

**Cape Ann Transportation Authority**

**INVITATION FOR BID (IFB)**

**BUS LINE INSPECTION SERVICES**

**IFB 2024-09**



**October 4, 2024**

**INVITATION TO BID**  
**THE CAPE ANN TRANSPORTATION AUTHORITY**  
**INVITES BIDS FOR**  
**BUS LINE INSPECTION SERVICES**

The Cape Ann Transportation Authority will receive bids for **BUS LINE INSPECTION SERVICES** until **Friday, November 1, 2024 at 11:00am** at the office of the Cape Ann Transportation Authority, Administration and Operations Center, 3 Pond Road, Gloucester, MA 01930, at which time the bids will be publicly opened and read aloud.

A copy of the bid forms to be used can be obtained by email starting on **Friday, October 4 2024**. Please email a request for the documents to Eddie Marques at [marquese@cantran.com](mailto:marquese@cantran.com) . Bid forms can also be obtained at CATA's offices at 3 Pond Road, Gloucester or by calling 978-283-1886.

The procurement is being financed in part with funds from the U.S. D.O.T., Federal Transit Administration and is subject to the terms and conditions of the contract for financial assistance. Disadvantaged Business Enterprise firms are encouraged to respond.

**INTRODUCTION**

The Cape Ann Transportation Authority (CATA) is a political subdivision of the Commonwealth, created in 1974 by Chapter 161B of the Massachusetts General Laws. The Authority is given general responsibility to develop, finance, and contract for the operation of mass transportation facilities and services within its territory. The Authority Advisory Board is comprised of five member communities, including Gloucester, Rockport, Ipswich, Essex, and Hamilton, as well as a representative of the disabled commuter population and a rider community representative. The day-to-day affairs of the Authority are managed by an Administrator.

CATA oversees operations both fixed route and demand response transit services. Year-round fixed route service is provided in Gloucester and Rockport. Additional fixed route service is provided during the summer season in Gloucester, Rockport, Ipswich, and Essex. Year-round demand response service is provided to all five communities. Complementary ADA Paratransit service is presently provided where fixed route transit service is provided. All CATA vehicles are wheelchair accessible and comply with the Americans with Disabilities Act (ADA).

CATA is funded with federal, state and local subsidies, as well as farebox and other revenue sources. CATA is required to comply with the mandates of the Americans with Disabilities Act (ADA), Federal Transit Administration (FTA), and Massachusetts Department of Transportation (MassDOT) funding rules and regulations, as well as those of other federal, state, and local funding entities, as are the entities with which CATA contracts. CATA is an Equal Opportunity Employer. Disadvantaged Business Enterprises are encouraged to submit proposals and no proposer will be subject to discrimination based on race, color, religion, ancestry, national origin, age, gender, handicap, sexual orientation, veterans status, or other protected class, as identified by law, in consideration of an award of contract.

The Awarding Authority is the Cape Ann Transportation Authority.

**PROCUREMENT SCHEDULE**

The major milestones of this procurement are as follows:

Advertise Invitation for Bid	October 4, 2024
Availability of Invitation for Bid	October 4, 2024
Deadline for Written Questions	October 18, 2024
Answers to Questions Distributed	October 25, 2024
Bid Due Date	November 1, 2024
Anticipated Award Date	November 15, 2024

## **SCOPE OF WORK**

Cape Ann Transportation Authority (CATA) is requesting Bus Line Inspection Services at Gillig LLC (Gillig) for the manufacture and delivery of four (4) 29' heavy-duty transit buses with the option for up to an additional three (3) 29' heavy-duty transit buses. Assembly of the four buses is projected to take place in May 2025 take place at Gillig's manufacturing facility in Livermore, CA. CATA has yet to place the order with Gillig for additional 29' heavy-duty buses but anticipates doing so by the end of March 2025.

CATA is seeking inspection services to:

- Ensure each bus manufactured conforms to the CATA technical specifications, industry standards, Gillig's quality standards, and compliance with all federal regulations;
- Ensure each bus is built to the highest level of reliability & maintainability;
- Ensure each bus is in full compliance with all FTA regulations stated in 49 CFR 663.37 and Buy America requirements as outlined in 49 CFR 661;
- Represent the CATA by providing an experienced bus production line inspection team to be on-site during the manufacturing process;
- Ensure each bus is free of defects when delivered to the CATA;
- Provide weekly written reports detailing inspection activities, status of each bus, photos, charts, and spreadsheets as appropriate.

## **TECHNICAL APPROACH**

- Task 1: Pre-Production Off-Line Activities
- Task 2: Production Line Monitoring and Inspection
- Task 3: Pre-Delivery Testing
- Task 4: Release for Delivery
- Task 5: Post Delivery Audit

## **PROJECT DELIVERABLES**

CATA requests all final project documentation upon completion of the inspections. Below is a list of the deliverables to be received by CATA:

- Weekly/Daily reporting
- Post-Delivery Buy America Audit includes:

- Post-delivery certifications
- FMVSS certification
- Configuration audit
- Post-delivery audit checklists
- Copies of weekly inspection communication reports
- Inspection booklets “Blue Books” includes:
  - Inspection forms
  - Signed “Authorization to Ship”
  - Defect sheets
  - Component serial numbers
  - Test result certificates including water test certification, weigh slip, and alignment sheets.

## **BID REQUIREMENTS**

1. The General Bid proposal, contained herein, shall be properly filled out and signed in longhand by the bidder, must be placed in an envelope, sealed and marked “**Bus Line Inspection Services**” and delivered to the Awarding Authority as stated in the Invitation to Bid. One (1) original, with original signatures, and one (1) copy of the bid submission are required.
2. To be entitled to consideration, the proposals for bids must be properly filled out in accordance with General Laws, Chapter 149, Sections 44A to 44L inclusive, including amendments, with particular reference to Section 44B, subsection (2) as amended.
3. No claims for immunity or exceptions predicted upon misunderstanding or failure to correctly interpret the above paragraphs will be allowed.
4. Specifications and bid documents will be available as stipulated in the "Invitation to Bid."
5. Bids must be received by CATA no later than **Friday, November 1, 2024 at 11:00 a.m.** at the following address:

Cape Ann Transportation Authority  
 3 Pond Road  
 Gloucester, MA 01930  
 Attn: Felicia S. Webb, Administrator

## **SITE VISIT**

Not applicable to this procurement

## **QUESTIONS**

All questions submitted shall be addressed in writing to the CATA Transit Program and Compliance Manager. Questions will be accepted until **Friday, October 18, 2024**. Questions may be hand delivered, mailed, emailed, or faxed.

Eddie Marques, Transit Program & Compliance Manager

Cape Ann Transportation Authority

3 Pond Road

Gloucester, MA 01930

email [marquese@cantran.com](mailto:marquese@cantran.com)

fax 978-281-4824

Written responses will be mailed, emailed, or faxed no later than **Friday, October 25, 2024 at 4:00pm**.

The Awarding Authority will be not be responsible for ANY ORAL INSTRUCTIONS.

## **ADDENDA**

Any addenda issued during the time of bidding shall be covered in the Form for General Bid, Form for Sub-Bid, and in closing a Contract; they shall become a part thereof.

## **ACCEPTANCE OF BIDS**

The Awarding Authority reserves the right to reject any or all General Bids if it is in the public interest to do so.

## **WITHDRAWAL OF BIDS**

No Bidder shall withdraw his/her bid for a period of sixty (60) days, Saturdays, Sundays, and legal holidays excluded, after the date set for the opening of General Bids. No Bidder may withdraw his/her bid except as provided for by law.

## **LATE BIDS**

Bids received in the place designated in the IFB after the exact time set for bid opening are considered "late bids". Late bids will not be considered. The only acceptable evidence to establish the time of receipt at the CATA will be the time/date written on the bid wrapper.

## **AWARD**

The award will be made by written notice. The award will be made to the lowest responsible and responsive bidder, price, and other factors affecting price considered. The award will not be made until all required approvals have been obtained.

## **RESPONSIBLE BIDDER – REASONABLE OF PRICE**

Before awarding the contract, the CATA will determine that a prospective contractor is responsible and that the prices offered are reasonable. These determinations will be made in the light of all prevailing circumstances. Prior to award, CATA will verify that the bidder is not suspended, debarred, ineligible, or voluntarily excluded from participation in federally assisted transactions or procurements using the System for Award Management (sam.gov). If CATA becomes aware that an excluded party is participating in a covered transaction, after the award of a contract, CATA will notify the FTA in writing of this information

## **OUT-OF-STATE BIDDERS**

1. Bidders having their place of business outside the Commonwealth of Massachusetts are considered as Foreign Corporations, according to the General Laws, Chapter 181, Section 1, et seq.
2. Each "Out-of-State" General Bidder shall furnish with bid, separate statements verifying compliance with the above requirements.

## **MASSACHUSETTS SALES TAX**

All bidders are advised that this project is exempt from Massachusetts Sales Tax. It shall be the successful bidder's responsibility to obtain the statutory sales tax exemption certificates.

## **TERMS AND CONDITIONS**

1. The CATA, reserves the right to reject any and all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in the CATA's sole judgment, best meets the requirements of the project.
2. The CATA creates no obligation on the part of the CATA to award a contract or to compensate the proposer for any costs incurred during the proposal presentation, response, submission, or oral interviews (if held). The CATA reserves the right to award a contract based upon proposals

received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their Proposal during discussions.

3. Limitation on Funding – The Contract for services resulting from this IFB will be subject to the contract between the CATA and the availability of on-going funds from the Cape Ann Transportation Authority’s funding sources. The Contract for this service is contingent upon receipt of these funds by the CATA. In the event that funding from these sources is eliminated or decreased, the CATA reserves the right to terminate the Contract or modify it accordingly.

**CATA’S RESERVATION OF RIGHTS AND DISCLAIMERS**

1. The CATA is requesting responses to this IFB pursuant to its determination that such a process best serves the interests of the CATA and the general public, and not because of any legal requirement to do so.

2. The CATA shall not be responsible in any manner for any costs associated with responses to this IFB.

3. The CATA reserves the unqualified right, in its sole and absolute discretion, to undertake discussions with one or more Respondents or any third party, to waive any irregularities, to waive defects or noncompliance in the filing or contents of any Proposal, and to proceed with that Proposal, or elements of one or more Proposals, if any, which in its sole judgment will, under the circumstances, best serve the CATA’s interest.

4. The CATA reserves the unqualified right to amend the terms of this IFB at any time, and to solicit and accept modifications to any Proposal at any time when it is in the best interest of the CATA to do so.

5. The CATA reserves the unqualified right, in its sole and absolute discretion, to reject any and all Proposals or to suspend or abandon this IFB process at any time, with no recourse for any Respondent.

6. The information contained in this IFB and in any subsequent addenda or related documents is provided as general information only. The CATA makes no representations, warranties, or guarantees that the information contained herein is accurate or complete. The furnishing of such information by the CATA shall not create or be deemed to create any obligation or liability upon it for any reasons whatsoever, and each recipient of the RFP, by submitting a Proposal to the CATA, expressly agrees that it has not relied upon the foregoing information, and that it shall not hold the CATA, or any third party who advised or prepared a report for the CATA, liable or responsible therefore in any manner whatsoever.

7. The CATA reserves the right, in its sole discretion, to develop the project on any schedule and use any chosen approach.



8. Neither the expression of any Respondent's interest, nor the submission of any Respondent's qualifications and any documents or other information, nor the acceptance thereof by the CATA, nor any correspondence, discussions, meetings or other communications between a Respondent and the CATA, nor a determination by the CATA that the Respondent is qualified hereunder, shall: (i) impose any obligation on the CATA to include the Respondent in any such further procedures which the CATA may utilize prior to the final selection of a Respondent, (ii) be deemed to impose any obligation whatsoever on the CATA to select the Respondent, or to enter into negotiations with the Respondent, or (iii) entitle the Respondents to any compensation or reimbursement for any costs or expenses incurred by the Respondent in connection with the Respondent's submission hereunder. No costs of responding to the RFP or any addenda thereto, nor of the attending any subsequent interviews or meetings in connection with this development opportunity, shall be reimbursed by the CATA.

9. The CATA may consult individuals familiar with each Respondent regarding the Respondent's prior operations and development or management projects, financial plan, past performance, experience and qualifications, or other matters, whether or not the specific individuals are identified in the IFB response. Submission of a Proposal in response to this IFB shall constitute permission for the CATA to make such inquiries, and authorization to third parties to respond thereto.

10. The individual responses to this IFB, including all drawings, plans, photos and narrative material shall become the property of the CATA upon their receipt thereof. The CATA will maintain the confidentiality of any material that is provided in response to this IFB and clearly marked "Confidential", to the maximum extent possible, in a manner consistent with applicable law. Given the liberal nature of the Commonwealth's public records law, 9 Respondents should nevertheless be aware that any information given to the CATA in response to this IFB or any correspondence, discussion, meeting, or other communication between the Respondent and the CATA before, with, or after the submission of the response, either orally or in writing, may not be, or may not be deemed to have been, proprietary or confidential.

11. Neither the members of the CATA nor any individual member, nor any officer, agent, or employee thereof shall be charged personally by a Respondent or any third party with any liability or held liable to it under any term or provision of this IFB nor any statement made herein.

12. The CATA reserves the unqualified right, in its sole and absolute discretion, to disqualify any team, firm, or individual from any phase or component of the selection processor this development opportunity, due to: (i) felonious or other criminal record in any jurisdiction (domestic or foreign); (ii) a determination by the CATA that the Respondent has failed to disclose (x) any matter that materially relates to the fitness or ability of the Respondent to perform the work and services associated with this development opportunity, or (y) a conflict of interest; or (ii) a determination that such disqualification would serve the public interest.

13. The CATA reserves the unqualified right to: (1) disqualify any prospective Respondent or reject any response at any time solely on the grounds that a real or perceived legal or policy conflict of interest is presented; (2) require any prospective Respondent to take any action or supply any information necessary to remove the conflict, including without limitation, obtaining an opinion from the State Ethics Commission; or (3) terminate any contract arising out of this IFB if, in the opinion of the CATA, any such relationship would constitute or have the potential to create a real or perceived conflict of interest.

14. Appeals/Protests relative to this Invitation for Bid will be reviewed and adjudicated in accordance with CATA's Procurement Protest Policy. A copy of this procedure is included as **ATTACHMENT B.**

## **BID DOCUMENTS**

Forms begin on subsequent pages.

A complete submission shall consist of the fully prepared and signed forms. Please carefully review **ATTACHMENT A REQUIRED CONTRACT CLAUSES**. Failure to submit the REQUIRED CONTRACT CLAUSES with your bid will result in a non-responsive bid.

**Form A-Bid Price Proposal Form and notarized affidavit of Bona Fide Offer**

**Form B-Background Information**

**Form C-Statement Re: Beneficial Interest 10 Form D-Non-Discrimination Statement**

**Form E-Business Plan Statement**

**Form F-Revenue Enforcement and Protection Certifications**

**Form G-Employer's Certificate of Compliance with Massachusetts Employment Security law**

**Certificate of Insurance or Affidavit** of coverage of Workman's Compensation Insurance as required by M.G.L. Ch. 152

**Form A**  
**Bid Price Proposal**  
**Bus Line Inspection Services**

The undersigned agrees to furnish and deliver the service, equipment, and materials as contained in the Invitation for Bid, Bus Line Inspection Services, IFB 2024-09, dated October 4, 2024, and within the time specified and at the prices quoted, which includes transportation costs, customers, duty charges, and other associated charges.

Furnish and Deliver **Bus Line Inspection Services** in strict accordance with the Scope of Work. Bidders are required to quote firm fixed prices.

**Bid Pricing:**

Per Bus Rate

\_\_\_\_\_

Contract Price

\_\_\_\_\_

In submitting this bid, the undersigned hereby acknowledges that he/she has received and read a copy of CATA's Invitation for Bid, Bus Line Inspection Services, RFP 2024-09, has acquainted himself/herself with all the matters therein referred to, and agrees to all terms and conditions thereof and to any and all conditions thereafter.

SIGNED AND SEALED:

By:

\_\_\_\_\_

Name

\_\_\_\_\_

Entity Name

Telephone

\_\_\_\_\_

Street Address

Date

\_\_\_\_\_

City

State

Zip

AFFADAVIT OF BONA FIDE OFFER

STATE OF: \_\_\_\_\_

DATE \_\_\_\_\_

COUNTY: \_\_\_\_\_

The undersigned, being duly sworn, deposes and says that he/she is the:

\_\_\_\_\_  
SOLE OWNER, PARTNER, PRESIDENT, TREASURER, OR OTHER DULY AUTHORIZED OFFICIAL OF A CORPORATION OR GOVERNMENT AGENCY

Of

\_\_\_\_\_  
NAMES OF BIDDERS APPEARING IN SUBMITTED BID

Submitting a bid for **Bus Line Inspection Services** and certified under penalties of perjury that his bid is in all respects a bona fide, fair, and without collusion or fraud with any other person. As used in this paragraph, the word "person" shall mean any natural persons, joint ventures, partnership, corporation, government, or other legal entity.

**Form B**

**Background Information**

**Bus Line Inspection Services**

Name of Entity \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Entity Address \_\_\_\_\_ City \_\_\_\_\_

Entity Federal Tax Identification Number \_\_\_\_\_

All Entity Owner(s)/Title(s)

\_\_\_\_\_ SSN \_\_\_\_\_

\_\_\_\_\_ SSN \_\_\_\_\_

\_\_\_\_\_ SSN \_\_\_\_\_

Name/Title of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Type of Entity \_\_\_\_\_

Is Entity a: Corporation (Y) (N)      Partnership (Y) (N)      Sole Proprietor (Y) (N)

Government Agency (Y) (N)

Length of Time Entity Owned by Applicant(s)  
\_\_\_\_\_

Current Locations and Operating Hours  
\_\_\_\_\_

Have you ever had a prior relationship with CATA as a vendor, employee, contractor, etc?

(Yes) (No)

If so, please elaborate  
\_\_\_\_\_  
\_\_\_\_\_

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Have you or any of the Business Entity Owners in this endeavor ever been convicted for violations of federal, State, or local laws? (Yes) (No) If so, please elaborate

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Have you, the Entity, or any of the Entity owners ever filed for bankruptcy (Yes) (No) If so, please elaborate

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Are there any pending or recent law suits against the Entity, you, or the Entity Owners? (Yes) (No) If so, please elaborate

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In the last three years, has your firm, director, or officer engaged in a lawsuit against any former or current client? If so, please list the client and the date of the suit.

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References: Five are required; one is your commercial bank account, others are business or personal references

**Reference #1 Bank**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Person \_\_\_\_\_

Account # \_\_\_\_\_  
Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_

**Reference #2**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Person \_\_\_\_\_

Account # \_\_\_\_\_  
Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_

**Reference #3**

Name \_\_\_\_\_  
Address \_\_\_\_\_

Account # \_\_\_\_\_  
Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

**Reference #4**

Name \_\_\_\_\_

Account # \_\_\_\_\_

Address \_\_\_\_\_

Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

**Reference #5**

Name \_\_\_\_\_

Account # \_\_\_\_\_

Address \_\_\_\_\_

Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

**I CERTIFY THAT THE STATEMENTS ABOVE OR ANY ATTACHMENTS ARE TRUE. I AUTHORIZE CATA TO OBTAIN CREDIT INFORMATION FROM MY BANK, INSURANCE AGENCY, AND CREDIT REFERENCES.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

To Whom It May Concern:

I, the undersigned, hereby authorize release to CATA of any and all credit information concerning the individual, business, or organization listed below.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Title of Applicant

\_\_\_\_\_  
Print Entity Name

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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



**Form C**

**Statement re Beneficial Interest Required by Section 40J, Chapter 579 of the Acts of 1980**

I am in a position to know who has an interest in \_\_\_\_\_  
(name of business), and I hereby state, under the penalties of perjury, that the true names and addresses of all persons who have or will have a direct or indirect beneficial interest in the property described as follows:

**Bus Line Inspection Services**

are listed below in compliance with the provisions of Section 40J, of Chapter 579 of the Acts of 1980.

Name and residence(s) of all persons with said beneficial interest:

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The undersigned also acknowledges and states that none of the above listed individuals is an official elected to public office in the Commonwealth of Massachusetts, nor an employee of any of the following: (1) the State Division of Capital Asset Management and Maintenance, (2) CATA

Signed under the penalties of perjury:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Form D**  
**Non-Discrimination Statement**

**Bus Line Inspection Services**

The Contractor or subcontractor 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 26 in the award and administration of U.S. DOT-assisted contracts. Failure by the contractor or subcontractor 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 the CATA deems appropriate.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Form E**  
**Business Plan Statement**

**Bus Line Inspection Services**

Provide a comprehensive narrative description of the method to be utilized to complete the project as described in this Invitation for Bid, including the following information: (1) Project Understanding, (2) Technical Approach, and (3) Qualifications and Experience.

The business plan should be realistic. CATA reserves the right to reject any proposal if the plan is inadequate or inaccurate. Use additional pages if necessary.

**Form F**  
**Revenue Enforcement and Protection Program Certification**

**Bus Line Inspection Services**

Pursuant to M.G.L. ch. 62 C, Sec. 49A, I certify under penalties of perjury that (my Entity), to my best knowledge and belief, have (has) filed all state tax returns and paid all state taxes required under law.

\_\_\_\_\_  
Social Security Number or  
Federal Identification Number

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Individual or Entity Name

By:

Entity/Corporate Officer (if applicable)

Date:

**Form G**  
**Employer's Certificate of Compliance with Massachusetts Employee Security Law**

**Bus Line Inspection Services**

Pursuant to G.L.C. 151A, Sec. 19A (b), I \_\_\_\_\_ on behalf of (Name of Employer) \_\_\_\_\_, D.E.T. ID Number \_\_\_\_\_, certify under the penalties of perjury that the aforementioned employer has complied with all the laws of the Commonwealth relating to contributions and payments in lieu of contributions.

Signed under the penalties of perjury the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Name of Employer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Title (Printed)

The employer may certify its compliance if it has entered into and is complying with a repayment agreement satisfactory to the Commissioner or there is a pending adjudicatory proceeding or court action contesting the amount due pursuant to G.L.C. 161A Sec. 19A (c).