

February 11, 2019

**Request for Bids TO-19-02**

**1/2-Ton Pickup Truck**

Topeka Metropolitan Transit Authority (Metro) is requesting bids from qualified firms to provide a 1/2-ton pickup truck of standard manufacture. This is a one-time vehicle purchase; Metro will issue a purchase order for the vehicle upon contract award.

Background

Metro currently has a fleet of maintenance vehicles that are in use. We are planning to purchase (1) one 1/2-Ton pickup truck, this new vehicle will be used to replace one of the current vehicles in our maintenance fleet.

Specifications

Basics

- Model Year ----- 2018 or newer
- Mileage ----- under 50

Technical

- Engine ----- V-6
- Transmission ----- Automatic
- Fuel ----- Unleaded regular

Body Exterior Features

- Color of Vehicle ----- White
- Tow Hitch Receiver ----- Required
- Rear Bumper Step ----- Preferred
- Running Boards ----- Preferred
- Fog Lights ----- Preferred
- Mudguards ----- Required
- Side Mirror Lights ----- Preferred
- Cab ----- Extended Cab

Interior

- Floors ----- Mat flooring preferred
- Security System ----- Required
- Door Locks ----- Power operated
- Windows ----- Power operated and lightly tinted
- Back-up Camera ----- Required
- HVAC System ----- Factory Standard
- Ignition ----- Remote Start
- Cruise Control ----- Required

Warranty

- Basic Warranty ----- 36 months / 36,000 miles
- Powertrain Warranty ----- 60 months / 60,000 miles

Other

- Keys ----- (3) three sets for each vehicle
- Remotes ----- (3) three sets for each vehicle
- Strobe Lights ----- Required (See Appendix 1)
- Flatbed Addition ----- Aluminum and LED lighting

Delivery

Prior to delivery, the vehicle shall be inspected and serviced by the dealer and/or the manufacturer. A pre-delivery checklist must be completed and signed by a qualified/authorized representative of the organization performing the inspection service. The checklist must be delivered with the vehicle, along with warranty statements.

Bid Content and Format

Your bid must be submitted in the following format:

- 1) The completed Cover Sheet
- 2) Warranty information, including manufacturer's and extended;
- 3) The completed price quote and fully-executed certifications; and,
- 4) A full list of specifications for the vehicle proposed.

Bids will be evaluated based on the following criteria, in order of importance: (1) specifications of vehicle, and (2) price. **The cover sheet, price quote form and certifications on pages 3-7 are part of your bid and must be completed by all bidders.** Bids that do not include the cover sheet, price quote and fully-executed certifications may be disqualified.

General

No advantage shall be taken by the contractor or any subcontractor in fulfilling the terms of this project due to omission of specifications by Metro. Metro's current DBE goal is 2.00%. There is no DBE goal for this contract.

Bidders may ask questions until March 1, 2019. Answers will be sent to all known bidders and posted to our website. Any addendums to the RFB will also be sent to all known bidders and posted to our website.

To be considered, your bid must be received in the Metro office by **1:00p CST on Wednesday, March 13, 2019.** Metro plans to award the contract within four weeks.

Electronic submission of bids is preferred. If submitting bids on paper, please provide three copies. Bids and questions are to be submitted to:

Topeka Metropolitan Transit Authority  
Attn: Samuel Hicks  
201 North Kansas Avenue  
Topeka, KS 66603  
[shicks@topekametro.org](mailto:shicks@topekametro.org)

**COVER SHEET**

**Dealership Information**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Main Phone \_\_\_\_\_

**Contact Person Information**

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Phone \_\_\_\_\_

Alt. Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**PRICE QUOTE**

**Vehicle Information**

Year \_\_\_\_\_

Make \_\_\_\_\_

Model \_\_\_\_\_

Mileage \_\_\_\_\_

**Total Price of Vehicle**

Metro is tax exempt – do not include sales tax in your price quote.

Invoice Price (includes all charges, delivery, fees)      \$ \_\_\_\_\_

**Warranty Information**

Basic    \_\_\_\_\_ months                          \_\_\_\_\_ miles

Powertrain                                      \_\_\_\_\_ months                          \_\_\_\_\_ miles

Other (list type and term)

\_\_\_\_\_    \_\_\_\_\_ months                          \_\_\_\_\_ miles

\_\_\_\_\_    \_\_\_\_\_ months                          \_\_\_\_\_ miles

**Please place a check mark in the box next to all specifications that your vehicle meets. This list is composed of our “preferred” items that Metro listed in its specifications.**

- |   |   |
|---|---|
| <input type="checkbox"/> Rear Bumper Step | <input type="checkbox"/> Side Mirror Lights |
| <input type="checkbox"/> Running Boards   | <input type="checkbox"/> Mat Flooring       |
| <input type="checkbox"/> Fog Lights       |   |

**DISADVANTAGED BUSINESS ENTERPRISES (DBE) CERTIFICATION**

This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, *Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. Metro’s overall 2019-2021 goal for DBE participation is 2.00%; the race neutral goal is 1.12%, and the race conscious goal is 0.88%. There is no contract goal for this procurement.

The contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as Metro deems appropriate. Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).

The contractor is required to pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after the contractor’s receipt of payment for that work from Metro.

The contractor may not hold retainage from its subcontractors.

The contractor must promptly notify Metro, whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of Metro.

Signature: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

**NON-COLLUSION CERTIFICATION**

This is my sworn statement to certify that this proposal was not made in the interest of or on behalf of any undisclosed entity. This proposal is not collusive.

This proposer has not been a party to any agreement or collusion in restraint of freedom of competition by agreement to bid a fixed price, to refrain from bidding, or otherwise. This proposer has not, directly or indirectly, by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of Topeka Metropolitan Transit Authority, or of any proposer, or anyone else interested in the proposed contract.

Signature: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

**SUSPENSION / DEBARMENT CERTIFICATION**

**In regard to 2 CFR Parts 180 and 1200**

In accordance with 2 CFR Parts 180 and 1200, the contractor is required to verify that none of its principals or affiliates:

- 1) is included on the federal government’s suspended and debarred list;
- 2) is proposed for debarment, declared ineligible, voluntarily excluded or disqualified;
- 3) within three years preceding this proposal, has been convicted of or had a civil judgment rendered against them for (a) commission of fraud or criminal offense pertaining to performing a public transaction, (b) violation of any federal or state antitrust statute, or (c) embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- 4) is indicted or charged by a governmental entity for any of the charges in 3) above; and
- 5) has had any public transaction terminated for cause or default within three years preceding this proposal.

The contractor is required to include this requirement in any subcontracts related to this contract.

By signing and submitting its proposal, the proposer certifies that the certification in this clause is a material representation of fact relied upon by Metro. If it is later determined that the proposer knowingly rendered an erroneous certification, in addition to remedies available to Metro, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The proposer agrees to verify that none of its principals or affiliates is included on the federal government’s suspended and debarred list at any time throughout the period of this contract. The proposer further agrees to include a provision requiring the same compliance in its subcontracts related to this contract.

Signature: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

**REQUEST FOR BIDS**  
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**Appendix I**  
**Example of Emergency Strobe**  
**Lighting for Vehicles**



Front of Vehicle



This is a vehicle with emergency strobe lighting (circled in red). Emergency strobe lights will be placed on the front of our requested vehicle or can be integrated into the front grill.

Rear of Vehicles



This is a vehicle with emergency strobe lighting (circled in red). Emergency strobe lights will be placed on the rear of our requested vehicle or can be integrated inside the window as shown.