



# Pre-Bid Conference

## Texas Ultra Low Sulfur Emission Diesel 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 Corpus Christi Regional Transportation Authority (CCRTA) is seeking bids from qualified firms interested in a contract for the supply of Texas Ultra Low Sulfur Emissions 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.**

- This is a two (2) year firm-fixed-price supply contract.
- Bid prices shall be good for one hundred twenty (120) calendar days from the Board approval date.
- Bids received after the deadline will not be accepted and will be returned to the Bidder unopened.

# 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 (Attachment G) Due Monday, August 26, 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).

## **CCRТА's Response to Request for Information Due Tuesday, September 3, 2024.**

- Responses will be posted as an addendum to the CCRТА's website at [www.ccrta.org/news-opportunities/business-with-us/](http://www.ccrta.org/news-opportunities/business-with-us/).

## **Bids Due Monday, September 16, 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 CCRТА'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 the deadline.

## **Bid Opening Monday, September 16, 2024, at 3:30 p.m. (CST)**

- The Bid Opening will be held at 3:30 p.m. (CST) at 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](mailto:procurement@ccrta.org) by 1:00 p.m. (CST) on this date.

## **Contract Awarded (Tentative) – Wednesday, October 9, 2024**

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

# 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,
- Technical Fuel 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 Information Sheet (Attachment F), and
- Request for Information/Approved Equals (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 Date Sheet (MSDS).
- Submit a list of refineries your company will purchase the Ultra Low Sulfur Emission Deisel Fuel from.

# 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.

The following documents **must be signed and returned** with your bid for it 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](mailto: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](mailto:procurement@ccrta.org).**

# REQUIRED DOCUMENTS

**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](mailto:procurement@ccrta.org) for the files to be accessed.

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

**The following document are required to be submitted only upon notification of recommendation for award:**

- Form 1295 "Certificate of Interested Parties", and
- 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

# INSTRUCTION TO BIDDERS

## 5.0 SUBMISSION OF BIDS.

5.1. 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. 2024-SP-16 Texas Ultra Low Sulfur Emission Diesel Fuel Supply**

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

# INSTRUCTIONS TO BIDDERS

## **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.

## **8.0 REFERENCES**

**The CCRTA is requiring that bidders supply a list of pertinent references using the Reference (Attachment E) form.**

- Email addresses are required.



# INSTRUCTIONS TO BIDDERS

## 10. 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.

# INSTRUCTIONS TO BIDDERS

## **17.0 NO DIRECT CONTRACT 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.

# CERTIFICATION FORMS

Do **NOT** Alter Any Forms.

Doing so will deem your bid as non-responsive.

**Complete sign and submit 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 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 addendum/addenda
- Including promotion/extraneous information which services to alter the solicitation requirements
- Failure to return all required forms
- Late delivery of bid

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

# PROJECT OVERVIEW

Presented by Bryan Garner, Director of Maintenance

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



Thank You  
For Your  
Attendance!