

## Invitation for Bids (IFB)

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## Invitation for Bids (IFB)

### A. Instructions to Bidders

#### A.1 Bid Notice

A.1.1 The Rural Transit Enterprises Coordinated, Inc., d/b/a RTEC, hereby gives notice that on behalf of the **Kentucky Public Transit Association (KPTA)** in a joint effort of Kentucky Public Transit Agencies, it will receive sealed bids to purchase the following:

01-10 units SUV 4-wheel drive gasoline vehicles  
01-06 units SUV 4-wheel drive full-hybrid vehicles  
10-55 units Standard mini vans without modification  
10-45 units Low-Floor wheelchair ramped mini vans  
05-15 units 13-Passenger Off-Center Aisle Contoured Raised Roof Van  
0-01 unit 8 ambulatory and 2 wheelchair tie-downs Gasoline Shuttle Bus  
0-01 unit 8 ambulatory and 1 wheelchair tie-down Gasoline Raised Roof Van  
05-20 units 10 ambulatory and 2 wheelchair tie-downs Gasoline Shuttle Buses  
05-20 units 12 ambulatory and 2 wheelchair tie-downs Gasoline Shuttle Buses  
0-06 units 16 ambulatory and 2 wheelchair tie-downs Diesel Shuttle Buses  
0-01 unit 18 ambulatory and 2 wheelchair tie-downs Diesel Shuttle Bus  
0-01 unit 20 ambulatory and 2 wheelchair tie-downs Diesel Shuttle Bus  
0-01 unit 24 ambulatory and 2 wheelchair tie-downs Diesel Shuttle Buses  
0-03 units Low Floor Kneeling Wheelchair Transit Buses

Mailing address: **RTEC**  
**100 Main Street**  
**Mt. Vernon, Kentucky 40456**

Note: **Mark "Sealed Vehicle Bid" on the outside of the package.**

Date and Time of Bid Opening: **October 21, 2009 at 2:00 PM, EST**

A.1.2 At the time indicated in Section A.1.1, the bids will be publicly opened and read aloud at the following location:

Rural Transit Enterprises Coordinated, Inc., (RTEC)  
100 Main Street  
Mt. Vernon, Kentucky (Rockcastle County)

RTEC/KPTA reserves the right to purchase vehicles or assign options to other agencies or to reject any or all bids. The sealed bids will be opened **Wednesday, October 21, 2009 at 2:00 PM, EST**. Bids must remain effective for 60 days.

The bid package procedures and specifications to which all bids must conform are available at [www.kypublictransit.org/Resources.htm](http://www.kypublictransit.org/Resources.htm) or Call RTEC at 606-256-9835 for bid package.

Bidders are informed that even if the phrase "or approved equal" is inadvertently omitted; it is implied after any brand name.

A.1.3 Bids must remain in effect for a period of 60 days or until an award is made. Contract prices must remain effective from the date of the contract bid award for RTEC/KPTA to make purchases or assign to other agencies for purchasing through December 31, 2010, approved by KPTA, RTEC or the Office of Transportation Delivery (OTD).

## **A.2 Intent of IFB**

- A.2.1 It is the intent of this IFB to require the bidder to deliver a complete vehicle of the type prescribed, ready for operation.
- A.2.2 The vehicle and all parts shall be new, and in no case will used, reconditioned, or obsolete parts be accepted.
- A.2.3 The specifications found in Section D of this IFB indicate **minimum** requirements unless otherwise indicated.
- A.2.4 Unless otherwise indicated, all items requested in this IFB which are listed in the manufacturer's specification book as standard or optional equipment for the class of vehicle specified shall be factory installed and operative. Allied equipment specified to be furnished and installed which is not available through the vehicle manufacturer shall conform to the best quality standards known to that.
- A.2.5 Each vehicle shall conform to the requirements of the Kentucky Motor Vehicle Statutes.
- A.2.6 Each vehicle shall comply with all applicable Federal Motor Vehicle Safety Standards (FMVSS).
- A.2.7 The price quoted by the bidder shall include items of labor, materials, tools, equipment, and other costs necessary to fully complete the manufacturing and delivery of the vehicle pursuant to this IFB.
- A.2.8 No change orders either deleting from or adding to these specifications will be allowed after the bid contract has been awarded without prior written RTEC approval.
- A.2.9 No bids will be accepted that propose or state conditions or contingencies, (i.e.) including the delivery date to follow "ARC" (after receipt of chassis). Exception: Hybrid Vehicles

## **A.3 Acceptance of Bids**

The purchaser reserves the right to accept any bid or to reject any and all bids on such basis as purchaser deems to be in its best interest, subject to applicable federal and state laws and regulation, which require the purchaser to award to the lowest responsive and responsible bidder.

Awards shall be made only to responsible bidders that possess the potential ability to perform successfully under the terms and conditions of this procurement.  
Subject to all applicable current and future ARRA regulations.

#### **A.4 Contractual Obligation of Bidder**

Each proposal by the bidder shall be submitted with the understanding that the bid must be effective to December 31, 2010. Following the bid opening, the acceptance in writing by the purchaser shall constitute a contract between the bidder and the purchaser which shall bind the bidder to furnish and deliver at his price in accordance with the conditions of said accepted proposal to December 31, 2010. It is understood that an increase of chassis price will occur when the year/model changes during this contract and the responsibility of the bidder to present a copy of the manufacturer's invoice to pass along this cost to the purchaser.

#### **A.5 Clarifications, Exceptions, Approved Equals, and Protests:**

No bidder's conference will be held. A minimum of Four (4) days before the bid opening, all potential-bidders may request the purchaser to give clarification, exceptions, of approved equals for portions of the specification by sending an email to [rtec@alltel.net](mailto:rtec@alltel.net) or fax to 606-256-4319. Written response or notice of any changes or approved equals allowed will be posted on the web site of KPTA at <http://www.kypublictransit.org/Resources.htm> no less than Four (4) days prior to bid opening to all potential bidders. The bidder must comply with all specified items or his bid will be considered non-responsive. No exceptions to the specifications will be allowed after the bid opening.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a 'brand name or equal' description may be used as a means to define the performance or other salient characteristics of procurement. The specific features of the named brand which must be met by offerors shall be clearly stated."

If you specify "or equal," you shall clearly set forth those minimum essential characteristics and standards to which the material, product or service must conform if it is to satisfy its intended use.

Many standard equipment and construction documents also contain a clause in the general provisions that states that even if the phrase "or approved equal" is inadvertently omitted, it is implied after any brand name.

Any protests that may arise prior to or following the bid opening shall be filed in accordance with the "Appeal Procedures" (See Attachment A).

## **A.6 Summary of items to be supplied with Bid**

The following items are to be furnished by the bidder as part of his/her bid. Failure to submit any of these items may lead to disqualification of the bid.

- A.6.1 Bid Proposal form as well as all certifications and attachments (See Sections C, D & Appendix).
- A.6.2 Description of vehicle and equipment including manufacturer's model name and/or number. Equipment to be described shall include the wheelchair lift, wheelchair ramp, air conditioner, flip-up seat, and wheelchair securement system, if the items are requested.
- A.6.3 Proposed interior floor plan, showing detailed dimensions including location of wheelchair securement system, if this item is required.
- A.6.4 Description of the warranties the bidder proposes to furnish for the vehicle and for required ancillary equipment, including a listing of sites where warranty work will be performed; (See Section B.4).
- A.6.5 The locations of the nearest depot that will furnish complete supply of parts and components for the repair and maintenance of the vehicle to be supplied.
- A.6.6 Highway and city miles per gallon.
- A.6.7 Useful life for the vehicle in miles and salvage value at the end of useful life.
- A.6.8 If publications or other information are supplied by the bidder to respond to a requirement, the material must include specific reference to the appropriate section of this IFB. Non-reference information will not be considered part of the bid proposal.
- A.6.9 Identification of the specific location of the place of assembly in the case of a bus or the place of conversion in the case of a converted van. If the location changes, the bidder must notify the purchaser.
- A.6.10 PRE-AWARD Documentation regarding the specific vehicle must be included to assure compliance with the Buy American Certification, listing both the Chassis Manufacturer and Conversion Company:
  - (1) Component and subcomponent parts to be purchased identified by manufacturer of the parts, their country of origin and costs; and
  - (2) The location of the final assembly point for the rolling stock, including a description of the activities that will take place at the final assembly point and the cost of the final assembly.

## **A.7 Summary of items to be provided upon Delivery**

The following items must be furnished by the successful bidder upon delivery of the vehicle to the garage of RTEC located at 85 Spring Street, Mount Vernon, KY 40456.

- A.7.1 All warranty verification voucher's certificates or coupons.
- A.7.2 Operator's manual for vehicle and all add-on equipment.
- A.7.3 Drawings showing wiring schematics of auxiliary circuits, which would not be included in the standard vehicle maintenance manual.
- A.7.4 A minimum of 10 gallons of fuel in each vehicle.
- A.7.5 Protection of 20 degrees F below zero with permanent type antifreeze.
- A.7.6 Assurance of compliance with manufacturer's pre-delivery service
- A.7.7 A vehicle(s) that is clean, lubricated, serviced and ready for immediate service.
- A.7.8 Any maintenance and inspection schedules for the basic vehicle and its subsystems and any add-on equipment will be provided upon delivery if these schedules are available to the bidder.
- A.7.9 POST-DELIVERY Documentation regarding the specific vehicle must be included to assure compliance with the Buy America Certification, listing both the Chassis Manufacturer and Conversion Company:

- (1) Component and sub-component parts purchased identified by manufacturer of the parts, their country of origin and costs; and
- (2) The location of the final assembly point for the rolling stock, including a description of the activities that took place at the final assembly point and the cost of final assembly.

## **B. General Provisions**

### **B.1 On-Line Inspections**

- B.1.1 On-Line Inspections - The purchaser, RTEC and/or the Kentucky Transportation Cabinet (KYTC) on behalf of the purchaser and/or other designed agent of the purchaser reserves the right to inspect any vehicle produced by any manufacturer and intended for delivery to the purchaser under this contract. The inspection may be the place of the dealer. The vendor and/or KYTC personnel in the performance of this inspection. The inspection, if made, shall be for the purpose of assuring that the vehicle meets or exceeds the specifications. Any deficiencies identified must be rectified prior to delivery of the vehicle. An on-line inspection is required when 20 or more modified vehicles are purchased.

## **B.2 Delivery and Acceptance**

- B.2.1 Delivery of the vehicle is to be completed within 120 days after receipt of acceptance of the bidder's offer by the purchaser. If the delivery is delayed because of strike, injunctions, governmental controls, or by reason of any cause or circumstances beyond the control of the manufacturer, supplier, or contractor, the time of completion of the delivery shall be extended upon written request for a time from the bidder.

The request for extension must include detailed justification of the length of the time extension. The delivery date will be delayed by a number of days agreed upon by the purchaser and the bidder. The purchase price of the vehicle will be reduced by \$18 per day for each day beyond the delivery deadline as liquidated damages if the bidder fails to give a written request for time extension prior to the delivery deadline or if the delay cannot be justified as being beyond the bidder's control.

- B.2.2 Vehicles delivered to the purchaser in a condition below retail customer acceptance levels will not be accepted. Items which determine this acceptance level shall include interior and exterior of the vehicles for completeness and quality of workmanship, lubrication and fluid levels, mechanical operation of the vehicle and all electrical components.

If any vehicle is delivered incomplete, incorrect or contains any defective or damaged parts, the bidder shall, at his expenses, furnish and replace such parts as acceptable to the purchaser. Any delivered vehicle not conforming to this IFB will be rejected by the purchaser.

- B.2.3 Within ten (10) days after delivery, the purchaser will inspect the vehicle to determine if it is in acceptable operating condition. The purchaser will notify the bidder, in writing, within ten (10) days after delivery if the vehicle has or has not been "accepted". Failure of the purchaser to furnish to the bidder a written statement of acceptance or non-acceptance postmarked within ten (10) days after delivery shall be deemed to constitute acceptance of the vehicle. A letter of conditioned acceptance or a letter of non-acceptance will furnish details of the deficiencies.

The bidder shall promptly correct all defects and resubmit the vehicle for acceptance.

The purchaser will not be required to furnish space, labor or material to perform the bidder's responsibilities so as to permit acceptance of a vehicle in compliance with this IFB. The purchaser will accept or reject the resubmitted vehicle with ten (10) days from the date of resubmittal. Purchaser shall not place a vehicle into passenger service until after acceptance.

- B.2.4 In the event the bidder fails to comply with the written order of the purchaser to complete and/or repair the vehicle prior to acceptance and purchaser finds it necessary to perform any work on any vehicle which

should have been done by the bidder within the intent of this IFB, the purchaser will be reimbursed as detailed in Section B.3.2. for all costs incidental thereto, including material, labor and overhead.

- B.2.5 All vehicle deliveries shall be coordinated with the purchaser. The bidder will contact the purchaser to agree upon a delivery schedule at least three working days prior to delivery. Delivery shall be made during the purchaser's normal working hours.

### **B.3 Terms of Payment**

- B.3.1 Contracts resulting from this bid shall be subject to a financial assistance contract between purchaser and the Kentucky Transportation Cabinet (KYTC) Office of Transportation Delivery (OTD) and the Federal Transit Administration (FTA). Contractor may request a copy of the purchaser's letter of approval from the OTD to accompany a purchase order.

The purchaser shall make full payment within thirty (30) days of acceptance of the vehicle(s). Payment can be waived without interest charged to the purchaser until the purchaser has received funding from the state for the purchase of the vehicle.

- B.3.2 If the vehicle is not found to be totally acceptable and can be conditionally accepted, ten (10) percent of the payment will be withheld until all items are corrected. All items must be corrected within thirty (30) days or the bidder will forfeit the ten (10) percent withholding or the actual costs of repair by the purchaser, whichever is less.
- B.3.3 If the vehicle is totally unacceptable, no payment will be made until deficiencies are corrected. If the deficiencies cannot be corrected on the purchaser's property, the bidder must remove the vehicle at his expense.
- B.3.4 Delivery and acceptance of the vehicle will not release the bidder from liability for a repair of faulty workmanship or materials found after final payment has been made.
- B.3.5 The bidder shall provide the purchaser proper forms to apply for Kentucky vehicle title and license, including the original Manufacturer's Statement of Origin, after the vehicle has been accepted.

### **B.4 Warranties**

- B.4.1 The bidder has an obligation to ensure that the entire vehicle is covered by a warranty. The bidder shall make every effort to assure that all obligations defined under all warranties applicable to the vehicle or any subpart of the vehicle are fulfilled.
- B.4.2 The manufacturer's warranty shall be a minimum of 36,000 miles or three (3) years (whichever comes first) on the chassis and 75,000 miles or five

(5) years on body construction. Add-on components shall be warranted 12,000 miles or one (1) year. If the vehicle body, chassis, or add-on component manufacturer's standard warranty exceeds these requirements, the standard warranty shall apply. All warranties shall provide, at a minimum, that all replacement parts and repairs (including labor) needed due to defects in material and workmanship will be furnished and installed promptly without charge. Warranties in the individual specifications prevail over this requirement.

B.4.3 The warranty time period(s) shall begin on the date the vehicle is accepted by the purchaser.

B.4.4 The bidder shall identify the name and location of the party that will perform warranty work for each warranty applicable to the vehicle.

If the bidder opts to have work for any of the warranties performed by a capable party to be selected at a later date by the purchaser, this should be indicated by the bidder as part of the bid in lieu of naming specific locations.

## **B.5 Termination**

The purchaser may immediately terminate the contract resulting from this IFB for any of the following reasons:

### **B.5.1 Termination for Convenience**

The purchaser may terminate this contract, in whole or in part, at any time by written notice to the contractor. The contractor shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The contractor shall promptly submit its termination claim to the purchaser to be paid the contractor. If the contractor has any property in its possession belonging to the purchaser, the contractor will account for the same, and dispose of it in the manner the purchaser directs.

### **B.5.2 Termination for Default**

If the contractor does not deliver supplies in accordance with the contract delivery schedule, or, if the contract is for services, the contractor fails to perform in the manner called for in the contracts, or if the contractor fails to comply with any other provisions of the contract, the purchaser may terminate this contract for default.

Termination shall be effected by serving a notice of termination on the contractor setting forth the manner in which the contractor is in default. The contractor will only be paid the contract price for supplies delivered

and accepted, or services performed in accordance with the manner of performance set forth in the contract.

If it is later determined by the purchaser that the contractor had an excusable reason for not performing, such as a strike, fire, or flood, events which are not the fault of or are beyond the control of the contractor, the purchaser, after setting up a new delivery of performance schedule, may allow the contractor to continue work, or treat the termination as a termination for convenience.

### **B.5.3 Termination for Lack of Funds**

The purchaser may terminate this contract, or any part of it, because of non-availability to the purchaser of funds required under the terms of this contract, by serving notice of termination upon the contractor. In such event, the contractor shall be paid, from available funds, in accordance with the provisions of B.5.1, above.

**C. Bid Forms**

The following items are to be completed and furnished by the bidder as part of his/her bid. Failure to submit any of these items may lead to disqualification of the bid.

**C.1 Bid Proposal Form**

**C.2 Federal Modal Clauses (attached)**

**C.3 Disadvantaged/Women's Business Enterprise Certification**

**C.4 Required Submittals (attached)**

Pre-award Buy America (for both the Chassis & Conversion Company)

Pre-award Purchaser's Requirements Certification

FMVSS Certification (signed form and on letterhead)

Note: These certifications are required at both stages of the award, both pre-award and post delivery.

## **D. Technical Specifications**