



## Regional Transit Authority Solicitation Request Routing Sheet

INSTRUCTION: The user department is responsible for providing all information requested below and securing the requisite signatures.

### Attachments (\*Indicates Required Items)

* Scope of Work	Project Schedule/Delivery Date *
Technical Specifications	Selection Criteria (RFQ/RFP Only)
DBE/SBE Goal Calculation	

- A. I have reviewed this form and the attachments provided and by signing below I give authority to the below stated Department Representative to proceed as lead in the procurement process.

Raymundo Delgadillo Director of Bus Maintenance 8359  
Name Title Ext.

- B. Name of Project, Service or Product: Outside Bus Maintenance Service

- C. Justification of Procurement:

Our Bus Maintenance Department currently has multiple open vacancies, along with 5 people out on Short Term Disability or Workers Compensation. This reduction in labor has made it difficult to keep up with our aging fleet, and while we are getting newer buses, large majority of our fleet is still from 2008, or 2010.

With the intent to go back into full service soon, it has escalated our bus out of service situation to one that warrants emergency action to get outside assistance to get our fleet up and running. This short-term measure will help get our out-of-service buses reduced to where we will be able to fulfill our increasing demand.

- D. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant? Yes No  
[Signature] Date 8/19/21  
Director of Grants/ Federal Compliance

- E. Safety: Include Standard Safety Provisions Only

Additional Safety Requirements Attached  
[Signature] Date 8/19/21  
Safety Director



Risk Management: Include Standard Insurance Provisions Only? ☒ Yes ☐ No

Include Additional Insurance Requirements Attached N/A

[Signature]  
Risk Management Analyst

8/24/2021  
Date

F. Funding Source: Federal State Local Other: \_\_\_\_\_

Funds are specifically allocated in the Department's current fiscal year budget or in a grant to cover this expenditure as follows:

Total Available Funding: \$ \_\_\_\_\_

Estimated Cost: \$ \$178,000

FTA Grant No.(s) \_\_\_\_\_

Line Item(s) \_\_\_\_\_

Operations/Department Code \_\_\_\_\_

Budget Code(s) 1430002.7360.06101

[Signature]  
Budget Analyst

8/24/2021  
Date

G. DBE/SBE Goal: 0 % DBE

0 % Small Business

[Signature]  
Director of Small Business Development

8/19/2021  
Date

[Signature]  
DBE/EEO Compliance Manager

8/19/2021  
Date

H. Authorizations: I have reviewed and approved the final solicitation document.

[Signature]  
Department Head

8-19-2021  
Date

[Signature]  
Division Manager

8/24/21  
Date

[Signature]  
Director of Procurement

8/24/21  
Date

#### FOR PROCUREMENT USE ONLY

Type of Procurement Requested: (circle one)

**IFB**

**RFQ**

**RFP**

**SS**

**TWO-STEP**

**Invitation for Bid (IFB)** This competitive method of awarding contracts is used for procurements of more than \$25,000 in value. The agency knows exactly what and how many of everything it needs in the contract, as well as when and how the products and services are to be delivered. The award is generally based on price.


**Request for Quote (RFQ)** This type of solicitation is often used to determine current market pricing.

**Request for Proposal (RFP)** This approach to contracting occurs when the agency isn't certain about what it wants and is looking to you to develop a solution and cost estimate.



**Sole Source (SS)** this procurement can be defined as any contract entered into without a competitive process, based on a justification that only one known source exists or that only one single supplier can fulfill the requirements.

**Two-step Procurement - request for qualifications** step-one used in the formal process of procuring a product or service, It is typically used as a screening step to establish a pool of vendors that are then qualified, and thus eligible to submit responses to a request for price proposal (RFP). In this two-step process, the response to the RFQ will describe the company or individual's general qualifications to perform a service or supply a product, and RFP will describe specific details or price proposals.

  
\_\_\_\_\_  
Chief Financial Officer

8/20/21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chief Executive Officer

9/24/21  
\_\_\_\_\_  
Date

**Independent Cost Estimate (ICE)**

**INDEPENDENT COST ESTIMATE SUMMARY FORM**

Project Name/Number:

Date of Estimate:

Description of Goods/Services:

On-site Maintenance Services

☒ New Procurement

☐ Contract Modification (Change Order)

☐ Exercise of Option

Method of Obtaining Estimate:

Attach additional documentation such as previous pricing, documentation, emails, internet screen shots, estimates on letterhead, etc.

☐ Published Price List (attach source and date)

☒ Historical Pricing (attach copy of documentation from previous PO/Contract)

☒ Comparable Purchases by Other Agencies (attach email correspondence)

☐ Engineering or Technical Estimate (attach)

☐ Independent Third-Party Estimate (attach)

☐ Other (specify) \_\_\_\_\_ attach documentation

☐ Pre-established pricing resulting from competition (Contract Modification only)

Through the method(s) stated above, it has been determined the estimated

total cost of the goods/services is \$ \$ 178,000 Per Year

The preceding independent cost estimate was prepared by:

Name

Raymundo Delgadillo

Signature

## **TECHNICAL SPECIFICATIONS ON-SITE MAINTENANCE SERVICES**

### **1. SCOPE**

The RTA requires on-site mechanical vehicle services diagnostic and repair services of their bus fleet. This service is on an as-needed basis; this includes but is not limited to the following vehicle systems; engines, transmissions, steering, suspension, A/C, air systems, brakes, and electrical, wheelchair ramps, drive train, doors.

The contractor will provide maintenance technicians to perform maintenance repairs on our bus fleet. The mechanics/contractor must supply their own tools. The RTA has diagnostic laptops that the contractor can use while at the facility.

The number of mechanics and hours required working hours will be determined by the service/maintenance demands at the time of the request. Durations will be at a minimum of two weeks. The contractor must be able to supply no less than four mechanics if required by service demands.

The term of the contract will be two years with a one-year option to renew if needed.

### **2. APPLICATION AND SIZE**

Vehicles include 2008-2012 Orion VII buses (35ft and 40ft buses). New Flyer 60ft Articulated buses. 2019-2021 New Flyer Xcelcior (35ft and 40ft buses).

All units are equipped with Allison Transmissions, Thermo King A/C units, and Cummins ISL engines, Meritor and Man Axles, both disc and drum brakes.

### **3. PERFORMANCE/QUALITY**

The specified component shall perform to all Cummins, Tristate, Or Allison OEM standards and specifications upon completion of diagnostics or repairs.

Technicians should be competent and efficient in repairs, including the removal or replacement of parts, and maintains Company vehicles. Performs repairs on diesel power plants, drive trains, suspension, steering and air brakes systems, and HVAC systems. Performs preventative maintenance procedures and maintains records or logs on Company vehicles and other related duties in keeping with the goals of the RTA.

Work is primarily performed indoors by mechanics; however, they are sometimes required to go into the weather to maintain Company vehicles. Must be able to lift at least sixty (60) pounds. The job requires walking, stooping, bending, standing, kneeling, crawling, and climbing.

### **5. DOCUMENTATION**

All bidders shall furnish the Regional Transit Authority with their bid, complete with descriptive literature covering and identifying the items to be supplied, including specification sheets and performance data.

Failure to submit the required information and to complete the attachment incorrectly shall render a bid non-responsive and shall cause its rejection.

9. PRICING

The price rate shall be an all-inclusive rate. The RTA will not provide transportation, tools, food, hotel/motel costs. Etc.

Hourly rate total: \_\_\_\_\_

Cost per hour \$ 89.00

Work week is based on 50 hours a week

	Week 1	Week 2	Week 3	Week 4	Week 5	week 6	week 7	Week 8
One Tech	\$ 4,450.00	\$ 8,900.00	\$ 13,350.00	\$ 17,800.00	\$ 22,250.00	\$ 26,700.00	\$ 31,150.00	\$ 35,600.00
Two Techs	\$ 8,900.00	\$ 17,800.00	\$ 26,700.00	\$ 35,600.00	\$ 44,500.00	\$ 53,400.00	\$ 62,300.00	\$ 71,200.00
Three Techs	\$ 13,350.00	\$ 26,700.00	\$ 40,050.00	\$ 53,400.00	\$ 66,750.00	\$ 80,100.00	\$ 93,450.00	\$ 106,800.00
Four Techs	\$ 17,800.00	\$ 35,600.00	\$ 53,400.00	\$ 71,200.00	\$ 89,000.00	\$ 106,800.00	\$ 124,600.00	\$ 142,400.00
								\$ 1,600.00
								178000

defficit

# INVOICE



PO Box 697  
Beaumont, Ca 92223  
(951) 897-6704

**INVOICE TO:** TransDev  
5505 Hill Road  
Powder Springs, GA 30127  
Attn: Mark Nicholson

**INVOICE #:** 9069  
**DATE:** 9/3/2020  
**CUSTOMER PO #:** N/A  
**SHIP VIA:** N/A  
**TERMS:** Net 30

Qty. Ordered	Qty. Shipped	Qty. Backorder	Part #	Description	Unit Cost	Ext. Cost
233.25	233.25	0	N/A	Mechanic Labor - New Orleans, LA - Jeremy Morales	\$ 89.00	\$ 20,759.25
114	114	0	N/A	Mechanic Labor - New Orleans, LA - Mike Hollins	\$ 89.00	\$ 10,146.00
176.25	176.25	0	N/A	Mechanic Labor - New Orleans, LA - Aaron Morales	\$ 89.00	\$ 15,686.25

<b>SUBTOTAL:</b>	\$	46,591.50
<b>TAX:</b>		N/A
<b>SHIPPING &amp; HANDLING:</b>		N/A
<b>TOTAL:</b>	\$	46,591.50