



OLYMPIA, WASHINGTON

**REQUEST FOR BIDS
PROJECT 2128**

COACH REPLACEMENT DESTINATION SIGNS

REQUEST FOR BIDS (RFB) RELEASE DATE:

October 13, 2021

QUESTION/CLARIFICATION DEADLINE:

Date: October 21, 2021

Time: 5:00 p.m. (PT)

BID DUE DATE AND TIME:

Date: October 28, 2021

Time: 11:00 a.m. (PT)

CONTACT PERSON:

Katie Cunningham

Procurement Coordinator

(360) 705- 5837

Kcunningham@intercitytransit.com

LEGAL ADVERTISEMENT

**REQUEST FOR BIDS
COACH REPLACEMENT DESTINATION SIGNS**

**INTERCITY TRANSIT
PROJECT 2128**

Intercity Transit, the public transportation provider in Thurston County, Washington, is seeking Bids from qualified firms interested in providing replacement destination signs for eight (8) coaches.

Solicitation documents for this project are available online through Washington's Electronic Business Solution (WEBS) located at <https://fortress.wa.gov/ga/webs/>.

Sealed Bids are due no later than October 28, 2021, at 11:00 a.m. (PT).

Please contact Katie Cunningham, Procurement Coordinator, by phone at (360) 705-5837 or email at kcunningham@intercitytransit.com with any questions regarding this solicitation.

Intercity Transit is committed to maximum utilization of minority, women and disadvantaged businesses, and small businesses. All businesses are encouraged to apply.

PUBLISHED IN: The Olympian
 Daily Journal of Commerce
 Washington Electronic Business Solutions (WEBS)
 Office of Minority and Women's Business Enterprises (OMWBE)

TABLE OF CONTENTS

| | |
|-----------------------------------------------------------|-----------|
| SECTION 1 - INTRODUCTION | 4 |
| 1.1 PURPOSE AND BACKGROUND | 4 |
| 1.2 SCOPE OF WORK AND SPECIFICATIONS | 4 |
| 1.3 AWARD | 5 |
| 1.4 CONTRACT TERM | 5 |
| SECTION 2 - GENERAL INFORMATION | 5 |
| 2.1 PROCUREMENT COORDINATOR | 5 |
| 2.2 ANTICIPATED PROCUREMENT SCHEDULE | 5 |
| 2.3 SOLICITATION DOCUMENT AVAILABILITY | 5 |
| 2.4 EXAMINATION OF DOCUMENTS | 6 |
| 2.5 QUESTIONS AND CLARIFICATION REQUESTS | 6 |
| 2.6 SOLICITATION STANDARDS | 6 |
| 2.7 CONTRACT TERMS | 6 |
| 2.8 INCORPORATION OF DOCUMENTS INTO CONTRACT | 6 |
| SECTION 3 - BID SUBMITTALS | 7 |
| 3.1 BID SUBMITTAL REQUIREMENTS | 7 |
| 3.2 SUBMITTAL INSTRUCTIONS | 8 |
| 3.3 LATE BIDS | 9 |
| 3.4 BID OPENING | 9 |
| 3.5 BIDDER RESPONSIVENESS | 9 |
| SECTION 4 - EVALUATION AND AWARD | 9 |
| 4.1 BID EVALUATION AND AWARD | 9 |
| 4.2 EXECUTION OF CONTRACT | 9 |
| APPENDIX A - SOLICITATION DOCUMENTS | 10 |

SECTION 1 - INTRODUCTION

1.1 PURPOSE AND BACKGROUND

Intercity Transit (Transit), the public transportation provider in Thurston County, Washington, is requesting bids for replacement destination signs for eight (8) coaches.

Transit is the leader, major advocate, and primary source of public transportation in Thurston County. As such, Transit is charged to balance several important functions: providing primary transportation for people without an alternative, including those with a physical or mental disability; offering high-quality alternative transportation for people with options; providing a stimulant to economic growth; serving as a partner in building livable communities; and, being a ready resource able to respond to community emergencies. To better serve the community and fulfill its mission, Transit has determined a need for replacement destination signs for eight (8) 2019 thirty-five-foot heavy duty low-floor Gillig coaches (buses).

1.2 SCOPE OF WORK AND SPECIFICATIONS

Transit requires replacement destination signs for eight (8) thirty-five-foot heavy duty coaches to match Transit's existing destination sign standards. The Awarded Contractor will provide coach replacement destination signs:

A. Luminator Spectrum Signs

- To be Spectrum Front, Amber Side, Amber Rear with Camera as follows:

| Bid Item | Luminator Item # | Description | Qty Needed |
|----------|------------------|-----------------------------------------|------------|
| 1 | 511305001 | FRONT SIGN, 24x200-Color/Spectrum, FF | 8 |
| 2 | 511232-A05 | SIGN ASSY, SIDE,16X120, AMBER, FF | 8 |
| 3 | 511294-A01 | REAR SIGN, 16x48-AMBER, WITH CAMERA, FF | 8 |

B. General

- All eight (8) coaches which require replacement destination signs are 35' Gillig Low-Floor BRT models.
- Replacement destination signs must be a direct replacement of existing Luminator amber signs and match current Gillig OEM builds. The current signs are as follows:
 - Front Sign: Amber 16 Row X 160 Column Horizon Gen 4
 - Curb Side Sign: Amber 14 Row X 112 Column Exterior Viewable
 - Rear Sign: Amber 16 Row X 48 Column with Rear View Camera
- Installation of destination signs is not required of the Awarded Contractor.
- Changes to cabling must not be required for install.

C. Order Placement

Order(s) may be placed in the form of a Purchase Order, or similar order document.

D. Delivery Requirements

Replacement destination signs and related items will be delivered Free on Board (FOB) destination, and will be shipped to:

Intercity Transit
526 Pattison Street SE
Olympia, WA 98501

1.3 AWARD

Transit intends to award a firm-fixed Contract to the responsive responsible Bidder whose Bid meets all RFB requirements and is determined the most advantageous to Transit, which may contemplate delivery lead time.

Transit does not represent or guarantee any minimum purchase. This Solicitation does not obligate Transit to contract for the goods and/or services specified herein. Transit reserves the right to add, remove, or otherwise modify requirements to meet the operational and strategic objectives of the agency.

1.4 CONTRACT TERM

The initial term of the Contract resulting from this RFB will be for one (1) year from date of execution. Transit reserves the right to extend the contract for additional term(s) if needed. The total Contract term will not exceed five (5) years unless special circumstances dictate otherwise. Extension for each additional term may be offered and the sole discretion of Transit and will be subject to written mutual agreement.

SECTION 2 – GENERAL INFORMATION

2.1 PROCUREMENT COORDINATOR

All questions and communication concerning Solicitation must be directed to the Procurement Coordinator listed below. All oral communication will be considered unofficial and non-binding. Bidders are to rely only on written statements issued by the Procurement Coordinator.

Procurement Coordinator: Katie Cunningham
Email Address: kcunningham@intercitytransit.com
Address: 526 Pattison Street SE
Olympia, WA 98501

2.2 ANTICIPATED PROCUREMENT SCHEDULE

The activities and dates listed below represent the anticipated procurement schedule. Transit reserves the right to change the schedule. Transit will post any changes to Pre-Bid date or Bid Due Date and Time on Washington’s Electronic Business Solution (WEBS) located at <https://fortress.wa.gov/ga/webs/>.

| Procurement Activity | Date and Time (Pacific Time) |
|-------------------------------------------|-------------------------------|
| RFB Release | October 13, 2021 |
| Questions and Requests for Clarifications | October 21, 2021 – 5:00 p.m. |
| Bid Due Date and Time | October 28, 2021 – 11:00 a.m. |
| Anticipated Contract Award Date | November 18, 2021 |

2.3 SOLICITATION DOCUMENT AVAILABILITY

Solicitation documents are available on-line through [WEBS](#). Bidders are responsible to register in WEBS and download the Solicitation Documents. Contact WEBS customer service at (360) 902-7400 or WEBSCustomerService@des.wa.gov if you require assistance with the WEBS registration process or need help accessing the Solicitation Documents.

Transit will post Addenda or pertinent schedule changes on [WEBS](#). Bidders are responsible to check for updates and obtain any Addenda related to this Solicitation. Failure to do so may result in the submission of a Bid that is inconsistent with most the current information and may result in disqualification.

2.4 EXAMINATION OF DOCUMENTS

Bidder must thoroughly examine all Solicitation Documents, including but not limited to, the RFB, Solicitation Standards, Sample Contract, Bid Submittal Document, any other material referenced or incorporated herein, and any Addenda. Submission of a Bid constitutes acknowledgment that the Bidder has thoroughly examined all Solicitation Documents.

Bidder's failure or neglect to receive or examine any of the Solicitation Documents, statutes, ordinances, regulations and permits will in no way relieve the Bidder from any obligations with respect to the Bid or any resulting Contract. Transit will reject claims for additional compensation based upon a lack of knowledge or misunderstanding of any of the Solicitation Documents, statutes, ordinances, regulations, permit requirements, or other materials referenced or incorporated in this RFB.

2.5 QUESTIONS AND CLARIFICATION REQUESTS

Bidder questions and/or requests for clarification regarding this RFB will be allowed consistent with the respective dates specified in the Anticipated Procurement Schedule. All questions and/or requests for clarification must be submitted in writing via email to the Procurement Coordinator. It is at Transit's sole discretion to accept or reject any request for changes.

Transit will provide an official written response to Bidder questions received by the respective deadlines. Bidders must not rely on any oral statements or conversations, with Transit representatives for questions or clarifications regarding this RFB. Verbal responses to questions and/or clarifications will be considered unofficial and non-binding. Only written responses posted to [WEBS](#) in the form of an Addendum will be considered official and binding. All such Addenda will become part of the Solicitation and any awarded Contract. If no requests for clarification are received, Transit will construe silence as acceptance and that the Bidder intends to comply with the Solicitation Documents as written in their entirety.

2.6 SOLICITATION STANDARDS

The Solicitation Standards document is provided in [Appendix A](#). The Solicitation Standards document contains important information for Bidders applicable to this Solicitation.

The terms and conditions provided in the Solicitation Standards document apply directly to, and are incorporated by reference, into this Solicitation and the Contract resulting from this Solicitation. As such, Bidders do not need to attach this document with their Bid. It is the Bidder's responsibility to read and fully understand the details of all items contained herein prior to Bid submittal.

2.7 CONTRACT TERMS

A Sample Contract has been included in [Appendix A](#). Transit expects the final Contract signed by the successful Bidder to be substantially the same as the Sample Contract. Bidder's submission of a Response to this Solicitation constitutes general acceptance of these Contract requirements. The foregoing should not be interpreted to prohibit either party from proposing additional Contract terms and conditions during negotiation of the final Contract.

2.8 INCORPORATION OF DOCUMENTS INTO CONTRACT

A Bid submitted in response to this Solicitation is an offer to contract with Transit. This Solicitation document, all incorporated documents, any subsequent Addenda, and the successful Bidder's Response will be incorporated by reference into the resulting Contract.

These Contract Documents comprise the entire agreement between Transit and the Contractor concerning the work to be performed. It is the intent of the Contract Documents to describe the work, functionally complete, to be constructed in accordance with the Contract Documents. Any work, materials or equipment that may be reasonably inferred from the Contract Documents as being required to produce the intended result shall be supplied whether or not specifically called for.

SECTION 3 – BID SUBMITTALS

Respond to the following requirements in this section.

3.1 BID SUBMITTAL REQUIREMENTS

Bidder must complete and provide the following information in the Bid Submittal Document of [Appendix A](#). Incomplete or vague responses may be considered non-responsive and may be rejected. Failure to complete and submit all items listed in this section may disqualify the Bidder from further participation in this RFB.

1. **Bidder Acknowledgements**

The Bidder Acknowledgements must be signed by the Bidder's Authorized Representative. Bidder must complete the acknowledgement of Addenda receipt box(es) by filling in the Addenda number fields for each Solicitation Addenda issued, and complete the signature box information on the Bidder Acknowledgements page.

2. **Bidder Information**

Bidder must complete the Bidder Profile, Bidder Authorized Representative, Certified DBE and SBE Status, and Statement of Prior Contract Termination sections. Bidder may attach additional sheets if necessary.

3. **Subcontractor Information**

Bidder is instructed to complete the Subcontractor Information section if the Bidder intends on utilizing Subcontractors. If Bidder does not intend to use Subcontractors, the Bidder is not required to complete this section of the Bid Submittal Document. If no information is entered, Transit will assume that Subcontractors will not be used.

Transit will accept Bids that include third party involvement only if the Bidder submitting the Bid agrees to take complete responsibility for all actions of such Subcontractors. Bidder must disclose the use of any Subcontractor(s) in their Bid.

If applicable, Bidder will identify all Subcontractors who will perform services in fulfillment of Contract requirements, including their name, the nature of services to be performed, address, telephone, email, federal tax identification number (TIN), Washington State Unified Business Identifier (UBI), and DBE or SBE certification status. Transit reserves the right to approve or reject any and all Subcontractors that Bidder proposes. Any Subcontractors not listed in the Bidder's Response, who are engaged after award of the Contract, must be pre-approved, in writing, by Transit before providing services under the Contract.

4. **References**

Bidder must submit a **minimum of three (3)** references for which the Bidder has provided goods and/or services similar to those described herein.

Through this submission, Bidder grants permission to Transit to independently contact the references. Transit reserves the right to obtain and consider information from other sources concerning a Bidder, such as Bidder's capability and performance under other contracts, Bidder's financial stability, past or pending litigation, and other publicly available information.

5. **Bid Pricing**

Bidder must complete and submit the Bid Pricing Section and Bidder's Signature. Bidder may attach additional sheets if necessary. Prices will be in U.S. dollars. Bidders will extend unit pricing as required. In the event of an error in the extension of prices, the unit price will prevail. All Bid prices will remain firm for a minimum of sixty (60) Calendar Days from the Bid due date.

Bid prices will include everything necessary for the procurement of the Contract, execution and completion of the work, and fulfillment of the Contract. This includes but is not limited

to, furnishing of all materials, delivery costs, equipment, tools, labor and services, Bid preparation costs, Contract management costs and administrative costs, except as may be provided otherwise in the solicitation documents

Applicable taxes which the Contractor is required to pay, excluding retail sales taxes, must be included in the Bidder's proposed price(s) for the work under the Contract. No adjustments will be made in the amount to be paid by Transit under the Awarded Contract due to any misunderstanding by or lack of knowledge of the Bidder as to liability for, or the amount of, any taxes for which the Bidder is liable or responsible by law or under the Awarded Contract or because of any increases in tax rates imposed by any Federal, State or local government.

No payments in advance or in anticipation of goods or services to be provided under any resulting Contract will be made. Consultant will only be compensated for performance delivered and accepted by Transit.

3.2 SUBMITTAL INSTRUCTIONS

Bidder will submit their complete Bid in the following manner:

A. Bid: Bidder must complete and submit all sections of the Bid Submittal Document, located in [Appendix A](#), as their Bid. One (1) hard copy and one (1) electronic copy of the Bidder's complete Bid must be received by Intercity Transit on or before the **Bid Due Date and Time** set forth in Section 2.2, Anticipated Procurement Schedule.

1. *Hard Copy:* The hard copy Bid is to be submitted on 8.5" x 11" white paper in a bound format that allows the pages to lie fully flat when open.
2. *Electronic Copy:* The electronic copy Bid is to be submitted on a USB flash drive, labeled with the RFB number and Bidder's name. The preferred electronic formats are Microsoft Word 2000 (or more recent version) and PDF.

B. Delivery of Bid: The Bid must be mailed or hand delivered as follows:

1. Enclose the hard copy and electronic copy of the Bid together in a single envelope or container and label as follows:

BID - DO NOT OPEN
RFB 2128 - COACH REPLACEMENT DESTINATION SIGNS
Intercity Transit
Attn: Katie Cunningham
526 Pattison Street SE
Olympia, WA 98501

2. Ensure delivery to Transit at the address provided in Item B.1 above on or before the Bid due date and time via one (1) of the following options:
 - o Mailed in and received at Transit prior to the Bid due date and time, OR
 - o Hand-deliver, between the hours of 9:00a.m. and 11:00a.m. only, on the Bid due date.

C. Time of Receipt: Time of receipt will be determined by the date and time the Bid is received by Transit's staff. Bidder accepts all risks of late delivery regardless of fault or chosen method of delivery. The telephone number for shipping purposes is (360) 786-1881.

Bids are to be submitted in the format described in this Solicitation. No oral, faxed, e-mailed or telephone Bids or modifications will be accepted or considered. All Bids and any accompanying documentation become the property of Transit and will not be returned. **In the event of any discrepancies between the hard copy and electronic copy Bid, the hard copy will prevail.**

3.3 LATE BIDS

Any Bid received after the exact time specified for Bid due date and time will not be accepted or receive consideration. The exact time is designated as the date and time displayed on Transit's administrative lobby receptionist clock.

3.4 BID OPENING

Transit will publicly open Bids at its Administrative Building as specified in the Anticipated Procurement Schedule. Any time following the public Bid opening, Bidders may obtain a list of Bidders. Contact the Procurement Coordinator for requests for all other information related to this Solicitation.

Transit reserves the right to postpone the Bid Due Date and Time at any time prior to the date and time established herein.

3.5 BIDDER RESPONSIVENESS

Bidder must respond to each question/requirement contained in this RFB. Failure to demonstrate to Transit that your firm meets RFB requirements and/or comply with any applicable item may result in the Response being deemed non-responsive and disqualified from further consideration.

Transit, at its sole discretion, reserves the right to consider the actual level of Bidder's compliance with Solicitation requirements, accept or reject any and all Bids received, waive any irregularities or minor informalities, to accept any items or combination of items, and to request additional information required to fully evaluate a Bid.

SECTION 4 - EVALUATION AND AWARD

4.1 BID EVALUATION AND AWARD

Bids will be evaluated by Transit to determine the lowest responsive responsible Bidder, and whose delivery timeline is acceptable to intercity transit, and which Bid, if any, should be accepted by Transit. Transit in its sole discretion reserves the right, but without obligation, to waive informalities and irregularities.




1. Responsiveness. Transit will consider all material submitted by the Bidder to determine whether the Bidder's offering is in compliance with the Solicitation Documents.
2. Responsibility. Transit will consider all material submitted by the Bidder, and evidence it may obtain otherwise, to determine whether the Bidder, its key personnel, and proposed Subcontractors have the qualifications and experience to successfully fulfill Contract obligations.
3. Price. The lowest bid price(s) offered for the goods and services listed.

Within sixty (60) Calendar Days after the opening of Bids, Transit will either accept a Bid, reject all Bids, or take such other action as may be in its best interest. Transit reserves the right to request extension of the Bid acceptance period. Bid acceptance will be followed by a written notice of award of Contract.

4.2 EXECUTION OF CONTRACT

The successful Bidder will execute the final Contract and return to Transit, together with the evidence of insurance, within ten (10) Business Days of its receipt. After execution by Transit, a signed Contract will be returned to the Contractor.

APPENDIX A - SOLICITATION DOCUMENTS

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <p>Bid Submittal Document: Bidders must <u>complete and submit</u> the Bid Submittal Document as their Bid.</p> |  2128 Bid Submittal Document |
| <p>Solicitation Standards: This document contains the Standard Definitions, Instructions to Bidders and Terms and Conditions. This document <u>does not</u> need to be submitted; however, Bidders are instructed to be familiar with it as it governs this Solicitation and will be incorporated into the resulting Contract.</p> |  2128 Solicitation Standards |
| <p>Sample Contract Document: Transit expects the final Contract signed by the successful Bidder to be substantially the same as this Contract. This document <u>does not</u> need to be submitted; however, Bidders are instructed to be familiar with it.</p> |  2128 Sample Contract |