the Texas Government Code, additional evaluation factors may apply if in the home state of the nonresident bidder a preference exists in favor of local bidders. The nonresident bidder will be required to underbid any Texas bidder for this contract by the same amount that a Texas bidder would need to underbid the nonresident bidder in order to be awarded a contract in the nonresident bidder’s home state. Bidders may contact the CCRTA or the Texas General Services Commission for information concerning particular state requirements.

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.

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.

14. **EQUAL OPPORTUNITY**

Bidders are expected to comply with the Affirmative Action Programs of the CCRTA with respect to its provisions concerning contractors. The CCRTA expressly reserves the right to consider such compliance in determining the lowest responsible bidder.

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.

17. **FORM 1295 “CERTIFICATE OF INTERESTED PARTIES”**

(Only to be submitted if chosen 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.
SPECIAL TERMS AND CONDITIONS

1.0 DESCRIPTION

The CCRTA is seeking bids from qualified firms interested in a contract for the supply of fasteners and miscellaneous shop supplies. Firms should quote their best prices. The successful bidder will also supply a number of adequate bolt bins sufficient for the CCRTA’s stocking levels.

2.0 BID INSTRUCTIONS

2.1 The Price Schedule included in this IFB is to be used in submitting your bid. Firms MUST include their name on each page. Firms must also indicate the proposed manufacturer for each set of items as listed on the Price Schedule.

2.2 Bids will be on the basis of F.O.B. destination, and must be ordered and put away by the vendor. Orders must be approved quantities with purchase orders before delivery.

2.3 These specifications are written to explain what to do, not how to do it. It is assumed and will be required that all workmanship will be “first class” and in compliance with the current approved standards for the particular phase of the work as prescribed by the manufacturer. No careless or slovenly work of any form will be accepted.

3.0 QUALITY ASSURANCE

3.1 All equipment furnished under this specification must be new and of good quality workmanship and material; in no case shall use, reconditioned, or obsolete parts be accepted. In all matters of detail, equipment must be manufactured in accordance with the best trade customs and professional standards of the work of like character and purpose, and generally recognized by trade standards.

3.2 The CCRTA reserves the right to obtain from the apparent low bidder information and samples on proposed manufacturers prior to contract award to verify the equipment is of an acceptable grade. If this information cannot be provided or the CCRTA determines that the items are not acceptable, this request may be made of the next apparent low bidding firm.

4.0 COMPETENCY OF FIRMS

Pre-award inspection of the Firm’s facility may be made prior to the award of Contract. Bids will be considered only from firms that are regularly engaged and licensed in the business of providing the goods and/or services described in this IFB for a reasonable period of time; and have a 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 the Firm, including past performance (experience) with the CCRTA and other similar customers. The CCRTA must also be satisfied that the Firm has adequate storage capacity on the premises for the material required to perform this contract. A record of non-performance or poor performance may disqualify a Firm from award.

5.0 SILENCE OF SPECIFICATIONS

The apparent silence of these 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 these specifications shall be made on the basis of this statement.

6.0 INVOICES AND PAYMENTS

The Contractor will submit separate invoices, in duplicate, on each purchase order or purchase release after each delivery. Invoices shall indicate the purchase order or purchase release number, contract number and the supply agreement number. Invoices will be itemized and transportation charges, if any, will be listed separately. A copy of the bill of lading and the freight waybill when applicable will be attached to the invoice and mailed to the CCRTA at the address specified on the purchase order or acceptance letter. Payment will not be due until thirty (30) days after the date the above instruments are submitted or delivery, whichever is later. The CCRTA reserves the right to review all of the Contractor's invoices after payment and recover any overcharge resulting from such review.
TECHNICAL SPECIFICATIONS

1.0 DESCRIPTION

1.1 Nuts, Bolts, and Washers

1.1.1 The BIDDER will furnish new grade 8 nuts, bolts, and washers. All nuts and bolts must have traceable head markings and meet the following specifications. In addition, the bidder will furnish metric nuts, bolts, and washers. All nuts and bolts must have traceable markings and meet following specifications.

1.1.2 Grade 8 hex head cap screws must be inspected and tested according to standard sampling practices and found to conform to the Society of Automotive Engineers (SAE) specifications J429 grade 8 and ASTM A345 grade BD. Metric bolts grades, nuts washers will be supplied grade 10.9 and of the hex cap design using the ANSI-B 18.2.3.5M standard including standard ASTM F568M in addition to standards DIN 931 and DIN 960.

1.1.3 Dimensionally, these products should conform to the American National Standard Institutes (ANSI) specifications B18.2.1 for finished hex nuts. They must also conform to the mechanical properties and material requirements of SAE J995 grade 8 specifications. They should also conform to the ANSI specifications B18.2.2 for finished hex nuts and SAE J104 specifications for hex nuts.

1.1.4 Nuts and bolts must have a corrosion resistance plating, with a minimum plating thickness of .0002. Plating must be baked for four hours within one hour of plating for protection against hydrogen embitterment.

1.2 Electrical Supplies

1.2.1 Low-tension primary wire shall be cross-link Ploy primary, single conductor wire. It shall be 50 volts (max.) unless otherwise noted in specs and able to withstand temperatures to 350 F. It shall resist moisture, weather, heat, oil, abrasion, and aging. It shall meet ATA standards, Coast Guard standard 183-430, and SAE J1128 type GPT specs.

1.2.2 Wire loom clips

1.2.3 Battery cable shall be heavy-duty solder type with AWG identification. It shall be tin plated to resist corrosion and must meet CSA standards.

1.2.4 Solder-less terminal shall be crimp type, nylon insulated. All terminals must meet the following specifications: copper #QQ-C-576, MS-20659, certified government specification plating #MIL-T-10727B, MIL-T-7928/ID, and QQ-C-
576B. Insulation shall be poly-vinyl-chloride (PVC).

1.3 Miscellaneous Shop Supplies

1.3.1 Gaskets, lubricants, drill bits, abrasive wheels, silicones, sand paper, Tyvex suits, hose clamps, lubricants, etc. All items listed under sections 21 through section 25 located within the Price Schedule (Appendix A, Price Schedule Summary) will be of industries best standards to ensure high quality materials will be utilized for any supplied product to the CCRTA. In addition, all supplied products and materials will be shipped with most current Safety Data Sheets (SDS) sheets. No product or materials will be allowed through the shipping or receiving department without a current SDS attached to all deliveries to the CCRTA for any reason. Each and every deliverer will ensure proper supporting documentation will be attached to each delivery.

Any product supplied under this agreement which does not perform as stated on any materials listing or advertised by the supplier or agent will be required to fall under the 2.0 Buying Back Stock section for a full refund of reminding product or products. Every attempt will be made to work with the supplier or agent to resolve non-performing products. If testing is required for any product which would include chemical lab work or any type testing, it will be the supplier or agent’s responsibility for the cost of the testing.

2.0 BUYING BACK STOCK

The BIDDER shall buy back (at purchase price) all items identified by the CCRTA as non-usable stock. However, with respect to obsolete parts, the BIDDER shall credit (in boxed quantities) the CCRTA 100% of the current value. There will be no restocking fees.

3.0 WARRANTY

The CCRTA accepts the standard manufacturer’s warranty including added quantities provided by distributors.

4.0 DELIVERY

4.1 The BIDDER shall have two (2) working days to deliver all orders placed by the CCRTA from the receipt of purchase order release. Delivery shall be made F.O.B. between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday at 5658 Bear Lane, Corpus Christi, Texas 78405.

4.2 If the BIDDER cannot meet the delivery requirements, the CCRTA reserves the right to purchase the parts elsewhere as outlined in Section 15.0, Substitute Suppliers, of the Standard Supply Agreement Terms and Conditions.
5.0 PACKING

The BIDDER shall comply with industry standards for packing and delivery of all orders. A detailed delivery receipt with the parts manifest and purchase order number must be furnished and signed as received by authorized CCRTA personnel.

6.0 STOCKING REQUIREMENTS

6.1 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 agreement.

6.2 The BIDDER will, at a minimum, restock the CCRTA’s shelves monthly, including rearranging inventory and ensuring that all labels are current. However, all orders must be pre-approved by either the Materials Management, Director of Maintenance, or designee. The BIDDER is responsible for keeping bins organized as needed or requested by the CCRTA.

7.0 DISCREPANCIES

Discrepancies related to wrong parts, quantities will not be accepted by the CCRTA for delivery. All costs related to problems shall be borne by the CONTRACTOR.
STANDARD SUPPLY AGREEMENT TERMS AND CONDITIONS

1. TERM.

The term of this Supply Agreement shall be for the period specified in the Bid Invitation, with the option to extend for one or more additional periods as specified in the Bid Invitation, subject to the approval of the Corpus Christi Regional Transportation Authority “CCRTA”.

2. DESCRIPTION – SALE OF GOODS.

Contractor shall transfer and deliver to the CCRTA and the CCRTA shall pay for and accept all of the CCRTA’s requirements during the referenced term of the Agreement for all of the items listed and described in the Bid documents. Quantities shown are merely estimates and do not obligate the CCRTA to order or accept more than the CCRTA’s actual requirements during the period of this Agreement, nor do the estimates limit the CCRTA from ordering less than its actual needs during the period of this Agreement, subject to availability of appropriated funds.

3. CONTRACTOR TO PACKAGE GOODS.

Contractor shall package all goods in accordance with good commercial practice. Each shipping container shall be clearly and permanently marked as follows: (a) Contractor’s name and address; (b) CCRTA’s name, address and purchase order or purchase release number and the supply agreement number if applicable; (c) Container number and total number of containers, e.g., box 1 of 4 boxes; and (d) the number of the container bearing the packing slip. Contractor shall bear the cost of packaging unless otherwise provided. Goods shall be suitably packed to secure lowest transportation costs and to conform with requirements of common carriers and any applicable specifications. The CCRTA’s count or weight shall be final and conclusive on shipments not accompanied by packing lists.

4. NO SHIPMENTS UNDER RESERVATION.

Contractor is not authorized to ship the goods under reservation and no tender of a bill of lading shall operate as a tender of goods.

5. TITLE AND RISK OF LOSS.

The title and risk of loss of the goods shall not pass to the CCRTA until it actually receives and takes possession of the goods at the point or points of delivery. The terms of this Agreement are “no arrival, no sale.”

6. PURCHASE OR RELEASE ORDER.

The CCRTA shall exercise its right to specify time, place, and quantity to be delivered in the following manner: Any of the CCRTA’s separate departments or divisions may send to Contractor a purchase or release order signed by an authorized agent of the department or division. The order
shall refer to this Supply Agreement and shall specify item, quantity, delivery date, shipping instructions and receiving address of the ordering department or division. The CCRTA shall have the right to inspect the goods at delivery prior to acceptance.

7. **DEFAULT IN ONE INSTALLMENT TO CONSITITUTE TOTAL BREACH.**

Each installment or lot of goods delivered under this Agreement is dependent on every other installment or lot, and a delivery of non-conforming goods or a default of any nature on one installment or lot will impair the value of the whole Agreement and shall constitute a breach of the Agreement as a whole.

8. **NO REPLACING DEFECTIVE TENDER.**

Every tender or delivery of goods must fully comply with all provisions of this Agreement as to time of delivery, quality, fitness or use and the like. If a tender is made which does not fully conform, such failure shall constitute a breach of the Agreement, and Contractor shall not have the right to substitute a conforming tender; provided, however, that if the time for performance is not yet expired, the Contractor may reasonably notify the CCRTA of its intention to cure and may then make a conforming tender within the required time.

9. **INVOICES AND PAYMENTS.**

Contractor shall submit separate invoices, in duplicate, on each purchase order or purchase release after each delivery. Invoices shall indicate the purchase order or purchase release number and the supply agreement number if applicable. Invoices shall be itemized and transportation charges, if any, shall be listed separately. A copy of the bill of lading and the freight waybill when applicable should be attached to the invoice and mailed to the CCRTA at the address specified on the purchase order or acceptance letter. Payment shall not be due until thirty (30) days after the date the above instruments are submitted or delivery, whichever is later. In the event payment has not been made by the due date, Contractor shall submit a reminder invoice marked “order due.” The CCRTA reserves the right to review all of Contractor’s invoices after payment and recover any overcharge resulting from such review.

10. **WARRANTY-PRICE.**

The price to be paid by the CCRTA shall be that price contained in Contractor’s bid which Contractor warrants to be no higher than Contractor’s current prices on orders by others for products of the kind and specification covered by this Agreement for similar quantities under similar conditions and methods of purchase. In the event Contractor breaches this warranty, the prices of the items shall be reduced to the Contractor’s current prices on orders by others, or in the alternative, the CCRTA may cancel this Agreement without liability to Contractor for breach for Contractor’s actual expenses. If the stated price includes the cost of any special tooling or special test equipment fabricated or required by Contractor for the purpose of filling this order, such special tooling or equipment and any process sheets related thereto shall become the property of the CCRTA.
11. **WARRANTY-PRODUCT.**

Contractor shall not limit or exclude any implied warranties and any attempt to do so shall render this Agreement voidable at the option of the CCRTA. Contractor warrants that the goods furnished will conform to the specifications, drawings, and descriptions listed in the Bid documents, and to the sample(s) furnished by the Contractor, if any. In the event of a conflict between the specifications, drawings, and descriptions, the specifications shall govern. The goods furnished shall be new and of good and merchantable quality in workmanship and materials.

12. **WARRANTY-SAFETY.**

Contractor warrants that the product sold to the CCRTA shall conform to the standards promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act (OSHA). In the event the product does not conform to OSHA standards, the CCRTA may return the product for correction or replacements at the Contractor's expense. In the event Contractor fails to make the appropriate correction within a reasonable time, correction may be made by the CCRTA at Contractor's expense.

13. **WARRANTY-INFRINGEMENTS.**

Contractor agrees to ascertain whether goods manufactured in accordance with the specifications will give rise to the rightful claim of any third person by way of infringement or the like. If Contractor is of the opinion that an infringement or the like will result, it shall notify the CCRTA to this effect in writing within two weeks after signing of this Agreement. If the CCRTA does not receive notice and is subsequently held liable for the infringement or the like, Contractor shall indemnify the CCRTA for any damages due to such claim. If Contractor in good faith ascertains that delivery of the goods in accordance with the specifications will result in infringement or the like, this Agreement shall be null and void except that the CCRTA shall pay Contractor for the reasonable cost of its search as to infringements.

14. **ESTIMATED QUANTITIES.**

The estimated quantities noted in the Price Schedule are approximate. These quantities are to be used only for the comparison of bids and the award of this Contract and are based on past and projected usage. Contractor agrees and understands that the actual quantities to be utilized are within the sole and absolute discretion of the CCRTA. Should the actual quantities be greater or lesser than the estimates contained in the Price Schedule, Contractor agrees that, regardless of the amount of such variance, it shall not be the basis for deviating from the quoted unit prices. Further, the Contractor agrees to honor quoted unit prices for the duration of this Agreement.

15. **SUBSTITUTE SUPPLIERS.**

In the event that the Contractor fails to supply the goods to the CCRTA in the amounts requested or fails to furnish replacement goods for any defective merchandise submitted to the CCRTA within five (5) business days from the date of notice, the CCRTA shall have the right to purchase from any substitute source the amount of the goods due from the Contractor. The CCRTA shall have the
right to recover from the Contractor as damages any amount by which the cost of such substituted goods exceeds the contract price which would have been applicable, together with the cost of any incidental expenses reasonably incurred by the CCRTA in making such substituted purchase and the amount of any consequential damages allowable by law. The CCRTA reserves the right to offset such amounts against the price due for any goods subsequently supplied by the Contractor or any other obligations owed to Contractor.

16. TERMINATION.

The CCRTA shall have the right to terminate for default all or any part of this Agreement if Contractor breaches any of the terms hereof or if the Contractor becomes insolvent or files any petition in bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which the CCRTA may have in law or equity, specifically including, but not limited to, the right to sue for damages or demand specific performance. The CCRTA additionally has the right to terminate this Agreement without cause by delivery to the Contractor of a “Notice of Termination” specifying the extent to which performance hereunder is terminated and the date upon which such termination becomes effective.

17. ASSIGNMENT-DELEGATION.

No right or interest in this Agreement shall be assigned or any obligation delegated by Contractor without the written permission of the CCRTA.

18. MODIFICATIONS-WAIVER.

This Agreement can be modified or rescinded only by a writing signed by both of the parties. No claim or right arising out of a breach of this Agreement can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party.

19. INTERPRETATION.

This writing is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms thereof. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used herein, and acceptance of a course of performance rendered under this Agreement shall not be relevant to determine the meaning of this Agreement even though the accepting party has knowledge of the performance and opportunity for objection.

20. APPLICABLE LAW.

This Agreement shall be governed by the Uniform Commercial Code as adopted in the State of Texas and in force on the date of this Agreement.
21. **ADVERTISING.**

Contractor shall not advertise or publish, without the CCRTA’s prior consent, the fact that it has entered into this Agreement, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state or local authorities.

22. **GRATUITIES.**

No gratuities, in the form of entertainment, gifts, or otherwise, shall be offered or given by Contractor, or any agent or representative of Contractor, to any officer or employee of the CCRTA with a view toward securing a contract or securing favorable treatment with respect to a contract.

23. **EQUAL OPPORTUNITY.**

Contractor agrees that during the performance of this Agreement it shall:

23.1 Treat all applicants and employees without discrimination as to race, color, religion, sex, national origin, marital status, age or handicap.

23.2 Identify itself as an “Equal Opportunity Employer” in all help wanted advertising or requests.

Contractor shall be advised of any complaints filed with the CCRTA alleging that Contractor is not an equal opportunity employer. The CCRTA reserves the right to consider such complaints in determining whether or not to terminate any portion of this Agreement for which purchase orders or authorities to deliver have not been issued; however, Contractor is specifically advised that no equal opportunity employment complaint will be the basis for termination of this Agreement for which a purchase order or authority to deliver has been issued.

24. **ENFORCEABILITY.**

This Agreement shall be enforceable in any state court of competent jurisdiction in Nueces County, Texas.

25. **NOTICES.**

Notices shall be given to the parties by delivering or mailing such notice to the addresses set forth in the contract documents, or at such other addresses as the parties may designate to each other in writing.

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.

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

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.
CERTIFICATION FORMS

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

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.
APPENDIX A
PRICE SCHEDULE

BIDDER: ____________________________

IFB No.: 2021-SP-09 Fasteners and Miscellaneous Shop Supplies
Due by: Tuesday, July 13, 2021

Instructions:
1. Refer to "Instructions to Bidders" and "Technical Specifications" before completing the Price Schedule and quote your best price, FOB delivery to 5658 Bear Lane, Corpus Christi, Texas 78405.
2. This will be a Three (3) Year firm-fixed-price supply contract with Two (2) One-Year Options. 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. Tab 1 is the Instructions.
6. Tab 2 is the Price Schedule (Appendix A) for the Three-Year Base.
7. Tab 3 “Price Schedule Summary” is the Summary of the Three-Year Base, the Delivery Time in Days, and the Percentage Increase for the Two (2) One-Year Options. THIS PAGE MUST BE SIGNED AND DATED.
8. Bidders must provide fees for the Three-Year Base and Percentage Increases for the Two (2) One-Year Options. Failure to provide this information may deem your bid to be non-responsive.
9. Delivery Date: If the two (2) 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.
10. Submit one 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.
11. 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.

**Tab 1 (Instructions)**

- Enter the Bidder’s Name

**Tab 2 (Price Schedule (Appendix A))**

- Enter the Bidder’s Name
- ONLY complete the Proposed Manufacturer and the Unit Price Each Columns.
- All other fields are locked.

**NOTE: Calculations are automatic.**

**Tab 3 (Price Schedule Summary)**

- The Three Year Base Price Schedule Summary is automatically populated from Tab 2 (Price Schedule (Appendix A))
- The Delivery Time and the Two (2) One-Year Options Percentage Increase fields must be completed.
- Enter the Bidder’s Name, Sign, Print Name, Title and Date.
- All other fields are locked.
APPENDIX B

CERTIFICATION FORM

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

(1) **Bid 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 bid independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to this Invitation for Bids 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 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: ____________________________________________________________

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](http://fedgov.dnb.com/webform)).
APPENDIX D

DISCLOSURE OF INTERESTS CERTIFICATION

FIRM NAME: _____________________________________________________________

STREET: ___________________________CITY: _________________ZIP: _______

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**

---

**CERTIFICATE OF INTERESTED PARTIES**

<table>
<thead>
<tr>
<th>Name of interested Party</th>
<th>City, State, Country (place of business)</th>
<th>Nature of Interest (check applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Controling</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Intermediary</td>
</tr>
</tbody>
</table>

**UNSWORN DECLARATION**

My name is ________________________, and my date of birth is ________

My address is ____________________________ (street) ________ (city) ________ (state) ________ (zip code) ________ (country)

I solemnly 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)

---

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
APPENDIX F

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: _______________________

---

IFB No. 2021-SP-09
Fasteners and Miscellaneous Shop Supplies
Page 31 of 35
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:

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

IFB No. 2021-SP-09
Fasteners and Miscellaneous Shop Supplies
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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-09

PAGE: ____ PARAGRAPH: ___ SUBJECT: _________________

Request:

________________________________________________________________________

Signature

********************************************************************************************

FOR CCRTA USE

Approved: _________ Disapproved: _________ Clarification: _________

Response:

________________________________________________________________________

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 package includes all required documents.

<table>
<thead>
<tr>
<th>Bid Documents Required</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following Bid Documents must be submitted:</td>
<td></td>
</tr>
<tr>
<td><strong>1. Price Schedule</strong> (Appendix A)</td>
<td></td>
</tr>
<tr>
<td><strong>2. Certification Forms:</strong></td>
<td></td>
</tr>
<tr>
<td>2.1 Certification Form (Appendix B),</td>
<td></td>
</tr>
<tr>
<td>2.2 Certification and Statement of Qualifications (Appendix C),</td>
<td></td>
</tr>
<tr>
<td>2.3 Disclosure of Interests Certification (Appendix D),</td>
<td></td>
</tr>
<tr>
<td>2.4 Accessibility Policy (Appendix F), and</td>
<td></td>
</tr>
<tr>
<td>2.5 References (Appendix G).</td>
<td></td>
</tr>
<tr>
<td><strong>The following must be submitted prior to award if not submitted with Bidder’s bid:</strong></td>
<td></td>
</tr>
<tr>
<td>1. Copy of Insurance</td>
<td></td>
</tr>
</tbody>
</table>

1. **Price Schedule (Appendix A) – Submit the following:**

   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.

   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.

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

   - Price Schedule (Appendix A) Bidder must:
     1. List the Firm Name
     2. Complete the Price Schedule
     3. Sign, Print, Date and Provide Title on Price Schedule (Appendix A)

2. **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
3. Title and Date
4. Firm Name
5. Business address: Street, City, State and Zip
6. Office and fax telephone numbers
7. Email address
8. Firm owner and Firm CEO
9. Taxpayer Identification Number
10. Number of year in contracting business under present name
11. Type of work performed by your company
12. Have you ever failed to complete any work awarded to you?
13. Have you ever defaulted on a Contract?
14. Taxpayer ID# and Date Organized
15. Date Incorporated
16. Is your firm considered a disadvantaged business enterprise (DBE)?
17. If you answered yes to the DBE question, explain type.
18. Addenda Acknowledgement – write in each addendum issued *(i.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

### 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.