

Pre-Bid Conference

Bus Modem Cellular Routers



PURPOSE

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

The Corpus Christi Regional Transportation Authority (CCRTA) is seeking bids from qualified firms interested in providing seventy-five (75) Bus Modem Cellular Routers as defined in the “Scope of Work” section of the IFB. The mobile wireless routers must be able to provide Cellular Wi-Fi that is compatible with Cradlepoint NetCloud services and with AT&T FirstNet wireless network.

- This is a firm-fixed-price supply contract.
- Bid prices shall be good for one hundred eighty (180) calendar days from the board approval date.
- Bids received after the deadline will not be accepted and will be returned to the Bidder unopened.

The supplies under the resulting contract from this solicitation may be funded by the Federal Transit Administration (FTA) (Grant No.: TX-2021-066).

Dates to Remember

Any questions or clarification needed after this pre-bid conference must be submitted through an RFI submission to procurement@ccrta.org.

Request for Information/Exceptions/Approved Equals Request (Appendix J) Due Thursday, September 1, 2022 by 3:00 p.m. (CST)

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

CCRTA's Response to Request for Information Due Thursday, September 8, 2022

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

Bids Due Thursday, September 22, 2022 by 3:00 p.m. (CST)

- Bids are due no later than 3:00 p.m. (CST). All Bids must be received at the CCRTA's Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas 78401 or emailed to procurement@ccrta.org prior to the deadline.

Bids Opening Thursday, September 22, 2022 at 3:30 p.m. (CST)

- The Bid Opening will be held at 3:30 p.m. (CST) 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 by 1:00 p.m. (CST) on this date.

November 9, 2022 – Contract Awarded (Tentative)

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

APPLICABLE DOCUMENTS

The following bid documents are applicable under this procurement:

- Invitation for Bid,
- Instructions to Bidders,
- Scope of Work,
- Standard Supply Terms and Conditions,
- Federal Supplemental Conditions (Materials & Supplies),
- 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),
- Buy America (Appendix F),
- Certification of Restrictions on Lobbying (Appendix G),
- Accessibility Policy (Appendix H),
- References (Appendix I),
- Request for Information/Exceptions/Approved Equals Requests Form (Appendix J), and
- Bid Submission Checklist (Appendix K).

REQUIRED DOCUMENTS

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

For mailed bid submission, please submit as follows:

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

- **Bidder must submit the following required documents in order for Bidder's bid to be considered for an award:**
 - Equipment Literature
 - All Warranty Information

REQUIRED DOCUMENTS

For electronic bid submissions to 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, G, H, and I), **Sign All and Submit (in a separate pdf file)**.

- Bidder **must submit** the following required documents in order for Bidder's bid to be considered for an award:
 - Equipment Literature
 - All Warranty Information

All electronic files should 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 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.

REQUIRED DOCUMENTS

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.

INSTRUCTION TO BIDDERS

4. ALTERNATE BIDS.

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 J) enclosed in the IFB.

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-FP-15 Internal and External Engine Parts**

Bid Due Date: Wednesday, April 20, 2022 at 3:00 p.m. (CST)

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

INSTRUCTIONS TO BIDDERS

7. MODIFICATION OR WITHDRAWAL OF BIDS

9. REFERENCES

Submit all references using the References (Appendix G) form.

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.

CERTIFICATION FORMS

Do NOT Alter Any Forms.

Doing so will deem your bid as non-responsive.

Please fill out all required 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 viewable, and active with no exclusions before submitting your bid.

Common Vendor Errors in Bid Submissions:

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

Ensure all Bid Documents are enclosed with your bid by using **THE BID SUBMISSION CHECKLIST**

Project Overview

Presented by David Chapa, Director of Maintenance

- [Scope of Work, and](#)
- [Price Schedule \(Appendix A\).](#)



Thank You
For Your
Attendance!