Greater Dayton Regional Transit Authority  
4 S. Main Street  
Dayton, OH 45402

October 3, 2018

TO: Prospective Proposers

RE: Request for Quotation (RFQ) 18-18  
Maintenance Tools & Workwear

The Greater Dayton Regional Transit Authority (RTA) is seeking to obtain proposals from firms interested in providing Maintenance Tools & Workwear. Your firm is invited to submit a proposal.

**DBE Participation:** It is the policy of the Department of Transportation (DOT) that DBE's, as defined in 49 CFR, Parts 23 and 26, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this Agreement. Although the DBE goal for this procurement is 0%, RTA welcomes DBE participation.

In order to be considered, please ensure that your proposal is received by the undersigned no later than **October 10, 2018 at 10:00 a.m.** Proposals may be emailed to twiesman@greaterdaytonrta.org; faxed to (937) 425-8410; or delivered to the undersigned at Greater Dayton Regional Transit Authority, 4 S. Main Street, Dayton, OH 45402. If submitted in hard copy, please provide one original and two exact copies. Please allow additional working days for the internal delivery of mailed proposals in addition to the U.S. Postal Service delivery.

The quotes will be evaluated and further discussions may be held before announcement of the firm(s) selected. The successful proposer(s) will be offered a one-year blanket purchase order, effective on October 31, 2018. No written notification of the award will be sent.

RTA reserves the right to reject any and all proposals submitted. Award of the contract will be made to the Proposer(s) which, in the sole opinion of RTA Staff, best meets the needs of the Authority.

A proposal may be withdrawn by personal, written, or telegraphic request received from the proposer prior to the scheduled opening date. No proposal may be withdrawn for a period of 60 days after the opening date.

Please Note: This RFQ and any addenda are available on the Procurement Department page of our website, [http://proc.greaterdaytonrta.org](http://proc.greaterdaytonrta.org). Please continue checking the website for any updates or addenda. If you have received this RFQ via email, all addenda will also be sent to you by the same method. However, if you accessed this RFQ from our website, we may not have you in our database. In order to ensure that you receive all updates and addenda, please contact JoAnn Oliver by phone at 937/425-8313 or email at joliver@greaterdaytonrta.org to be added to our database.

If you have any questions relating to this solicitation, please contact me at (937) 425-8312.

Sincerely,

Tamea Wiesman

Tamea Wiesman, CPPB  
Sr. Purchasing Agent

Attachment
Greater Dayton Regional Transit Authority

Scope of Work

RTA currently employs 89 mechanical employees entitled to receive a $400 tool allowance. Employees may purchase tools and work wear from the RTA Approved List (see below). It is anticipated approximately 50% of employees will elect to receive a voucher from a tool and/or work wear vendor in lieu of a cash allowance. The vouchers are to be redeemable through October 30, 2019. The successful vendors will be responsible for supplying over the counter and special order tools and/or work wear.

Employees will be permitted to split their $400 allowance between two vendors. If your firm’s vouchers must be issued in specific dollar increments, please indicate required increments on the quote form.

Vouchers do not have to be elaborate. The main requirement is that vendors are able to set up individual accounts based on contracted discount(s) and track individual expenditures to ensure employees do not exceed their authorized limits. The Authority assumes no responsibility for reimbursing vendors for purchases exceeding pre-approved limits.

The number and dollar amounts of vouchers purchased from each of the successful vendors will be determined by vendor selection forms completed by the eligible mechanical employees.

After selections have been made by employees, Vendors will be provided a list of employee names with RTA ID numbers in order to issue vouchers. A purchase order will also be issued to the vendor(s) at that time. Vendor selections shall be conveyed to vendors by October 19, 2018. Delivery of the vouchers is required no later than 10:00 a.m. October 25, 2018. Vouchers shall be delivered to:

Greater Dayton RTA
Attn: Pat O’Malley, Fleet Manager
600 Longworth Street
Dayton, OH 45402

Additionally, RTA will allow the mechanical employees to purchase, through the RTA and payroll deduction, additional approved tools or work wear at the vendor’s listed discount. Employees may spend from their payroll deduction account during the year or carry the balance forward to the next contract year(s) up to a maximum account amount of $5,700 per individual. The total additional amount accumulated during the 2018-2019 contract year is estimated not to exceed $25,000. These additional purchases will be treated as regular small purchases by the RTA, and RTA purchase orders will be issued by the Maintenance Department for these orders. Vendor shall not accept any orders directly from mechanical employees, over and above their gift card balances. RTA will verify employees’ payroll deduction accounts contain sufficient funds for desired purchase prior to issuing a purchase order to vendor. The Authority assumes no responsibility for reimbursing vendors for unauthorized purchases. Purchases made in this manner must be delivered to RTA Receiving. Deliveries are not to be made directly to employees.

Successful vendors should require proof of identification, either by RTA employee I.D. card or a valid driver’s license when transacting business with RTA employees.

Following is a list of approved tools/work wear that may be purchased. Certificates are not to be used for the purchase of vehicle parts.

Vendors may submit proposals on tools and work wear or any combination thereof. Award may be made to more than one vendor.
Greater Dayton Regional Transit Authority
2018-2019 TOOL VOUCHER PROGRAM

The following are APPROVED CATEGORIES of tools/work wear that may be purchased.

**Tool Box**
- Accessories
- Organizers
- Tool Holders / Pouches/belts
- Wheels
- Trays

**Air Drive Tools**
- Die Grinders/Accessories
- Air Ratchets/Accessories
- Sanders/Accessories
- Drills/Accessories
- Saws/Accessories
- Air impact wrench/Accessories
- Air hammers/Accessories

**Safety Equipment**
- Face Shields
- Goggles/Eye Guards
- Respirators/Accessories
- Hearing Protectors
- Gloves

**Electrical**
- Drills/Accessories
- Sanders/Accessories
- Saws/Accessories
- Explosion Proof Lights

**3/8” Square Drive Tools / SAE and Metric**
- Sockets
- Drive Tools /Accessories
- Extension Bars
- Adapters

**3/4” Square Drive Tools / SAE and Metric**
- Sockets
- Drive Tools /Accessories
- Extension Bars
- Adapters

**1/2” Square Drive Tools / SAE and Metric**
- Sockets
- Drive Tools /Accessories
- Extension Bars
- Adapters

**Wrenches / SEA and Metric**
- Combination
- Open-End
- Box-End
- Open-End and Socket
- Flare Nut

**Screwdrivers**
- Cordless/Accessories
- Slotted Screwdrivers
- Phillips Screwdrivers
- Screw Starters
- Screwdriver Bits
- Screw Awl

**Pliers**
- Locking Pliers
- Needle Nose
- Diagonal Cutting
- End Cutting
- Snap Ring
- Slip Joint
- Ignition
- Linesman
- Robo Grip
- Hose Clamp Pliers
- Wire Strippers

**Soldering Tools**
- Soldering Gun/Accessories
- Soldering Iron/Accessories

**Impact Tools**
- Electric/Accessories
- Hand Driver/Accessories
- Pneumatic/Accessories
- Power/Accessories
- Sockets/Standard & Metric/Accessories

**Miscellaneous Tools**
- Battery Clamp Remover
- Body Repair Tools
- Brake Tools
- ‘C’ Clamps
- Calipers
- Chisels
- Clamps
- Cutters
- Dial Indicators
- Fall Restraint Harness

**Files/Accessories**
- Flashlight
- Gasket Scraper
- Go-No Go Gauges
- Hacksaw / Blades
- Hammers
- Hex Key Sets / Bits
- Inspection Mirror
- Knife / Blades
- Levels / Squares
- Measuring Tapes
- Micrometers
- Multi-testers
- Nut Cracker
- Nut Drivers
- Pick up Tool
- Plumbing Tools
- Pry Bars
- Pulleys
- Punches
- Scissors
- Screw Extractor Sets
- Shears, Snips, Cutters
- ‘T’ Handles
- Tap and Die Sets
- Thermometers
- Utility Knife
- Vises
- Voltage Tester
- Wire Brush

**Carhartt Work Wear, Condor Work Wear, or approved equal**
- J133 Extremes Arctic Active Jacket - Black
- X06 Extremes Arctic Zip-Front Coverall-Black
- R 33 Extremes Arctic Zip-Front Overall-Black
- C003 Arctic Traditional Coat-Brown or Black
- V01 Arctic Vest-Brown
- X01 Arctic Coverall-Brown
- R03 Arctic Bib Overall-Brown
GREATER DAYTON REGIONAL TRANSIT AUTHORITY

SPECIAL CONDITIONS

Interested Vendors, other than retail stores, shall provide a web site address where available tools and pricing may be viewed or submit three (3) sets of their latest catalog or line card and current price list. Vendors must also indicate on the attached quote form the percentage of discount offered, if any, off of store, List, or on-line pricing.

Vendors that sell only workwear, may submit firm fixed pricing on the bid form attached.

**PRICES:** The percentage of discount received (if applicable) or workwear unit pricing quoted shall remain in effect and firm for a one-year period.

**SUGGESTED LIST AWARD:** As new catalogs and/or national price lists are issued, they will supersede the currently used catalog/list; however, the same discount factor will apply.

**SHIPPING:** All shipping costs incurred for products ordered will be at the successful Vendors’ expense. Please take this into account when bidding discount percentages.

**APPROVED EQUALS:** Where brand names or specific items or processes are used in the specifications, consider the term "or equal" to follow. However, a request for approval for any proposed substitution as an approved equal must be submitted by email to the RTA, no later than October 4, 2018. Acceptance of any proposed substitution will be at RTA's discretion. The quoter shall supply the RTA with performance data, samples, and special guarantees as a condition of acceptance of any proposed substitution.

**SALE ITEMS:** Gift cards may be used to purchase sale items or items that carry a discount greater than bid.

**PAYMENT TERMS:** Payment will be net 30 days after delivery and acceptance.

**DURATION OF CONTRACT:** The duration of the agreement shall be for a period of one year.

**TAX EXEMPT:** The RTA is exempt from payment of all taxes. Necessary exemption certificates shall be furnished to the successful vendors upon request.

**CONTRACT CLOSE OUT:** At the end of the contract year, and no later than November 15, 2019, Vendor is required to report all balances remaining unspent on the cards/certificates. All unspent funds will be returned to RTA within 30 calendar days via a check made payable to RTA, or at RTA discretion, the funds may be used by an authorized representative of the Maintenance Department to purchase tools.

**Affirmative Action Assurance Plan:**

**Note:** All bidders must submit with their proposal a letter from the City of Dayton's Human Relations Council, stating that they have an approved Affirmative Action Assurance Plan. Failure to furnish the letter from the City of Dayton's Human Relations Council may be cause for rejection of your proposal. If your firm is not on the approved list, or your approval has expired (approvals are valid for a one-year period), visit the City of Dayton Human Relations Council (HRC) online certification/compliance portal, www.citybots.com, for Affirmative Action Assurance (AAA) certifications. First register as a City of Dayton vendor; wait for vendor forms to be processed; wait for an email from citybots.com with login info, and then go online to complete Affirmative Action Assurance form. Once
approved, citybots.com generates a confirmation email. Send a copy of the confirmation email to RTA. The HRC may be contacted with questions at (937) 333-1403.

**CONTRACTOR INSURANCE REQUIREMENTS:**

The Contractor shall maintain, at its own expense, throughout the period of the Contract and any extensions thereof the following minimum insurance coverages of the types and in the amounts described below that are applicable to the scope of work being performed:

1. **Workers Compensation Insurance.** Contractor must carry Workers’ Compensation Insurance (including occupational disease) in compliance with Workers’ Compensation statutes of any applicable jurisdiction in which the Work is to be performed. For the attainment of Workers Compensation in monopolistic states, including Ohio, coverage must be secured through the state fund. If Contractor is a qualified self-insurer in compliance with the laws of the state, this is also acceptable. A certificate of compliance from the appropriate workers’ compensation bureau or board must be provided with the certificate of insurance.

Vendor must also carry Employer’s Liability Insurance with minimum limits of $500,000 each accident; $500,000 for disease (per employee); and $500,000 for disease (policy limit). This policy must include Ohio “Stop Gap” coverage.

2. **Commercial General Liability Insurance.** Contractor must carry Commercial General Liability Insurance written on ISO form CG 00 01 10 01 (or its equivalent) with limits of $1,000,000 per occurrence and in the aggregate. RTA (including its directors, officers, employees and volunteers) must be named as an additional insured on the CGL for liability arising out of the acts or omissions of the Contractor, including coverage for liability arising out of products and completed operations. The coverage afforded to RTA shall be primary to any other insurance carried by the RTA, and the RTA’s coverage shall not contribute to any loss made pursuant to this coverage grant. Commercial General Liability coverage (including RTA’s status as additional insured) shall be maintained for at least two years after completion of Contractor’s work performed under this contract.

3. **Commercial Auto Liability Insurance.** Contractor shall carry Commercial Automobile Liability Insurance covering all owned, leased and non-owned vehicles used in connection with the work to be performed under this contract, with limits of not less than $1,000,000 combined single limit per accident for bodily injury and property damage. RTA shall be afforded coverage under this policy for any liability arising out of the acts or omissions of Contractor.

4. **Requirements common to all policies.**
   
   a. Contractor shall be solely responsible for reimbursing any deductible amount to the insurer, even if payment is being made on behalf of RTA as an additional insured on Contractor's policy. Any deductibles or self-insured retentions in excess of $5,000 must be disclosed and approved in writing by RTA.

   b. Contractor waives all rights of recovery it may otherwise have against RTA including its directors, officers, employees and volunteers) to the extent these damages are covered by any of Contractor’s insurance policies as required in this contract.

   c. All insurance required hereunder shall be placed with insurers that have a minimum A.M. Best's rating of A-/X and shall be licensed, admitted insurers authorized to do business in the state of Ohio.

   d. A certificate(s) of insurance showing that Contractor's insurance coverages are in compliance with the insurance requirements set forth below must be completed by the Contractor's insurance agent, broker, or insurance company after the contract has been awarded. All certificates (other than Ohio workers' compensation) shall provide for thirty (30) days written notice to RTA prior to
cancellation or non-renewal of any insurance referred to therein. The certificate shall reference RTA's status as an additional insured with primary/noncontributory coverage under both the General Liability and Auto policies.

e. Failure of RTA to receive certificate(s) or other evidence of full compliance with these insurance requirements (or failure of RTA to identify and/or object to a deficiency in the certificate(s) that is/are provided by Contractor) shall not be construed as a waiver of Contractor’s obligations to maintain such insurance. RTA shall have the right, but not the obligation, to prohibit Contractor from beginning performance under this contract until such certificates or other evidence that insurance has been placed in complete compliance with the above insurance requirements is received and approved by RTA. Contractor shall provide certified copies of all insurance policies required above within ten (10) days of written request from RTA.

f. By requiring insurance herein, RTA does not represent that coverage and limits will necessarily be adequate to protect Contractor, and such coverage limits shall not be deemed as a limitation on Contractor’s liability under the indemnities granted to RTA.

g. Any subcontractors engaged by Contractor to perform the Work shall comply with these insurance and indemnification provisions and shall provide primary/noncontributory coverage to RTA as set forth herein.
PROPOSAL EVALUATION & SELECTION PROCESS

PROPOSAL SUBMISSION: Proposals submitted shall be inclusive of the following:

- Proposal Pricing Form
- Summary of Requirements
- Company Profile
- Identify account representative(s) that will be assigned to RTA, if awarded this order, and provide a description of his/her qualifications and assurance that he/she has adequate time to dedicate to the RTA account. In addition, identify the account representative’s back-up person and his/her qualifications.
- Interested Vendors, other than retail stores, shall provide a web site address where available tools and pricing may be viewed or submit three (3) sets of their latest catalog or line card and current price list.

Evaluation Criteria

Significant criteria for evaluation and selection includes, but is not limited to the following, in descending order according to importance:

- Warranty
- Product Selection
- Cost/Percent of Discount Offered
- Ability to track and administer voucher program as described in Scope of Work

Method of Award

A. The proposals will be evaluated by a Selection Committee established by the RTA. Proposals will be evaluated on the criteria noted above. The total evaluation points, as separately determined by each Selection Committee member will be added, and each proposer will be ranked in numerical sequence, from the highest to the lowest score.

B. RTA reserves the right to reject any or all proposals, to accept other than the lowest price, to negotiate separately with any source whatsoever, and to accept the proposal considered to be most advantageous to the RTA.

C. The RTA reserves the right to select the contractor(s) on the basis of proposals received without seeking further information or clarification from proposers.

D. Upon review of the proposals, the RTA staff will designate the most qualified proposers as finalists. These finalists may be invited to participate in a question and answer session (interview process) to clarify their proposal with the RTA Selection Committee members.

E. If interviews are held, the Selection Committee may re-evaluate the proposals of those firms.

F. An award may then be made to the proposer(s) that best meet the needs of the RTA.

G. Any matters concerning this procurement will be addressed directly to Tamea Wiesman, Greater Dayton Regional Transit Authority (RTA) at (937) 425-8312. The Selection Committee members are not to be contacted by any of the proposers regarding this Request for Quotation (RFQ).

H. If additional information or clarification is required from a proposer, they will be contacted directly.
### Summary of Requirements

The Federal Third Party Contracting Clauses & Required Submittals may be accessed at the Greater Dayton Regional Transit Authority (RTA) procurement website at [http://proc.greaterdaytonrta.org](http://proc.greaterdaytonrta.org). On the top left of the screen, under Resources, click on RFQ Small Purchase Clauses & Submittals. In order for your quote to be considered, you must indicate below that you have read and will comply with the clauses that are marked as applicable to this RFQ.

<table>
<thead>
<tr>
<th>Required</th>
<th>Please acknowledge you have read and comply.</th>
</tr>
</thead>
<tbody>
<tr>
<td>√ Proposal Pricing Form</td>
<td></td>
</tr>
<tr>
<td>√ Summary of Requirements</td>
<td></td>
</tr>
<tr>
<td>√ No Obligation by Federal Government</td>
<td></td>
</tr>
<tr>
<td>√ Program Fraud and False or Fraudulent Statements or Related Acts</td>
<td></td>
</tr>
<tr>
<td>√ Audit and Inspection of Records</td>
<td></td>
</tr>
<tr>
<td>√ Federal Changes</td>
<td></td>
</tr>
<tr>
<td>√ Nondiscrimination (EEO)</td>
<td></td>
</tr>
<tr>
<td>√ Title VI, Civil Rights Act of 1964, Compliance</td>
<td></td>
</tr>
<tr>
<td>√ Americans with Disabilities Act (ADA)</td>
<td></td>
</tr>
<tr>
<td>√ Termination of Contract for Default</td>
<td></td>
</tr>
<tr>
<td>√ Termination for Convenience of the RTA</td>
<td></td>
</tr>
<tr>
<td>√ Disadvantaged Business Enterprise Participation</td>
<td></td>
</tr>
<tr>
<td>√ Incorporation of Federal Transit Administration (FTA) Terms</td>
<td></td>
</tr>
<tr>
<td>√ Debarment and Suspension</td>
<td></td>
</tr>
<tr>
<td>N/A Cargo Preference – Use of United State Flag Vessels</td>
<td></td>
</tr>
<tr>
<td>N/A Fly America</td>
<td></td>
</tr>
<tr>
<td>N/A Davis-Bacon Act</td>
<td></td>
</tr>
<tr>
<td>N/A Copeland Anti-Kickback</td>
<td></td>
</tr>
<tr>
<td>N/A Transit Employee Protective Provisions</td>
<td></td>
</tr>
<tr>
<td>N/A Drug and Alcohol Rules</td>
<td></td>
</tr>
<tr>
<td>N/A Patents – Copyrights – Trademarks</td>
<td></td>
</tr>
<tr>
<td>√ Energy Conservation</td>
<td></td>
</tr>
</tbody>
</table>
Recycled Products

Certification of Contractor Regarding Debarment, Suspension, and other Ineligibility and Voluntary Exclusion Form

Certification of Lower-Tier Participants (Subcontractors) regarding Debarment, Suspension, and other Ineligibility and Voluntary Exclusion Form

Affidavit of Contractor or Subcontractors – Prevailing Wages

SIGNATURE: ________________________________

NAME PRINTED: ________________________________

TITLE: ________________________________

COMPANY: ________________________________

DATE: ________________________________
The Greater Dayton Regional Transit Authority

CERTIFICATION OF CONTRACTOR REGARDING DEBARMENT, SUSPENSION, AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION

The undersigned, an authorized official of the Bidder stated below, 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 undersigned is unable to certify to any of the statements in this certification, such official shall attach an explanation to this bid).


Name of Bidder: ____________________________________________
Address: ____________________________________________
City, State, Zip: ____________________________________________
Signature of Authorized Official: ____________________________________________
Title of Official: ____________________________________________
Telephone: ___________________ Date: ___________________


GREATER DAYTON RTA
RFQ 18-18
MAINTENANCE TOOLS & WORK WEAR
QUOTE FORM

If you are willing to offer a discount to the RTA employees who select your firm, please indicate the discount below:

Overall Store Discount: _________________

OR

<table>
<thead>
<tr>
<th>Manufacturer(s)</th>
<th>Description (Category or Type of tool)</th>
<th>Discount (Indicate % off List, Store Price, Web, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Interested Vendors, other than retail stores, shall provide a web site address where available tools and pricing may be viewed or submit three (3) sets of their latest catalog or line card and current price list.

<table>
<thead>
<tr>
<th>Carhartt Item #</th>
<th>Description</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>J133</td>
<td>Extremes Arctic Jacket, Black, S-2X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Extremes Arctic Jacket, Black, 3X-5X &amp; Tall</td>
<td></td>
</tr>
<tr>
<td>X06</td>
<td>Extremes Arctic Zip-Front Coverall, Black, 34-50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Extremes Arctic Zip-Front Coverall, Black, 52-58 &amp; Tall</td>
<td></td>
</tr>
<tr>
<td>R33</td>
<td>Extremes Arctic Zip-Front Overall, Black, 32-50</td>
<td></td>
</tr>
<tr>
<td>C03</td>
<td>Arctic Traditional Coat, Brown, S-2X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arctic Traditional Coat, Brown, 3X-5X &amp; Tall</td>
<td></td>
</tr>
<tr>
<td>V01</td>
<td>Arctic Vest-Brown, S-2X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arctic Vest-Brown, 3X-5X &amp; Tall</td>
<td></td>
</tr>
<tr>
<td>X01</td>
<td>Quilt Lined Duck Coverall, Brown, 34-50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quilt Lined Duck Coverall, Brown, 52-54 &amp; Tall</td>
<td></td>
</tr>
<tr>
<td>R03</td>
<td>Arctic Bib Overall, Brown 32-50</td>
<td></td>
</tr>
</tbody>
</table>
Please provide the following for informational purposes:

1. How will your firm service this account; e.g., products will be sold over the counter at vendor’s facility; delivery truck will come to RTA facilities where products will be purchased off the truck; products can be ordered on-line and shipped, etc.

2. If products are to be sold over the counter at vendor’s facility, please indicate authorized locations and store hours:

   Hours:

3. If products are to be sold by delivery truck, please provide guaranteed frequency and schedule information. Note: It may be necessary to cover all 3 shifts:

4. Must gift certificates be issued in certain increments? If so, specify:

5. What is your firm’s warranty/repair/replacement policy?

OFFER: By execution below, Vendor hereby offers to furnish the goods and/or services as indicated herein.

Name of Individual, Partner or Corporation

Address  City, State and Zip Code

Telephone Number  Cell Number  Fax Number

Authorized Signature  Title

E-Mail Address