



Jackson Area Transportation Authority

Computer System Upgrades

Request for Proposal Project # 2018-02

SCHEDULE OF ACTIVITIES:

RFP Released:	Monday, April 2, 2018
Written Questions from Vendor Due to JATA:	Monday, April 16, 2018 @ 4:00 P.M. (EDT)
JATA's Responses to Questions Released:	Friday, April 20, 2018
Pre-Proposal Meeting (optional/must RSVP):	Friday, April 27 th , 2018 @ 10:00 A.M.
Number of Proposals and Due Date:	Submit (5) proposal copies and (1) electronic ("PDF") copy on CD/DVD or flash drive by 4:00 P.M. (EDT) on Friday, May 18, 2018
Oral Presentations (if deemed necessary):	Appointments may be scheduled during the week of May 22-26, 2018
Anticipated Award Date:	Friday, June 1 st , 2018

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SECTION I: PROCUREMENT PROCESS

I-A ISSUING OFFICE

This Request for Proposal (“RFP”) is issued by the Jackson Area Transportation Authority (JATA), 2350 East High Street, Jackson, MI 49203.

All communications regarding this project during the procurement process must be in writing and addressed to the Government and Community Relations Manager:

Jeffrey Wickman
Government and Community Relations Manager
Jackson Area Transportation Authority
2350 E. High Street
Jackson, MI 49203
E-mail: Jeffrey.Wickman@jacksontransit.com

I-B PROJECT MANAGEMENT

The person designated to perform as JATA’s Project Manager AFTER AWARD of the Project is named below. This person is not to be contacted by respondents prior to award. The only JATA contact during the RFP process is JATA’s Government and Community Relations Manager named above.

Calvin Miller
Customer Support Services Manager
Jackson Area Transportation Authority
2350 E. High Street
Jackson, MI 49203

I-C PROJECT OVERSIGHT

The oversight of this JATA Project is the responsibility of the JATA Project Manager, or his/her designee, named in Project Management Section above.

The Contractor will be required to work with JATA staff and service agencies as directed by JATA throughout the duration of the Contract and attend Progress Meetings as required by the JATA Project Manager.

I-D INCURRING COSTS

JATA is not liable for any cost incurred by any party prior to signing of a contract with that party and then only upon written authorization from JATA to proceed with the project.

I-E CONTRACT TERM

The term of the proposed contract will commence once both parties have signed the agreed upon legal document and continue for a period of up to six months or until all contract requirements have been met. Provided, however, that the Vendor's obligations concerning indemnity and any and all warranties shall remain in effect after termination of the contract.

JATA reserves the right to extend the term of the contract resulting from this RFP with up to one 3 month extension. Any extension will be in writing.

I-F QUESTIONS/CHANGES TO THE RFP

JATA will provide the same information to all interested parties to ensure fairness and impartiality in the procurement process. To that end, JATA will not respond to telephone inquiries or personal visits. Visitation by respondents or their representatives may be made to JATA only at the pre-proposal meeting, if held.

Submit written questions (via U.S. postal service or email) to the JATA Government and Community Relations Manager at the address indicated in Section I-A above no later than the date and time indicated on the Schedule of Activities above. Any changes made to this RFP, in response to the questions or concerns raised in any scheduled pre-proposal meeting or through correspondence received by JATA prior to the pre-proposal meeting, will be put in writing to all firms attending any scheduled pre-proposal meeting or otherwise indicating an interest in this project by the date stated on the above Schedule of Activities page, and will be posted on JATA's website at www.jacksontransit.com. No changes will be made in the RFP after such changes/answers are distributed.

I-G PRE-PROPOSAL MEETING

An optional Pre-Proposal Meeting will be held on Friday, April 27th at 10:00 A.M. at the JATA administrative building located at 2350 E. High Street, Jackson, Michigan 49203. Those interested in attending MUST RSVP by April 26th at 4:00 P.M. They may do so by emailing the Government and Community Relations Manager at Jeffrey.Wickman@jacksontransit.com.

I-H PROPOSALS

To be considered for award, each respondent must submit a complete response to the RFP, using the designated format (if any) and accepting all federal and state requirements. Proposals are to be submitted only to JATA. No other distribution of proposals is to be made. An official authorized to bind the respondent to the proposal must sign the proposal in ink. Submission of a proposal shall bind the respondent to all provisions of the proposal, including costs, for a period extending not less than 90 days following the Proposal Due Date, which is stated in the Schedule of Activities above.

Submit the number of proposal copies per the directions indicated on the Schedule of Activities page above. Proposals, including price sheets, must be submitted to JATA by the time and date set as the Proposal Due Date indicated on the Schedule of Activities page above. The respondent is solely responsible for the timely delivery of the proposal to JATA. Except as provided in section 1-J, late proposals will not be considered. Proposals must include a description of examples of similar projects. We are requesting at least TWO examples. The proposals also must include THREE references of those that have worked with the proposing entity on previous projects and references must be within the last five years.

Proposal shall contain a cover letter signed by a person authorized to bind the Proposer (i) agreeing that the Proposal shall remain valid for not less than 90 days (as extended in the event of a protest) and (ii) providing a name, physical address, and email address of such person who is administering the Proposal, who has authority to bind the Proposer and to whom JATA may submit notices and writings regarding this RFP. It is to this person and at this email address that JATA will provide notices and other matters regarding this RFP.

Proposals shall be organized as follows:

- Section 1: Signed Cover Letter
- Section 2: List of references (3)
- Section 3: Examples of similar projects (2)
- Section 4: Price Proposal Form (Attachment A)
- Section 5: Signed Federal Certifications

The following section describes mandatory descriptions and documents that shall be addressed in or included with each submittal. Failure to address or include all of the items discussed in this section may subject the submittal to immediate rejection. JATA will be the final authority in determining the responsiveness of submittals. All materials submitted become the property of JATA.

I-I TECHNICAL PROPOSAL

To be considered, each contractor must submit a response to this RFP using the format provided. Please submit three (3) hard copies of your proposal and one electronic copy. No other distribution of proposals is to be made by the contractor. THE RFP DOCUMENTS SENT WITH THIS PACKET MUST BE SIGNED IN INK BY AN OFFICIAL OF THE BIDDING ORGANIZATION authorized to bind the contractor to the provisions of the RFP and the quotation. The proposal itself must remain valid for a period of at least ninety (90) days from the due date for proposals to this RFP.

I-J SUBMISSION OF PROPOSAL

Proposals may be hand delivered, mailed or sent via a reputable national courier (such as UPS or Fed-Ex). All Proposals must be delivered to the following address:

Jackson Area Transportation Authority
Attn: Government and Community Relations Manager
2350 E. High Street, Jackson, MI 49203

The proposal must be received by JATA by the date and time set forth in the Schedule of Activities of the Proposal Cover Page. For example, a postmark date on a mailed Proposal will not be considered as being received. If a Proposal is hand delivered, it must be delivered to the front desk at the above address.

Any Proposal not timely received may, in JATA's sole and absolute discretion, be rejected. Late proposals which are received after the Proposal Due Date may be considered, if the respondent establishes to JATA's satisfaction within five (5) days of the Proposal Due Date that the delay was due to an independent event outside the control of respondent, such as acts of God or the public enemy, war, national emergency, labor strikes, the failure of the U. S. Postal Service to deliver first-class, registered, or certified mail within five (5) days, or the failure of a national courier service recognized by JATA to deliver as guaranteed or specified. JATA will require documentation to excuse late delivery, including, but not limited to, signed statements or affidavits, postmarks, original postal receipts, courier receipts, and shipment tracking logs in a form satisfactory to JATA. All proposals submitted in response to this RFP will become the property of JATA and will not be returned to the respondent.

I-K ACCEPTANCE OF PROPOSAL CONTENT

The contents of this RFP, its attachments, and the proposal will become contractual obligations if a contract ensues. Failure of the successful respondent to accept these obligations may result in elimination of the respondent from the selection process. JATA reserves the right to waive any minor informalities or irregularities.

I-L ECONOMY OF PRESENTATION

Each proposal should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements and objectives of this RFP. Emphasis should be on completeness and clarity of content.

I-M PRIMARY CONTRACTOR RESPONSIBILITIES

The selected contractor will be required to assume responsibility for all products and services offered in its proposal whether or not the contractor performs them. Further, JATA will consider the selected respondent to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

If any part of the work is to be subcontracted, the prime contractor must provide a complete description of work subcontracted and descriptive information about the subcontractor's organization, capabilities, and Certified Disadvantaged Business Enterprise ("DBE") status.

The prime contractor is totally responsible for adherence by the subcontractors to all provisions of the contract. DBE firm's and subcontractor's FTA and DBE certifications must be included in the proposals. All subcontractors must be included in the proposal with descriptions of the firms' qualifications and the qualifications of the key individuals assigned to this project. All subcontractors are subject to JATA review and written approval prior to their participation in the project.

I-N OTHER DUTIES ASSIGNED BY JATA

The contractor may be asked to provide additional goods or services that have not been outlined in this RFP. When additional goods or services beyond those outlined in this RFP and in the Contractor's proposal are identified, JATA and the contractor will discuss the Contractor's ability to complete this work. If JATA determines the contractor should provide such additional goods or services, contractor will provide a Request for a Task Order describing the goods or work to be done and all associated costs and prices. A written task order will then be issued by JATA. Task orders may have to be reviewed by the Michigan Department of Transportation (MDOT) before issuance, and cannot constitute a cardinal change.

I-O SELECTION CRITERIA

Submittals will be evaluated on the basis of the following factors. Each evaluation factor is equally weighted. JATA will award to the Vendor whose offer conforming to the solicitation will be most advantageous to JATA and represents the best value.

- **Qualifications and Experience of firms of similar size.**
 - Based on references
 - Experience with similar projects.
- **Price.**
 - Price will be evaluated based on the total price of desktop computers and monitor screens as listed on the Price Proposal Form. Price will be evaluated using the following formula: lowest proposal price divided by the price being evaluated multiplied by the points available.

I-P AWARD OF CONTRACT

JATA may select those Respondents that are determined to be within the competitive range to participate in interviews or discussions and in further negotiations regarding their proposals. Original scoring of non-price criteria may be modified based on the results of the interview. All firms within the competitive range will have equal participation in the

interviews or discussions. JATA's goal is to obtain final and best offers from each of the firms from which it may then make a selection for final negotiations and the procurement award.

The final selection shall be made on a best value basis at the conclusion of negotiations and may be based upon evaluation of the best and final offers, unless a determination has been made instead to make an award on the basis of initial proposals without conducting discussions.

I-Q RESERVATION OF RIGHTS

JATA reserves its rights to cancel, amend, or reissue this RFP or the Project at any time and may cancel any award pursuant to this RFP or seek amended or new proposals for a sound, documentable, business reason.

JATA further reserves the right to:

- Reject all proposals and re-solicit or cancel the RFP, if deemed by JATA to be in its best interest to do so and based on a sound, documentable business reason;
- Enter into a contract with any Respondent, based upon the initial proposal, or on the basis of a Best and Final offer, with or without conducting written or oral discussions;
- Award a contract to a Respondent other than the Respondent that submitted the lowest price proposal.

I-R INDEPENDENT PRICE DETERMINATION

By submission of a proposal, the respondent certifies or, in the case of a joint proposal, each party thereto certifies as to its own organization, in connection with this proposal:

- The prices in the proposal have been determined independently and without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other respondent or with any competitor.
- Unless otherwise required by law, the prices that have been quoted in the proposal have not been knowingly disclosed by the respondent prior to award directly or indirectly to any other respondent or to any competitor.
- No attempt has been made or will be made by the respondent to induce any other persons or firm to submit or not submit a proposal for the purpose of restricting competition.

The person signing the Price Proposal Form certifies that she/he:

- Is the person in the respondent's organization responsible within that organization for the decision as to the prices being offered in the proposal and has not

participated (and will not participate) in any action contrary to the requirements indicated in the bullets above.

I-S PAYMENT & CONTRACT TYPE

Progress payments for completed work may be made based upon milestones agreed to by the Project Manager. This solicitation will result in a firm, fixed price contract.

SECTION II: STATEMENT OF WORK

II-A BACKGROUND

The Jackson Area Transportation Authority (JATA) is the public transportation provider serving the Jackson, Michigan area. JATA operates nine fixed-routes in the City of Jackson and provides demand-response service throughout Jackson County.

II-B PROJECT SUMMARY

The scope of this project is to acquire computer hardware (desktops, monitors, accessories and licensing). The proposer's computer hardware proposal should include the supply of equipment, warranty and licensing listed in this proposal. The hardware must be reliable and able to support technology needs of JATA staff. The selected Vendor is responsible for installation including all of the cables and accessories necessary for the hardware system's function.

JATA seeks to issue a contract for the purchase, setup, and software installation of twenty-five (25) new desktop computers and thirty-six (36) 22-inch monitor screens with the option to purchase up to five (5) additional desktop units and five (5) additional monitors within one year of the contract award. The successful Vendor shall provide all labor, equipment, materials and installation required for operation.

II-C PROJECT SPECIFICATIONS

COMPUTERS AND ACCESSORIES

JATA will purchase a minimum 25 desktop units with the option to procure 5 more within one year of contract award. The following is a list a *minimum* requirements.

Component	Requirements
Operating System	Windows10
Processor	Intel i5 CPU or higher
Memory	8 GB RAM or higher
Hard Drive(s)	500 GB or higher
Data migration	All data currently on JATA PC's must be transferrable to new PC's.
Video	Minimum industry standard video card capable of 16-bit color at 1024x768 resolution
Video Output	Support for two (2) monitors (HDMI/Display port preferred)
Audio	Audio must play from the speakers built into the monitor
Energy Efficiency	Energy Star 6.0 or better
Power Supply	Replaceable
Warranty	1 year, Parts, Labor, On-site NBD (next business day) or Mail-in repair service
Mouse	Wireless
Keyboard	Wireless

MONITORS

JATA will purchase a minimum of 36 monitors with the option to procure 5 more within one year of contract award. The following is a list a *minimum* requirements.

Component	Requirements
Monitor	22 inch, min. res 1024x768, adjustable
Display Type	Widescreen Flat Panel Display
Panel Backlight	LED
Connectivity	All input cables must be supplied
Mounts	PC must mount to back of monitor and all required brackets or adapters must be supplied
Sound	Must have internal speakers - audio must play from PC
Energy Efficiency	Energy Star 6.0 or better
Power Supply	Replaceable
Warranty	1 year, Parts, Labor, NBD (next business day) or Mail-in repair service

ATTACHMENT A: PRICE PROPOSAL FORM

Jackson Area Transportation Authority

Request for Proposal Project # 2018-02

Computer Systems Upgrades

JATA is procuring a minimum of twenty-five (25) desktop computers with the option to procure up to five (5) more. JATA is procuring a minimum of thirty-six (36) monitor screens with the option to procure up to five (5) more. Installation must be included.

The price used for evaluation scoring will be the total price of the minimum quantities plus the optional quantities, although JATA may choose to not proceed with the procurement of quantities of more than the minimum amount.

Total price (used for evaluation scoring):

For thirty (30) desktop computers

And forty-one (41) monitor screens plus installation: \$ _____

Unit prices will not be scored but will be used when procuring any optional quantities.

Unit Price per desktop computer plus installation: \$ _____

Unit Price per monitor screen plus installation: \$ _____

Company Name: _____

Print Name of Signer and Title: _____

Signature

Date

ATTACHMENT B: BID PROTEST PROCEDURES

All protests lodged by potential or actual bidders, contractors, or proposers must be made in writing and contain the following information:

- Name, address, and telephone number of the protester.
- Identification of the solicitation or contract number and title.
- A detailed statement of the protest's legal and factual grounds, including copies of relevant documents.
- Identification of the issue(s) to be resolved and statement of what relief is requested.
- Argument and authorities in support of the protest.
- A statement that copies of the protest have been mailed or delivered to all interested parties in the Invitation for Bid or Request for Proposal process. In the case of Requests for Proposals, the [AGENCY] Procurement Officer shall direct the protester to mail or deliver the protest to relevant parties.

Mail or hand-deliver the protest to:

Program Manager
Jackson Area Transportation Authority
2350 E. High Street
Jackson, MI 49203

Faxed or e-mailed protests will not be accepted.

JATA's Program Manager will respond, in written detail, with counterclaims to each substantive issue raised in the protest. JATA will also perform the following analysis:

- Price Analysis or Cost Analysis for each claim.
- Technical Analysis to determine the validity of the claim(s) and determine the appropriate response(s).
- Legal Analysis to consider all the factors available after the price, cost and technical analyses have been conducted to determine the contractor's, JATA's, and FTA's legal positions.

The Executive Director has the authority to render the final determination regarding the protest. Any determination rendered by JATA will be final. The Federal Transit Administration will entertain appeals only in cases stated below:

- If the Protester has exhausted all administrative remedies with JATA, and
- If JATA has failed to follow its protest procedures or failed to review a complaint or protest.

The Protester's appeal must be received by the FTA Region VI Office within five (5) working days of the date the Protester knew or should have known of the violation.

Office of Operations and Program Management

U.S. Department of Transportation
Federal Transit Administration Region VI
819 Taylor Street, Suite 8A36
Ft. Worth, Texas 76102
Phone: (817) 978-0550

PRE-BID OR SOLICITATION PHASE PROTEST

A Pre-Bid or Solicitation Phase Protest must be received in writing by JATA Program Manager a minimum of five (5) full work days prior to the bid opening or proposal due date. If the written protest is not received in the time specified, the award may be made following normal procedures, unless the Program Manager, upon investigation, determines that remedial action is required on the grounds of fraud, gross abuse of the procurement process, or otherwise indicates substantial prejudice to the integrity of the procurement system, and said action should be taken. Within three (3) work days from the time the protest is received, the [AGENCY] Program Manager will notify all potential bidders, contractors, or proposers that a protest has been lodged and the nature of the protest. The Program Manager will respond to the protest in writing within five (5) working days from the time the protest was received. If the Program Manger decides to withhold the award pending the resolution of the protest, the Program Manager may request a time extension for award acceptance from those bidders, contractors, or proposers whose bids or proposal might become eligible for award. This extension for award acceptance must be with the consent of sureties, if any, in order to avoid to the need for re-advertising.

JATA will not make an award prior to five (5) working days after the protest is resolved, or if the protest has been filed with FTA during the protest negotiation period, unless JATA determines that:

- The items or services to be procured are urgently required;
- Delivery or performance will be unduly delayed by failure to make the award promptly; or
- Failure to make the award will otherwise cause undue harm to [AGENCY] or the federal government.

The Program Manager will document this action and give written notice of the decision to proceed with the award to the Protester, and to other parties where deemed necessary.

PRE-AWARD PROTEST

Protests may be lodged after the Bid Opening or Close of Request for Proposal deadline and prior to Notice of Award. Within three (3) work days from the time the protest is received, JATA's Program Manager will notify all potential bidders, contractors, or proposers that a protest has been lodged and the nature of the protest. The Program Manager will respond to the protest in writing within five (5) working days from the time the protest was received. If the Program Manager decides to withhold the award pending the resolution of the protest, the Program Manager may request a time extension for award acceptance from those bidders, contractors, or proposers whose bids or proposal might

become eligible for award. This extension for award acceptance must be with the consent of sureties, if any, in order to avoid the need to re-advertise.

JATA will not make an award prior to five (5) working days after the protest is resolved, or if the protest has been filed with FTA during the protest negotiation process, unless JATA determines that:

- The items or services to be procured are urgently required;
- Delivery or performance will be unduly delayed by failure to make the award promptly; or
- Failure to make the award will otherwise cause undue harm to [AGENCY] or the Federal Government.

The Program Manager will document this action and give written notice of the decision to proceed with the award to the Protester, and to other parties where deemed necessary.

POST-AWARD PROTEST

JATA Program Manager will receive protests in writing within three (3) working days after the Notice of Award and letters of notification should have been received by bidders or proposers. Upon receipt of a protest, the Procurement Officer shall notify the bidder or proposer awarded the contract. The Procurement Officer will render a determination to proceed with the contract or suspend the project until the protest is resolved. The Procurement Officer will respond to the protest in writing within five (5) working days after receipt of the protest.

ATTACHMENT C: FEDERAL CLAUSES