



Invitation for Bids for Bus Battery Trays

SOLICITATION SUMMARY SHEET

Solicitation Issuance Date: Thursday, June 12, 2014

Latest Revision Date: June 25, 2014

Project Description: Design of, prepare drawings for and fabricate two sets of four steel battery trays for installation in MTD battery-powered electric buses with an option to fabricate four additional sets of battery trays.

Project Locations: MTD Maintenance Department at 550 Olive Street, Santa Barbara, CA 93101

Pre-Bid Meeting Date/Time: Thursday, June 19, 2014 at 10:00 AM (Non-Mandatory)

Pre-Bid Meeting Location: MTD Olive Terminal, 550 Olive Street, Santa Barbara, CA 93101

Requests/Clarifications Deadline: Tuesday, June 24, 2014 at 5:00 PM

Bid Due Date/Time: Thursday, July 3, 2014 at 2:00 PM

Bid Due Location: MTD Administrative Offices, 550 Olive Street, Santa Barbara, CA 93101
Reception Desk on 2nd Floor (bids opened in downstairs auditorium)

Bid Contents: The following MTD Forms: Price Bid; Bidder Information; References, Suppliers & Subcontractors; and Acknowledgement of Addenda.

Contract Award Date: Thursday, ~~June~~ July 10, ~~2013~~ 2014 (anticipated)

Solicitation Contact: Brad Davis, Assistant Controller (805) 883-4201, bdavis@sbmtd.gov

Type of Solicitation: Sealed invitation for bids with award to low responsive, responsible bidder

Type of Contract: Fixed price

Licenses Required: ~~City of Santa Barbara Business License~~ None

Bonding Required: None

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SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

Invitation for Bids for Bus Battery Trays

SOLICITATION INSTRUCTIONS

1. PRE-BID SUBMITTAL ACTIVITIES

1.1 IFB CONTENTS & CONTRACT DOCUMENTS

The Santa Barbara Metropolitan Transit District (MTD) is issuing this *Invitation for Bids (IFB) for Bus Battery Trays* to engage the services of a single contractor to fully carry out all aspects of the project. This document provides direction on preparing bids and describes the bid review and contract award process. Specifications are contained in the attached *Statement of Work*. Additional terms and conditions are included in the *MTD Master Agreement* which is included herein.

1.2 PRE-BID MEETING (*NON-MANDATORY*)

Bidders are **STRONGLY ENCOURAGED** to attend a *non-mandatory* pre-bid meeting for reviewing the project conditions with bidders at 10:00 AM on Thursday, June 19, 2014. The meeting will begin at MTD's administrative offices in the downstairs auditorium at 550 Olive Street in the City of Santa Barbara. The parties will be offered the opportunity to inspect existing battery trays on an electric. This meeting will be the only opportunity for bidders to examine the existing battery trays and how they are positioned in buses.

1.3 COMMUNICATIONS, REQUESTS & CLARIFICATIONS

MTD will consider requests for clarifications or changes until Tuesday, June 24, 2014, at 5:00 PM. To be considered, such communications must be via e-mail to Brad Davis at bdavis@sbmtd.gov. Requests for changes must be provided with sufficient information to allow MTD to make a determination.

1.4 IFB MODIFICATIONS & ADDENDA

MTD reserves the right to amend this IFB through written addenda. No other form of communication with any officer, employee or agent of MTD shall be binding upon MTD. Addenda will be posted to MTD's website and concurrently sent via e-mail to all parties known to have received the IFB.

2. BID PREPARATION & SUBMITTAL

2.1 MTD FORMS

Price Bid—Bids shall include the fully completed and signed *Price Bid* form included in this IFB. Failure to fully and correctly complete and sign the *Price Bid* form will result in rejection of the bid. In addition to fabrication of bus battery trays, item 1 on the form includes applicable design effort, preparation of drawings and providing drawings in print and on compact disk in six copies each. Item 2 on the form is for fabrication of two sets of battery trays and item 3 is an option item for four additional sets of battery trays with the option to be exercised solely at MTD's discretion.

Bidder Information—Bid shall include the fully completed *Bidder Information* form included in this IFB.

References, Suppliers & Subcontractors—Bid shall include the *References, Suppliers & Subcontractors* form included in this solicitation. Note that for this Project, it is not necessary to provide credit references: this section has been noted as not necessary on the form. **Please list contact names and phone numbers that are CURRENT.**

Acknowledgement of Addenda—If there are any IFB addenda, bidder shall acknowledge receipt of such in their bid by including the *Acknowledgement of Addenda* form in this IFB. Failure of a bidder to receive any addendum shall not relieve it from any obligation under its bid or the IFB as clarified or modified.

2.2 BONDS

None required.

2.3 BID SUBMISSION & OPENING

One original and one complete copy of required bid documents shall be submitted in a non-transparent, sealed envelope plainly marked on the exterior with the name of the bidder and "Bus Battery Trays." If **not** brought by hand to the bid opening at MTD's administrative offices (downstairs auditorium) at 550 Olive Street, Santa Barbara, bids shall be delivered to: Santa Barbara Metropolitan Transit District, 2nd Floor Reception Desk, 550 Olive Street, Santa Barbara, CA 93101. If using delivery service, bids must still be enclosed in a sealed envelope within the delivery service packaging. **Fax or e-mail bids will not be considered. Bids will be accepted until 2:00 PM on Thursday, July 3, 2014.** Unless due to the fault of MTD, bids received after such time will not be considered. All bids received by the bid submission deadline will be opened and read aloud at an open public meeting immediately following the submission deadline.

2.4 WITHDRAWAL OF BIDS

A bidder may withdraw a bid prior to the bid opening by submitting a written request signed by the bidder's authorized representative. Such withdrawal does not prejudice the right to resubmit a bid by the deadline.

2.5 BID STIPULATIONS

Bids submitted as a result of this solicitation become the property of MTD. MTD will not pay any cost incurred by bidder for preparation or delivery of its bid; reserves the sole right to review, accept or reject bids received; and reserves the right to cancel this solicitation in whole or in part if in its best interests to do so.

3. REVIEW & AWARD

3.1 RESPONSIVENESS

MTD shall examine the low bid to determine its responsiveness to the provisions of this solicitation. Bids that do not contain all required items or where such documents are substantially incomplete may be considered non-responsive and rejected by MTD. This process shall continue until a low responsive bidder is determined.

3.2 RESPONSIBILITY

MTD shall assess the low responsive bidder's "responsibility," which is defined as satisfactory performance in previous contracts. MTD will use references provided in the bid and other available information for this determination. A bidder not found to be responsible shall be rejected. This process shall continue until the low responsive and responsible bidder is determined.

3.3 CONTRACT AWARD & EXECUTION

If considered in MTD's best interest, MTD staff will recommend to the General Manager that a contract be awarded to the responsive and responsible bidder providing the lowest bid. It is anticipated that such recommendation will be considered by the General Manager by Thursday, July 10, 2014.

Upon award of the contract for the project, the winning bidder shall promptly supply a ~~copy of its City of Santa Barbara business license, which is required to perform project work within city limits; and a~~ certificate of insurance showing the coverage types and dollar limits required in paragraph 18 of the *MTD Master Agreement*. Such certificate must show MTD as an additionally insured.

The contract will be executed as soon as practical after contract award and the satisfactory receipt of the preceding items. The contract will be composed of the *MTD Master Agreement*, the *Statement of Work*, and relevant portions of the Contractor's bid.

4. PROTEST PROCEDURES

MTD has established procurement protest procedures to ensure equitable consideration of complaints concerning MTD's procurement activities. The procedures are available at <http://www.sbmtd.gov/business-and-employment/purchasing.html>.

SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

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PRICE BID

Item	Description	Qty	Unit Price	Extended Price
1	Design Bus Battery Trays as described in the scope of work and provide drawings as follows: six sets in printed copy and six compact disks (CD)	1	\$	\$
2	Fabricate set of Bus Battery Trays in accordance with approved drawings. One set is four trays consisting of two upper and two lower trays.	2	\$	\$
Fixed Price Amount for Items 1 and 2:				\$

3	Option Item: Fabricate set of Bus Battery Trays in accordance with approved drawings. One set is four trays consisting of two upper and two lower trays. (This item may or may not be exercised as stated in the IFB.)	4	\$	\$
Total Fixed Price Amount for Items 1, 2 and 3:				\$

Note: For low bid price determination purposes the “Total Fixed Price Amount for Items 1, 2 and 3” will be used. The base contract will be for the “Fixed Price Amount for Items 1 and 2” with an option which may be exercised later at MTD’s discretion for item 3 at the price bid for item 3.

The Bidder hereby represents and warrants that:

1. It has sufficiently informed itself in all matters affecting the performance of the work, or the furnishing of the labor, services, software, supplies, material, or equipment called for in carrying out the project.
2. It has reviewed the contract documents including the *MTD Master Agreement* and the *Scope of Work*, and agrees to the terms and conditions thereof.
3. Its bid has been thoroughly checked for errors and omissions and the costs, prices, hours, rates, taxes, and any other constituents of this Price Bid are a complete and correct statement of its price for performing all project work required by the contract documents.
4. Its bid is genuine, not sham or collusive, nor made in the interest of any person not herein named; that it has not in any illegal manner sought to secure for itself any advantage over any other bidder.
5. Its bid, including this Price Bid, is valid for 60 days following the bid due date and time.

Authorized Official Signature

Date of Signature

Authorized Official Name

Authorized Official Title

Business Name of Bidder

SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

Invitation for Bids For Bus Battery Trays

REFERENCES, SUPPLIERS & SUBCONTRACTORS

Business Name of Bidder: _____

Credit References

Include your primary bank and two firms that you **currently** purchase materials or services from on credit:

Bank Name: _____ Contact: _____ Phone: _____

Vendor Name: _____ Contact: _____ Phone: _____

Vendor Name: _____ Contact: _____ Phone: _____

Work References

Include three recent clients for which you provided **similar services** to the project work:

Client Name: _____ Contact: _____ Phone: _____

Client Name: _____ Contact: _____ Phone: _____

Client Name: _____ Contact: _____ Phone: _____

Suppliers & Subcontractors

Provide the following information for any **significant** suppliers or subcontractors to be used in the project:

Firm: _____ Contact: _____ Phone: _____

Description of Work: _____

Firm: _____ Contact: _____ Phone: _____

Description of Work: _____

Firm: _____ Contact: _____ Phone: _____

Description of Work: _____

Firm: _____ Contact: _____ Phone: _____

Description of Work: _____

SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

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ACKNOWLEDGEMENT OF ADDENDA

The undersigned acknowledges the Bidder's receipt of the following addenda to this IFB and has incorporated information or changes in said addenda within its bid (if no addenda were received, write "None" in the first blank):

Addendum No. _____ dated _____

Authorized Official Signature

Date of Signature

Authorized Official Name

Authorized Official Title

Business Name of Bidder

(Signer must match authorized official shown on Bidder Information form)

**Santa Barbara Metropolitan Transit District
Invitation for Bids for Bus Battery Trays**

Scope of Work

Background: MTD operates electric shuttle buses which have battery trays containing Ni-Cd modules which are being replaced with Lithium Iron Phosphate (LiFePO₄) cells. The trays are located in compartments under the seating area of the bus with access from both the street side and curbside of the shuttles. This project is to provide new battery trays to fit in those compartments. See attached Drawing 1 and Drawing 2 as well.

Specific Requirements: Provide design of, drawings for and fabrication of sets of battery trays with the following requirements:

1. Drawings shall be prepared in the latest version of CAD 3D or Solidworks 3D and be presented to MTD for review and approval prior to fabrication of the battery trays. All plan revisions necessary to comply with this Scope of Work shall be the responsibility of the Contractor for the design fixed price amount.
2. Each set of trays consists of four trays: two street side trays stacked one on the other and two curb side trays stacked one on the other.
3. Each stack of two trays (one upper and one lower) must fit within the allowable envelope as shown in the attached envelope drawing. Also see the attached drawing showing “installing” and “installed” positions from the side of the battery tray compartment.
4. The bottom and sides of each tray shall be of 7 gauge sheet steel.
5. Each tray shall have partitions which shall be of 10 gauge sheet steel.
6. Trays shall have studs as follows: two (2) 3/8" x 1" weld studs in each of the two lower trays (Total four (4) per Tray set) and four (4) 1/4" x 3/4" weld studs in each of the four trays (Total sixteen (16) per Tray set) required for fuse holder and battery management system component mounting.
- ~~6.7.~~ Nominally each tray shall be 12.75 inches deep.
- ~~7.8.~~ Each upper tray shall have four fold-down handles for forklift removal of each upper tray from the compartment.
- ~~8.9.~~ The set of handles on each upper tray shall have sufficient capacity to lift 800 lbs. in addition to the weight of an upper tray.
- ~~9.10.~~ A black finish of paint shall be applied as follows:
 - a. Degrease all surfaces of the trays.
 - b. Sandblast all surfaces of the trays.
 - c. Apply epoxy primer to all surfaces of the trays.
 - d. Apply finish coat of black urethane paint to all surfaces of the trays.
- ~~10.11.~~ Steel retention clips and bars will be fabricated to retain the battery cells within the trays.
- ~~11.12.~~ Final “as-built” drawings shall be provided in printed copy and on compact disk and will be the property of SBMTD.

Project Schedule. “Days” below means “calendar days.”

- Submission of drawings and approval of final drawings by MTD – 30 days after award of contract
- Fabrication of two sets (4 + 4) of trays and receipt of final drawings – 30 days after approval of drawings
- MTD decision to exercise option – within 90 days after acceptance of first two sets of trays
- Fabrication of option (if exercised) trays – 30 days after option is exercised.

Transportation, Travel & Test Fitting: MTD shall be responsible for transporting trays between MTD and the Contractor’s location as necessary for this project. MTD shall be responsible for test fitting of trays in the electric shuttle buses which is required prior to Contractor addition of partitions, studs, and retention devices. Site visits by the Contractor shall not be required although Contractor may at its own option observe tray test fitting.