



Bis-Man Transit delivers valued public transportation, linking people, jobs and communities.

INVITATION FOR BID CARPET CLEANING SERVICES

August 23, 2023

IFB #23-007

BID DUE DATE – September 6, 2023 - 2:00 PM CST

From:
BIS-MAN TRANSIT
3750 EAST ROSSER AVENUE
BISMARCK, ND 58501



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bisantransit.com



701.258.6817



www.bisantransit.com

Notice is hereby given that Bids will be received by the Bis-Man Transit Board (BMTB) for performing all work necessary in accordance with the Scope of Work specified herein. Please carefully read and follow the instructions provided. Respondents are responsible for making certain that their Bid documentation is complete and is received by BMTB on or before the closing deadline.

Bids shall be mailed or delivered to:

Bis-Man Transit Board
Attn: Deidre Hughes, Executive Director
3750 E. Rosser Ave.
Bismarck, ND 58501

Bids shall be clearly marked as follows: IFB 23-007

CLOSING DEADLINE: No later than September 6, 2023 at 2:00 pm CST

BMTB is not liable for any costs incurred by Bidders in responding to this Invitation for Bids.

Please direct inquiries to Deidre Hughes, Executive Director, via email at dhughes@bisantransit.com.



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BIDDER'S SUBMITTAL CHECKLIST

This checklist is provided to assist Bidders with submitting a complete Bid. Bidders are to submit Bid as noted below and are to include this Checklist with Bid.

1. _____ Bidder's Submittal Checklist
2. _____ Cover Letter and Bidder Information
3. _____ Signed Acceptance of Addenda (If needed)
4. _____ Bid Price Breakdown (Must include materials and labor)
5. _____ Required Certifications (Attachment 1)
6. _____ Acceptance of Federal Clauses (Attachment 2)

Non-submittal of any requested item may be considered non-responsive.



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I. GENERAL INFORMATION

A. PURPOSE AND BASIS OF AWARD

BMTB invites the submission of Bids from qualified Bidders to provide carpet cleaning and restoration services as specified in Section II – Nature of Solicitation.

B. ORGANIZATION BACKGROUND

BMTB was incorporated on April 28, 1987, and began providing door-to-door bus service in 1990 for persons with disabilities, and a short time later, the service was also extended to senior citizens. Bis-Man Transit also began a fixed-route bus service for the cities of Bismarck & Mandan which would be available for everyone to use. In May of 2004, the first rides were given on the fixed-route service Capital Area Transit (The CAT). Between the two service modes, we now provide approximately 200,000 passenger rides per year. It is the goal of the Bis-Man Transit Board to provide the safest, most cost-effective service to the greatest portion of the population that we can, given the resources at our disposal. BMTB is governed by a 9-member Board of Directors.

Bis-Man Transit maintains and operates both the paratransit system and the fixed route CAT bus system in the Bismarck & Mandan communities. For more information, visit the Bis-Man Transit website at www.bismantransit.com.

II. NATURE OF SOLICITATION

A. GENERAL

The Bis-Man Transit Board is soliciting bidders for carpet cleaning and restoration services.

The details of this project can be found below.

- Total square footage of carpeted facility is 7,857 sq/feet.
- High-traffic areas needing cleaning are significantly less than the total square footage.
- Entrances, hallways, offices, and other high-traffic areas should be included in the quote.
- All deep cleaning and restoration should be performed in accordance with the Alladin Carpet Care recommendations found in attachment 3.
- Bidder must certify that all employees are being paid in accordance with the Davis-Bacon wage determination requirements. For this specific project, the minimum hourly wage for employees is **\$16.59** per Executive Order 14026. Additional information on Davis-Bacon requirements can be found in section B.

B. REQUIREMENTS FOR BID PROPOSAL



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Eligibility of bid is set forth in the following requirements:

1. Ability to provide service by October 31, 2023.
2. Bid price must be broken out by materials and labor.
3. Compliance with Davis-Bacon Act.

DAVIS BACON ACT AND COPELAND ANTI-KICKBACK ACT

For all prime construction, alteration or repair contracts in excess of \$2,000 awarded by FTA, the Contractor shall comply with the Davis-Bacon Act and the Copeland “Anti-Kickback” Act. Under 49 U.S.C. § 5333(a), prevailing wage protections apply to laborers and mechanics employed on FTA assisted construction, alteration, or repair projects. The Contractor will comply with the Davis-Bacon Act, 40 U.S.C. §§ 3141-3144, and 3146-3148 as supplemented by DOL regulations at 29 C.F.R. part 5, “Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction.” In accordance with the statute, the Contractor shall pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, the Contractor agrees to pay wages not less than once a week. The Contractor shall also comply with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by DOL regulations at 29 C.F.R. part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in part by Loans or Grants from the United States.” The Contractor is prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled

C. LENGTH OF CONTRACT

The contract will be awarded by September 11, 2023, at the latest.

D. BILLING

Invoices must be emailed (tkitzan@bismantransit.com) or mailed to Bis-Man Transit Board, 3750 E. Rosser Ave., Bismarck, ND 58501.

III. INFORMATION REQUIREMENTS FOR RESPONSE TO IFB

A. ENTITY INFORMATION

1. Cover letter including organization name, location, and a brief history
2. Any litigation currently pending with the organization

B. PROPOSED BID



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1. Must submit bid by 2:00 PM September 6, 2023, addressed to the Bis-Man Transit Board, Executive Director, Deidre Hughes, 3750 E. Rosser Ave. Bismarck, ND 58501 or dhughes@bismantransit.com.
2. Must identify the bid: IFB 23-007
3. Ability to complete services by October 31, 2023.
4. The Contractor must also provide the Bis-Man Transit Board with the right to terminate the agreement for convenience with five business days' notice and without penalty to the Bis-Man Transit Board.

*NOTE: Potential bidders may contact Deidre Hughes, Executive Director, to schedule an on-site tour of the facility.

dhughes@bismantransit.com

701.258.6817

IV. SELECTION PROCESS

A. SUBMISSION OF QUALIFICATIONS

The Bis-Man Transit Board will determine which organization is best qualified to provide services based on the information requested in the IFB.

B. ESTIMATED SCHEDULE FOR SELECTION PROCESS

Issuance of IFB – **August 23, 2023**

Responses Due – **September 6, 2023 by 2:00 pm CST**

Award of contract – **September 11, 2023, at the latest**

C. REQUEST FOR ADDITIONAL INFORMATION

The Bis-Man Transit Board reserves the right to request any additional information that it deems necessary to assist with the review and contract award process.

D. QUESTIONS, CLARIFICATION AND/OR REVISIONS

Bidders are expected to raise any questions, noted errors, discrepancies, ambiguities, exceptions, additions or deficiencies they have concerning this IFB via phone at 701.258.6817 or email to dhughes@bismantransit.com no later than 11:00 a.m. CST August 30, 2023.

If a Bidder fails to notify BMTB of any condition stated above that reasonably should have been known to the Bidder, and if a contract is awarded to that Bidder, the Bidder shall not be entitled to additional compensation or time by reason of the error or its correction.

Revisions to this IFB will only be made by official addendum issued by BMTB. Addenda will be posted by August 31, 2023. Bidders are responsible for checking the website for addenda prior to submitting their Bid. Failure to acknowledge addenda may disqualify a Bid. As such, Bidders are advised to review the website prior to the close of this Bid.



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E. FEDERAL CLAUSES AND CERTIFICATIONS

As a sub-recipient of federal grant monies all federal clauses must be adhered to and all applicable certifications must be signed. See attachment 2 for clauses.

F. LATE BIDS

Late bids will only be accepted if proven to be late due to Bis-Man Transit's mishandling after receipt at its offices.

G. CANCELLATION OF REQUEST FOR LETTERS OF INTEREST

Bids must set forth full, accurate, and complete information as required by the IFB.

The Bis-Man Transit Board reserves the right to cancel this request for professional services at any time, to elect not to award the work listed, to reject any or all of the responses, to waive any informality or irregularity in any response received, and is the sole judge of the merits of the respective responses received.

While the Bis-Man Transit Board intends to award all tasks included in this request for proposal to one organization, the Bis-Man Transit Board also reserves the right to contract any portion of this bid separately.

H. RESPONSIVENESS OF BIDS

A bid must comply in all material respects with the IFB, including the method and timeliness of submission. Email or facsimile bids will not be considered under the competitive sealed bid process.

I. FALSE OR MISLEADING STATEMENTS

Bids which contain false or misleading statements, or which provide references that do not support an attribute or condition claimed by the Bidder, shall be rejected.

J. MODIFICATION/WITHDRAWAL OF BIDS

Bids may be modified or withdrawn by written, email, telegraphic, or facsimile notice or in person if submitted to and received by the Procurement Manager not later than twenty-four (24) hours before the time set for bid opening. Email, telegraphic or facsimile modifications or withdrawals will be sealed in an envelope by a Bis-Man Transit official and noted for opening with the bid package. Information will not be disclosed prior to opening.



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