



AFFILIATED  
AGENCIES

Orange County  
Transit District

Local Transportation  
OCTA

Service OCTA for  
Freeway Emergencies

Consolidated  
Transportation  
Service Agency

Congestion  
Management  
Agency

Service OCTA for  
Abandoned  
Vehicles

July 1, 2024

NOTICE TO ALL BIDDERS

Gentlemen/Ladies:

**SUBJECT: Invitation for Bids (IFB) 4-2330  
Vehicle Charging Stations (Chargers) for Battery Electric Vans**

This letter shall serve as **ADDENDUM No. 1** to the above subject IFB issued by the Orange County Transportation OCTA (OCTA).

**A. Offerors are advised that the following changes are in effect for IFB 4-2330:**

1. **SECTION III, PROJECT SPECIFICATIONS**, the following is added to Section 6. Submittal:

**“9. Bidders shall provide the brand of the battery charger.”**

2. **Exhibit E-3 DBE Letter of Acknowledgement and Commitment form is hereby added to Exhibit E, as the Attachment A to this Addendum. Bidders must submit this form as part of their bid.**

**B. Response to questions received from Offerors by June 28, 2024:**

1. Would OCTA be willing to accept a warranty covering all requirements excluding the corrosion section?

**Answer:** No. Coverage must include corrosion warranty.

2. Would OCTA be willing to accept hardware with a spec of 19.2kW instead of a 20kW?

**Answer:** 19.2 KW is acceptable.

3. Would OCTA be willing to accept hardware with specs of a 50kW instead of 60kW?

**Answer:** OCTA requirement shall accept battery charger between 50KW to 65KW.

4. Is S&A fleetwatch part of the ChargePoint Management software?

**Answer:** No, fleetwatch is separate from ChargePoint Management software. Fleetwatch is from S&A systems.

5. Could OCTA clarify if by ChargePoint you mean the company or a chargepoint for a hardware?

**Answer:** ChargePoint is the company that provides customer management software for OCTA. It is essential that the ChargePoint software can connect to the chargers.

6. Could OCTA elaborate the scope and usage of S&A Fleetwatch?

**Answer:** Fleetwatch provides metrics related to bus miles travelled, KWH charge taken by bus to charge the HV batteries, MPG, odometer readings and others.

7. Could OCTA elaborate scope of "Network options with S&A Fleetwatch System"?

**Answer:** All communications shall take place through ChargePoint management software. Additionally, if API key is required, OCTA shall provide the information.

8. Is S&A Fleetwatch system a mandatory requirement?

**Answer:** Yes, it is required.

- C.** Offerors are advised that the Pre-Bid conference presentation and sign-in sheet are appended hereto as Attachment B to this Addendum.

Bidders must acknowledge the receipt of this Addendum No. 1 on Exhibit A, Bid Form.

Questions regarding this Addendum No. 1 should be directed to the undersigned at (714) 560-5631.

Bids are due at or before 11:00 a.m. on July 10, 2024.

Sincerely,



Sue Ding  
Sr. Contract Administrator  
Contracts Administration and Materials Management



**DBE LETTER OF ACKNOWLEDGMENT AND COMMITMENT**

IFB NO.: \_\_\_\_\_

Project Name/Description: \_\_\_\_\_

Bidder: \_\_\_\_\_

**DBE Commitment Information**

(A) Description of work to be performed by DBE firm (include bid item number on the DBE Participation Commitment Form as applicable):

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

(B) Dollar value of this work \$ \_\_\_\_\_

**DBE ACKNOWLEDGMENT\***

I acknowledge that my firm has been listed by the Bidder named above, and is committed, to perform the scope and portion of work (A and B) stated above.

DBE Firm's Name: \_\_\_\_\_

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

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

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

Telephone: \_\_\_\_\_

\*If the bidder does not receive award of the prime contract, any and all representations in this letter of Acknowledgment and Commitment shall be null and void.

This form may be used to fulfill the DBE Participation Commitment Letter requirement as stated in the IFB instructing that the "bidder shall also submit, for each DBE to perform under this Agreement, "a Letter of Acknowledgement and Commitment signed and dated from each DBE listed, acknowledging that the DBE is participating in the contract for the specified dollar value(s) and scope of work".

## INSTRUCTIONS - DBE LETTER OF ACKNOWLEDGMENT AND COMMITMENT

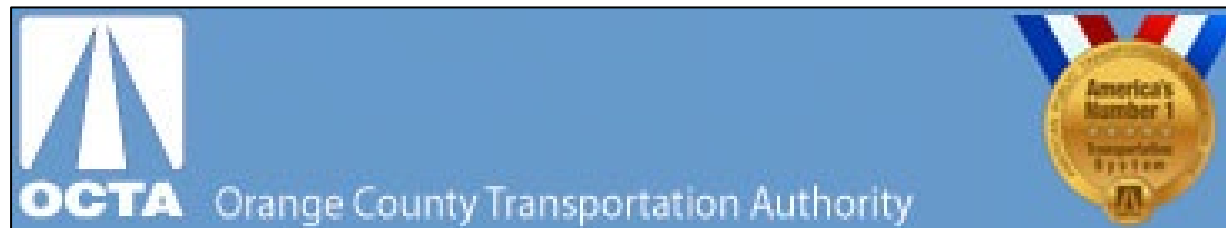
**Bidder is required to ensure all information is complete and accurate:**

1. **IFB No.** - Enter the IFB Number.
2. **Project Name/Description** - Enter the name and/or description of the project.
3. **Bidder Name** - Enter the bidder's firm name.
- 4A. **Description of work** - Scope of work to be performed that will be credited towards DBE participation. To include bid item number on the DBE Participation Commitment Form as applicable.
- 4B. **Dollar Value** - Enter the total dollar value of participation for the DBE firm.
5. **DBE Acknowledgement** – DBE to provide firm name, authorized person's name, signature, title, and telephone number if they have been notified that they were listed for the scope and value reflected in #4.

**NOTE: \*If the bidder does not receive award of the prime contract, any and all representations in the letter of Acknowledgment and Commitment shall be null and void.**

**PRE-BID CONFERENCE  
IFB 4-2330**

**Vehicle Charging Stations (Chargers) for Battery Electric  
Vans**



# Agenda

- Review of IFB Documents
- Review of the DBE Forms
- Review of the Project Specifications
- Questions and Answers



# CAMM NET Registration

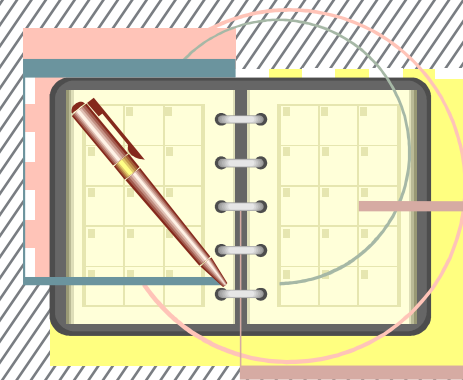
Why register on CAMM NET?

<https://cammnet.octa.net/>

- To receive e-mail notifications of Solicitations, Addenda and Awards
- View and update your vendor profile
- Required for Award

# Key Procurement Dates

- Written Questions/ Approved Equals Due: June 28, 2024
- OCTA Responds: July 2, 2024
- Bids Due: July 10, 2024,  
at 11:00 a.m.





# Guidelines for Written Questions

- Questions or approved equal requests must be submitted directly to Sue Ding, Sr. Contract Administrator, in writing, prior to 4:00 p.m. on June 28, 2024.
- E-mail: [sding@octa.net](mailto:sding@octa.net)
- Any changes Authority makes to procurement documents will be by written Addenda only.
- Addenda will be issued via CAMM NET.
- Verbal discussions today are non-binding.

NEXT...  
Bid Instructions

Followed by...  
Review of Project Specifications

# Bid Submittal Instructions

(Refer to IFB Section I,)

- Bids are due at or before **11:00 a.m.** on July 10, 2024.
- Bids are to be submitted to the address specified in the IFB.
- Submit in a sealed package and clearly identified on exterior of package as specified in the IFB.
- Bid openings will be held via teleconference and in person.
- Attendees to Bid Opening are required to complete the sign-in sheet on Exhibit N to this IFB and email it to [sding@octa.net](mailto:sding@octa.net) no later than noon July 10, 2024.

# Proposal Submittal Instructions (continued)

(Refer to IFB Section I)

- Authority has the right to:
  - accept or reject any and all Bids;
  - withdraw or cancel the IFB;
  - postpone proposal opening for its own convenience.
- Bids received are considered public information.

# Bid Submittal Instructions (continued)

The bidder shall complete all the forms identified below. The bid must not contain exceptions to or deviations from the terms or requirements of this IFB. (refer to Instructions to Bidders, Section X. FORMS)

## **EXHIBIT A. BID FORM**

Bidders must complete the Bid Form. In addition to providing the lump sum bid, the bidder affirms that the Bid Form statements are true and correct.

## **EXHIBIT B. PRICE SUMMARY SHEET**

Pricing for all line items must be filled out. Bidders submitting an incomplete Price Summary Sheet will be deemed to be non-responsive.

## **EXHIBIT C. INFORMATION REQUIRED OF BIDDER**

Bidders must provide all the information requested in this form.

## **EXHIBIT E. DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS**

Each Bidder must complete the following forms and submit with its bid:

- DBE Participation Commitment Form – Exhibit E-1
- Bidders List – Exhibit E-2
- **Letter of Acknowledgement and Commitment form – Exhibit E-3 , will be added to IFB requirement with the next addendum.**

**EXHIBIT F. CERTIFICATION OF RESTRICTIONS ON LOBBYING**

**EXHIBIT G. BUY AMERICA FORM**

**EXHIBIT H. IRAN CONTRACTING ACT CERTIFICATION**

**EXHIBIT I. BIDDER'S CERTIFICATE OF COMPLIANCE – WORKERS'  
COMPENSATION INSURANCE**

**EXHIBIT J. NON-COLLUSION DECLARATION**

**EXHIBIT L. STATUS OF PAST AND PRESENT CONTRACTS FORM**

**EXHIBIT M. LIST OF SUBCONTRACTORS FORM**

**EXHIBIT N. BID OPENING SIGN-IN SHEET**



# Key Procurement Information

- **Contract Type is Low Bid**
- **Lowest Responsive, Responsible Bidder**



# Key Contractual Terms (Section II)

## Key Contractual Terms

Please review the terms so you are aware of the contractual requirements of this project.



# Award

## Award Process

- Lowest responsive and responsible bidder.
- All firms submitting a bid will be notified of the award via CAMM NET.

# DBE Requirements and Forms Overview

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Laura Foster  
DBE Specialist

# Conditions of Responsiveness

The Authority is utilizing Federal funds toward this project and is required to implement the DOT Disadvantaged Business Enterprise (DBE) Program Plan, based on U.S. DOT, 49 CFR, Part 26 requirements.

# Conditions of Responsiveness

## **The following conditions must be met for responsiveness:**

- Timely submission of “Exhibit E-1” - Consultant DBE Commitment Form. This form should identify all DBE firms proposed to participate in the project regardless of tier.
- Timely submission of “DBE Letter of Acknowledgement and Commitment” from each proposed DBE, completed in its entirety and signed.
- Timely submission of “Bidders List”

# DBE Required Forms Checklist

REQUIRED	FORM NAME	<u>DUE DATE</u>	CONFIRM BEFORE SUBMITTING
YES	<b>Exhibit E-1 Consultant DBE Commitment Form</b>	Required to be submitted with Bid, on Bid due date	<ul style="list-style-type: none"> <li>Are all firms <b>DBE certified</b> through CUCP?</li> <li>Are NAICS/WCC codes applicable to proposed scopes?</li> <li>Are my totals and listed percentages correctly calculated?</li> </ul>
YES	<b>Exhibit E-2 Bidders List</b>	Required to be submitted with Bid, on Bid due date	<ul style="list-style-type: none"> <li>Does it include all firms who submitted a bid/quote, DBE and not DBE?</li> <li>Are all the areas completed</li> </ul>
YES, if proposing to utilize DBE firms on this bid	<b>Exhibit E-3 DBE Letter of Acknowledgement and Commitment*</b>	Required no later than 4:00 p.m. on the 2 <sup>nd</sup> business day after the Bid due date	<ul style="list-style-type: none"> <li>Have I submitted a DBE Letter of Acknowledgement for each proposed DBE on the "Exhibit E-1 Consultant DBE Commitment" form?</li> <li>Is it signed?</li> <li>Does it match the "Exhibit E-1 Consultant DBE Commitment" form?</li> </ul>

\*A copy of the Exhibit E-3 DBE Letter of Acknowledgement and Commitment form will be released with the next addendum



# “Exhibit E-1 Consultant DBE Participation Commitment” Form



IFB 4-2330  
Exhibit E-1

## DBE PARTICIPATION COMMITMENT FORM

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE BID AS A CONDITION  
OF DBE RESPONSIVENESS

NOTE: Refer to instructions on the reverse side of this form.

Bidder to Complete this Section					
1. IFB No.: _____					
2. Project Name/Description: _____					
3. Prime Bidder Name: _____					
4. Contract DBE Goal %: _____					
5. Bidder's Total Bid Price: _____					
Required DBE Commitment Information					
6. DBE Firm (Name and Address)	7. DBE Certification Number	8. Description of Scope of Services/Work	9. Bid Item (#)	10. Dollar Value (\$ ) of Participation	11. Dollar Value (\$ ) of Eligible DBE Participation/ Commitment
Note: As a condition of responsiveness, the bidder is required to <u>submit with the Bid</u> a DBE Letter of Acknowledgement and Commitment signed and dated from each DBE listed in Column 6 acknowledging that the DBE is participating in the contract for the specified dollar value (\$) and scope of work.			12. Total Dollar Value (\$) of Eligible DBE Participation \$ _____		
The dollar amount and scope committed in the DBE Letter of Acknowledgement and Commitment and the amount/scope shown on this form <b>MUST</b> match identically.			13. Eligible DBE Participation Represented as a Percentage (%) of Bidder's Total Bid Price _____ %		
Bidder Assurance: The bidder certifies that information on this form is complete and accurate, that it has verified the listed DBE(s) certification status and is only crediting eligible DBE participation towards meeting the contract DBE goal.					
14. Preparer's Name (Print) _____		15. Preparer's Signature _____		16. Preparer's Title _____	
17. Date _____		18. Telephone No. _____		19. Email Address _____	

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- All areas must be properly completed.
- If proposing as a DBE Prime note “Prime Certified DBE” in the upper right side of the Form and list yourselves in the DBE Contract Information Section (Boxes 7, 8 , 9 & 10)
- Ensure the DBE certification number in Box 8 is the DBE firms CUCP certification number.
- Only count a DBE firm’s eligible participation in Box 10 (e.g. 60% credit as a supplier, only count mark up fees for brokers or facilitation of supply).
- It is the Prime’s responsibility to determine if a firm is working as a supplier or a broker to calculate the eligible participation.
- Box 11 should only reflect the eligible portion of DBE participation and equal the sum of the values listed in in Box 10.
- Ensure the percentage of eligible participation in Box 11 is calculated against the total cost bid including any allowances and options.



# Conditions of Responsiveness (*Cont*)

- **At time of bid submission**, DBEs must possess a valid DBE Certification from the California Unified Certification Program (CUCP) (<https://dot.ca.gov/programs/civil-rights/dbe-search>).
- A firm's participation is only eligible to count towards DBE credit in the work code category (WCC) or the North American Industry Classification System (NAICS) codes contained within their CUCP DBE Profile:

DBE NAICS	541611, 541620, 541910,
ACDBE NAICS	
Work Codes	C8713 CONSULTANT, ENVIRONMENTAL; I8750 Market Research & FOCUS Groups; C8700 CONSULTANT, NON ENGINEERING;
Licenses	
Trucks	
Gender	F
Ethnicity	HISPANIC
Firm Type	DBE

- Services subcontracted by DBE firms to non-DBE firms may not be credited towards DBE participation.

# Bidders List

*(refer to the Bidders List in the IFB)*

- Per US DOT requirements, Bidder is required to complete and submit the DBE Form E-4 form (titled Bidders List) to Authority with their bid documents. Failure to submit the Bidders List will result in being found non-responsive.
- Bidders List is to include all firms (DBE and non-DBE) that submitted quotes or bids to act as subconsultants, suppliers or brokers, whether or not you elected to use them in your bid.



# Bidders List

IFB 4-2330  
Exhibit E-2



## Bidders List

The Department of Transportation requires the Authority to create and maintain a "Bidders List" containing information about all firms (DBE and Non-DBE) that bid, propose or quote on the Authority's DOT-assisted contracts, in accordance with 49 CFR Part 26.11. The "Bidders List" is intended to be a count of all firms that are participating, or attempting to participate, on DOT-assisted contracts, whether successful or unsuccessful in their attempt to obtain a contract. The bidder is to complete all requested information for every firm who submitted a bid, proposal or quote, including the primary bidder, and submit this information to the Authority no later than 4:00 p.m. on the 2nd business day after the Authority's bid due date, or as otherwise specified in the solicitation. The Authority will utilize this information to assist in the Authority's DBE goal-setting process.

Prime Name and Location	Type of Work/Services/Materials Provided: NAICS/WCC	Subcontract Amount	Percentage of Bid Item Sub-contracted	Contractor License No. DIR Reg Number	DBE (Y/N) DBE Certification ID	Phone: E-mail:	Annual Gross Receipts
Prime Bidder:							<input type="checkbox"/> Less than \$1 million <input type="checkbox"/> Less than \$5 million <input type="checkbox"/> Less than \$10 million <input type="checkbox"/> Less than \$15 million <input type="checkbox"/> More than \$15 million Age of Firm: _____ yrs.
Contact Name:							
Address:							

Subcontractor Name and Location	Type of Work/Services/Materials Provided: NAICS/WCC	Subcontract Amount	Percentage of Bid Item Sub-contracted	Contractor License No. DIR Reg Number	DBE (Y/N) DBE Certification ID	Phone: E-mail:	Annual Gross Receipts
Firm Name:							<input type="checkbox"/> Less than \$1 million <input type="checkbox"/> Less than \$5 million <input type="checkbox"/> Less than \$10 million <input type="checkbox"/> Less than \$15 million <input type="checkbox"/> More than \$15 million Age of Firm: _____ yrs.
Contact Name:							
Address:							

# “DBE Letter of Acknowledgement and Commitment”



IFB 4-2330  
Exhibit E-3

## DBE LETTER OF ACKNOWLEDGMENT AND COMMITMENT

1. IFB NO.: \_\_\_\_\_

2. Project Name/Description: \_\_\_\_\_

3. Bidder: \_\_\_\_\_

### 4. DBE Commitment Information

(A) Description of work to be performed by DBE firm (Include bid item number on the DBE Participation Commitment Form as applicable):

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

(B) Dollar value of this work \$ \_\_\_\_\_

### 5. DBE ACKNOWLEDGMENT\*

I acknowledge that my firm has been listed by the Bidder named above, and is committed, to perform the scope and portion of work (A and B) stated above.

DBE Firm's Name: \_\_\_\_\_

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

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

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

Telephone: \_\_\_\_\_

\*If the bidder does not receive award of the prime contract, any and all representations in this letter of Acknowledgment and Commitment shall be null and void.

This form may be used to fulfill the DBE Participation Commitment Letter requirement as stated in the IFB instructing that the bidder is required to submit with the Bid a DBE Letter of Acknowledgment and Commitment signed and dated from each DBE acknowledging that the DBE is participating in the contract for the specified dollar value (\$) and scope of work.

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- This Form must be submitted for each DBE firm proposed and listed on the “Exhibit E-1 Consultant DBE Commitment” form
- Form must be signed by each DBE firm
- Value listed must match the “Total” value of proposed participation listed on the “Exhibit E-1 Consultant DBE Commitment” form
- Required no later than 4:00 p.m. on the 2<sup>nd</sup> business day after the Bid due date



# Project Specifications

(Refer to IFB, Section III)

Sunil Chettiar

Project Manager

## Project Overview

# Key Battery charger specification

- OCTA intends to procure 1 level III 60 kwh and 10 level II 20 kwh battery chargers.
- Battery chargers are intended to charge Ford battery electric transit van.
- Chargers approved by SCE will be preferred.
- Chargers shall be able to operate under SAE J1722.



- Questions?



- Reminder.... Bids are due @ **11:00 a.m.** on July 10, 2024.
- Please register on CAMM NET.
- Thank you for your interest in OCTA!

## ***PRE-BID CONFERENCE REGISTRATION***

**IFB #: 4-2330**

**Date: June 26, 2024**

**Title:        Vehicle Charging Stations (Chargers) for Battery Electric Vans**

<b>Attendee</b>	<b>Email</b>
Lester Ciudad Real	lcr@rccharging.com
Michael Center	mcenter@1sourcedist.com
Doug G Sperry	doug.g.sperry@cummins.com
Sweet, Edie	EASweet@parwlc.com
Kaleb Wilder	kaleb.wilder@eocharging.com
Barbara Garnel	extern.barbara.garnell@inchargeus.com