

**REQUEST FOR  
BID (RFB) FORM**

**MAILING ADDRESS:  
MISSOURI DEPARTMENT OF TRANSPORTATION  
GENERAL SERVICES, P.O. BOX 270  
JEFFERSON CITY, MO 65102**

REQUEST NO.	3-160824TVJ
DATE	July 26, 2016

SEALED BIDS, SUBJECT TO THE CONDITIONS ON ALL PAGES OF THIS RFB WILL BE RECEIVED AT THIS OFFICE UNTIL

**12:30 PM LOCAL TIME; August 24, 2016**

AND THEN PUBLICLY OPENED AND READ FOR FURNISHING THE FOLLOWING SUPPLIES OR SERVICES. SIGN AND RETURN BEFORE TIME SET FOR OPENING.

**BIDS TO BE BASED F.O.B.  
MISSOURI DEPARTMENT OF TRANSPORTATION**

Various End User Delivery Locations

**BUYER:** Tom Veasman **EMAIL:** [tom.veasman@modot.mo.gov](mailto:tom.veasman@modot.mo.gov)

**BUYER TELEPHONE:** 573-522-4404

The purpose of this Request For Bids (RFB) is to establish contracts to furnish **"Transit Vehicles – High Roof Long Extended Conversion Vans"** in accordance with the following pages. The pricing being solicited under this RFB is for bids to be rendered to the Missouri Highways and Transportation Commission (hereinafter, "MHTC" or "Commission"), acting by and through its operating arm, the Missouri Department of Transportation (hereinafter, "MoDOT").

A pre-bid conference is scheduled for August 3, 2016 @ 9:30 a. m. Local Time at the MoDOT Facility at 830 MoDOT Drive, Jefferson City, MO 65109 in the Gold Room. (Phone number for directions 573-522-4404)

**Notice to Vendors**

This Request For Bid seeks bids from qualified vendors to furnish transit vehicles. MoDOT will receive bids at the following mailing address: P.O. Box 270, Jefferson City, MO 65102-0270, or hand-delivered in a sealed envelope to the following physical address: General Services Procurement at 830 MoDOT Drive, Jefferson City, MO 65109 until 12:30 p.m., August 24, 2016. Bid forms and information may be obtained by contacting Tom Veasman at 573-522-4404, [tom.veasman@modot.mo.gov](mailto:tom.veasman@modot.mo.gov), or electronically download them at no charge from: <http://www.modot.mo.gov/business/surplus/Fleet%20Buyers%20Web%20Page/Multimodal.htm>.

Bids must be made on forms using the format provided by the Commission. The Commission reserves the right to reject any or all bids and to waive irregularity in the bids and the bidding. No bid may be amended or withdrawn after the stated deadline for submitting the bid.

**Written Questions:** All written questions must be addressed to Tom Veasman no later than 2:00 p.m., Local Time, Wednesday, August 17, 2016 at the following mailing address: Missouri Dept. of Transportation, General Services Procurement Unit, P.O. Box 270, Jefferson City, MO 65102-0270 or by e-mail to [tom.veasman@modot.mo.gov](mailto:tom.veasman@modot.mo.gov). Any questions received after this deadline will not be accepted. MoDOT may issue an addendum and post the responses to all questions on-line for vendors to retrieve. Responses to the questions will be posted on MoDOT's website at: <http://www.modot.mo.gov/business/surplus/Fleet%20Buyers%20Web%20Page/Multimodal.htm> in the form of a written addendum. It is anticipated this addendum will be issued on Thursday, August 18, 2016. It is the sole responsibility of the Bidder to check for any and all addendums throughout the Bid process.

**(SEE ATTACHED FOR TERMS, CONDITIONS, AND INSTRUCTIONS)**

In compliance with the above Request For Bid, and subject to all conditions thereof, the undersigned bidder agrees to furnish and deliver any or all the items on which prices were bid within the timeframe specified herein.

**Date:** \_\_\_\_\_  
**Telephone No.:** \_\_\_\_\_  
**Fax No.:** \_\_\_\_\_  
**Federal I.D. No.** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

**Firm Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**By (Signature):** \_\_\_\_\_  
**Type/Print Name** \_\_\_\_\_

**Is your firm MBE certified?** ☐ Yes ☐ No

**Title:** \_\_\_\_\_  
**Is your firm WBE certified?** ☐ Yes ☐ No

## 1. INTRODUCTION AND GENERAL INFORMATION

### 1.1 Introduction:

- 1.1.1 This Request for Bid (RFB) seeks bids from qualified organizations to provide **Transit Vehicles – High Roof Extended Long Conversion Vans** to the Missouri Highways and Transportation Commission (MHTC) and Missouri Department of Transportation (MoDOT) through the earlier of 1) one year or 2) the contract award date of the next contract. Each bid must be in a sealed envelope, be mailed or delivered by courier to the RFB Coordinator at the below listed address, on or before the date and time listed herein for receipt of bids/proposals. All questions regarding the RFB shall be submitted to the RFB Coordinator. **Bids must be returned to the office of the RFB Coordinator no later than 12:30 PM, CDT, August 24, 2016.**

#### **RFB COORDINATOR:**

**Tom Veasman, Senior General Services Specialist**  
**Missouri Department of Transportation, General Services**  
**830 MoDOT Drive** (physical address, zip 65109)  
**P.O. Box 270** (mailing address, zip 65102)  
**Jefferson City, MO**  
**PHONE: 573-522-4404** **FAX: 573-526-6948**

#### **TECHNICAL ADVISOR:**

**Dion Knipp, Administrator of Transit**  
**Missouri Department of Transportation**  
**Transit Section – Multimodal Operations**  
**105 W. Capitol**  
**P.O. Box 270**  
**Jefferson City, MO**  
**PHONE: 573-751-2523**

### 1.2 General Information:

- 1.2.1 This document constitutes an invitation for competitive, sealed bids for the procurement of **transit vehicles** as set forth herein.
- 1.2.2 Organization: The RFB is divided into the following parts:
- 1) Introduction and General Information
  - 2) Scope of Work
  - 3) Bid Submission
  - 4) Pricing Page
  - 5) Statement of Delivery and Servicing Dealers
  - 6) Vendor Information and Preference Certification Form
  - 7) Notice Of Cooperative Purchasing
  - 8) Terms and Conditions (Included as a Separate Attachment)
  - 9) Specifications (Included as a Separate Attachment)

## **2. SCOPE OF WORK**

### **2.1 General Requirements:**

- 2.1.1 The bidder shall provide transit vehicles on an as needed, if needed basis for the MHTC and MoDOT, in accordance with the provisions and requirements stated herein.
- 2.1.2 The bidder shall provide all deliverables/services to the sole satisfaction of MoDOT.
- 2.1.3 MoDOT reserves the right to obtain “like or similar” products as specified herein from other manufacturers, exclusive of the contract, when use of such products is deemed in the best interest of MoDOT.
- 2.1.4 Unless otherwise specified herein, the bidder shall furnish all material, labor, facilities, equipment, and supplies necessary to provide the deliverables/services required herein.
- 2.1.5 MoDOT reserves the right to reject any or all bids, and to accept or reject any items thereon, and to waive technicalities. In case of error in the extension of prices in the bid/quote/proposal, unit prices will govern.

### **2.2 Specific Requirements:**

- 2.2.1 The bidder shall provide MoDOT with transit vehicles in accordance with the following.

### **2.3 Required Specifications:**

- a. All materials, equipment, and/or services bid upon must comply with the attached MoDOT specifications and any other provisions outlined in the solicitation documents.

### **2.4 Delivery Requirements:**

- 2.4.1 The following delivery requirements shall apply:
  - a. The equipment shall be delivered complete and ready for use to the delivery destination. All delivery, handling, surcharges, and other charges must be included in the bid price. Failure to do so may cause rejection of bid.

### **2.5 Training:**

- 2.5.1 All vehicles shall have the minimum vendor training supplied as outlined below:
  - a. Training shall consist of a basic overview of the systems and components of the vehicle upon vehicle delivery.
  - b. Operator and owner manuals must be hard copy and supplied with each individual unit.
- 2.5.2 All bidders shall provide a telephone number for technical assistance, manned during normal working hours (8AM to 4PM).

### **2.6 Invoicing and Payment Requirements:**

- 2.6.1 The bidder shall submit an itemized invoice to the applicable requesting address for the completion of deliverables, as specified herein.

## **2.7 Other Contractual Requirements:**

2.7.1 Contract Period - The contract shall commence from the contract award date ending on the earlier of 1) one year or 2) the contract award date of the next contract.

2.7.2 Renewal Periods – MoDOT has the right, at its sole option and in its sole discretion, to extend the contract period for up to three (3) additional one-year periods, or any portion therein. An evaluation of bids each year will include:

- A vehicle price or cost analysis
- Verification of debarment and suspension on SAM.gov

If the option for renewal is exercised by MoDOT, the bidder shall agree to all terms and conditions of the RFB and all subsequent amendments.

2.7.3 Escalation Clause - In the event the bidder requests a price increase during the contract period, either the original contract period or any contract renewal period, the bidder must provide a written request and documentation justifying the need for a price increase, and the amount of such price increase. MoDOT will review the bidder's written request and documentation, and decide if a price increase is to be granted at that particular time. The bidder shall understand and agree that MoDOT's decision shall be final and without recourse.

- a. No price increase shall be granted during the first 3 months of the original contract period, or if applicable, first 3 months of a contract renewal period.
- b. In the event a price increase is granted due to an approved escalation, the renewal percentage shall be based upon the current contract value.

2.7.4 Inspection and Acceptance: MoDOT reserves the right to inspect the material at the point of manufacture, intermediate storage point, or at a destination which shall be at the discretion of MoDOT.

- a. All equipment, supplies, and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the vendor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
- b. The MoDOT's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the MoDOT may have.

2.7.5 **Special Note**: The Fixing America's Surface Transportation (FAST ACT) increases domestic percentage content requirements for Buy America through incremental increases. By FFY 2020, the Buy America requirement for rolling stock will total 70 percent. The FAST Act also makes important changes to the waiver denial process, requiring FTA to certify the availability and quality of the domestic sources for the product in the denied waiver. Buy America minimum requirements in each federal fiscal year are identified as follows:

- FFY17 rolling stock must meet the minimum 60% domestic content; final assembly processes and final assembly point in USA.
- FFY18 and 19 rolling stock must meet the minimum 65% domestic content; final assembly processes and final assembly point in USA.
- FFY2020 rolling stock must meet the minimum 70% domestic content; final assembly processes and final assembly point in USA.

Evaluation of the minimum domestic content requirements will be completed prior to award of the next fiscal year rolling stock award.

## **Pre-Award and Post-Delivery Audit Requirements (Federal Transit Administration)**

Bidders are asked to pay particular attention to the bid documentation submission requirements associated with this procurement certification. Specifically, **(1) Buy America Requirements:** The bidder shall complete and submit a declaration certifying either compliance or noncompliance with Buy America (See FTA Required Terms and Conditions for that certification form). If the bidder certifies compliance with Buy America, they shall also submit documentation which lists:

1. Component and subcomponent parts of the rolling stock to be purchased identified by manufacturer of the parts, their country of origin and costs; and
2. The location of the final assembly point of the rolling stock, including a description of the activities that will take place at the final assembly point and cost of that final assembly.

Also, in the same certification item (3) Federal Motor Vehicle Safety Standards (FMVSS) it states, “The bidder shall submit:

1. Manufacturer’s FMVSS self-certification sticker information that the vehicle complies with relevant FMVSS, OR
2. Manufacturer’s certified statement that the contracted buses (vehicles) will not be subject to FMVSS regulations.

Failure to submit the above-listed documentation with the bid will result in an evaluation that the bid is unresponsive.

### **3. BID SUBMISSION**

#### **3.1 Bid Submission Information:**

- 3.1.1 All bids must be received in a sealed envelope/package clearly marked “**3-150729TVJ – Transit Vehicles – High Roof Extended Long Conversion Vans**”
- 3.1.2 All bids must be received at the office of the RFB Coordinator as outlined in Section 1. “INTRODUCTION AND GENERAL INFORMATION”.
- 3.1.3 The bidder may withdraw, modify or correct his/her bid after it has been deposited with MoDOT provided such request is submitted in writing and received at the location designated for the bid opening prior to the date and time specified for opening bids. Such a request received as specified will be attached to the bid and the bid will be considered to have been modified accordingly. No bid may be modified after the date and time specified for the opening of bids.
- 3.1.4 Open Competition / Request For Bid Document:
- a. It shall be the bidder's responsibility to ask questions, request changes or clarification, or otherwise advise MoDOT if any language, specifications or requirements of an RFB appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFB to a single source. Any and all communication from bidders regarding specifications, requirements, competitive bid process, etc., must be directed to the buyer from MoDOT, unless the RFB specifically refers the vendor to another contact. Such communication should be received at least three (3) working days prior to the official bid opening date.
  - b. Every attempt shall be made to ensure that the bidder receives an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all bidders will be advised, via the issuance of an amendment to the RFB, of any relevant or pertinent information related to the procurement. Therefore, bidders are advised that unless specified elsewhere in the RFB, any questions received less than three (3) working days prior to the RFB opening date may not be answered.
  - c. Bidders are cautioned that the only official position of the MoDOT is that which is issued by MoDOT in the RFB or an amendment thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
  - d. MoDOT monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among bidders, price-fixing by bidders, or any other anticompetitive conduct by bidders which appears to violate state and federal antitrust laws. Any suspected violation shall be referred to the Missouri Attorney General's Office for appropriate action.
- 3.1.5 Contract Award:
- a. This item will be awarded to the bidder with the lowest BASE BID. BASE BID will be determined by the base price without the cost of any options requested.
  - b. Notification of award shall be at the time the tabulation is posted to the Internet. It is the sole responsibility for all vendors to check the website for bid results.

#### 4. PRICING PAGE

New standard equipped: **2017 Transit Vehicles – High Roof Extended Long Conversion Vans**

New standard equipped (MAKE & MODEL) \_\_\_\_\_  
**High Extended Roof Long Conversion Vans**, complete and meeting the attached Missouri Department of Transportation Specification MM-J

Questions concerning specifications should be directed to Dion Knipp at (573) 751-2523.

PURCHASE ORDERS MAY BE ISSUED FOR VARIOUS ORGANIZATIONS IN THE STATE OF MISSOURI.

LIST YOUR NET DELIVERED PRICE, MEETING THE ATTACHED SPECIFICATIONS, TO ANY DESTINATION IN THE STATE OF MISSOURI.

**High Roof Extended Long Conversion Vans** \$ \_\_\_\_\_ **Per Unit**

**Option 1 ADA Flip Seating Layout** Price \$ \_\_\_\_\_ **Per Unit**

**Option 2 Single Integrated Child Seat** Price \$ \_\_\_\_\_ **Per Unit**

**Option 3 Wheelchair Lift Rear Mounted** Price \$ \_\_\_\_\_ **Per Unit**

Delivery will be made \_\_\_\_\_ days after receipt of order.

\_\_\_\_\_  
Name of the Bidder's Firm

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date Signed

**MAXIMUM PERCENTAGE INCREASE FOR RENEWALS:** Provide your maximum percentage of increase at the time of renewal (maximum to be determined by applying % to current contract prices at time of renewal). If renewal increase percentages are not provided, the prices for the renewal period shall be the same as the current contract period.

**Maximum % of increase for:**      **First Renewal** \_\_\_\_\_      **Second Renewal** \_\_\_\_\_      **Third Renewal** \_\_\_\_\_

**5. STATEMENT OF DELIVERY AND SERVICING DEALERS WITHIN  
THE STATE OF MISSOURI**

The vendor hereby certifies that they will provide a well-established and reputable dealer located in the State of Missouri to handle all problems, complaints and warranty issues that may arise with their vehicles.

Failure to provide a reputable dealer within Missouri will cause the bid to be considered unresponsive.

\_\_\_\_\_  
Name of Corporation

\_\_\_\_\_  
Dealers Name

\_\_\_\_\_  
Vendor's Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number



## 6. VENDOR INFORMATION & PREFERENCE CERTIFICATION FORM

### Vendor Information

All bidders must furnish **ALL** applicable information requested below

<b>Vendor Name/Mailing Address:</b>   Email Address:	<b>Vendor Contact Information (including area codes):</b>  Phone #:  Cellular #:  Fax #:  									
<b>Printed Name of Responsible Officer or Employee:</b>	<b>Signature:</b>									
<b>For Corporations</b> - State in which incorporated:	<b>For Others</b> - State of domicile:									
If the address listed in the Vendor Name/Mailing Address block above is not located in the State of Missouri, list the address of Missouri offices or places of business:   <i>If additional space is required, please attach an additional sheet and identify it as <b><u>Addresses of Missouri Offices or Places of Business.</u></b></i>										
<b>M/WBE INFORMATION:</b> List all certified Minority or Women Business Enterprises ( <b><u>M/WBE</u></b> ) utilized in the fulfillment of this bid. Include <u>percentages</u> for subcontractors and identify the M/WBE certifying agency:  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 33%;"><u>M/WBE Name</u></th> <th style="text-align: center; width: 33%;"><u>Percentage of Contract</u></th> <th style="text-align: center; width: 33%;"><u>M/WBE Certifying Agency</u></th> </tr> </thead> <tbody> <tr> <td style="border-top: 1px solid black; height: 20px;"></td> <td style="border-top: 1px solid black; height: 20px;"></td> <td style="border-top: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="border-top: 1px solid black; height: 20px;"></td> <td style="border-top: 1px solid black; height: 20px;"></td> <td style="border-top: 1px solid black; height: 20px;"></td> </tr> </tbody> </table>		<u>M/WBE Name</u>	<u>Percentage of Contract</u>	<u>M/WBE Certifying Agency</u>						
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<i>If additional space is required, please attach an additional sheet and identify it as <b><u>M/WBE Information</u></b></i>										

7. NOTICE OF COOPERATIVE PURCHASING

**MODOT IS INTERESTED IN ASSISTING MISSOURI GOVERNMENTAL ENTITIES, ETC. IN PURCHASING EQUIPMENT, VARIOUS MATERIALS, AND SUPPLIES THAT MEET THE MISSOURI DEPARTMENT OF TRANSPORTATION SPECIFICATIONS.**

Each bidder is asked to indicate below whether they would be willing to offer **Transit Vehicles** listed in the attached "Request for Bid" for sale to these local political entities at the same bid price offered to MoDOT.

It is understood MoDOT will not issue purchase orders, accept delivery nor make payment for these items ordered by any of these agencies. It is further understood the price is based on the **Transit Vehicles** meeting MoDOT specifications. Any added options, deletions, or extra freight costs would be negotiated between the local agency and the successful vendor.

Indicate below whether your company is willing to offer such cooperative purchasing for US governmental agencies, Missouri counties, cities, non-profit sub recipients of MoDOT grants, or other political entities.

YES \_\_\_\_\_

NO \_\_\_\_\_

If the price varies throughout the state on MoDOT bids because of different delivery destinations, please indicate the price F.O.B. your location that would be offered as described.

F.O.B. Location \_\_\_\_\_

Indicate the deadline date that orders will be accepted. \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

E-MAIL \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_