

**ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT
EQUIPMENT AND PROCUREMENT DIVISION
BID INVITATION**

Bid Number: PT 16-01

BID OPENING LOCATION:
AHTD Equipment &
Procurement Division
11302 West Baseline Rd.
Little Rock, AR 72209

MAIL TO:
AHTD Equipment and
Procurement Division
P.O. Box 2261
Little Rock, AR 72203

DELIVER TO:
AHTD Equipment &
Procurement Division
11302 West Baseline Rd.
Little Rock, AR 72209

Bid Opening Date: November 18, 2015 Time: 10:00 a.m.

Sealed bids for furnishing the commodities and/or services described below, subject to the Conditions on page 2 of this Bid Invitation will be received at the above-noted mail and delivery locations until the above-noted bid opening date and time, and then publicly opened at the above-noted bid opening location. **Bids must be submitted on this form, with attachments when appropriate, or bids will be rejected. Late bids and unsigned bids will not be considered.**

In compliance with this Bid Invitation and subject to all the Conditions thereof, the undersigned offers and agrees to furnish any and all items upon which prices are quoted, at the price set opposite each item.

Company Name: _____

Name (Type or Print): _____

Address: _____

Title: _____

Phone: _____ Fax: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Federal Tax ID or Social Security No.: _____

Signature: _____

Signature must be original (not photocopied) and in ink. Unsigned bids will be rejected.

Item No.	Description	Quantity	Unit	Unit Price	Amount
	<p>Contract for furnishing minimum of (1) item of transit vehicles at pricing set forth on the attached Bid Quotations Forms. The successful vendor / manufacturer shall accept orders for the period specified subject to chassis availability and acceptance for the order by the manufacturer. Minimum Quantity (10) Maximum Quantity (40) FOB - Arkansas State Highway and Transportation Department Equipment and Procurement Division 11302 West Baseline Road Little Rock, Arkansas 72209</p> <p>The Invitation for Bids, Specifications, Bid Quotation Form, Bid Provisions and Federal Certifications are parts to the contract and by reference are incorporated herein. Should there be any conflict between information set forth in the Conditions on page 2 and information set forth elsewhere in this bid package, the latter shall prevail. It shall be understood that by submission of bid that bidder agrees to all terms and conditions herein stated and specified and, if bid is found acceptable by the Department in whole or in part, shall consider this bid a contract agreement bound under said terms and conditions. The parties hereto agree that the laws of the State of Arkansas shall govern this contract in all things.</p> <p>Bid Bond in the amount of \$1,000.00 required at time of bid opening or bid will be rejected. <u>Personal and company checks are not acceptable as Bid Bonds.</u> See Condition 3 on page 2 of bid invitation.</p> <p>Performance Bond in an amount set by the Procurement Officer not to exceed \$10,000.00 will be required of successful bidder prior to providing goods/services. <u>Personal and company checks are not acceptable as Performance Bonds.</u> See Condition 3 on page 2 of bid invitation.</p>			<p>Use Enclosed Bid Quotation Sheet</p>	
				TOTAL BID	

STANDARD BID CONDITIONS

PT 16-01

1. **ACCEPTANCE AND REJECTION:** The Arkansas State Highway and Transportation Department (Department) reserves the right to reject any or all bids, to accept bids in whole or in part (unless otherwise indicated by bidder), to waive any informalities in bids received, to accept bids on materials or equipment with variations from specifications where efficiency of operation will not be impaired, and to award bids to best serve the interest of the State.
2. **PRICES:** Unless otherwise stated in the Bid Invitation, the following will apply: (1) unit prices shall be bid, (2) prices should be stated in units of quantity specified (feet, each, lbs., etc.), (3) prices must be F.O.B. destination specified in bid, (4) prices must be firm and not subject to escalation, (5) bid must be firm for acceptance for 30 days from bid opening date. In case of errors in extension, unit prices shall govern. Discounts from bid price will not be considered in making awards.
3. **BID BONDS AND PERFORMANCE BONDS:** If required, a **Bid Bond** in the form of a cashier's check, certified check, or surety bond issued by a surety company, in an amount stated in the Bid Invitation, must accompany bid. **Personal and company checks are not acceptable as Bid Bonds.** Failure to submit a Bid Bond as required will cause a bid to be rejected. The Bid Bond will be forfeited as liquidated damages if the successful bidder fails to provide a required Performance Bond within the period stipulated by the Department or fails to honor their bid. When a bidder claims and can show clear and convincing evidence that a material mistake was made in the bid and was not the bid intended, the bidder may be permitted to withdraw their bid prior to award without forfeiture of bid bond. Cashier's checks and certified checks submitted as Bid Bonds will be returned to unsuccessful bidders; surety bonds will be retained. The successful bidder will be required to furnish a **Performance Bond** in an amount stated in the Bid Invitation and in the form of a cashier's check, certified check, or surety bond issued by a surety company, unless otherwise stated in the Bid Invitation, as a guarantee of delivery of goods/services in accordance with the specifications and within the time established in the bid. **Personal and company checks are not acceptable as Performance Bonds.** In some cases, a cashier's check or certified check submitted as a Bid Bond will be held as the Performance Bond of the successful bidder. Cashier's checks or certified checks submitted as Performance Bonds will be refunded shortly after payment has been made to the successful bidder for completion of all terms of the bid; surety bonds will be retained. Surety bonds must be issued by a surety company authorized to do business in Arkansas, and must be signed by a Resident Local Agent licensed by the Arkansas State Insurance Commissioner to represent that surety company. Resident Agent's Power-of-Attorney must accompany the surety bond. Certain bids involving labor will require Performance Bonds in the form of surety bonds only (no checks of any kind allowed). These bonds shall not only serve to guarantee the completion of the work, but also to guarantee the excellence of both workmanship and material until the work is finally accepted and the provisions of the Plans, Specifications, and Special Provisions fulfilled. In such cases, the company issuing the surety bond must comply with all stipulations herein and must be named in the U. S. Treasury listing of companies holding Certificates of Authority as acceptable sureties on Federal Bonds and as acceptable reinsuring companies. Any excess between the face amount of the bond and the underwriting limitation of the bonding company shall be protected by reinsurance provided by an acceptable reinsuring company. Annual Bid and Performance Bonds on file with E & P Division must have sufficient unencumbered funds to meet current bonding requirements, or the bid will be rejected, unless the balance is submitted as set forth above, prior to bid opening.
4. **TAXES:** The Department is not exempt from Arkansas State Sales and Use Taxes, or local option city/county sales taxes, when applicable, and bidders are responsible to the State Revenue Department for such taxes. These taxes should not be included in bid prices, but where required by law, will be paid by the Department as an addition thereto, and should be added to the billing to the Department. The Department is exempt from Federal Excise Taxes on all commodities except motor fuels; and excise taxes should not be included in bid prices except for motor fuels. Where applicable, tax exemption certificates will be furnished by the Department.
5. **"ALL OR NONE" BIDS:** Bidders who wish to bid "All or None" on two or more items shall so stipulate on the face of bid sheet; otherwise, bid may be awarded on an individual item basis.
6. **SPECIFICATIONS:** Complete specifications should be attached for any substitution or alternate offered, or where amplification is necessary. Bidder's name must be placed on all attachments to the bid.
7. **EXCEPTIONS TO SPECIFICATIONS:** Any exceptions to the bid specifications must be stated in the bid. Any exceptions to manufacturer's published literature must be stated in the bid, or it will be assumed that bidder is bidding exactly as stated in the literature.
8. **BRAND NAME REFERENCES:** All brand name references in bid specifications refer to that commodity or its equivalent, unless otherwise stated in Bid Invitation. Bidder should state brand or trade name of item being bid, if such name exists.

9. **FREIGHT:** All freight charges should be included in bid price. Any change in common carrier rates authorized by the Interstate Commerce Commission will be adjusted if such change occurs after the bid opening date. Receipted common carrier bills that reflect ICC authorized rate changes must be furnished.
10. **SAMPLES, LITERATURE, DEMONSTRATIONS:** Samples and technical literature must be provided free of any charge within 14 days of the Department's request, and free demonstrations within 30 days, unless the Department extends time. Failure to provide as requested within this period may cause bid to be rejected. Samples, literature and demonstrations must be substantially the same as the item(s) being bid, unless otherwise agreed to by the Department. Samples that are not destroyed will be returned upon request at bidders expense. Samples from successful bidders may be retained for comparison with items actually furnished.
11. **GUARANTY:** Unless otherwise indicated in Bid Invitation, it is understood and agreed that any item offered or shipped on this bid shall be newly manufactured, latest model and design, and in first class condition; and that all containers shall be new, suitable for storage or shipment and in compliance with all applicable laws relating to construction, packaging, labeling and registration.
12. **BACKORDERS OR DELAY IN DELIVERY:** Backorders or failure to deliver within the time required may constitute default. Vendor must give written notice to the Department, as soon as possible, of the reason for any delay and the expected delivery date. The Department has the right to extend delivery if reasons appear valid. If reason or delivery date is not acceptable, vendor is in default.
13. **DEFAULT:** All commodities furnished will be subject to inspection and acceptance by the Department after delivery. Default in promised delivery or failure to meet specifications authorizes the Department to cancel award or any portion of same, to reasonably purchase commodities or services elsewhere and to charge full increase, if any, in cost and handling to defaulting vendor. Applicable bonds may be forfeited.
14. **ETHICS:** *"It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a State contract upon an agreement of understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the contractor for the purpose of securing business."* (Arkansas Code, Annotated, Section 19-11-708).
15. **SELLING TO COOPERATIVE PURCHASING PROGRAM PARTICIPANTS:** Arkansas Procurement Law provides that local public procurement units (cities, counties, municipalities, school districts, higher education and certain not-for-profit corporations, etc.) may participate in state purchasing contracts. The contractor(s) therefore agree(s) to sell to Cooperative Purchasing Program Participants. Unless otherwise stated, all standard and special terms and conditions listed within the Invitation for Bid must be equally applied to such participants.
16. **INTERGOVERNMENTAL/COOPERATIVE USE OF PROPOSAL AND CONTRACT:** In accordance with Arkansas Code §19-11-249, this proposal and resulting contract is available to any State Agency or Institution of Higher Education that wishes to utilize the services of the selected proposer, and the proposer agrees, they may enter into an agreement as provided in this IFB.

PT 16-01 BID CHECKLIST

The following list will be used to determine if the bid is complete. Original documents must be submitted with original signatures. These will be the only documents that will be accepted and represent as a completed bid packet. **No photocopies will be accepted!**

BID INVITATION - Filled Out and Signed in ink

BID QUOTATION FORM - Completed

APPENDIX A - Each page initialed

APPENDIX B - Each page initialed and last page filled out, signed in ink, and notarized

ATTACHMENTS

1. Copy of Current Arkansas Dealers License
2. Copy of Bus Manufacturer's Certification (FMVSS Certification or the Certification that FMVSS does not apply.)
3. Copy of Buy America documentation (**A complete breakdown of vehicle, including location of final assembly.**)
4. Brochure – Model(s) bid
5. Floor Plan Drawing(s)
6. Weight Analysis for each floor plan
7. **TVM Certification**
8. Dealer DUNS Number: _____
9. Dealer Full Name: _____



INVITATION FOR BIDS (IFB)
Federal Transit Administration Grant Program
FTA BID Number: PT 16-01

FOR THE FOLLOWING ITEM

SMALL LOWERED-FLOOR PARATRANSIT VAN

Contact Agent for Specifications

Don McMillen, Public Transportation Administrator
Arkansas State Highway and Transportation Department
P.O. Box 2261
Little Rock, AR 72203

501-569-2471
501-569-2476 (fax)
Donny.McMillen@ahtd.ar.gov

BID QUOTATION SHEET

PT 16-01

SMALL LOWERED-FLOOR PARATRANSIT VAN

All bid pricing shall be rounded to the nearest dollar (\$)

ITEM	BID PRICE
Bid Price Quotation Per Unit	\$

Optional Equipment (Per Unit):

ITEM	BID PRICE
Seat Belt Extensions (Each)	\$

Price Reductions:

ITEMS REDUCING BID PRICING	PRICE REDUCTION
Reduction for Deletion of Double Flip Seat	\$

State Best Delivery Time In Number of Calendar Days From Receipt of the Department's Purchase Order	
-----------------------------------------------------------------------------------------------------	--

Delivery Time will be considered when awarding this bid.

Vehicle Information

Year _____

Make _____

Model _____

Warranty Center _____

Warranty Information:

Chassis _____

Body/Conversion _____

Other _____

For bid to be considered responsive all items on this Bid Quotation must be bid and a delivery date acceptable to the Department must be stated. **All exceptions, equals, or alternates must have prior written approval for this Request For Bids.** The Department reserves the right to reject bid pricing on any and all items.

The undersigned offers and agrees to furnish any and all items upon which prices are quoted, at the price set opposite each item.

Business Name (Print): _____

Bidders Name (Print): _____

Title (Print): _____

Signature: _____ Date: _____

Signature must be original and in ink. Unsigned bids will be rejected!!

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT
Federal Transit Administration Grant Program
INVITATION FOR BID (IFB): PT 16-01 SPECIFICATIONS
FOR
SMALL LOWERED-FLOOR PARATRANSIT VAN

PURPOSE OF SPECIFICATIONS

This item shall be a vehicle suitable for commercial paratransit operations. The intent for these specifications is to set-forth the minimum performance for a commercial paratransit van. The vehicle shall be a conversion of a standard production passenger minivan, which will be used to transport passengers living in urban and rural areas.

All manufacturing modifications, equipment, devices, materials, warranties, miscellaneous items, etc. which the manufacturer customarily and routinely applies to the vehicle shall be included. No advantage shall be taken by the manufacturer in the omission of any part or detail, which goes to make the vehicle complete and ready for service, even though such parts or detail are not mentioned in these specifications. **Vehicle and modifications must comply with all Federal Motor Vehicle Safety Standards.**

All equipment provided must meet or exceed State and Federal requirements applicable to the equipment. All parts not specifically mentioned which are necessary in order to provide a complete vehicle, shall, at a minimum, conform in strength, quality of material and workmanship to what is provided by the automotive industry generally. All equipment and parts shall be new. **This vehicle shall meet all ADA requirements for a paratransit demand response vehicle. Dealer shall have as part of the documentation with receipt of each vehicle, a form with a detailed listing of the warranties on the vehicle, conversion and ordered options.**

Second Stage Manufacturer shall be certified as an acceptable body modifier for the OEM chassis proposed for modification.

CLASSIFICATION OF VEHICLE CHASSIS AND SERVICE LIFE

The vehicle used for this conversion shall be a new, unused, current production model minivan, incorporating the latest engineering change, in a GVWR sufficient to accommodate all modifications and maximum passenger loading. The vehicle shall provide maximum passenger appeal in appearance, comfort, safety and economy of operation.

The Department useful life standard established for this vehicle is 4 years/100,000 miles, and the Department requires the like-type model vehicle proposed to be, or have been, tested at the FTA Bus Testing Facility in this category or a higher service life category.

NOTICE OF NONDISCRIMINATION

The Arkansas State Highway and Transportation Department (Department) complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, the Department does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission, access to and treatment in the Department's programs and activities, as well as the Department's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the Department's nondiscrimination policies may be directed to Joanna P. McFadden, Section Head - EEO/DBE (ADA/504/Title VI Coordinator), P. O. Box 2261, Little Rock, AR 72203, (501) 569-2298, (Voice/TTY 711), or the following email address: joanna.mcfadden@ahtd.ar.gov.

This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille.

Free language assistance for Limited English Proficient individuals is available upon request.

A. Principal Specifications:

1. **Air conditioning**: Factory installed front and rear with separate controls for each.
2. **Alignment**: Shall have a complete 4-wheel alignment after the conversion has been completed by an OEM certified service center with **certificate of completion**.
3. **Battery**: Maintenance free battery with a minimum rating of 550 cold cranking amps at 0^o F.
4. **Body**: Shall be reinforced at all joints and corners to support GVWR. Shall withstand road shock under normal conditions and be fully undercoated with a premium automotive flame retardant undercoating.
5. **Brakes**: Power front and rear disc with four-wheel anti-lock.
6. **Conversion Dimensions**: Shall have the following maximum dimensions: height 74"; floor to ceiling center 57"; ramp angle 12.5°. And have the following minimum dimensions: ramp door height 56"; ramp door opening width 31"; wheelchair ramp length 52"; wheelchair ramp useable width 30"; ground clearance (at GVWR load) 5".
7. **Cooling System**: Heavy duty with a heavy duty temperature controlled fan, and factory installed coolant recovery system.
8. **Defroster**: Rear window.
9. **Engine**: Shall be a V-6 with a minimum 3.6-liter displacement.
10. **Foot Rest**: Shall have a folding foot rest for the rear passenger bench seat.
11. **Floor Covering**: Flooring shall be covered by **Altro floor covering** or approved equal.
12. **Flooring**: Shall be a vapor-insulated barrier of 3/8" marine grade plywood applied over the metal floor.
13. **Heater**: Integral fresh air heater and defroster with front and rear controls.
14. **Keys**: Two (2) keys minimum per vehicle.
15. **License plate brackets**: Front and rear.
16. **Locks, Door**: Power door locks and keyless entry key fobs.
17. **Lowered Floor**: OEM floor shall be lowered from the toe pan to the area immediately in front of the rear axle, through the threshold of each sliding door, while the door itself shall be extended to seal, using no less than 16 gauge stainless steel or aluminized steel metal joined to the body frame proving a leak proof floor. A flame-retardant insulation material meeting OEM standards shall be used to provide sound absorption and a thermal barrier.
18. **Mirrors**: Factory installed dual outside with power remote control; non-glare day-night inside.
19. **Paint**: Manufacturer's standard white solid color, unless otherwise specified by the AHTD. Shall have a 2" wide, high intensity, **white 3M Diamond Grade 983 Series reflective tape** stripe down both sides of vehicle just below side windows, along the rear of vehicle just under rear window, **and along the rear bumper area**.
20. **Radio**: Minimum AM/FM electronic - factory installed.
21. **Ramp, ramp door**: Wheelchair ramp door shall be located on the right side of vehicle, ramp shall be manually operated, fold out type, manufactured from formed aluminum with a shock or spring assembly to control the rate of movement, and shall have 60 grit powder coating bonded to walking surface. Ramp shall be hinged along the bottom to permit only a fold out action and shall not be attached to permit it to swing out. **ADA decals shall be affixed to the rear and side of the vehicle.**

22. **Rear passenger doors:** Shall have rear sliding doors on both sides of vehicle.
23. **Seats:** Shall have an OEM driver's seat, removable OEM passenger front seat so a wheelchair can occupy this location (with securement system installed at this location), **Freedman 3PT Series or approved equal with plush fabric upholstery to match or blend with factory seat covers or approved equal middle fold-up two passenger seat with Child Restraint System (CRS)**, (securement system installed at this location also) and an OEM rear bench seat (which shall fold down to facilitate exiting the vehicle through the rear door).
24. **Step Outside:** Shall have a reinforced outside step built into the area below the drivers and front passengers door to ease entry and exit of vehicle.
25. **Suspension:** Shall have a minimum 5600lb. GVWR, with front struts and have a rear OEM automatic, load leveling, air-ride system.
26. **Tires:** Shall have the OEM all season radial tires rated for the size and GVWR and a full size spare.
27. **Transmission:** Automatic with a minimum of six (6) forward speeds and one (1) reverse; and have a backup alarm controlled by transmission shift control in the reverse position.
28. **Upholstery:** All seats shall be covered in a commercial grade material typically used by the manufacturer.
29. **Web Cutter:** Shall have a premium web cutter supplied and mounted in a highly visible location in driver's area with a label stating, **Seat Belt & Wheelchair Securement Belt Cutter**.
30. **Wheelbase:** Shall have a minimum 121" wheelbase and a minimum overall vehicle length of 202".
31. **Wheelchair Restraint System:** Two securement locations and restraint systems shall be installed, belt systems shall be a complete premium wheelchair and occupant securement system designed for endurance and ease of use. All tie downs must have self-tensioning retractors and passenger lap/shoulder belts shall have retractors. Securement system shall be a Q'Straint, Sure-Lock L-track kit or approved equal. **Shall have a minimum measurement of 44" from center of L-track to center of L-track. When L-track is mounted on the vertical back wall of the drop floor, shall include the 110 degree brackets with the two rear retractors, in order for the retractors to be positioned in the correct orientation for proper operation. Vehicles shall be equipped with adapters to be attached to the OEM pillars to allow the use of the manual shoulder belt and separate two piece lap belt for both front wheelchair passenger and rear wheelchair passenger positions. Shall have a storage bin in rear cargo area or a heavy-duty vinyl/cloth type material storage pouch(es), for restraint hardware if there is not a space provided under the floor panel.** Shall be compliant with all ADA requirements and specifications.
32. **Windows:** Shall have power windows with OEM deep tinted glass in all windows.
33. **Windshield wipers:** Shall have front windshield and rear window intermittent wipers.

B. Options:

- A. **Seat Belt Extensions:** Shall offer as an option seat belt extensions for all passengers.
- B. **Middle Fold-Up Two Passenger Seat Deletion:** Shall offer a **price reduction** for deleting the middle fold-up two-passenger seat.

**Federal Transit Administration Grant Programs
FTA BID NO. PT 16-01**

APPENDIX A TO INVITATION FOR BID (IFB)

TERMS, CONDITIONS, AND PROVISIONS

All Bidders will adhere to the following terms, conditions, and provisions:

Legal Requirements: Bidders must possess, and be in compliance with, all local, state, and federal licensing and other legal requirements for the distribution and/or sales of the motor vehicles and other products proposed; and, shall submit a copy of the Arkansas Dealers License, Buy America documentation, and Bus Manufacturer's Certification or other documentation as may be required.

Signatures: All bidders must complete the Bid Quotation Form by providing all required. Each page of the Appendix A and B must be initialed and returned with the bid quotation. The Required Federal Certifications and Contractual Provisions (Appendix B) must be executed by completing and signing the last page in ink and be attested by a Notary Public.

Specification Detail: All bidders must provide the manufacturer's specifications in sufficient detail to determine compliance with all specifications set-forth in the advertisement for bids for chassis, body and accessories. The bidder must provide floor plan drawings of the proposed vehicle-seating configuration and weight analysis.

Warranty and Service Center: All bidders must have, and identify, a warranty and service location in Arkansas and staffed with factory trained personnel for all vehicles and major component equipment proposed. Further, the bidder must be able to perform, or have performed warranty and service on all items not covered by original equipment manufacturer's warranty. Any such facility must have an adequate supply of parts to cover vehicle body components and related equipment (i.e., windows, seats, electrical system and lights, air conditioning, wheelchair lifts and tiedown equipment).

Deviation from Specifications: Any deviation from specifications must be explained in detail in accordance with prescribed procedures for requesting approved alternates to the specifications. Otherwise, it will be considered that labor, materials, and equipment bid is in strict compliance with the specifications and the successful Bidder will be held responsible for meeting the specifications. The request shall specifically refer to the applicable specification paragraph.

Bid Modification or Withdrawal: A bid may be modified or withdrawn by the bidder's authorized representative in person or by written notice prior to the date/time set for bid opening. If bids are modified or withdrawn in person,

the authorized representative shall make his identity known and shall sign a receipt for the bid. Written notices shall be received in the office designated in the Department's Bid Invitation form, no later than the exact date/time for bid opening. After the sealed price proposals are opened, bids may not be withdrawn for 60 calendar days.

Questions: A bidder may discuss these specifications and any addenda with the Department's authorized representative. Such discussions do not, however, relieve bidders from the responsibility of submitting written, documented requests as required by these procedures. Any bidder in doubt as to the true meaning of any part of this IFB or related documents may submit a written request to the Department for interpretation thereof.

Alternates, Clarifications, or Exceptions: All exceptions, equals, or alternates must have prior written approval for this Request For Bids.

Bid Preparation: Bidders shall submit one (1) copy of their bid on the prescribed form provided in this IFB along with standard floor plan schematics for both the lift and non-lift equipment versions, as applicable, and all other information, material, and certifications as required by this IFB. It must be plainly marked by the bidder who will be responsible for their completeness and accuracy. All blank spaces must be filled in or noted in ink or typed or bids will be rejected. Bids having erasures or corrections must be initialed in ink by the bidder. All forms contained herein are to be completed and signed by the Authorized Signee. No changes shall be made in the wording on the forms. Bids shall be in the units specified for each item. The bidder shall enter the company name wherever so indicated and shall sign wherever so indicated. All bids must be submitted in a sealed envelope, addressed, and mailed or delivered as stated in the Department's Bid Invitation form.

Responsibility: The Department will make awards only to responsible bidders possessing the ability to perform successfully under the terms, conditions, and provisions herein, as well as, the certifications required. The lowest responsive bidder must possess the ability to perform successfully and a willingness to comply with the terms, conditions, and provisions of a proposed contract. Prospective contractors must meet all of the following: financial resources adequate to perform the contract; ability to meet the required delivery schedule; satisfactory performance record; satisfactory record of integrity and business ethics; necessary organization, experience, accounting, and operational controls, and technical skills; compliance with applicable licensing and tax laws and regulations; necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and, other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulation.

Inquires: Any inquiry relating to the technical aspects of the specifications should be directed to: Don McMillen, Administrator, Public Transportation Programs, Arkansas State Highway & Transportation Department, P.O. Box 2261, Little Rock, Arkansas 72203, Telephone @ (501) 569-2471, Fax @ (501) 569-2476.

Protests: Protests to any decision made by the Department, or its delegate, may be filed in writing with the Department; bidders must submit full documentation as to the nature of the protest and/or reasons why the action of the Department has inhibited competition or violated its procurement regulations within fourteen (14) days.

The successful Bidder upon award will adhere to the following terms, conditions, and provisions:

Term of Purchase Agreement: The bid award prices subsequent to this bid shall be for the purchase of one or more units for a period commencing with the date of award through June 30, 2016. This contract may be extended for up to two years, three years total, upon mutual agreement of the parties on or before the above date of termination.

Quantities: Minimum quantity (10) maximum quantity (40) The Department is not obligated to purchase any specific quantity or make purchases at any specific time during the contract period.

Pre-Delivery Inspection: The transit vehicle shall be delivered to the dealership that is awarded a contract by the Arkansas State Highway and Transportation Department (Department) complete with all necessary appurtenances and equipment, manufacturer's certificate of origin, safety inspection, and shall be ready for operation. Upon delivery of the transit vehicle(s) to the dealership, the Department shall be notified so that the transit vehicle(s) can be inspected and tested before final delivery to the Department. The Department shall not be deemed to have accepted any transit vehicle until it has successfully passed all such tests and inspections in the sole and absolute opinion of the Department. The Department will notify the dealership in writing within 15 days of receipt if the transit vehicle has/ has not been accepted. A letter of non-acceptance or a Motor Vehicle Report will furnish details of the deficiencies.

Delivery: Bid prices shall include delivery of all vehicles to the Arkansas State Highway and Transportation Department (Department) at the following F.O.B. location, 10324 I-30, Little Rock, Arkansas, and shall include the regular warranty, any Arkansas motor vehicle safety inspection required and service regularly furnished on new vehicles sold to the public. Delivery shall be determined by signed receipt of the Department's designated representative at the point of delivery indicated above and may be preceded by an inspection of the unit. The vehicle shall be delivered **within the stated Delivery Time on the Bid Quotation Form** following receipt of the Department's purchase order.

Fuel Level at Delivery: All vehicles shall be delivered to the F.O.B. location with the fuel tank containing no less than one-quarter full according to the fuel gauge.

Delay in Delivery: In the event of delivery of completed transit vehicle purchased under this contract shall be necessarily delayed because of strike, injunctions, government controls, weather, or by reason of any other cause or circumstance beyond the control of the Bidder, the time of completion of delivery shall be extended by mutual agreement between the Department and the Bidder.

Demonstration: *The Department reserves the right to test drive make and model of vehicles bid on prior to a contract being awarded. Samples may be demonstrator models with equipment similar, but not necessarily identical, to that listed in this specification.*

Federal Register Standard: Any equipment furnished on a vehicle purchased under this specification for which “Federal Register Standard” has been established at time of delivery shall comply with the requirements of applicable standard and all equipment required by said standard shall be furnished whether or not it is specifically mentioned in this specification.

Operator’s Manual: The successful bidder shall furnish copy of Operator’s Manual published by vehicle manufacturer with each vehicle delivered.

Advertisements: No dealer advertisement shall be affixed to the vehicle.

Serviced: Each vehicle shall be completely serviced, cleaned and thoroughly inspected (in accordance with manufacturer’s required or recommended pre-delivery service) just prior to delivery to the Department.

Vehicle OEM Warranty - The successful bidder shall not allow any contractors/manufacturers to perform any manufacturing process, component installation, or take any other action which will violate or otherwise cause the vehicle OEM to withdraw their full and complete warranty.

Warranties: The successful bidder shall furnish all warranty data for each vehicle delivered, as well as any warranty data for non-OEM components installed. The warranty data shall contain all necessary information such as make, model, serial number, etc., and shall be appropriately executed and assigned at the time vehicle is delivered to the Department.

Documents: The successful bidder shall furnish, at the time of delivery to the Department, all necessary documents required for titling and licensing the vehicle in accordance with all law and regulations. An original invoice to Public Transportation Programs, The Arkansas State Highway and Transportation Department, P.O. Box 2261, Little Rock, AR 72203 for each vehicle must also be included.

Compliance: The vehicle shall conform in all respects to the applicable Motor Vehicle Laws of the State of Arkansas. The vehicle shall also, at a minimum, conform to applicable Federal Motor Vehicle Safety Standards (FMVSS).

Certification Tag: The dealer or manufacturer shall affix a certification tag inside the vehicle that states the actual passenger design capacity including the driver.

The Department shall adhere to the following:

Payment Schedule: The Department shall make payment in full within thirty (30) days after acceptance of each unit provided that the Bidder has submitted an advance notice of invoice fifteen (15) days prior to delivery of each unit/or spare parts and an official final invoice upon delivery. Bidder shall make the "Certificate of Origin" in the name of organization stipulated in the Department's Purchase Order(s).

Qualifications for Award: The award, if any, shall be the lowest priced responsive and responsible bidder. Responsible bidders shall be determined, in part, through the following criteria. The bidder must be a person, firm or corporation that: a) Has in operation, or has the capability to have in operation, a licensed dealership or manufacturing plant adequate to assure delivery of all equipment within the time specified under this contract; b) Has adequate engineering and/or service personnel or has the capability to have such personnel to satisfy any engineering or service problems that may arise during the warranty period; c) Has the necessary facilities and financial resources, or has the capability to obtain such facilities and resources, to complete the contract in a satisfactory manner within the required time.

Investigations: The Department reserves the right to make such investigations as it may deem necessary to establish the competency and financial ability of any Bidder to perform the work. If, after the investigation, the evidence of competency and financial ability is not satisfactory, the Department reserves the right to reject the Bid.

Bidder Review Procedures: All sections of this IFB and all supplementary documents are essential parts of the bid award and performance contract and requirements occurring in one or as though occurring in all. These specifications and all other clauses in their entirety shall be included in, and made a part of, the contract between the Department and the successful bidder.

Interpretation, Changes, and Modifications: Any interpretation, change, or modification made to the specifications by the Department will be made only by a written addendum. A copy of such addendum will be mailed or delivered to each bidder receiving a set of documents and shall be applicable to all respective bidders.

Bid Postponement and Amendment: The Department reserves the right to revise or amend the specifications. Such revisions and amendments, if any, shall be announced by addenda to this solicitation. Copies of such addenda shall be furnished to all prospective bidders. If the revisions and amendments require changes in quantities or prices bid, or both, the date set for opening bids may be postponed by such number of days as, in the opinion of the Department, shall enable bidders to revise their bids. In any case, bid opening shall be at least 5 working days after the last addendum, and the addendum shall include an announcement of the new date, if applicable, for opening bids.

Public Bid Opening: Bids shall be publicly opened and read aloud at the time and place indicated in the Department's Bid Invitation. Their content, including documents marked proprietary, shall be made public for the information of bidders and other interested parties, who may be present, either in person or by representatives.

Award of Contract: Any award will be made by written notice to the successful Bidder within thirty (30) days after the opening of the bids. Bids must therefore remain valid for thirty (30) days from date of the bid opening.

Responsiveness: The Department shall determine responsiveness by the Bidder's adherence to the specifications as defined herein or by addenda; completeness of bid, and satisfactory submittal of fully executed bid forms and certifications, and bid and performance bonds. Responsiveness to this bid shall also be determined by the Bidder's substantiation of qualifications, including consideration of past performance.

Bid Rejection: The Department reserves the right to waive any and all minor bid informalities or irregularities received, or to reject, for good and compelling reasons, any and all bids submitted. Conditional bids, or those which take exceptions to the specifications, will be considered nonresponsive and will be rejected.

Single Bid Response: If only one bid is received in response to the invitation for bids, a detailed cost proposal may be requested of the single bidder. A cost/price analysis and evaluation and/or audit may be performed of the cost proposal in order to determine if the price is fair and reasonable.

Addenda: Addenda issued by the Department prior to the bid opening shall be binding as if written into the original IFB.

Bid Evaluation Criteria: A selection committee will review and evaluate all bids submitted.

**Federal Transit Administration Grant Program
FTA BID Number: PT 16-01**

APPENDIX B TO INVITATION FOR BID (IFB)

REQUIRED FEDERAL CERTIFICATIONS AND CONTRACTUAL PROVISIONS

The Bidder shall comply with the following requirements. The term "Department" shall mean the Arkansas State Highway and Transportation Department.

Conflict of Interest: The Bidder hereby certifies that no employee, officer, or agent of the grantee shall participate in the selection or in the award or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when: a) The employee, officer, or agent; b) Any member of his immediate family; c) His or her partner; or d) An organization which employs, or is about to employ, has a financial or other interest in the firm selected for award. The Department's officers, employees or agents shall neither solicit nor accept gifts, gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub agreements.

Prohibited Interest: The Bidder hereby certifies that no member, officer, employee of the Department during his or her tenure or for one (1) year thereafter shall have any interest, direct or indirect, in any bid award or the proceeds there from.

Disadvantaged Business Enterprises - Transit Vehicles Manufacturers: The Bidder hereby certifies that as a condition of being authorized to bid on FTA-assisted transit vehicle procurements that said manufacturer of transit vehicles proposed has complied with the requirements of 49 CFR part 26 Section 26.49. The transit vehicle manufacturer makes the certification required by Section 26.49 if they have submitted the goal this section requires and FTA has approved it or not disapproved it.

Motor Vehicle Pollution Requirements: The Bidder hereby certifies that: 1) The horsepower of the vehicle is adequate for the speed, range and terrain in which it will be required to operate and also to meet the demands of all auxiliary power equipment. 2) All gases and vapors emanating from the crankcase of a spark ignition engine are controlled to minimize their escape into the atmosphere. 3) Visible emission from the exhaust will not exceed No. 1 on the Ringlemann Scale when measured six inches from the tail pipe with the vehicle in steady operation. 4) When the vehicle has been idled for three minutes and then accelerated to 80% of the rated speed under load, the capacity of the exhaust will not exceed No. 2 on the Ringlemann Scale for more than five (5) seconds, and not more than No. 1 on the Ringlemann Scale thereafter.

Americans With Disabilities Act Accessibility Standards: The Bidder hereby certifies that the vehicle bid, if so required by the specifications, has been modified and equipped in accordance with all accessible requirements and standards as required by the American With Disabilities Act of 1990, 49 CFR Part 38 (Appendix A Subsection G, “Van and Small Buses”).

Free Competitive Bidding Affidavit (Section 112 (c) of Title 23, United States Code): Bidder has not, either directly, or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the bid submitted herein.

Non-Collusion Certification: The Bidder attests that he or she is the person responsible within its firm for the final decision as to the price(s) and amount of this bid and further attest that: 1) The price(s) and amount of this bid have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition with any other Vendor, Bidder or potential Bidder. 2) Neither the price(s) nor the amount of this bid has been disclosed to any other firm or person who is a Bidder or potential Bidder on this project, and will not be so disclosed prior to bid opening. 3) No attempt has been made or will be made to solicit, cause or induce any firm or person to refrain from bidding on this project, or to submit a bid higher than the bid of this firm, or any intentionally high or non-competitive bid or other form of complimentary bid. 4) The bid of its firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complimentary bid. 5) Its firm has not offered or entered a subcontract or agreement regarding the purchase of materials or services from any firm or person, or offered, promised or paid cash of anything of value to any firm or person, in consideration for an agreement or promise by any firm or person or person to refrain from bidding or to submit a complementary bid on this project. 6) Its firm has not offered or promised any subcontract or agreement regarding the sale of materials or services to any firm or person, and has not been promised or paid cash or anything of value to any firm or person, whether in connection to any other project, in consideration for my firm’s submitting a complementary bid, or agreeing to do so, on this project. 7) The Bidder has made a diligent inquiry of all members, officers, employees, and agents of its firm with responsibilities relating to the preparation, approval, or submission of its firm’s bid and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in this affidavit.

Energy Conservation: The Bidder agrees to comply with mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

Clean Water: The Bidder agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 USC 1251 et seq. The Bidder agrees to report each violation to the Department and understands and agrees that the Department will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office. The Bidder also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

Clean Air: The Bidder agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 USC 7401 et seq. The Bidder agrees to report each violation to the Department and understands and agrees that the Department will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office. The Bidder also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

Bus Testing: The Bidder certifies that the vehicle(s) offered in this procurement complies with 49 USC A5323(c) and FTA's implementing regulation at 49 CFR Part 665 and shall perform the following: 1) A manufacturer of a new bus model or a bus produced with a major change in components or configuration shall provide a copy of the final test report to the Department prior to the Department's final acceptance of the first vehicle. 2) A manufacturer who releases a report under paragraph 1 above shall provide notice to the operator of the testing facility that the report is available to the public. 3) If the manufacturer represents that the vehicle was previously tested, the vehicle being offered should have the identical configuration and major components as the vehicle in the test report, which must be provided to the Department prior to final acceptance of the first vehicle. If the configuration or components are not identical, the manufacturer shall provide a description of the change and the manufacturer's basis for concluding that it is not a major change requiring additional testing. 4) If the manufacturer represents that the vehicle is "grandfathered" (has been used in mass transit service in the United States before October 1, 1988, and is currently being produced without a major change in configuration or components), the manufacturer shall provide the name and address of the recipient of such a vehicle and the details of the vehicle's configuration and major components.

The Bidder understands that misrepresenting the test status of a vehicle acquired with Federal financial assistance may subject the undersigned to civil penalties outlined in the Department of Transportation's regulation on Program Fraud Civil Remedies, 49 CFR Part 31. In addition the undersigned understands that FTA may suspend or debar a manufacturer under the procedures in 49 CFR Part 29.

Pre-Award and Post Delivery Audit Requirements: The Bidder hereby agrees to comply with 49 USC 5323(1) and FTA's implementing regulation at 49 CFR Part 663 and to submit the following certifications: 1) Buy America

Requirement - The Bidder shall submit a declaration certifying compliance with Buy America by submitting documentation which lists a) component and subcomponent parts of the rolling stocks to be purchased identified by manufacturer of the parts, their country of origin and costs; and b) the location of 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 final assembly. 2) **Solicitation Specification Requirement** - The Bidder shall submit evidence that it will be capable of meeting bid specifications. 3) **Federal Motor Vehicle Safety Standards (FMVSS)** - The Bidder shall submit manufacturer's FMVSS self-certification sticker information that the vehicle complies with relevant FMVSS. The Bidder further agrees to certify compliance with the requirements of 49 USC Section 5323(j)(2)(C), Section 165(b)(3) of the Surface Transportation Assistance Act of 1982, as amended, and the regulation of 49 CFR 661.11.

Buy America: The Bidder here by certifies that it will comply with 49 USC 5323(j) and 49 CFR Part 661, which provides that Federal funds may not be obligated unless steel, iron, and manufactured products used in the FTA-funded projects are produced in the United States, unless a waiver has been granted by FTA, or the product is subject to a general waiver. Separate requirements for rolling stock are set out as 5323(j)(2)(C) and 49 CFR 66.11. Rolling Stock not subject to a general waiver must be manufactured in the United States and have 60 percent domestic content. Upon determination of the low or responsive Bidder, the Department will provide a form to be completed by the manufacturer for the buy America certification.

Should the Bidder be unable to certify that it can comply with the requirements of 49 USC 5323(j)(2)(C), but may qualify for an exception pursuant to 49 USC 5323(j)(2)(B) or (j)(2)(D) and the regulations in 49 CFR 661.7, the Bidder shall enclose, with these Certifications, a signed statement to that effect which contains a full and complete explanation as to the reasons for an exception.

Lobbying: Byrd Anti-Lobbying Amendment, 31 USC 1352, as amended by the Lobbying Disclosure Act of 1995, P.O. 104-65 [to be codified as 2 USC 1601, et seq.] – Bidders who apply or bid for an award of \$100,000 or more shall file the certification required by 49 CFR part 20, “New Restrictions on Lobbying.” Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization to influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contracts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 USC 1352. Such disclosure is forwarded from tier to tier up to the recipient.

APPENDIX A 49 CFR PART 20 – CERTIFICATION REGARDING LOBBYING

The Bidder certifies, to the best of his or her knowledge and belief, that: 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure of Lobbying Activities". 3) The undersigned shall require that the language of this certification be included in the award documents of all sub awards at all tiers and that all subrecipients shall certify and disclose accordingly

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, USC 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 or not more than \$100,000 for each such failure. The Bidder certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Bidder understands and agrees that the provisions of 31 USC A 3801, et seq., apply to this certification and disclosure, if any.

Contract Work Hours (Section 102 – Overtime): (1) Overtime requirements - No Bidder or subcontractor for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek. (2) Violation: liability for unpaid wages; liquidated damages – In the event of any violation of the clause set forth in paragraph (1) of this section the Bidder and any subcontractor responsible therefore shall be liable for the unpaid wages. In addition, such Bidder and subcontractor shall be liable to the United States for liquidated Damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section. (3)

Withholding for unpaid wages and liquidated damages – The Department shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Bidder or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Bidders or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section. (4) Subcontracts – The Bidder or subcontractor shall insert in any subcontract the clauses set forth in this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in this section. (5) Payrolls and basic records – (i) Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid, daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic included the amount of any costs reasonable anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the Bidder shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Bidders employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certifications of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

Civil Rights: Nondiscrimination – In accordance with Title VI of the Civil Rights Act, as amended, 42 USC 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 USC 6102, section 202 of the Americans with Disabilities Act of 1990, 42 USC 12132, and Federal transit law at 49 USC 5332, the Bidder agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex age, or disability. In addition, the Bidder agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may use. **Equal Employment Opportunity** – (a) In accordance with Title VII of the Civil Rights Act, as amended, 42 USC 2000e, and Federal transit law at 49 USC 5332, the Bidder agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor regulations, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, “41 CFR Parts 60 et seq., (which implement Executive Order No. 11246, “Equal Employment Opportunity,” as amended by Executive Order No. 11375, “Amending Executive Order 11246 relating to Equal Employment Opportunity, “ 42

Initials of Bidder _____

USC 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future effect construction activities under taken in the course of the Project. The Bidder agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Bidder agrees to comply with any implementing requirements FTA may issue. (b) In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 USC 623 and Federal transit law at 49 USC 5332, the Bidder agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Bidder agrees to comply with any implementing requirements FTA may issue. (c) In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 USC 12112, the Bidder agrees that it will comply with the requirements of U. S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act, " 29 DFR Part 1630, pertaining to employment of persons with disabilities. In addition, the Bidder agrees to comply with any implementing requirements FTA may issue.

The Bidder also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

Access to Records and Reports: The Bidder agrees to provide the Department, FTA Administrator, the Comptroller General of the United States or any of their duly authorized representatives with access to any books, documents, papers and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions. The Bidder agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

The Bidder agrees to maintain all books, records, accounts and reports required under this contract for a period of not less than three years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case the Bidder agrees to maintain same until the Department, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Reference 49 CFR 18.39(I)(11).

No Obligation by the Federal Government: The Department and Bidder acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of this bid, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract

and shall not be subject to any obligations or liabilities to the Department, Bidder, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the award of this bid.

Federal Changes: The Bidder shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the current Master Agreement between Department and FTA, as they may be amended or promulgated from time to time during the term of the bid award. Bidder's failure to so comply shall constitute a material breach of any bid award.

Program Fraud and False or Fraudulent Statements or Related Acts: 1) The Bidder hereby acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 USC 3801 and USDOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining any bid award. Upon award of any bid, the Bidder certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to any bid award. In addition to other penalties that may be applicable, the Bidder further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on Bidder to the extent the Federal Government deems appropriate. 2) The Bidder also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 USC 5307, the Government reserves the right to impose the penalties of 18 USC 1001 and 49 USC 5307(n)(1) on the Bidder, to the extent the Federal Government deems appropriate. 3) The Bidder agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

Termination: Termination for Convenience - The Department may terminate any bid award, in whole or in part, at any time by written notice to the Bidder when it is in the Government's best interest. Termination for Default - If the Bidder does not deliver in accordance with the delivery schedule, or if the Bidder fails to comply with any other provisions of the bid award, the Department may terminate for default. Termination shall be effected by serving a notice of termination on the contractor setting forth the manner in which the Bidder is in default. The Bidder will only be paid the contract price for items delivered and accepted. If it is later determined by the Department that the Bidder 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 Bidder, the Department, after setting up a new delivery schedule, may allow the Bidder to continue delivery, or treat the termination as a termination for convenience.

Debarment and Suspension: Debarment, Suspension, and Other Responsibility Matters – Bidders are required to pass this requirement on to subcontractors seeking subcontracts over \$25,000. (1) By signing and submitting this bid, the prospective lower tier participant is providing the signed certification set out as follows. (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department may pursue available remedies, including suspension and/or debarment. (3) The prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. (4) The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “persons,” “lower tier covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549 [49 CFR Part 29]. You may contact the Department for assistance in obtaining a copy of those regulations. (5) The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized in writing by the Department. (6) The prospective lower tier participant further agrees by submitting this bid that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction”, with modification, in all lower tier covered transaction and in all solicitations for lower tier covered transactions. (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List issued by U.S. General Service Administration. (8) Nothing contained in the foregoing shall be construed to require establishment of system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealing. (9) Except for transactions authorized under Paragraph 5 of these instruction, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to all remedies available to the Federal Government, the Department may pursue available remedies including suspension and/or debarment.

Debarment, Suspension, Ineligibility and Voluntary Exclusion: The Bidder hereby certifies, by submission of this bid, that neither it or its “principals” [as defined at 49 CFR 29.105(p)] is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Breaches and Dispute Resolution: Disputes - Disputes arising in the performance of any bid award which are not resolved by agreement of the parties shall be decided in writing by the Department's Chief Legal Counsel. This decision shall be final and conclusive unless within ten (10) days from the date of receipt of its copy, the Bidder mails or otherwise furnishes a written appeal to the Department's Chief Legal Counsel. In connection with such appeal, the Bidder shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the Department's Chief Legal Counsel shall be binding upon the Bidder and the Bidder shall abide by the decision. Performance During Dispute - Unless otherwise directed by the Department, the Bidder shall continue performance under any bid award while matter in dispute is being resolved. Claims for Damages - Should either party to the bid award suffer injury or damage to person or property because of any act or omission of the party of any of his employees, agents or other for whose acts he is legally liable, a claim for damages therefore shall be made in writing to such other party within a reasonable time after the first observance of such injury or damage. Remedies - Unless provided otherwise, all claims, counterclaims, disputes and other matters in question between the Department and the Bidder arising out of or relating to this agreement or its breach will be decided by arbitration if the parties mutually agree. Rights and Remedies - The duties and obligations imposed by the bid award and the rights and remedies available there under shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed by law. No action or failure to act by the Department or Bidder shall constitute a waiver of any right or duty afforded any of them under the bid award, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach there under, except as may be specifically agreed in writing.

Changes: Any proposed changes in a Bidder's award contract shall be submitted to Department in writing for its prior approval.

Incorporation of Federal Transit Administration (FTA) Terms - The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in current FTA Circular 4220, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any (name of grantee) requests, which would cause (name of grantee) to be in violation of the FTA terms and conditions.

Cargo Preference - Use of United States-Flag Vessels - The bidder agrees: a. to use privately owned United States-Flag commercial vessels to ship at least 50 percent of the gross tonnage (computed separately for dry bulk carriers, dry cargo liners, and tankers) involved, whenever shipping any equipment, material, or commodities pursuant to the underlying contract to the extent such vessels are available at fair and reasonable rates for United States-Flag commercial vessels; b. to furnish within 20 working days following the date of loading for shipments

originating within the United States or within 30 working days following the date of leading for shipments originating outside the United States, a legible copy of a rated, "on-board" commercial ocean bill-of-lading in English for each shipment of cargo described in the preceding paragraph to the Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590 and to the FTA recipient (through the contractor in the case of a subcontractor's bill-of-lading.) c. to include these requirements in all subcontracts issued pursuant to this contract when the subcontract may involve the transport of equipment, material, or commodities by ocean vessel.

Fly America Requirements - The Bidder agrees to comply with 49 U.S.C. 40118 (the "Fly America" Act) in accordance with the General Services Administration's regulations at 41 CFR Part 301-10, which provide that recipients and subrecipients of Federal funds and their contractors are required to use U.S. Flag air carriers for U.S Government-financed international air travel and transportation of their personal effects or property, to the extent such service is available, unless travel by foreign air carrier is a matter of necessity, as defined by the Fly America Act. The Contractor shall submit, if a foreign air carrier was used, an appropriate certification or memorandum adequately explaining why service by a U.S. flag air carrier was not available or why it was necessary to use a foreign air carrier and shall, in any event, provide a certificate of compliance with the Fly America requirements. The Contractor agrees to include the requirements of this section in all subcontracts that may involve international air transportation.

Recovered Materials - The bidder agrees to comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 U.S.C. 6962), including but not limited to the regulatory provisions of 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR Part 247.

Buy America Certification

(Required Form for Procurement of \$100,000 or More)

Certificate of Compliance with 49 U.S.C. 5323(j)(1)

The bidder or offeror hereby certifies that it will meet the requirements of 49 U.S.C. 5323(j)(1) and the applicable regulations in 49 CFR Part 661.5.

Date: _____

Signature: _____

Title: _____

Company Name: _____

Certificate of Non-Compliance with 49 U.S.C. 5323(j)(1)

The bidder or offeror hereby certifies that it cannot comply with the requirements of 49 U.S.C. 5323(j)(1) and 49 C.F.R. 661.5, but it may qualify for an exception pursuant to 49 U.S.C. 5323(j)(2)(A), 5323(j)(2)(B), or 5323(j)(2)(D), and 49 C.F.R. 661.7.

Date: _____

Signature: _____

Title: _____

Company Name: _____

Certification requirement for procurement of buses, other rolling stock and associated equipment.

Certificate of Compliance with 49 U.S.C. 5323(j)(2)(C).

The bidder or offeror hereby certifies that it will comply with the requirements of 49 U.S.C. 5323(j)(2)(C) and the regulations at 49 C.F.R. Part 661.11.

Date: _____

Signature: _____

Title: _____

Company Name: _____

Certificate of Non-Compliance with 49 U.S.C. 5323(j)(2)(C)

The bidder or offeror hereby certifies that it cannot comply with the requirements of 49 U.S.C. 5323(j)(2)(C) and 49 C.F.R. 661.11, but may qualify for an exception pursuant to 49 U.S.C. 5323(j)(2)(A), 5323(j)(2)(B), or 5323(j)(2)(D), and 49 C.F.R. 661.7.

Date: _____

Signature: _____

Title: _____

Company Name: _____

Debarment and Suspension Certification
(Required Form for Procurements of \$25,000 or more)
(Vendor certifies)

The prospective participant certifies by submission of this Offer that neither it nor its "principals," as defined at 49 CFR, Section 29.105(p), is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

If the prospective participant (Bidder) is unable to certify to the statement above, it shall attach an explanation and indicate that it has done so by placing an "X" in the following space _____.

THE BIDDER _____, CERTIFES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF EACH STATEMENT OF ITS CERITFCATION AND EXPLANATION, IF ANY. IN ADDITION, THE BIDDER OR OFFERER UNDERSTANDS AND AGREES THAT THE PROVISIONS OF 31 U.S.C., SECTIONS 3801, ET SEQ., APPLY TO THIS CERTIFICATION AND EXPLANATION, IF ANY.

Signature of the Bidder Authorized Official

Name and Title of the Bidder Authorized Official

Date

Initials of Bidder _____

Lobbying Certification
(Required Form for Procurements of \$100,000 or More)
(Vendor certifies)

Certification for Contracts, Grants, Loans, and Cooperative Agreements

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Contractor] certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*.)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

Initials of Bidder _____

These required Federal certifications and contractual provisions for vehicle procurement by the Department under the Federal Transit Administration Grant Programs must be completed, signed, and notarized in order that the bid shall be considered complete. In signing this document, I declare under penalties of perjury that the certifications and assurances, and any other statements made by me, are true and correct.

Printed Name of Company/Organization

Printed Name of Bidder/Authorized Agent

Signature of Bidder/Authorized Agent

Title of Bidder/Authorized Agent

Date

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

My commission expires: _____

All information is required and must be submitted on this form or bid will be rejected.

Initials of Bidder _____

**The Department
Bidder Service and Parts Support Data Form
PT 16-01**

Location of nearest Technical Service Representative to Procuring Agency

Name: _____

Address: _____

Telephone: _____

Bidder to describe technical services readily available from said representative.

Location of nearest Parts Distribution Center to Procuring Agency

Name: _____

Address: _____

Telephone: _____

Bidder shall describe the extent of parts available at said center.

Policy for Delivery of Parts and Components to be Purchased for Service and Maintenance

Regular Method of Shipment: _____

Cost to Procuring Agency: _____