

**Invitation for Bids (IFB)
Bid Number 2014-007**

**Solar LED Lighting Systems
and/Or Installation
For eight (8) pre-fabricated bus shelters**

**For
Community Action of Southern Kentucky
dba
GO bg transit**

Invitation for Bids (IFB)

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Invitation for Bid (IFB)

A. Instructions to Bidders

A.1 Bid Notice

The purchaser, namely Community Action of Southern Kentucky dba GO bg transit hereby gives notice that it will receive sealed bids for Solar LED Lighting Systems and/or Installation for eight (8) pre-fabricated bus shelters.

Mailing address: Community Action of Southern Kentucky
Purchasing Department, Att: Chris Douglas
P.O. Box 90014
Bowling Green KY 42102-9014

Please mark lower left corner of envelope “**BID # 2014-07, May 16th, 2014 2:00pm Central Daylight Savings Time.**”

Date and Time of Bid Opening: **Friday, May 16th, 2014 2:00pm Central Daylight Savings Time.**

At the time indicated above, the bids will be publicly opened and read at the following location:

Community Action of Southern Kentucky
921 Beauty Avenue
Bowling Green KY 42102-9014
(Warren County KY)

(U.S. Mail is received at the P.O. Box **ONLY**)

Bids must remain effective for a period of twelve (12) months from the bid opening date to allow additional purchases.

This invitation to bid is subject to a financial Assistance Contract between the City of Bowling Green (BG), KYTC/OTD, and the FTA/USDOT.

In regard to the arrangement of the solicitation, time for the bid opening, delivery schedules, etc., they will be made in a manner to facilitate

participation by Small Business Concerns. The definition, size standards, and average gross receipts of Small Businesses are found in 13 CFR Part 121;

Authorized representatives of the Kentucky Transportation Cabinet/Office of Transportation Delivery (KYTC/OTD) have the right to visit the site at intervals to protect the State and Federal interest and determine compliance with State and Federal regulations;

During the installation process, people using wheelchairs must have access to shelters.

A Bid Proposal Form, and Bid Form (copies included in bid packet) must be executed and made a part of the bid package;

A.2 Intent of IFB

It is the intent of this IFB to require the bidder to provide pricing for Solar LED Lighting Systems and/or Installation for eight (8) pre-fabricated bus shelters.

No change orders either deleting from or adding to these specifications will be allowed after the bid contract has been awarded without prior review and written approval from the KYTC/OTD and Community Action of Southern Kentucky (CASK);

Bid price shall be bottom line cost (includes delivery to city limits, Bowling Green, KY 42101 – exact address will be furnished at time of order). Please include picture brochure and warranty information with your bid. If you have questions regarding these specifications, please contact Chris Douglas, Facilities and Purchasing Manager at 270-782-3162, ext. 245

A.3 Pre-Bid Meeting

A pre-bid meeting will not be held.

A.4 Federal Model Clauses

The Federal Model Clauses must be included in the bid response packet and signed in pertinent sections by Bidders. The Federal Model Clauses may be obtained at: <http://transportation.ky.gov/transportation-delivery/grant-documentation/federalmodelclauses.doc>.

A.5 Acceptance of Bids

The purchaser reserves the right to accept any bid or to reject any and all bids on such basis as purchaser deems to be in its best interest. GO bg transit reserves the right to award bid for Solar LED Lighting Systems Purchase only, Install only or Purchase and Install of System

Community Action of Southern Kentucky will award the bid based on the lowest responsive and responsible bidder. Factors such as materials, durability and delivery time factors will be taken into consideration. Priority will be given to Department of Transportation certified disadvantaged business enterprise (DBE) vendors. All bids, submissions, products and services delivered must comply with and meet all requirements of Department of Transportation (DOT), Federal Transit Administration (FTA), National Fire Protection Association (NFPA), National Electrical Contractors (NEC), and State and local building codes. All included certificates and assurances must be completed and signed or bid will be considered unresponsive. Our agency is a tax-exempt, public, non-profit corporation. We are eligible for GSA pricing. Awards shall be made only to responsive and responsible bidders that possess the potential ability to perform successfully under the terms and conditions of this procurement.

Recipients and subrecipients of Federal financial assistance under this chapter shall ensure that contractors working on a capital project funded using such assistance give a hiring preference, to the extent practicable, to veterans (as defined in Section 2108 of Title 50) who have the requisite skills and abilities to perform the construction work required under the contract. This subsection shall not be understood, construed or enforced in any manner that would require an employer to give a preference to any veteran, over any equally qualified applicant who is a member of any racial or ethnic minority, female, an individual with a disability or a former employee.

A.6 Contractual Obligation of Bidder

Each proposal by the bidder shall be submitted with the understanding that within ninety (90) days of bid opening, the acceptance in writing by the purchaser shall constitute a contract between the bidder and the purchaser which shall bind the bidder to furnish and deliver at the bid price in accordance with the conditions of said accepted proposal. Unless extended by the bidder, in writing, prior to the expiration of the ninety- (90) day period, the bid expires and no award may be made there under. All bid documents will be incorporated into the bid contract.

A.7 Clarifications and Protests

If a brand name is used within this IFB for purpose of description of desired product or function, and the phrase “or approved equal” is inadvertently omitted, it is implied after any brand name that may appear in this IFB.

A minimum of fifteen (15) days before the bid opening, all potential-bidders may request the purchaser to give clarification for portions of the specifications. Written notice of any changes and/or updates will be posted on the purchaser’s website at www.casoky/transportation and sent via U.S. Mail no less than ten (10) days prior to bid opening to all potential bidders. The bidder must comply with all specified items or the bid will be considered non-responsive. No exceptions to the specifications will be allowed after the bid opening.

Any protests that may arise prior to or following the bid opening shall be filed in accordance with the Appeal Procedures in Federal Model Clauses (link provided on next page).

http://transportation.ky.gov/transportation-delivery/grant_documentation/federal_model_clauses.doc

A.8 Indemnification

The successful bidder covenants to save, defend, keep harmless, and indemnify Community Action of Southern Kentucky (CASK), KYTC/OTD and all of their officers, departments, agencies agents, and employees from and against all claims, lost damage, injury, fine penalties, and cost – including court costs and attorney’s fees, charges, liability, and exposure, however caused – resulting from, arising out of, or in any way connected with the bidder’s negligent or willfully negligent performance or nonperformance of the terms of the contract;

A.9 Non-Discrimination Assurance

Recipients and subrecipients of Federal financial assistance under this chapter shall ensure that contractors working on a capital project funded using such assistance give a hiring preference, to the extent practicable, to veterans (as defined in Section 2108 of Title 50) who have the requisite skills and abilities to perform the construction work required under the contract. This subsection shall not be understood, construed or enforced in any manner that would require an employer to give a preference to any veteran, over any equally qualified applicant who is a member of any racial or ethnic minority, female, an individual with a disability or a former employee.

A.10 Disabilities Act

This project must be in compliance with the American with Disabilities Act Accessibility Guidelines (ADAAG) and the Transportation ADA Regulations, 49 CFR Part 37.

A.11 Summary of items to be supplied with Bid

The following items are to be furnished by the bidder as part of the bid. Failure to submit any of these items may lead to disqualification of the bid. Proposal by bidder for Solar LED Lighting Systems and/or Installation shall include the following:

1. Description of Solar LED Lighting Systems for Pre-fabricated bus shelters that must meet requirements set forth by Community Action of Southern Kentucky in the specifications.
2. Lumen Output of proposed system.

3. Solar LED System: List of at least 3 customers purchasing identical or similar Solar LED Lighting system.
4. Installation: List of at least 3 customers purchasing Installation of identical or similar Solar LED Lighting system.
5. Delivery date of Solar Led Lighting System for Pre-fabricated bus shelters.
6. Installation: Proposed Installation time after notification of receipt of systems by purchaser.
7. Returned parts policy.
8. Copies of the manufacturer's warranties on all materials that may apply.
9. Copies of Warranty(s) on Installation, Service and Vendor Provided Components as applicable to your bid response.
10. Cost and provisions of any available Additional Warranty(s).
11. Training program for maintenance personnel.
12. Federal Model Clauses with signatures. This document is available at: http://transportation.ky.gov/transportation-delivery/grant_documentation/federalmodelclauses.doc
13. Contact name and telephone number for continued technical support and Warranty Problems.

A.12 Disadvantaged Business Enterprises (DBE) and Small Businesses

This Bid Package 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.

A.13 Prevailing Wage Rates

Prevailing Wage Rates are applicable to this project. See attached U.S. Department of Labor General Decision KY140097 01/03/2014 for prevailing wage rates for Warren County.

A.14 Terms of Payment

Contracts resulting from this bid shall be subject to completion of delivery. The purchaser will make payment within the guidelines of a payment schedule proposed by the Bidder and agreed upon by both parties.

Delivery of the Solar LED Lighting Systems or Installation of same will not release the bidder(s) from liability for any repair of faulty workmanship or materials found after final payment has been made.

B. Warranties

The Bidder must provide copy(s) of warranties and information on support for the materials to which warranties apply. The proposed support and associated costs will be taken into consideration in the award of a contract. Any standard warranty shall apply.

All warranties shall provide, at a minimum, that all replacement materials and repairs (including labor) needed due to defects in material or workmanship will be furnished and installed promptly without charge. The warranty time period(s) for the Solar LED Lighting shall begin on the date the Lighting is delivered, and the warranty time period for the Installation shall begin on the date Installation is complete.

C. Termination

The purchaser may immediately terminate the contract resulting from this IFB for any of the following reasons:

C.1 Termination for Convenience

The purchaser may terminate this contract, in whole or in part, at any time by written notice to the contractor. The contractor shall be paid its costs, including contract closeout costs, and profit on work performed up to the time of termination. The contractor shall promptly submit its termination claim to the purchaser to be paid the contractor. If the contractor has any property in its possession belonging to the purchaser, the contractor will account for the same, and dispose of it in the manner the purchaser directs.

C.2 Termination for Default

If the contractor does not deliver the Solar LED Lighting Systems, or complete the Installation of same in accordance with the contract delivery schedule(s), or, if the contractor fails to perform in the manner called for in the contracts, or if the contractor fails to comply with any other provisions of the contract, the purchaser may terminate this contract for default.

Termination shall be effected by serving a notice of termination on the contractor setting forth the manner in which the contractor is in default.

If the purchaser later determines that the contractor had an excusable reason for not performing, such as a strike, fire, flood, or events which are not the fault of or are beyond the control of the contractor, the purchaser, after setting up a new delivery of performance schedule, may allow the contractor to continue work, or treat the termination as a termination for convenience.

D. BID PROPOSAL FORM – Solar LED Lighting Systems and/or Installation
Bid # 2014-07

To: Community Action of Southern Kentucky
P.O. Box 90014 Bowling Green Kentucky 42102-9014

In compliance with your Invitation for Bids (IFB), of which this Bid Proposal Form is a part, for solicitation of bids to be opened on May 16, 2014, 2:00 pm Central Daylight Savings Time, the undersigned proposes to furnish all labor, equipment, and materials as listed below and perform all work for furnishing same in accordance with the above-referenced IFB:

The undersigned acknowledges receipt of the following addenda to the IFB:

Addendum No. _____, dated _____
Addendum No. _____, dated _____

I hereby swear (or affirm) under the penalty for false swearing as provided by KRS 523.040:

1. That I am the bidder, partner, or officer or employee of the bidding corporation having authority to sign on its behalf;
2. That the bid(s) covering the above-mentioned IFB has been arrived at by the bidder independently and have been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the IFB, designed to limit independent bidding or competition;
3. That the contents of the bid or bids have not been communicated by the bidder or its employees or agent of the bidder or its surety on any bond furnished with the bid or bids and will not be communicated to any such person prior to the opening of the bid or bids.
4. That the bidder is legally entitled to enter into the contracts in the Commonwealth of Kentucky and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 45A.330 and 164.390, and;
5. That I have fully informed myself regarding the accuracy of the statements made above.

D.1 Bid Form

Bid # 2014-07

Solar LED Lighting and/Or Installation for/in eight (8)
prefabricated bus shelters

Date: _____

(RETURN THIS SHEET WITH YOUR BID MATERIALS/PRICES)

NAME OF COMPANY SUBMITTING BID: (Please Print)

ADDRESS:

TITLE:

AUTHORIZED SIGNATURE:

Our prices are guaranteed through: _____

We can meet all specifications: Yes _____ No _____ (Attach exceptions to specifications to your bid documents)

Estimated delivery time from date order is placed: _____

Estimated completion of Installation from date of notice to proceed: _____

Are you a certified DBE vendor: Yes _____ No _____ State of: _____

Do your Solar LED Lighting Systems materials and components meet all ADA guidelines (Att. B) Yes _____ No _____ NA _____

Does your Installation of purchaser's Solar LED Lighting Systems materials and components meet all ADA guidelines (Att. B) Yes _____ No _____ NA _____

Please attach references of two or more transit agencies including contact name, address and telephone number, who have purchased Solar LED Lighting and/or Installation from your company.

* Include pricing information sheets/brochures/warranty information on Solar LED Lighting and/or Installation

D.2 NOTICE

1. Any agreement or collusion among bidders or prospective bidders which restrain, tend to restrain, or is reasonably calculated to restrain competition by agreement to bid at a fixed price, or to refrain from bidding, or otherwise, is prohibited.
2. Any person who violates any provisions of KRS 45A.325 shall be guilty of a felony and shall be punished by a fine not less than five thousand dollars nor more than ten thousand dollars, or be imprisoned not less than one year nor more than five years, or both such fine and imprisonment. Any firm, corporation, or association which violates any of the provisions of KRS 45A.325 shall be, upon conviction, fined not less than ten thousand dollars nor more than twenty thousand dollars.

Name of Individual, Partnership, or Corporation

Address

Authorized Person (Print or Type)

Authorized Signature

Title of Authorized Person

Date

Contracting Officer (Print or Type)

Authorized Signature

Title of Contracting Officer

Date of Award

D.3 Required Forms and Certifications

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

- Acknowledgement of Receipt of Addenda (submit whether or not any addenda are issued).
- Vendor Affidavit Form (Non-Delinquency of Personal Property Taxes, Non-Discrimination and Equal Employment Opportunity; and Non-Collusion)
- Disadvantaged Business Enterprise Certification
- Debarment Certification
- Declaration Regarding Material Assistance/No Assistance To A Terrorist Organization
 - D. - Bid Proposal Form (page 9)
 - D.1 - Bid Form (page 10)
 - D.2 - Notice (page 11)
 - D.4 - Federal Nondiscrimination and Equal Employment Opportunity

D.4 Federal Nondiscrimination and Equal Employment Opportunity

During the performance of this contract the contractor, for itself, its assigned and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

(1) Compliance with Regulations: The Contractor shall comply with the regulations relative to nondiscrimination in Federally assisted programs of the Department of Transportation (hereinafter “DOT”) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

(2) Nondiscrimination: The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex or national origin in the selection and retention of subcontractors, including procurement or materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

(3) Solicitations for Subcontracts, Including Procurement of Materials and Equipment: In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor’s obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

(4) Information and Reports: The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Transportation Administration (FTA) to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information is required or a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the Recipient, or the Federal Transportation Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.

(5) Sanctions for Noncompliance: In the event of the Contractor’s noncompliance with the nondiscrimination provisions of this contract, the Recipient shall impose such contract sanctions as it or the Federal Transportation Administration may determine to be appropriate, including, but not limited to:

- (a) Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
- (b) Cancellation, termination or suspension of the contract, in whole or in part.

(6) Incorporation of Provisions: The Contractor shall include the provisions of paragraph (1) through (5) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the regulations, or directive issues pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the

Recipient or the Federal Transportation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event a contractor becomes involved in, or is threatened with litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Recipient to enter into such litigation to protect the interests of the Recipient, and in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

Company	Phone	Authorized Signature	Date
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Community Action of Southern Kentucky dba GO bg transit

**Specifications for Solar LED Lighting and/or Installation
For/in eight (8) pre-fabricated bus shelters**

Descriptions:

Description of Shelters for which Solar LED Lighting Systems and/or Installation is sought: All eight shelters were purchased from Columbia Equipment Company and are 5 X 12 Englewood with Traditional Hipped Skylight roofs installed in Bowling Green, KY (*see attachments A & B*).

Shelters must continue to meet all ADA guidelines after work is complete.

Please note in your bid packet any exceptions to specifications listed below and include any information you wish considered during the bid evaluation process.

Wind Load, and Snow Load: Please confirm that all components proposed will meet maximum wind load and maximum snow/ice load requirements for Bowling Green Kentucky *when installed per included instructions*.

LED Solar Lighting: Please provide a separate total bid for the LED Solar Lighting system. Solar LED Lighting system package is to include all materials to comprise a complete, functional, low-voltage LED Solar lighting system, including batteries(s), wiring, variable time motion detector (5-20 minutes minimum) Solar Panel(s), all brackets, and any other components or materials necessary for safe secure vandal resistant installation and functionality on the shelters. The system should be comprised of materials that have functional and cosmetic durability. All holes for the attachment of components or pass through of wiring, conduit, or controls must be predrilled and tapped as required for installation. Solar Panel(s) must be compatible with roof of shelter to provide ease of access for cleaning and service. All wiring must be contained in conduit, or shelter frame. Battery box must be vandal resistant and rust resistant. Solar lights must be contained in a vandal resistant box or enclosure. Instructions, schematics, and parts numbers must be provided for all components along with vendor contact information. Solar batteries must be sufficient to provide 3 day power storage. System should be designed for Maintenance free operation for up to 100,000 hours, roughly 30 years.

Installation: Please provide a separate total bid for Installation of a Solar LED Lighting system. The system to be installed shall be a package system ready for installation in eight (8) shelters described previously in this Invitation to Bid. Please provide names of 3 companies with references if subcontracting the installation to another company. Vendor Installation and all components, brackets, access, and hardware must comply with and meet all requirements of Department of Transportation (DOT), Federal Transit Administration (FTA), National Fire Protection Association (NFPA), National Electrical Contractors (NEC), State and local building codes with installation methods and building codes, All trash, rubbish, cuttings, waste, and other items are to be removed from each site upon completion of install. Traffic lanes nor bus access must not be blocked or restricted to site during install.



GO bg transit Bowling Green KY

Title VI

(a) Number and proportion of persons served in eligible service population

Public Transit is anonymous; therefore, specific numbers cannot be derived from ridership reports.

(b) Frequency of LEP individuals coming in contact with the program (transit).

- We work closely with staff at the Bowling Green International Center to arrange transit for new LEP persons attending language classes at their facility. Drivers assist the student-passengers by remembering which stop they boarded at, helping them to transfer to the correct route to access the International Center, and transfer back to the correct route to get to their origin stop.
- We make routine delivery of schedules to Title VI neighborhood businesses, Western Kentucky University, Western Kentucky University International Student Center the Bowling Green International Center, and Community Action of Southern Kentucky Refugee Services Program.
- Schedules in English and Spanish are on transit website (www.casoky.org)
- In the fall of 2006, improved service to largely Hispanic neighborhood was achieved by redesign of route system. In February 2011 realigned routes with additional stops to serve Creekwood and Lovers Lane Communities with high residence of International riders.
- Working with caregivers and family members to help evaluate LEP clients for ADA paratransit services.
- Working with Community Action of Southern Kentucky Refugee Services Program to provide additional translations of schedules and maps.

(c) Nature and importance of the program provided (transit).

- Transportation is vital to individuals, removing a barrier so persons may access jobs, education, medical care, shopping, recreation, and other desired destinations. ADA complementary paratransit operated in conjunction with the point-deviation fixed routes provides equal access to transportation to all individuals in the service area.

(d) Resources available to LEP individuals, and cost.

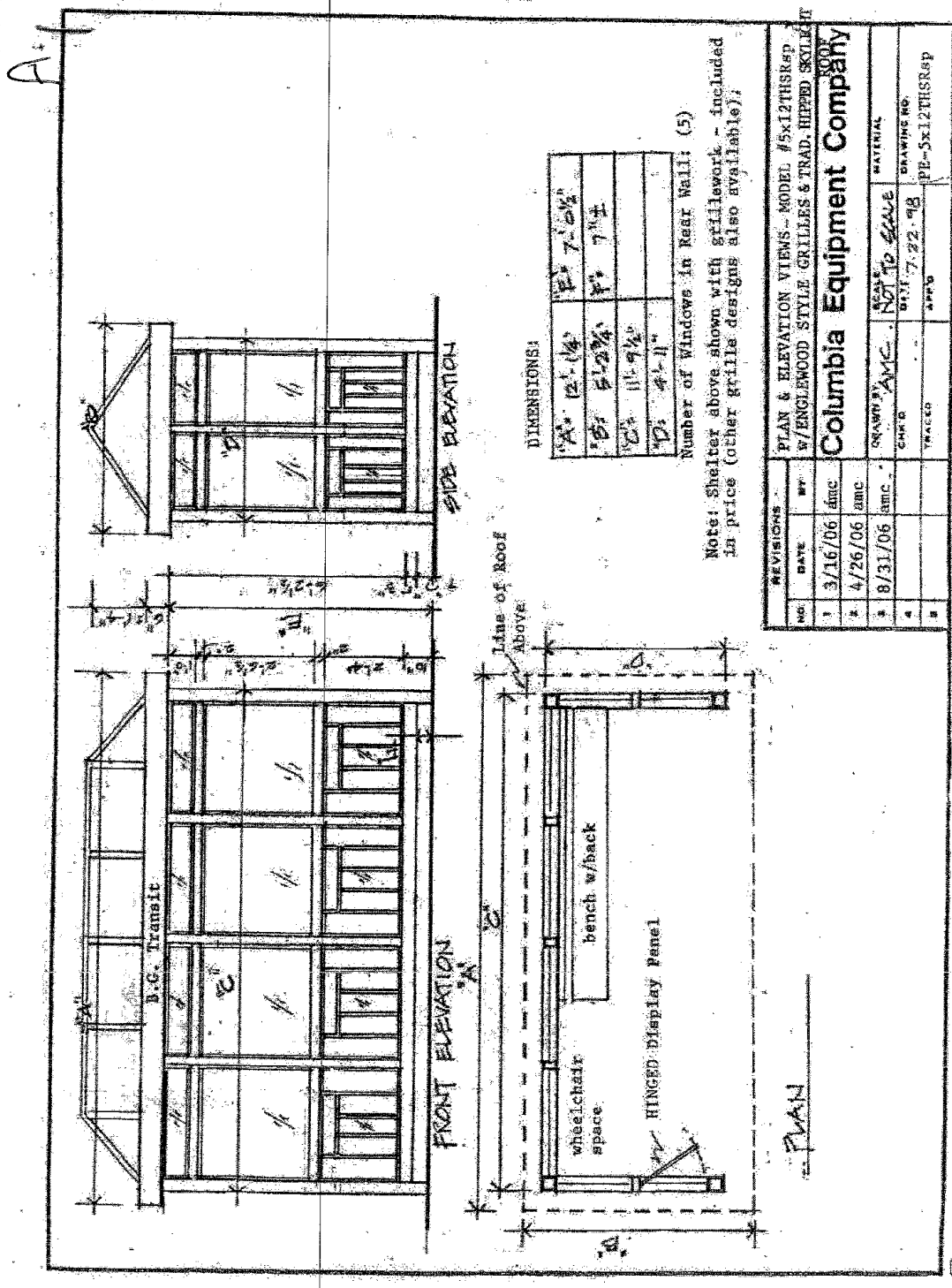
- GO bg transit, the public transportation system in Bowling Green provides five point-deviation fixed routes, ADA complementary paratransit service, demand response and shuttles.
- See attached Schedule for costs, discounts and information.

(e) Steps taken to provide access to LEP persons, including persons unable to read.

- Guest speaking at International Center to classes learning English as a second language
- Escorting the instructor/translator and students on free ride, using the route system.
- Worked with Community Action Refugee Services Program to create 'flash cards' of common desired destinations for their students to present to driver, until able to speak desired destination.
- Ongoing program with Family Resource & Youth Service Centers in area schools who purchase passes to distribute to students and parents to access transportation for needed services.
- Ongoing programs with Warren County Public Library, Salvation Army, Hotel Inc., Barren River Area Safe Space, South Central Kentucky Community and Technical and Community College, Western Kentucky University Topper Transit and other community partners to assist their clients in understanding and accessing GO bg transit services including translations, interpreters, and ride along trainings as possible.

Link to obtain required Federal Model Clauses

[http://transportation.ky.gov/transportation-delivery/grant documentation/**federal model clauses.doc**](http://transportation.ky.gov/transportation-delivery/grant%20documentation/federal%20model%20clauses.doc)



DIMENSIONS:

A	21'-10"	E	7'-0 1/2"
B	5'-2 3/4"	F	7'-1 1/2"
C	11'-9 1/2"		
D	4'-11"		

Number of Windows in Rear Wall: (5)
 Note: Shelter above shown with grillework - included in price (other grille designs also available);

REVISIONS		DATE	BY	APPD
1		3/16/06	amc	
2		4/26/06	amc	
3		8/31/06	amc	
4				
5				

PLAN & ELEVATION VIEWS - MODEL #5x12THSR.sp
 W/ ENGLEWOOD STYLE GRILLES & TRAD. HIPPED SKYLIGHT

Columbia Equipment Company

QUANTITY	1	SCALE	NOT TO SCALE
DATE	7-22-08	DRAWING NO.	PE-5x12THSR.sp
TRACED		APPD	

Attachment "A" (page 1 of 1)

BUS SHELTER LOCATIONS

(All are within the city limits of Bowling Green, KY)

921 Beauty Avenue @ C. O.

Angora Court @ Grant Way

Dragon Way @ Warren Central High School

Western Gateway Shopping Center (by St. Vincent De Paul)

1010 State Street (before Food Stamp Office)

Fairview Ave. @ entrance to Fairview Community Health Center

200 E. 4th St on Center St. (by EHSC Bldg.)

Bryant Way (close to Laundromat)

Attachment “B” (page 1 of 1)