

**SUBJECT: Instructions to Bidders.**



**WARNING!!! IN AN EFFORT TO ENSURE THAT THE DISTRICT RECEIVES RESPONSIVE BIDS, ALL PROSPECTIVE BIDDERS ARE STRONGLY ENCOURAGED TO THOROUGHLY READ ALL OF THE IFB DOCUMENTS. YOUR ATTENTION IS DIRECTED TO SOME "DO'S AND DON'TS", LISTED BELOW WHICH ARE CRITICAL TO INSURE THE RESPONSIVENESS OF YOUR BID, BUT ARE MOST OFTEN OVER-LOOKED. THESE INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:**

- Do Register on the online BART Procurement Portal at <https://suppliers.bart.gov>
- Do Read carefully the entire Bid package.
- Do Be sure to identify the brand and model that you are offering, if requested.
- Do Complete and attach any certificates or forms requested.
- Do Review pricing offered to insure there are no typographical errors such as decimal points in the wrong place, total price placed in unit price column, etc. Make sure that entries are clear and legible.
- Do Initial any and all changes, corrections or whiteouts on your Bid Forms in ink.
- Do Have the Bid signed by an authorized representative of your company.
- Do Ensure that your company name and address are marked plainly on your submittal envelope.
- Do Place Buyer name and Invitation for Bid number on submittal and return envelope.
- Do Review the Delivery Date Terms and Conditions and submit your Bid in accordance with them.
- Don't Substitute your own Terms and Conditions. Terms and Conditions are specified by BART in the IFB Documents.
- Don't Write any comments or conditions on the Bid Form. Only place information where requested.
- Don't Submit an incomplete Bid Package or write No Bid on any of the Bid Items.
- Don't Circle and combine multiple line items into a single line item. All items must be bid separately.
- Don't Change the Freight on Board (FOB) point. All Bids must be FOB Destination.

**While it will not affect the responsiveness of your Bid, it is requested that you acknowledge that you have reviewed these recommendations by signing below.**

**Finally, if you have any questions regarding this Bid Package, please feel free to contact the buyer whose name appears on the top left corner of the Bid Form, page one of the IFB Bid Form.**

**ACKNOWLEDGED:**

Name Julie L. Allen, Secretary, V.P.  
*print name & title*

Signature *JL Allen*

Firm Name ECS Corporation  
*Name of Company*

**SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT  
INVITATION FOR BID (IFB)**

**BID OPENING: NOT LATER THAN 2:00 P.M., LOCAL TIME, TUESDAY, January 8, 2019.**

**BIDDERS WHO HAVE NOT REGISTERED ON THE BART PROCUREMENT PORTAL AT <https://suppliers.bart.gov> PRIOR TO SUBMITTING A BID AND DID NOT DOWNLOAD THE SOLICITATION DOCUMENTS FOR THIS SOLICITATION ON LINE SO AS TO BE LISTED AS AN ONLINE PLANHOLDER FOR THIS SOLICITATION, WILL NOT BE ELIGIBLE FOR AWARD OF THIS CONTRACT.**

**SEALED BID RESPONSES** are invited to be delivered to the District at the said hour and date for the following articles or services and under the conditions stated below. Bid response shall be submitted to the following address:

**For Special Delivery or Hand Delivery:**

**Purchasing Division**

*(place buyer name and IFB # on outside of submittal & mailing envelope)*

**SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT**

**300 Lakeside Drive, 17<sup>th</sup> Floor**

**Oakland, CA 94612-3534**

Bidders who are certified as a Small Business by the California Department of General Services ("DGS") and who complete the Declaration of Eligibility for Small Business preference will be considered for eligibility for a Small Business preference during evaluation for determining Award of the Contract. Such Small Businesses will be granted reduction in their Bid Prices, for evaluation purposes only, of 5% of the Bid Price of the lowest responsible Bidder, up to a maximum of \$250,000. Following such a reduction, all Bids will be compared and Award will be made to the responsible Bidder with the lowest evaluated price. The Contract Award will be for the amount of the original Bid.

All Small Business Bidders that seek to be eligible for the Small Business preference as described in Special Provisions for Small Business Program shall complete the following declaration:

**DECLARATION OF ELIGIBILITY  
FOR SMALL BUSINESS PREFERENCE PROGRAM**

In order for Bidder to be eligible for the Small Business Program, Bidder, \_\_\_\_\_, hereby certifies that it is currently certified as a small business

[Enter name of Bidder]

by the California Department of General Services ("DGS"), Certification No. \_\_\_\_\_.

By Submission of its Bid, the above-referenced Small Business Bidder hereby confirms that it meets all of the "DGS" eligibility requirements to qualify as a Small Business.

by the California Department of General Services ("DGS"), Certification No. \_\_\_\_\_.

By Submission of its Bid, the above-referenced Small Business Bidder hereby confirms that it meets all of the "DGS" eligibility requirements to qualify as a Small Business.

**SAN FRANCISCO BAY AREA  
RAPID TRANSIT DISTRICT**

ITEM NO.	QUANTITY	UNIT	DESCRIPTION	BIDDERS USE THIS COLUMN FOR PRICING	
				Unit Price	Item Total
1	1000	EA	<u>BART Stock # 38-34-80825</u> <u>Step, Assembly, Fujitec # C63143001 for W-20, W-30</u> <u>and W-40 escalators per Fujitec drawing # C63143,</u> <u>Rev. A.</u>	\$1,465.00	\$1,465,000.00

ECS Corporation  
(Company Name)

IFB # 9054

- \* From date of PO release
- Delivery of 100 pcs. @ 10 wks
- Delivery of balance / completion within 6-8 months

ECS Corporation

FAIR EMPLOYMENT PRACTICES CERTIFICATION  
TO THE SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT

The undersigned in submitting a Bid for performing the following work by Contract, hereby certifies that it has or will meet the standards of affirmative compliance with the Fair Employment Practices Requirements of the Contract.

IFB NO. 9054

**Fujitec Step Assemblies**

ECS Corporation

Name of Bidder

By:

Julie L. Allen

Signature of Bidder

Julie L. Allen, Secretary, V.P.

Print Name and Title of Person Signing

2807 S. 25th Ave, Broadview, IL. 60155

Business Address

Illinois USA

Place of Residence