



# REQUEST FOR PROPOSALS

**SUBJECT:** PURCHASE OF MATA OPERATIONS UNIFORMS

**DATE:** OCTOBER 1, 2024

**INVITATION NO.:** 24-09

**PROPOSAL DUE:** NOVEMBER 5, 2024 **TIME:** 11:00 A.M. C.S.T.

The Memphis Area Transit Authority invites proposals for supplies and/or services set forth above in accordance with the specifications enclosed "".

Proposals **MUST** be received at MATA by the date and time set forth above.

Sincerely,

A handwritten signature in black ink that reads "Ashley Best". The signature is written in a cursive, flowing style.

Ashley Best  
Sr. Contract Administrator

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## COMMON PROBLEMS WITH PROPOSAL SUBMITTALS

- Missing or unsigned copies of certain forms and certifications. The following must be included in the Bid:
  - Addenda Acknowledgment Form
  - Contact and Reference Form
  - Affidavit of Non-Collusion
  - Buy America Certificate
  - Federal Tax Liability and Recent Felony Conviction
  - Certification of Primary Participation Regarding Debarment, Suspension, and other Responsibility Matters
  - Certification of Lower-Tier Participants Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
  - Certification of Restrictions on Lobbying
  - Certification of Utilization of Disadvantaged Business Enterprises
  - Letter of Intent to Perform as a DBE Contractor or Subcontractor
  - Schedule of DBE Participation
  - National Defense Authorization Act Telecommunication
  - Explanation of "No Response"
  - Bid Form
- Incomplete or outdated information on client references and/or insufficient number of references provided.
- Failure to include adequate documentation about the role of subcontractors in the project.
- Submittal of too few copies. The RFP specifies the number of originals and number of copies of the Proposal to be provided.
- Failure to properly label Proposal package with Bid/Proposal label.
- Proposal received late. All Proposals must be in MATA's possession by the deadline shown in the procurement. All Proposals received after the deadline will be returned unopened. If delivered by hand, the Proposal package must be deposited as specified in Section A, 1.4.

**MEMPHIS AREA TRANSIT AUTHORITY**

**LEGAL NOTICE TO PROPOSERS**

Proposals will be received by the Memphis Area Transit Authority (MATA) at its Purchasing offices, 40 S. Main Street, Suite 1200, Memphis, TN 38103, **until 11:00 a.m. local time, on Tuesday, November 5, 2024**, and opened and read aloud at that time for furnishing the following:

**MATA OPERATION UNIFORMS**

A pre-proposal meeting will take place on Friday, October 11, 2024, 10:00 a.m. – 11:00 a.m. at via Microsoft Teams. The Meeting ID: 243 618 956 143 Passcode: XSdwQy or you can call in: +1 901-614-1074,,867102613# Phone Conference ID: 867 102 613#. While this pre-proposal meeting is not mandatory it is strongly urged that you attend.

Proposers must submit their proposal with the enclosed label attached to the envelope.

MATA hereby notifies all Proposers that in regard to any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit proposals in response to this advertisement and will not be discriminated against on the grounds of race, color, sex, religion, political affiliation or national origin in consideration of an award.

Any name appearing on the Comptroller General's list of ineligible contractors is not an eligible bidder. The contractor will be required to comply with all applicable Equal Employment Laws and Regulations.

**Further information and proposal requirements may be obtained by contacting Ashley Best, Sr. Contract Administrator at (901) 722-7184 or via email: [abest@matatransit.com](mailto:abest@matatransit.com).**

Award of the contract will be made on the basis of the Lowest Responsive and Responsible bidder as selected by the Authority, provided it is in their best interest to do so.

MATA reserves the right to reject any and all proposals, and to waive any informality in bidding.

October 8, 2024, October 30 & November 1, 2024

Bacarra Mauldin  
Interim Chief Executive Officer

# **SECTION A**

## **INSTRUCTIONS TO PROPOSERS**

## SECTION A INSTRUCTIONS TO PROPOSERS

### 1.0 GENERAL

- 1.1 The Memphis Area Transit Authority (hereinafter referred to as MATA) seeks Proposals for professional services from qualified firms capable of providing the scope of services described in Section B.

These instructions provide detailed legal and technical requirements for the acquisition of these services. This Request for Proposals (RFP) will become part of the contract.

MATA will enter into a contract with the successful bidder for products and/or services relative to the Project. This Project is more particularly described in Section B - Scope of Services. General Contract Provisions are included in Attachment 1. Where there is conflict between the General Contract Provisions and Section A, the provisions of instructions to proposers.

MATA is a public agency responsible for providing public transportation services within the city of Memphis and surrounding communities.

- 1.2 "Purchaser" or "Grantee" or "Authority" means MATA. The words "bid", "offer", and are synonymous. The words "proposal", "bid" and "offer" are also synonymous and it is understood that once MATA accepts same, the document will constitute a portion of the contract contemplated by these instructions. The words "Bidder", "Vendor" and "Contractor" are also synonymous.
- 1.3 This Request for Proposals (RFP) does not commit MATA to award a contract or pay any costs incurred in preparation of proposals in response to the RFP. Proposers shall be responsible for all costs incurred as part of their participation in the pre-award process.
- 1.4 Proposals will be received by MATA at its Purchasing offices located at 40 S. Main Street, Suite 1200, Memphis, TN 38103, until 11:00 a.m. local time on Tuesday, November 5, 2024. **PROPOSALS RECEIVED AFTER THIS DATE AND TIME WILL BE RETURNED TO THE BIDDER UNOPENED.**

All Proposals shall be deemed received at the above address. Proposers are solely responsible for ensuring that his/her Proposal is timely delivered. Proposers who rely on overnight delivery services, the United States mail, private mail services, local couriers or delivery services remain solely responsible for timely delivery of the Proposal and assume all risk of late delivery, miss-delivery and non-delivery.

All Proposals will be date/time stamped, logged and deposited by MATA Staff.

Proposers are reminded that all Proposals must be securely sealed, have the enclosed label attached and be clearly marked "Bid".

After normal business hours (4:30 p.m. - 8:00 a.m.), proposals will be accepted at the MATA dispatcher's office, 1370 Levee Road, Memphis, TN 38108; however, proposers are reminded of their sole responsibility for ensuring that their proposal is deposited in the Purchasing Department.

Proposers may verify receipt of Proposals by contacting Ashley Best at (901) 722-7182 or email: [abest@matatransit.com](mailto:abest@matatransit.com) or [purchasing@matatransit.com](mailto:purchasing@matatransit.com).

A pre-proposal meeting will take place on Friday, October 11, 2024, 10:00 a.m. – 11:00 a.m. at via

Microsoft Teams. The Meeting ID: 243 618 956 143 Passcode: XSdwQy or you can call in: +1 901-614-1074,,867102613# Phone Conference ID: 867 102 613#. While this pre-proposal meeting is not mandatory it is strongly urged that you attend.

- 1.5 All proposals and related documents shall be subject to a financial assistance contract between MATA and the United States Department of Transportation, under the Federal Transit Act, as amended, and terms and conditions established under the Act will apply.

## **2.0. PROPOSAL REQUIREMENTS**

- 2.1 Proposals must set forth full, accurate, and complete information required by this RFP including any attachments.
- 2.2 The Proposer shall provide all the work described in Section B - Scope of Work.
- 2.3 The Proposer shall provide signed copies of required forms and certifications. Required forms and certifications are included in Section C.
- 2.4 An electronic copy (i.e. flash drive) and one original of the Proposals, all related documents shall be submitted on forms furnished, all requested sample shall be submitted as well. If erasures or other changes appear on the forms, the person signing the Proposals shall initial such erasures and changes.
- 2.5 Modifications of Proposals already submitted will be considered if received at the office designated in Proposals by the time set for receipt of Proposals.
- 2.6 Proposals shall be valid for a minimum period of ninety (90) days subsequent to the closing date. Proposals offering less than ninety (90) days for acceptance by MATA from the closing date will be considered non-responsive.
- 2.3 The price quoted in any proposal shall include all labor, materials, tools, equipment and other costs necessary to fully complete the work as set forth in the Scope of Work. Anything omitted from the scope of work, which is clearly necessary for the completion of the work, should be considered a portion of the bid.

## **3.0 PROPOSAL FORMAT**

- 3.1 Proposers are required to submit proposals in the following format:

### **A. Proposal Forms and Attachments:**

1. Addenda Acknowledgment Form
2. Contact and Reference Form
3. Affidavit of Non-Collusion
4. Federal Tax Liability and Recent Felony Conviction
5. Certification of Primary Participation Regarding Debarment, Suspension, and Other Responsibility Matters
6. Certification of Lower-Tier Participants Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
7. Certification of Restrictions on Lobbying
8. Letter of Intent to Perform as a DBE Contractor or Subcontractor
9. Certification of Utilization of Disadvantaged Business Enterprises
10. National Defense Authorization Act Telecommunications
11. Schedule of DBE Participation
12. Proposal Form

13. Explanation of "No Response"

**4.0 PROPOSAL PROCEDURES**

- 4.1 MATA reserves the right to postpone the proposal opening for its own convenience and to waive any minor proposal informalities, which do not go to the heart of the proposal or prejudice other proposers, or to reject, for good and compelling reasons, any and all proposals submitted.
- 4.2 Conditional proposals or those, which take exception to the specifications, will be considered "non-responsive".
- 4.3 Changes to the specifications will be made by written addendum by MATA and will be forwarded to all persons and firms to whom documents have been submitted. **ANY VERBAL COMMUNICATION IS NOT CONSIDERED MATA'S OFFICIAL RESPONSE.**
- 4.4 Requests for Clarifications, Questions, or Approved Equals must be submitted in writing to Ashley Best, MATA, 40 S. Main Street, Suite 1200, Memphis, TN 38103, and must be received no later than 11:00 a.m. local time on Wednesday, October 16, 2024, in accordance with the Approved Equals procedures described in the General Contract Provisions. Any unapproved deviations, exceptions, substitutes, alternates or conditional qualifications contained in a proposal may be cause for its rejection.

Requests may be emailed to [abest@matatransit.com](mailto:abest@matatransit.com). **VERBAL QUESTIONS WILL NOT BE ANSWERED, THUS PREVENTING AN UNFAIR ADVANTAGE TO ANY BIDDER.**

- 4.5 **Proposers shall submit an original and one (1) electronic (flash drive) of their respective bid.** Proposals shall be securely sealed to prevent access prior to the proposal closing date. Proposals shall be clearly marked with the enclosed label attached.

**5.0 PROPOSAL EVALUATION D**

- 5.5.1 MATA will appoint an evaluation committee to evaluate Proposals and recommend the top ranked proposer. The committee will apply those evaluation criteria set forth in the Proposals or in addenda that maybe be issued. An evaluation criterion is deemed to include any unstated "sub criterion" that logically might be included within the scope of the stated criterion.
- 5.3 MATA reserves the right to enter into negotiations with the top ranked proposer without requesting interviews.
- 5.4 Proposals will be evaluated on the basis of the following factors in the following order of priority:
  - 1. Garment Quality – Available sizing, color, and adherence to the specifications. Overall quality of the submitted sample uniform pieces.
  - 2. Qualifications and Capability to Perform the Work – Other agencies or companies your firm has worked with, references, related projects. Ability to maintain sufficient inventory (including required emblems, patchwork, special order sizes, etc.)
  - 3. Availability of Skilled Personnel – Availability of skilled personnel providing tailoring, alterations services, affix patchwork; availability of experienced management oversight to maintain performance and quality standards.
  - 4. Price – The total unit cost of one of each item requested in Section B.

**6.0 CONTRACT AWARD**

- 6.1 The contract will be awarded to the responsible proposer whose Proposals is most advantageous



to MATA as determined by ranking on the evaluation criteria and results of negotiation.

6.2 MATA reserves the right to reject any and all Proposals or waive informalities and irregularities in offers received. MATA reserves the right to award multiple contracts.

6.3 A written notice of award or Acceptance of Offer, mailed or otherwise furnished the Successful Proposer within the time specified in the PROPOSALS, shall be deemed to result in a binding contract.

## **7.0 PROTESTS**

7.1 MATA will consider all protests filed in a timely manner regarding the award. All protests are to be submitted in writing, in accordance with the protest procedures described in the General Contract Provisions.

7.2 Under certain limited circumstances, a potential Bidder may protest to FTA the award of a contract pursuant to an FTA grant. FTA's review of any protest is limited to:

- A. An alleged failure to MATA to have written protest procedures or alleged failure to follow such procedures.
- B. Alleged violations of a specific Federal requirement that provides an applicable complaint procedure, which shall be submitted in accordance with the Federal regulation.

## **8.0 DISADVANTAGED BUSINESS ENTERPRISE**

### **8.1 GENERAL DBE INFORMATION**

- A. The Memphis Area Transit Authority (MATA), a recipient of Federal financial assistance from the Federal Transit Administration, is committed to and has adopted a Disadvantaged Business Enterprise Policy in accordance with Federal Regulations (49 C.F.R. Part 26, as amended) issued by the U.S. Department of Transportation. It is the policy of MATA to ensure nondiscrimination in the award and administration of DOT-assisted contracts and to create a level playing field on which DBEs can compete fairly for contracts and subcontracts relating to its activities.

To this end, MATA has developed procedures to remove barriers to DBE participation in the bidding and award process and to assist DBE firms to develop and compete successfully outside of the DBE program. In connection with the performance of this contract, the Prime Contractor will cooperate with MATA in meeting these commitments and objectives.

Accordingly, the Prime Contractor and any subcontractors shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Prime Contractors and subcontractors shall carry out applicable requirements of 49 C.F.R. Part 26 in the award and administration of DOT-assisted contracts. Failure by the Prime Contractor and any subcontractors 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 MATA deems appropriate.

Only certified Disadvantaged Business Enterprises can be counted toward the goal. Participation by certified "Minority Business Enterprises" (MBE) or certified "Woman Owned Business Enterprises" (WBE) cannot be counted toward the goal. While participation by MBEs and WBEs is encouraged, MATA is governed by the U.S. Department of Transportation program which only recognizes the designation of DBE.

DBEs must be certified in Tennessee.

MATA is a member of the Tennessee Unified Certification Program (TN UCP) and accepts Tennessee DBE certifications from the following entities:

Memphis Area Transit Authority

Tennessee Department of Transportation Unified Certification Program

Uniform Certification Agency (managed by the Mid-South Minority Business Council)

A list of firms currently certified in Tennessee can be found at:

[www.tdot.state.tn.us/dbedirectinternet/](http://www.tdot.state.tn.us/dbedirectinternet/)

Certification in the State of Tennessee must be achieved by the time the proposals are due otherwise the participation of a proposed DBE firm cannot be counted toward the goal. If a proposed DBE firm is not certified at the time the proposals are due and, as a result, the goal is not met, then the proposal will be considered "non-responsive" and rejected unless the good faith efforts have been accepted as satisfactory.

It is highly recommended that a copy of a current certification of Disadvantaged Business Enterprise issued by the Tennessee Department of Transportation or the Uniform Certification Agency be included with the offer for each DBE firm being proposed.

## **8.2 DBE GOAL**

### **A. Annual Overall Goal for DBE Participation**

An annual overall goal for DBE participation in Owner U.S. DOT-assisted contracts is established by MATA's DBE Officer and approved by MATA's Board of Commissioners on a fiscal year basis. These goals reflect the availability of ready, willing and able DBEs that would be expected to participate in Owner contracts absent effects of discrimination. The goals are calculated as a percentage of the total amount of U.S. DOT funds that the Owner expects to expend on contracting opportunities during the fiscal year.

### **B. DBE Goal Applicable to This Contract**

MATA has established a specific DBE goal of  0 % for this contract. However, DBE participation is encouraged either the capacity of the prime contractor or subcontractor. Proposers are required to document their activities in the solicitation and selection of subcontractors to ensure that this process is carried out in a nondiscriminatory manner.

## **8.3 DBE ELIGIBILITY AND PARTICIPATION**

### **A. Evaluation of DBE Certification Status**

MATA shall require that any DBEs listed by proposers for participation in the contract be certified, as eligible DBEs at the time of proposal submittal. The DBE Officer shall review the Bidder's DBE Participation Form to confirm each DBE firm's certification status.

### **B. Determination of Amount of DBE Participation**

Only the work actually performed by a DBE with its own forces will be counted as DBE participation. A DBE may participate as a prime contractor, subcontractor, joint venture partner, or vendor or supplier of materials or services required by the contract.

A DBE's participation can only be counted if it performs a commercially useful function on the contract. A DBE performs a commercially useful function when it actually performs, manages and supervises a portion of the work involved. There is a rebuttable presumption that if the DBE is not responsible for at least 30% of the work with its own forces, or subcontracts a greater portion of the work than the normal industry standard, it is not performing a commercially useful function. A DBE trucking company performs a commercially useful function if it is responsible for the overall management and supervision of the transportation services involved and uses at least one truck that it owns, insures and operates with its own employees on the contract.

The Contractor shall count DBE participation according to the following guidelines and in accordance with 49 CFR § 26.55:

- i. DBE Prime Contractor - Count the entire dollar amount of the work performed or services provided by the DBE's own forces, including the cost of materials and supplies obtained for the work and the reasonable fees and commissions charged for the services. Do not count any work subcontracted to another firm as DBE participation by the DBE Prime Contractor.
- ii. DBE Subcontractor - Count the entire amount of the work performed or services provided by the DBE's own forces, including the cost of materials and supplies obtained for the work, except for materials and supplies purchased or leased from the Prime Contractor, and reasonable fees and commissions charged for the services. Do not count any work subcontracted by the DBE Subcontractor to another firm as DBE Participation by said DBE subcontractor. If the work has been subcontracted to another DBE, it will be counted as DBE participation for that other DBE.
- iii. DBE Joint Venture Partner - Count the portion of the work that is performed solely by the DBE's forces or, if the work is not clearly delineated between the DBE and the joint venture partner, count the portion of the work equal to the DBE's percentage ownership interest in the joint venture.
- iv. DBE Manufacturer - Count 100% of the costs of materials and supplies obtained from a DBE manufacturer that operates or maintains a factory that produces the materials and supplies on the premises. This applies whether the DBE is a prime contractor or subcontractor.
- v. DBE Regular Dealer - Count 60% of the costs of materials and supplies obtained from a DBE regular dealer that owns, operates or maintains a store or warehouse in which the materials and supplies are regularly bought, kept in stock and sold or leased to the public in the usual course of business, except regular dealers of bulk items such as petroleum, cement and gravel who own and operate distribution equipment in lieu of maintaining a place of business. This applies whether a DBE is a prime contractor or subcontractor.
- vi. Other DBEs - Count the entire amount of fees or commissions charged for assistance in procuring or delivering materials and supplies when purchased from a DBE that is not a manufacturer or regular dealer. Do not count the cost of materials and supplies.
- vii. DBE Trucking Company - Count the entire amount of the transportation services provided by a DBE trucking company that performs the work using trucks it owns, insures and operates with its own employees on the contract.

Count the entire amount of the transportation service provided by a DBE trucking company that performs the work using trucks it leases from another DBE, including an owner-operator, provided that it is responsible for the overall management and supervision of the service and that it uses at least one truck that it owns, insures and operates with its own employees on the contract.

Count the entire amount of fees and commissions charged for providing the

management and supervision of transportation services using trucks it leases from a non-DBE trucking company, including owner-operator, provided that it is responsible for the overall management and supervision of the service and that it uses at least one truck that it owns, insures and operates with its own employees on the contract.

# **SECTION B**

## **SCOPE OF SERVICES**

## **SCOPE OF SERVICES**

The Memphis Area Transit Authority (MATA)/Mid-South Transportation Management (MTM) seeks a qualified Contractor that can provide professional, durable and high-quality uniforms for MATA's employees. MATA does not rent uniforms, this is a uniform purchasing program.

**Please note, MATA is making a change to the uniform shirts when compared with past solicitations. Please review the new requirements carefully.**

The requirements for the submittal and content of proposals, the timetable for this procurement, performance requirements, and contract terms are detailed in this Request for Proposal.

### **1. Expectations of Vendor Performance**

MATA seeks a Contractor who will work to achieve high standards. Garments should be of consistent color and quality.

Should a manufacturer discontinue an item, and a new item is substituted, the replacement item must have prior approval from MATA for use in our uniform program.

Variations in color are expected. For example, "dark blue" can mean different things to different vendors. Vendors may propose colors that are in the same spectrum and provide subtle color variations. Similarly, variations in fabric composition are acceptable.

If there are significant deviations from what MATA has requested, explain why in your proposal.

### **2. Peak Uniform Purchase Activity**

At the beginning of each fiscal year (July), authorized employees receive a uniform voucher in the value not to exceed. Therefore, the contractor must be prepared to handle high sales and alterations on-site especially during this cycle.

### **3. Contract Terms.**

This will be a three-year fixed price contract. Design and logo(s) are subject to change with the agreement of the MATA union contract.

### **4. Special Order Wear**

The contractor's inventory shall include special sizes (2X-4X and 5X and above) selected garments (parkas and raincoats) as designated by Authority. The contractor must include written special-order procedures and delivery schedules.

### **5. Quantities**

Estimated quantities for base years are provided in this Section B: The quantities stated are estimates, they are based upon the Authority's analysis of existing uniform purchases and current number of employees.

Uniforms will be worn by approximately 400 bus and rail operators, mechanics, laborers, customer service, reservationist and supervisor employees. The Authority will inform the contractor of changes in staffing levels on an annual basis.

MATA makes no commitment to purchase a minimum number of garments.

<b>Department</b>	<b>Union Employee Head Count</b>	<b>Vouchers 2/EA.</b>
Maintenance Mechanics	36	72
Maintenance Laborers	15	30
Maintenance Tire techs	3	6
Maintenance Body Shop	3	6
Trolley Mechanics	5	10
Trolley Laborers	4	8
Fixed Route Operators	125	250
MATAplus Operators	64	128
Call Center Agent	6	12
	<b>Non-Union Employee</b>	<b>Voucher 1/EA.</b>
MATAplus Dispatch	8	8
MATAplus Reservationist	8	8
MATAplus Road Supervisors	3	3
Ready MATA Agent	5	5
Command Center	5	5
Fixed Route Dispatch	3	3
Fixed Route Road Supervisor	10	10
Trolley Road Supervisors	3	3
Chiefs	9	9
Communications	5	5
Human Resources	6	6
IT	4	4
Safety	4	4
ADA	3	3
Finance	4	4
Purchasing	1	1
Grants	2	2
Planning	2	2
Customer Service	6	6
Maintenance Foremen	15	15
Maintenance Storeroom	2	2

**6. Vouchers:**

MATA issues uniform vouchers to eligible MATA employees on an annual basis. Employees must use the voucher(s) within the fiscal year of voucher issue. The voucher is redeemable only with the uniform contractor and may be used to purchase any authorized uniform item. Contractor must be able to receive vouchers in exchange for merchandise and invoice MATA for any voucher redeemed.

As a matter of information, the current union contract provides payment to operating employees at the beginning of each fiscal year in the form of a voucher equal in value not to exceed \$425.00. The voucher will be redeemable with the contractor and may be used to purchase any authorized uniform items. Employees must use the voucher(s) within the fiscal year of voucher issue. As a matter of offering employee financing to MATA employees, the following services shall be provided:

**7. Employee Purchases:**

Contractor will ensure options are provided at a Sales Center to MATA s employees.

- a. The contractor shall offer uniform purchasers several options including but not limited to: (1) voucher, (2) cash; (3) major credit cards; and.
- b. The Authority may assume responsibility for any unpaid balances as a result of any employee's retirement, dismissal or separation due to long term disability status. Upon separation from the Authority, if an employee is owed money, the Authority will use best effort to deduct such amounts yet owed to Contractor from those monies. On a monthly basis the Authority will provide a roster of employees eligible to purchase uniforms, and a list of employees no longer employed by the Authority.

## **8. Sales and Distribution.**

**NOTE:** Only authorized items can be sold to MATA employees by means of voucher payments. List of authorized items are identified in Section B.

The contractor shall ensure that the sales center will provide options to the employees as described below as well as alteration services on site. Altering of trouser cuffs and jacket sleeve lengths shall be included in the price of the garment for both men and women. Other alterations may be made at an additional cost to the employee.

## **9. Hours of Operation**

The distributor must operate the facility Monday through Saturday from 9:00 a.m. to 6:00 p.m., except on federal holidays. The contractor shall require its employees to exercise courtesy and consideration in all dealing with MATA employees.

## **10. Sales Records.**

Contractor must provide to MATA a report showing units sold and total dollar sales information on a biannual basis. The format of the report will be agreed to by MATA and the contractor.

## **11. Pricing**

Prices on the proposal form submitted must include all associated costs, including but not limited to, labor, travel, markups, overhead, and profit.

## **12. Invoicing/Billing**

The contractor will invoice MATA based upon the costs proposed/negotiated by this solicitation. The contractor will be required to submit monthly invoices to MATA's Accounts Payables via email at: [apayables@matatransit.com](mailto:apayables@matatransit.com) for payment approval. Please submit one invoice and supporting documentation per PDF attachment. You may submit more than one PDF attachment per email.

MATA does not pre-pay for items. MATA will only pay invoices once the items have been delivered and accepted. MATA is a Net-30 organization from the day the items are delivered to MATA.

The Authority is exempt under this solicitation from all Federal, State and District of Columbia, municipal and local taxation. This provision supersedes any language pertaining to payment of taxes that may appear elsewhere in this solicitation.

## **13. Invoice Requirements:**

Invoices shall contain the vendor name, a unique invoice number for each shipment or service, invoice date, payment terms, total invoice amount, remit to address, freight terms (if applicable), associated voucher number, MATA employee number/name, description of each item being invoiced per voucher, quantity, unit item cost, extended cost by item, total freight/handling costs, and contact name and email



address. Final invoices must clearly be marked "FINAL" and cite the amount of the contract, amount previously paid, and the balance due.

**14. Return Policy (Correction of Deficiencies)**

MATA employees shall have the right to return an Item which they deem to be unsatisfactory/deficient within 15 days from the date of purchase. The Contractor will be obligated to repair or replace at its option that item at no cost to the employees. The Contractor shall not be obligated to repair or replace any item which has been damaged or mistreated by an employee. If the Contractor has reason to believe that an Authority employee is abusing this return policy, the Contractor shall notify the Contracting Officer accordingly.

**15. Availability of Funds for The Next Fiscal Year**

Funds are not presently available for performance under this contract beyond the fiscal year which ends June 30, 2025. The Authority’s obligation for performance of this contract beyond that date is contingent upon the availability of funds from which payment for contract purposes can be made. No legal liability on the part of the Authority for any payment may arise for performance under this contract until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing, by the Contracting Officer. Any option exercised by the Authority which will be performed in whole or in part in a subsequent fiscal year is subject to availability of funds in the subsequent fiscal year and will be governed by the terms of this Article.

**16. Proposal Requirements**

Proposals are being requested. Do not submit only a price - this will not be considered a responsive submission.

1. Proposers **must** provide samples of all the garments noted below as part of their proposal. If sample garments are not provided, your proposal will be considered non-responsive. One of each type of garment must be submitted for evaluation (see chart below).

Oxford Shirt	Kelly Green (PANTONE 7489 C) #71A850 (long & short sleeve)	Men’s Shorts	Black
Oxford Shirt I w/ epaulets	White/ Kelly Green (long & short sleeve)	Women’s Shorts	Black
Polo Shirt	Black/White/Kelly Green (long & short sleeve)	Rain Jacket	Yellow
Men’s Pants	Black	Hooded Parka	Black
Women’s Pants	Black	Leather Belt	Black
Men’s shoes	Black	Knit Cap	Black
Women’s shoes	Black	Baseball Cap	Black
Work Boots	Black	Tie (clip-on)	Black

2. Vendors will be required to pay for shipping to return the sample garments. Please provide pre-paid shipping label(s) OR make plans to pick up the sample items at MATA after the award has been made.
3. The label on the garment should correspond with the names on pricing proposal.
4. MATA will evaluate the quality, color, and adherence to the uniform program of the garments provided.
5. Identify any garments that are Made in America.

6. The Sale Center purchases must be defined
  - Describe the in-store ordering process and general timelines.
  - Sample invoicing would be helpful.
  - Backend reporting capabilities should be described.
  - Returns process must be defined.
7. The online portal/store must be described.
  - Provide screenshots and describe the capabilities of the ordering portal.
  - Sample invoicing would be helpful.
  - Backend reporting capabilities should be described.
  - Returns process must be defined.
8. List staff types, qualifications and specialties (i.e. tailor, seamstress, management, etc.)
9. A fixed unit-price contract will be awarded. MATA will compare prices among proposers based upon the cost of the various clothing items.

**17. Evaluation Criteria.**

Proposals will be evaluated based upon the criteria as described:

<b>Evaluation Criteria</b>	<b>Weight</b>
Garment Quality – available sizing, color, and adherence to the specifications. Overall quality of the submitted sample uniform pieces.	50
Qualifications and Capability to Perform the Work – other agencies or companies your firm has worked with, references, related projects. Ability to maintain sufficient inventory (including required emblems, patchwork, special order sizes, etc.)	20
Availability of Skilled personnel – availability of skilled personnel providing tailoring, alterations services, affix patchwork; availability of experienced management oversight to maintain performance and quality standards.	20
Price – The total unit cost of each item requested in Section B.	10
<b>Total Points</b>	<b>100</b>

**18. Uniform Specifications**

**Fabric**

All garments shall be finished in a first-class workmanlike manner with all loose threads removed. The omission or apparent omission of any wording or specifications shall mean that only the highest quality industry standards shall be used on all fabrics and component parts including labor.

All items shall be wash-and-wear fabric comprised of cotton or polyester in a blend. Most items shall be wearable after washing and drying without needing ironing or other attention to eliminate wrinkles. All items shall meet the normally rugged demands of public transit for two to three years before needing replacement.

**Oxford Shirt:**

- Shirts must button top to bottom with buttons - snaps, velcro, etc. are not acceptable.
- Men’s and women’s style are preferred, if available.

Color:	Kelly Green, White
Logo:	GO901 Logo Right on left chest on front pocket

Sleeves:	Both long and short must be proposed. Long sleeve should have adjustable sleeve cuffs.
Knit:	poly/cotton blend
Pockets:	Minimum one
Collar:	Two-piece collar, button down is acceptable
Sizing Men's:	Small up to 4XL or 5XL or larger
Sizing Women's:	Extra-small up to 4XL or 5XL or larger

**Oxford Shirt w/epaulets:**

- Men's and women's style are preferred, if available.

Color:	Kelly Green, White
Logo:	GO901 Logo Right on left chest
Sleeves:	Both long and short must be proposed. Long sleeve should have adjustable sleeve cuffs.
Knit:	poly/cotton blend
Pockets:	Minimum one
Collar:	Two-piece collar, button down is acceptable
Epaulets;	Button down epaulets
Sizing Men's:	Small up to 4XL or 5XL or larger
Sizing Women's:	Extra-small up to 4XL or 5XL or larger

**Polo Shirts:**

- Men's and women's style are preferred, if available.

Color:	Black, White, Kelly Green
Length:	Short and Long Sleeve
Logo:	GO901 logo embroidered on left chest.
Knit:	No pill, snag-proof polyester, moisture wicking, wrinkle resistant
Collar:	No-roll collar
Sizing Men's:	Small up to 4XL or 5XL or larger
Sizing Women's:	Extra-small up to 4XL or 5XL or larger

**Pants:**

- Identify the largest size available for both men's and women's pants.

Color:	Black
Waistband:	Belt loops
Fabric:	poly or poly/cotton blend
Rise:	Short/Regular/Long
Pockets:	2 quarter top (sides), 2 (rear) with or without buttons
Sizing Men's:	8 – 60 or larger
Sizing Women's:	4 – 32 or larger

**Shorts:**

- Identify the largest size available for both men's and women's shorts.

Color:	Black
Waistband:	Belt loops
Fabric:	poly or poly/cotton blend Rise:
Pockets:	Cargo
Sizing Men's:	28 – 60 or larger
Sizing Women's:	4 – 32 or larger

**Rain Jacket:**

- Identify the largest size available.

Color:	Yellow
Shell:	Polyester/Polyurethane – wind and water resistant
Lining:	breathable and/or vents for air-flow circulation
Safety:	High visibility, reflectivity is required
Sizing:	Small up to 4XL or 5XL or larger

**Hooded Parka:**

- Identify the largest size available.

Color:	Black
Logo:	GO901 logo directly embroidered on left chest.
Shell:	Nylon wind and water resistant/waterproof
Lining:	Nylon and fleece
Pockets:	One each side with flap and hand warmers
Safety:	High visibility, reflectivity is required
Sizing:	Small up to 4XL or 5XL or larger

**Hats:**

Two styles:	Baseball and knit stocking cap (for winter)
Color:	Black
Logo:	GO901 logo directly embroidered on the front and centered.

**Belt:**

- Identify the largest size available.

Color:	Black or Brown leather/simulated with silver buckle.
Sizing Women:	4 - 32 or larger
Sizing Men:	28-60 or larger

**Tie:**

- Clip-on style is required for safety.

Style Men:	Clip-on Tie for Men
Style Women:	Cross Bow Tie for Women
Color:	Black

**Sweater:**

- Identify the largest size available.

Color:	Black
Logo:	Go901 logo directly embroidered on left chest
Length:	Long sleeve. Long sleeve shall have adjustable sleeve cuffs
Closure:	Front zipper
Knit:	Poly/cotton blend
Collar:	Mock neck
Safety;	High visibility, reflective stripe or piping on cuffs, hems, pockets, across the back and/or down the sleeve or sides
Sizing:	Small up to 4XL or 5XL

**Shoes:**

Closure:	Laced or Velcro
Fabric:	Leather or simulated leather
Men's Size:	8 – 12 or larger
Women's Size:	5 – 12 or larger
Color:	Black
Safety:	Non-Slip

**Work Boot:**

Fabric:	Leather or simulated leather
Closure:	Laced
Men's Size:	8 – 12 or larger
Women's Size:	5 – 12 or larger
Color:	Black
Safety:	Non-slip, Steel-toe

**Safety Vest - Supervisor:**

Style:	Colored Hi-Vis safety Vest
Fabric:	Lightweight Polyester Mesh, machine washable
Closure:	Zipper
Size:	S – 5XL or larger
Color:	White
Safety:	High Visibility

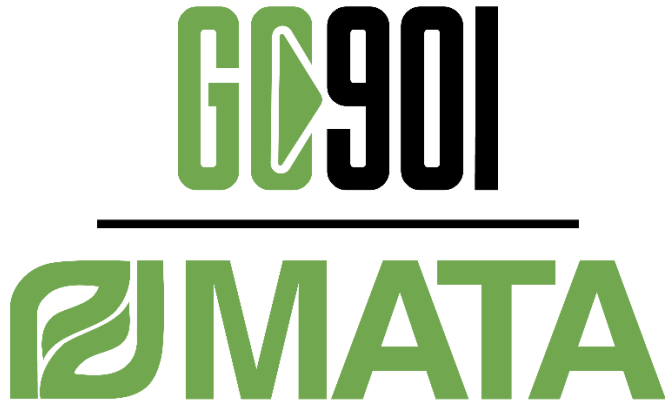
**Safety Vest -Staff:**

Style:	X-Back Hi-Vis Safety Vest Class2 reflective (meets government regulations)
Fabric:	Breathable Polyester Mesh, machine washable
Closure:	Zipper
Size:	S – 5XL or larger
Color:	Yellow/Lime
Safety:	High Visibility

**19. Logos and Emblems**

See Image(s) below

All Logos shall be 3 x 2 "



Full Color GO901 Logo



Black GO901 Logo



Green & White GO901 Logo (do not use black background, only shown to show white in logo)



White GO9001 Logo (do not use black background, only shown to show white in logo)



Mock-up of how logos would appear on various style and color shirts





**Black Clip-on Tie**



**Black Clip-on Cross Tie**



**Mock neck Zipped Sweater**



FRONT



BACK

**Staff Safety Vest**



**Supervisor Safety Vest**

# **SECTION C**

## **REQUIRED FORMS AND CERTIFICATIONS**

**ADDENDA ACKNOWLEDGEMENT FORM**

Addenda received (if none received, write "none received")

Addendum No: \_\_\_\_\_ Date Received: \_\_\_\_\_

Addendum No: \_\_\_\_\_ Date Received: \_\_\_\_\_

Addendum No: \_\_\_\_\_ Date Received: \_\_\_\_\_

Addendum No: \_\_\_\_\_ Date Received: \_\_\_\_\_

Addendum No: \_\_\_\_\_ Date Received: \_\_\_\_\_

Addendum No: \_\_\_\_\_ Date Received: \_\_\_\_\_

Addendum No: \_\_\_\_\_ Date Received: \_\_\_\_\_

Addendum No: \_\_\_\_\_ Date Received: \_\_\_\_\_

Name of individual, partner or corporation: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

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

**CONTACT AND REFERENCE FORM**

MATA requires a primary point of a contract and a backup. Please list them below.

Primary Contact:

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

Phone: \_\_\_\_\_

Back-up Contact:

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

Phone: \_\_\_\_\_

**REFERENCES:**

**(only include references for work completed in the last 3 years)**

**Reference #1**

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Work Completed: \_\_\_\_\_

\_\_\_\_\_

Years of Service: \_\_\_\_\_

**Reference #2**

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Work Completed: \_\_\_\_\_

\_\_\_\_\_

Years of Service: \_\_\_\_\_

**Reference #3**

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Work Completed: \_\_\_\_\_

\_\_\_\_\_

Years of Service: \_\_\_\_\_

**AFFIDAVIT OF NON-COLLUSION**

Affidavit of Non-Collusion:

I hereby swear (or affirm) under the penalty of perjury:

- (1) That I am the bidder (if the bidder is an individual), a partner of the bidder (if the bidder is a partnership), or an officer or employee of the proposing corporation with authority to sign on its behalf (if the bidder is a corporation);
- (2) That the attached proposal or proposals have 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 Request for Proposals, designed to limit independent proposing or competition.
- (3) That the contents of the proposal or proposals have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the proposal or proposals ; and
- (4) That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Signed: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission expires \_\_\_\_\_

Bidder's E.I. Number: \_\_\_\_\_  
(Number used on Employer's Quarterly Federal tax return)

**FEDERAL TAX LIABILITY AND RECENT FELONY CONVICTION**

The contractor hereby certifies the following:

Does not have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and was not convicted of the felony criminal violation under any Federal law within the preceding 24 months.

The contractor agrees to require all subcontractors to provide this certification and to flow this requirement down to participants at all lower tiers, without regard to the value of any subcontract.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

**CERTIFICATION OF PRIMARY PARTICIPANT (prime Contractor)**  
**REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The Primary Participant (potential contractor for a major third-party contract), \_\_\_\_\_ certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. 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;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/bidder had one or more public transactions (Federal, State, or local) terminated for cause or default.

(If the primary participant (potential third-party contractor) is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.)

THE PRIMARY PARTICIPANT (POTENTIAL CONTRACTOR FOR A MAJOR THIRD-PARTY CONTRACT), \_\_\_\_\_, 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. SECTION 3801 ET. SEQ. ARE APPLICABLE THERETO.

\_\_\_\_\_  
Signature and Title of Authorized Official



**CERTIFICATION OF LOWER-TIER PARTICIPANTS (subcontractors)  
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

The Lower Tier Participant (potential third-party contractor, or potential subcontractor under a major third-party contract), \_\_\_\_\_, certifies, by submission of this bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(If the Lower Tier Participant, (potential third-party contractor or potential subcontractor under a major third-party contract) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this bid).

The LOWER-TIER PARTICIPANT, POTENTIAL THIRD-PARTY CONTRACTOR, OR POTENTIAL SUBCONTRACTOR UNDER A MAJOR THIRD PARTY CONTRACT, \_\_\_\_\_, 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

**CERTIFICATION OF RESTRICTIONS ON LOBBYING**  
(For Contracts of \$100,000 or greater)

I, \_\_\_\_\_, hereby certify on behalf of \_\_\_\_\_  
Name of Official Name of Contractor

that:

- (1) No Federal appropriated funds have been paid or will be paid on behalf of the undersigned to any person for influencing or attempting to influence 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 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 appropriate funds have been paid or will be paid to any person for influencing or attempting to influence 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 CONTRACTOR shall complete and submit Office of Management and Budget Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (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 section 1352, title 31, U.S. Code. 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.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By: \_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Title of Authorized Official

**NATIONAL DEFENSE AUTHORIZATION ACT TELECOMMUNICATIONS**

VENDOR hereby acknowledges that the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115232, § 889 (Aug. 13, 2018) (the Act) prohibits the Agency from procuring certain “covered telecommunications equipment or services,” as defined in the Act, in federally assisted procurements and that the instant procurement is a federally assisted procurement subject to that prohibition. VENDOR represents and warrants that it has performed a due diligence review of its supply chain and that no such “covered telecommunications equipment or services” shall be provided to the Agency that would cause the Agency to be in violation of the prohibition contained in the Act.

By: \_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Title of Authorized Official

**CERTIFICATION OF UTILIZATION OF DISADVANTAGED BUSINESS ENTERPRISES**

The undersigned, as authorized representative of the Bidder, agrees to accept the terms and conditions of Section D and commits to carrying out the DBE contracting arrangements specified in the Schedule of DBE Participation.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Letter of Intent to Perform as a DBE Contractor or Subcontractor**

To: \_\_\_\_\_  
Name of Prime/General Bidder

**24-09**  
MATA RFP Number

\_\_\_\_\_  
Address of Prime/General Bidder

\_\_\_\_\_  
City/State/Zip

The undersigned DBE intends to perform work in connection with the above project as (check one):

[ ] An Individual; [ ] A Corporation; [ ] Partnership; [ ] A Joint Venture

The undersigned DBE is prepared to perform the following described work in connection with the above project (specify in detail the particular work, items or parts thereof to be performed):

\_\_\_\_\_  
\_\_\_\_\_

at the following price \$\_\_\_\_\_. This price equals \_\_\_\_\_% of the total proposal price or contract to be awarded to the prime bidder.

Work or Items by Subcontractor	Projected Commencement Date	Projected Completion Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
DBE Business Name

\_\_\_\_\_  
Signature of Authorized DBE Representative

\_\_\_\_\_  
Certification # / State of Certification

\_\_\_\_\_  
Expiration Date of Certification

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Phone Number                      Fax Number

No agreement has been entered into between the above-named Prime Bidder and the DBE subcontractor wherein the above-named DBE subcontractor has promised not to provide subcontracting quotations to other proposers .

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Prime or General Bidder

\_\_\_\_\_  
Signature of Authorized Representative



**SCHEDULE OF DBE PARTICIPATION**

<b>NAME OF DBE FIRM</b>	<b>ROLE IN PROJECT (P, JV, S)</b>	<b>SERVICES TO BE PERFORMED</b>	<b>% OF TOTAL PROJECT COST</b>
<b>TOTAL</b>			

P = Prime Contractor  
JV = Joint Venture  
S = Subcontractor

**NO RESPONSE**

\* PLEASE EITHER PRINT OR TYPE INFORMATION ON THIS FORM \*

TO: Memphis Area Transit Authority (MATA)

Our company is submitting a "NO RESPONSE" on RFP# 24-09 purchase MATA Uniforms for the reason indicated below.

- ( ) Product or service is not available.
- ( ) Cannot provide required bonds.
- ( ) Other obligations - cannot make deadline.
- ( ) Other (please explain below)

---

---

FROM:

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

Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

- ( ) Please keep our name on the Bidder's list for this item.
- ( ) Please remove our name from the Bidder's list for this item.

**FAILURE TO RETURN EITHER A PROPOSAL OR THIS FORM  
MAY RESULT IN REMOVAL FROM THE BIDDER'S LIST.**



**RFP 24-09 MATA Operations Uniforms PROPOSAL FORM**

ITEM	MANUFACTURER	STYLE NUMBER	UNIT PRICE	SIZING UPGRADE COST	MADE IN USA
<b>Tops</b>					
Oxford Shirt – long sleeve Men’s					
Oxford Shirt – long sleeve Women’s					
Oxford Shirt – short sleeve Men’s					
Oxford Shirt – short sleeve Women’s					
Oxford shirt - Epaulets					
Polo Shirt – long sleeve Men’s					
Polo Shirt – long Sleeve Women’s					
Polo Shirt – Short Sleeve Men’s					
Polo Shirt – Short Sleeve Women’s					
<b>Bottoms</b>					
Pants – Men’s					
Pants – Women’s					
Shorts – Men’s					
Shorts – Women’s					
<b>Outerwear</b>					
Rain Jacket					
Hooded Parka					
Sweater					
Baseball Hat					
Knit Stocking Cap					
Belt – black leather w/slvr buckle					
Tie – Men’s					
Tie – Women’s					
Shoes – Men’s					
Shoes – Women’s					
Work Boots – Steel Toe					

The undersigned understands that any condition stated above, clarification made to the above or information submitted on or with this form – other than that requested may render the proposal unresponsive.

NAME OF INDIVIDUAL/PARTNER/CORPORATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL: \_\_\_\_\_

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**IMPORTANT – PROPOSAL MUST BE SIGNED**

# **SECTION D**

**UTILIZATION OF DISADVANTAGED BUSINESS ENTERPRISES**

## Utilization of Disadvantaged Business Enterprises

### 1. Policy and Terms

- a. It is the policy of the Memphis Area Transit Authority (MATA) that Disadvantaged Business Enterprises (DBE) as defined in the United States Department of Transportation (USDOT) Regulation 49 C.F.R. Part 26 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds.
- b. Refer to Section A, 8.0 for DBE requirements.
- c. The DBE participation goal shall be expressed as a percentage of the total Contract price. The Bidder may also meet the goal by showing good faith efforts to meet the goal as described in 49 C.F.R. Part 26 and as set forth in Section D. Any evidence of good faith efforts must be submitted with the sealed proposal or the proposal will be rejected in its entirety.
- d. The DBE participation goal shall apply to the total dollar value of this contract, inclusive of all amendments, modifications, and change orders. The Bidder agrees to make its best efforts to include DBE participation in any contract modification work.
- e. The goal may be met, as further explained in Section D hereof, by the Bidder's status as a DBE, by a joint venture with one or more DBEs, by subcontracting a portion of the work to one or more DBEs, by the purchase of materials used in the performance of the contract from one or more DBEs or by any combination of the above or through a showing of good faith efforts as defined in Section D hereof.
- f. A Bidder who fails to meet the DBE goal and fails to demonstrate sufficient good faith efforts shall not be eligible to be awarded the contract. All documentation of good faith efforts by a Bidder must be included in the envelope or package containing the bid.
- g. MATA prohibits agreements between a Bidder and a DBE in which the DBE promise not to provide subcontracting quotations to other Proposers .

### 2. Definitions

- a. Disadvantaged Business Enterprise (DBE) means a small business concern (a) which is at least 51% owned by one or more socially and economically disadvantaged individuals, or, in the case of any publicly-owned business, at least 51% of the stock of which is owned by one or more socially and economically disadvantaged individuals; and (b) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.
- b. "Good Faith Efforts" means efforts to achieve a DBE contract goal as specified in 49 C.F.R., Part 26 and Section D hereof.
- c. "Joint Venture" means an association of two or more businesses to carry out a single business enterprise for profit, and for which purpose they combine their expertise, property, capital, efforts, skill and knowledge. Proposers may develop joint venture agreements as an instrument to provide participation by DBEs in contract work. A joint venture seeking to be credit for DBE participation may be formed among DBE firms or between a DBE firm and non-DBE firm.
- d. "Small Business Concern" means a small business as defined pursuant to Section 3 of the Small Business Act and relevant regulations promulgated pursuant thereto, including

Title 13 C.F.R., Part 121, except that a small business concern shall not include any concern or group of concerns controlled by the small socially and economically disadvantaged individual or individuals which has annual average gross receipts in excess of \$16.6 million over the previous three (3) fiscal years, as such figure may thereafter be adjusted by the Secretary of the DOT.

- e. "Socially and Economically Disadvantaged Individuals" means any individual who is a citizen of the United States (or lawfully admitted permanent residents) and who is in the following groups, the members of which are rebuttably presumed to be socially and economically disadvantaged:
1. "Black Americans" (which includes persons having origins in any of the black racial groups of Africa);
  2. "Hispanic Americans" (which includes persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race);
  3. "Native Americans" (which includes persons who are American Indians, Eskimos, Aleuts, or native Hawaiians);
  4. "Asian-Pacific Americans" (which includes persons whose origins are from Japan, China, Taiwan, Korea, Laos, Cambodia (Kampuchea), the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific (Republic of Palau), and the Commonwealth or the Northern Marianas Islands, Macao, Fiji, Tonga, Kiribati, Juvalu, Nauru, Federated States of Micronesia or Hong Kong; and
  5. "Subcontinent Asian-Indian Americans" which includes persons whose origins are from India, Pakistan, and Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka.
  6. Women.
  7. Any additional groups whose members are designated as socially and economically disadvantaged by the Small Business Administration (SBA) at such time as the SBE designation becomes effective.
- f. "USDOT" or "DOT" refers to the U.S. Department of Transportation.

### **3. Counting DBE Participation Toward the Contract Goal**

The inclusion of any DBE by the Bidder in its proposal documents shall not conclusively establish the Bidder's eligibility for full DBE credit for the firms' participation in the contract. The Compliance Officer, DBE Program, will determine the amount of DBE participation credit based upon an analysis of the specific duties, which will be performed by the DBE.

The Bidder may count toward its DBE goal only expenditures to firms which are currently certified by the Uniform Certification Agency or the Tennessee Department of Transportation and which perform a commercially useful function. A firm is considered to perform a commercially useful function when it is responsible for the performance of a distinct element of the work and carries out its responsibilities by actually performing, managing, and supervising the work involved.

To evaluate whether the firm is performing a commercially useful function, the Compliance Officer, DBE Program will evaluate the amount of work subcontracted, industry practices, and other relevant factors. The Compliance Officer, DBE Program reserves the right to deny or limit DBE

credit to the Bidder where any DBE is found to be engaged in substantial pass-through activities with others.

DBE participation shall be counted toward the DBE goal in the contract as follows:

- a. Once a DBE is determined to be eligible in accordance with these rules, the total dollar value of the contract awarded to the DBE may be counted toward the DBE goal except as follows:
- b. A Bidder may count toward its DBE goal that portion of the total dollar value of a contract with an eligible joint venture equal to the distinct, clearly defined portion of the work of the contract that the DBE performs with its own forces.
- c. Consistent with normal industry practices, a DBE may enter into subcontracts. If a DBE prime contractor subcontracts more than thirty percent (30%) or a significantly greater portion of the work of the contract that would be expected on the basis of normal industry practices, the DBE shall be presumed not to be performing a commercially useful function. Evidence may be presented by the Bidder involved to rebut this presumption.
- d. When a DBE subcontracts a part of the work under the contract to another firm, the value of the subcontracted work may only be counted towards the DBE goal if the DBE's subcontractor is itself a DBE. Work that a DBE subcontracts to a non-DBE firm does not count toward the DBE goal.
- e. The Bidder may count one hundred percent (100%) of its expenditures for materials and supplies required under the contract and which are obtained from a DBE manufacturer toward the DBE goal. The Bidder may count sixty percent (60%) of its expenditures for materials and supplies under the contract obtained from a DBE regular dealer towards its DBE goal. The terms "manufacturer" and "regular dealer" are defined in 49 C.F.R. Part 26.55(e)(1)(ii) and (2)(iii).
- f. The Bidder may count towards its DBE goal expenditures to DBEs which are not manufacturers or regular dealers, such as fees or commissions charged for services and assistance in the procurement of essential personnel, facilities, equipment, materials or supplies and transportation charges as set forth in 49 C.F.R. Part 26. However, the Compliance Officer, DBE Program must determine the fee or charge to be reasonable and not excessive as compared with fees or charges customarily allowed for similar services.
- g. Bidder must use good business judgment when negotiating with subcontractors and take a DBE's price and capabilities into consideration. The fact that there may be some additional costs involved in finding and using DBE firms is not sufficient reason to fail to meet the DBE goal set forth in the contract, as long as such costs are reasonable.

#### **4. DBE Substitutions**

- a. Arbitrary changes by the Contractor of the commitments previously indicated in the Schedule of DBE participation are prohibited. No changes may be made to the DBE firms listed on this schedule after the opening of proposals but prior to contract award. Further, after entering into each approved DBE subcontract, the Contractor shall neither terminate the subcontract, nor reduce the scope of the work to be performed by the DBE, nor decrease the price to the DBE, without receiving prior written approval of the Compliance Officer, DBE Program. Such approval is required even if the DBE agrees with the change to the DBE's contract desired by the Contractor.
- b. It may become necessary, at times, to substitute a new subcontractor in order to complete

the contract work. The substitution procedure to be followed is:

1. The Contractor must immediately notify the Compliance Officer, DBE Program, in writing, of the proposed substitution of subcontractor. The Contractor's notification must include the specific reasons it intends to reduce the scope of or terminate a DBE subcontract; adequate documentation to support the Contractor's proposed action; and a proposed substitute firm to complete the DBE's portion of work.
2. The following is a non-exclusive list of the types of reasons, which justify substitution: the DBE was found not to be able to perform, or not to be able to perform on time; the DBE's work product was not acceptable; the DBE demands an unreasonable escalation of its price.
3. The following is a non-exclusive list of the types of reason which do not justify substitution: a replacement firm has been recruited by the Contractor to perform the same work under more advantageous terms; performance issues by the DBE were disputed and every reasonable effort to have the dispute resolved or mediated has not been taken; the DBE has requested a reasonable price escalation which may be justified due to unforeseen circumstances (e.g. a change in scope of DBE's work).
4. If the subcontractor to be substituted for the DBE is not a DBE, the Contractor must show adequate good faith efforts as set forth in Section D hereof.
5. The Contractor's request for approval of a substitution must include the name, address, and principal official of the proposed substitute subcontractor and the dollar value and scope of work of the proposed subcontract. If the new subcontractor is a DBE, all DBE affidavits and documents required by the contract shall be attached.
6. MATA will evaluate the submitted documentation and respond within ten (10) business days to the request for approval of a substitution. MATA's response may approve the request, seek more information; request an interview to clarify the problem or reject the proposed DBE substitution, with the reasons for the rejection stated in MATA's response. In the case of an expressed emergency need to receive the necessary decision for the sake of job progress, MATA will respond as soon as practicable.
7. Actual substitution by the Contractor may not be made prior to MATA approval. Once notified of MATA approval, the substitute subcontract must be executed within five (5) business days, and a copy submitted to the Compliance Officer, DBE Program.

## **5. Good Faith Efforts**

In order to be responsive, a Bidder must make good faith efforts to meet the DBE participation goal set forth in the contract. The Bidder must document the good faith efforts it made in that regard. Thus, the Proposal submitted to MATA must be accompanied by written documentation prepared by the Bidder evidencing all of its reasonable good faith efforts toward fulfilling the goal. These efforts must be active steps, ones that could reasonably be expected to lead to sufficient DBE participation to meet the contract DBE participation goal. Mere pro forma efforts are not acceptable and will be rejected by the Compliance Officer, DBE Program.

Good Faith Efforts require that the Bidder consider all qualified DBEs, who express an interest in performing work under the contract. This means that the Bidder cannot reject a DBE as unqualified

unless the Bidder has sound reasons based on a thorough investigation of the DBE's capabilities. Further, the DBE's standing within its industry, membership in specific groups, organizations or associations and political or social affiliation; (for example, union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of proposals in the Contractor's efforts to meet the contract DBE participation goal.

The following are illustrative of factors, which will be considered in judging whether or not the Bidder has made adequate good faith efforts:

- a. Attendance at any pre-proposal meetings that were scheduled by MATA to inform DBEs of participation opportunities.
- b. Advertisement in general circulation, trade association, or minority and female-focused media concerning participation opportunities. Adequate time for advertisement and sufficient DBE response will be considered.
- c. Written notification to a reasonable number of specific DBEs that their participation in the contract is solicited in sufficient time to allow them to participate effectively.
- d. Follow-up of initial solicitations of interest by contacting DBEs to determine with certainty if they were interested.
- e. Documentation of efforts to negotiate with DBEs for specific sub-contracts including at a minimum:
  - i. The names, addresses, and telephone numbers of DBEs that were contacted and the date(s) of contract.
  - ii. A description of the information provided to the DBEs regarding the plans and specifications for portions of the work to be performed.
  - iii. A statement explaining why additional agreements with DBEs were not reached.
- f. For each DBE the Bidder contacted but rejected as unqualified, the reason for the Bidder's conclusion. This may include documentation of price comparisons. Receipt of a lower quotation from a non-DBE will not in itself excuse a Bidder's failure to meet the contract goal.
- g. Documentation of efforts made to assist the DBEs contacted that needed assistance in obtaining bonding or insurance required by the Bidder or MATA.
- h. Documentation of efforts to utilize the service of available minority community organizations or other organizations that provides assistance in the recruitment and placement of qualified DBEs.
- i. Documentation that the Bidder selected portions of the work likely to attract DBE participation (including dividing contracts into economically feasible units to facilitate participation).
- j. Evidence that adequate information was provided to interested DBEs about the plans, specifications and requirements of the contract, and that such information was communicated in a timely manner.

Any Proposer which MATA determines to have failed to fulfill the obligations of this section will be deemed non-responsible and will not be eligible for contract award.



MATA will not award a contract to any Bidder who does not meet the contract DBE participation goal or show good faith efforts to meet the goal. Thus, it is essential that all Proposers submit ALL relevant documentation concerning the DBE goal and/or good faith efforts in the envelope or package containing their sealed bid.

## **6. Procedure to Determine Bidder Compliance**

The Bidder must complete and sign the Letter of Intent to Perform as a DBE. The Letter of Intent must also be signed by any DBEs (prime or subcontractor). A separate Letter of Intent must be included for each DBE included in the bid. It MUST be submitted with the sealed bid. In addition, any documentation evidencing the Bidder's good faith efforts to meet the contract DBE goal must be submitted with the bid. Any proposals submitted without a completed and executed Letter of Intent and/or evidence of good faith efforts, if applicable, will be deemed non-responsive and will be rejected by MATA.

### **a. Letters of Certification**

1. A copy of each proposed DBE firm's current Certificate of Certification from the Uniform Certification Agency or the Tennessee Department of Transportation (TDOT) should be attached to the Letter of Intent to Perform as a DBE. **A firm which is in the process of certification or which is not currently certified at the date the proposals are due cannot be counted as a DBE as set forth in 49 CFR Part 26.55.**
2. All DBEs are certified to perform work in a specific specialty or specialties. The DBE firm's scope of work set forth on the Letter of Intent and Schedule of DBE Participation must conform to its stated area of specialization.

### **b. Joint Ventures**

1. Where the Bidder proposes to include in its proposal a DBE, which is a joint venturer, the Bidder must submit a fully executed copy of the joint venture agreement with its bid. The joint venture agreement must show that the DBE firm will be responsible for a clearly defined portion of the work to be performed, and that the DBE firm's capital contribution, control, management, risks and profits are commensurate with its ownership interest.

Further, the proposed joint venture agreement shall include specific details related to: 1) contributions of capital and equipment; 2) work items to be performed by the DBEs own forces; 3) work items to be performed under the supervision of the DBE; 4) the DBE management, supervisory and operating personnel to be dedicated to the performance of the project; and 5) the authority of each joint venturer to contractually obligate the joint venture and to expend funds.

Failure to submit a copy of the joint venture agreement will cause the firm to be considered by MATA to be non-responsive.

## **7. Reporting Requirements During the Term of the Contract**

- a. The Bidder shall, within five (5) business days of contract award, or prior to any work being performed, execute formal subcontracts or purchase orders with the DBE firms included in the bid. These written agreements shall be made available to the Compliance Officer upon request. All contracts between the Bidder and its subcontractors must contain a prompt payment clause as set forth in Section 8 herein.

- b. During the term of the contract, the Bidder shall submit regular “DBE Subcontractor Payment Status Reports” in a form acceptable to MATA. The frequency with which these reports are to be submitted will be determined by the Compliance Officer but in no event will reports be required less frequently than quarterly. In the absence of written notice from the Compliance Officer, the Bidder’s first “DBE Subcontractor Payment Status Report” will be due sixty (60) days after the date of contract award, with additional reports due monthly thereafter.
- c. The address for the Compliance Officer, DBE Program, is MATA, Attn: Chief Compliance Officer, ADA / DBE Administration, 1370 Levee Road, Memphis, TN 38108.

**8. Prompt Payment to Subcontractors**

- a. Prime Contractors are required to pay all subcontractors, both DBE and non-DBE, for all work which the subcontractor has satisfactorily completed, no later than ten (10) business days after the prime Contractor received payment from MATA.
- b. In addition, all retainage amounts must be returned by the prime Contractor to the subcontractor no later than fourteen (14) business days after the subcontractor has satisfactorily completed its portion of the contract work.
- c. A delay or postponement of payment to the subcontractor requires good cause and prior written approval of the Compliance Officer and the Project Manager.
- d. All prime Contractors are required to include, in each subcontract, a clause requiring the use of appropriate arbitration mechanisms to resolve all payment disputes.
- e. MATA will not reimburse Contractors for work performed unless and until the prime Contractor ensures that the subcontractors are promptly paid for the work they have performed to date as evidenced by the submittal of the “DBE Subcontractor Payment Status Report” with canceled checks/wire transfers as supporting documentation.
- f. MATA will consider failure to comply with these prompt payment requirements a contract violation, which may lead to any remedies permitted under law, including but not limited to, contract debarment.

**9. Enforcement**

- a. All Proposers are hereby advised that failure to carry out the requirements set forth above shall constitute a material breach of the contract, and after notification by MATA may result in rejection of the proposal or proposals ; termination of the contract; a deduction from the contract funds due or to become due the contractor; or other such remedy as the MATA deems appropriate. Failure to comply with the DBE requirements shall include but not be limited to failure to meet the established goal, failure to submit documentation of good faith efforts; failure to exert a good faith effort (as determined by MATA) to meet any established DBE participation goal; failure to adhere to DBE substitution requirements; and failure to realize the DBE participation.
- b. If awarded the contract, the Bidder acknowledges and agrees that if MATA determines that the Bidder, a DBE or any other firm retained by the Bidder has failed to comply with the DBE Program requirements or federal or state DBE Program regulations, MATA, through its Contracting Officer, shall have the sole authority and discretion to determine the extent of the monetary value to which the DBE contract goals have not been met, and to assess against and withhold monetary damages from the contractor in the full amount of that breach. MATA may impose any other remedies available at law or provided in the contract

in the event of a contract breach. The Bidder further understands and agrees that this clause authorizes MATA, through MATA's Contracting Officer, to determine and fix the extent of the damages caused by a breach of any contractual or regulatory DBE Program requirement and that the damage assessment will be enforced in addition to, and not in lieu of, any other damages or remedy provisions in the contract. By entering into a contract, the Bidder irrevocably agrees to such an assessment of damages for DBE Program purposes and authorizes MATA to make such an assessment of damages against the Bidder and to collect that assessment from any sums due the Bidder under the contract, or any other contract, or by other legal process. The Bidder makes this certification, agreement and authorization on behalf of itself, its subcontractors and suppliers, and the proposal bond and contract bond sureties.

- c. The decision of the Contracting Officer shall be final and conclusive unless, within ten (10) days from the receipt, in writing, of such decision, the Bidder mails or otherwise furnishes to the Contracting Officer an appeal, in writing, addressed to the Chief Executive Officer of MATA. The Chief Executive Officer shall review the dispute, related documents and the Contracting Officer's decision. The Chief Executive Officer may consult with MATA's project manager, the Contracting Officer or any other person deemed necessary by the Chief Executive Officer. The decision of the Chief Executive Officer shall be final and conclusive unless, within 10 days from the date of the receipt of such decision, in writing, the Bidder mails or otherwise furnishes to the Contracting Officer an appeal, in writing, addressed to the Board of the Memphis Area Transit Authority. The decision of the Board or its duly authorized representative for the determination of such appeal shall be final and conclusive unless in proceedings initiated by either party for review of such decision in a court of competent jurisdiction, the Court determines the decision to have been fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith or is not supported by substantial evidence. In connection with any appeal proceeding under this section, the Bidder shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute hereunder, the Bidder shall proceed diligently with the performance of the contract and in accordance with the Contracting Officer's decision.

# **ATTACHMENT 1**

## **GENERAL CONTRACT PROVISIONS**

**MEMPHIS AREA TRANSIT AUTHORITY (MATA)  
GENERAL CONTRACT PROVISIONS**

1. Non-Collusion - The Bidder guarantees that the Proposal submitted is not a product of collusion with any other Bidder and no effort has been made to fix the Proposal price of any Bidder or to fix any overhead, profit, or cost element of any Proposal price. An Affidavit of Non-Collusion, as per attached format, must be signed and submitted with Bid. (Exhibit I).
2. Proposal Acceptance - Each Proposal will be submitted with the understanding that the acceptance, in writing by purchaser of the offer to furnish any or all of the items described herein, shall constitute a Contract between the Bidder and the purchaser, which shall bind the Bidder on his part to furnish and deliver at his Proposal price and in accordance with said accepted Proposal and specifications.
3. Pricing - The price to be quoted in any Proposal submitted shall include all labor, materials, tools, equipment, and other costs necessary to fully complete the project in accordance with the specifications. Anything omitted from such specifications which is clearly necessary for the completion of the item and its appurtenances shall be considered a portion of such Proposal item although not directly specified or called for in these specifications. All material shall be new and in no case will used, reconditioned, or obsolete material be accepted unless otherwise specified. Bidder should note discounts, if any. Freight charges must be included in Proposal price.
4. Terms of Payment - Payment for the specified items shall be net 30 days after approval of an acceptable invoice. Bidder should note any discounts for payment before 30 days.
5. Acceptance of Material - If the item is not acceptable; MATA will furnish a letter of non-acceptance detailing the deficiencies within 30 days after delivery. Acceptance of delivery of an item shall not release the CONTRACTOR from liability for faulty workmanship or materials appearing even after final payment has been made.
6. Approved Equal -
  - a. In all cases, materials must be furnished as specified. Where brand names or specific items are used in the specifications, consider the term "or approved equal" to follow.
  - b. Any unapproved deviations, exceptions, substitutions, alternates, or conditional qualifications contained in a Proposal may be cause for its rejection.
  - c. If a potential Bidder feels that his product is an equal to the product specified, he must submit a written request to MATA.
  - d. Requests for approved equals, clarification of specifications, and protest of specifications must be received by **MATA, IN WRITING, NO LATER THAN 11:00 A.M WEDNESDAY, OCTOBER 16, 2024, TO ALLOW ANALYSIS OF THE REQUEST**. Any request for an approved equal or protest of the specifications must be fully supported with catalog information, specifications, and illustrations or other pertinent information as evidence that the substitute offer is equal to or better than the specifications' requirement. Where an approved equal is requested, the CONTRACTOR must demonstrate the quality of his product to the Authority and must furnish sufficient information to enable the Authority to determine whether the CONTRACTOR's product is or is not equal to that specified. Such requests may be emailed to Ashley Best at [abest@matatransit.com](mailto:abest@matatransit.com).
  - e. MATA's replies to requests under paragraph (d) above will be post-marked at least 14 days before the due date for submitting Proposals.
  - f. A notice of approved equals shall be furnished to all parties receiving specifications so that all Proposers may prepare their Proposal accordingly.
  - g. Appeal from the decisions of MATA to approve or disapprove approved equal status shall be submitted in writing to the Chief Executive Officer, MATA, 40 S. Main Street, Suite 1200,

Memphis, TN 38103, not later than five days from the date of MATA's decision. The appeal shall, at a minimum, identify the decision in question, specify all reasons why the appealing party disagrees with the decision, and shall include all facts and justification, including technical information, in support of its position. The Chief Executive Officer may request additional information from the appealing party, and information or a response from the Proposers, which shall likewise be submitted in writing to the Chief Executive Officer not later than 10 days from the date of MATA's request. So far as practicable, appeals will be decided upon the basis of the written appeal, information and written response submitted by the appealing party and other Proposers; all parties are urged to make written submissions as complete as possible. Failure of any party to timely respond to a request for information may be deemed by MATA that such party does not desire to participate in the proceeding, does not contest the matter, or does not desire to submit a response; and, in such event, the appeal will proceed and will not be delayed due to the lack of a response. Upon receipt and review of written submissions and any independent investigation deemed appropriate by MATA, the Chief Executive Officer shall either (a) render a decision which shall be final and advise all interested parties of same in writing, or (b) at the sole election of the Chief Executive Officer, conduct an informal hearing at which the interested participating parties will be afforded an opportunity to present their respective positions and facts, documents, justification, and technical information in support thereof. Parties may, but are not required to, be represented by counsel at the informal hearing, which will not be subject to formal rules of evidence or procedure. Following the informal hearing, the Chief Executive Officer shall render a decision, which shall be final and advise all interested parties thereof in writing.

- h. Changes in the specifications will be made by written addendum by MATA and will be forwarded to all persons and firms to whom Proposal documents have been furnished.

7. Proposal Withdrawal -

- a. Each and every Bidder who submits his Proposal specifically waives any right to withdraw it except as hereinafter provided. Proposers will be given permission to withdraw any Proposal after it has been deposited with MATA, provided any Bidder makes its request by telephone, or in writing, 24 hours before the time Proposals are due. Requests pertaining to withdrawals by telephone must be confirmed in writing by the Bidder and must reach the Office of the Chief Executive Officer of MATA not later than one hour prior to the time fixed for submission of Proposals.
- b. No Bidder may withdraw his Proposal within 90 days after the date Proposals are due.

8. Proposal Rejection - MATA reserves the right to waive any minor Proposal informalities or irregularities received which do not go to the heart of the Proposal or prejudice other Proposers, or to reject, for good and compelling reasons, any and all Proposals submitted. Conditional Proposals, or those, which take exception to the specifications, may be considered non-responsive and may be rejected.

9. Tax Exemption – MATA is exempt from payment of all Federal, State, and local taxes in connection with the project. Said taxes must not be included in Proposal prices. MATA will provide necessary tax exemption certificate to manufacturer, if requested.

10. Proposal Evaluation -

- a. Consideration will be given to Bidder's previous experience, price, financial responsibility of Bidder, responsiveness to these specifications, including level of participation of DBEs.
- b. Proposers may be required to submit duplicate sworn statements of their financial responsibility, technical qualifications, and performance record before a Contract can be awarded to them.
- c. MATA reserves the right to award Proposals singularly or collectively on any of the Proposal items.
- d. The Contract shall be awarded according to Section 5.0 of Section A.

11. Proposal Price Form - If MATA includes a Proposal Price Form in the RFP, Proposals must be submitted on the form provided. Each item should be listed separately on the form. Proposals submitted in any other form may be considered non-responsive and may be rejected. Proposals may be submitted on any or all items in this Proposal request.

12. Protest Procedures - Protests may be made by prospective Proposers whose direct economic interest would be affected by the award of a Contract, or by failure to award a Contract. MATA will consider all protests requested in a timely manner regarding the award of a Contract, whether submitted before or after an award. All protests are to be submitted in writing to the Contracting Officer, Memphis Area Transit Authority, 40 S. Main Street, Suite 1200, Memphis, TN 38103. Protest submissions should be concise, logically arranged, and clearly state the grounds for the protest. Protests must include at least the following information:

1. Name, address, and telephone number of protestor.
2. Identification of the solicitation or Contract Number.
3. A detailed statement of the legal and factual grounds of protest, including copies of relevant documents.
4. A statement as to what relief is requested.

Protests must be submitted to MATA in accordance with these procedures and time requirements. Protests must be complete and contain all issues that the protestor believes relevant.

- a. Proposal protests alleging restrictive specifications or improprieties which are apparent prior to proposal closing time or receipt of proposals must be submitted in writing to the Contracting Officer and must be received seven days prior to Proposal closing time or receipt of Proposals . If the written protest is not received by the time specified, Proposals may be received, and award may be made in the normal manner unless the Contracting Officer determines that remedial action is required. Oral protests not followed up by a written protest will be disregarded. The Contracting Officer may request additional information from the appealing party and information or a response from other Proposers , which shall likewise be submitted in writing to the Contracting Officer not later than ten days from the date of MATA's request. So far as practicable, appeals will be decided upon the basis of the written appeal, information, and written response submitted by the appealing party and other Proposers ; all parties are urged to make written submissions as complete as possible. Failure of any party to timely respond to a request for information may be deemed by MATA that such party does not desire to participate in the proceeding, does not contest the matter, or does not desire to submit a response; and, in such event, the protest will proceed and will not be delayed due to the lack of a response. Upon receipt and review of written submissions and any independent investigation deemed appropriate by MATA, the Contracting Officer shall either (a) render a decision, or (b) at the sole election of the Contracting Officer, conduct an informal hearing at which the interested participating parties will be afforded an opportunity to present their respective positions and facts, documents, justification, and technical information in support thereof. Parties may, but are not required to, be represented by counsel at the informal hearing, which will not subject to formal rules or evidence or procedures. Following the informal hearing, the Contracting Officer shall render a decision, which shall be final and advise all interested parties thereof in writing but no later than 10 days from the date of the informal hearing.
- b. Proposal protest against the making of an award by the MATA Board must be submitted in writing to the Contracting Officer and received by the Contracting Officer within seven days of the award by the MATA Board. The process for resolving protests listed above in Section (a) will be followed for any protest received under this section.

Notice of the protest and the basis therefore will be given to all prospective Proposers . In addition, when a protest against the making of an award by the MATA Board is received and it is determined to withhold the award pending disposition of the protest, the Proposers

whose Proposals might become eligible for award shall be requested before expiration of the time for acceptance, to extend or withdraw the Bid.

Where a written protest against the making of an award is received in the time specified, award will not be made prior to seven days after resolution of the protest unless MATA determines that:

1. The item(s) to be procured or service to be performed is urgently required.
2. Delivery or performance will be unduly delayed by failure to make award promptly; or,
3. Failure to make award will otherwise cause undue harm to MATA or the Federal Government.

- c. Protests made after contract award shall be received no later than seven calendar days afterwards. Protests received after award will be reviewed by the Contracting Officer and MATA's General Counsel.

In instances where the award has been made, the CONTRACTOR shall be furnished with the notice of the protest and the basis therefore. If the CONTRACTOR has not executed the Contract as of the date the protest is received by MATA, the execution of the Contract will not be made prior to seven days after resolution of the protest unless MATA determines that:

1. The item(s) to be procured or service to be performed is urgently required;
2. Delivery or performance will be unduly delayed by failure to make award promptly; or,
3. Failure to make award will otherwise cause undue harm to MATA or the Federal Government.

The process for resolving protests listed above in Section (a) will be followed for any protest received under this section.

- d. Appeals and requests for reconsideration of the determination of the Contracting Officer of protests under (a), (b) and (c) must be submitted to the Chief Executive Officer and received within seven days after the date of the written determination by the Contracting Officer. The Chief Executive Officer may request additional information from the appealing party and information or a response from other Proposers , which shall likewise be submitted in writing to the Chief Executive Officer not later than 10 days from the date of MATA's request. So far as practicable, appeals will be decided upon the basis of the written appeal, information, and written response submitted by the appealing party and other Proposers ; all parties are urged to make written submissions as complete as possible. Failure of any party to timely respond to a request for information may be deemed by MATA that such party does not desire to participate in the proceeding, does not contest the matter, or does not desire to submit a response; and, in such event, the appeal will proceed and will not be delayed due to the lack of a response. Upon receipt and review of written submissions and any independent investigation deemed appropriate by MATA, the Chief Executive Officer shall either (a) render a decision, or (b) at the sole election of the Chief Executive Officer, conduct an informal hearing at which the interested participating parties will be afforded an opportunity to present their respective positions and facts, documents, justification, and technical information in support thereof. Parties may, but are not required to, be represented by counsel at the informal hearing, which will not be subject to formal rules of evidence or procedures. Following the informal hearing, the Chief Executive Officer shall render a decision, which shall be final and advise all interested parties thereof in writing but no later than 10 days from the date of the informal hearing.

- e. Under certain limited circumstances, an interested party may protest to the Federal Transit Administration (FTA) the award of a Contract pursuant to an FTA grant. FTA's review of any protest will be limited to:



1. Alleged failure of MATA to have written protest procedures or alleged failure to follow such procedures.
  2. Alleged violations of a specific Federal requirement that provides an applicable complaint procedure, which shall be submitted and processed in accordance with that Federal regulation.
- f. Protestors shall file a protest with FTA not later than five working days after a final decision of MATA's Chief Executive Officer is rendered under the MATA protest procedure. In instances where the protestor alleges that MATA failed to make a final determination on the protest, the protestor shall file a complaint with FTA not later than five Federal working days after the protestor knew or should have known of MATA's failure to render a final determination on the protest.
- g. Submission of Protest to FTA
1. Protests shall be filed with the appropriate FTA Regional Office with a concurrent copy to MATA.
  2. The protest filed with FTA shall:
    - (i) Include the name and address of the protestor.
    - (ii) Identify MATA project number and the number of the Contract Solicitation.
    - (iii) Contain a statement of the grounds for the protest and any supporting documentation. This should detail the alleged failure to follow protest procedures or the alleged failure to have procedures and be fully supported to the extent possible.
    - (iv) Include a copy of the local protest filed with MATA and a copy of the MATA decision, if any.
13. Correspondence -The Bidder is required to show on all correspondence with MATA and FTA, the following: RFP No. 24-09 communication with MATA should be forwarded directly to Ashley Best, Contract Administrator at MATA, 40 S. Main Street, Suite 1200, Memphis, TN 38103 or emailed to [abest@matatransit.com](mailto:abest@matatransit.com).
14. Contract Subletting - No Contract may be assigned, sublet, or transferred without the written consent of MATA.
15. Miscellaneous -
- a. CONTRACTOR warrants that it has not been paid any bonus or commission for the purpose of obtaining this Contract.
  - b. Except as otherwise set forth herein, this Contract shall be governed and construed in accordance with the laws of the State of Tennessee. All actions, whether sounding in contract or in tort, relating to the validity, construction, interpretation, and enforcement of this Contract shall be instituted and litigated in the courts of the State of Tennessee located in Shelby County, Tennessee, and in no other. In accordance herewith, the parties to this Contract submit to the jurisdiction of the courts of the State of Tennessee, located in Shelby County, Tennessee.
  - c. The failure of MATA at any time to insist upon a strict performance of any terms, conditions, and covenants herein shall not be deemed a waiver of any subsequent breach or default of the terms, conditions, and covenants herein contained.
  - d. CONTRACTOR shall not assign any interest or obligation in this Contract, and CONTRACTOR shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of MATA.
  - e. Any proposed change or modification of this Contract shall be submitted in writing to MATA for its prior approval. All changes shall be by written agreement of MATA and CONTRACTOR.
  - f. The CONTRACTOR acknowledges that MATA is managed and operated by RATP Dev.

(RATP). The CONTRACTOR shall cooperate with and abide by the instructions of MATA and RATP personnel.

16. Extent of Agreement -

- a. The Proposal submitted by the CONTRACTOR is incorporated herein by reference as fully set forth verbatim herein. In the event of conflict between this Contract and Bid, the provisions of this Contract shall control.
- b. This Contract, except as set forth in the preceding paragraph, represents the entire and integrated Agreement between MATA and the CONTRACTOR, and supersedes all prior negotiations, statements, instructions, and representations or agreements, whether written or oral. This Contract may not be modified, amended, or assigned except by written agreement duly signed by both parties.
- c. At the election of MATA, the invalidity or illegality of any provisions of this Contract, other than arising from the fiscal inability of MATA to pay the compensation due to the CONTRACTOR as same becomes due, as determined by a court of last resort of competent jurisdiction, shall not affect the validity of the remainder of this Contract, and this Contract shall remain in full force and effect as if such illegal or invalid provisions were not contained herein.

17. Compliance with Applicable Law -

- a. In the performance of its obligations pursuant to this Contract, the CONTRACTOR shall comply with all applicable provisions of Federal, State, and local law in any manner effecting the conduct of the work and all prohibitive orders and instructions issued by the State and Federal Government regarding fortifications, military, and naval establishments and other areas.
- b. To accommodate changing Federal requirements, the CONTRACTOR agrees that Federal requirements may change, and the changed requirements will apply to the project as required, unless the Federal Government determines otherwise. All standards or limits within FTA's Master Agreement are minimum requirements, unless modified by FTA.
- c. The CONTRACTOR agrees to comply with FTA Circular 4220, "Third Party Contracting Requirements", any revisions or replacement thereof, and applicable Federal regulations or requirements, including FTA third party contracting regulations when promulgated.

18. Audit and Inspection -

- a. The CONTRACTOR shall permit MATA, the Secretary, and Comptroller General of the United States or any of their duly authorized representatives access to all CONTRACTOR records as they request for audits and inspections related to any Contract not awarded on the basis of competitive procurement procedures for a capital or improvement project, as needed for compliance with 49 U.S.C § 5325(a). The CONTRACTOR shall permit said persons to inspect all work materials, payrolls, and other data with regard to the project, and to audit the books, records, and accounts pertaining to such Contracts with regard to the project. The CONTRACTOR shall provide sufficient access to contract records as needed for compliance with federal regulations or to assure proper project management as determined by FTA.
- b. The CONTRACTOR shall maintain documentation for all charges against MATA under this Contract. The books, records, and documents of the CONTRACTOR, insofar as they relate to work performed or money received under the Contract, shall be maintained in conformity with generally accepted accounting principles for a period three full years from the date of final payment, and shall be subject to audit, at any reasonable time upon reasonable notice, by MATA, the State of Tennessee or the Comptroller of the Treasury or their duly appointed representatives, or a licensed independent public accountant. Further, the records shall be maintained for a period not less than that recommended in the Uniform Manual for Development Districts of Tennessee, published by the Comptroller of the

Treasury, State of Tennessee, but not less than three years from the date of final payment.

- c. In the event any Federal or State agency audits MATA, the CONTRACTOR shall provide whatever records, information, and assistance as MATA may reasonably require.
  - d. The CONTRACTOR shall provide information and assistance requested by MATA for progress reports required of MATA by Federal or State Government, or agencies.
19. Equal Employment Opportunity - In the performance of its duties hereunder, the CONTRACTOR shall not discriminate against any employee or applicant for employment because of disability, race, color, age, creed, sex, religion or national origin. The CONTRACTOR shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their disability, race, color, religion, sex, age, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONTRACTOR shall insert the foregoing provisions (modified only to show the particular contractual relationship) in all subcontracts, except subcontracts for standard commercial supplies or raw materials.
20. Interests of Federal and State Governmental Officials -
- a. No member of or delegate to the Congress of the United States shall be admitted to any share or part of this Contract, or to any benefit arising therefrom.
  - b. No part of the proceeds hereof shall be paid directly or indirectly to any officer or employee of the State of Tennessee as wages, compensation or gifts in exchange for acting as officer, agent, employee, subcontractor, or consultant to MATA in connection with any work contemplated or performed relative to this Contract.
21. Environmental Requirements -
- a. Environmental Protection. The CONTRACTOR agrees to comply with all applicable requirements of the National Environmental Policy Act of 1969, as amended, 42 U.S.C. §§ 4321 *et seq.* Consistent with Executive Order No. 11514, as amended, "Protection and Enhancement of Environmental Quality," 42 U.S.C. § 4321 note; FTA statutory requirements on environmental matters at 49 U.S.C. § 5324(b); Council on Environmental Quality regulations on compliance with the National Environmental Policy Act of 1969, as amended, 40 C.F.R. Part 1500 *et seq.*; and joint FHWA/FTA regulations, "Environmental Impact and Related Procedures," 23 C.F.R. Part 771 and 49 C.F.R. Part 622.
  - b. Air Quality. The CONTRACTOR agrees to comply with all applicable regulations, standards, or orders implementing the Clean Air Act, as amended, 42 U.S.C. §§ 7401 *et seq.* as follows:
    1. The CONTRACTOR agrees to comply with applicable requirements of U.S. Environmental Protection Agency (EPA) regulations, "Conformity to State or Federal Implementation Plans of Transportation Plans, Programs, and Projects Developed, Funded or Approved Under Title 23 U.S.C. or the Federal Transit Act", 40 C.F.R. Part 51, Subpart T; and "Determining Conformity of Federal Actions to State or Federal Implementation Plans," 40 C.F.R. Part 93. To support the requisite air quality conformity finding for the Project, the CONTRACTOR agrees to implement each air quality mitigation and control measure incorporated in the Project. The CONTRACTOR agrees that any Project identified in an applicable State Implementation Plan (SIP) as a Transportation Control Measure will be wholly consistent with the design concept and scope of the Project described in the SIP.
    2. U.S. EPA also imposes requirements implementing the Clean Air Act, as amended, that may apply to transit operators, particularly operators of large transit bus fleets. Thus, the CONTRACTOR should be aware that the following U.E. EPA regulations may apply to its Project: "Control of Air Pollution from Motor-Vehicles and Motor-

Vehicle Engines”, 40 C.F.R. Part 85; “Control of Air Pollution from New and In-Use Motor Vehicles and New and In-Use Motor Vehicle Engines: Certification and Test Procedures,” 40 C.F.R. Part 86; and “Fuel Economy of Motor Vehicles,” 40 C.F.R. Part 600.

3. The CONTRACTOR agrees to comply with the notification of violating facilities provisions of Executive Order No. 11738, “Administration of the Clean Air Act and the Federal Water Pollution Control Act with Respect to Federal Contracts, Grants, or Loans,” 42 U.S.C. § 7606 note.
- c. Clean Water. The CONTRACTOR agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. §§ 1251 *et seq.* Among other things:
    1. The CONTRACTOR agrees to protect underground sources of drinking water consistent with the provisions of the Safe Drinking Water Act of 1974, as amended, 42 U.S.C. §§ 300h *et seq.*
    2. The CONTRACTOR agrees to comply with the notification of violating facilities provisions of Executive Order No. 11738, “Administration of the Clean Air Act and the Federal Water Pollution Control Act with Respect to Federal Contracts, Grants, or Loans”, 42 U.S.C. § 7606 note.
  - d. Use of Public Lands. The CONTRACTOR agrees that no publicly owned land from a park, recreation area, or wildlife or waterfowl refuge of national, State, or local significance as determined by the Federal, State, or local officials having jurisdiction thereof, or any land from a historic site of national, State, or local significance may be used for the Project unless the FTA makes the specific findings required by 49 U.S.C. § 303.
  - e. Wild and Scenic Rivers. The CONTRACTOR agrees to comply with the Wild and Scenic Rivers Act of 1968, as amended, 16 U.S.C. §§ 1271 *et seq.* relating to protecting components of the national wild and scenic rivers system.
  - f. Coastal Zone Management. The CONTRACTOR agrees to assure Project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972, as amended, 16 U.S.C. §§ 1451 *et seq.*
  - g. Wetlands. The CONTRACTOR agrees to comply with the protections for wetlands in accordance with Executive Order No. 11990, as amended, “Protection of Wetlands,” 42 U.S.C. § 4321 note.
  - h. Floodplains. The CONTRACTOR agrees to comply with the flood hazards protections in floodplains in accordance with Executive Order No. 11988, as amended, “Floodplain Management” 42 U.S.C. § 4321 note.
  - i. Endangered Species. The CONTRACTOR agrees to comply with the protections for endangered species of the Endangered Species Act of 1973, as amended, 16 U.S.C. §§ 1531 *ET seq.*
  - j. Historic Preservation. The CONTRACTOR agrees to facilitate compliance with Federal historic and archaeological preservation requirements of Section 106 of the National Historic Preservation Act, as amended, 16 U.S.C. § 470f; Executive Order No. 11593, “Protection and Enhancement of the Cultural Environment,” 16 U.S.C. § 470 note; and the Archaeological and Historic Preservation Act of 1974, as amended, 16 U.S.C. §§ 469a-l *et seq.* as follows:
    1. In accordance with Advisory Council on Historic Preservation regulations, “Protection of Historic and Cultural Properties,” 36 C.F.R. Part 800, MATA agrees to consult with the State Historic Preservation Officer concerning investigations to identify properties and resources included in or eligible for inclusion in the National Register of Historic Places that may be affected by the Project, and agrees to notify FTA of any such properties that will be affected.

2. The CONTRACTOR agrees to comply with all Federal requirements to avoid or mitigate adverse effects on those historic properties.
  - k. Environmental Justice. The CONTRACTOR agrees to comply with the policies of Executive Order No. 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," 42 U.S.C. § 4321 note.
  - l. Mitigation of Adverse Environmental Effects. Should the Project cause or result in adverse environmental effects, the CONTRACTOR agrees to take all reasonable steps to minimize those effects as required by 49 U.S.C. § 5324(b), and any other applicable Federal laws and regulations, including 23 C.F.R. Part 771 and 49 C.F.R. Part 622. The CONTRACTOR agrees to implement all environmental mitigation measures that may be identified as commitments in applicable environmental documents (such as environmental assessments, environmental impact statements, memoranda of agreement, and documents required by 49 U.S.C. § 303) and agrees to comply with any conditions the Federal Government might impose in a finding of no significant impact or a record of decision. The CONTRACTOR agrees that those mitigation measures are incorporated by reference and made part of the Contract. As soon as the Federal Government and the CONTRACTOR reach agreement on any deferred mitigation measures, the CONTRACTOR agrees that those measures will then be incorporated by reference and made part of the Contract. The CONTRACTOR agrees that any mitigation measures agreed upon by MATA and the Federal Government may not be modified or withdrawn without the express written approval of the Federal Government.
22. Energy Conservation - The CONTRACTOR shall comply with mandatory energy efficiency standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 *et. Seq.*)
23. **Patent Rights – (Applicable to Contracts For Planning, Research, Development and/or Demonstration Projects Only)**
- a. General. If any invention, improvement, or discovery by the CONTRACTOR at any tier of the project is conceived or first actually reduced to practice in the course of or under the Project, and that invention, improvement, or discovery is patentable under the laws of the United States of America or any foreign country, the CONTRACTOR agrees to notify MATA immediately and provide a detailed report in a format satisfactory to MATA.
  - b. Federal Rights. The CONTRACTOR agrees that its rights and responsibilities pertaining to that invention, improvement, or discovery will be determined in accordance with applicable Federal laws, regulations, including any waive thereof. Absent a determination in writing to the contrary by the Federal Government, the CONTRACTOR agrees to transmit to MATA those rights due the Federal Government in any invention, improvement, or discovery resulting from the contract as specified in U.S. Department of Commerce regulations, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," 37 C.F.R. Part 401 (implementing 35 U.S.C. §§ 200 *et seq.*), irrespective of the status of MATA or the CONTRACTOR at any tier of the Project (i.e., a large business, small business, State government or State instrumentality, local government, nonprofit organization, institution of higher education, individual, etc.)
  - c. License Fees and Royalties. FTA considers income earned from license fees and royalties for patents, patent applications, and inventions produced under the Project to be program income. Except to the extent FTA determines otherwise in writing, as provided in 49 C.F.R. Parts 18 and 19, the CONTRACTOR has no obligation to the Federal Government with respect to that program income, apart from compliance with 35 U.S.C §§ 200 *et seq.*, which applies to patent rights developed under a research project.

24. Rights in Data and Copyrights Requirements

- a. Definition. The term “subject data” used in this Section 23 means recorded information, whether or not copyrighted, that is delivered or specified to be delivered under the contract. Examples include, but are not limited to: computer software, standards, specifications, engineering drawings and associated lists, process sheets, manuals, technical reports, catalog item identifications, and related information. “Subject data” does not include financial reports, cost analyses, or similar information used for contract administration.
- b. Federal Restrictions. The following restrictions apply to all subject data first produced in the performance of the contract:
  1. Except for its own internal use, the CONTRACTOR may not publish or reproduce subject data in whole or in part, or in any manner or form, nor may the CONTRACTOR authorize others to do so without the written consent of the Federal Government, until such time as the Federal Government may have either released or approved the release of such data to the public.
  2. The restriction on publication of Subsection 23.b. (1) of this contract, however, does not apply to a contract with an institution of higher learning.
- c. Federal Rights in Data and Copyrights. MATA and the CONTRACTOR agree to provide to the Federal Government a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for Federal Government purposes the “subject data” described in Subsections 23.c. (1) and 23.c. (2) of this CONTRACT. As used herein, “for Federal Government purposes,” means use only for the direct purposes of the Federal Government. Without the copyright owner’s consent, the Federal Government may not provide or otherwise extend to other parties of the Federal Government’s license to:
  1. Any subject data developed under the contract, whether or not a copyright has been obtained; and
  2. Any rights of copyright to which MATA and/or the CONTRACTOR purchase ownership with Federal assistance.
- d. Special Federal Rights in Data for Research, Development, Demonstration, and Special Studies (Planning) Projects. In general, FTA’s purpose in providing financial assistance for a special studies (planning), research, development, or demonstration Project is to increase transportation knowledge, rather than limit the benefits of the Project to participants in the Project. Therefore, unless FTA determines otherwise, MATA agrees that, in addition to the rights in data and copyrights of SubSection 23.c of this contract, FTA may make available to MATA or the CONTRACTOR, either FTA’s license in the copyright to the subject data or a copy of the subject data. If the Project is not completed for any reason whatsoever, all data developed under the Project shall become subject data as defined in SubSection 23.a of this contract and shall be delivered as the Federal Government may direct. This SubSection 23.d. of this CONTRACT, however, does not apply to adaptations of automatic data processing equipment or programs for MATA’s use when the costs thereof are financed with Federal funds for capital projects.
- e. Hold Harmless. Except as prohibited or otherwise limited by State law, upon request by the Federal Government, MATA and the CONTRACTOR agree to indemnify, save, and hold harmless the Federal Government and its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, resulting from any willful or intentional violation by MATA or the CONTRACTOR of proprietary rights, copyrights, or right of privacy, arising out of the publication, translation, reproduction, delivery, use, or disposition of any data furnished under this contract. MATA nor the CONTRACTOR shall be required to indemnify the Federal Government for any such liability caused by the wrongful acts of Federal employees or agents.

- f. Restrictions on Access to Patent Rights. Nothing in this Section 23 of this contract pertaining to rights in data shall imply a license to the Federal Government under any patent or be construed to affect the scope of any license or other right otherwise granted to the Federal Government under any patent.
  - g. Statutory Requirements to Release Data. To the extent required by U.S. DOT regulations, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organization," at 49 C.F.R. § 19.36(d), or by subsequent Federal laws or regulations, MATA and the CONTRACTOR understand and agree that the data and information submitted to the Federal Government may be required to be released in accordance with the provisions of the Freedom of Information Act (or another Federal statute providing access to such records).
25. Vendor Responsibility - It is the intent of these specifications to provide for goods of first quality and the workmanship must be the best obtainable in the various trades. The design of the goods, which the manufacturer proposes to furnish, must be of substantial and durable construction in all respects. No advantage shall be taken by the Bidder or manufacturer in the omission of any part or detail, which goes to make the product complete and ready for installation and use.
- The vendor shall assume responsibility for all materials used in the Proposal item whether the vendor manufactures the same or purchased ready-made from a source outside the vendor's company.
26. References - Bidder shall provide with his Proposal at least five references for projects similar to that described in this Request for Proposals. The following must be provided: company name, address and telephone number, fax number, a contact person, and the dates of the contract. The references given should be on contracts within a 12-month period prior to the Proposal due date.
27. Delivery - Proposals shall provide for delivery of all parts or equipment to MATA, 1370 Levee Road, Memphis, TN 38108, unless stated otherwise in Sections A or B.
28. Delivery Schedule - Hours of delivery shall be any weekday between 8:30 a.m. and 4:00 p.m., unless stated otherwise in Section A or B.
29. Preference for United States Products and Services.
- To the extent applicable, the CONTRACTOR agrees to comply with the following U.S. preference requirements:
- a. Buy America. The CONTRACTOR agrees to comply with 49 U.S.C. § 5323(j), FTA regulations, "Buy America Requirements," 49 C.F.R. Part 661, and implementing guidance FTA may issue. A Buy America certificate (Exhibit II), as per attached format, must be completed and submitted with the Proposal or the Proposal will be considered non-responsive.
- A waiver from the Buy America provision may be sought by MATA if grounds for the waiver exist. Section 165a of the Surface Transportation Assistance Act of 1982 permits FTA's participation in this Contract only if iron, steel and manufactured products used in the Contract are produced in the United States. This applies to procurements of \$150,000 and over.
- b. Cargo Preference—Use of United States-Flag Vessels. The CONTRACTOR agrees to comply with U.S. Maritime Administration regulations, "Cargo Preference—U.S.-Flag Vessels," 46 C.F.R. Part 381, to the extent those regulations apply to the Project. Specifically, the CONTRACTOR agrees:
    - 1. To utilize privately owned United States-Flag Commercial vessels to ship at least 50% of the gross tonnage (computed separately for dry bulk carriers, dry cargo liners, and tankers) involved, whenever shipping any equipment, materials, or commodities pursuant to this section, to the extent such vessels are available at fair and reasonable rates to United States-Flag Commercial vessels.

2. To furnish within 30 days following the date of loading for shipments originating within the United States, or within 30 working days following the date of loading for shipment originating outside the United States, a legible copy of a rated, On-Board Commercial Ocean Bill-Of-Lading in English for each shipment of cargo described in paragraph one above to MATA (through the prime CONTRACTOR in the case of subcontractor Bills-of-Lading) and to the Division of National Cargo, Office of Market Development, Maritime Administration, 400 Seventh Street, S.W., Washington, DC 20590, marked with appropriate identification of the project.
      - c. Fly America. The CONTRACTOR understands and agrees that the Federal Government will not participate in the costs of international air transportation of any persons involved in or property acquired for the Project unless that air transportation is provided by U.S.-flag air carriers to the extent service by U.S.-flag air carriers is available, consistent with the requirements of the International Air Transportation Fair Competitive Practices Act of 1974, as amended, 49 U.S.C. § 40118, and U.S. General Services Administration (U.S. GSA) regulations "Use of United States Flag Air Carriers," 41 C.F.R. §§ 301.131 through 301.143.
30. Debarment, Suspension, and Other Responsibility Matters - Unless otherwise permitted by law, any person that is debarred, suspended, or voluntarily excluded may not take part in a federally covered transaction, either as participant or a principal, during the period of debarment, suspension, or voluntary exclusion. Accordingly, neither FTA nor MATA may enter into any transaction with such debarred, suspended or voluntarily excluded persons during such period.

A certification process has been established by 49 CFR, Part 29 as a means to ensure that debarred, suspended, or voluntarily excluded persons do not participate in a federally assisted project. Each CONTRACTOR and subcontractor must provide to MATA a signed certification in compliance with 49 CFR, Part 29 as part of this Contract. (Exhibit III)
31. Prohibited Interests - No member, officer, or employee of MATA or the City of Memphis during his or her tenure or one year thereafter shall have interests, direct, or indirect in this Contract or the proceeds thereof, or if a conflict, real or apparent, as defined in MATA's Code of Ethics, would be involved.
32. Copeland "Anti-Kickback" Act, as amended. The CONTRACTOR shall comply with the Copeland "Anti-Kickback" Act, 18 U.S.C. 874 and 40 U.S.C. 276c, and U.S. Department of Labor (DOL) regulations, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in part by Loans or Grants from the United States", 29 C.F.R. Part 3. In addition to other requirements that may apply:
  - a. The CONTRACTOR will not induce, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which that employee is otherwise entitled.
  - b. MATA agrees to report every suspected or reported violation of the Copeland "Anti-Kickback" Act or its Federal implementing regulations to FTA.
33. Termination of Contract -
  - a. MATA may terminate this Contract without cause by giving fifteen (15) days written notice to the CONTRACTOR thereof and specifying the effective date of termination.

If the Contract is terminated by MATA as provided herein, the CONTRACTOR will be paid for its satisfactory services completed through the date of termination specified by MATA.
  - b. If, through any cause, the CONTRACTOR shall fail to fulfill in timely and proper manner its obligations under this Contract, or shall violate any of the covenants, agreements, or stipulations of this Contract, MATA shall thereupon have the right to terminate this Contract by giving written notice to the CONTRACTOR for such termination and specifying the effective date of such termination. In the event of termination, the CONTRACTOR shall be entitled to just and equitable compensation for any satisfactory work through the date of



termination specified by MATA.

- c. In the event of default by the CONTRACTOR, MATA shall be entitled to all of its reasonable expenses, and its costs to include, but not limited to its reasonable attorney's fees incurred by reason of such default.
  - d. In addition to the foregoing, MATA reserves the right to cancel any services or portion of services to be provided hereunder upon written notice to the CONTRACTOR specifying the canceled services and the effective date of such cancellation. In the event of such cancellation, the CONTRACTOR shall be compensated for satisfactory work completed and, further, the compensation due to the CONTRACTOR hereunder shall be reduced accordingly effective said cancellation date.
34. Employment of Contractor - MATA hereby agrees to engage the CONTRACTOR and the CONTRACTOR hereby agrees to perform the services hereafter set forth in connection with the project.
35. Interest of the Contractor - The CONTRACTOR covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract. The CONTRACTOR further covenants that in the performance of this Contract no person having any such interest shall be employed.
36. Independent Contractor - The CONTRACTOR is at all times an independent contractor and in no wise shall be deemed to be in joint venture, partnership, or other relationship with MATA.
37. Indemnification - The CONTRACTOR shall indemnify, save, defend, and hold MATA, the City of Memphis, TN, First Transit, Inc. and MTM, their officers, agents and employees free from all losses, damages, claims, and expenses in any wise arising or resulting from the actions and omissions of the CONTRACTOR, its employees, agents, or contractors in the performance of its services hereunder.
38. Cost Analysis - MATA reserves the right to conduct a cost or price analysis for any purchase. MATA may be required to perform a cost analysis when competition is lacking for any purchase. Sole source procurements or procurements where Proposals are received will be subject to a cost analysis which will include the appropriate verification of cost data, the evaluation of specific elements of costs and the projection of the data to determine the effect on Proposal prices. MATA may require a pre-award audit, and potential contractors shall be prepared to submit data relevant to the proposed work which will allow MATA to sufficiently determine that the proposed price is fair, reasonable, and in accordance with Federal, State, and local regulations. Procurements requiring Proposals will be treated as a negotiated procurement and MATA reserves the right to negotiate with a single Bidder and/or all Proposers in the competitive range to achieve a fair and reasonable price. If any of the parties cannot agree upon a negotiated price, MATA reserves the right to reject any or all Proposals .
- Contract change orders or modifications will be subject to a cost analysis.
39. False or Fraudulent Statements or Claims - The CONTRACTOR acknowledges and agrees that:
- a. The Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801 *et seq.* and U.S. Department of Transportation (DOT) regulations "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its activities in connection with the Project. Accordingly, by executing the Contract, the CONTRACTOR certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, or it may make in connection with the Project covered by the Contract. In addition to other penalties that may apply, the CONTRACTOR also acknowledges that if it makes a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986, as amended, on the CONTRACTOR to the extent the Federal Government deems appropriate.

- b. If it makes a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government in connection with an urbanized area formula project financed with Federal assistance authorized by 49 U.S.C. § 5307, the Government reserves the right to impose on the CONTRACTOR the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1), to the extent the Federal Government deems appropriate.
- 40. No Contingency Fees - The CONTRACTOR shall warrant that no person or selling agency has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the CONTRACTOR for the purpose of securing business, for the breach or violation of which warranty MATA shall have the right to annul said Contract without liability or, in its discretion, to deduct from the Contract price or consideration the full amount of such commission, percentage, brokerage or contingent fee.
- 41. Excluded Facilities - The CONTRACTOR shall comply with the provisions of 40 CFR Part 15 which prohibit the use of facilities included on the EPA list of violating facilities.
- 42. Federal Changes - The CONTRACTOR shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Agreement (Form FTA Master Agreement (18) dated October 1, 2011) between Purchaser and FTA, as they may be amended or promulgated from time to time during the term of this contract. The Contractor's failure to so comply shall constitute a material breach of this contract.
- 43. Lobbying Requirements - Federal regulations require MATA to include certifications from contractors. Accordingly, the CONTRACTOR must sign the attached certification. (Exhibit IV)

By executing this Contract, the CONTRACTOR certifies to the best of its knowledge and belief that:

- a. No Federal appropriated funds have been paid or will be paid on behalf of the undersigned to any person for influencing or attempting to influence 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 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.
  - b. If any funds other than Federal appropriate funds have been paid or will be paid to any person for influencing or attempting to influence 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 CONTRACTOR shall complete and submit Office of Management and Budget Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
  - c. The CONTRACTOR shall insert the language of this certification in all subcontracts and require that all subcontractors at any tier 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 Section 1352, Title 31, U.S. Code. 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. This applies to procurements of \$100,000 or more.
44. Recycled Products
- The CONTRACTOR agrees to comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 U.S.C. 6962), including but not limited to the regulatory provisions of 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR Part 247.

45. No Government Obligation

- a. MATA and the CONTRACTOR acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to MATA, CONTRACTOR, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.
- b. The CONTRACTOR agrees to include the above clause in each subcontract. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

46. Incorporation of Federal Transit Administration (FTA) Terms

The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Master Agreement (18), dated October 1, 2011, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The CONTRACTOR shall not perform any act, fail to perform any act, or refuse to comply with any MATA requests, which would cause MATA to be in violation of the FTA terms and conditions.

47. Access Requirements for Persons with Disabilities. The CONTRACTOR agrees to comply with the requirements of 49 U.S.C. § 5301(d) which expresses the Federal policy that the elderly and persons with disabilities have the same right as other persons to use mass transportation service and facilities, and that special efforts shall be made in planning and designing those services and facilities to implement those policies. The CONTRACTOR also agrees to comply with all applicable requirements of Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, which prohibits discrimination on the basis of handicaps, and with the Americans with Disabilities Act of 1990 (ADA), as amended, 42 U.S.C. §§ 12101 *et seq.*, which requires the provision of accessible facilities and services, and with the following Federal regulations, including any amendments thereto:

- a. U.S. DOT regulations, "Transportation Services for Individuals with Disabilities (ADA),"49 C.F.R. Part 37;
- b. U.S. DOT regulations "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance,"49 C.F.R. Part 27;
- c. Joint U.S. Architectural and Transportation Barriers Compliance Board/U.S. DOT regulations, "Americans with Disabilities (ADA) Accessibility Specifications for Transportation Vehicles,"36 C.F.R. Part 1192 and 49 C.F.R. Part 38;
- d. U.S. Department of Justice (DOJ) regulations, "Nondiscrimination on the Basis of Disability in State and Local Government Services,"28 C.F.R. Part 35;
- e. U.S. DOJ regulations, "Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities,"28C.F.R. Part 36;
- f. U.S. General Services Administration (GSA) regulations, "Accommodations for the Physically Handicapped,"41 C.F.R. Subpart 101-19;
- g. U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act,"29 C.F.R. Part 1630;
- h. U.S. Federal Communications Commission regulations, "Telecommunications Relay Services and Related Customer Premises Equipment for the Hearing and Speech Disabled,"47 C.F.R. Part 64, Subpart F; and
- i. FTA regulations, "Transportation for Elderly and Handicapped Persons,"49 C.F.R. Part 609; and

- j. Any implementing requirements FTA may issue.
48. Disputes, Breaches, Defaults or Other Litigation.
- a. Except as otherwise provided in this Contract, any dispute concerning a question of fact arising under this Contract which is not disposed of by agreement shall be decided by the Contracting Officer, who shall reduce his decision to writing and mail or otherwise furnish a copy thereof to the CONTRACTOR. The Contracting Officer may consult with the Construction Manager if one has been appointed for this project. The decision of the Contracting Officer shall be final and conclusive unless, within 10 days from the receipt of such copy, the CONTRACTOR mails or otherwise furnishes to the Contracting Officer a written appeal addressed to the Chief Executive Officer of MATA. The Chief Executive Officer shall review the dispute, related documents and the Contracting Officer's Final Decision. The Chief Executive Officer may consult with the Construction Manager and the Contracting Officer. The decision of the Chief Executive Officer shall be final and conclusive unless, within 10 days from the date of the receipt of such copy, the CONTRACTOR mails or otherwise furnishes to the Contracting Officer a written appeal addressed to the Board of the Memphis Area Transit Authority. The decision of the Board or its duly authorized representative for the determination of such appeals shall be final and conclusive unless in proceedings initiated by either party for review of such decision in a court of competent jurisdiction, the Court determines the decision to have been fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or is not supported by substantial evidence. In connection with any appeal proceeding under this Article, the CONTRACTOR shall be afforded an opportunity to be heard and to offer evidence in support of his appeal. Pending final decision of a dispute hereunder, the CONTRACTOR shall proceed diligently with the performance of the Contract and in accordance with the Contracting Officer's decision.
  - b. This Section 48 does not preclude consideration of questions of law in connection with decisions provided for in Paragraph a. above. Nothing in this Contract, however, shall be construed as making final the decisions of the Board or its representative on a question of law.
48. Title VI of the Civil Rights Act of 1964. The CONTRACTOR will comply and will assure the compliance by subcontractors under this Project with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (49 U.S.C. Section 2000d), the Regulations of DOT issued thereunder, 40 C.F.R. Part 21 and the assurances by MATA pursuant thereto.
49. Disadvantaged Business Enterprises - To the extent authorized by Federal law, the CONTRACTOR agrees to facilitate participation by Disadvantaged Business Enterprises (DBEs) in the Project and assures that each subcontractor, lessee, third party contractor, or other participant at any tier of the Project will facilitate participation by DBEs in the Project to the extent applicable as follows:
- a. The CONTRACTOR agrees and assures that it shall comply with Section 1101(b) of SAFETEA-LU, 23 U.S.C. § 101 note, and U.S. DOT regulations, "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs," 49 C.F.R. Part 26.
  - b. The CONTRACTOR agrees and assures that it shall not discriminate on the basis of race, color, sex, or national origin in the award and performance of any subcontract, lease, third-party contract, or other arrangement supported with Federal assistance derived from U.S. DOT in the administration of its Contract and shall comply with the requirements of 49 C.F.R. Part 26. The CONTRACTOR agrees to take all necessary and reasonable steps as set forth in 49 C.F.R. Part 26 to ensure nondiscrimination in the award and administration of all subcontracts, leases, third-party contracts, and other arrangements supported with Federal assistance derived from U.S. DOT.
51. Prompt Payment - The CONTRACTOR agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 10 days from receipt of each payment the

prime contractor receives from MATA. The CONTRACTOR agrees further to return retainage payments to each subcontractor within 10 days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of MATA. This clause applies to both DBE and non-DBE subcontractors. If the CONTRACTOR determines the work to be unsatisfactory, it must notify MATA's Contracting Officer, Project Manager and DBE Liaison Officer immediately, in writing, and state the reasons. Failure to comply with this requirement will be construed to be a breach of contract and subject to contract termination.

52. Nondiscrimination in Federal Public Transportation Programs - The CONTRACTOR agrees to comply, and assures the compliance of each subcontractor, lessee, third party contractor, or other participant at any tier of the Project, with the provisions of 49 U.S.C. § 5332, which prohibit discrimination on the basis of race, color, creed, national origin, sex, or age, and prohibits discrimination in employment or business opportunity.
53. Contract Work Hours and Safety Standards Act - The CONTRACTOR agrees to comply, and assures the compliance of each subcontractor, lessee, third party contractor, and other participant at any tier of the Project, with the employee protection requirements for non-construction employees of the Contract Work Hours and Safety Standards Act, as amended, 40 U.S.C. §§ 3701 *et seq.*, in particular with the wage and hour requirements of Section 102 of that Act at 40 U.S.C. § 3702, and with implementing U.S. DOL regulations, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction (also Labor Standards Provisions Applicable to Non-construction Contracts Subject to the Contract Work Hours and Safety Standards Act)," 29 C.F.R. Part 5.
54. National Intelligent Transportation Systems Architecture and Standards - To the extent applicable, the CONTRACTOR agrees to conform to the National Intelligent Transportation Systems (ITS) Architecture and Standards as required by SAFETEA-LU § 5307(c), 23 U.S.C. § 512 note, and follow the provisions of FTA Notice, "FTA National ITS Architecture Policy on Transit Projects," 66 *Fed. Reg.* 1455 *et seq.*, January 8, 2001, and any other implementing directives FTA may issue at a later date, except to the extent FTA determines otherwise in writing.
55. Seismic Safety (Applicable to Design and/or Construction Contracts Only) - The CONTRACTOR agrees to comply with the Earthquake Hazards Reduction Act of 1977, as amended, 42 U.S.C. §§ 7701 *et seq.*, with Executive Order No. 12699, "Seismic Safety of Federal and Federally-Assisted or Regulated New Building Construction," 42 U.S.C. § 7704 note, and with U.S. DOT regulations, "Seismic Safety," 49 C.F.R. Part 41, (specifically, 49 C.F.R. § 41.117), and any implementing guidance FTA may issue.
56. Environmental Justice. The CONTRACTOR agrees to facilitate compliance with the policies of Executive Order No. 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," 42 U.S.C. § 4321 note; and DOT Order 5620.3, "Department of Transportation Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," 62 *Fed. Reg.* 18377 *et seq.*, April 15, 1997, except to the extent that the Federal Government determines otherwise in writing.
57. Veterans Employment. Recipients and sub-recipients 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 5) 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 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 former employee.

58. Program Fraud and False or Fraudulent Statements And Related Acts

The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. part 31, apply to its actions pertaining to this Project. Upon execution of the underlying contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.

The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. chapter 53, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5323(I) on the Contractor, to the extent the Federal Government deems appropriate.

The Contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

59. Access to Records and Reports

- a. Record Retention. The Contractor will retain, and will require its subcontractors of all tiers to retain, complete and readily accessible records related in whole or in part to the contract, including, but not limited to, data, documents, reports, statistics, leases, subcontracts, arrangements, other third-party Contracts of any type, and supporting materials related to those records.
- b. Retention Period. The Contractor agrees to comply with the record retention requirements in accordance with 2 C.F.R. § 200.334. The Contractor shall maintain all books, records, accounts and reports required under this Contract for a period of at not less than three (3) years after the date of termination or expiration of this Contract, except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case records shall be maintained until the disposition of all such litigation, appeals, claims or exceptions related thereto.
- c. Access to Records. The Contractor agrees to provide sufficient access to FTA and its contractors to inspect and audit records and information related to performance of this contract in accordance with 2 CFR § 200.337.
- d. Access to the Sites of Performance. The Contractor agrees to permit FTA and its contractors access to the sites of performance under this contract in accordance with 2 CFR § 200.337.

60. Changes to Federal Requirements

Federal requirements that apply to the Recipient or the Award, the accompanying Underlying Agreement, and any Amendments thereto may change due to changes in federal law, regulation, other requirements, or guidance, or changes in the Recipient's Underlying Agreement including any information incorporated by reference and made part of that Underlying Agreement; and

Applicable changes to those federal requirements will apply to each Third-Party Agreement and parties thereto at any tier.

61. Safe Operation of Motor Vehicles

Seat Belt Use

The Contractor is encouraged to adopt and promote on-the-job seat belt use policies and programs for its employees and other personnel that operate company-owned vehicles, company rented vehicles, or personally operated vehicles. The terms “company-owned” and “company-leased” refer to vehicles owned or leased either by the Contractor or Agency.

Distracted Driving

The Contractor agrees to adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers, including policies to ban text messaging while using an electronic device supplied by an employer, and driving a vehicle the driver owns or rents, a vehicle Contractor owns, leases, or rents, or a privately-owned vehicle when on official business in connection with the work performed under this Contract.

62. Trafficking in Persons

The contractor agrees that it and its employees that participate in the Recipient’s Award, may not:

- (a) Engage in severe forms of trafficking in persons during the period of time that the Recipient’s Award is in effect;
- (b) Procure a commercial sex act during the period of time that the Recipient’s Award is in effect; or
- (c) Use forced labor in the performance of the Recipient’s Award or sub-agreements thereunder.

63. Federal Tax Liability and Recent Felony Convictions

(1) The contractor certifies that it:

- (a) Does not have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) Was not convicted of the felony criminal violation under any Federal law within the preceding 24 months.

If the contractor cannot so certify, the Recipient will refer the matter to FTA and not enter into any Third Party Agreement with the Third Party Participant without FTA’s written approval.

(2) Flow-Down. The Recipient agrees to require the contractor to flow this requirement down to participants at all lower tiers, without regard to the value of any sub-agreement.

64. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment.

a) Recipients and sub-recipients are prohibited from obligating or expending loan or grant funds to:

- 1) Procure or obtain;
- 2) Extend or renew a contract to procure or obtain; or
- 3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical

security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

- (ii) Telecommunications or video surveillance services provided by such entities or using such equipment.
  - (iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.
- b) In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.
- c) See Public Law 115-232, section 889 for additional information.
- d) See also § 200.471.

65. Public Transportation Employee Protective Arrangements

The Contractor agrees to comply with the following employee protective arrangements of 49 U.S.C. § 5333(b):

1. U.S. DOL Certification. Under this Contract or any Amendments thereto that involve public transportation operations that are supported with federal assistance, a certification issued by U.S. DOL is a condition of the Contract.
2. Special Warranty. When the Contract involves public transportation operations and is supported with federal assistance appropriated or made available for 49 U.S.C. § 5311, U.S. DOL will provide a Special Warranty for its Award, including its Award of federal assistance under the Tribal Transit Program. The U.S. DOL Special Warranty is a condition of the Contract.
3. Special Arrangements. The conditions of 49 U.S.C. § 5333(b) do not apply to Contractors providing public transportation operations pursuant to 49 U.S.C. § 5310. FTA reserves the right to make case-by-case determinations of the applicability of 49 U.S.C. § 5333(b) for all transfers of funding authorized under title 23, United States Code (flex funds), and make other exceptions as it deems appropriate, and, in those instances, any special arrangements required by FTA will be incorporated herein as required.

66. Charter Service

The contractor agrees to comply with 49 U.S.C. 5323(d), 5323(r), and 49 C.F.R. part 604, which provides that Recipients and subrecipients of FTA assistance are prohibited from providing charter service using federally funded equipment or facilities if there is at least one private charter operator willing and able to provide the service, except as permitted under:

1. Federal transit laws, specifically 49 U.S.C. § 5323(d);
2. FTA regulations, "Charter Service," 49 C.F.R. part 604;
3. Any other federal Charter Service regulations; or
4. Federal guidance, except as FTA determines otherwise in writing.



The contractor agrees that if it engages in a pattern of violations of FTA's Charter Service regulations, FTA may require corrective measures or impose remedies on it. These corrective measures and remedies may include:

1. Barring it or any subcontractor operating public transportation under its Award that has provided prohibited charter service from receiving federal assistance from FTA;
2. Withholding an amount of federal assistance as provided by Appendix D to part 604 of FTA's Charter Service regulations; or
3. Any other appropriate remedy that may apply.

67. School Bus Operations

The contractor agrees to comply with 49 U.S.C. 5323(f), and 49 C.F.R. part 604, and not engage in school bus operations using federally funded equipment or facilities in competition with private operators of school buses, except as permitted under:

1. Federal transit laws, specifically 49 U.S.C. § 5323(f);
2. FTA regulations, "School Bus Operations," 49 C.F.R. part 605;
3. Any other Federal School Bus regulations; or
4. Federal guidance, except as FTA determines otherwise in writing.

If Contractor violates this School Bus Agreement, FTA may:

1. Bar the Contractor from receiving Federal assistance for public transportation; or
2. Require the contractor to take such remedial measures as FTA considers appropriate.

When operating exclusive school bus service under an allowable exemption, the contractor may not use federally funded equipment, vehicles, or facilities.

The Contractor should include the substance of this clause in each subcontract or purchase under this contract that may operate public transportation services.

68. Substance Abuse Requirements

The Contractor agrees to establish and implement a drug and alcohol testing program that complies with 49 C.F.R. part 655, produce any documentation necessary to establish its compliance with part 655, and permit any authorized representative of the United States Department of Transportation or its operating administrations, the State Oversight Agency, or Agency, to inspect the facilities and records associated with the implementation of the drug and alcohol testing program as required under 49 C.F.R. part 655 and review the testing process. The Contractor agrees further to certify annually its compliance with part 655 and to submit the Management Information System (MIS) reports to the Agency.

69. Protection of Sensitive and Personally Identifiable Information

Authority - FTA Master Agreement, FY2020 Section 36(c), US DOT Common Rules Applicability - all contracts

Contractor and sub-contractors must implement reasonable measures to safeguard protected personally identifiable information as well as any information that the FTA or pass-through entity designates as sensitive.

70. Walsh-Healey Public Contracts Act

If this Contract is for the manufacture or furnishing of materials, supplies, or equipment in an amount which exceeds or may exceed \$10,000 and is subject to the Walsh-Healey Public Contracts Act, as amended (41 U.S.C. 35-45), the following terms and conditions apply:

- (a) All stipulations required by the Act and regulations issued by the Secretary of Labor (41 CFR Chapter 50) are incorporated by reference. These stipulations are subject to all applicable rulings and interpretations of the Secretary of Labor that are now, or may be hereafter, be in effect.

- (b) All employees whose work relates to this contract shall be paid not less than the minimum wage prescribed by regulations issued by the Secretary of Labor (41 CFR 50-202.2). Learners, student learners, apprentices, and handicapped worker may be employed at less than the prescribed minimum wage (see 41 CFR 50-202.3) to the same extent that such employment is permitted under Section 14 of the Fair Labor Standards Act (41 U.S.C. 40).

# APPENDIX

## BUSINESS QUESTIONNAIRE

This questionnaire, and the authorization to release financial information are used in part to assist in determining a potential contractor's responsibility. Offerors shall submit this information within two (2) workdays from the date of notification by the Authority, or if so indicated in the Solicitation and in accordance with applicable provision(s), if any. All information must be current and traceable. Each venturer of a joint venture must submit a separate signed form.

MATA reserves the right to make additional inquiries based on information submitted, or the lack thereof. Questions concerning this questionnaire, or the authorization form should be directed to the contact person identified on the Solicitation.

1. Name of Offeror ("Business"):

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2. List name(s) and business address of officers and directors for corporations, partners for partnerships, and venturers for joint ventures (attach additional pages as necessary).

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3. Number of years in business under present business name:

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4. If applicable, list all other names under which the Business identified above operated in the last 5 years.

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5. Annual Gross Revenue (Past year): (M represents millions, K represents thousands)

- \$100K or less       \$100K-\$500K       \$500K-\$1M       \$1M-\$5M       \$5M-\$10M  
 \$10M-\$16M       \$16M or Over

6. Number of current employees:

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7. Has the Business, or any officer or partner thereof, failed to complete a contract?  Yes  No

8. Is any litigation pending against the Business?  Yes  No

9. Has any officer or executive of the business been convicted or is under indictment for a felony?  Yes  No

10. Has the Business ever been declared "not responsible" for the purpose of any governmental agency contract award?  Yes  No

11. Has the Business been debarred, suspended, proposed for debarment, declared ineligible,

voluntarily excluded or otherwise disqualified from bidding, proposing, or contracting?

Yes  No

12. Are there any proceedings pending relating to the Business' responsibility, debarment, suspension, voluntary exclusion, or qualification to receive a public contract?  Yes  No

13. Has the government or other public entity requested or required enforcement of any of its rights under a surety agreement on the basis of a default or in lieu of declaring the Business in default?  Yes  No

14. Is the Business in arrears on any contract or debt?  Yes  No

15. Has the Business been a defaulter, as a principal, surety, or otherwise?  Yes  No

16. Have liquidated damages or penalty provisions been assessed against the Business for failure to complete work on time or for any other reason?  Yes  No

17. If a "yes" response is given under questions 7 through 16, please provide a detailed explanation including dates, reference to contract information, contacts, etc. (attach additional pages as necessary).

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18. Name and address of Surety Company to be used by the Business to provide applicable performance and payment bonds. \_\_\_\_\_

19. Does the Business maintain a drug-free workplace?  Yes  No

20. Does the Business have a safety program?  Yes  No

21. Does the Business have a quality control program?  Yes  No

**SAFETY INFORMATION** (Use additional pages as necessary.) **(Construction Only)**

1. Provide the Business's interstate Worker's Compensation Experience Modification Rate (EMR) for the last three (3) rating periods. This information is obtainable from the Business's insurance company(ies). If the interstate rating is unknown, obtain the intrastate EMR for the same periods.

Current policy year: \_\_\_\_\_ 1 Year previously: \_\_\_\_\_ 2 Years previously: \_\_\_\_\_

2. To verify the above, provide one of the following forms of documentation and submit it with this questionnaire. Check which form of documentation the Business is submitting.

- Certified letter from the Business's insurance company(s) verifying the EMR
- Photocopy of the Business's EMR calculation sheets for the last three (3) rating years
- Photocopy of the Business's insurance policy identifying the modification rate and coverage period for the last three (3) years

3. Is the Business self-insured for Worker's Compensation?  Yes  No

4. Provide the following information about the Business's OSHA recordable, reportable, and non-reportable incidents and inspection reports for the last three (3) years, and submit it with this

questionnaire:

- a. Copies of the Business's OSHA Form 200/300 or state equivalent reporting form.
- b. Number of violations issued by the Department of Labor (OSHA), an explanation of violation type (e.g., willful, serious, de minimis, repeat, etc.), penalty assessed, status, and measures taken to prevent incident(s) from recurring.

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- c. Approximate number of "non-reportable" first aid/one time treatment injuries or incidents.

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- 5. For the last three (3) years, provide the approximate number of incidents, e.g., injuries, fatalities, and vehicle accidents involving subcontractor employees while operating on projects the Business managed.

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- 6. For the last three (3) years, provide the total number of citations/violations issued by any other federal, state and/or municipal authority including, but not limited to, the Tennessee Department of Environment and Conservation (TDEC), Tennessee Bureau of Worker's Compensation (BWS), City of Memphis, etc. Provide violation date(s), a brief explanation and current status of each violation (attach additional pages as necessary).

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- 7. Provide brief synopsis of the Business's safety education and training programs, safety incentive programs, modified duties and return to work programs, corporate safety team compositions and hierarchy (use additional pages as necessary).

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- 8. If the Business has performed work involved with or immediately adjacent to active railroad systems within the last three (3) years, provide (or submit, as applicable) the following information, if not otherwise requested elsewhere in this questionnaire.

- a. Name of governing railroad, location, and type of work performed.

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- b. Detailed explanation of any accidents/incidents that affected rail movement/operations, involved injuries to railroad employees, or damage to facilities and/or equipment.

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- c. Current copy of the Business's safety programs/plans directly related to work on or around railroads, e.g., "On-Track" safety programs/plans, Roadway Worker Protection (RWP) program, etc.

- d. Total number of Federal Railroad Administration (FRA) citations issued. Provide violation date(s), a brief explanation, current status of each violation, and measures taken to prevent incident(s) from recurring.

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I, individually and on behalf of the business named in this Business Questionnaire, do by my signature below, certify that the information provided in this questionnaire is true and correct. I understand that any false statements or misrepresentations regarding the Business named above may result in: 1) termination of any or all contracts which MATA has or may have with the Business; 2) disqualification of the Business from consideration for contracts; 3) removal of the Business from MATA's proposers ' list; or/and 4) legal action(s) applicable under federal, state or local law. I also understand that if awarded a contract under this solicitation, I am responsible for updating this document noting any changes within ten days following the change.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Owner, CEO, President, Majority Stockholder, or Designated Representative)

**MEMPHIS AREA TRANSIT AUTHORITY  
SUPPLY AND SERVICE CONTRACT**

**CONTRACTOR:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTRACT NO:** \_\_\_\_\_

**CONTRACT DATE:** \_\_\_\_\_

**CONTRACT FOR:** \_\_\_\_\_

**CONTRACT PRICE:** \$ \_\_\_\_\_

**THIS CONTRACT made and entered into at Memphis, Tennessee on the above date by and between MEMPHIS AREA TRANSIT AUTHORITY (hereinafter called "the AUTHORITY"), party of the First Part, a public transportation system and transit authority organized and existing under and by virtue of the laws of the State of Tennessee and of the City of Memphis, Tennessee, a municipal corporation and the above-named CONTRACTOR, party of the Second Part.**

**The Authority, pursuant to law, has solicited and received quotes, proposals or proposals for furnishing the supplies and services herein described, and has heretofore accepted the quote, proposal or proposal submitted by the Contractor. In consideration of the covenants contained herein, the sufficiency of which is hereby acknowledged, the Contractor agrees to perform this contract in strict accordance with standards and specifications of the Authority upon which quotes, proposals or proposals were invited and the conditions set forth herein.**

**The following documents are part of this contract:**

**RFP No. \_\_\_\_\_, including any and all Addenda and Change Orders,**



**General Provisions, Specifications, and Conditions and the Proposal is incorporated herein and made part of this contract.**

**BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**MEMPHIS AREA TRANSIT  
AUTHORITY**

**BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

SAMPLE

**MEMPHIS AREA TRANSIT AUTHORITY  
CONTRACT CHANGE ORDER**

**CONTRACT NO** \_\_\_\_\_ **CHANGE ORDER NO:** \_\_\_\_\_ **FTA GRANT NO:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **CONTRACT DATE:** \_\_\_\_\_

**CONTRACT FOR:** \_\_\_\_\_

\*\*\*\*\*  
**TO:** \_\_\_\_\_

You are directed to make the changes specified in the subject contract; as authorized by the **MEMPHIS AREA TRANSIT AUTHORITY.**

**BY:** \_\_\_\_\_ **TITLE:** Director Of Grants **EFFECTIVE DATE:** \_\_\_\_\_

\*\*\*\*\*  
**NATURE OF CHANGE:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL AMOUNT OF THIS CHANGE ORDER:** \_\_\_\_\_ \$ \_\_\_\_\_

\*\*\*\*\*  
THE CHANGES RESULT IN THE FOLLOWING ADJUSTMENT OF CONTRACT PRICE AND CONTRACT TIME:

Original Contract Price	\$ _____
Previously Executed Changes (0)	\$ _____
Contract Price Prior to This Change	\$ _____
Net Increase/(Decrease) From This Change	\$ _____
Current Contract Price Including This Change	\$ _____
Contract Time Prior to This Change	_____
Net Increase/(Decrease) From This Change	_____
Current Contract Time Including This Change	_____

\*\*\*\*\*  
The Above Changes are Accepted: \_\_\_\_\_  
Company

**BY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_