



Invitation for Bids to Reupholster Bus Seat Inserts

SOLICITATION SUMMARY SHEET

Solicitation Issuance Date: Thursday, May 29, 2014

Project Description: Remove, reupholster and replace bus seat inserts in 26 buses

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

Pre-Bid Meeting Date/Time: Thursday, June 5, 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 10, 2014 at 5:00 PM

Bid Due Date/Time: Thursday, June 19, 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: Price Bid, Bidder Information, and References forms

Contract Award Date: Thursday, June 26, 2013 (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

Bonding Required: None

Check MTD website at <http://www.sbmtd.gov/business-and-employment/active.html> for updates.

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SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

Invitation for Bids to Reupholster Bus Seat Inserts

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) to Reupholster Bus Seat Inserts* 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](#) (click the preceding hyperlink or visit the MTD website at <http://www.sbmtd.gov/business-and-employment/purchasing.html> to view the documents).

1.2 PRE-BID MEETING (NON-MANDATORY)

Bidders are encouraged to attend a non-mandatory pre-bid meeting for reviewing the project conditions with bidders at 10:00 AM on Thursday, June 5, 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 the conditions on board two buses as representative of conditions on all buses connected with this project. This meeting will be the only opportunity for bidders to examine the project conditions.

1.3 COMMUNICATIONS, REQUESTS & CLARIFICATIONS

MTD will consider requests for clarifications or changes until Tuesday, June 10, 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. Bidder shall include the amount for each type of re-holstered seat insert by whether it will be installed or not and the amount for each type of seat insert estimated by MTD to be damaged beyond repair during the project. Although the estimated quantities and resultant extended prices shown on the *Price Bid* form will be deducted from the sum of the extended prices for the other items for purposes of bid evaluation, invoices submitted for payment will reflect the actual number of inserts determined to be damaged beyond repair and the related bid prices.

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: 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 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 "ReUpholster Bus Seat Inserts." 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, June 19, 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.

2.3 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.

2.4 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, June 26, 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>.

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PRICE BID

Item	Description	Qty	Unit Price	Extended Price
1	Back seat insert re-upholstered and installed in accordance with the Statement of Work	856	\$	\$
2	Lower seat insert re-upholstered and installed in accordance with the Statement of work	856	\$	\$
3	Back seat insert upholstered in accordance with the Statement of Work, but not installed	38	\$	\$
4	Lower seat insert upholstered in accordance with the Statement of Work, but not installed	38	\$	\$
5	Less deduction for damaged back seat inserts which will not have old fabric removed or be re-upholstered	Est. 10	\$()	\$()
6	Less deduction for damaged lower seat inserts which will not have old fabric removed or be re-upholstered	Est. 10	\$()	\$()
Total Fixed Price Amount:				\$

Note: For bid evaluation purposes the "Total Fixed Price Amount" is the sum of the extended prices for items 1-4 less the extended prices for items 5 and 6.

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 *Statement 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

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**Invitation for Bids to Reupholster Bus Seat Inserts
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: _____

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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	_____
Addendum No.	_____	dated	_____
Addendum No.	_____	dated	_____
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 to Reupholster Bus Seat Inserts**

Statement of Work

1. About MTD—The Santa Barbara Metropolitan Transit District (MTD) is a public transit agency (a CA special district) providing transportation services by bus and electric shuttle in the South Coast of Santa Barbara County from Goleta to Carpinteria.
2. General Description of Project—Contractor shall remove existing bus seat inserts from bus seats, remove existing fabric from the inserts, re-upholster the inserts with new fabric, which the Contractor will provide, and replace the inserts in the bus seats. An additional quantity of inserts for 38 seats will be upholstered by the Contractor to replace inserts determined to be damaged beyond repair when removed.
3. Location—The buses from which seat inserts will be removed and reinstalled will be located at MTD’s facility at 550 Olive St, Santa Barbara, CA 93101. The Contractor shall reupholster inserts at its own facility.
4. Work Performance Details
 - a. The Contractor shall replace seat inserts for 15 2004 Gillig 40 foot buses each equipped with 38 passenger seats and 11 2004 Gillig 29 foot buses each equipped with 26 seats. A seat consists of one back seat insert and one lower insert. All of the inserts are plastic and the majority of the back inserts have a stainless steel covering on the backside. The total number of existing inserts for 26 buses is 1712.
 - b. The Contractor shall also upholster a swing set of an additional 38 back seat inserts and 38 lower seat inserts. These additional inserts will be provided by MTD at the start of the project and are intended to cover the infrequent situation in which existing inserts removed from buses are damaged beyond repair.
 - c. Any removed inserts the Contractor determines are damaged beyond repair shall be submitted to MTD for a final determination and disposition. See “i” below.
 - d. The total number of inserts is 894 back seat inserts and 894 lower seat inserts for a grand total of 1788. However, it is expected that damaged inserts discovered in the removal process will not be re-upholstered because they will be replaced by inserts from the swing set. Also, any swing set inserts remaining at the end of the project will not have to be installed, but will be provided to MTD for future use.
 - e. The fabric to be used for upholstering inserts addressed in both “a” and “b” above shall be La France Tower Blue (362-065D-07-2533). An adhesive intended for the purpose of bonding the fabric to the inserts (e.g. 3M Fastbond 2000 or equivalent) shall be used, but prior to its use, the Contractor must supply MTD with a copy of the adhesive Material Data Safety Sheet (MSDS) and receive MTD’s written approval. See “i” below.
 - f. The Contractor shall be prepared to start to upholster the swing set of inserts within five working days after contract execution and will coordinate with MTD (see “i” below) to obtain the swing set.
 - g. Then the Contractor shall complete removal of the existing seat inserts and installation of the upholstered swing set of inserts in one bus within three working days of the swing set being provided. Upon completion, MTD will inspect the seats to ensure work was completed satisfactorily. See “i” below.
 - h. Upon satisfactory completion of the first bus, the Contractor will be provided buses in increments of five until the project is completed. Completion of removal of existing seat inserts, removal of existing material, re-upholstering and reinstallation of inserts in each increment of buses shall be completed in five working days.

- i. The MTD point of contact for approval, inspection, MSDS receipt, determinations, and scheduling of buses as cited above is Steve Hahn, Materials Manager at phone (805) 963-3364, extension 229 or by e-mail to shahn@sbmtd.gov.
5. Contractor Resources—Contractor shall provide all labor, materials, facilities other than as described herein, transportation of personnel and goods and all other items necessary to comply with this Statement of Work.
6. Conditions—MTD will provide a swing set of bus seat inserts consisting of 38 back seat inserts and 38 lower seat inserts. Buses will be made available to the contractor as indicated above. They will be at the MTD facility so the Contractor may remove existing seat inserts and install newly upholstered or re-upholstered seat inserts
7. Compensation—The contractor will be compensated based on fixed unit prices incorporated in the contract for the total number of back seat inserts and lower seat inserts upholstered, both installed and not installed, less deduction for damaged back seat inserts and lower seat inserts that were not re-upholstered.