

REQUEST FOR PROPOSAL

Farebox System



Deadline to Submit: December 29th, 2017 at 11:00AM

REQUEST FOR PROPOSALS

Rides Mass Transit District (RMTD) invites proposals for manual fareboxes.

Vendors may obtain proposals by visiting www.ridesmtd.com or by requesting from procure@ridesmtd.com.

Proposals may be sent digitally to the email below until 11:00 a.m., December 29th, 2017. Late proposals will not be accepted.

Rides Mass Transit District
Attn: Shanna Parmley
procure@ridesmtd.com
Phone: 618-253-8761 ext. 500323

The right is reserved to accept any proposal or part or parts thereof or to reject any and all proposals. Acceptance of any proposal is subject to concurrence by the Illinois Department of Transportation.

Although the contract will be executed by RMTD, funding is being provided through operating assistance from the Illinois Department of Transportation, Division of Public Transportation and the Federal Transportation Administration.

Vendors will be required to comply with all applicable Equal Employment Opportunity laws and regulations. Certified Disadvantaged Business Enterprises are encouraged to participate in any procurement opportunity with RMTD. RMTD shall not discriminate on the basis of race, color, national origin, sex, or disability in the participation or performance of any resulting contract or agreement.

PROPOSAL REQUIREMENTS

Minimum Requirements – Proposal Construction

At a minimum, each proposal should contain the following elements:

Technical Requirements

Objectives of Fare Collection System

The fare collection system shall maximize the following as appropriate for the system proposed:

- Ease of use for riders.
- Ease of operation for drivers.
- Ease of maintenance for support staff.
- Reliability of system performance.
- Cost effectiveness of operations.

All items not specifically mentioned which are required for a complete unit shall be included in the proposed unit price. Proposers must include pricing for all components of the system. Any equipment to be furnished must be new and in current production. All products shall conform in design, strength, quality of material and workmanship to current industry standards. The system must have a useful service life of twelve (12) years.

It is not the intent of RMTD to create a disadvantage for any vendor. Rides reserves the right to award based on a single proposal or combination of proposals providing the best advantage to the District. Rides encourages vendors to partner or collaborate with each other to produce a system which will meet RMTD's needs.

Ease of Use

A guiding principle of the fare collection system is ease of use and access for drivers, riders, maintenance, and administrative support personnel. The system should:

- Easy-to-use and consistent reliability of the system.
- Reduce hand contact between drivers and the public.

Fare Collection System Features/Specifications.

Basic Fareboxes

Acceptable examples: GENFARE Pacemaker, Diamond rectangular, or similar equivalent models approved by RMTD.

- Dimensions will vary by installation and type of vehicle. RMTD operates a range of vehicles:
Cut away models- 14 passenger medium duty Ford, 22-28 passenger medium duty Ford , Chevy
Heavy Duty – 35’ New Flyer
- Approximately 35- 50 Fareboxes & substitute vaults
- Maximum Dimensions: Height from the floor (including base mounting): 36.5”; Cabinet and Fare collection unit: 11” x 11”.
- Must meet ADA requirements
- Lighting options 12v.
- The Vendor shall provide fully dimensioned scale drawings of the Farebox and base plate showing full views for each side and with the doors and covers both opened and closed.
- Mounting brackets and or stanchion options should be included.

Training Requirements

The successful Vendor shall supply training to each designated RMTD personnel who will be responsible for operating the fare collection equipment and training additional users in the proper operations and maintenance of the equipment. Said training shall be conducted at the designated RMTD facilities to include on-the-job training using operational equipment.

Training Deliverables

Training deliverables shall consist of the following:

- Training Program Plan
- Training Material
- Training Feedback Report

Training Material

The Vendor shall furnish RMTD with Operation and Maintenance Manuals in accordance with this section. Manuals shall cover all aspects of the furnished equipment. Each manual shall contain a complete description of the equipment including theory of operation, service and maintenance documentation, such that RMTD’s skilled maintenance staff may conduct field and shop repairs with minimal reliance upon factory maintenance technicians.

Warranty, Maintenance, and Spare Parts

Warranty

The warranty for the fare collection system, including fare collection boxes, spares, and any related equipment subsequently acquired as a direct result of this procurement shall be warranted for a period of one (1) year in regular service.

Vehicle Installation and Acceptance

The successful Vendor shall supply training for RMTD maintenance personnel and materials required for the proper installation of fare boxes. All training and installation shall be performed at RMTD facilities. The Vendor shall assist RMTD in identifying the optimum position for the fare box and its components, taking into consideration:

- Ease of passenger movement/access
- Operator ergonomics
- Compliance with the requirements of the ADA

Required Forms and Certifications – The proposer must indicate its compliance with certain Federal and state executive orders, laws, statutes, and regulations to be considered for award:

- RMTD DBE Form
- Disadvantaged Business Enterprise Certification
- Debarment Certification
- Lobbying Certification
- Checklist
- Cost Proposal Form

Farebox Evaluation and Scoring Method

The farebox vendors will be broken down into two major areas: Technical Proposal and Cost Proposal. The sections within the proposal will be grouped into each major area accordingly and then be evaluated & scored. A detailed outline of each section is provided below. Each of these areas will be subjectively scored and added together to get the overall composite proposal score. The score is based on a maximum of 400 points. The bidder(s) whose proposal packet is complete, accepted, and who scores the most points will be selected as a vendor on the purchasing schedule.

All proposals will be scored by proposal committee. Each member of the scoring committee will separately evaluate each proposal; then rank them in sequential order from highest to lowest. The committee will consist of a representative from each participating agency.

Technical Proposal (40%)

In the area of Technical Proposal, the Fare Collection System, Training Support, Required Forms and Certifications, and Ease of Use sections will be scored from 0 to 10 points, with 0 being the lowest score and 10 the highest score. All sections within the Technical Proposal area will be summed. Each committee member may award up to 40 points for the Technical Proposal area. The following bullets found within the RFP will be considered the criteria for the Technical Proposal.

- Fare Collection System - Vendors who fully describe the farebox system/related technologies being offered will be scored higher
- Training Support - Vendors who fully describe their management strategies for overall quality assurance in the installation and operation of the farebox systems being offered will be scored higher
- Required Forms/Certifications – Proposer(s) must indicate its compliance with certain Federal and State executive orders, laws, statutes, and regulations to be considered for award
- Ease of Use – Vendors who fully describe how the farebox will provide ease of use for drivers, riders, maintenance and administrative support personnel will be scored higher

Cost Proposal (60%)

In the area of Cost Proposal, each item will be scored from 0 to 10 points, with 0 being the lowest score and 10 the highest score. All items within the Cost Proposal area will be summed. Each committee member may award up to 60 points for the Cost Proposal section.

- Each item in this section will be scored separately. Vendors showing the most advantageous pricing will be scored higher

Cost Proposal Form – Fare Collection System

Vendors should complete the following form and submit it with their proposals. Proposers may replicate this form and included additional details. The basic cost headings are specified below. If there are price differentials at each individual site, vendors may submit a separate cost proposal form for each site.

Qty.	Description <i>(List)</i>	Configuration	Cost (each)	Total Cost	Vendor Explanation/Substitution.
	Fare Collection System Cost				
	Spare Equipment Cost				
	Technical Support Costs				
	Installation Costs				
	Training Costs				
	Warranty Costs				
	Other Costs				

VENDOR CHECKLIST

(To verify that all necessary documents are included)

This form must be completed and returned with the Proposal. Failure to return this form may be cause for considering your Proposal non-responsive.

	<u>Vendor Check-Off</u>	<u>RMTD Check-Off</u>
Certification Regarding Lobbying	_____	_____
Certification Regarding Debarment	_____	_____
Cost Proposal Form	_____	_____
Disadvantaged Business Form	_____	_____
RMTD DBE Form	_____	_____
Technical Proposal	_____	_____
Proposal Requirements	_____	_____

**CERTIFICATION OF PRIMARY PARTICIPANT REGARDING
DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

The Primary Participant, _____ (major third part Bidder), certifies to the best of its knowledge and belief, that it and its principals:

- A. Are not presently debarred, suspended, proposed for Debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- B. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph B of this certification; and
- D. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or Local) terminated for cause or default.

(If the Primary participant is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.)

The primary participant, _____, certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Sections 3801 *et seq.* are applicable thereto.

Signature and Title of Authorized Official

The undersigned chief legal counsel for the _____ hereby certifies that the _____ has authority under state and local law to comply with the subject assurances and the certification above has been legally made.

Signature of the Applicant's Attorney

Date

Disadvantaged Business Enterprise (DBE)
Certification – Non Vehicle Purchases

Policy: It is the policy of the U.S. Department of Transportation and the Illinois Department of Transportation that DBE's as defined in 49 CFR Part 23 as amended, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal and/or state funds under the agreement which results from the Purchaser's acceptance of the proposer's offer. Consequently, the DBE requirements of 49 CFR Part 23, as amended, apply to that agreement.

DBE Obligation: The bidder/contractor agrees to ensure that DBE's as defined in 49 CFR Part 23, as amended, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under the agreement which results from the Purchaser's acceptance of the proposer's offer. In this regard, all bidders/contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23, as amended, to ensure that DBE's have the maximum opportunity to compete for and perform contracts. Bidders/contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of Department of Transportation assisted contracts.

Signature: _____

Date: _____

Title: _____

Firm: _____

Failure to submit this form in a properly executed manner will result in the bid/proposal being found non-responsive and rejected. This certification required for all procurements except for those in which motor vehicles are being purchased.

RIDES MASS TRANSIT DISTRICT
DBE Certification
2017

Proposal for the RMTD **Farebox Collection System**

BIDDER INFORMATION:

Company Name: _____

Company Address: _____

Company Phone: _____

Company Fax: _____

Is this company a Certified Disadvantaged Business Enterprise?

_____ Yes

_____ No

If yes, in what state is the company certified? _____

Signature: _____

Date: _____

Print Name: _____

FTA CERTIFICATION REGARDING LOBBYING
(49 CFR PART 20)

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.

Official Signature of Contractor's Authorized

Official Name and Title of Contractor's Authorized

_____ Date

WRITTEN PROTEST PROCEDURES

A. GENERAL - DEFINITIONS

1. The procedures established hereunder shall be available to contractors for the purpose of handling and resolving disputes relating to procurements hereunder. A protestor must exhaust all administrative remedies hereunder before pursuing a protest in any court of law. Where applicable, any information received under such procedures shall be disclosed to IDOT or the Federal Transit Authority (“FTA”) and a protestor must exhaust all administrative remedies before pursuing a protest with IDOT or the FTA.
2. The term “contractor” means any person, firm, or corporation, which has contracted or seeks to contract with the District of Rides Mass Transit District.
3. The term “CEO” shall mean the Chief Executive Officer, appointed by the District Board, to hear and decide allegations made by any contractor relating to procurements hereunder.
4. A “pre-bid or solicitation phase protest” is a written protest received prior to the bid opening or proposal due date.
5. A “pre-award protest” is a protest against making an award and is received after receipt of proposals or bids, but before award of a contract.
6. A “post-award protest” is a protest received after award of a contract.

B. FILING OF PROTESTS

1. Pre-Bid Protest

Any Contractor may file a written protest of the procurement procedures involved herein, with the District’s CEO at least five (5) working days before the bid opening or proposal due date.

2. Pre-Award Protest

Any Contractor may file a written protest against the District’s making of an award after the District’s making of an award, after the District’s receipt of bids or proposals, but at least five (5) working days before the conditional award of a contract by the District.

3. Post-Award Protest

Any contractor may file a written protest of the procurement procedures involved herein with the District’s CEO, at least five (5) working days after the date of the District’s decision regarding a selection of a contractor with respect to any Bid/RFP/RFQ.

4. Each protest must clearly state:

- a. The name, address, and telephone number of the protester;
- b. The solicitation/contract number or description thereof.
- c. A statement of all of the grounds upon which the protest is made.

5. Protests are to be filed by certified mail, return receipt requested or by personal delivery by 4:30pm on or before the due date at:

Rides Mass Transit District

30 Veterans Dr.
Harrisburg, IL 62946

If protests are filed by personal delivery, the protestor must obtain a time-stamped copy of the protest from RMTD Administration as proof of the date and time of the filing of the protest. It is the Protester's sole responsibility to provide said copy at the time of filing.

C. HEARING PROCEDURE

1. A hearing shall be conducted in accordance with Rides Mass Transit District policy. The CEO shall issue a written decision within ten (10) days of the last date of such hearing and state in the decision the reasons for the action taken. The CEO shall respond in detail to each substantive issue raised in the protest.
2. The CEO shall be the responsible official who has the authority to make the final determination of the protest.
3. The CEO shall address, in his determination, each material issue raised in the protest.
4. The CEO's determination shall be final and binding upon all parties upon issuance.
5. Within (5) working days from its receipt of the decision of the CEO, a protester may request reconsideration of the decision, using the same procedure described in Section B.5 above. The request for reconsideration shall be addressed to the CEO, in care of the Rides Mass Transit District, 1200 W Poplar, Harrisburg, IL 62946. The request for reconsideration shall set forth all of the grounds upon which the request is made.
6. The CEO shall issue a written decision on the request for recommendation within ten (10) days of receipt thereof and state in the decision the reasons for the granting or denial of the request.

D. REVIEW OF PROTEST BY IDOT or FTA

1. Where applicable, review of protests by IDOT or FTA will be limited to the District's failure to have or follow its protest procedures, or its failure to review a complaint or protest. An appeal to IDOT/FTA must be received by the cognizant IDOT-DIPT or FTA Regional Office within five (5) working days of the date the protestor knew or should have known of the violation and/or five (5) days after the protestor knows or has reason to know that the District has failed to render a final decision. Such appeal must be filed in accordance with all IDOT or FTA rules and regulations, and Section 7(1) of FTA Circular 4220.1D, as periodically updated. The FTA may allow a request for reconsideration if data becomes available that was not previously known, or if there has been an error of law or regulation.

Violations of Federal law or regulation will be handled by the complaint process stated within that law or regulation. Violations of state or local or regulations will be under the jurisdiction of state or local authorities.

2. Post-determination protests may include allegations that the District failed to have or follow written protest procedures.