

Pre-Bid Conference

Transportation Uniform Supply



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 CCRTA is seeking a vendor to supply and service bus operator and supervisor uniforms. The current employees serviced under this contract are comprised of approximately 71 male and 21 female operators, and 11 male and seven (7) female administrative staff personnel with the potential to expand to 107 full-time operators and six (6) part-time operators. The coordination of the servicing of this contract is of the utmost importance. New employees are supplied with five (5) shirts, three (3) pants, one (1) light weight jacket and one (1) tie.

This is a three-year, firm price supply and service contract.

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 (Attachment G) Due Thursday, September 7, 2023 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 21, 2023

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

Bids Due Thursday, October 5, 2023 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 deadline.
 - Bids will be valid for one hundred twenty (120) calendar days from the Board approval date.
 - It is the responsibility of the Bidder to ensure that the sealed bid is delivered prior to the deadline.
 - Bids received after the deadline will not be accepted and will be returned to the Bidder unopened.

Bid Opening Thursday, October 5, 2023 at 3:30 p.m. (CST)

- This will be held in the CCRTA's Boardroom at the Staples Street Center
- To attend remotely, please submit a login request to procurement@ccrta.org by 1:00 p.m. (CST) Thursday, October 5, 2023.

Contract Awarded November 1, 2023 (Tentative)

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

APPLICABLE DOCUMENTS

The following bid documents are applicable under this procurement:

- Invitation for Bids,
- Bid Submission Checklist (Use As A Reference),
- Instructions to Bidders,
- Specifications,
- CCRTA's Logo Examples (Exhibit I),
- Standard Supply Agreement Terms and Conditions,
- Standard Service Terms and Conditions,
- Price Schedule (Attachment A) –Separate Attachment (Fillable PDF),
- Certification Form (Attachment B),
- Conflict of Interest Acknowledgement and Certification (Attachment C),
- Acknowledgement of Addendum/Addenda (Attachment D),
- References (Attachment E),
- Bidder/Offeror/Proposer Information Sheet (Attachment F), and
- Request for Information/Exceptions/Approved Equals Requests Form (Attachment G).

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 (Attachment A), **one signed paper hardcopy, and one electronic file on a USB Flash Drive in the original PDF Format,**
- Certification Form (Attachment B),
- Conflict of Interest Acknowledgement and Certification (Attachment C),
- Acknowledgement of Addendum/Addenda (Attachment D),
- References (Attachment E), and
- Bidder/Offeror/Proposer Information Sheet (Attachment F).

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

- Price Schedule (Attachment A) – **Sign and Submit in the original fillable PDF format.**
- Certification Forms (Attachments B, C, D, E, and F) **Sign All and Submit in a separate PDF file.**

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

REQUIRED DOCUMENTS

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.

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"

INSTRUCTION TO BIDDERS

1. GENERAL.

The following instructions 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.

2.3 All communications regarding this solicitation should be made directly to the Procurement Department. Any violation could be grounds for disqualification.

3. SPECIFICATIONS.

3.1. Bidders are expected to examine the specifications, any drawings, standard provisions and all instructions. Failure to do so will be at the bidder's risk. Bids which are submitted on other than authorized forms or with different terms or provisions may not be considered as responsive bids.

INSTRUCTION TO BIDDERS

3.2 The apparent silence of the specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of the specifications shall be made on the basis of this statement.

4. ALTERNATE BIDS.

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 (Attachment G) enclosed in the IFB prior to bid submission.

5. INFORMATION REQUIRED.

5.1 Each bidder shall furnish the information required by the bid documents.

Erasures or other changes must be initialed by the person signing the documents.

5.2 The bidder should quote its lowest and best price.

5.3 Bids must be firm.

5.4 Bids on items should be quoted F.O.B. destination.

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.

INSTRUCTION TO BIDDERS

6. SUBMISSION OF BIDS.

6.1. Sealed Bids should be submitted in an envelope marked on the outside containing the bidder's name and address and bid description addressed to:

**Corpus Christi Regional Transportation Authority
Staples Street Center
Attn: Procurement Department
602 N. Staples Street
Corpus Christi, TX 78401
Bid For: IFB No. 2023-SP-15 Transportation Uniform Supply
Bid Due Date: Thursday, October 5, 2023 at 3:00 p.m. (CST)**

If hand delivery is preferred, please deliver to the CCRTA receptionist located on the third floor to be time and date stamped.

Bids may also be electronically submitted to procurement@ccrta.org prior to the deadline.

INSTRUCTIONS TO BIDDERS

7. MODIFICATION OR WITHDRAWAL OF BIDS

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

8. OPENING BIDS

The Bid Opening will be held at 3:30 p.m. (CST) on Thursday, October 5, 2023 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) Thursday, October 5, 2023.

9. REFERENCES

The CCRTA requires that Bidders supply a list of pertinent references using the enclosed Reference Form (Attachment E) in the Certifications section of the IFB.

INSTRUCTIONS TO BIDDERS

10. EVALUATION FACTORS

10.1 **CCRTA will award contracts based upon the lowest responsible bid, price and other factors considered.** Contracts may be awarded on a lump sum basis or on a unit price basis, provided that in the event a contract specifies a unit price basis, the compensation paid by the CCRTA shall be based upon the actual quantities supplied.

10.2 In determining the “lowest responsible” bid, the CCRTA may consider, in addition to price, other factors such as compliance with the bid documents, delivery requirements, costs of maintenance and operations, training requirements, warranties, availability of repairs or other services, the financial or other qualifications and abilities of the bidder, past performance of the bidder, other factors contributing to the overall costs, both direct and indirect, related to an item, and compliance with the CCRTA’s Affirmative Action policies and goals. A record of poor performance or nonperformance on prior work may disqualify a bidder.

INSTRUCTIONS TO BIDDERS

11. RESERVATION OF RIGHTS.

The CCRTA expressly reserves the right to:

11.1. Reject or cancel any or all bids;

11.2. Waive any defect, irregularity or informality in any bid or bidding procedure;

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

11.4. Extend the bid opening time and date;

11.5. Reissue a bid invitation;

11.6. Consider and accept an alternate bid as provided herein when most advantageous to the CCRTA; and

11.7. Procure any item or services by other means.

INSTRUCTIONS TO BIDDERS

13. BID PROTESTS.

In the event that a bidder desires to protest any bidding procedure, the bidder should present such protest, in writing, to the CCRTA Chief Executive Officer within five (5) business days following the date the board awards the contract. The protest shall state the name and address of the protestor, refer to the project number and description of the solicitation, and contain a statement of the grounds for protest and any supporting documentation.

15. SINGLE BID

In the event a single bid is received, the CCRTA will, at its option, either conduct a price comparison of the bid and make the award or reject the bid and re-advertise. A price analysis is the process of examining the bid and evaluating a prospective price without evaluating the separate cost elements. Price analysis shall be performed by comparison of the price quotations, with published price lists, or other established or competitive prices. The comparison shall be made to a purchase of similar quantity and involving similar specifications.

16. SALES TAX EXEMPTION

The CCRTA qualifies for exemptions of Sales, Excise, and Use Taxes under the Texas Tax Code with political subdivisions of the State of Texas.

INSTRUCTION TO BIDDERS

17. FORM 1295 “CERTIFICATE OF INTERESTED PARTIES”

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

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

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

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

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

INSTRUCTION TO BIDDERS

18. NO DIRECT CONTACT WITH CCRTA BOARD MEMBERS

Bidders are advised not to contact any Board members of the CCRTA directly in any manner during this bid process. All communications directly with the Board should be reserved for public meetings in which this item is properly posted on the agenda. All communication regarding this RFP must be made through the Procurement Department.

CERTIFICATION FORMS

Do NOT Alter Any Forms.

Doing so will deem your bid as non-responsive.

Complete and sign the following forms and return with your signed bid.

- Certification Form (Attachment B),
- Conflict of Interest Acknowledgement and Certification (Attachment C),
- Acknowledgement of Addendum/Addenda (Attachment D),
- References (Attachment E), and
- Bidder/Offeror/Proposer Information Form (Attachment F).

Reminders:

- Acknowledge any addenda issued on the Acknowledgement of Addendum/Addenda Form (Attachment D).

Common Vendor Errors in Bid Submissions:

- Forgetting to sign the Price Schedule (Attachment A)
- Not signing the Certification Forms
- 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. (As a Reference)**

Project Overview

Presented by Michael Ledesma, Director of Transportation

- [Specifications,](#)
- [CCRTA's Logo Examples \(Exhibit I\), and](#)
- [Price Schedule \(Attachment A\) – Separate Electronic Form Fillable PDF.](#)



Thank You
For Your
Attendance!