

INVITATION FOR BIDS

P19098

TICKET VENDING MACHINE PARTS AND REPAIR SERVICES



*Procurement, Contracts and Materials Management Department
3331 North First Street, Building A
San Jose, CA 95134-1906
www.vta.org*

Buyer	Giang Ngo
<u>Key IFB Dates</u>	
Date Issued	July 23, 2019
Pre-Bid Conference	July 30, 2019; 10:00 AM P.T.
Submit Questions	August 1, 2019 by 5:00 PM P.T.
Submit Bids:	August 13, 2019 by 2:00 PM P.T.

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3331 North First Street. Building "A"
San Jose, CA 95134-1906*

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Invitation for Bid. Request for quotation. Request for proposal.

INSTRUCTIONS:

The enclosed Santa Clara Valley Transportation Authority (herein referred to as "VTA") "conditions" form an integral part of each bid ("Bid"). Prices must be F.O.B destination, freight prepaid and allowed, unloaded to the dock unless otherwise specified.

BUYER	DATE ISSUED	CLOSING TIME/DATE	BID NUMBER
Giang Ngo	July 23, 2019	August 13, 2019	P19098
Phone (408) 952- 4254 FAX (408) 955-9729 e-mail: giang.ngo@vta.org	<ul style="list-style-type: none"> • Pre-Bid Conference: July 30, 2019 at 11:00 AM P.T. • Last Day to ask Questions: August 1, 2019; by 5:00 PM P.T. • Bids will be received until 2:00 PM P.T. on the above closing date. 		

- CONTRACT TITLE:** TICKET VENDING MACHINE PARTS AND REPAIR SERVICES
- PRE-BID CONFERENCE:** A Pre-Bid conference is scheduled for July 30, 2019 at 11:00 AM P.T. at the following address:

**Santa Clara Valley Transportation Authority
3331 North First St., Building A
San Jose, California 95134-1906**

Attendance at the Pre-Bid Conference is not mandatory, but is strongly encouraged. Attendance may be in person or via teleconference. Email the buyer ("Buyer") listed above to register as a teleconference attendee. Teleconference registration deadline is **July 29, 2019 by 2:00 PM P.T.**



3. **BID OPENING TIME & LOCATION:** Each bidder (“Bidder”) must submit its sealed Bid no later than 2:00 PM P.T. on August 13, 2019 at the Santa Clara Valley Transportation Authority’s Procurement, Contracts and Materials Management Department at 3331 North First Street, Building A, San Jose, CA 95134, and, at that time, publicly opened and read. No Bids will be received or accepted after 2:00PM P.T. on August 13, 2019.

4. **BID DOCUMENTS:** The following, in addition to this Invitation for Bid, constitute the Bid documents (“Bid Documents”) in order of precedence, and are the instructions and conditions to this Bid: **Check the appropriate boxes**

- Solicitation Amendments, if any
- Invitation for Bid
- Technical Specifications and/or Scope of Work
- Contractor Acknowledgement of Addenda (Bid Form 1-A)
- Schedule of Prices and Estimated Quantities (Bid Form 1-B)
- Listing of SBE Contractor or subcontractors (Bid Form 2-A)
- Supplemental Contractor and subcontractor Information (Bid Form 2-B)
- Instructions to Bidders
- Special Conditions
- VTA Standard Terms and Conditions
- Exhibit P-1 – Insurance Requirements
- Exhibit N – Bidder’s Signature Page
- Exhibit O – Bidder’s Questionnaire
- Exhibit I – “No Bid” Response Form

5. **TERM OF CONTRACT:** The term of the contract (“Contract”) awarded to the successful Bidder (herein also referred to as the Contractor”) shall be five (5) years from date of award by VTA, with two (2) additional one (1) year options for years six, and seven. VTA may extend the term of this contract by written notice to the Contractor within thirty (30) days prior to the end of the current Contract term.

6. **CONTRACT TYPE:** VTA anticipates the award of a requirements contract as a result of this solicitation.

This is an exclusive contract. Except as the Contract otherwise provides, VTA shall order from the Contractor all the goods or services specified in the Scope of Work and/or Schedule of Prices and Estimated Quantities that are required to be purchased by VTA. The quantities of the various unit

price items or services specified in the Scope of Work and/or Schedule of Prices and Estimated Quantities are the estimated total quantities of such items or services required by VTA. The estimate is not a representation to Contractor that the estimated quantities will be required or ordered, or that conditions affecting requirements will be stable or normal. The estimates are not in any way guaranteed and will not form any basis for any claims or damages including, but not limited to, lost profits should the estimates change in any way.

7. **OBLIGATION:** This Invitation for Bids does not obligate VTA to award a Contract or to pay costs incurred in the preparation or submittal of any Bid.
8. **INSURANCE:** Each prospective Bidder (herein referred to as the “Bidder” or “Contractor”) is cautioned to review the Insurance requirements of this solicitation. See Exhibit G-1.
9. **PRICE:** It is the desire of VTA to enter into a firm fixed price Contract with the successful Bidder who agrees that the prices quoted are firm and fixed for the duration of the Contract. The unit price as bid will apply regardless of the actual quantity purchased.
 - A. No additional charges will be allowed unless agreed to in writing by VTA prior to delivery of goods and/or services. Bidder agrees that the prices quoted on the attached Bid Form 1-B are maximum for the period of the proposed Contract, and in the event of a price decline, the benefit of such lower price shall be extended to VTA.
10. **PRICE INCREASE:** “[OMITTED].”
11. **FREIGHT TERMS:** All materials shall be FOB Destination, prepaid and allowed, at no additional cost to VTA unless specified otherwise in the Scope of Work, attached hereto. Destination is defined for purposes of this Contract as the VTA Yard locations as specified under Delivery or on the individual purchase orders associated with this Contract. Any exception to this policy may deem the Bid non-responsive.
12. **INVOICE BILLING/PAYMENT TERMS:** Invoices shall be prepared per descriptions and pricing in this Bid.

Note: Invoices for goods or services not specifically covered in this Bid will not be approved for payment.
13. **SPECIFICATIONS:** See Scope of Work.
14. **QUANTITIES:** See CONTRACT TYPE section (above), Scope of Work, and the Schedule of Prices and Estimated Quantities.
15. **BIDS:** All Bids must be received in sealed envelopes with the Bidder’s company name, Bid number, closing date and time noted on the outside of the envelope. **At this time, electronically submitted Bids cannot be accepted.**
16. **AWARD CRITERIA:** Contracts shall be awarded to the lowest responsive and responsible Bidder found to have the fitness, quality, and capacity to satisfactorily deliver the goods and services as detailed in the Bid Documents. Any potential Contract award will be subject to a VTA technical and business evaluation of the Bidder prior to any Contract award. VTA reserves the right to reject any

and all Bids or to waive any informalities or technicalities in any Bid in the best interest of VTA. Single conforming Bids are subject to price or cost analysis by VTA. Bids will be valid for review and award up to ninety (90) days after Bid opening.

The specific basis of award is the Grand Total Bid designated on Bid Form 1-B Schedule of Prices sheet that is a part of these Bid Documents.

17. SOLICITATION SUBMITTALS: Your Bid submittal should include the following forms which are included in this IFB:

BID FORM 1-A: BIDDER ACKNOWLEDGEMENT OF ADDENDA	25
BID FORM 2-A: LISTING OF SBE CONTRACTOR OR SUBCONTRACTORS	31
BID FORM 2-: SBE SUPPLEMENTAL CONTRACTOR AND SUBCONTRACTOR INFORMATION.....	34
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18. BRAND NAME OR EQUAL: “[OMITTED].”

19. Q/A AND WARRANTY PROGRAMS SUBMITTALS:

All QA and warranty submittals should be provided no later than Notice to Proceed (NTP) plus 15 working days.

A. SUPPLIER QUALITY PROGRAM REQUIREMENTS:

- (1) Quality Manager contact information.
- (2) Quality program manual.
- (3) ISO quality program certificate (If available).

B. SUPPLIER WARRANTY PROGRAM REQUIREMENTS:

- (1) Written legal limited warranty (Claims) policy.
- (2) Return Materials Authorization (RMA) procedure.

20. DELIVERY ADDRESS: The delivery address (within Santa Clara County) will be provided to the successful Bidder.

21. SMALL BUSINESS ENTERPRISE POLICY:

- A. POLICY:** It is VTA policy to ensure that Small Business Enterprises (SBEs), as defined in Federal Regulations at 13 CFR Part 121, have the maximum opportunity to participate in the performance of contracts and subcontracts.
- B. SBE GOAL:** VTA has not established a specific Small Business Enterprise (SBE) goal for this project. However, Bidder agrees to cooperate with VTA in meeting VTA's overall goal of 19% annual utilization of Small Business Enterprises. In this regard, Contractor will use its best efforts to ensure that SBEs shall have an equitable opportunity to compete for subcontract work under this Contract.
- (1) All SBE firms listed on Bid Form 2-A must be certified by VTA's Office of Business Diversity Program (OBDP) or the California Unified Certification Program (CUCP) at the time of Bid to be counted toward the Contract SBE goal.
 - (2) Bid Form 2-A and Bid Form 2-B are required to be submitted at the Bid opening.
 - (3) It is the Bidder's sole responsibility for verifying subcontractor certification as a SBE to VTA. The list of VTA SBEs is available at http://vtaproduction2.secsites.net/procurement/general/sbe_search.html.
 - (4) The VTA SBE application is available at <http://www.vta.org/sfc/servlet.shepherd/document/download/069A0000001EJF6>.

22. MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISE (MWBE) POLICY AND REQUIREMENTS:

- A. POLICY:** It is the policy of the Santa Clara Valley Transportation Authority to ensure that Minority and Women-Owned Business Enterprises (MWBEs) as defined in the VTA MWBE Program have an equal opportunity to participate in the performance of contracts and subcontracts financed with local funds. VTA has an 18% MWBE aspirational goal.

VTA's Office of Business Diversity Program encourages Contractors to call (408) 321-5962 for assistance in identifying eligible MWBE firms. Listings of eligible firms are also available on the World Wide Web at the following:

- www.vta.org/obdp

B. POST AWARD ACTIVITIES:

- (1) **NONDISCRIMINATION:** The Contractor shall make VTA's contracting requirements known to subcontractors, vendors and suppliers who are certified or accepted as certifiable as MWBE, as well as to non-MWBE businesses, and shall provide a practical opportunity for all firms to participate in the contract.
- (2) **PROMPT PAYMENT:** The Contractor must adhere to all federal and California prompt payment laws and regulations. If Contractor does not adhere to prompt payment requirements, penalties may apply.

23. WEBSITE REGISTRATION: Bidders must register on VTA’s website as a condition of bidding to ensure receiving notification of any potential addenda or other pertinent information, as well as notification of closing and award **even if this was a manually processed Bid invitation**. Go to <http://www.vta.org> , hover over “About Us,” and then select “Doing Business with VTA.” From this page, click “register now” and enter your email address in the box indicated. The system will take you to the registration page where you will enter registration information and select categories of interest to your company. This solicitation falls into the following category: General Services and under the sub-category “Other Miscellaneous Services.”

When you complete the registration page, click the submit button. A verification email will be sent to the email address you provided. Click the verification link in the email to complete the registration process. When you click the verification link, the VTA “Vendor Settings” page will open and the final sentence on the page will confirm your registration.

Once you are confirmed as a registered vendor, click the “Solicitations” link on the left side of the “Vendor Settings” page. This will take you to the “Procurements” page where you will select this solicitation. Once you are on the page for this solicitation, enter your email address in the box indicated and click “check.” This will register you as a plan holder for this solicitation.

It is vital to register as a plan holder, because if any addenda or notifications are posted for this solicitation, you will get an email directing you to go to the site for viewing and possible download.

Note: To review Bids after award of Contract, contact the Buyer listed on page one (1) of this document.

24. EXERCISE OPTIONS:

The Contractor hereby grants VTA options (“Options”) to extend the length of this Contract as specified under the Term of Contract section of this solicitation.

VTA may extend the term of this contract by written notice to the Contractor within thirty (30) days prior to the end of the current Contract term. If VTA exercises this Option, the extended contract shall be considered to include this option clause. The total duration of this contract, including the exercise of any options under this clause, shall not exceed 7 Years.

The price of the Options shall be as shown on Bid Form 1-B, Schedule of Prices and Estimated Quantities.

Except as otherwise specified, all terms of the Invitation for Bid and any resulting Contract shall apply to the Options.

INSTRUCTIONS TO BIDDERS
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TICKET VENDING MACHINE PARTS AND REPAIR SERVICES

1. EXAMINATION OF DOCUMENTS:

- A. A complete set of Bid Documents shall be used in preparing a Bid; VTA assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of documents.
- B. Each Bidder should carefully examine these Bid Documents and take such other steps as may be reasonably necessary to ascertain the Contract performance requirements. Failure to do so will not relieve Bidders from responsibility for estimating properly the difficulty or cost of successfully performing the Contract. Extra compensation will not be allowed for conditions that are determinable by examining these documents.

2. INTERPRETATION: Should any discrepancies or omissions be found in the Bid specifications, or doubt as to their meaning, the Bidder shall notify the Buyer in writing at once. The Buyer will send written instruction or addenda to all Bidders. Receipt of addenda by the Bidder must be acknowledged in the space provided on Bid Form 1-A. VTA shall not be held responsible for oral interpretations. Questions must be received at least ten (10) days before date set to receive Bids. All addenda issued shall be incorporated into the Contract. VTA will assume no responsibility for any understanding or representations concerning conditions made by any of its officers, agents or employees prior to the execution of the Contract, unless included in these documents.

3. BIDDER QUALIFICATIONS AND ELIGIBILITY FOR AWARD:

- A. Each Bidder shall complete, and submit with the Bid, the Bidder's Questionnaire contained in these documents. If the Bidder is a joint venture, each joint venturer shall prepare and submit a separate form. Failure to complete and return the Bidder's Questionnaire may be grounds for rejection of the Bid.
- B. When Federal, State or Local law or ordinance requires a special license or permit, a Bidder must be properly licensed prior to submitting a Bid and furnish evidence of such with the Bid.
- C. In order for a Bidder to be eligible to be awarded the Contract, the Bid must be responsive to the solicitation and VTA must be able to determine that the Bidder is responsible to perform the Contract satisfactorily.
- D. Bids deviating or taking exception to the solicitation requirements will not be considered.
- E. Bidder shall have the equipment, organization, facilities and financial capability to perform the services required by this solicitation.

4. PROTESTS: The following procedures shall be used by Bidders seeking review of the Bid Documents or the Contract process:

- A. **SOLICITATION PHASE:** Prior to the closing date for submittal of Bids, Bidder may submit to VTA protests regarding the procurement process, or alleged improprieties in

specifications or alleged restrictive specifications. Any such protests shall be filed no later than ten (10) working days prior to the scheduled closing date. If necessary, the closing date of the solicitation may be extended pending a resolution of the protest.

- B. PRE-AWARD:** Protests dealing with alleged improprieties in the procurement or the procurement process, that can only be apparent after the closing date for receipt of Bids, shall be filed within five (5) working days of issuance of the Notice of Recommended Award. Protests shall contain a statement of the grounds for protests and supporting documentation. Protestor will be notified of VTA's final decision prior to issuance of Award.

Protestors shall have an opportunity to appear and be heard before the agency prior to the opening of proposals in the case of protests based on the content of the request for proposals or prior to final award in the case of protests based on other grounds. Proposer's requests and protests shall be in writing only and be addressed to:

**Santa Clara Valley Transportation Authority
Procurement, Contracts and Materials Management Department
Attention: Manager of Procurement, Contracts and Materials
3331 North First Street, Building A
San Jose, California 95134**

The full text of VTA's Policy No. 36 may be obtained at <http://www.vta.org/about-us/doing-business-with-vta-policies>. Failure to comply with the above protest procedures will render a protest untimely and/or inadequate and shall result in its rejection.

For federally funded projects, a Bidder may appeal VTA's determination of the protest to the Federal Transit Administration. All appeals submitted to the FTA shall be filed and will be handled in accordance with FTA Circular 4220.1F.

5. PREPARATION OF BIDS:

- A.** All prices and notations must be printed in ink or typewritten. No erasures are permitted. Errors may be crossed out and corrections printed in ink or typewritten nearby and must be initialed in ink by person signing the Bid.
- B.** Bidder shall bid on each item separately. Prices should be stated in the units specified. Sales tax, if any, should be stated separately.
- C.** Delivery date or time of performance is a part of the Bid and must be adhered to.
- D.** All Bids must be signed by an authorized representative with the name, title, and firm name clearly printed.

6. SUBMISSION OF BIDS:

- A.** Each Bid must be submitted on enclosed VTA forms, in sealed envelope, with company name, Bid number, closing date and time noted on the outside of the envelope.

- B. Bid modifications or corrections thereof received after the closing time specified will be rejected.
 - C. Notwithstanding the time for Opening Bids established in the Request for Bid, the Bid opening might be postponed solely at VTA's discretion.
7. **ACCEPTANCE OF BIDS:** Bids are subject to acceptance at any time **within ninety (90) days** after Bid opening, unless otherwise stipulated in the Bid.
8. **TIE BIDS:** In the event that two or more low Bids equal in all respects are received by VTA, the Contract shall be awarded to the Bidder by the flip of a coin in the presence of witnesses, or the entire Bid may be rejected and re-bid.
9. **AWARD:**
- A. Award of a firm fixed-price Contract, if awarded, will be made to the lowest responsive and responsible Bidder.
 - B. The basis of award shall be the **Grand Total Bid as submitted on Bid Form 1-B.**
 - C. Unless the Bidder specifies otherwise in the Bid, or the Bid gives notice of an all or none award, VTA may accept any item or group of items of any Bid.
 - D. VTA reserves the right to reject any or all Bids and to waive informalities and minor irregularities in Bids received.
 - E. In the event of a discrepancy between the unit price bid and the price extension, the unit price bid will be deemed intended by the Bidder and the extension will be adjusted accordingly. Failure to list a unit price will result in the Bid being rejected as non-responsive.
 - F. The Bidder whose Bid is accepted shall, within the time established in section 7 above, enter into a written Contract with VTA and furnish the required Certificate of Insurance within five (5) working days of Notice of Award.
10. **TAXES:** Contractor will be responsible for assessing any and all applicable taxes related to the purchase of, or installation of, materials used as part of this Contract. For material used on a VTA project, the Contractor will assess any and all applicable taxes and will, for purposes of determining transaction or use tax liability, use the VTA job site as the place where "engaged in business".
11. **SBE DOCUMENTATION:** All Bidders are required to submit the following documents to the Buyer at the Bid Opening:
- A. Bid Form 2-A.
 - B. Bid Form 2-B.
12. **DISCLOSURE OF BID INFORMATION:** After award, all Bids shall be open to public inspection. VTA assumes no responsibility for the confidentiality of information offered in a Bid.

13. DESIGNATED POINT OF CONTACT: All communications with VTA regarding this IFB shall be in writing (US mail/ email) to the Designated Point of Contact identified below. All emails must indicate in the subject line “IFB P19098.” No telephone calls will be accepted. Except as otherwise provided herein, no contact will be entertained by the Procurement, Contracts, and Materials Management staff outside of the formal Q&A period, and/or by anyone other than the Designated Point of Contact regarding this IFB.

Any unauthorized contact related to this IFB is not permitted. Any breach of this provision may result in the Bidder’s submittal being deemed non-responsive and may be cause for rejection.

VTA Designated Point of Contact:

Giang Ngo, Buyer III
3331 N. First Street, Bldg. A
San Jose, CA 95134-1906
giang.ngo@vta.org

STANDARD TERMS AND CONDITIONS
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TICKET VENDING MACHINE PARTS AND REPAIR SERVICES

1. **ACCEPTANCE:** VTA shall not be bound by the terms and conditions stated in these Bid Documents until the Contractor executes and returns to VTA an appropriately signed Contract or accepts deliveries against the purchase order. These Bid Documents shall be deemed incorporated into the Contract, and the Contractor shall be bound by the terms and conditions set forth in these Bid Documents, when it executes and returns said Contract. By entering into the Contract, Contractor shall be deemed to have accepted the terms and conditions set forth herein; any additional or different terms proposed by Contractor shall not be deemed a part the Contract unless expressly assented to in writing by VTA.

2. **TERMINATION AND SUSPENSION:**

- A. **FOR NON-APPROPRIATION OF FUNDS:** VTA may terminate the Contract without liability, penalty, or further obligation to make payments if funds to make payments under this Contract are not appropriated or allocated by VTA for such purpose.
- B. **FOR CAUSE:** VTA, by written notice given to Contractor, may declare default in Contractor's performance of any term of this Contract, specifying with particularity the basis for such default. Contractor shall deliver a response thereto in writing to VTA within five (5) business days of receipt of the notice, setting forth a reasonable proposal to cure the default. If Contractor fails to deliver the foregoing response on time or fails to cure the default within ten (10) working days after receipt of the notice (or within such additional time the Parties may agree upon in writing), VTA may elect to terminate this Contract for cause by serving written notice thereof to Contractor.

In the event of such termination for cause, VTA shall be relieved of any obligation of further payment to Contractor and may complete the remainder of the Contractor's obligations by itself or using an alternative, third-party contractor. The reasonable additional cost to VTA for completing the remaining Contractor obligations shall be deducted from any sum due the Contractor and the balance, if any, shall be paid to the Contractor upon demand. The foregoing will be in addition to any other legal or equitable remedies available to VTA.

- C. **RESTRICTION AGAINST MANUFACTURING IN ADVANCE OF REQUIREMENTS:** Unless otherwise authorized in writing by VTA, Contractor will not make commitments for materials nor fabricate in advance of time necessary to permit shipment on delivery dates. In the event of termination of this Contract, no claim will be allowed for goods or materials manufactured or procured in advance of such schedule.

3. **WARRANTY:**

- A. Contractor expressly warrants that all services covered by this Contract shall conform to the specifications or other descriptions upon which this Contract is based and shall be fit and sufficient for the purpose intended.
- B. Contractor agrees to re-perform any services not conforming to the foregoing warranty promptly, without expense to VTA, when notified of such nonconformity by VTA. In the

event of failure by Contractor to correct defects in or re-perform non-conforming services promptly, VTA, after reasonable notice to Contractor, may make such corrections or re-perform such services and charge Contractor for the cost incurred by VTA thereby.

- C. VTA may, at its option, require Contractor to grant full refund or credit to VTA, in lieu of re-performance, with respect to any item VTA is entitled to reject hereunder. VTA shall have the right to cancel this order or any partial order if service conforming to specifications shall not be ready at the time and in the quantities herein set forth. The foregoing shall be in addition to any legal remedies available to VTA.
4. **FORCE MAJEURE:** An event of force majeure refers to an event beyond the control and without the fault or negligence of the Party affected which prevents a Party from complying with any of its obligations under this Contract, including but not limited to:
- Acts of God (such as, but not limited to earthquakes, flood, fire or other physical natural disaster)
 - War, hostilities (whether declared or not), invasion, acts of terrorism, civil war, rebellion, revolution, requisition
 - Contamination by radio-activity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel
- A. Neither Party is responsible for any failure to perform its obligations under this Contract if it is prevented or delayed in performing its obligations by an event of force majeure.
- B. Where there is an event of force majeure, the Party prevented from or delayed in performing its obligations under this Contract (“Affected Party”) must immediately notify the other Party giving full particulars of the event of force majeure and the reasons for the event of force majeure preventing that Party from, or delaying that Party in, performing its obligations under the Contract, and the Affected Party must use its reasonable efforts to mitigate the effect of the event of force majeure upon its performance of the Contract and must use reasonable efforts to fulfill its obligations under the Contract.
- C. Upon completion of the event of force majeure, the Affected Party must, as soon as reasonably practicable, re-commence the performance of its obligations under this Contract
5. **CHANGES:** VTA shall have the right at any time prior to the delivery date of the services or goods to make changes in drawings, designs, specifications, packaging, time and place of delivery and method of transportation. If any such changes cause an increase or decrease in the cost, or the time required for performance, or otherwise affect any other provision of this Contract, a mutually agreed upon adjustment shall be made and this Contract shall be modified in writing accordingly. Any claim by Contractor for adjustment under this clause shall be deemed waived unless made in writing within ten (10) working days after receipt by Contractor of notice of such change. Price increases or extensions of time for delivery shall not be binding on VTA unless evidenced by a written change order executed by an authorized agent of VTA.
6. **VTA’s PROPERTY:** The Contractor agrees that any documentation and equipment or material, including drawings, patterns and specifications, supplied or paid for by VTA shall be and remain VTA’s properties and shall be held by the Contractor for VTA unless directed otherwise by VTA. The Contractor will account for such items and keep them in good/working condition and fully covered by insurance at all times without expense to VTA.

7. **ASSIGNMENTS AND SUBCONTRACTING:** This Contract and any payments to be made hereunder may not be assigned, subcontracted or transferred without the prior written approval of VTA.
8. **WAIVER:** VTA's failure to insist on performance of any of the terms or conditions herein or to exercise any right or privilege or VTA's waiver of any breach hereunder shall not thereafter waive any other terms, conditions, rights or privileges.
9. **BANKRUPTCY/INSOLVENCY:** In the event of any proceeding by or against Contractor in bankruptcy, reorganization or insolvency or any assignment for the benefit of creditors or of a receiver, VTA shall have the right, upon written notice to Contractor and without liability, to cancel this Contract with respect to any portion thereof not complete.
10. **ADDITIONAL DOCUMENTS:** All specifications and documents expressly referred to in this Contract are incorporated herein by reference. If such reference is to a portion of such specifications or documents, then only the portions referenced shall be incorporated herein.
11. **COMPLIANCE WITH LAWS:** Contractor warrants that all services performed have been performed in compliance with, and Contractor agrees to be bound by, all applicable federal, state and local laws, orders, rules and regulations.
12. **THIRD PARTIES NOT TO BENEFIT:** This Contract is binding upon and shall inure to the benefit of the parties hereto and their successors and permitted assigns, but shall not inure to the benefit of any third party or other person.
13. **AUDIT AND RECORDS:**
- A. Contractor shall maintain, in accordance with generally accepted accounting principles and practices, complete books, accounts, records and data with respect to actual time devoted and costs incurred for services under this Contract. Such documentation shall be supported by properly executed payrolls, invoices, contracts and vouchers evidencing in detail the nature and propriety of any charges and sufficient to allow a proper audit of the services. All checks, payrolls, invoices, contracts and other accounting documents pertaining in whole or in part to the services shall be clearly identified and readily accessible.
 - B. For the duration of the Contract, and for a period of three (3) years thereafter, VTA, its representatives and the state auditor shall have the right to examine and audit during successful Bidder normal business hours these books, accounts, records, data and other relevant information to the extent required to verify the costs incurred hereunder where such costs are the basis for billings under this Contract.

14. **PROHIBITED INTERESTS:**

- A. **SOLICITATION:** Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Contract and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from the award or making of the Contract. For breach or violation of this warranty, VTA shall have the right to rescind this Contract without liability.

- B. INTEREST OF PUBLIC OFFICIALS:** No Board Member, officer or employee of the VTA during his or her tenure or for two years thereafter shall have any interest, direct or indirect, in this Contract or the proceeds thereof.
- C. INTEREST OF THE CONTRACTOR:** The Contractor covenants that neither it nor its officers, directors or agents, presently has any 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 knowingly be employed.
- 15. NONDISCRIMINATION:** During performance of this Contract Contractor its employees and sub-Bidders shall not unlawfully discriminate, harass or allow harassment against any person because of race, religious creed, color, sex, gender, gender identity, gender expression, national origin, ancestry, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer), genetic information, marital status, age (over 40), sexual orientation or military and veteran status, and the denial of family care leave. Contractor shall ensure that the evaluation and treatment of its employees and applicants for employment are free of such discrimination and harassment.
- 16. CONFIDENTIALITY AND PUBLICITY:** Without the written consent of VTA, Contractor shall not disclose to third parties other than its employees or authorized sub-Bidders or disclose or use for any purpose other than performance of the services any information provided to Contractor by VTA in connection with performance of this Contract, or any information developed or obtained by Contractor in the performance of this Contract, unless: (1) the information is known to Contractor prior to obtaining same from VTA or performing services under this Contract; (2) the information is, at the time of disclosure by Contractor, then in the public domain; or (3) the information is obtained by or from a third party who did not receive it, directly or indirectly, from VTA and who has no obligation of confidentiality with respect thereto.
- 17. SEVERABILITY:** If any of the provisions or portions or applications thereof of this Contract are held to be unenforceable or invalid by any court of competent jurisdiction, VTA and Contractor shall negotiate an equitable adjustment in the provisions of the Contract with a view toward effecting the purpose of this Contract, and the validity and enforceability of the remaining provisions or portions or applications thereof shall not be affected thereby.
- 18. NOTICES:** Notices provided for under this Contract shall be provided in writing and addressed to VTA's authorized representative.
- 19. INDEPENDENT CONTRACTOR:** Contractor is an independent Contractor and not the agent or employee of VTA in performing its services under this Contract.
- 20. ENTIRE CONTRACT:** This Contract constitutes the entire contract between VTA and Contractor relating to the subject matter hereof and supersedes any previous contracts or understandings, oral or written.
- 21. AMENDMENT:** Except as expressly provided herein, the provisions of this Contract shall not be altered, modified or amended except through the execution of a written amendment executed by VTA and Contractor.

22. **DAYS:** For purposes of this Contract, all references herein to “day” shall mean calendar day, unless specified otherwise. All references to “calendar day” shall mean any day, including Saturday, Sunday and all legal holidays. All references to “working day” shall mean any business day, excluding Saturdays, Sundays and legal holidays.
23. **GOVERNING LAW:** The laws of the State of California will govern these terms and conditions, as well as any claim that might arise between Contractor and VTA, without regard to conflict of law provisions.
24. **FORUM SELECTION:** Contractor will resolve any claim, cause of action or dispute (collectively “claim”) that Contractor has with VTA arising out of or related to this Contract in a state or federal court located in Santa Clara County, California. Contractor agrees to submit to the personal jurisdiction of the courts located in Santa Clara County, California for the purpose of litigating all such claims.
25. **INDEMNIFICATION:**

GENERAL INDEMNIFICATION

Contractor agrees to indemnify, defend, and hold harmless VTA and its respective board members, officers, agents, employees, and consultants (each an “Indemnitee”) from and against any and all liabilities, damages, losses, expenses, claims, demands, suits, fines, or judgments (each, a “Claim” and collectively, the “Claims”), including reasonable attorneys’ fees, costs, and expenses incidental thereto, which may be suffered by, incurred by, accrued against, charged to, or recoverable from any Indemnitee, by reason of any Claim arising out of or relating to any act, error or omission, negligence, or misconduct of Contractor and its officers, directors, agents, employees, and subcontractors, during the performance of this Contract, including, without limitation, Claims arising out of or relating to: (a) bodily injury (including death) or damage to tangible personal or real property; (b) any payment required to be paid by Contractor to subcontractors, if any; (c) any material misrepresentation or breach of warranty of any representation or warranty set forth in this Contract; or, (d) any material breach of any covenant set forth in this Contract; provided, however, that the foregoing indemnity shall not apply to the extent that the applicable Claim resulted from the acts or omissions of an Indemnitee.

INFRINGEMENT INDEMNIFICATION

Contractor agrees to indemnify, defend, and hold harmless Indemnitee from and against any and all Claims, including reasonable attorneys’ fees, costs, and expenses incidental thereto, which may be suffered by, incurred by, accrued against, charged to, or recoverable from any Indemnitee, by reason of any Claim arising out of or relating to the goods and/or services infringing or misappropriating any United States or foreign patent, copyright, trade secret, trademark, or other proprietary right. In the event that Contractor is enjoined from providing the goods and/or services and such injunction is not dissolved within thirty (30) calendar days, or in the event that VTA is adjudged, in any final order of a court of competent jurisdiction from which no appeal is taken, to have infringed upon or misappropriated any patent, copyright, trade secret, trademark, or other proprietary right in the access or use of the good and/or services, then Contractor shall, at its expense: (a) obtain for VTA the right to continue using such goods and/or services; (b) replace or modify such goods and/or services so that they do not infringe upon or misappropriate such proprietary right and is free to be used by VTA; or, (c) in the event that Contractor is unable or determines, in its reasonable judgment, that it is commercially unreasonable to do either of the aforementioned, Contractor shall promptly refund to VTA any pre-paid fees (includes pre-paid support fees).

To the greatest extent permitted by law, Contractor agrees, at its own expense, and upon written request by VTA, to immediately defend any suit, action, claim, or demand brought against any Indemnitee founded upon, alleging, or implicating any liabilities, damages, losses, expenses, claims, demands, suits, fines, or fees and costs covered by Contractor's indemnity obligation set forth in this Infringement Indemnification regardless of whether Contractor and/or any of its agents, employees, or subcontractors did, in fact, infringe any intellectual property rights.

INDEMNIFICATION PROCEDURES

Contractor's obligations under these Indemnification sections are expressly conditioned on the following: VTA shall (a) promptly notify Contractor, in writing, of any such Claim of which VTA has actual knowledge (provided that failure to do so will only release Contractor from this indemnity obligation to the extent that such failure led to material prejudice), (b) in writing, grant Contractor sole control of the defense of any such claim and of all negotiations for its settlement or compromise, provided that no such settlement or compromise may impose any liability or other obligations on VTA, and (c) reasonably cooperate with Contractor to facilitate the settlement or defense of the claim. Notwithstanding the foregoing, VTA may participate, at VTA's own expense, in the defense of such Claim.

SURVIVAL

This indemnification provision will survive the expiration or termination of the Contract and remain in full force and effect.

**SPECIAL CONDITIONS
P19098
TICKET VENDING MACHINE PARTS AND REPAIR SERVICES**

1. **COMPENSATION:** As full consideration for the satisfactory performance of the Contract by the Contractor, VTA shall pay to the Contractor amounts designated in Bid Form 1-B – Schedule of Prices and Estimated Quantities.
2. **QUANTITY:** Contractor agrees Bid price(s) apply to any quantity purchased under this Contract and such prices are guaranteed for the term of the Contract unless otherwise agreed by both parties in writing.
3. **TAXES:** Sales tax (when applicable) shall be included in the bid as a separate line item.
4. **INVOICING AND PAYMENTS:**
 - A. The successful Bidder shall submit its invoice for payment to the address listed below for the services provided, which have been accepted by VTA.

**VTA ACCOUNTS PAYABLE
3331 NORTH FIRST STREET, BUILDING A
SAN JOSE, CA 95134-1906**

**or
VTAAccountsPayable@VTA.org**

- B. Payments will be made to the successful Bidder within thirty (30) days following receipt of a properly prepared invoice.
- C. Payment will be considered to have been made on the date VTA mails payment.
- D. Discounts offered by Contractor for early payment will be taken by VTA if payment is made within the discount period specified.
- E. VTA shall not be responsible for late payment charges unless they are an express part of this Contract.
- F. Upon completion of this Contract, the final payment shall be made on determination by VTA that all requirements hereunder have been completed, and such determination shall not be unreasonably delayed.
- G. **LIQUIDATED DAMAGES:** “[OMITTED].”

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**SCOPE OF WORK
P19098
TICKET VENDING MACHINE PARTS AND REPAIR SERVICES**

REQUIREMENTS CONTRACT:

- (a) This is a requirements contract for the goods or services specified, and effective for the period stated, in the Contract. The quantities of goods or services specified herein are estimates only and are not purchased by this Contract. Except as this Contract may otherwise provide, if VTA's requirements do not result in orders in the quantities described as "estimated" herein, that fact shall not constitute the basis for an equitable price adjustment.
- (b) The Contractor shall furnish to VTA all goods or services specified herein and called for by purchase orders issued in accordance with the Contract.
- (c) VTA may issue purchase orders requiring delivery to multiple destinations or performance at multiple locations.
- (d) Except as this Contract otherwise provides, VTA shall exclusively order from the Contractor all the goods or services specified herein that are required by VTA.
- (e) If VTA urgently requires delivery of any quantity of an item before the earliest date that delivery may be specified under this Contract, and if the Contractor will not accept an order providing for the accelerated delivery, VTA may acquire the urgently required goods or services from another source, which will not constitute a breach of this Contract.
- (f) Any purchase order issued during the effective period of this Contract but not completed within that period shall be completed by the Contractor within the time specified in the order. This Contract shall govern the Contractor's and VTA's rights and obligations with respect to that order to the same extent as if the order were completed during the Contract's effective period.

Scope of Work

The contractor shall perform repair service for the Ventek Transit Inc. Ticket Vending Machine's owned by the VTA. Said contractor shall furnish all the labor, materials, tools, equipment, and incidentals under this contract, in accordance with the technical specifications which are included in order to complete said work.

In addition to providing repair services for the TVM parts, said contractor shall also supply VTA with any and all Original Equipment Manufacturer (OEM) parts that VTA may need to purchase as listed.

All parts and repairs provided to the TVM's must meet or exceed OEM procedures and specifications.

The contractor shall coordinate all work with VTA's Light Rail – Way, Power and Signals Department for shipping, repair and testing to assure safe continuous operation and prevent unnecessary down time on the Light Rail Train System.

3.1 Description of TVM Parts Repair services

Level 1:

- Cleaning and testing
- NO replacement parts

Level 2: Minor Service (in addition to level 1 service)

- Dismantling and clean part and subparts
- Lubricate wheels and axles
- Grease any applicable axle, the fork, and gear
- Check and tighten all screws
- Reassemble and test

Level 3: Overhaul (in addition to level 1 & 2 services)

- Replacement of sub-parts
- Check for general wear
- Mechanical checks and adjustments
- If applicable, ensure latest firmware has been updated.

3.2 Parts List for Repair

Contractor will repair and maintain for VTA the TVM parts listed below

<u>OEM PART NO.</u>	<u>PARTS DESCRIPTION</u>
• 02-212	MODULE BILL ACCPTR INTRFACE
• 02-206	MODULE PRINTER WPS PR0002
• 02-204	MODULE DOOR I/O WPS DR0021
• 04-209	TVM 24VOLT VBUS POWER SUPPLY
• 02-505A	SYSTEM CONTROLLER - MODULE (UPDATED)
• 04-506	15" CLR DSPLY MDL CMPLT TVM
• 13-501-VTA	TVM CREDIT/DEBIT CARD RDR
• 31-084C	TVM PIN PAD CREDIT/DEBIT CARD W/KEY WPS
• 02-500	MODULE VBUS HOST POLLER EXT

3.3 Parts List to Purchase

The below list includes, without limitation, parts which may be purchased from Contractor by VTA. Contractor will supply VTA with the OEM parts listed below:

<u>OEM PART NO.</u>	<u>PARTS DESCRIPTION</u>
• 04-255	BUTTON BLACK (LARGE) WPS
• 04-256	BUTTON RED (LARGE) WPS
• 18-500	DISPLAY COVER, 15 INCH POLYCARBONATE TVM
• 07-208	CABLE VBUS COIN VAULT WPS
• 07-210	CABLE CBUS BILL ACCEPTOR WPS
• 07-218	CABLE PIN PAD C CARD WPS
• 07-216	CABLE DISPENSE TRAY LIGHT/BUZZER WPS
• 07-204	CABLE VBUS HOPPER 1 WPS
• 07-205	CABLE VBUS HOPPER 2 WPS
• 07-209	CABLE VBUS SECURITY MODULE WPS

- 07-236 CABLE UPS MONITOR WPS
- 07-211 CABLE DISPLAY WPS
- 07-270 CABLE ASM NETWORK WPS
- 07-217A CABLE AUDIO KEY PAD ADA WPS
- 07-258 CABLE DISPLAY FAN WPS
- 06-024556-26-RT LOCK TYPE A CABINENT WPS
- 04-204-A LIGHT TVM DISPENSE TRAY WPS
- K4021 SENSOR PHOTO WPS
- MGR 1K12T103 KEYPAD ADA WPS
- 18-071 POLYCARBONATE TICKET TRAY DOOR WPS
- KW3-BMB15M CLEANER BILL ACCEPTOR WPS
- 02-206 MODULE PRINTER WPS VTPR0154
- 02-204 MODULE DOOR I/O (DR0044) WPS
- 27-013 TVM CABINET FAN 24VDC .30A WPS
- 07-505 CABLE HOST POLLER EXTERNAL TO VBUS
- 21-015 UPS 750 VA TVM - USE WITH VTA 123521
- 07-324 CABLE FOR UPS TVM USE WITH123520
- 90-009 10.4 INCH COLOR LCD DISPLAY UPGRADE KIT
- E-TBT-FRL-05(SC) MEDIA CONVERTER 10MBS (TVM)
- 27-006 V-BUSS POWER SUPPLY FAN (WP&S)
- 73006 CASSETTE FIVE TUBE WPS
- 02-505A SYSTEM CONTROLLER - MODULE (UPDATED)
- 15-006 TVM DOOR LOCK HOUSING WPS
- 12-502 10.4" SHARP COLOR LCD DISPLAY TVM WPS
- 12-507-8G TVM FLASH CARD, 'UPGRADED CONTROLLERS'
- 04-506 15 "COLOR DISPLAY MODULE COMPLETE TVM
- 04-253A LRG. YELLOW, FRONT PNL. BUTTON 22MM TVM
- 04-256A LARGE RED, FRONT PANEL BUTTON 22MM TVM
- 04-255A LARGE BLK., FRONT PANEL BUTTON 22MM TVM
- 04-254A FRNT PANEL BUTTON, BLK. 16MM W/CABLE TVM
- 07-529 CABLE, CARD READER TVM WPS
- 07-227A CABLE RIGHT-HAND BUTTON HARNESS TVM
- 29-516-VTA GRAPHIC, 'GRAY' CARD READER PIN PAD TVM
- 29-515-VTA TVM CARD READER GRAPHIC WPS
- 07-226A CABLE LEFT-HAND BUTTON HARNESS TVM
- 29-508-VTA GRAPHIC, UPPER DOOR INSERT TVM WPS
- 33-005 TVM FLUORESCENT FIXTURE, 18" 44W 120VAC
- 07-530 Y CABLE, TVM DISPLAY & FAN POWER WPS
- 16-762 TVM BRACKET ALARM SWITCH UPPER DOOR
- 31-084C TVM PIN PAD CREDIT/DEBIT CARD W/KEY WPS
- 04-250 TVM COIN ENTRY CHUTE SENSOR WPS
- 16-059 TVM COIN ENTRY CHUTE SHUTTER WPS
- 13-501-VTA TVM CREDIT/DEBIT CARD READER WPS
- 07-530 TVM CABLE DISPLAY & FAN POWER WPS
- 04-211A TVM CABINET FAN, 24VDC, W/THERMOSTAT
- 15-500-VTA-N PUCK LOCK TVM DOOR MEDICO (NORTH) WPS
- 15-500-VTA-S PUCK LOCK TVM DOOR MEDICO (SOUTH) WPS

- 4400-10002 TRI-READER 3 TVM
- 24-503 PIN PAD BATTERY
- 13-501-VTA TVM CREDIT/DEBIT CARD READER WPS
- 21A-105 UPS, APC 750 VA LCD
- 16-684 TVM PIN PAD COVER PLATES
- 07-510A CABLE, LOCK TO UPPER DOOR SWITCH, PVIII
- 02-500 MODULE VBUS HOST POLLER EXTERNAL
- 07-506 CABLE PC TO EXTERNAL HOST POLLER
- 60W0750-211-X8 LOCK A CANOPY DOOR
- 02-213 MODULE, SECURITY
- 04-209 MODULE, VBUS/POWER SUPPLY
- 18-068 POLYCARBONATE CANOPY LIGHT COVER
- 04-250 SENSOR ASSEMBLY (COIN ENTRY)
- 04-506 15" COLOR DISPLAY ASSEMBLY
- 31-084C PIN PAD (DEBIT CARD)
- BZ-2RQ1A2 CABLE, PUCK DOOR SWITCH W/BUTTON (31A-503)
- 07-213 CABLE, AUDIO AMPLIFIER
- BZ-2RQ1A2 DOOR SWITCH
- 07-215 CABLE, DEBIT CARD READER
- 07-539 CABLE, TRI-READER 3
- NO OEM Number TRI READER SHELF, PLASTIC
- NO OEM Number BILL ACCEPTOR HOUSING SECURITY BAR

**BID FORM 1-A: BIDDER ACKNOWLEDGEMENT OF ADDENDA
P19098
TICKET VENDING MACHINE PARTS AND REPAIR SERVICES**

In compliance with your **Invitation for Bid** for this project, the undersigned Bidder, being thoroughly familiar with the terms and conditions of the solicitation documents, hereby bids and agrees fully to perform the work within the time stated and in strict accordance with the solicitation documents.

Note: It is the Bidder’s responsibility to obtain all addenda to this solicitation.

The Bidder hereby acknowledges receipt of the following Addenda to the solicitation documents:

Addendum No. _____	Dated _____			Addendum No. _____	Dated _____		
Addendum No. _____	Dated _____			Addendum No. _____	Dated _____		
Addendum No. _____	Dated _____			Addendum No. _____	Dated _____		
Addendum No. _____	Dated _____			Addendum No. _____	Dated _____		

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**SMALL BUSINESS ENTERPRISE (SBE) POLICY AND REQUIREMENTS
P19098
TICKET VENDING MACHINE PARTS AND REPAIR SERVICES**

1. **POLICY:** It is the policy of the Santa Clara Valley Transportation Authority to ensure that Small Business Enterprises (SBEs) as defined in federal regulations at 13 CFR Part 121 shall have the opportunity to participate in the performance of contracts and subcontracts financed with local funds.
 - A. Any certified DBE is eligible to participate as an SBE toward the SBE goal.
 - B. VTA's Office of Small & Disadvantaged Businesses encourages Contractors to call (408) 321-5962 for assistance in identifying eligible SBE firms. Listings of eligible firms are also available on the internet at the following: vta.org/procurement/general/sbe_search.html.
2. **GOAL:** There is no specific goal established for this Contract. However, Contractor is encouraged to make every effort to meet VTA's overall agency goal of 19% where possible.
3. **COUNTING TOWARD THE SBE GOAL:** SBEs may perform as Contractors, subcontractors (1st tier), or subcontractor to subcontractor (2nd tier). Only the value of the work actually performed by the SBE, including materials and supplies, will be counted toward the SBE goal.
 - A. An SBE must perform a commercially useful function; i.e., must be responsible for the execution of a distinct element of the work and must carry out its responsibility by actually performing, managing and supervising the work.

If an SBE does not perform or exercise responsibility of at least thirty percent (30%) of the total cost of its Contract with its own work force, or if the SBE subcontracts a greater portion of work of a Contract than would be expected on the basis of normal industry practice, then it will be presumed that the SBE is not performing a commercially useful function.

- B. Credit for an SBE vendor of materials or supplies is limited to sixty percent (60%) of the amount to be paid to the vendor for the materials or supplies unless the vendor manufactures or substantially alters the goods. Credit for SBE brokers is limited to only the fees and commissions portion of the amount paid. All other firms receive one hundred percent (100%) credit, less work subcontracted by the SBE to non-SBE firms, toward the SBE goal.
- C. Credit for SBE trucking firms is limited to the amount performed by the SBE's own trucks and drivers and by certified SBE trucking sub haulers. An SBE trucking firm must itself own and operate at least one fully licensed, insured and operational truck used on the Contract.
- D. In a joint venture, only the portion of the total dollar value of the Contract equal to the distinct, clearly-defined portion of the work of the Contract that the SBE performs with its own forces will be counted toward the SBE goal.

- E. During the life of a Contract, work performed by SBE firms whose certification has expired will not continue to be counted toward the SBE goal. Only work performed by a certified SBE firm will be counted toward the SBE goal when the SBE firm has been paid.
 - F. Bidders are encouraged to utilize services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in VTA's community and marketplace.
4. **AWARD OF THE CONTRACT:** VTA will award this Contract to the lowest responsible and responsive Bidder as required by federal and California laws.
5. **SUBMITTALS:** All Bidders shall submit the following:
- A. Bid Form 2-A: Listing of SBE Contractor, subcontractor(s) or supplier(s) Bidder intends to use and count toward VTA's overall agency SBE goal, with a complete description of services or supplies to be provided by each, work which the SBE further subcontracts to non-SBE firms, and the dollar value of each such subcontracting or supplies transaction.
 - B. Bid Form 2-B: Supplemental Contractor and Subcontractor Information.
6. **NONDISCRIMINATION:** The Contractor shall make VTA's contracting requirements known to subcontractors, vendors and suppliers who are certified or accepted as certifiable as SBE, as well as to non-SBE businesses, and shall provide a practical opportunity for all firms to participate in the Contract.
7. **SUBSTITUTION OF SBE SUBCONTRACTOR WITH NON-SBE SUBCONTRACTOR:** An SBE subcontractor or supplier shall not be replaced without the prior written consent of VTA. Contractor shall make good faith efforts to find another SBE subcontractor or supplier to substitute for the original SBE. The efforts employed by the Contractor shall be those that one could reasonably expect a Contractor to take if the Contractor were actively and aggressively trying to engage a certified SBE firm to substitute for an SBE firm that has to be replaced and shall include the following:
- A. Contractor shall immediately notify VTA in writing of its intent to replace a SBE firm, and of the reasons therefore, prior to any solicitation or advertisement for replacement firms. A copy of the notice shall be provided to the VTA Office of Small & Disadvantaged Businesses (OSDB).
 - B. VTA will provide written notice to the SBE firm of Contractor's request for substitution and of the reasons therefor and they will be requested to provide any written objections within five (5) working days.
 - C. Contractor shall utilize the following sources for identifying certified SBE firms for solicitation: California DBE Uniform Certification Program (UCP) database; California Department of General Services Small Business database; VTA SBE database.
 - D. Contractor shall provide written notice to at least five (5) firms in each work or material/supply category to be substituted. If Contractor provides written notice to fewer than (5) five firms Contractor shall explain to OSDB in writing why the number of firms solicited was sufficient. Written notice shall be sent first to firms located in the County of

Santa Clara and its contiguous counties (“local firms”) and then, where appropriate, to out-of-area SBE firms.

- E.** Contractor shall contact the SBE firms solicited to determine with certainty whether the firms are interested in bidding on the project. This follow-up shall be documented with telephone logs, fax logs or other written documentation and submitted to OSDB.
 - F.** Contractor shall provide OSDB with the following information:
 - (1)** A list and copies of all SBE and non-SBE responses to the solicitation, including all Bids received.
 - (2)** If a Bid is rejected by Contractor, the reasons for the rejection.
 - (3)** If Contractor rejected an SBE firm as unqualified, a description of the qualification assessment conducted by Contractor and the factors considered.
 - G.** A Contractor who fails to use good faith efforts to replace an SBE firm with another SBE firm may be subject to the imposition of a penalty of up to fifteen percent (15%) of the value of the work of the subcontractor or supplier replaced.
- 8. MONTHLY SBE UTILIZATION REPORT:** Contractors are required to submit a monthly SBE Utilization Report electronically to the SBE Administrator, VTA Office of Small & Disadvantaged Businesses. These monthly reports shall be submitted electronically and the Contractor will document the dollar value of payments to SBE firms, and the percentage of the Contract completed. VTA will monitor the Contract for compliance with SBE requirements.
- A.** This system is web-based, accessible from any computer via the internet at <https://vta.sbdbe.com>. Each Contractor and subcontractor will receive an email providing them with Log On identification, and a temporary password and instructions on how to use the system. Classroom training will also be provided. Other assistance will be provided upon request.
 - B.** Contractor will include this requirement in all of its subcontracts and purchase orders when required to provide or verify SBE utilization documentation.
 - C.** If the SBE Utilization Reports indicate potential problems, the Contractor shall meet with the appropriate VTA representative(s) to address any deficiencies and discuss appropriate corrective actions.
 - D.** Prior to final payment, Contractor will be required to submit a final SBE Utilization Report. In addition to payments to the SBEs, the final report must include payments to and other information about all other businesses, including non-SBE subcontractors, suppliers of materials, trucking firms, consultants and others.
 - E.** Failure by Contractor to submit required reports as described above may be considered grounds for a determination by VTA of nonresponsibility in consideration of Contractor’s eligibility to bid on or be awarded future work.

9. **PROMPT PAYMENT:** The Contractor must adhere to all federal and California prompt payment laws and regulations. If Contractor does not adhere to prompt payment requirements, penalties may apply.

**BID FORM 2-A: LISTING OF SBE CONTRACTOR OR SUBCONTRACTORS
P19098
TICKET VENDING MACHINE PARTS AND REPAIR SERVICES**

Issued JULY 23, 2019

Firm: _____	Street Address: _____
City, State: _____	Zip Code: _____
Phone: _____	Fax/E-mail: _____
Age of Firm: _____	Small Business Enterprise: Yes _____ No _____
Name and Title: _____	Signature: _____ Date: _____

Contract dollar value must exclude work performed by non-SBEs except materials or equipment purchased and used in this Contract.

CREDIT FOR SBE VENDOR of materials or supplies is limited to 60% of its expenditures for materials and supplies required under this Contract and obtained from a SBE regular dealer. Credit for SBE manufacturers is given at 100% toward the goal only where the SBE vendor manufactures or substantially alters the material prior to resale.

CREDIT FOR SBE BROKERS (Distributor or Representative) is limited to the fees and commissions of the amount paid. All other firms receive 100% credit, less work subcontracted by the SBE to non-SBE firms, towards the SBE goal.

CREDIT FOR SBE TRUCKING FIRMS is limited to amount performed by the SBE's own trucks and drivers and by certified SBE trucking subhaulers. A SBE trucking firm must itself own and operate at least one fully licensed, insured and operational truck used on the Contract. *A SBE must be certified or accepted as Certified by VTA.* Refer to 49 CFR Part 26.

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**BID FORM 2-A: LISTING OF SBE CONTRACTOR OR SUBCONTRACTORS
P19098
TICKET VENDING MACHINE PARTS AND REPAIR SERVICES**

Issued JULY 23, 2019

Name & Address of Certified SBE	Certification Number	Agency Certifying	Age Of Firm	M* W**	Description of Work	Bid Item	Dollar Value of Contract
							\$

SBE GOALS ARE DETERMINED ON BASE CONTRACT AMOUNTTOTAL..... Total \$_____

Base Contract Amount:	\$
SBE Contract Amount:	\$

Goal Achieved _____ % **SBE Goal** _____ %

SBE Amounts and Base Amounts Must Exclude Alternate Bids

*Minority Type: **A** = Asian, **SA**= Subcontinent Asian, **B** = Black, **H** = Hispanic, **NA** = Native American, **O** = Other, ** Woman

$\frac{\text{SBE Contract Amount}}{\text{Base Contract Amount}} \times 100 =$ _____ % _____ %

IMPORTANT! THIS FORM MUST BE SUBMITTED WITH THE BID



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**BID FORM 2-: SBE SUPPLEMENTAL CONTRACTOR AND SUBCONTRACTOR INFORMATION
P19098
TICKET VENDING MACHINE PARTS AND REPAIR SERVICES**

Issued JULY 23, 2019

This form shall be copied by the Bidder and distributed to all sub-Bidders. The completed forms are to be submitted with the Bid.

Date: _____

Contract Name and Number: _____

Firm Name: _____

Firm Address: _____

Phone Number: _____

Fax Number: _____

Age of Firm: _____

(Check one)						
Annual Gross Receipts						
Indicate bracket of income	Below \$500K	\$500K - \$1M	\$1M-\$4M	\$4M-\$6M	\$6-\$13M	Above \$13M

Check One:	DBE <input type="checkbox"/>	SBE <input type="checkbox"/>	Non-SBE/DBE <input type="checkbox"/>
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Ethnicity*: _____ Gender: _____ Work/Trade Category: _____

A = Asian, SA = Subcontinent Asian, B = Black, C = Caucasian, H = Hispanic, NA = Native American, O = Other

Completed by Company _____

Email Address: _____

Valley Transportation Authority
Office of Small & Disadvantaged Businesses
3331 North First Street, Bldg. A San Jose, CA 95134-1906
If you require additional forms or information, call (408) 321-5719

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**QUALITY ASSURANCE PROVISION
P19098
TICKET VENDING MACHINE PARTS AND REPAIR SERVICES**

1. **QUALITY ASSURANCE SYSTEM POLICY:** The Contractor and/or supplier shall have and maintain an effectively defined and documented Quality Assurance System, which demonstrates the Contractor and/or supplier's policy, objective and commitment to quality at all levels of the organization. This system shall be submitted in writing to VTA as part of the pre-award bid package for approval. The Contractor and/or supplier shall also have the capability to ensure original design integrity, inspection, testing, adhering to Scope of Work and/or technical specification by preventing nonconformity at all stages from production through delivery.

2. **MANAGEMENT ORGANIZATION:** The Contractor and/or supplier shall have a designated quality assurance representative with the defined responsibility and authority to verify Contract conformance and initiate corrective and/or preventative actions on the occurrence of any nonconformance relating to product (systems, parts, components, materials, and services), performance, customer service, process and/or Quality Assurance System. VTA reserves the right to audit and assess the effectiveness of this Quality Assurance System organization. The Contractor and/or supplier shall:
 - A. Identify, document and communicate changes to the Quality Assurance System, and any problems relating to the system and its nonconformities.
 - B. Initiate, recommend or provide solutions through designated channels.
 - C. Verify the implementation of corrections, preventative actions and/or solutions.
 - D. Ensure that the Quality Assurance System requirements of this Contract are established, implemented and maintained.
 - E. Review, audit and report on the Quality Assurance System at defined intervals sufficient to ensure its continuing suitability and effectiveness in satisfying the requirements of this Contract.

3. **PROCEDURES:** The Contractor and/or supplier shall define and maintain documented procedures on the management of the Quality Assurance System and how the quality requirements of this Contract will be met. These procedures shall include work instruction defining the Contractor and/or supplier's method of operation in assuring specified requirements and activities that are consistently carried out.

4. **QUALITY PLANNING:** The Contractor and/or supplier shall prepare a quality plan which identifies organization structure and any controls, processes, equipment, fixtures, resources, skills and/or special training required to meet the quality requirements of this Contract.

5. **DESIGN INFORMATION:** The Contractor and/or supplier shall have and maintain a documented procedure for design information for the product(s), (such as drawings, specifications, and standards) to ensure that the product(s) are manufactured, inspected, and tested to the latest applicable requirements. All changes to design information shall be processed in a manner that will ensure

accomplishment as specified, and a record of actual incorporation points (by date, batch, lot, unit, or other specific identification) shall be maintained.

6. **DOCUMENT AND DATA CONTROL:** The Contractor and/or supplier shall have and maintain a documented procedure to control documents and data that relate to the performance of this Contract. All standards, specifications, drawings, bills of materials, invoices, bills of lading, shipping notices, packing slips and customer service reports shall be reviewed and approved for adequacy by authorized personnel prior to issuing.
7. **PURCHASING:** The Contractor and/or supplier shall have and maintain a documented procedure to ensure that any service or bill of materials provided by a subcontractor meets the type, class, grade and/or other precise identifications, such as specifications, drawings, process requirements, inspection and test instructions and other relevant technical data as required or approved by the Original Equipment Manufacturer (OEM).
8. **PRODUCT IDENTIFICATION AND TRACEABILITY:** The Contractor and/or supplier shall stamp or engrave on the product(s), suppliers name, code, part number, month, day and year of manufacture, and will be serialized if specifically required by VTA. The Contractor and/or supplier shall also identify the product(s) by suitable means from receipt, storage and delivery. An explanation of any codes or special markings established by the supplier must be provided in writing to VTA within thirty (30) calendar days after Contract award.
9. **INSPECTION AND TESTING:** The Contractor and/or supplier shall have and maintain documented procedures for inspection and testing activities in order to verify specified requirements for the products(s) are met. The Contractor and/or supplier shall know the status of product(s), which conform or non-conform to the inspections and tests performed.
 - A. **SOURCE INSPECTIONS:** VTA reserves the right to inspect, at the source any products(s) furnished or services rendered under the Contract. Inspection at the source does not necessarily constitute acceptance, nor shall it relieve the Contractor of its responsibility to furnish acceptable product(s). When it is not practical, cost effective, or feasible to determine quality conformance of the purchased items upon receipt, inspection at the source may be performed.
10. **CONTROL OF INSPECTION, MEASURING, AND TEST EQUIPMENT:** The Contractor and/or supplier shall have and maintain documented procedures to control calibration, inspection, testing, and measuring of facilities, equipment and tools, to demonstrate the conformance of product(s) to specified requirements.
11. **CONTROL OF NON-CONFORMING PRODUCT:** The Contractor and/or supplier shall have and maintain procedures to ensure that any materials or final assembled product(s) that do not conform to specified requirements are prevented from usage or shipment. The Contractor and/or supplier shall:
 - A. Provide the identification, documentation, evaluation, segregation and the disposition of nonconforming product(s).
 - B. Ensure controls are in place to prevent further processing, delivery or servicing of nonconforming product until the deficiency and/or unsatisfactory condition has been corrected.
 - C. Re-inspect all nonconforming product(s), which are rejected during receiving inspection.

D. Provide upon specific request a failure analysis report on the nonconformance which should communicate the root cause of the non-conformities.

12. CORRECTIVE AND PREVENTATIVE ACTION: The Contractor and/or supplier shall have and maintain documented procedures for implementing corrective and preventive action to eliminate the cause of actual or potential non-conformities. The Contractor and/or supplier shall:

A. Implement and record any changes to procedures, guidelines and plans resulting from corrective and preventive actions.

B. Have an effective process for handling and tracking customer complaints and reports. All reports to the Contractor and/or supplier requesting correction to any nonconformity shall be in the form of a “Supplier Corrective Action Request” (SCAR) from VTA’s Quality Assurance and Warranty Office.

• The Contractor and/or supplier shall provide VTA in writing with the correction and prevention of nonconformity by completing the correction and prevention section of the VTA SCAR form within thirty (30) calendar days of receipt.

C. Utilize information sources such as audit results, quality records, service reports, and customer complaints to detect, analyze, and eliminate potential causes of nonconformities.

D. Determine the steps needed to deal with any problem requiring corrective and preventive action, and initiate controls to ensure that it is effective.

13. HANDLING, STORAGE, PACKAGING, AND DELIVERY: The Contractor and/or supplier shall package the product(s) in such a manner as to prevent damage during shipment, receiving and storage. The Contractor and/or supplier shall also ensure that shipped product(s) are not damaged. Any damaged product(s) discovered at receiving will be returned to the Contractor and/or supplier at no cost to VTA.

14. CONTROL OF QUALITY RECORDS: The Contractor and/or supplier shall have and maintain procedures for identification, collection, indexing access, filing storage, maintenance, and disposition of quality records. Quality records shall be maintained to demonstrate conformance to specified requirements and effective operation of the Quality Assurance System.

15. QUALITY AUDITS: The Contractor and/or supplier shall have and maintain procedures for planning and implementing internal quality audits to verify whether quality activities and related results comply with planned requirements and to determine the effectiveness of the Quality Assurance System. The Contractor and/or supplier shall:

A. Document the results of audits and bring them to the attention of the personnel having responsibility in the area audited. The management personnel responsible for the area shall take timely corrective action on deficiencies found during the audit.

B. Schedule follow-up audits to verify and record the implementation and effectiveness of the corrective action taken.

16. TRAINING: The Contractor and/or supplier shall have and maintain procedures for identifying training needs and provide for the training of all personnel performing activities affecting quality and

related to the performance requirements of this Contract. Personnel performing specific assigned tasks shall be qualified/certified on the basis of appropriate education, training and/or experience, as required.

17. **SERVICING:** The Contractor and/or supplier shall have and maintain procedures for coordinating, performing, verifying, and reporting that customer field servicing meets the specified requirements.
18. **STATISTICAL TECHNIQUES:** The Contractor and/or supplier shall identify specific statistical methods for establishing, controlling and verifying quality levels, performance assessing, and conducting nonconformity analysis.

**WARRANTY PROVISION
P19098
TICKET VENDING MACHINE PARTS AND REPAIR SERVICES**

1. **POLICY:** Warranties in this document are in addition to any statutory remedies or warranties imposed on the Contractor and/or supplier. Consistent with this requirement, the Contractor and/or supplier shall guarantee and warrant all products (systems, components, parts, materials, and services) to be free from defects or failures in materials and workmanship, and adhere to OEM's performance requirements and VTA's specified requirements. The Contractor and/or supplier shall also have and maintain an effectively defined and documented warranty administration system that demonstrates the Contractor and/or supplier's or OEM's policy, procedure and commitment to respond to and resolve warranty claims or service requests within a reasonable time. The Contractor and/or supplier is required to submit warranty policy, procedure, and forms for VTA review.

2. **COVERAGE:** All products supplied are warranted to be free from defects for one (1) year beginning on the date of installation or acceptance, except as specified below. The Contractor and/or supplier must submit its written standard limited warranty guarantee(s) for VTA review upon request.
 - A. **MANUFACTURERS STANDARD WARRANTY:** Any supplier or manufacturer's standard limited warranty coverage greater than that specified above must also be extended to VTA.

3. **LIMITATIONS:** Warranty coverage shall not apply to failures that have been caused or contributed by the following:
 - A. Improper: use, servicing, maintenance, inspection and testing.
 - B. Failure to comply with OEM's operating, maintenance, servicing, inspection and testing requirements.
 - C. Use of inadequate, improper or incompatible component(s).
 - D. Accident, negligence, abuse, not caused by Contractor and/or supplier or OEM.
 - E. Unauthorized modification of equipment affecting design or performance characteristics.
 - F. Use of non-approved products as specified by the OEM.

4. **REPAIR PROCEDURES:**
 - A. The Contractor and/or supplier is responsible for all warranty-covered work. To the extent practicable, VTA will allow the Contractor and/or supplier or its designated representative to perform such work. At its discretion, VTA may perform such work if it determines it needs to do so based on transit service or other requirements. The Contractor and/or supplier shall reimburse such work.
 - B. The Contractor and/or supplier or its designated representative shall begin work on warranty-covered repairs, within five (5) days after receiving notification of a defect from VTA. VTA shall, as much as possible, accommodate the Contractor and/or supplier's schedule to complete repairs.

- C. The Contractor and/or supplier shall provide at its own expense all spare products and tools required for repairs. At VTA's option, the Contractor and/or supplier may be required to remove the equipment from VTA's property while repairs are being affected. If the equipment is removed from VTA's property, the Contractor and/or supplier's representative must diligently pursue repair procedures.
 - D. If VTA performs the warranty-covered repairs, it shall correct or repair the defect and any related defects utilizing products supplied by the Contractor and/or supplier specifically for this repair. At its discretion, VTA may use Contractor and/or supplier-specified products available from its own stock if deemed in its best interest. Monthly, or at a period to be mutually agreed upon, reports of all repairs covered by this warranty may be submitted by VTA to the Contractor and/or supplier for reimbursement or replacement of products. The Contractor and/or supplier shall provide forms for these reports when required.
 - E. VTA may require the Contractor and/or supplier to supply new products for warranty –covered repairs being performed by VTA. These products shall be shipped prepaid to VTA from any source selected by the Contractor and/or supplier within five (5) working days of receipt of the request for said products. Products supplied by the Contractor and/or supplier shall be Original Equipment Manufacturer (OEM) or its equivalent.
5. **SERVICING:** The Contractor and/or supplier may be requested to provide field service support for the correction of warranty failures as required by VTA.
6. **CLAIMS:** All warranty defects and failures will be submitted to the Contractor and/or supplier as a VTA warranty claim. The Contractor and/or supplier shall notify VTA of receipt and/or status of the claim.
- A. The Contractor and/or supplier must notify VTA in writing of the disposition of a warranty claim within fifteen (15) working days of receipt.
 - B. The Contractor and/or supplier must resolve all open warranty claims within sixty (60) calendar days after receipt.
- If the warranty claim is not resolved within the stated time frame the Contractor and/or supplier will be informed of VTA's intent to automatically credit VTA's accounts payable for the Contractor and/or supplier with the amount of the open claim.
- C. The Contractor and/or supplier is required to notify the VTA QA/Warranty Office on the disposition of products within five (5) days after VTA's request for a Return Material Authorization (RMA).
7. **REMEDIES:** Contractor and/or supplier shall promptly repair, replace and/or pay for all warranty defects including products, labor, and shipping and handling. The Contractor and/or supplier shall also reimburse for any progressive, compensatory, and consequential damages or fines due to product failures.
8. **REIMBURSEMENT:** Contractor and/or supplier is required to reimburse VTA for all costs associated with a warranty repair claim or service request.

- A. The product costs shall be based on the most current supplier Contract price or the invoiced price for replacement.
 - B. The labor repair times shall be fair and reasonable and based on current OEM or industry Standard Repair Time (SRT) guidelines or an agreed upon repair time standard.
 - C. The Contractor and/or supplier is required to reimburse at VTA hourly shop labor rate based on VTA's current labor cost accounting system.
 - D. The Contractor and/or supplier shall be assessed the cost of shipping or a fifteen percent (15%) handling charge on products returned or scraped.
9. **SYSTEMATIC/FLEET DEFECTS:** During the warranty period, when repairs or modifications necessitated by defective design, material, or workmanship occur to an extent in excess of ten percent (10%) of the product (used for the same function in the same system or subsystem), the Contractor and/or supplier shall promptly furnish all necessary labor and material to effect such repairs and modifications for every product delivered under the Contract, according to the terms and conditions outlined, including systems or subsystems in which the product has not yet failed.
10. **FAILURE ANALYSIS:** When requested by VTA, the Contractor and/or supplier will be required to provide a written failure analysis report for defective products supplied under this Contract and which occurred during the warranty period. The report shall be received by VTA within thirty (30) calendar days from the date of request.
11. **ADMINISTRATION:** Warranty claims and other warranty issues shall be administered, coordinated and resolved with the VTA's QA/Warranty Office and a Contractor and/or supplier's assigned representative.
- A. For warranty repair claims or service requests which are determined by the Contractor and/or supplier not to be under warranty, the Contractor and/or supplier must forward a written failure analysis report and itemized quotes to VTA's QA/Warranty Office, and obtain an authorizing purchase order before proceeding with the repair.
 - B. The Contractor and/or supplier shall be able to electronically communicate on warranty coverage, registrations, claims, service requests and bulletins/alerts.
 - C. The Contractor and/or supplier is required to reference the VTA warranty purchase order and warranty claim number when shipping warranty replacement products.
 - D. The Contractor and/or supplier is required to properly identify warranty returns or replacement products with a bill of lading.
12. **PERFORMANCE REVIEWS:** The Contractor and/or supplier is required to periodically meet with VTA's QA and Warranty Office to ensure that the warranty administration requirements are clarified and properly being carried out according to the terms and conditions of this Contract. The Contractor and/or supplier is also required to publish a VTA open warranty claims status report showing the disposition of each claim.

EXHIBIT P-1: INSURANCE REQUIREMENTS

PROPOSER'S ATTENTION IS DIRECTED TO THE INSURANCE REQUIREMENTS BELOW. IT IS HIGHLY RECOMMENDED THAT PROPOSERS CONFER WITH THEIR INSURANCE CARRIERS OR BROKERS IN ADVANCE OF PROPOSAL SUBMISSION TO DETERMINE THE AVAILABILITY OF INSURANCE CERTIFICATES AND ENDORSEMENTS REQUIRED BY THIS CONTRACT.

I. INSURANCE

Without limiting the Contractor's indemnification of VTA, the Contractor must procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees, or subcontractors. The cost of such insurance must be included in the Contractor's Bid/Proposal. The Contractor must furnish complete copies of all insurance policies, within three (3) business days of any such request by VTA.

A. Liability and Workers' Compensation Insurance

1. Minimum Scope of Coverage

Coverage must be at least as broad as:

- a. Insurance Services Office General Liability coverage ("occurrence" form CG 0001). General Liability insurance written on a "claims made" basis is not acceptable.
- b. Insurance Services Office Business Auto Coverage, Insurance Services Office form number CA 0001, covering Automobile Liability, code 1 "any auto." Auto Liability written on a "claims-made" basis is not acceptable.
- c. Workers' Compensation insurance as required by the Labor Code of the State of California, and Employers Liability insurance.
- d. Professional Liability, including limited contractual liability coverage, covering liability arising out of any negligent act, error, mistake or omission in the performance of Contractor's services under this Agreement. This coverage must be maintained for a minimum of two (2) years following completion of this Agreement. This coverage may be written on a "claims made" basis, if so, please see special provisions in Section B.
- e. Cyber Liability (including network security coverage, and/or privacy liability coverage, as applicable).

2. Minimum Limits of Insurance

Contractor must maintain limits no less than:

- a. General Liability \$2,000,000 limit per occurrence for bodily injury, personal injury, and property damage. If a General Liability or other form with a general aggregate limit is used, either the general aggregate limit must apply separately to this project/location or the general aggregate limit must be twice the required occurrence limit. In no event may the General Liability primary policy limit per occurrence be less than \$2,000,000.
- b. Automobile Liability \$1,000,000 limit per accident for bodily injury and property damage.
- c. Workers' Compensation and Employers Liability: Statutory Workers' Compensation limits and Employers Liability limits of \$1,000,000 per accident.
 - a. Professional Liability: \$2,000,000 each occurrence/aggregate minimum limit per claim.
 - b. Cyber Liability: \$1,000,000 per occurrence.

3. Self-Insured Retention

Any self-insured retention or deductible in excess of \$50,000 (\$100,000 if Contractor is a publicly-traded company) must be declared to and approved by VTA. If Contractor is a governmental authority such as a state, municipality or special district, self-insurance is permitted. To apply for approval for a level of retention in excess of the stipulated amounts stated herein, the Proposer/Bidder must provide a current financial statement documenting the ability to pay claims falling within the self-insured retention. At the option of VTA, either: the insurer must reduce or eliminate such self-insured retention as respects VTA, its officers, officials, employees and volunteers; or the bidder/proposer must procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

B. Claims Made Provisions (not applicable to General Liability or Automobile Liability)

Claims-made coverage is never acceptable for General Liability or Auto Liability. Claims-made may be considered for Professional, Environmental/Pollution, or Cyber Liability. If coverage is written on a claims-made basis, the Certificate of Insurance must clearly state so. In addition to all other coverage requirements, such policy must provide that:

1. The policy must be in effect as of the date of this Agreement and the retroactive date must be no later than the date of this Agreement.
2. If any policy is not renewed or the retroactive date of such policy is to be changed, the Contractor must obtain or cause to be obtained the broadest extended reporting period coverage available in the commercial insurance market. This extended reporting provision must be of at least two (2) years.
3. No prior acts exclusion to which coverage is subject that predates the date of this Agreement.
4. Policy allows for reporting of circumstances or incidents that might give rise to future claims.

C. Other Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability

- a. VTA, its officers, officials, employees and volunteers are to be named as additional insureds as respects: liability arising out of activities performed by or on behalf of the Contractor, including VTA's general supervision of the Contractor; products and completed operations of the Contractor and its subcontractors; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage must contain no special limitations on the scope of protection afforded to VTA, its officers, officials, employees, or volunteers. Additional Insured endorsements must provide coverage at least as broad as afforded by the combination of ISO CG 20 10 10 01 and CG 20 37 10 01.
- b. The Contractor's insurance coverage must be primary insurance as respects VTA, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by VTA, its officers, officials, employees, or volunteers must be excess of the Contractor's insurance and may not contribute with it.
- c. Any failure to comply with reporting provisions of the policies may not affect coverage provided to VTA, its officers, officials, employees, or volunteers.
- d. The Contractor's insurance must apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- e. The General Liability General Aggregate limit must apply per project, not per policy.
- f. The General Liability policy must be endorsed to remove the exclusion for railroad liabilities, with coverage at least as broad as afforded by ISO CG 24 17.

2. All Coverages

- a. The insurer must agree to waive all rights of subrogation against VTA, its officers, officials, employees, and volunteers for losses arising from work performed by the Contractor and its subcontractors for VTA.
- b. If any coverage forms or endorsements required by this Contract are updated by their publishers, whether they be the insurance carrier(s), the Insurance Services office, or the American Association of Insurance Services, during the duration of this Contract, VTA reserves the right to require the Contractor to procure said coverage forms or endorsements using the updated versions upon the next renewal cycle.

D. Acceptability of Insurers

Insurance and bonds must be placed with insurers with an A.M. Best's rating of no less than A VII (financial strength rating of no less than A and financial size category of no less than VII), unless specific prior written approval has been granted by VTA.

E. Certificates of Insurance

Contractor must furnish VTA with a Certificate of Insurance. The certificates for each insurance policy are to be signed by an authorized representative of that insurer. The certificates will be issued on a standard ACORD Form. The contractor must instruct their insurance broker/agent to submit all insurance certificates and required notices electronically in PDF format to Insurance.certificates@vta.org.

The certificates will (1) identify the underwriters, the types of insurance, the insurance limits, the deductibles and the policy term, (2) include copies of all the actual policy endorsements required herewith, and (3) in the "Certificate Holder" box include:

Santa Clara Valley Transportation Authority ("VTA")
3331 North First Street
San Jose, CA 95134-1906

In the Description of Operations/Locations/Vehicles/Special Items Box, the VTA Contract number must appear, the list of policies scheduled as underlying on the Umbrella policy must be listed, Certificate Holder should be named as additional insured, and Waiver of Subrogation must be indicated as endorsed to all policies as stated in the Contract Documents.

All certificates and endorsements are to be received and approved by VTA before work commences. VTA reserves the rights to require complete, certified copies of all required insurance policies, at any time.

If the Contractor receives any notice that any of the insurance policies required by this Exhibit may be cancelled or coverage reduced for any reason whatsoever, Contractor or insurer must immediately provide written notice to VTA that such insurance policy required by this Exhibit is canceled or coverage is reduced.

F. Maintenance of Insurance

If Contractor fails to maintain such insurance as is called for herein, VTA, at its option, may suspend payment for work performed and/or may order the Contractor to suspend work at Contractor's expense until a new policy of insurance is in effect.

Ed. Rev. 7-1-17

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**BIDDER SIGNATURE PAGE- EXHIBIT N
P19098
TICKET VENDING MACHINE PARTS AND REPAIR SERVICES**

BY SIGNING, THE BIDDER CERTIFIES THAT HE/SHE HAS READ AND UNDERSTANDS THE BID DOCUMENTS AND THAT HE/SHE OFFERS AND AGREES TO FURNISH THE GOODS AND/OR SERVICES SPECIFIED UNDER THE INSTRUCTIONS AND CONDITIONS STATED THEREIN.

SIGNATURE: _____

PRINT NAME: _____

FIRM: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL _____

DATE: _____

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**BIDDER'S QUESTIONNAIRE – EXHIBIT O
P19098
TICKET VENDING MACHINE PARTS AND REPAIR SERVICES**

This questionnaire is an integral part of a Bidder's Bid, and shall be completed. Failure to provide the required information may cause rejection of your Bid. All references and information shall be current and traceable. If the Bidder is a joint venture, each shall prepare a separate form.

NAME OF BIDDER:

PRINCIPAL OFFICE

STREET ADDRESS OR P.O. NUMBER

CITY	STATE	ZIP CODE + 4
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TELEPHONE	FAX
------------------	------------

E-MAIL ADDRESS

1. Are you an individual _____, a partnership _____, a corporation _____, or a joint venture _____?
(Check appropriate business structure).

If partnership, list names and addresses of partners; if corporation, list names of officers and directors and State of incorporation; if joint venture, list names and addresses of venturers and, if any venture is a corporation, partnership or joint venture, list the same information for each such corporation, partnership and joint venture.

NAME	ADDRESS

2. How many years has your organization been in business as a Contractor under your present business name? _____ years.
3. How many people are currently employed by your firm? _____ In Santa Clara County? _____
4. Of the people employed, what are the job classifications involved in the services required by this solicitation, and how many people are assigned to each classification?

JOB CLASSIFICATION	NO. OF EMPLOYEES

5. What is the location of your facility located in Santa Clara County? What is the square footage of this facility? (If the facility is not in Santa Clara County, indicate the location and square footage of the nearest facility to VTA's Administrative Offices on First Street, San Jose).

6. What are the types and number of vehicles you will use in the performance of services required by this solicitation?

TYPE	NUMBER

7. List the names of companies and public agencies that you have furnished service to within the last twelve months.

NAME AND ADDRESS:	
TYPE OF BUSINESS:	
CONTACT INFORMATION:	
NAME AND ADDRESS:	
TYPE OF BUSINESS:	
CONTACT INFORMATION:	
NAME AND ADDRESS:	
TYPE OF BUSINESS:	
CONTACT INFORMATION:	

8. List the names of companies and public agencies that you have current orders for the same or similar service.

NAME AND ADDRESS:	
TYPE OF BUSINESS:	
CONTACT INFORMATION:	
NAME AND ADDRESS:	
TYPE OF BUSINESS:	
CONTACT INFORMATION:	
NAME AND ADDRESS:	
TYPE OF BUSINESS:	
CONTACT INFORMATION:	

9. Have you or your organization, or any officer or partner thereof, failed to complete a contract? If so, give details:

10. Is any litigation pending against your organization? If so, give details:

11. Are you a certified SBE/DBE? If yes, with which agency do you hold your certification:

The undersigned certifies that (s)he is legally authorized by the Bidder to make the statements and representations contained in this document, and represents and warrants that the foregoing information is true and accurate to the best of his knowledge, and intends that the Santa Clara Valley Transportation Authority, Santa Clara County, California, rely thereon in evaluating the Bidder.

NAME OF COMPANY

SIGNATURE

PRINTED NAME/ TITLE

DATE

**“NO BID” RESPONSE FORM - EXHIBIT I
P19098
TICKET VENDING MACHINE PARTS AND REPAIR SERVICES**

If no Bid is to be submitted, detach this sheet from the Solicitation, complete the information below, and fax the form to the attention of the Buyer listed on page 1 of this solicitation at the fax number above.

Reason for not submitting a Bid:

- Do not provide this service.
- Unable to obtain required insurance.
- Unable to obtain required bonding.
- Not equipped to handle this project.
- Do not carry this item.
- Not within the scope of our capabilities.
- Insufficient bidding time.
- Unable to identify items.
- Can supply item, however, cannot be competitive.
- Cannot comply with delivery/performance period.
- Project size is too large.
- Project size is too small.
- Not interested in this type of project.

Explain:

Cannot comply with Specification:

Explain:

Other:

Explain:

SIGNATURE

/ /

DATE

PRINT NAME

E-MAIL ADDRESS

FIRM

TELEPHONE FAX

SAMPLE CONTRACT

CONTRACT P19098
BETWEEN
SANTA CLARA VALLEY TRANSPORTATION AUTHORITY
AND
SUPPLIER NAME
FOR
TICKET VENDING MACHINE PARTS AND REPAIR SERVICES

CONTRACT No. P19098

This contract (“Contract”) is made and entered into by and between Santa Clara Valley Transportation Authority (“VTA”) and _____ (“Contractor”). This Contract expresses the terms and conditions for the purchase of TICKET VENDING MACHINE PARTS AND REPAIR SERVICES.

1. **CONTRACT COMPONENTS:**

The Contract consists of:

- A. Exhibit 1 – Invitation for Bid P19098 dated July 23, 2019, and any addenda thereto (the “IFB”)
- B. Exhibit 2 – Bid Form 1-B dated August 13, 2019

All parts of the Contract are intended to be complementary and what is set forth in any one document is as binding as if set forth in each document.

In case of any conflict among these documents where the parties’ intended resolution is not clear, the order of precedence shall be in the order listed above. In the event that any of the language set forth in the Contract is inconsistent or contradictory, then the language that is most favorable to VTA shall control.

2. **SCOPE OF WORK:** Contractor shall furnish and deliver TICKET VENDING MACHINE PARTS AND REPAIR SERVICES, as described in the Scope of Work of the IFB.

3. **CONTRACT PRICE:** VTA shall pay Contractor as set forth in Exhibit 2. The total Contract price shall not exceed [\$XXX.XX].

4. **TERM OF CONTRACT:** The term of the contract (“Contract”) awarded to the successful Bidder (herein also referred to as the Contractor”) shall be five (5) years from date of award by VTA, with two (2) additional one (1) year options for years six, and seven.

VTA may unilaterally exercise its option years by sending 30 days written notice to Contractor.

5. **SERVICE OF NOTICE:** Any notice required or permitted to be given under this Contract shall be deemed given when personally delivered to recipient thereof or mailed by registered or certified mail, return receipt requested, postage prepaid, to the appropriate recipient thereof, in the case of the Contractor at the business address specified in its Bid and in the case of VTA, at 3331 North First Street, Building A, San Jose, CA 95134-1927, or at any other address which either party may subsequently designate in writing to the other party.

6. **ENTIRE AGREEMENT:** This Contract constitutes the complete and entire agreement between VTA and the Contractor and supersedes any prior representations, understandings, communications, commitments, agreements or Proposals, oral or written, which are not incorporated as part of the Contract.

7. **GOVERNING LAW:** The laws of the State of California will govern these terms and conditions, as well as any claim that might arise between Contractor and VTA, without regard to conflict of law provisions.

8. **FORUM SELECTION:** Contractor will resolve any claim, cause of action or dispute (collectively “claim”) that Contractor has with VTA arising out of or related to this Contract in a state or federal court located in Santa Clara County, California. Contractor agrees to submit to the personal jurisdiction of the courts located in Santa Clara County, California for the purpose of litigating all such claims.
9. **AUTHORIZED REPRESENTATIVES, NOTICES AND POINTS OF CONTACT:** The Authorized Representatives identified below, or assigned designees, have authority to authorize changes to the scope, terms and conditions of this Contract, as set forth herein.

A. AUTHORIZED REPRESENTATIVES:

VTA:

Nuria I. Fernandez
General Manager/CEO
3331 N. First Street, Bldg. A
San Jose, CA 95134-1906
nuria.fernandez@vta.org

CONTRACTOR NAME:

Name/Title
Address
City/State/Zip
Telephone
Email

B. NOTICES: Notices shall be in writing and addressed to the Authorized Representatives at the address set forth above.

C. POINTS OF CONTACT: The Points of Contact listed below are authorized to communicate regarding contract matters, except in the case where correspondence regarding legal notices must be addressed to the Authorized Representatives.

VTA:

Giang Ngo, Buyer III
3331 N. First Street, Bldg. A
San Jose, CA 95134-1906
Giang.ngo@vta.org

CONTRACTOR NAME

Name/Title
Address
City/State/Zip
Telephone
Email

