



**INVITATION FOR BID  
For  
POWER WASHING SERVICES FOR THE TRANSFER STATIONS**

**IFB NO.: 2022-S-14**

**Date Issued: August 2, 2022**

**Sealed bids will be received at the offices of the Corpus Christi Regional Transportation Authority, hereinafter called the "CCRTA", at the Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas 78401 or by email at [procurement@ccrta.org](mailto:procurement@ccrta.org) until 3:00 p.m. (CST), Tuesday, September 13, 2022 for Power Washing Services For The Transfer Stations. This is a fixed-firm-price service contract. The contract term is three (3) years. 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 at 3:00 p.m. (CST) Tuesday, August 16, 2022 at the Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas 78401.** 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, it is highly recommended.

If you are unable to attend the pre-bid conference, but would like to remotely participate via GoToMeeting, please send a request for login information to [procurement@ccrta.org](mailto:procurement@ccrta.org) by 1:00 p.m. (CST) Tuesday, August 16, 2022.

**Request for Information/Exceptions/Approved Equals Request (Appendix H) must be submitted by 3:00 p.m. (CST), Tuesday, August 23, 2022 to [procurement@ccrta.org](mailto:procurement@ccrta.org).** The CCRTA will respond to all submissions in an addendum posted to the CCRTA's website at [www.ccrta.org/news-opportunities/business-with-us/](http://www.ccrta.org/news-opportunities/business-with-us/) by **Tuesday, August 30, 2022.**

Copies of this Invitation for Bids (IFB) and information may be obtained from the CCRTA's website at [www.ccrta.org/news-opportunities/business-with-us/](http://www.ccrta.org/news-opportunities/business-with-us/). Further information may be obtained from Sherrié Clay, Procurement Specialist, or Christina Perez, Director of Procurement/Grants, at [procurement@ccrta.org](mailto:procurement@ccrta.org).

Bids shall be in strict accordance with the terms and conditions and specifications of this Invitation for Bids (IFB).

**The following bid documents are applicable under this procurement:**

- Invitation for Bid,
- Instructions to Bidders,
- Scope of Work,
- Standard Service Terms and Conditions,
- Price Schedule (Appendix A),
- Certification Form (Appendix B),
- Certification and Statement of Qualifications (Appendix C),
- Disclosure of Interest Certification (Appendix D),
- Sample Form 1295 (Appendix E),
- Accessibility Policy (Appendix F),
- References (Appendix G),
- Request for Information/Exceptions/Approved Equals Request (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 submissions, please submit as follows:**

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

**For electronic bid submissions to [procurement@ccrta.org](mailto:procurement@ccrta.org), please submit as follows:**

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

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

**Note:** Bidder's email submission must be less than 30MB. If your email submission is more than 30MB, submit your bid via a file storage service such as drop box, hightail, etc. If you choose to submit via a file storage service, send a link to [procurement@ccrta.org](mailto:procurement@ccrta.org) for the files to be accessed.

**Bidders are to choose one submission option.** If submitting by mail, **DO NOT** submit electronically. If submitting electronically, **DO NOT** submit by mail.

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

**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"

## **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 Request (Appendix H) form 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 Price Schedule (Appendix A). 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. 2022-S-14 Power Washing Services For The Transfer Stations

Bid Due Date: Tuesday, September 13, 2022 at 3:00 p.m. (CST)

For electronic submission of your bid, please email your bid to [procurement@ccrta.org](mailto: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:

- **August 2, 2022 – IFB Issued**  
Bid documents are available at the CCRTA Website: [www.ccrta.org/news-opportunities/business-with-us/](http://www.ccrta.org/news-opportunities/business-with-us/).
- **August 16, 2022 - Pre-Bid Conference** at 3:00 p.m. (CST) on the second floor in the Boardroom located at the Staples Street Center at 602 N. Staples, Corpus Christi, Texas 78401. To remotely attend via GoToMeeting, please send a request for login information to [procurement@ccrta.org](mailto:procurement@ccrta.org) by 1:00 p.m. (CST) on this day.
- **August 23, 2022 – Request for Information/Exceptions/Approved Equals Request**  
Written Request for Information/Exceptions/Approved Equals Request (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 Request must be emailed to [procurement@ccrta.org](mailto: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.
- **August 30, 2022 – CCRTA's Response to Request for Information/Exceptions/Approved Equals Request**  
Responses will be posted in the form of an addendum to the CCRTA's website at [www.ccrta.org/news-opportunities/business-with-us/](http://www.ccrta.org/news-opportunities/business-with-us/).
- **September 13, 2022 - Bids Due**  
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](mailto:procurement@ccrta.org) prior to deadline.

- **September 13, 2022 – Bid Opening**

The Bid Opening will be held at 3:30 p.m. (CST) on Tuesday, September 13, 2022 in the CCRTA’s Boardroom located on the second floor of the Staples Street Center at 602 N. Staples St., Corpus Christi, Texas 78401. To attend the Bid Opening remotely, please submit a login request to [procurement@ccrta.org](mailto:procurement@ccrta.org) by 1:00 p.m. (CST) Tuesday, September 13, 2022.

- **October 5, 2022 – Contract Awarded (Tentative)**

The CCRTA’s Board of Directors will meet to award a Contract to the successful Bidder.

## **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 Bid Opening will be held at 3:30 p.m. (CST) on Tuesday, September 13, 2022 in the CCRTA’s Boardroom located on the second floor of the Staples Street Center at 602 N. Staples St., Corpus Christi, Texas 78401. To attend the Bid Opening remotely via GoToMeeting, please submit a login request to [procurement@ccrta.org](mailto:procurement@ccrta.org) by 1:00 p.m. (CST) Tuesday, September 13, 2022.**

## **9. REFERENCES**

The CCRTA may require that bidders supply a list of pertinent references within three working days of the CCRTA’s request.

## **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.

- 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](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.

## SCOPE OF WORK

### 1.0 DESCRIPTION

The Corpus Christi Regional Transportation Authority (CCRTA) is seeking bids from qualified firms interested in providing **Power Washing Services for The Transfer Stations. The contract term is three (3) years.**

### 2.0 CONTRACTOR'S RESPONSIBILITIES

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

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

**2.1 The CONTRACTOR will power wash all areas covered by the contract in a pristine condition. The CCRTA's Project Manager will be the sole determinant on the quality and acceptance of all work.** A phone number must be provided to the CCRTA's Project Manager at the time of contract award to allow communication between the CONTRACTOR and the CCRTA's Project Manager of completion of work within a one-hour timeframe of work being completed.

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

**2.3** The CONTRACTOR will provide competent superintendence and take necessary precautions to protect persons or property against injury and/or damage and will not interfere with the CCRTA's service including city, state, and privately-owned operations. This includes, but is not limited to, providing necessary traffic controls to ensure public safety. The CONTRACTOR will be responsible for any sustained injury and/or damage to persons or public/private property.

**2.4** The CONTRACTOR must comply with all applicable local, state, and federal occupational and safety laws and regulations. Employees must wear proper protective clothing and be identifiable as a CCRTA contractor to the public.

### 3.0 TRANSFER STATION DESIGNS

**3.1 BIDDERS are highly encouraged to visit each transfer station prior to submitting a bid as the design of each one is different.** Each transfer station varies in construction and size.

**3.2** These transfer stations are characterized by high passenger use and uniqueness of design. An example is the Staples Street Station which is located at the CCRTA's Staples Street Center across the street from City Hall.

### **3.3 Station Locations**

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

## **4.0 CLEANING REQUIREMENTS**

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

### **4.2 Power Washing**

#### **4.2.1 Power Washing Frequency**

**The CONTRACTOR will power wash each transfer station twice a week, every week or as an alternate bid for one time per week only.**

#### **4.2.2 Power Washing Areas**

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

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

**4.2.2.2** The CONTRACTOR must ensure that the transfer station is free of debris and properly cleaned prior to power washing. If wastewater is not reclaimed, the CONTRACTOR must locate the storm drain where the water from its cleaning will enter the sewer system, and must remove all debris from the path of the water and from the drain entrance prior to power washing. The City of Corpus Christi may initiate non-compliance fines if this procedure is not followed and payment of fines shall be at the CONTRACTOR's expense.

**4.2.2.3** Debris such as gum, soda, etc. that is not removed by the power washing should be removed using another method designated by the vendor and to be discussed with CCRTA's the Project Manager.

## **5.0 SUPERVISION AND ACCEPTANCE OF WORK**

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

## **6.0 PROTECTION OF EXISTING IMPROVEMENTS**

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

## **7.0 SCHEDULING AND OPERATING HOURS**

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

## **8.0 REPORTING REQUIREMENTS**

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

## **9.0 COMPETENCY OF FIRMS**

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

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

## **10.0 PRICING**

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

The Price Schedule consists of the Three-Year Base in which the CONTRACTOR will power wash each transfer station twice a week, every week. It also consists of the Alternate Bid for One Time Per Week Only in which the CONTRACTOR will power wash each transfer station once a week, every week. The CCRTA may at its option choose to award a contract for the Three-Year Base or for the Alternate Bid for One Time Per Week Only.

## **STANDARD SERVICE TERMS AND CONDITIONS**

### **1. SERVICE STANDARDS.**

Contractor shall perform all work set forth in the specifications in a “first class” manner, consistent with all applicable regulations and industry standards. All work shall be performed to the reasonable satisfaction of the CCRTA, and any defective or substandard performance shall be promptly remedied.

### **2. INVOICES AND PAYMENTS.**

Contractor shall submit separate invoices, in duplicate, on a monthly basis or as otherwise specified in the contract documents to Corpus Christi RTA, Attn: Accounts Payable, 602 N. Staples Street, Corpus Christi, Texas 78401. Invoices shall indicate the contract number and shall be itemized in accordance with the different components of work set forth in the Price Schedule. Payment shall not be due until thirty (30) days after the date the above instruments are submitted or the work is actually performed, whichever is later. In the event payment has not been made by the due date, Contractor shall submit a reminder invoice marked “overdue”. The CCRTA reserves the right to review all of Contractor’s invoices after payment and recover any overcharges resulting from such review.

### **3. TOOLS, EQUIPMENT AND SUPPLIES.**

Contractor shall provide such tools, equipment, supplies, materials, employees, management, and any other items or services as may be necessary in order to enable Contractor to provide the services required under the terms of this Contract.

### **4. ESTIMATED QUANTITIES.**

The estimated quantities for services, supplies or work to be performed noted in the Price Schedule are approximate. These quantities are to be used only for the comparison of proposal 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, Contractor agrees to honor quoted unit prices for the duration of this Contract.

### **5. LIABILITY INSURANCE COVERAGE.**

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

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

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

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

## 6. WORKERS' COMPENSATION.

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

(In the event this Contract covers construction services, Section 6.1 through 6.11 shall apply.)

6.1. The following definitions shall apply:

Certificate of coverage ("certificate") – A copy of a certificate of insurance, a certificate of authority to self-insure issued by the commission, or a coverage agreement (TWCC-81, TWCC-82, TWCC-83, or TWCC-84), showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.

Duration of the project – includes the time from the beginning of the work on the project until Contractor's work on the project has been completed and accepted by the CCRTA.

Persons providing services on the project ("subcontractor" in §406.096) – includes all persons or entities performing all or part of the services Contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the contractor and regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide services on the project. "Services" includes, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service



related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

6.2. Contractor shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, §401.011(44) for all employees of Contractor providing services on the project, for the duration of the project.

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

6.4. If the coverage period shown on Contractor's current certificate of coverage ends during the duration of the project, Contractor must, prior to the end of the coverage period, file a new certificate of coverage with the CCRTA showing that coverage has been extended.

6.5. Contractor shall obtain from each person providing services on a project and furnish CCRTA:

6.5.1. a certificate of coverage, prior to that person beginning work on the project, so the CCRTA will have on file certificates of coverage showing coverage for all persons providing services on the project; and

6.5.2. no later than seven days after receipt by Contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate ends during the duration of the project.

6.6. Contractor shall retain all required certificates of coverage for the duration of the project and for one year thereafter.

6.7. Contractor shall notify the CCRTA in writing by certified mail or personal delivery, within 10 days after Contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.

6.8. Contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Workers' Compensation Commission, informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.

6.9. Contractor shall contractually require each person with whom it contracts to provide services on a project, to:

6.9.1. provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, §401.011(44) for all of its employees providing services on the project, for the duration of the project;

6.9.2. provide to Contractor, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided for all employees of the person providing services on the project, for the duration of the project;

6.9.3. provide Contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project;

6.9.4. Obtain from each other person with whom it contracts, and provide to Contractor:

A new certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project;

6.9.5. retain all required certificates of coverage on file for the duration of the project and for one year thereafter;

6.9.6. notify the CCRTA in writing by certified mail or personal delivery, within 10 days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and

6.9.7. Contractually require each person with whom it contracts, to perform as required by this subsection, with the certificates of coverage to be provided to the person for whom they are providing services.

6.10. By signing this Contract or providing a certificate of coverage, Contractor is representing to the CCRTA that all employees of Contractor who will provide service on the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the Commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject Contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.

6.11. Contractor's failure to comply with any of these provisions is a breach of contract by Contractor which entitles the CCRTA to declare the Contract void if Contractor does not remedy the breach within 10 days after receipt of notice of breach from the CCRTA.

## 7. INDEMNIFICATION.

Contractor shall indemnify and hold harmless the CCRTA, its officers, employees, agents, attorneys, representatives, successors and assigns from any and all claims, demands, costs, expenses (including attorney's fees and expert witness fees), liabilities and losses of whatsoever kind or character arising out of or in connection with any act or omission of Contractor or its officers, employees or agents, during the term of this Contract. Contractor

shall assume on behalf of the CCRTA and the indemnified parties described above, and conduct with due diligence and in good faith, the defense of any and all such claims, whether or not the CCRTA is joined therein, even if such claims be groundless, false or fraudulent.

8. INDEPENDENT CONTRACTOR.

At all times during the term of this Contract, Contractor shall be an independent contractor to the CCRTA, and Contractor shall not in any event be deemed an employee or other representative of the CCRTA. Any persons employed by Contractor shall at all times hereunder be deemed to be the employees of Contractor, and Contractor shall be solely liable for the payment of all wages and other benefits made available to such employees in connection with their employ. Contractor shall remain solely responsible for the supervision and performance of any such employees in completing its obligations under this Contract. Contractor warrants that any such employees shall be fully covered by workers' compensation insurance and that each of such employees has been carefully screened as to character and fitness for the performance of his or her job.

9. ASSIGNMENT.

Contractor shall not assign or subcontract any of its rights, duties or obligations under this Contract without prior written consent of the CCRTA. Contractor shall be entitled to assign, pledge or encumber its right to receive payments under this Contract pursuant to security interests created in conformity with the Uniform Commercial Code so long as the CCRTA shall never be obligated to negotiate with any such third party in respect to compliance with the terms and conditions of this Contract. Any such assignment, pledge or encumbrance shall be limited by any rights of offset by the CCRTA for damages or claims arising under this Contract or any other obligation owed by Contractor to the CCRTA.

10. AMENDMENTS.

No amendments, modifications or other changes to this Contract shall be valid or effective absent the written agreement of both parties hereto.

11. TERMINATION.

The CCRTA shall have the right to terminate for default all or any part of its Contract if Contractor breaches any of the terms hereof or if 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 Contract without cause by delivery to Contractor of a "Notice of Termination" specifying the extent to which performance hereunder is terminated and the date upon which such termination becomes effective.

12. ADVERTISING.

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

13. 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.

14. EQUAL OPPORTUNITY.

Contractor agrees that during the performance of this Contract it will:

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

14.2. 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 Contract for which the services have not yet been performed; however, Contractor is specifically advised that no equal opportunity employment complaint will be the basis for denial of payment for any services already completed.

15. ENFORCEABILITY.

This Contract shall be interpreted, construed, and governed by the laws of the United States and the State of Texas and shall be enforceable in any state court of competent jurisdiction in Nueces County, Texas. Contractor shall comply with all applicable laws and regulations in performing under this contract.

16. 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.

17. 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 Contract shall not be relevant to determine the meaning of this Contract even though the accepting party has knowledge of the performance and opportunity for objection.

# 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.

## APPENDIX A

### PRICE SCHEDULE

**IFB No.: 2022-S-14**

**Bidder:** \_\_\_\_\_

**Instructions:**

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

#### THREE-YEAR BASE

Item No.	Description	Frequency Per Week (a)	Number of Weeks (b)	Square Foot Estimate	Unit Cost Per Cleaning (c)	Total Cost (a x b=c)
1	<u><b>Robstown Station</b></u> 401 East Ave A	2	52	4,421	\$	\$
2	<u><b>Southside Transfer Station</b></u> 5314 McArdle	2	52	22,400	\$	\$
3	<u><b>Port/Ayers Station</b></u> 4329 Ayers	2	52	9,713	\$	\$
4	<u><b>Staples Street Station</b></u> 601 N. Staples	2	52	11,963	\$	\$
<b>TOTAL COST:</b>				<b>48,497</b>	<b>\$</b>	<b>\$</b>

**APPENDIX A  
PRICE SCHEDULE CONTINUED**

IFB No.: 2022-S-14

Bidder: \_\_\_\_\_

**ALTERNATE BID FOR ONE TIME PER WEEK ONLY**

Item No.	Description	Frequency Per Week (a)	Number of Weeks (b)	Square Foot Estimate	Unit Cost Per Cleaning (c)	Total Cost (a x b=c)
1	<u>Robstown Station</u> 401 East Ave A	1	52	4,421	\$	\$
2	<u>Southside Transfer Station</u> 5314 McArdle	1	52	22,400	\$	\$
3	<u>Port/Ayers Station</u> 4329 Ayers	1	52	9,713	\$	\$
4	<u>Staples Street Station</u> 601 N. Staples	1	52	11,963	\$	\$
<b>TOTAL COST:</b>				<b>48,497</b>	<b>\$</b>	<b>\$</b>

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## 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 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):

---

**APPENDIX D**

**DISCLOSURE OF INTERESTS CERTIFICATION**

FIRM NAME: \_\_\_\_\_

STREET: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

**DISCLOSURE QUESTIONS**

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

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

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

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

NAME	TITLE
_____	_____
_____	_____

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

NAME	BOARD, COMMISSION OR COMMITTEE
_____	_____
_____	_____

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

NAME	CONSULTANT
_____	_____
_____	_____

CERTIFICATE

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

Certifying Person: \_\_\_\_\_

Title: \_\_\_\_\_  
(Type or Print)

Signature of Certifying Person: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX E  
Sample Form 1295**

<b>CERTIFICATE OF INTERESTED PARTIES</b>		<b>FORM 1295</b>																					
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.		<b>OFFICE USE ONLY</b>																					
<b>1</b> Name of business entity filing form, and the city, state and country of the business entity's place of business.		Must file online at <a href="http://www.ethics.state.tx.us/File">www.ethics.state.tx.us/File</a>																					
<b>2</b> Name of governmental entity or state agency that is a party to the contract for which the form is being filed.																							
<b>3</b> 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.																							
<b>4</b>	Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)																				
			<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Controlling</td> <td style="width: 50%; text-align: center;">Intermediary</td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>	Controlling	Intermediary																		
Controlling	Intermediary																						
<b>5</b> Check only if there is no Interested Party. <input type="checkbox"/>																							
<b>6 UNSWORN DECLARATION</b> 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____. <span style="margin-left: 300px;">(month)</span> <span style="margin-left: 50px;">(year)</span> <div style="text-align: center; margin-top: 20px;">                         _____                          Signature of authorized agent of contracting business entity                          (Declarant)                     </div>																							
<b>ADD ADDITIONAL PAGES AS NECESSARY</b>																							

## APPENDIX F



CORPUS CHRISTI REGIONAL  
TRANSPORTATION AUTHORITY

### CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY BOARD APPROVED

#### ACCESSIBILITY POLICY

##### POLICY STATEMENT

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

##### APPLICABILITY

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

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

## **IMPLEMENTATION**

Effective implementation of the Accessibility Policy statement begins with the establishment of a Universal Access Team. Each CCRTA department will designate sufficient and appropriate team members to serve and meet monthly to ensure compliance with the policy. This team will help develop guiding principles in conjunction with the CCRTA Regional Committee on Accessible Transportation (RCAT). Meeting of the Universal Access Team will be coordinated through the designated CCRTA ADA Coordinator and report current activities and initiatives to the Chief Executive Officer (CEO).

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

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

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

## **POLICY REVIEW**

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

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

Adopted July 6, 2011

Signed by: \_\_\_\_\_ Company: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX G

**REFERENCES:** 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:

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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. 2022-S-14

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.

Bid Documents Required	Check
The following Bid Documents must be submitted:	
1. Price Schedule (Appendix A)	
2. <b>Certification</b> 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).	
<b>The following must be submitted prior to award if not submitted with Bidder's bid:</b>	
1. Copy of Insurance	
<b>1. Price Schedule (Appendix A) – Submit the following:</b>	
<p>If <b>submitting your bid by mail</b>, 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 <b>submitting your bid electronically</b> to <a href="mailto:procurement@ccrta.org">procurement@ccrta.org</a>, 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><b>All electronic files must be clearly titled and submitted together in the same email.</b></p>	
- Price Schedule (Appendix A) Bidder must:	
1. List the Firm Name	
2. Complete the Price Schedule	
3. Sign, Print, Date and Provide Title on Price Schedule (Appendix A)	
<b>2.1 Certification Form (Appendix B) – Sign, Print, Date and list Title</b>	
<b>2.2 Certification and Statement of Qualifications (Appendix C)</b>	
- Certification and Statement of Qualifications (Appendix C) Bidder must:	
1. Sign	
2. Print Name	
3. Title and Date	

4. Firm Name	
5. Business address: Street, City, State and Zip	
6. Office and fax telephone numbers	
7. Email address	
8. Firm owner and Firm CEO	
9. Taxpayer Identification Number	
10. Number of years in contracting business under present name	
11. Type of work performed by your company	
12. Have you ever failed to complete any work awarded to you?	
13. Have you ever defaulted on a Contract?	
14. Taxpayer ID# and Date Organized	
15. Date Incorporated	
16. Is your firm considered a disadvantaged business enterprise (DBE)?	
17. If you answered yes to the DBE question, explain type.	
18. Addenda Acknowledgement – write in each addendum issued ( <i>i.e. Addendum No. 1, 2, and 3</i> )	
<b>2.3 Disclosure of Interest Certification (Appendix D)</b>	
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	
<b>2.4 Accessibility Policy (Appendix F) – Sign, List Company, Position, and Date</b>	
<b>2.5 References (Appendix G)</b>	
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.	