



**INVITATION FOR BIDS
FOR
TEXAS ULTRA LOW SULFUR EMISSION DIESEL FUEL SUPPLY**

IFB No.: 2024-SP-16

Date Issued: August 5, 2024

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, until 3:00 p.m. (CST), Monday, September 16, 2024 for the supply of Texas Ultra Low Sulfur Emission Diesel (Ultra LS TxLED) Fuel. Grade No. 2-D S15 a general purpose, middle distillate fuel for use in diesel engine applications requiring fuel 15 PPM sulfur (**maximum**). This is a two (2) year firm-fixed-price supply contract.

A contract will be awarded to the single overall lowest, responsive, and responsible Bidder that can meet the fuel specifications and requirements of this IFB. Bid prices shall be good for one hundred twenty (120) calendar days from the Board approval date.

Bidders are encouraged to attend a pre-bid conference scheduled for Monday, August 19, 2024, at 3:00 p.m. (CST) in the Board Room 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. While this meeting is not mandatory, Bidders are strongly encouraged to attend.

If you are unable to attend the pre-bid conference, but would like to remotely participate, please send a request for login information to procurement@ccrta.org by 1:00 p.m. (CST) Monday, August 19, 2024.

Requests for Information must be submitted by 3:00 p.m. (CST), Monday, August 26, 2024, to procurement@ccrta.org. The CCRTA will respond to all submissions in an addendum posted to the CCRTA's website at <https://www.ccrta.org/news-opportunities/business-with-us/> by Tuesday, September 3, 2024.

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

The following bid documents are applicable to this procurement:

- Invitation for Bids,

- Bid Submission Checklist (Use as a reference),
- Instructions to Bidders,
- Special Terms and Conditions,
- Technical Fuel Specifications, and
- Standard Supply Agreement Terms and Conditions.

Attachments and Certifications:

- Price Schedule (Attachment A),
- Certification Form (Attachment B),
- Conflict of Interest Acknowledgment and Certification (Attachment C),
- Acknowledgement of Addendum/Addenda (Attachment D),
- References (Attachment E),
- Bidder Information Sheet (Attachment F), and
- Request for Information (Attachment G).

Supplemental Documentation:

- Product data on Bidder's proposed product.
- Documentation or certification that demonstrates the Bidder's proposed product meets the CCRTA's minimum specifications.
- A current Safety Data Sheet (SDS) or Material Safety Data Sheet (MSDS).
- Submit a list of refineries your company will purchase the Ultra Low Sulfur Emission Deisel Fuel from.

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

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

For mailed bid submissions, please submit as follows:

- Hard Copies of Attachments and Certifications:
 - Price Schedule (Attachment A). One (1) signed and dated in a separately sealed envelope, and
 - B, C, D, E, and F.
- Supplemental Documentation.

For electronic bid submissions, please submit the following documents to procurement@ccrta.org:

- Attachments and Certifications:
 - Price Schedule (Attachment A). One (1) signed and dated, in a PDF file, and
 - B, C, D, E, and F. (Combine these attachments into one electronic file).

- Supplemental Documentation – (Combine these into one file).

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

Note: Bidder'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 for the files to be accessed.

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

The following documents are required to be submitted ONLY upon notification of recommendation for award:

- Form 1295 "Certificate of Interested Parties"
- Certificate of Insurance

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

- Bid Submission Checklist

BID SUBMISSION CHECKLIST

(USE AS A REFERENCE)

Bid Documents Required	Check
The following Bid documents must be submitted:	
1. Price Schedule (Attachment A),	
2. Certification Form (Attachment B),	
3. Conflict of Interest Acknowledgement and Certification (Attachment C),	
4. Acknowledgement of Addendum/Addenda (Attachment D),	
5. References (Attachment E), and	
6. Bidder Information Sheet (Attachment F).	
<p>1. Price Schedule (Attachment A) – Submit the following:</p> <p>If submitting your bid by <u>mail</u>, submit as follows:</p> <ol style="list-style-type: none"> 1. Hard Copies Attachments and Certifications: <ul style="list-style-type: none"> ➤ Price Schedule (Attachment A). One (1) signed and dated in a separately sealed envelope, and ➤ B, C, D, E, and F. 2. Supplemental Documentation. <p>Address your sealed bid in an envelope with the information as noted in the "Instructions to Bidders" Section 5.0 "Submission of Bids".</p> <p>If submitting your bid <u>electronically</u> to procurement@ccrta.org, please submit as follows:</p> <ol style="list-style-type: none"> 1. Attachments and Certifications: <ul style="list-style-type: none"> ➤ Price Schedule (Attachment A). One (1) signed and dated in a PDF file, and ➤ B, C, D, E, and F. (Combine these attachments into one electronic file). 2. Supplemental Documentation – (Combine these into one file). <p>Ensure that all electronic files are clearly titled with the corresponding document name and submit by email to procurement@ccrta.org.</p>	
Bidder must:	
1. List the Firm Name	
2. Complete the – Unit Price Fields in Both Columns	
3. The Total Unit Price Field and Overall Unit Price Field Will Automatically Populate	
4. Sign, Print, Date and Provide Title on Price Schedule (Attachment A)	
2. Certification Form (Attachment B) – Sign, Print, Date, and list Title	

3. Conflict of Interest Acknowledgement and Certification (Attachment C)	
List Bidder's Name, Sign, Print, Date, and list Title	
4. Acknowledgement of Addendum/Addenda (Attachment D)	
- List Firm Name and write in each addendum issued (<i>i.e. Addenda No. 1, 2, and 3</i>) - Sign, Print Name and Title, and Date	
5. References (Attachment E) – Bidder must:	
1. List 4 similar projects which he/she has completed within the last five years.	
2. Provide a list of contracts that the firm currently has in process.	
6. Bidder Information Sheet Form (Attachment F)	
I. Bidder must: - List Company Name, Address, City, State, Zip Code, FEIN/TIN and Unique Identity number - List if the Company is a subsidiary. If yes, name the Holding/Parent Company - List the number of years the Company has been in business - List the Company's Commodity/NAICS Code and Corresponding Index Entry	
II. Disadvantaged Business Enterprise (DBE) Certification - If you are currently certified as a DBE, list the year of initial certification and the name of the agency with whom you are certified.	
III. Bidder Primary Contact - List Name, Title, Telephone numbers (office and mobile), and a valid email address	
IV. Authorized Signatory (If different from Primary Contact) - List Name, Title, Telephone numbers (office and mobile), and a valid email address	

INSTRUCTIONS TO BIDDERS

1.0 GENERAL

The following instructions by the CCRTA are intended to afford Bidders an equal opportunity to participate in the CCRTA's contracts.

2.0 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 must be made directly to the Procurement Department at procurement@ccrta.org. Any violation will be grounds for disqualification.

3.0 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.

4.0 INFORMATION REQUIRED

- 4.1 Each Bidder shall furnish the information required by the bid documents. The Bidder shall sign the Price Schedule (Attachment A) 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.

- 4.2 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 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.
- 4.3 Bids must be firm.
- 4.4 Bids on items should be quoted F.O.B. destination.
- 4.5 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.
- 4.6 Time of delivery is part of the bid and very important. The required delivery date indicated is at the 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.

5.0 SUBMISSION OF BIDS

- 5.1 Sealed Bids must 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. 2024-SP-16 Texas Ultra Low Sulfur Emission Diesel Fuel Supply

Bid Due Date: Monday, September 16, 2024, by 3:00 p.m. (CST)

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

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

Bidders must choose one submission option. If submitting by mail, DO NOT submit electronically. If submitting electronically, DO NOT submit by mail.

5.2 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.

5.3. **Schedule**

Bids shall be governed by the following schedule:

- **Monday, August 5, 2024, – IFB Issued**
Bid documents are available on the CCRTA's Website at www.ccrta.org/news-opportunities/business-with-us/.
- **Monday, August 19, 2024, – Pre-Bid Conference** will be held at 3:00 p.m. (CST) in the CCRTA's Boardroom located on the second floor of the Staples Street Center at 602 N. Staples Street, Corpus Christi, Texas 78401. To remotely participate, please send a request for login information to procurement@ccrta.org by 1:00 p.m. (CST) on this day.
- **Monday, August 26, 2024, – Request for Information** Written Request for Information (Attachment G) is due no later than 3:00 p.m. (CST). One request per form is permitted. Request for Information must be received via email to procurement@ccrta.org.
- **Tuesday, September 3, 2024, – CCRTA's Response to Request for Information**
Responses will be posted in the form of an addendum to the CCRTA's Website at www.ccrta.org/news-opportunities/business-with-us/.
- **Monday, September 16, 2024, – 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 by email to procurement@ccrta.org prior to deadline.
- **Monday, September 16, 2024, – Bid Opening**
The Bid Opening will be held at 3:30 p.m. (CST) on Monday, September 16, 2024, 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 day.
- **Wednesday, October 9, 2024, – Contract Awarded (Tentative)**
The CCRTA's Board of Directors will meet to award a Contract to the successful Bidding firm.

6.0 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.

7.0 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 opened 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 Monday, September 16, 2024, 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 day.

8.0 REFERENCES

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

9.0 EVALUATION FACTORS

- 9.1 The CCRTA will award one contract based upon the lowest responsive, and responsible bid, price and other factors considered. Contracts may be awarded on a lump sum basis or at the cost per gallon provided that a contract specifies a cost per gallon basis, the compensation paid by the CCRTA shall be based upon the actual quantities supplied.
- 9.2 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 from prior work may disqualify a Bidder as non-responsible.

10.0 RESERVATION OF RIGHTS

The CCRTA expressly reserves the right to:

- 10.1 Reject or cancel any or all bids;
- 10.2 Waive any defect, irregularity or informality in any bid or bidding procedure;
- 10.3 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;
- 10.4 Extend the bid opening time and date;
- 10.5 Reissue a bid invitation;
- 10.6 Consider and accept an alternate bid as provided herein when most advantageous to the CCRTA; and
- 10.7 Procure any item or services by other means.

11.0 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.

12.0 BID PROTESTS

If 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.

13.0 EQUAL OPPORTUNITY

Bidders are expected to comply with all applicable federal, state, and local laws concerning Equal Opportunity in employment and in the provision of goods and services by the Bidder.

14.0 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.

15.0 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.

16.0 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. 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>.

17.0 NO DIRECT CONTACT WITH THE CCRTA’S BOARD OF DIRECTORS

Bidders are advised not to contact any CCRTA Board of Director 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 IFB must be made through the Procurement Department.

SPECIAL TERMS AND CONDITIONS

1.0 DESCRIPTION

The Corpus Christi Regional Transportation Authority (CCRTA) is seeking sealed bids from qualified firms for a contract to supply **Texas Ultra Low Sulfur Emission Diesel (Ultra LS TxLED) Fuel**. Diesel Grade No. 2-D S15 is a general purpose, middle distillate fuel for use in diesel engine applications requiring fuel 15 PPM sulfur (**maximum**). It is especially suitable for use in applications with conditions of varying speed and load.

2.0 TAXES

The CCRTA is exempt from local, federal excise, and federal fuel taxes; however, the CCRTA does pay a-per gallon state tax, environmental fee, and "superfund" fee. DO NOT INCLUDE TAX AND FEES IN BID PRICE FOR FUEL. **Bid only the price of the product.**

3.0 ORDERS

Generally, orders will be placed weekly. However, some orders will be placed daily depending on the Maintenance Department's needs. The CCRTA **estimates** that the annual usage for diesel fuel is **120,000** to **140,000** gallons.

4.0 DELIVERY

The diesel fuel storage capacity on the CCRTA's premises is 36,000 gallons which consists of three underground bridged tanks. Prompt delivery is essential for the performance of this Contract, with average deliveries being 7,500 gallons. Deliveries must be made **within 24 hours** after an order is placed. All fuel will be shipped FOB to the CCRTA's Operations Facility located at 5658 Bear Lane, Corpus Christi, Texas 78405. The Contractor is required to provide the CCRTA with measurements of fuel levels both before and after delivery.

5.0 LIQUIDATED DAMAGES

For each calendar day that an order is not delivered within the specified twenty-four (24) hours, a sum of **Five Hundred Dollars and No Cents (\$500.00) per day** will be assessed against the Contractor as reasonable liquidated damages. Said liquidated damages are not imposed as a penalty, but as an estimate of the damages that the CCRTA will sustain from delay in delivery, which damages by their nature are not capable of precise proof. The CCRTA may withhold the amount of liquidated damages from monies otherwise due to the Contractor.

6.0 DISCREPANCIES

Discrepancies related to incorrect product, quantity, or delivery may not be accepted

by the CCRTA. All costs related to problems will be borne by the Contractor.

7.0 FUEL SPILLS

The Contractor is made aware that extreme care must be taken to avoid fuel spills. The tanker must be attended to at all times during fuel off-loading. Any spills must be reported and immediately cleaned with approval from the CCRTA before the tanker leaves the CCRTA's facility. Any costs incurred as a result of fuel spills due to negligence on the part of the Contractor, its agents or employees, or due to equipment malfunction will be borne by the Contractor and may be grounds for termination of the Contract at the CCRTA's option.

8.0 ANALYSIS

Deliveries of diesel fuel under this Contract are subject to an analysis test to ensure compliance with the fuel specifications (Technical Specifications). Tests will be periodically conducted by an independent laboratory. If analysis reveals that the diesel fuel does not meet the specifications, the Contractor will be required to reimburse the CCRTA for the testing and will also be required to pay for the follow-up analysis in order to verify that the fuel is meeting the minimum requirements. The CCRTA may terminate the Contract for default and/or deduct the cost of the fuel analysis test from the invoiced amount of the delivered fuel. In addition, the CCRTA may also deduct the cost of the removal of fuel and cleaning of any storage tanks which were contaminated with delivery fuel not meeting the required Technical Specifications Section listed in the Contract.

9.0 BASE COST

The base cost per gallon of fuel for purposes of deliveries in any week under this Contract will be equal to the lowest price available to the Contractor based on the Oil Price Information Service (OPIS) 10:00 a.m. (CST) feed. The base cost per gallon will be subject to increase or decrease on a daily basis during the term of this firm-fixed-price supply Contract by the change in the OPIS average pricing for the date of delivery to the CCRTA's Operations Facility located at 5658 Bear Lane Corpus Christi, Texas 78405, and it will be used for cost per gallon for the duration of the Contract. Prior to award of the Contract, the successful Bidder must indicate in writing to the CCRTA which refineries it will use. The refineries selected will be maintained for the duration of the Contract unless prior approval is obtained from the CCRTA to add/delete refineries.

10.0 INVOICING AND PAYMENTS

10.1 The Contractor's invoice will include the firm discount or markup, the OPIS price, and applicable tax as separate items. The invoice must indicate the purchase order number. Gross and net gallons must also be indicated on the invoices. Payment will be made within thirty (30) calendar days of receipt of **the accepted** invoice. The Contractor must furnish the published OPIS price report with its invoice as well as the bill of lading. This report will have all the

pricing from all the refineries that are on the Contractor's refinery list. The CCRTA may randomly audit the prices on the OPIS price report.

- 10.2** Electronic submission of invoices with supporting documentation is encouraged to incorporate the receipt of your invoices in the automated processing system. Please submit to the dedicated email address at AccountsPayable@ccrta.org. Invoices sent through the U.S. Mail will also be accepted and shall be addressed to Corpus Christi RTA - Staples Street Center, 602 N. Staples Street, Corpus Christi, TX 78401 to the attention of Accounts Payable.
- 10.3** Invoices must be submitted within five (5) business days after delivery.
- 10.4** The CCRTA's preferred method of payment to vendors is by ACH. The vendor will be asked to enroll in the CCRTA's ACH payment program. Another acceptable payment is a traditional check, but the CCRTA highly encourages payments by ACH. The CCRTA's terms of payment are net 30.
- 10.5** In the event payment has not been made, the Contractor will submit a reminder invoice marked "overdue".

11.0 REQUIRED SUBMITTALS

- The Bidder will submit product data pertinent to the Bidder's bid in accordance with the Price Schedule (Attachment A).
- Documentation or certification must be submitted to demonstrate that the fuel being bid on meets the CCRTA's minimum specifications.
- A current Safety Data Sheet (SDS) or Material Safety Data Sheet (MSDS) must be submitted with the Bidder's bid.
- Submit a list of refineries your company will purchase the Ultra Low Sulfur Emission Diesel Fuel from.

12.0 CONTRACTOR'S INSURANCE

The Contractor will carry and pay the premium for insurance of the types and in the limits stated below. The CCRTA shall be endorsed as a certificate holder by the Contractor with respect to the Contract. In any event, the Contractor shall carry and pay the premiums for insurance of the types and in the limits of not less than the following:

12.1 Certificate of Insurance

Proof that such insurance coverage exists shall be furnished to the CCRTA by way of the Certificate of Insurance before any part of the Contract work is started. The said Certificate shall certify the CCRTA as a certificate holder

with a provision that in case of cancellation or any material change in the coverage stated above, the CCRTA shall be notified not less than thirty (30) days prior to any such change.

The Contractor and all of its insurers will, in regard to the above stated insurance, waive all rights of recovery or subrogation against the CCRTA and its insurance companies.

12.2 Subcontractor's Insurance

If any part of the work is sublet, similar insurance will be provided by or on behalf of the subcontractor to cover its operations and evidence of such insurance, satisfactory to the CCRTA, shall be furnished by the Contractor.

TECHNICAL FUEL SPECIFICATIONS

Low Emission Diesel Fuel

Vendors must comply with all ASTM test methods as required by TITLE 30 ENVIRONMENTAL QUALITY, PART 1 TEXAS COMMISSION ON ENVIRONMENTAL QUALITY, CHAPTER 114 CONTROL OF AIR POLLUTION FROM MOTOR VEHICLES, SUBCHAPTER H LOW SULFUR EMISSION FUELS, DIVISION 2 ULTRA LOW SULFUR EMISSION DIESEL (Ultra LS TxLED) in order to be considered responsive.

The reference fuel used in the comparative testing described in paragraph (8) of Special Terms and Conditions must be produced from straight-run diesel fuel by a hydrodearomatization process and must have the following characteristics determined in accordance with the referenced test method specified:

- (A) Sulfur content - 15 parts per million maximum;
- (B) Water and sediment - .05 maximum percentage volume;
- (C) Ash mass - .01 percent maximum;
- (D) Cetane number - 48, minimum;
- (E) API gravity index - 33 to 36.9 degrees;
- (F) Viscosity at 40 degrees Celsius – 1.9 to 4.1 centistokes;
- (G) Flash point - 130 degrees Fahrenheit, minimum; and
- (H) Distillation - 90% point - 550 to 610 degrees Fahrenheit.

ASTM chemical test methods are industry accepted standards for quality control and reliability of the product.

Testing Standards to be used: ASTM Test Method D5186, ASTM Test Method D4629, ASTM Test Method D287, ASTM Test Method D86, United States Environmental Protection Agency (EPA), ASTM Test Method D5453-19a, ASTM Test Method D6667, and ASTM Test Method D7183.

The Bidder must confirm that the Bidder has reviewed and can meet all the Technical Fuel Specifications above by signing below. This section must be submitted with the Bidder's bid.

Authorized Signatory:

Signature

Printed Name

Title

Date

STANDARD SUPPLY AGREEMENT TERMS AND CONDITIONS

1. **TERM.**

The term of this Supply Agreement shall be for the period specified in the Invitation for Bids, with the option to extend for one or more additional periods as specified in the Invitation for Bids, subject to the approval of the CCRTA.

2. **DESCRIPTION – SALE OF GOODS.**

The Contractor shall transfer and deliver to the CCRTA and the CCRTA shall pay for and accept all the CCRTA's requirements during the referenced term of the Agreement for all the items listed and described in the bid documents. Quantities shown are merely estimates and do not obligate the CCRTA to order or accept more than the CCRTA's actual requirements during the period of this Agreement, nor do the estimates limit the CCRTA from ordering less than its actual needs during the period of this Agreement, subject to availability of appropriated funds.

3. **CONTRACTOR TO PACKAGE GOODS.**

The Contractor shall package all goods in accordance with good commercial practice. Each shipping container shall be clearly and permanently marked as follows: (a) the Contractor's name and address; (b) CCRTA's name, address and purchase order or purchase release number and the supply agreement number if applicable; (c) Container number and total number of containers, e.g., box 1 of 4 boxes; and (d) the number of the container bearing the packing slip. The Contractor shall bear the cost of packaging unless otherwise provided. Goods shall be suitably packed to secure lowest transportation costs and to conform with the requirements of common carriers and any applicable specifications. The CCRTA's count or weight shall be final and conclusive on shipments not accompanied by packing lists.

4. **NO SHIPMENTS UNDER RESERVATION.**

The Contractor is not authorized to ship the goods under reservation and no tender of a bill of lading shall operate as a tender of goods.

5. **TITLE AND RISK OF LOSS.**

The title and risk of loss of the goods shall not pass to the CCRTA until it receives and takes possession of the goods at the point or points of delivery. The terms of this Agreement are "no arrival, no sale."

6. **PURCHASE OR RELEASE ORDER.**

The CCRTA shall exercise its right to specify time, place, and quantity to be delivered in the following manner: Any of the CCRTA's separate departments or

divisions may send to the Contractor a purchase or release order signed by an authorized agent of the department or division. The order shall refer to this Supply Agreement and shall specify item, quantity, delivery date, shipping instructions and receiving address of the ordering department or division. The CCRTA shall have the right to inspect the goods at delivery prior to acceptance.

7. DEFAULT IN ONE INSTALLMENT TO CONSTITUTE TOTAL BREACH.

Each installment or lot of goods delivered under this Agreement is dependent on every other installment or lot, and a delivery of non-conforming goods or a default of any nature on one installment or lot will impair the value of the whole Agreement and shall constitute a breach of the Agreement as a whole.

8. NO REPLACING DEFECTIVE TENDER.

Every tender or delivery of goods must fully comply with all provisions of this Agreement as to time of delivery, quality, fitness or use and the like. If a tender is made which does not fully conform, such failure shall constitute a breach of the Agreement, and the Contractor shall not have the right to substitute a conforming tender; provided, however, that if the time for performance is not yet expired, the Contractor may reasonably notify the CCRTA of its intention to cure and may then make a conforming tender within the required time.

9. INVOICES AND PAYMENTS.

The Contractor shall submit invoices, monthly or as otherwise specified in the Contract documents to AccountsPayable@ccrta.org. Invoices sent through the U.S. Mail will also be accepted and shall be addressed to Corpus Christi RTA - Staples Street Center, 602 N. Staples Street, Corpus Christi, TX 78401 to the attention of Accounts Payable. Invoices shall indicate the Contract number. Invoices shall be itemized and transportation charges, if any, shall be listed separately. A copy of the bill of lading and the freight waybill when applicable should be attached to the invoice. Payment shall not be due until thirty (30) calendar days after the date the above instruments are submitted or delivered, whichever is later. In the event payment has not been made by the due date, the Contractor shall submit a reminder invoice marked "order due." The CCRTA reserves the right to review all the Contractor's invoices after payment and recover any overcharge resulting from such review. Invoices will be paid Net 30.

9.1 Prompt Payment

9.1.1 The Contractor agrees to pay each sub-consultant under this prime Contract for satisfactory performance of its Contract no later than thirty (30) days from the receipt of each payment the Contractor receives from the CCRTA. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the CCRTA. This clause applies to both DBE and non-DBE subcontracts.

9.1.2 The Contractor agrees to return retainage payments to each sub-consultant within thirty (30) days after the sub-consultant work is satisfactorily completed. Any delay or postponement of retainage from the above referenced time frame may occur only for good cause following written approval of the CCRTA. This clause applies to both DBE and non-DBE subcontracts.

10. WARRANTY - PRICE.

The price to be paid by the CCRTA shall be that price contained in the Contractor's Price Schedule which the Contractor warrants to be no higher than the Contractor's current prices on orders by others for products of the kind and specification covered by this Agreement for similar quantities under similar conditions and methods of purchase. In the event the Contractor breaches this warranty, the prices of the items shall be reduced to the Contractor's current prices on orders by others, or in the alternative, the CCRTA may cancel this Agreement without liability to the Contractor for breach for the Contractor's actual expenses. If the stated price includes the cost of any special tooling or special test equipment fabricated or required by the Contractor for the purpose of filling this order, such special tooling or equipment and any process sheets related thereto shall become the property of the CCRTA.

11. WARRANTY - PRODUCT.

The Contractor shall not limit or exclude any implied warranties and any attempt to do so shall render this Agreement voidable at the option of the CCRTA. The Contractor warrants that the goods furnished will conform to the specifications, drawings, and descriptions listed in the bid documents, and to the sample(s) furnished by the Contractor, if any. In the event of a conflict between the specifications, drawings, and descriptions, the specifications shall govern. The goods furnished shall be new and of good and merchantable quality in workmanship and materials.

12. WARRANTY - SAFETY.

The Contractor warrants that the product sold to the CCRTA shall conform to the standards promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act (OSHA). In the event the product does not conform to OSHA standards, the CCRTA may return the product for correction or replacement at the Contractor's expense. In the event the Contractor fails to make the appropriate correction within a reasonable time, correction may be made by the CCRTA at the Contractor's expense.

13. WARRANTY - INFRINGEMENTS.

The Contractor agrees to ascertain whether goods manufactured in accordance with

the specifications will give rise to the rightful claim of any third person by way of infringement or the like. If the Contractor is of the opinion that an infringement or the like will result, it shall notify the CCRTA to this effect in writing within two weeks after signing of this Agreement. If the CCRTA does not receive notice and is subsequently held liable for the infringement or the like, the Contractor shall indemnify the CCRTA for any damages due to such claim. If the Contractor in good faith ascertains that delivery of the goods in accordance with the specifications will result in infringement or the like, this Agreement shall be null and void except that the CCRTA shall pay the Contractor for the reasonable cost of its search as to infringements.

14. ESTIMATED QUANTITIES.

The estimated quantities noted in the Price Schedule are approximate. These quantities are to be used only for the comparison of prices and the award of this Contract and are based on past and projected usage. The 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, the Contractor agrees that, regardless of the amount of such variance, it shall not be the basis for deviating from the quoted unit prices. Further, the Contractor agrees to honor quoted unit prices for the duration of this Agreement.

15. SUBSTITUTE SUPPLIERS.

If the Contractor fails to supply the goods to the CCRTA in the amounts requested or fails to furnish replacement goods for any defective merchandise submitted to the CCRTA within five (5) business days from the date of notice, the CCRTA shall have the right to purchase from any substitute source the amount of the goods due from the Contractor. The CCRTA shall have the right to recover from the Contractor as damages any amount by which the cost of such substituted goods exceeds the contract price which would have been applicable, together with the cost of any incidental expenses reasonably incurred by the CCRTA in making such substituted purchase and the amount of any consequential damages allowable by law. The CCRTA reserves the right to offset such amounts against the price due for any goods subsequently supplied by the Contractor or any other obligations owed to Contractor.

16. TERMINATION.

The CCRTA shall have the right to terminate for default all or any part of this Agreement if Contractor breaches any of the terms hereof or if the 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 Agreement without cause by delivery to the Contractor of a "Notice of

Termination” specifying the extent to which performance hereunder is terminated and the date upon which such termination becomes effective.

17. ASSIGNMENT - DELEGATION.

No right or interest in this Agreement shall be assigned or any obligation delegated by Contractor without the written permission of the CCRTA.

18. MODIFICATIONS - WAIVER.

This Agreement can be modified or rescinded only by a writing signed by both of the parties. No claim or right arising out of a breach of this Agreement can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party.

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

20. APPLICABLE LAW.

This Agreement shall be governed by the Uniform Commercial Code as adopted in the State of Texas and in force on the date of this Agreement.

21. ADVERTISING.

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

22. GRATUITIES.

No gratuities, in the form of entertainment, gifts, or otherwise, shall be offered or given by Contractor, or any agent or representative of the 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.

23. EQUAL OPPORTUNITY.

The Contractor agrees that during the performance of this Contract it shall:

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

23.2 Identify itself as an "Equal Opportunity Employer" in all help wanted advertising or requests.

The Contractor shall be advised of any complaints filed with the CCRTA alleging that the Contractor is not an equal opportunity employer. The CCRTA reserves the right to consider such complaints in determining whether to terminate any portion of this Agreement for which purchase orders or authorities to deliver have not been issued; however, the Contractor is specifically advised that no equal opportunity employment complaint will be the basis for termination of this Agreement for which a purchase order or authority to deliver has been issued.

24. ENFORCEABILITY.

This Contract shall be enforceable in any state court of competent jurisdiction in Nueces County, Texas.

25. NOTICES.

Notices shall be given to the parties by delivering or mailing such notice to the addresses set forth in the contract documents, or to such other addresses as the parties may designate to each other in writing.

26. LIABILITY INSURANCE COVERAGE.

The Contractor shall maintain during the term of this Contract at its sole cost and expense each of the following insurance coverages 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 the 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 coverages 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 must be promptly furnished to the CCRTA upon its written request.

27. WORKERS' COMPENSATION.

The Contractor shall maintain 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 \$500,000 containing a waiver of subrogation endorsement waiving any right of recovery under subrogation or otherwise against the CCRTA.

28. LITIGATION RESPONSIBILITIES.

28.1 The Contractor will indemnify and hold harmless the CCRTA from and against all claims of liability to third parties (including employees of the CCRTA; contractors and subcontractors and their employees; employees; associates; and other persons assisting the Contractor on a paid or voluntary basis) for injury to or death of persons, or loss of or damage to property arising out of or in connection with any negligent act, error, or omission of the Contractor during the performance of the work under this Contract, and the use of the premises incident thereto.

28.2 The Contractor will defend all suits brought upon such claims and pay all costs and expenses incidental thereto. The CCRTA shall have the right, at its own expense, to participate in the defense of any suit without relieving the Contractor of any obligation hereunder.

28.3 The CCRTA will give the Contractor prompt notice in writing of the institution of any suit of proceeding and permit the Contractor to defend same and will give all needed information to do so. The Contractor shall similarly give the CCRTA immediate notice of any suit or action filed or prompt notice of any claim arising out of performance of the Contract. The Contractor shall furnish immediately to the CCRTA copies of all pertinent papers received by the Contractor.

ATTACHMENTS 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), and
- Bidder Information Form (Attachment F).

Reminders:

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

ATTACHMENT A PRICE SCHEDULE

Bid: IFB No. 2024-SP-16

Bidder: _____

Project: Texas Ultra Low Sulfur
Emission Diesel Fuel Supply

Instructions:

- 1) Refer to the “Instructions to Bidders”, “Special Terms and Conditions”, and the “Technical Fuel Specifications” before completing the Prices Schedule and quote your best price, FOB to 5658 Bear Lane, Corpus Christi, TX 78405.
- 2) This is a two-year, firm-fixed-price supply contract. Bidders must complete all the information requested. **NO ITEMS MAY REMAIN BLANK (use N/A or other as necessary).**
- 3) **Sign and submit one Price Schedule in a sealed envelope.** On the outside of your sealed bid address your envelope with the information as noted in the “Instructions to Bidders” Section 5.0 “Submission of Bids” or submit your bid electronically to procurement@cctrta.org prior to the deadline.
- 4) **Submit a list of refineries your company will purchase the Ultra Low Sulfur Emission Diesel Fuel from.**

TWO-YEAR CONTRACT

Description	Proposed Product and Manufacturer	Estimated Two-Year Quantity	Unit	Cost (Per Gallon) + or -
Ultra Low Sulfur TxLED Diesel Fuel	Valero or Equivalent	240,000	Gallon	
Delivery Charge				

Note: The following are in reference to the above table:

1. Include any literature or technical information about the proposed product.
2. Reflects mark-up or discount off the rack. **Please quote to the nearest one-tenth of one cent. DO NOT INCLUDE TAXES OR FEES IN THIS PRICE QUOTE.**
3. Cost Per Gallon must have either + or – within the cell to identify markup or discount per gallon, failure to include symbol within the cell will disqualify your company from bid.

Authorized Signatory:

Signature

Printed Name

Title

Date

ATTACHMENT 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 (180) calendar days from the board approval 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

ATTACHMENT C

CONFLICT OF INTEREST ACKNOWLEDGEMENT AND CERTIFICATION

1. The Contractor represents that no officer or employee of the CCRTA has a Substantial Interest (defined as any interest which has a value of \$5,000.00 or more or represents ten percent (10%) or more of a person's gross income during the most recent calendar year) in this Contract. The Contractor further represents that no officer or employee of the CCRTA has (1) colluded with the Contractor in a recommendation for award, bid, proposal or solicitation on any CCRTA contracts, or (2) received any pecuniary benefit from the Contractor within the past six (6) months.
2. The Contractor agrees to ensure that the CCRTA's Code of Ethics is not violated as a result of the Contractor's activities in connection with this Contract. The Contractor agrees to immediately inform the CCRTA if it becomes aware of the existence of any such Substantial Interest or Conflict of Interest, or the existence of any violation of the Code of Ethics arising out of or in connection with this Contract.
3. The CCRTA may in its sole discretion, require the Contractor to cause an immediate divestiture of such Substantial Interest or elimination of such Conflict of Interest, and failure by the Contractor to comply shall render this Contract voidable by the CCRTA. Any willful violation of these provisions, creation of a Substantial Interest or existence of a Conflict of Interest with the express or implied knowledge by the Contractor shall render this Contract voidable by the CCRTA.
4. In accordance with section 176.006, Texas Local Government Code, the Contractor is required to file a Conflict-of-Interest Questionnaire (CIQ) within seven business days of becoming aware of a Conflict of Interest under Texas law. The CIQ can be obtained from the Texas Ethics Commission at www.ethics.state.tx.us. The CIQ shall be sent to CCRTA's Director of Procurement or its designee.

I DO CERTIFY THAT THE CONTENTS OF THIS ACKNOWLEDGEMENT AND CERTIFICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Signature of Certifying Person: _____

Title: _____

Certifying Person (Print or Type): _____

Date: _____

ATTACHMENT D

ACKNOWLEDGEMENT OF ADDENDUM/ADDENDA

_____ (Firm Name) acknowledges receipt of the following addendum/addenda.

List all addenda numbers below:

Signature: _____

Printed Name: _____

Title: _____ Date: _____

ATTACHMENT E

REFERENCES: The Bidder must supply a list of four (4) similar projects which your company has completed within the last five (5) years that satisfactorily met the client's specifications (**exclude CCRTA as a reference**).

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:

ATTACHMENT F
BIDDER INFORMATION SHEET

To Be Completed And Submitted With Bid	
Company Name	
Street Address	
City, State, Zip Code	
(If Applicable) Federal Employer Identification Number (FEIN) or Taxpayer Identification Number (TIN)	
Unique Identity ID # (12-character alphanumeric ID assigned to an entity by SAM.gov.)	
Is the Company a subsidiary? If yes, name the Holding/Parent Company	
Number of years in business	
Commodity/NAICS Code and Corresponding Index Entry	
Disadvantaged Business Enterprise (DBE) Certification (If Applicable)	
DBE	Certification Year: Agency Name:
Bidder's Primary Contact	
Name	
Title	
Office Telephone Number (with area code)	
Cell Telephone Number (with area code)	
E-mail Address	
Authorized Signatory If different from Primary Contact)	
Name	
Title	
Office Telephone Number (with area code)	
Cell Telephone Number (with area code)	
E-mail Address	

ATTACHMENT G

REQUEST FOR INFORMATION

(Please submit **one** form for **each** Request for Information)

Page: _____

BIDDER: _____

PROJECT: IFB No. 2024-SP-16

PAGE: _____ PARAGRAPH: _____ SUBJECT: _____

Request:

Signature

FOR CCRTA USE

Approved: _____ Disapproved: _____ Clarification: _____

Response:

Chief Executive Officer/Designee