

Pre-Bid Conference

Unleaded Fuel 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 the CCRTA with 87-octane unleaded fuel for a two year-period. The awarded vendor is required to furnish this fuel on a periodic release order basis.

This is a Two-Year firm fixed-price supply 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 Friday, September 15, 2023 by 3:00 p.m. (CST)

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

The CCRTA's Response to Request for Information Due Friday, September 22, 2023

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

Bids Due Friday, October 6, 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 Friday, October 6, 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) Friday, October 6, 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,
- Special Terms and Conditions, and
- Standard Supply Agreement Terms and Conditions.

Attachments and Certifications:

- Price Schedule (Attachment A),
- 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).

APPLICABLE DOCUMENTS

Special Attachment:

- Technical Fuel Specifications (Special Attachment 1)

Supplemental Documentation and Compliance Certificates:

- Testing or Inspection Report,
- Product Analysis and Octane Rating,
- Material Safety Data Sheet (MSDS) or Safety Data Sheets (SDS), and
- Spill Containment Policy.

REQUIRED DOCUMENTS

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 the following documents:

- Attachments and Certifications:
 - Price Schedule (Attachment A): One (1) original in a separately sealed envelope),
 - B, C, D, E, and F,
- Special Attachment: Attachment 1, and
- Supplemental Documentation and Compliance Certificates.

For electronic bid submissions, please submit the following documents as separate electronic files:

- Attachments and Certifications:
 - Price Schedule (Attachment A): in separate file,
 - B, C, D, E, and F: Please combine these attachments into one electronic file,
- Special Attachment: Attachment 1 (in a separate file), and
- Supplemental Documentation and Compliance Certificates: Please submit the supplemental documentation and compliance certificates as a separate electronic file.

Ensure that all electronic files are clearly titled with the corresponding document name and send these files via email to procurement@ccrta.org.

REQUIRED DOCUMENTS

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

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.

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

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-17 Unleaded Fuel Supply
Bid Due Date: Friday, October 6, 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 Friday, October 6, 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) Friday, October 6, 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.

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.

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.

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

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),
- Bidder/Offeror/Proposer Information Form (Attachment F),
- Technical Fuel Specifications (Special Attachment 1), and
- Supplemental Documentation and Compliance Certificates.
 - Testing or Inspection Report,
 - Product Analysis and Octane Rating,
 - Material Safety Data Sheet (MSDS) or Safety Data Sheets (SDS), and
 - Spill Containment Policy.

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 Bryan Garner, Director of Maintenance

- [Special Terms and Conditions,](#)
- [Technical Fuel Specifications \(Special Attachment 1\), and](#)
- [Price Schedule \(Attachment A\).](#)



Thank You
For Your
Attendance!