

# Pre-Bid Conference

## Bus Parts 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 bus parts to the CCRTA for a one year-period.**

- This is a One-Year supply contract.
- Bidders are required to provide catalog pricing through a website or USB Flash Drive.
- Bids will be tabulated based on the catalog pricing along with the percentage discount off the catalog price per part listed in the Price Schedule (Attachment A).
- The Price Schedule (Attachment A) will **only** be utilized for the purpose of the tabulation and comparison of bids and the contract percentage discount.
- The contract will include the Bidders' submitted catalog pricing and the percentage discount off the catalog price.
- A contract will be awarded to the most responsive and responsible Bidder that can supply all or most of the parts listed in the Price Schedule (Attachment A).

# DATES TO REMEMBER

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

## **Request for Information/Approved Equals Request (Attachment G) Due Friday, May 24, 2024, by 3:00 p.m. (CST)**

- Please submit one form for each Request for Information/Approved Equals Request to [procurement@ccrta.org](mailto:procurement@ccrta.org).

## **The CCRTA's Response to Request for Information Due Friday, May 31, 2024**

- Responses will be posted as 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/).

## **Bids Due Friday, June 14, 2024, 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](mailto: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, June 14, 2024, 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](mailto:procurement@ccrta.org) by 1:00 p.m. (CST) Friday, June 14, 2024.

## **Contract Awarded July 10, 2024 (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, 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/Approved Equals Requests Form (Attachment G).

**Special Attachments:**

- Fleet Engine Data Reference Sheet (Exhibit I)
- Supplier Corrective Action Request Form (Exhibit II)

**ATTACHEMENTS AND  
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),

**Reminders:**

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

# SUBMISSION REQUIREMENTS

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

# MAILED OR HAND DELIVERED SUBMISSION REQUIREMENTS

The following documents must be signed and returned with your bid to be considered responsive:

For mailed bid submissions, please submit the following documents:

1. Hard Copies of Attachments and Certifications:

- Price Schedule (Attachment A): One (1) original signed and dated in a separately sealed envelope),
- B, C, D, E, and F,

and

2. USB Flash Drive with Attachments and Certifications:

- Price Schedule (Attachment A) in Microsoft Excel Format and
- B, C, D, E, and F.

Clearly title all the above and submit everything on a USB Flash Drive.

**If hand delivery is preferred, please deliver to the third-floor receptionist to have your Bid submission time and date stamped.**

# MAILED OR HAND DELIVERED SUBMISSION REQUIREMENTS

## Mailed or Hand Delivered Bid Submission Instructions:

Bids must be submitted in an envelope marked on the outside containing the Bidder's name and address along with the IFB number and title addressed to:

Corpus Christi Regional Transportation Authority  
Staples Street Center  
Attn: Procurement Department  
602 N. Staples Street  
Corpus Christi, TX 78401  
Proposals For: IFB No. 2024-SP-06 Bus Parts Supply

Proposals Due Date: Friday, June 14, 2024, by 3:00 p.m. (CST)



# ELECTRONIC SUBMISSION REQUIREMENTS

For electronic bid submissions, please submit the following documents in three separate electronic files to [procurement@ccrta.org](mailto:procurement@ccrta.org).

- Attachments and Certifications:
  1. Price Schedule (Attachment A): One signed and dated in a pdf format (separate file)
  2. Price Schedule (Attachment A): One in Microsoft Excel format (separate file)
  3. Attachments and Certifications (separate file):
    - B, C, D, E, and F

**Ensure that all electronic files are clearly titled with the corresponding document name and send these files via email to [procurement@ccrta.org](mailto:procurement@ccrta.org).**

**Note:** Proposer's email submission must be less than 50MB. If your email submission is more than 50MB, 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.

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

# OTHER 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"

**Bidders are encouraged to utilize the enclosed Bid Submission Checklist to ensure your bid package is responsive to the requirements of this RFP.**

- Bid Submission Checklist

# INSTRUCTION TO BIDDERS

## 4. APPROVED EQUALS.

All approved equals **must** be submitted through the RFI submission process in writing using the Request for Information/Approved Equals Request Form (Attachment G) enclosed in the IFB prior to bid submission.

## 10. EVALUATION FACTORS

10.1 **CCRTA will award one contract based upon the lowest responsible and responsive 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.

## 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.

## 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.

# COMMON VENDOR ERRORS IN BID SUBMISSIONS:

- Forgetting to sign the Price Schedule (Attachment A)
- Not signing the Attachments and 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

- Specifications,
- Scope of Work,
- Fleet Engine Data Reference Sheet (Exhibit I),
- Supplier Corrective Action Request Form (Exhibit II),  
and
- Price Schedule (Attachment A).



Thank You  
For Your  
Attendance!