CHICAGO TRANSIT AUTHORITY
Advertisement for Bids

**NOTICE OF TIME EXTENSION - ADDENDUM #1**

Notice is hereby given that the proposal date opening heretofore advertised as, Monday, August 5, 2013 has been extended to Wednesday, August 7, 2013 at 11:00 A.M. in the Bid Office, 2nd Floor, 567 W. Lake, Chicago, IL 60661-1498 for the following items:

Req No: B13OP03590, Spec. No. CTA 4992-13
Provide Translation Services as required for a period of up to 36 months from date of contract execution.

PROPOSAL GUARANTEE: NONE

For additional information, please contact Iliana Stark, Procurement Administrator, 312/681-2650.

Any contract resulting from this advertisement will be awarded to the lowest responsive and responsible bidder.

Chicago Transit Authority hereby notifies all bidders that it will affirmatively ensure that in regard to any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprise will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

**PLEASE NOTE:** Where bids are sent by mail, delivery service or delivered in-person to the CTA Bid Office, the bidders shall be responsible for their delivery only to the Bid Office before the advertised date and hour for the opening of the bids. The Bid Office hours are Monday through Friday from 8:00 a.m. to 4:30 p.m. Chicago time, except holidays.

The right is reserved to accept any bid or any part or parts thereof or to reject any and all bids.

All inquiries should be directed to and copies of bid documents obtained from the Bid Office - 2nd Floor, 567 W. Lake Street, Chicago, Illinois 60661-1498.

CHICAGO TRANSIT AUTHORITY

By: Ellen McCormack
Vice President, Purchasing

August 5, 2013

CHICAGO TRANSIT AUTHORITY

567 West Lake Street
Chicago, Illinois 60661-1498
TEL 312 664-7200
www.transitchicago.com

July 31, 2013

Subject: REQUISITION NO.: B13OP03590 – Provide Translation Services as required for a period of up to 36 months from date of contract execution.
**Notice of Addendum # 1 and Notice of Time Extension**

Dear Bidder:

Enclosed is **ADDENDUM # 1** to Requisition No.: B13OP03590. **Receipt of the Addendum must be acknowledged in the box provided at the top of the page titled "TO BE EXECUTED BY A CORPORATION" or "TO BE EXECUTED BY A SOLE PROPRIETOR" or "TO BE EXECUTED BY PARTNERSHIP OR JOINT VENTURE", whichever page is applicable.** Bidder must take this Addendum into consideration when preparing its response. The bid due date previously identified as Monday, August 5, 2013 has been extended. The new bid opening submittal date will be, Wednesday, August 7, 2013.

The Chicago Transit Authority is seeking responses for the subject requisition. Bid packages are to be delivered to:

**Delivery Service or In Person Drop-off**
Chicago Transit Authority
Bid Office – 2nd Floor
567 W. Lake Street
Chicago, IL 60661-1498

Previous Bid Due Date: Monday, August 5, 2013

**New Bid Due Date: Wednesday, August 7, 2013**

Where bids are sent by mail, delivery service or delivered in-person to the CTA Bid Office, the bidders shall be responsible for their delivery only to the Bid Office, before the advertised date and hour for the opening of the bids. The Bid Office hours are Monday through Friday from 8:00 a.m. to 4:30 p.m. Chicago time, except holidays.

Bid packages must be clearly marked with bidder's name, address, subject matter of bid, including requisition number, advertised date of bid opening, and the hour designated for the bid opening as shown on the advertisement.

Bids must be received no later than 11:00 a.m. Chicago time.
Bids received after that time will be returned unopened.

Failure to acknowledge receipt of the Addendum shall result in your bid being disqualified.

**The time for questions has passed. There are no other changes at this time.**

Sincerely,

Robert Miller
General Manager, Purchasing

cc: File

**Addendum # 1**

Requisition No.: B13OP03590
Translation Services
Answers to Written Questions

Included with Addendum 1 are the following: Exhibit A – Revised Detailed Specification CTA 4992-13 (Section 2.3 and 2.7 have been revised) and Exhibit B – Revised Price Proposal. Please replace the original documents with the revision documents.

Q1. Please provide the anticipated volume for translation.

**A1. From January 2013 through June 2013, CTA has received 718 calls that required translation services, 700 calls required Spanish interpreters. The volume in minutes is approximately 6,473.**

Q2. (a) Please provide the anticipated volume for telephonic interpreting. The solicitation mentions 800-1,000 calls per month. What is the average call duration?

**A2. (a) Please refer to the answer for question #1. The duration of the calls varies and depends on the complexity.**

Q3. Please provide the anticipated volume for American Sign Language Video Remote Interpreting requests.

**A3. This service has never been provided to the CTA. Thus, no estimate is available.**

Q4. Please provide the lead time for scheduling American Sign Language Video Remote Interpreting requests.

**A4. Please refer to the answer for question #3.**

Q5. Please advise if this solicitation is multi or single vendor award.

**A5. A contract will be awarded to a single vendor. Please refer to the Special Conditions document under the category for "Basis of Award," for additional details.**

Q6. Please advise the average length of document translations.

**A6. The length of the documents CTA may need written translations may vary. Recently CTA requested translation of documents that varied from 1 page to 20 pages and approximate 665 to 2500 words. Documents were translated from English to Spanish, Polish, and Chinese. Document translations required may be fill-in translations or full translations.**

Q7. Because there is no DBE goal for this contract (0%), do we still have to complete and submit the DBE Involvement Schedules B, C, and D?

**A7. CTA encourages DBE participation. Complete and include the DBE forms with your bid if (1) your firm is a DBE, (2) you plan to use a DBE subcontractor, or (3) you would like to obtain a showing of good faith efforts. However, because the goal is 0%, neither completing the forms nor using a DBE subcontractor is required.**

**Addendum # 1**

Requisition No.: B13OP03590
Translation Services
Answers to Written Questions

Q8. In the solicitation section "Detail Specification for Translation Services," 2.3 states that translation services will also include "demographic research." Can you clarify what is meant by demographic research?

**A8. CTA has determined that this service is no longer needed. The Detailed Specification has been updated to reflect the change. Please replace the original Detailed Specification with the revised version in "Exhibit A" below.**

Q9. In the same section, 2.6 states "the vendor shall provide over the phone training sessions and assessments." Please clarify the nature of this training. Bilingual proficiency assessments? Interpreting for training conducted by CTA?

**A9. The Contractor shall provide training on how to use their translation services.**

Q10. In the same section, 2.7 requests a 24 hour turn-around time for document translations. However, turn-around time is based on the volume of words to be translated. We request that language be added to clarify that document translation requests less than 2,500 words will be provided within 24 hours, or that there be some word limitation.

**A10. We attempt to provide as much lead time as possible for non-rush items CTA requires a 2 business day turn-around. However, if we require a rush/emergency translation then a 24 hour turn-around shall be required. Please refer to the revised Detailed Specification CTA 4992-13 in "Exhibit A."**

Q11. On the price proposal, there is a subtotal line for each year requesting the sum of lines 1-6. These items cannot be accurately totaled without an anticipated volume. Please advise.

**A11. CTA is requesting a unit price / rate per minute; an extended price is not needed, thus an anticipated volume is not necessary to provide an accurate total. To provide clarity the Price Proposal form has been revised to reflect this change. Please replace the original Price Proposal with the revision version in "Exhibit B" below.**

12Q. Can you provide me with the average monthly volume for telephonic interpreting as well as Interactive Voice Response (IVR)?

**A12. Please refer to the answer for question # 1**

13Q. What percentage of the telephonic interpreting is for Spanish?

**A13. Approximately 95% of the telephonic interpreting is in Spanish.**

**Addendum # 1**

Requisition No.: B13OP03590
Translation Services
Answers to Written Questions

14Q. Who is your current vendor providing this service?

**A14. WorldWide Interpreters.**

15Q. Can you disclose what you pay for Video ASL Interpreting?

**A15. This information can be provided by contacting CTA FOIA Department.**

**Freedom of Information requests must be made *in writing* to:**

**Brigett R. Bevan**
**Freedom of Information Officer**
**Chicago Transit Authority**
**567 W. Lake Street**
**Chicago, Illinois 60661**

**Requests can be submitted by fax to (312) 681-2809 or by e-mail to FOIA@transitchicago.com.**

16Q. Do you require ALL of the languages in Attachment A to be translated within 24 hours?

**A16. Yes all languages are required for written translations. Please refer to the answer for question #10.**

17Q. What percentage of the written translation requests are in Spanish?

**A17. This service is not frequently used by CTA, thus an estimate is not available.**

18Q. What percentages are in the other languages?

A18. **Please refer to the answer for question # 17.**

19Q. Are written translation requests always due within 24 hours?

**A19. Please refer to the answer for question # 10.**

20Q. Can you give us a sample of the type of document that might be submitted for written translation?

**A21. A sample is not available. Please refer to the answer for question # 6.**

21Q. Will formatting or desktop publishing ever be required for a written translation request?

**A21. CTA may request either one. However, translated documents shall match the format and design of the original English document as much as possible, unless otherwise expressly stated in the request.**

22Q. Is there an incumbent to this contract?

**A22. Please refer to the answer for question # 14.**

23Q. What is the price you currently pay for written translation of documents?

**A23. Please refer to the answer for question # 15.**

24Q. The volume in each category: video, face to face and telephonic interpreting

**A24. The volume in category is not available please refer to the answer for question #1 for a total volume.**

25Q. Is there an incumbent to this contract?

**A25. Please refer to the answer for question # 14.**

26Q. Which company is currently handling your language service needs?

**26A. Please refer to the answer for question # 14.**

27Q. Could the CTA provide us monthly past usage statistics by language & minutes? The list of languages included in the RFP has a few extremely rare languages. We would like to see how often they were needed and verify we have sufficient resources in those rare languages. You can usually get this information from the incumbent service provider's most recent invoices. You can remove the pricing & name of the vendor.

**27A. Please refer to the answer for question # 1 for total minutes used. Languages used to date are Spanish, Cantonese, Arabic, Korean, Polish, Mandarin, Russian, Serbian, Turkish, Hindi, Greek.**

28Q. What types of materials will CTA need to be translated?

**28A. CTA has requested translation of brochures and frequently asked questions documents. Documents are normally transit related.**

29Q. When will the chosen provider be notified of the award?

**29A. The CTA will notify the awarded vendor when the contract is executed by the CTA.**

30Q. Our firm is not a DBE enterprise and the DBE Goal for the RFP is 0%. Do schedules B, C and D still need to be completed?

**30A. Please refer to the answer for question # 7.**

31Q. Under general requirements, section 2.3 references "demographic research". Could you explain what the CTA is expecting in that area?

31A. **Please refer to the answer for question #8.**

32Q. What training is the CTA requiring of the interpreters? Referenced in section 2.2 under general requirements.

**32A. Please refer to the answer for question # 9.**

33Q. Will any preference be given to woman or minority-owned businesses?

**33A. No.**

34Q. What are the components of your scoring rubrics for this RFP?

**34A. This solicitation is an Invitation for Bid and is awarded based on a responsive and responsible bidder that offers the lowest Grand Total Fixed Cost.**

35Q. How many locations will Video Remote Interpreting be needed in?

**35A. This service will be needed in one location.**

36Q. Is the RFP available in a fillable PDF? Or MS Word?

**36A. No, the documents are not available either in Word or in a fillable PDF. This solicitation is not a Request for Proposal it is an Invitation for Bid.**

37Q. Special Conditions - Page 1 of 12: It is our understanding that the Authority has established a **0% DBE goal**, is this correct? If possible, could you share with me the reason why the Authority waived the DBE goals for this contract?

**37A. The DBE goal was not waived. A DBE goal is established when the contract allows for subcontracting opportunities based on the scope of services. In this case, there were no subcontracting opportunities based on our compliance review, that being said, we encourage DBE firms certified in this type of services to bid on this contract as a Prime contractor and receive the allowable DBE credit.**

38Q. Since there are no DBE Goals, it is our understanding that there is no need to complete schedule C & D, is this correct? Should we complete only schedule B?

**38A. Please refer to the answer for question #7.**

39Q. Bidders List – is this document to be completed by CTA office? (document directly after the schedules).

**39A. No. This document is completed by the bidders and should be completed if a firm plans to submit DBE participation.**

40Q. Per SC-1 it is our understanding that the estimated expenditures for this contract is $35,000.00, is this correct?

**40A. Yes.**

41Q. Does the authority have any historical data available for Translation and Interpretation work which has been done in the past under a similar contract or this contract? If so, can you please share the historical data with us?

**41A. Please refer to the answer for question # 1 and # 6.**

42Q. (a) Is this a renewal of a prior contract? (b) If so, please provide the name of the company that previously held this contract, (c) the amount of the contract, and number of years of the contract.

**42A. (a) Yes. (b) Please refer to the answer for question #7 (c) Please refer to the answer for question # 15.**

43Q. Translation 24 hours/day, 7 days/week (note that the specifications does not allow for us to include over time or weekend cost, please verify where we may insert the cost for work outside of normal business hours M-F 8 a.m. to 5 p.m.).

**43A. Please refer to "Exhibit B" the revised proposal includes a section for pricing for CTA non-primary hours.**

44Q. (a) In order for our firm to determine the cost and turn-around time for translation work, we need to access the type of terminology (i.e. legal, medical, highly technical, other) and (b) number of words of a document in order to determine (c) delivery time and cost.

**44A. (a) Terminology is transportation related. (b) Please refer to the answer for question # 6. (c) Delivery is based on the information provided in the Detailed Specification CTA 4992-13.**

45Q. Provide an estimate of number of words which each document may consist of.

**45A. Please refer to the answer for question # 6.**

46Q. Will all translation work require a 24 hour turn-around or will there be opportunity for a vendor to review the document in order to determine the turnaround time based on number of words and terminology?

**46A. Please refer to the answer for question # 10**

47Q. 800 to 1,000 calls per month: Please specify language and type of calls (i.e. legal, medical, transportation related or other).

**47A. Conversations regarding customer transit issues. Spanish is the most requested language.**

48Q. Training: Please explain the type of training which will be required.

**48A. Please refer to the answer for question # 9.**

49Q. Video American Sign-Language Interpreting – Please provide an example of the type of ASL which will be needed.

**49A. Please refer to the answer for question # 3.**

50Q. Enrollment (One time set up fee), please explain what is meant by this.

**50A. If your firm has a set-up fee for new accounts please provide this fee.**

51Q. Is there an incumbent vendor for these services?

51A. **Please refer to the answer for question # 14.**

52Q. What rates does the incumbent provide for the services?

52A. **Please refer to the answer for question # 15.**

53Q. Since the DBE goal is 0%, how must we handle all the accompanying documentation?

53A. **Please refer to the answer for question # 7.**

54Q. Must a Good Faith Effort and all its associated documentation be included in the bid packet?

54A. **Please refer to the answer for question # 7.**

55Q. What is the expected volume of this contract (for telephone, VRI, and document translation, respectively)?

55A. **Please refer to the answer for question # 1.**

56Q. Is there any historical data for telephone, VRI, and document translation services? (That is, how many calls/documents/etc. have been requested in previous years?)

56A. **Please refer to the answer for question # 1.**

57Q. Is this RFP open to out of state vendors?

**57A. This is an Invitation for Bid and it is open to out of state vendors.**

58Q. Is this a multiple source award contract?

58A. **Please refer to the answer for question # 5.**

59Q. Video American Sign Language Interpretation: Please verify whether CTA requires a per minute rate or a per hour rate (refer to proposal page)?

**59A. CTA is requesting a per minute rate.**

60Q. Detail Specification 2.3- Demographic Research: Please explain what this refers to.

60A. **Please refer to the answer for question # 8.**

61Q. Detail Specification 2.4 - Translation Services 24 hours/day, 7 days/week. Primary business hours will be 7:00 A.M. to 7:00 P.M., Monday through Friday with extended operation as needed: (a) Please explain what is meant by "extended operation as needed?" (b) Keep in mind that turnaround time for translations is based on the number of words and the complexity of the document.

**61A. (a) Extended operations are hours outside of CTA primary hours, includes weekends and holidays. (b) Please refer to the answer for question # 10.**

62Q. Detail Specification 2.6 - Please provide clarification as to what is meant by training, (i.e. type of training)?

62A. **Please refer to the answer for question # 9.**

63Q. Detail Specification 2.7 -Per paragraph 2.7, it states that Document Translation is required within 24 hours of the request. Keep in mind that turnaround for translations are based on the number of words in the document and the complexity of the document. Please provide an example of the type of document(s) which will require a 24 hour turnaround.

63A. **Please refer to the answer for question # 6 and # 10, an example is not available.**

**Addendum # 1**

Requisition No.: B13OP03590
Translation Services
Answers to Written Questions

64Q. Special Conditions - SC-1 – Delivery, Under the special conditions "Delivery" it states that "sufficient interpreters must be available to assist with 800 to 1,000 hours per month", please provide the following information:

(a) Does 800 to 1,000 hours refer to over-the-telephone interpreters and Video American Sign-Language Interpreting? If so, please provide historical data for the amount of hours which were used for each of the services;
(b) Provide historical data which outlines the languages used in the past including which languages were used most;
(c) Historical data of the number of hours used for each language for over-the-telephone interpreter;
(d) Historical data of the number of hours used for each of the services (i.e. over-the-telephone interpreting and video American Sign Language interpreting).

64A. (a) **Please refer to the answer for question # 1 and # 3. (b) Please refer to the answer for question # 1 and # 27.**

65Q. Proposal Document: Over-the-phone interpretation (A minimum of 100 languages, see Attachment "A" for list). Provide historical data of which languages were used under the previous contract.

65A. **Please refer to the answer for question # 1 and # 27.**

**For questions 66 through 71 please refer to answer # 15.**

66Q. What is the price you currently pay for written translation of documents?

67Q. The price points for WorldWide for language services current or last round?

68Q. The value of the contract per year for the last fiscal year.

69Q. What is the current rate per minute?

70Q. Can you disclose what you pay for Video ASL Interpreting?

71Q. What is your current pricing with the incumbent provider?

**The time for questions has passed. There are no other changes at this time.**

**Addendum # 1**

Requisition No.: B13OP03590
Translation Services
Answers to Written Questions

**Exhibit A**

**Detailed Specification CTA 4992-13**

**Addendum # 1**

Requisition No.: B13OP03590
Translation Services
Answers to Written Questions

**Exhibit B**

**Price Proposal**

# Exhibit A

## Detailed Specification CTA 4992-13

***REVISED***

**CHICAGO TRANSIT AUTHORITY**

**DETAIL SPECIFICATION**
**FOR**
**TRANSLATION SERVICES**

**SPECIFICATION NO. CTA 4992-13**

## *1. SCOPE*

1.1 This specification covers the requirements for translations services for customer service representatives, temporary staff assistants, clerks, coordinators, and managers for the Chicago Transit Authority's (CTA) Customer Service Department.

## *2. GENERAL REQUIREMENTS*

2.1 The vendor shall provide instant live over-the-phone language interpretation services ("Interpreter Services") for a minimum of 100 languages. Primary required languages will include Spanish, Polish, Mandarin and German. Interpreters must provide accurate and complete first-person interpretation and be proficient in all languages used. (See Attachment "A" for a minimum of 100 Languages Interpreted & Translated list)

2.2 Dialing one toll-free number will connect CTA staff to an interpreter within seconds. CTA staff and customers with limited English proficiency will communicate via conference call with an interpreter. Interpreters will be trained in customer service skills and memory techniques and will ask for clarification when needed.

2.3 Translation services will also include written document translation, video American Sign Language interpreting, and interpretation over the phone for customers interacting face-to-face with CTA staff.

2.4 Translation Services must be available 24 hours/day, 7 days/week. Primary business hours will be 7:00 AM to 7:00 PM, Monday through Friday with extended operation as needed. Sufficient interpreters must be available to assist with 800 to 1,000 calls per month.

2.5 Interpreters must maintain the confidentiality of all customer information and must be trained in emergency response procedures. Calls may be recorded to ensure quality.

## 2. *GENERAL REQUIREMENTS*

### 2.6 TRAINING

The vendor shall provide over-the-phone training sessions and assessments. The training shall be conducted as requested by the CTA, Monday through Friday, between the hours of 8:00 a.m. and 4:30 p.m.

### 2.7 DOCUMENT TRANSLATION

The vendor shall provide document translation as requested by the CTA, within 2 business days and for rush translations within 24 hours of the request.

### 2.8 REPORTING REQUIREMENTS

The vendor shall provide the following reports to CTA upon request: Historical Invoices and custom reports.

## 3. DETAIL REQUIREMENTS

3.1 The CTA will provide the vendor with an authorized extension/user list. Anyone who is not on the list and receives services from the vendor will not be paid by the CTA for the services provided. CTA will provide updates as required to the vendor for additions/deletions. However, it will be the vendor's responsibility to disseminate the information on a timely basis to the vendor's staff to ensure that only authorized CTA users are provided service.

## 4. BIDDER REQUIREMENTS

4.1 Vendor should submit with their bid a list of languages offered.

## 5. ADDITIONAL INFORMATION FOR POTENTIAL BIDDERS

5.1 Bidders requiring additional information shall contact the Procurement Administrator listed on the front page of this Contract document. Potential bidders requiring additional information from a person or persons listed in the special Conditions must route their requests through the Procurement Administrator. Potential bidders who contact any Authority personnel other than the Procurement Administrator will be considered in violation of the provisions of the Contract Document.

Distribution: GM, Customer Service

TF/GM CS - Initial Spec – 4/7/11
IS/is –revised 6/3/13
IS/is – revised 7/31/13

**Exhibit B**

**Price Proposal**

**REVISED**

PRICE PROPOSAL
SPECIFICATION NO. CTA 4992-13
CONTRACT NO. B13OP03590

By execution of this Proposal, the undersigned offers, in accordance with the terms of the Contract Documents of which this Proposal is a part, to provide over-the-phone interpretation, document translation and video American Sign-Language interpreting as required for a period of up to thirty-six months, as described in the General Conditions, Special Conditions, and Detail Specification No. CTA 4992-13 at the firm prices set forth below.

**Year 1**

**NOTE:** Vendors must provide pricing for all items, if an item is at no cost to CTA please insert $0.00 for the pricing. Vendors not providing pricing for all items will be removed from further consideration.

| | | **CTA Primary Hours 7:00 a.m. through 7:00 p.m.** | **Outside CTA Primary Hours Including weekends and holidays.** |
|---|---|---|---|
| **Item** | **Description** | **Unit Price/ Rate Per Minute** | **Unit Price/ Rate Per Minute** |
| 1. | Provide over-the-phone interpretation (A minimum of 100 languages, see Attachment "A" for list) | $_____ | $_____ |
| 2. | Video American Sign-Language interpreting | $_____ | $_____ |

| **Item** | **Description** | **Fee** | |
|---|---|---|---|
| 3. | Enrollment (One time set up fee) | $_____ | |
| 4. | **Document Translation** | **Within 2 business days** | **Rush services within 24 hours** |
| | Spanish | $_____ per/word<br>$_____ minimum charge | $_____ per/word<br>$_____ minimum charge |
| | Polish | $_____ per/word<br>$_____ minimum charge | $_____ per/word<br>$_____ minimum charge |
| | Chinese | $_____ per/word<br>$_____ minimum charge | $_____ per/word<br>$_____ minimum charge |
| | Other Languages (A minimum of 100 languages, see Attachment "A" for list) | $_____ per/word<br>$_____ minimum charge | $_____ per/word<br>$_____ minimum charge |
| 5. | Over-the-phone Training | $_____ | |
| 6. | Reports | $_____ per/Historical<br>$_____ per/Custom | |

**Subtotal Year 1:** _____
(Sum of all line items 1 thru 6)

**NOTE:**
**BIDDER MAY NOT ADD TERMS AND CONDITIONS, EXCEPTIONS, OR MODIFY THIS CONTRACT OR PROPOSAL PAGE. DOING SO WILL DISQUALIFY BID FROM FURTHER CONSIDERATION. PLEASE SUBMIT QUESTIONS IN WRITING TO ISTARK@TRANSITCHICAGO.COM**

**REVISED**

PRICE PROPOSAL
SPECIFICATION NO. CTA 4992-13
CONTRACT NO. B13OP03590

**Year 2**

**NOTE:** Vendors must provide pricing for all items, if an item is at no cost to CTA please insert $0.00 for the pricing. Vendors not providing pricing for all items will be removed from further consideration.

| | | **CTA Primary Hours 7:00 a.m. through 7:00 p.m.** | **Outside CTA Primary Hours Including weekends and holidays.** |
|---|---|---|---|
| **Item** | **Description** | **Unit Price/ Rate Per Minute** | **Unit Price/ Rate Per Minute** |
| 1. | Provide over-the-phone interpretation (A minimum of 100 languages, see Attachment "A" for list) | $_____ | $_____ |
| 2. | Video American Sign-Language interpreting | $_____ | $_____ |

| **Item** | **Description** | **Fee** | |
|---|---|---|---|
| | **Document Translation** | **Within 2 business days** | **Rush services within 24 hours** |
| 3. | Spanish | $_____ per/word<br>$_____ minimum charge | $_____ per/word<br>$_____ minimum charge |
| | Polish | $_____ per/word<br>$_____ minimum charge | $_____ per/word<br>$_____ minimum charge |
| | Chinese | $_____ per/word<br>$_____ minimum charge | $_____ per/word<br>$_____ minimum charge |
| | Other Languages (A minimum of 100 languages, see Attachment "A" for list) | $_____ per/word<br>$_____ minimum charge | $_____ per/word<br>$_____ minimum charge |
| 4. | Over-the-phone Training | $_____ | |
| 5. | Reports | $_____ per/Historical<br>$_____ per/Custom | |

**Subtotal Year 2:** _____
(Sum of all line items 1 thru 5)

Company Bidding: _____

**NOTE:**
**BIDDER MAY NOT ADD TERMS AND CONDITIONS, EXCEPTIONS, OR MODIFY THIS CONTRACT OR PROPOSAL PAGE. DOING SO WILL DISQUALIFY BID FROM FURTHER CONSIDERATION. PLEASE SUBMIT QUESTIONS IN WRITING TO ISTARK@TRANSITCHICAGO.COM**

**REVISED**

PRICE PROPOSAL
SPECIFICATION NO. CTA 4992-13
CONTRACT NO. B13OP03590

**Year 3**

**NOTE:** Vendors must provide pricing for all items, if an item is at no cost to CTA please insert $0.00 for the pricing. Vendors not providing pricing for all items will be removed from further consideration.

| | | **CTA Primary Hours 7:00 a.m. through 7:00 p.m.** | **Outside CTA Primary Hours Including weekends and holidays.** |
|---|---|---|---|
| **Item** | **Description** | **Unit Price/ Rate Per Minute** | **Unit Price/ Rate Per Minute** |
| 1. | Provide over-the-phone interpretation (A minimum of 100 languages, see Attachment "A" for list) | $_____ | $_____ |
| 2. | Video American Sign-Language interpreting | $_____ | $_____ |

| **Item** | **Description** | **Fee** | |
|---|---|---|---|
| 3. | **Document Translation** | **Within 2 business days** | **Rush services within 24 hours** |
| | Spanish | $_____ per/word<br>$_____ minimum charge | $_____ per/word<br>$_____ minimum charge |
| | Polish | $_____ per/word<br>$_____ minimum charge | $_____ per/word<br>$_____ minimum charge |
| | Chinese | $_____ per/word<br>$_____ minimum charge | $_____ per/word<br>$_____ minimum charge |
| | Other Languages (A minimum of 100 languages, see Attachment "A" for list) | $_____ per/word<br>$_____ minimum charge | $_____ per/word<br>$_____ minimum charge |
| 4. | Over-the-phone Training | $_____ | |
| 5. | Reports | $_____ per/Historical<br>$_____ per/Custom | |

**Subtotal Year 3:** _____
(Sum of all line items 1 thru 5)

**Grand Total Fixed Cost $**_____
(**Basis of Award** total sum of year 1 through year 3)

Company Bidding: _____

**NOTE:**
**BIDDER MAY NOT ADD TERMS AND CONDITIONS, EXCEPTIONS, OR MODIFY THIS CONTRACT OR PROPOSAL PAGE. DOING SO WILL DISQUALIFY BID FROM FURTHER CONSIDERATION. PLEASE SUBMIT QUESTIONS IN WRITING TO ISTARK@TRANSITCHICAGO.COM**

**REVISED**

PRICE PROPOSAL
SPECIFICATION NO. CTA 4992-13
CONTRACT NO. B13OP03590

COMPANY BIDDING: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PERSON TO CONTACT: _____

PHONE NO.:_____

FAX: _____ E-MAIL: _____

DISCOUNT: _____% ___15___ DAYS, NET ___30___ DAYS

CHICAGO TRANSIT AUTHORITY
Advertisement for Bids

Sealed bids will be received for the following by Chicago Transit Authority at the Bid Office - 2nd Floor, 567 W. Lake Street, Chicago, IL, 60661-1498, no later than 11:00 a.m. on Monday, August 5, 2013, at which time all such bids will be opened publicly and read aloud:

Req No: B13OP03590, Spec. No. CTA 4992-13
Provide Translation Services as required for a period of up to 36 months from date of contract execution.

PROPOSAL GUARANTEE: NONE

For additional information, please contact Iliana Stark, Procurement Administrator, 312/681-2650.

Any contract resulting from this advertisement will be awarded to the lowest responsive and responsible bidder.

Chicago Transit Authority hereby notifies all bidders that it will affirmatively ensure that in regard to any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprise will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

**PLEASE NOTE:** Where bids are sent by mail, delivery service or delivered in-person to the CTA Bid Office, the bidders shall be responsible for their delivery only to the Bid Office before the advertised date and hour for the opening of the bids. The Bid Office hours are Monday through Friday from 8:00 a.m. to 4:30 p.m. Chicago time, except holidays.

The right is reserved to accept any bid or any part or parts thereof or to reject any and all bids.

All inquiries should be directed to and copies of bid documents obtained from the Bid Office - 2nd Floor, 567 W. Lake Street, Chicago, Illinois 60661-1498.

CHICAGO TRANSIT AUTHORITY

By: Ellen McCormack
Vice President, Purchasing

July 15, 2013

PROCUREMENT SPECIFICATIONS AND CONTRACT DOCUMENTS FOR:

# Provide Translation Services as required for a period of up to 36 months from date of contract execution.

**REQUISITION NO.**: B13OP03590
DRAWING NO.: None
INSURANCE REQUIRED: None

SPECIFICATION NO.: CTA 4992-13
PROJECT NO.: None
BID DEPOSIT AMOUNT: None

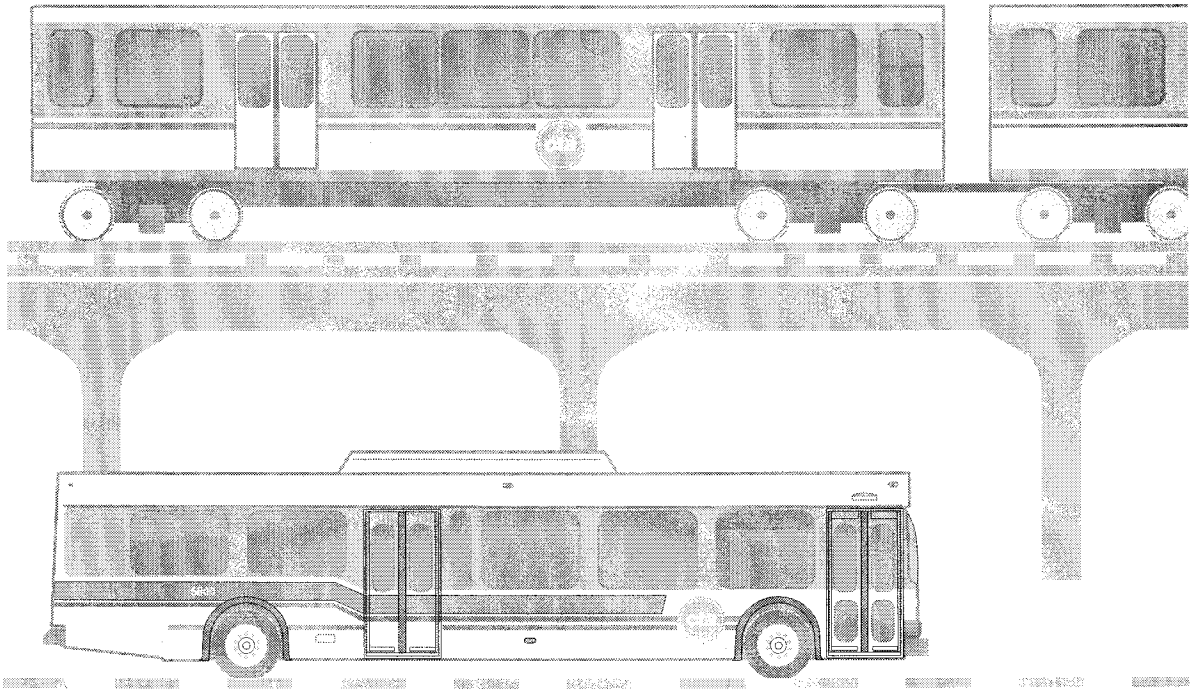

**FOR INFORMATION CONTACT:**
**Procurement Administrator:** Iliana Stark
**Phone Number:** (312) 681-2650
**Email: IStark@transitchicago.com**


**BID PACKAGES TO BE RETURNED TO:**

**By Mail, Delivery Service or In Person Drop-off**

**Chicago Transit Authority**
**Bid Office – 2nd Floor**
**567 W. Lake Street**
**Chicago, IL 60661-1465**

**All Signatures to be sworn before a Notary Public**



ISSUED BY
**Purchasing Department**
**Chicago Transit Authority**
**567 W. Lake, Chicago, IL 60661-1465**
**Ellen McCormack, Vice-President, Purchasing**
**Forrest Claypool, President**
**Terry Peterson, Chairman**

# ***Bid Checklist***

Please carefully review this checklist before submitting your bid. Failure to correctly complete each of the required forms may result in your bid being disqualified.

- **Disadvantaged Business Enterprise (DBE) Involvement Schedules B, C, & D**

  ☐ If you are bidding as a Joint Venture, have you filled out Schedule B?

  ☐ Have you included accurate name and contact information for all proposed DBE sub-contractors on Schedules C and D?

  ☐ Have Schedules C and D been properly signed and dated?

  ☐ If no DBE participation is proposed, have you done the following?
  - Provided documentation that you have made good faith efforts to meet the DBE participation goal set forth in the contract (see page 4 of the DBE Special Conditions)?
  - Completed the "Bidders List" form?

- **Price Proposal Page(s)**

  ☐ Have you entered pricing as required in the "Basis of Award" (P- (page #))?

  ☐ Have you entered your firm's complete contact information?

- **Certifications**
  *Drug-free Workplace, Debarment, Lobbying, Brief History of Your Company, Ownership Information, Price Certification (if applicable), Buy America (if applicable)*

  ☐ Have all forms been signed and dated *as required* on all applicable certifications?

  ☐ Have you listed ***all*** individuals who own 5% or more of the firm on the Disclosure of Ownership and Interests Affidavit?
  **Note:** Both Prime & Subcontractors should submit an ownership form.

- **Execution / Signature Page**

  ☐ Have you acknowledged all Addenda *(if applicable)* in the space provided at the top of the form?

  ☐ Has a President or Vice President signed the form? If someone other than a President or Vice President has signed, you must attach documentation (such as a corporate resolution or by-law) of this person's signatory authority.

  ☐ **Has the Execution Page been properly notarized by a Notary with current authorization?**

Return one **complete** copy of this package with **original signatures** to the CTA bid office (address provided on previous page) in a sealed envelope identified with the following: Bidder's name, Address, Title of the bid including Requisition Number, advertised date of bid opening, and the hour designated for the bid opening.

Packages received after the time and date specified in the advertisement will not be considered and will be returned unopened.

**NOTE:** Questions on the Detailed Specification must be in writing to the Procurement Administrator listed on the front of the bid document **no later than seven (7) calendar days prior** to the bid due date. After that, there will not be sufficient time for the Procurement Administrator to obtain responses to questions.

# READ THIS PAGE BEFORE FILLING OUT BID PACKAGE

## DOCUMENT PREPARATION
**for Materials & Supplies**

**One (1) complete** bid package is included. **One (1) complete copy** of this bid package is to be returned in a sealed envelope with the following on the cover: Bidder's name, Address, Title of the procurement including Requisition Number, and Advertised date and hour designated for the bid opening as shown on the advertisement. Returned copy must contain **original signatures**. CTA recommends that you make and retain one copy for your records.

### SIGNATURES REQUIRED ON THE FOLLOWING ITEMS

- **DBE PARTICIPATION SCHEDULES B, C, & D** – ***Schedules C and D must be filled out and signed by all bidders/DBE subs; Schedule B must also be filled out and signed if the bidder is a joint venture.*** All information relative to Disadvantaged Business Enterprise (DBE) participation for this contract is outlined in the DBE Special Conditions section entitled, *"Disadvantaged Business Enterprise Commitment".*
- **GOOD FAITH EFFORTS TO MEET CONTRACT DBE GOAL** – If the contract DBE goal (if any) cannot be fully met through DBE participation on this contract, the bidder **must submit** a signed letter on its company letterhead and supporting documentation to show that all reasonable "Good Faith Efforts" were made toward fulfilling the required DBE goal. Please refer to "SPECIAL CONDITIONS *-DISADVANTAGED BUSINESS ENTERPRISE COMMITMENT"* Good Faith Efforts (Section V or VI) for further details. Failure to document Good Faith Efforts to meet the contract DBE goal when the goal cannot be fully met through participation will result in a "Non-Responsive" (Disqualified) bid which will be ineligible for contract award.
- **BUY AMERICA CLAUSES** – Certificate of Compliance or Non-Compliance with Sections 165(a) and 165(b)(3). [Does not apply to Operating funded procurements, personal minicomputer purchases or purchases less than $100,000.00.]
- **CERTIFICATION REGARDING A DRUG FREE WORKPLACE**
- **CERTIFICATION OF PARTICIPANT REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS.** Two forms: PRIMARY and LOWER TIER (when applicable).
- **CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS (LOBBYING CERTIFICATION)**

***A NOTARIZED SIGNATURE*** by an authorized officer of your business must appear on one of the following Proposal Execution pages:

- **TO BE EXECUTED BY A CORPORATION**

  The SIGNATURE OF AUTHORIZED OFFICER, under Corporate Name must be President or Vice President. If signed by any other person, a resolution or by-law authorizing such person to execute a contract must accompany the Proposal.

  Note – Name of Signatory in Notary is same name as Signature of Authorized Officer.
- **TO BE EXECUTED BY PARTNERSHIP OR JOINT VENTURE**

  Note – Name of Signatory in Notary is same name as first signature line – Partner.
- **TO BE EXECUTED BY SOLE PROPRIETOR**

  Note – Name of Signatory in Notary is same name as Name of Bidder.

**OWNERSHIP DISCLOSURE** – This document is required, failure to address this will cause a delay in the execution of the contract.

**INSURANCE** (when required) – The awarded contractor must provide **certified** copies of insurance policies in order to allow for contract execution. CTA is to be named an **additional insured**. This should be taken into consideration when submitting your bid.

**Note:** Questions on the Detail Specification must be in writing to the Procurement Administrator listed on the front of the bid document no later than seven (7) calendar days prior to the bid due date. After that, there will not be sufficient time for the Procurement Administrator to obtain responses to questions.

**Failure to sign the documents listed above may result in your firm not being awarded the contract.**

# CONTRACT FOR SUPPLIES
## REQUIREMENTS FOR BIDDING AND INSTRUCTIONS TO BIDDERS

Bids will be received by the **CHICAGO TRANSIT AUTHORITY**, a Municipal Corporation, in accordance with the Contract Documents set forth herein.

### 1. DEFINITIONS:

The term "Authority" means the Chicago Transit Authority acting by and through the Chicago Transit Board or its duly authorized agent, servant or employee in connection with these Contract Documents. The term "Purchasing Agent" means the Purchasing Agent of the Chicago Transit Authority, whose duties and responsibilities are more particularly described in the "Purchase and Sales Regulations and Ordinances of the Chicago Transit Board," and the term "Designee" means any person or persons authorized by the Purchasing Agent to act for the Purchasing Agent in connection with this Contract. The singular shall include the plural and the masculine includes the feminine.

### 2. COMPLIANCE WITH LAWS:

The bidders shall at all times observe and comply with all laws, ordinances, regulations and codes of the Federal, State, City, and other local government agencies, which may in any manner affect the preparation of bids or the performance of the Contract.

### 3. BID DEPOSIT:

A bid shall, when required in the advertisement, be accompanied by cash, a cashier's check, a certified check, a money order or an approved bid bond in the amount shown in the advertisement, and as may be prescribed in the Contract Documents.

All certified, cashier's checks or money orders shall be drawn on a responsible organization doing business in the Untied States and shall be made payable to the order of the Chicago Transit Authority.

Any bid bond submitted must reference the specific CTA inquiry numbers and have an Alfred M. Best Company "B+" Policyholders Rating and an "X" Financial Rating or better.

The period of the bond must be for not less than ninety (90) days from the date of bid opening.

### 4. PREPARATION OF BID:

The bidder shall prepare his bid in DUPLICATE on the attached bidding forms, submit one (1) copy and retain one (1) for your records. Unless otherwise stated on the bidding form, all blank spaces on the bid, applicable to the subject specification, must be correctly filled in. Either a unit price or a lump sum price, as the case may be, must be stated for each and every item, either typed in or written in ink, in figures, and if required, in words.

If bidder is a Corporation, the President or Vice-President and Secretary or Assistant Secretary, shall execute both copies of the bid. The Corporation shall affix its seal to both copies. In the event that this bid is executed by someone other than the President or Vice-President, a certified copy of that section of the Corporate By-Laws or resolution of the Corporation which permits the person to execute the offer for the Corporation shall be furnished with the bid.

If bidder is a Partnership or Joint-Venture, all partners or joint-ventures shall execute both copies of the bids unless one partner or joint-venture has been authorized to sign for the Partnership or Joint-Venture, in which case, evidence of such authority satisfactory to the Purchasing Agent shall be submitted with the bid.

If bidder is a Sole Proprietor, he shall execute both copies of the bid.

A "Partnership," "Joint-Venture" or "Sole Proprietor" operating under an Assumed Name must be registered with the Illinois County in which located, as provided in the Assumed Business Name Act, 805 ILCS 405 **et seq.**, as amended.

**ALL SIGNATURES MUST BE SWORN TO BEFORE A NOTARY PUBLIC**

## 5. SUBMISSION OF BIDS:

All prospective bidders shall submit **ONE (1) SEALED BID** in the envelope provided for that purpose to the CHICAGO TRANSIT AUTHORITY, Bid Office – 2nd Floor, 567 W. Lake Street, Chicago, Illinois 60661-1498; or, if the bid is submitted in an envelope other than those so provided for this purpose, then the sealed envelope submitted by the prospective bidder shall carry the following information on the face of the envelope: **bidder's name, address, subject matter of bid, including identifying numbers, advertised date of bid opening, and the hour designated for the bid opening as shown on the advertisement.**

Where bids are sent by mail to the CTA Bid Office, the bidders shall be responsible for their delivery to the Bid Office before the advertised date and hour for the opening of bids. If the mail is delayed beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be returned unopened.

Where bids are sent by delivery service or delivered in-person to the CTA Bid Office, the bidders shall be responsible for their delivery to the Bid Office before the advertised date and hour for the opening of bids. If the delivery of the bid is delayed beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be returned unopened. The Bid Office hours are Monday through Friday from 8:00 am to 4:30 pm Chicago time, except holidays.

## 6. WITHDRAWAL OF BIDS:

Bidders may withdraw their bids at any time prior to the date and hour specified in the advertisement for the receipt of bids. However, no bidder shall withdraw or cancel his bid for a period of ninety (90) calendar days after said advertised date and hour for the receipt of bids.

## 7. RESPONSIBILITY OF BIDDER:

The Authority reserves the right to refuse to accept any bid from any person, firm or corporation that is in arrears or is in default to the Chicago Transit Authority upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligations to the Authority, or had failed to perform faithfully any previous contract with the Authority.

The bidder, if requested, must present within two (2) working days, evidence satisfactory to the Purchasing Agent or his designee, of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these specifications and Contract Documents.

## 8. CONSIDERATION OF BIDS:

The Authority reserves the right to extend the bid opening date and to reject any or all bids or any part thereof. The Authority further reserves the right to excuse informalities in the bids and bidding when, in the judgment of the Authority, the best interests of the Authority will be served and the spirit of competition will be maintained.

## 9. NEGOTIATED CONTRACTS:

The Authority reserves the right to reject all bids received and negotiate a contract with any an all responsible bidders, if the bids received are at unreasonable prices but otherwise acceptable, or for other reasons determined to be clearly in the public's best interest and in accordance with established guidelines.

In the event that negotiations are conducted, the Authority or its duly authorized representative shall have the right to examine and audit books, records, documents and other evidence and accounting procedures and practices, sufficient to reflect properly all costs claimed to have been incurred or anticipated in performing this contract. The Contractor agrees to include in first-tier subcontracts under this contract a clause to the effect that the Authority or duly authorized representatives have access to and the right to examine any of the subcontractor's directly pertinent books, documents, papers, or other records involving transactions related to the subcontract.

**10. ACCEPTANCE OF BIDS:**

The Authority will accept in writing one or more of the bids or reject all bids within ninety (90) days from the date of opening the bids, unless the lowest responsible bidder, upon request of the Purchasing Agent or his designee, extend the time of acceptance.

The contract shall not be in force and effect until the Chairman of the Board of the Chicago Transit Authority, or his designee, has affixed his signature to the Contract Document.

**11. PERFORMANCE-PAYMENT BOND AND INSURANCE:**

When required by the Contract Documents, the successful bidder or bidders shall, within ten (10) working days after acceptance of the bid by the Authority, furnish a performance-payment bond in the full amount of the contract on an approved American Institute of Architects (A.I.A.) bond form and/or furnish and keep in force, during the life of the contract, any and all insurance in amounts designated, as provided in the Insurance Requirements, form CTA 415.27 (Revised) attached hereto, with insurance companies acceptable to the Chicago Transit Authority. Any insurance company with less than a (B+) policyholder rating by Alfred M. Best Co. will not be acceptable to the Chicago Transit Authority.

**12. FAILURE TO FURNISH BOND OR INSURANCE:**

In the event that the bidder fails to furnish the performance-payment bond and/or insurance requirements in said period of ten (10) working days after acceptance of the bid, then, the bid deposit of the bidder may be retained by the Authority. This bid deposit may be used as liquidated damages, not as a penalty, to partially cover costs and losses by the Authority.

**13. INTERPRETATION OF CONTRACT DOCUMENTS:**

If any person contemplating submitting a bid is in doubt as to the meaning of any part of the Contract Documents, he may submit to the Purchasing Agent a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made only by Addendum duly issued by the Purchasing Agent or his designee. A copy of such addendum will be mailed or delivered to each person receiving a set of such Contract Documents and to such other prospective bidders as shall have requested that they be furnished with a copy of each Addendum. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of bid. Oral explanation will not be binding. **Bidder must acknowledge receipt of each addendum issued in space provided on the signature page of Bid Documents.**

**14. CATALOGS:**

Subsequent to bid opening, when requested by the Purchasing Agent or his designee, each bidder shall submit in **DUPLICATE**, catalogs, descriptive literature, and detailed drawings, fully detailing features, designs, construction, appointments, and finishes, necessary to fully describe the material or work he proposes to furnish. This information will be furnished to the Authority within ten (10) calendar days from date of request. Failure to furnish this information may result in the disqualification of the Bid.

**15. TRADE NAMES:**

In cases where an item is identified by a manufacturer's name, trade name, catalog number, or reference, it is understood that the bidder proposes to furnish the item so identified and does not propose to furnish an "equal" unless the proposed "equal" is definitely indicated by the bid.

The reference to the manufacturer's name, trade name, catalog number, or reference, is intended to be descriptive but not restrictive and only to indicate to the prospective bidder articles that will be satisfactory. Bids on other makes and catalogs will be considered, provided each bidder clearly states on the face of his bid exactly what he proposes to furnish, or forwards with the bid, a cut, illustration, or other descriptive matter which will clearly indicate the character of the article covered by his bid.

The Purchasing Agent, or his designee, hereby reserves the right to approve an "equal" or to reject as not being an "equal," any article the bidder proposes to furnish which contains variations from specification requirements.

**16. RETURN OF BID DEPOSIT:**

The bid deposit of all bidders, except the two apparent lowest bidders on each contract, will be returned within ten (10) calendar days after the opening of bids. The bid deposit of the two apparent lowest bidders will be returned after the bid has been accepted by the Authority including the acceptance by the Authority of satisfactory performance-payment bond and/or insurance where such bond or insurance are required.

Within 10 days after the date of opening of bids a bidder may request that a bid bond be substituted for the bid deposit. The Manager, Material Management, may allow substitution of a bid deposit upon application in writing to the Manager, Materials Management, and submittal of a bid bond in an amount equal to the bid deposit. Any bid bond submitted must reference the specific CTA inquiry number and have an Alfred M. Best Company "B+" Policyholders Rating and an "X" Financial Rating.

The period of the bond must be for not less than ninety (90) days from the date of bid opening.

**17. TAXES:**

Federal Excise Tax does not apply to materials purchased by the Chicago Transit Authority by virtue of Exemption Certificate No. 36-73-0234K. Illinois Retailers' Occupation Tax, Use Tax, and Municipal Retailers' Occupational Tax does not apply to materials or services purchased by the Authority by virtue of Statute Chapter 111 2/3 and Section 333, Illinois Revised Statutes as amended. These taxes shall not be included in any of the prices quoted herein. Illinois Tax Exemption Identification number is E9978-2987-05. The prices quoted herein shall agree with all Federal Laws and Regulations.

**18. ORDER OF PRECEDENCE OF COMPONENT PARTS OF THE CONTRACT DOCUMENTS:**

The order of precedence of the component parts of the Contract Documents shall be as follows:

1. General Conditions
2. Special Conditions
3. Plans and Drawings, if any
4. Detailed Specifications
5. Standard Requirements of State and Federal Government, if any
6. Bid and Signature and Acceptance forms
7. Advertisement for Bids
8. Instructions to Bidders
9. Bond, if required
10. Insurance, if required

Any Addenda, which may be issued, shall be a part of these Contract Documents and shall take precedence over any other part of the Contract Documents wherever they conflict therewith.

The foregoing order of precedence shall govern the interpretation of the Contract Documents in all cases of conflict or inconsistency therein, except as may be otherwise expressly provided in other component parts of the Contract Documents.

**19. NOTICE:**

All communications and notices provided herein shall be in writing, delivered personally or by mail, to the name and address of the accepted bidder as provided on the signature page of the bid hereof, or to the Chicago Transit Authority. Attention, Purchasing Agent. 567 W. Lake Street, Chicago, IL 60661-1498.

# CONTRACT FOR SUPPLIES
## GENERAL CONDITIONS

### 1. NON-DISCRIMINATION:

The Contractor, in performing under this Contract, shall not discriminate against any worker, employee or applicant or any member of the public, because of race, creed, color, age, sex ancestry, handicap or national origin, nor otherwise commit an unfair employment practice. The Contractor further agrees that this Article will be incorporated by the Contractor in all contracts entered into with suppliers of materials or services, contractors and subcontractors, and all labor organizations furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services in connection with the Contract.

The Contractor's attention is called to the provisions of the Illinois Human Rights Act, which are hereby incorporated by reference.

To demonstrate compliance, the Contractor and his subcontractors will furnish such reports and information as requested by Chicago Transit Authority or any Federal, State or local government or agencies that may require such information as a condition of financial assistance in whole or in part.

### 2. DISADVANTAGED BUSINESS ENTERPRISES:

All parties are hereby notified that in regard to any contract resulting from this invitation to bid, Disadvantaged Business Enterprises will be afforded full opportunity to participate, and will not be discriminated against because of race, color, sex, or national origin in consideration for an award.

### 3. INDEMNIFICATON:

The contractor shall indemnify, keep and hold harmless the Chicago Transit Authority, its officers, employees and agents against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, of whatever kind, including but not limited to attorney's fees, which may accrue against the Chicago Transit Authority, its officers, employees and agents arising out of, as a result of, or in consequence of the acts or omissions of the Contractor in furtherance of the contract, including acts or omissions of the Contractor's servants, employees, subcontractors, agents, or officers, in the performance of the work covered by the contract.

### 4. SUBLETTING OR ASSIGNMENT OF CONTRACT OR CONTRACT FUNDS:

No contracts shall be assigned or sublet in whole or in part without the written approval of the Purchasing Agent, and in no case shall such written approval relieve the Contractor from his obligations or change the terms of the Contract Documents.

The Contractor shall not transfer or assign any contract funds or claims due or to become due without the written approval of the Purchasing Agent having been first obtained.

### 5. GUARANTEES AND WARRANTEES:

All guarantees and warrantees required shall be furnished by the Contractor and shall be delivered to the Purchasing Agent or his designee before final payment on the contract is issued.

### 6. DELIVERY:

All materials shipped to the Chicago Transit Authority must be shipped F.O.B. destination location. Chicago Metropolitan Area, Illinois. If prior delivery notification is specified, arrangements must be made by the vendor with the Authority's designated receiving location at least 24 hours in advance to arrange for receipt of the materials. The material must then be delivered where directed and as agreed upon.

Unless otherwise specified or agreed upon, truck deliveries to locations other than 567 W. Lake will be accepted not earlier than 7:00 A.M. and not later than 3:00 P.M. on weekdays only. No deliveries will be accepted on Saturdays, Sundays or Holidays. Deliveries to 567 W. Lake shall be made between 8:00 A.M. and 4:00 P.M., on weekdays only.

The quantity of material delivered by truck shall be ascertained from a weight certificate issued by a duly licensed Chicago Public Weigh-Master upon request. In the case of delivery by rail, weight will be ascertained from bill-of-lading from originating line, but the Authority reserves the right to re-weigh at the nearest available railroad scale.

**7. DEMURRAGE AND RE-SPOTTING:**

The Authority will be responsible for demurrage charges only when such charges accrue because of the Authority's failure to unload the material.

The Authority will pay railroad charges due to the re-spotting of cars, only when such re-spotting is ordered by the Authority.

**8. MATERIALS INSPECTION AND RESPONSIBILITY:**

The Purchasing Agent, or his designee, shall have a right to inspect any materials to be used in carrying out this contract.

The Authority does not assume any responsibility for the availability of any controlled materials or other materials and equipment required under this contract. All materials and equipment furnished under the contract shall be new, unless otherwise specifically stated.

The Contractor shall be responsible for the contracted quality and standards of all materials, components or completed work furnished under this contract.

Materials, components or completed work not complying therewith may be rejected by the Purchasing Agent or his designee and shall be replaced by the Contractor at no cost to the Authority.

Any materials or components rejected shall be removed within a reasonable time from the premises of the Authority, at the entire expense of the Contractor, after written notice has been mailed by the Authority to the Contractor that such materials or components have been rejected.

**9. ORDER OF PRECEDENCE OF BEST PRICE:**

In determining the best price, the Authority reserves the right to consider the bids in the following order of precedence:

A. Firm fixed price or charge;
B. Base price or charge plus escalation specified in Special Conditions, if any;
C. Base price or charge plus maximum percent or dollar escalation.

In the event that a contract is awarded that includes an escalation provision, the Authority reserves the right to require evidence satisfactory to the Authority which justifies any and all price or charge increases provided under the escalation provision. Such evidence shall be requested in writing within ten (10) working days from receipt of invoices, clearly designating that part of the billing, which reflects the escalated price or charge.

**10. PAYMENT:**

Payment to Contractor shall be as specified in Special Conditions of this contract.

**11. CASH BILLING DISCOUNT:**

Cash Billing or percentage discount for payment of invoices within a specified period of time will **not** be considered by CTA in evaluating bids. When determining if it has earned a cash billing discount offered by the contractor, CTA will consider the date of the invoice plus two days for mailing or the date of receipt of the goods or services, whichever is later, and will end on the date the check is mailed in payment of the invoice. If a discount period ends on a Saturday, Sunday or legal holiday, the discount periods will be extended to the next succeeding workday.

**12. INVOICES:**

Invoices must be sent to the Chicago Transit Authority, Accounts Payable, 567 W. Lake Street, Chicago, IL 60661-1498. Invoices must bear the order number and, if an annual contract, release number as issued. Invoices must not cover more than one order or release number.

**13. PRICE REDUCTION:**

If the Contractor to whom a contract has been awarded makes a general price reduction effective on or after the date of his bid in the comparable price of any material covered by the contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to the contract for the duration of the contract period (or until the price is further reduced). Such price reductions shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For the purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered—(1) to Contractor's customers generally, or (2) in the Contractor's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this contract. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general price reduction" under this provision. The Contractor shall invoice the Authority as such reduced prices, indicating on the invoice that the reduction is pursuant to the "Price Reduction" provision of the Contract Documents. The Contractor, in addition, shall within ten (10) days of any general price reduction notify the Purchasing Agent of the Chicago Transit Authority of such reduction by letter. Failure to do so may require termination of this contract.

The Contractor, when required by the Purchasing Agent within ten (10) days after the end of the contract period, shall furnish a statement certifying either—(1) that no general price reduction, as defined herein, was made after the date of the bid or offer, or (2) if any such general price reductions were made, that, as provided herein, they were reported to the Purchasing Agent within ten (10) days, and the Authority was billed at the reduced prices. Where one or more such general price reductions were made, the statement furnished by the Contractor shall include, with respect to each price reduction,--(1) the date when notice of any such reduction was issued, (2) the effective date of the reduction, and (3) the date when the Purchasing Agent was notified of any such reduction.

**14. DEFAULT:**

(a)The Authority may, subject to the provision of Paragraph (c) below, by written notice of default to the Contractor, terminate the whole or any part of this contract in any one of the following circumstances:

(i) if the Contractor fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or

(ii) if the Contractor fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of ten (10) days (or such other period as the Purchasing Agent may authorize in writing) after receipt of notice from the Purchasing Agent specifying such failure.

(b)In the event the Authority terminates this contract in whole or in part as provided in Paragraph (a) of this clause, the Authority may procure, upon such terms and in such manner as the Purchasing Agent may deem appropriate, supplies or services similar to those so terminated, and the Contractor shall be liable to the Authority for any excess costs for such similar supplies or services. **Provided:** That the Contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.

(c)The Contractor shall not be liable for any excess costs if acceptable evidence has been submitted to the Purchasing Agent that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the Contractor.

**15. DISPUTES:**

Except as otherwise provided in this contract, any dispute concerning a question of fact arising under this contract which is not disposed of shall be decided after hearing by the Purchasing Agent who shall reduce his decision to writing. This decision shall be final and binding. A copy of the decision shall be communicated to the Contractor as herein provided.

**16. EXECUTION:**

All business which submit responses or bids and all businesses awarded contracts by the CTA are hereby notified that no contract, modification, amendment, change order or extension, if any, shall be effective, or in any way obligate the CTA, until it has been executed by the CTA signatory duly authorized by the CTA's Regulations, By Laws, and Procedures.

**SPECIAL CONDITIONS**
**DISADVANTAGED BUSINESS ENTERPRISE COMMITMENT**
**INVITATION FOR BIDS**
**REQUISITION NUMBER:** B13OP03590

## I. POLICY AND TERMS

**A.** The policy of the Chicago Transit Authority is to create a level playing field on which Disadvantaged Business Enterprises (DBE) as defined in United States Department of Transportation (USDOT) Regulation 49 C F.R. Part 26.

**B.** The Authority has established the following DBE participation goal for this project:

**Disadvantaged Business Enterprise Goal:** 0%

**C.** The DBE participation goal shall be expressed as a percentage of the total contract price. However, in the event this is a revenue generating contract, the DBE participation goal is based on the bidder's operating expenses and not on the total anticipated revenue to be generated by the contract. The bidder may also meet the goal by showing good faith efforts to meet the goal as described in 49 C.F.R. Part 26 and as set forth in Section V below. **Any evidence of good faith efforts must be submitted with the sealed bid or the bid will be rejected in its entirety.**

**D.** The DBE participation goal shall apply to the total dollar value of this contract, inclusive of all amendments, modifications, options, and change orders. The bidder agrees to make its best effort to include DBE participation in any contract modification work.

**E.** The goal may be met, as further explained in Section IV hereof, by the bidder's status as a DBE, by a joint venture with one or more DBEs, by subcontracting a portion of the work to one or more DBEs, by the purchase of materials used in the performance of the contract from one or more DBEs or by any combination of the above or through a showing of good faith efforts as defined in Section V hereof.

**F.** A bidder who fails to meet the DBE goal and fails to demonstrate sufficient and reasonable good faith efforts shall not be eligible to be awarded the contract. All documentation of good faith efforts by a bidder **must** be included in the envelope or package containing the bid.

**G.** The Authority prohibits agreements between a bidder and a DBE in which the DBE promises not to provide subcontracting quotations to other bidders.

## II. DEFINITIONS

**A.** **"Area of Specialty"** means the description of the DBE's business, which has been determined by the General Manager, DBE Program, to be most reflective of the DBE's claimed specialty or expertise. Credit toward the DBE participation goal for this contract shall be limited to the participation of firms performing within their Area of Specialty. The Authority reserves the right to investigate and determine active DBE participation and applicable DBE credit specifically identified for this contract prior to award.

**NOTICE: The Authority does not make any representations concerning the ability of any DBE to perform work within its Area of Specialty. It is the responsibility of the bidder to determine the capability and capacity of the DBE firms to satisfactorily perform the work proposed.**

B. **"Bid"** includes the following Authority purchasing requests: Invitation for Bids (IFB).

C. **"Bidder"** includes bidders and contractors. The terms "Bidder" and "Contractor" may be used interchangeably in these Special Conditions.

D. **"Disadvantaged Business Enterprise"** or **"DBE"** means a small business certified by the Illinois Universal Certification Program (IL UCP) as a business owned and controlled by socially and economically disadvantaged individuals in accordance with USDOT Regulation 49 CFR, Part 26.

E. **"Directory"** means the Directory of Certified Disadvantaged Business Enterprises maintained and published by IL UCP and entitled the "IL UCP DBE Directory." The directory will be available on the Authority's web site. Bidders are responsible for verifying the current certification status of all proposed DBE's.

F. **"Good Faith Efforts"** means efforts to achieve a DBE contract goal as specified in 49 CFR, Part 26 and Section V hereof.

G. **"IL UCP"** means the Illinois Unified Certification Program.

H. **"Joint Venture"** means an association of two or more businesses to carry out a single business enterprise for profit, and for which purpose they combine their expertise, property, capital, efforts, skill and knowledge. Bidders may develop joint venture agreements as an instrument to provide participation by DBEs in contract work. A joint venture seeking to be credited for DBE participation may be formed among DBE firms or between a DBE firm and non-DBE firm.

   In order to qualify for credit as a DBE, the DBE must be responsible for a distinct, clearly defined portion of the work and the DBE must share in the capital contribution, control, management, risks and profits of the joint venture commensurate with its ownership interest.

I. **"Purchasing Agent"** means the Authority employee who holds the position of General Manager, Purchasing, or the successor position.

J. **"Small Business Concern"** means a small business as defined pursuant to Section 3 of the Small Business Act and relevant regulations promulgated pursuant thereto except that a small business concern shall not include any concern or groups of concerns controlled by the same socially and economically disadvantaged individual or individuals which has annual average gross receipts in excess of $22.41 million, or as revised from time to time, over the three (3) previous fiscal years.

K. **"Socially and Economically Disadvantaged Individuals"** means any individual who is a citizen of the United States (or lawfully admitted permanent residents) and who is in the following groups, the members of which are rebuttably presumed to be socially and economically disadvantaged:

   1. **"Black Americans"**, which includes persons having origins in any of the Black racial groups of Africa;

2. **"Hispanic Americans"**, which includes persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;

3. **"Native Americans"**, which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians;

4. **"Asian-Pacific Americans"**, which includes persons whose origins are from Japan, China, Taiwan, Korea, Burma (Myanmar), Thailand, Malaysia, Indonesia, Vietnam, Laos, Cambodia (Kampuchea), the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific (Republic of Palau), and the Commonwealth of the Northern Marianas Islands, Macao, Fiji, Tonga, Kirbati, Jauvlu, Nauru, Federated States of Micronesia or Hong Kong; and

5. **"Subcontinent Asian Americans"**, which includes persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka.

6. **"Women"**

7. Any additional groups whose members are designated as socially and economically disadvantaged by the SBA, at such time as the SBA designation becomes effective.

   **The General Manager, DBE Program, may determine on a case-by-case basis that individuals who are not members of one of the above-listed groups are socially and economically disadvantaged.**

**L. "USDOT" or "DOT"** refers to the U.S. Department of Transportation.

## III. JOINT VENTURES

The General Manager, DBE Program, will evaluate the joint venture agreement submitted on behalf of the proposed joint venture and all related documents to determine whether these DBE requirements have been satisfied. In addition, the General Manager, DBE Program, will consider the record of the joint venturers as joint venturers on other Authority contracts, if any.

**NOTE:** DBE/non-DBE joint ventures are creditable at any tier. Whenever a joint venture is proposed as the prime Contractor, Authority requires that each joint venturer sign the bid submitted to the Authority.

## IV. COUNTING DBE PARTICIPATION TOWARD THE CONTRACT GOAL

The inclusion of any DBE by the bidder in its bid documents shall not conclusively establish the bidder's eligibility for full DBE credit for the firm's participation in the contract. The amount of DBE participation credit shall be based upon an analysis by the General Manager, DBE Program, of the specific duties which will be performed by the DBE.

**The bidder may count toward its DBE goal only expenditures to firms which are currently certified by the IL UCP and which perform a commercially useful function.** A firm is considered to perform a commercially

useful function when it is responsible for the performance of a distinct element of the work and carries out its responsibilities by actually performing, managing and supervising the work involved.

To determine whether a firm is performing a commercially useful function, the General Manager, DBE Program, will evaluate the amount of work subcontracted, industry practices and other relevant factors. The General Manager, DBE Program, reserves the right to deny or limit DBE credit to the bidder where any DBE is found to be engaged in substantial pass-through activities with others.

**DBE participation shall be counted toward the DBE goal in the contract as follows:**

**A.** Once a DBE is determined to be eligible in accordance with these rules, the total dollar value of the contract awarded to the DBE may be counted toward the DBE goal except as indicated below.

**B.** A bidder may count toward its DBE goal that portion of the total dollar value of a contract with an eligible joint venture equal to the distinct, clearly defined portion of the work of the contract that the DBE performs with its own forces.

**C.** Consistent with normal industry practices, a DBE may enter into subcontracts. If a DBE subcontracts more than thirty percent (30%) or a significantly greater portion of the work of the contract than would be expected on the basis of normal industry practices, the DBE shall be presumed not to be performing a commercially useful function. Evidence may be presented by the bidder involved to rebut this presumption.

**D.** When a DBE subcontracts a part of the work under the contract to another firm, the value of the subcontracted work may only be counted towards the DBE goal if the DBE's subcontractor is itself a DBE. Work that a DBE subcontracts to a non-DBE firm does not count towards the DBE goal.

**E.** The bidder may count one-hundred percent (100%) of its expenditures for materials and supplies required under the contract and which are obtained from a DBE manufacturer towards the DBE goal. The bidder may count sixty percent (60%) of its expenditures for material and supplies under the contract obtained from a DBE regular dealer towards its DBE goal. The terms "manufacturer" and "regular dealer" are defined in 49 C.F.R. Part 26.55(e)(1)(ii) and (2)(ii).

**F.** The bidder may count towards its DBE goal expenditures to DBEs which are not manufacturers or regular dealers, such as fees or commissions charged for services and assistance in the procurement of essential personnel, facilities, equipment, materials or supplies and transportation charges as set forth in 49 C.F.R. Part 26. However, the General Manager, DBE Program, must determine the fee or charge to be reasonable and not excessive as compared with fees or charges customarily allowed for similar services.

**G.** The bidder must use good business judgment when negotiating with subcontractors and take a DBE's price and capabilities into consideration. The fact that there may be some additional costs involved in finding and using DBE firms is not sufficient reason to fail to meet the DBE goal set forth in the contract, as long as such costs are reasonable.

## V. GOOD FAITH EFFORTS

In order to be responsive, a bidder must make good faith efforts to meet the DBE participation goal set forth in the contract. The bidder must document the good faith efforts it made in that regard. Thus, the Bid submitted to the Authority must be accompanied by written documentation prepared by the bidder evidencing all of its sufficient and reasonable good faith efforts toward fulfilling the goal. These efforts must be active steps, and ones, which could reasonably be expected to lead to sufficient DBE participation to meet the contract DBE participation goal. Mere *pro forma* efforts are not acceptable and will be rejected by the General Manager, DBE Program.

Good Faith Efforts require that the bidder consider all qualified DBEs, who express an interest in performing work under the contract. This means that the bidder cannot reject a DBE as unqualified unless the bidder has sound reasons based on a thorough investigation of the DBE's capabilities. Further, the DBE's standing within its industry, membership in specific groups, organizations or associations and political or social affiliation (for example, union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of bids in the Contractor's efforts to meet the contract DBE participation goal.

The following list, which is not exclusive or exhaustive, sets forth the types of actions, which indicate good faith efforts on the part of a bidder to meet the DBE goal. The extent and type of actions required will vary depending on such things as industry practice; the time available for submitting a bid and the type of contract involved.

**A.** Attendance at a pre-bid meeting, if any, scheduled by the Authority to inform DBEs of subcontracting opportunities under a given solicitation.

**B.** Advertisement in general circulation media, trade association publications, and minority-focus media for at least twenty (20) days before bids are due. If 20 days are not available, publication for a shorter reasonable time is acceptable.

**C.** Written notification to capable DBEs that their interest in the contract is solicited.

**D.** Documentation of efforts to negotiate with DBEs for specific sub-contracts including at a minimum:

1. The names, addresses, and telephone numbers of DBEs that were contacted and the date(s) of contact.

2. A description of the information provided to DBEs regarding the plans and specifications for portions of the work to be performed.

3. A statement explaining why additional agreements with DBEs were not reached.

**E.** For each DBE the bidder contacted but rejected as unqualified, the reason for the bidder's conclusion.

**F.** Documentation of efforts made to assist the DBEs contacted that needed assistance in obtaining bonding or insurance required by the bidder or the Authority.

G. Documentation of efforts to utilize the services of small business organizations, community and contractor groups to locate qualified DBEs.

H. Documentation that the bidder has broken out contract work items into economically feasible units in fields where there are available DBE firms to perform the work.

I. Evidence that adequate information was provided to interested DBEs about the plans, specifications and requirements of the contract, and that such information was communicated in a timely manner.

J. Documentation of any efforts made to assist interested DBEs in obtaining necessary equipment, supplies, materials or related assistance or services.

## VI. GOOD FAITH EFFORTS RECONSIDERATION

If it is determined that the apparent successful low bidders have failed to meet the requirements of the contract goal/good faith efforts, the Authority will provide them with **ONE** opportunity for administrative reconsideration, before the Authority awards the contract. This reconsideration will include the following:

A. The bidder will be permitted to either provide written evidence or to present oral argument at a pre-scheduled time that the documentation it submitted with its bid met the DBE goal and/or showed good faith efforts to do so. **No new evidence of good faith efforts may be presented after the bid submission deadline.**

B. The Authority's Reconsideration Officer will review the evidence presented by the bidder and issue a written determination that the bidder has: 1) met the DBE goal; 2) not met the DBE goal but has made adequate good faith efforts to do so; or 3) has not met the DBE goal and the good faith efforts made were not adequate.

C. The decision of the Authority's Reconsideration Officer is final and may not be appealed to the Authority or its funding agencies.

D. The Authority will not award a contract to any bidder who does not meet the contract DBE participation goal or show good faith efforts to meet that goal. Thus, it is essential that all bidders submit ALL relevant documentation concerning the DBE goal and/or good faith efforts in the envelope or package containing their sealed bid.

## VII. PROCEDURE TO DETERMINE BID COMPLIANCE

The bidder must complete and sign Schedule D to the Contract documents and must sign Schedule C. If the bidder is a joint venture, the bidder MUST complete and sign Schedule B. Schedule C **MUST** be completed and signed by the DBE subcontractor(s). All three Schedules **MUST** be submitted at the same time as or prior to submittal of the sealed bid. In addition, any documentation evidencing the bidder's good faith efforts to meet the contract DBE goal must be submitted with the bid. Any bids submitted without completed and executed Schedules C & D and/or evidence of good faith efforts, if applicable, will be deemed non-responsive and will be rejected by the Authority.

**A.** Letters of Certification

**1.** A copy of each proposed DBE firm's current Letter of Certification or re-certification from the IL UCP should be submitted with the bid. **ALL CERTIFICATIONS BY THE IL UCP MUST BE PRE-CERTIFICATIONS. This means that the DBE's certification must be issued by the IL UCP before the due date for bids.**

**2.** All Letters of Certification or Re-certification issued by the IL UCP must include a statement of the DBE firm's area of specialization and appropriate DBE goal credit (see Section IV. COUNTING DBE PARTICIPATION TOWARD THE CONTRACT GOAL). The DBE firm's scope of work set forth on Schedule C must conform to its stated area of specialization. Where a DBE is proposed to perform work not covered by its area of specialization, the DBE firm must request an expansion of its area of specialization from the Authority in writing plus any other documentation required by the Authority to process said request prior to the time set by the Authority for bid opening. Further, the DBE's request must be agreed to by the General Manager, DBE Program, and the DBE firm must be certified prior to **DUE DATE OF BIDS.**

**B.** Joint Ventures

**1.** Where the bidder proposes to include in its bid a DBE, which is a joint venturer, the bidder must submit a fully executed copy of the joint venture agreement with its bid. The joint venture agreement must show that the DBE firm will be responsible for a clearly defined portion of the work to be performed, and that the DBE firm's capital contribution, control, management, risks and profits are commensurate with its ownership interest.

**2.** Further, the proposed joint venture agreement shall include specific details related to: 1) contributions of capital and equipment; 2) work items to be performed by the DBE's own forces; 3) work items to be performed under the supervision of the DBE; 4) the DBE management, supervisory and operating personnel to be dedicated to the performance of the project; and (5) the authority of each joint venturer to contractually obligate the joint venture and to expend funds. Failure to submit a copy of the joint venture agreement will cause the firm to be considered by the Authority to be non-responsible.

## VIII. REPORTING REQUIREMENTS DURING THE TERM OF THE CONTRACT

**A.** The bidder shall, within seven (7) calendar days of contract award, or prior to any work being performed by the DBE subcontractor, execute written subcontracts or purchase orders with the DBE subcontractors included in the bid. In the event the bidder cannot complete the agreement with one or more DBE subcontractors within this seven day period, the bidder must provide a written explanation for the delay and an estimated date by which the written agreement will be completed to the General Manager, DBE Program. These written agreements shall be made available to the General Manager, DBE Program, upon request. All contracts between the bidder and its subcontractors must contain a prompt payment clause as set forth in Section IX herein.

**B.** During the term of annual contracts, the Contractor must utilize the "Chicago Transit Authority's Disadvantaged Business Enterprise System (B2GNOW)" https://cta.dbesystem.com/ which provides the Contractor an easy to use web-based service for reporting payments rendered to all Subcontractors. The frequency with which these reporting will vary based on each individual contract, but in no event will reporting be required less frequently than quarterly. **Failure to follow these directions may delay payment.**

**C.** In the case of a one-time procurement with either a single or multiple deliveries, the contractor must utilize the "Chicago Transit Authority's Disadvantaged Business Enterprise System (B2GNOW)" https://cta.dbesystem.com/ which provides the Contractor with an easy to use web-based service for reporting payments rendered to all Subcontractors. The required entries on B2GNOW must be completed prior to or concurrently with the Contractor's submittal of its final invoice to the Authority user department identified in the contract. PLEASE NOTE: Two different processes must be followed. (1)The original invoices must be submitted directly to the Authority department identified in the contract and (2) a report of Subcontract Payments must be entered onto B2GNOW. **Failure to follow these directions may delay final payment.**

The address for the General Manager, DBE Program, is: **CTA DBE-General Manager, Diversity Department, 567 W. Lake Street, Chicago, IL 60661-1465**.

## IX. PROMPT PAYMENT TO SUBCONTRACTORS

**A.** The Contractor is required to pay all Subcontractors for all work that the Subcontractor has satisfactorily completed, no later than seven (7) calendar days after the Contractor has received payment from CTA. All of the Contractor's contracts with its Subcontractors must state that the Subcontractor will receive payment within 7 calendar days of the date that the Contractor has received payment from the CTA.

**B.** In addition, all Retainage amounts must be paid by the Contractor to the Subcontractor no later than fourteen (14) calendar days after the Subcontractor has, in the opinion of CTA's authorized representative, satisfactorily completed its portion of the Work. All of the Contractor's contracts with its Subcontractors must state that the Subcontractor will receive payment of Retainage within fourteen (14) calendar days of the date that the Subcontractor has, in the opinion of CTA's authorized representative, satisfactorily completed its portion of the Work.

**C.** A delay in or postponement of payment to the Subcontractor requires good cause and prior written approval of the General Manager, Purchasing.

**D.** The Contractor is required to include, in each subcontract, a clause requiring the use of appropriate arbitration mechanisms to resolve all payment disputes.

**E.** CTA will not pay the Contractor for work performed unless and until the Contractor ensures that the Subcontractors have been promptly paid for the work they have performed under all previous payment requests, as evidenced by the filing with CTA of lien waivers, canceled checks (if requested) and the Contractor's sworn statement that it has complied with the prompt payment requirements. Prime Contractors must submit a prompt payment affidavit, (form to be provided by CTA) which identifies each subcontractor (both DBE and non-DBE) and the date and amount of the last payment

to such subcontractor, with every payment request filed with CTA, except for the first payment request, on every contract with CTA.

**F.** Failure to comply with these prompt payment requirements is a breach of the Contract which may lead to any remedies permitted under law, including, but not limited to, Contractor debarment. In addition, Contractor's failure to promptly pay its Subcontractors is subject to the provisions of 50 ILCS 505/9.

## X. DBE SUBSTITUTIONS

**A.** Arbitrary changes by the bidder of the commitments previously indicated in **Schedule D** are prohibited. No changes may be made by the bidder to the DBE firms listed on Schedule D after the opening of bids but prior to contract award. However, in the event the Purchasing Agent, after consulting with the DBE Department, determines that a critical DBE subcontractor is non-responsible, the Authority may require that bidder replace the non-responsible DBE subcontractor prior to contract award. In that event, bidder must replace the non-responsible DBE subcontractor with a responsible, certified DBE subcontractor or show adequate good faith efforts as set forth Section V hereof, must submit all information required in subsection C.5 hereof, and must receive the prior written approval of the General Manager, DBE Program for such substitution.

**B.** Further, after entering into each approved DBE subcontract, the Contractor shall neither terminate the subcontract for convenience, nor reduce the scope of the work to be performed by the DBE, nor decrease the price to the DBE, without receiving prior written approval of the General Manager, DBE Program. Such approval is required even if the DBE agrees with the change to the DBE's contract desired by the Contractor.

**C.** It may become necessary, at times, to substitute a new subcontractor in order to complete the contract work. The substitution procedure to be followed is:

1. The Contractor must immediately notify the General Manager, DBE Program, in writing, of the proposed substitution of subcontractor. The Contractor's notification must include the specific reasons it intends to reduce the scope of or terminate a DBE subcontract; adequate documentation to support the Contractor's proposed action; and a proposed substitute firm to complete the DBE's portion of work.

2. The following is a non-exclusive list of the types of reasons, which justify substitution: the DBE was found not to be able to perform, or not to be able to perform on time; the DBE's work product was not acceptable; the DBE demands an unreasonable escalation of its price.

3. The following is a non-exclusive list of the types of reasons which do not justify substitution: a replacement firm has been recruited by the Contractor to perform the same work under more advantageous terms; performance issues by the DBE were disputed and every reasonable effort to have the dispute resolved or mediated has not been taken; the DBE has requested a reasonable price escalation which may be justified due to unforeseen circumstances (e.g., a change in scope of DBE's work).

4. If the subcontractor to be substituted for the DBE is not a DBE, the Contractor must show adequate good faith efforts as set forth in Section V hereof.

5. The Contractor's request for approval of a substitution must include the name, address, and principal official of the proposed substitute subcontractor and the dollar value and scope of work of the proposed subcontract. If the new subcontractor is a DBE, all DBE affidavits and documents required by **Schedule C** shall be attached.

6. The Authority will evaluate the submitted documentation and respond within fifteen (15) calendar days to the request for approval of a substitution. The Authority's response may approve the request, seek more information, request an interview to clarify the problem or reject the proposed DBE substitution, with the reasons for the rejection stated in the Authority's response. In the case of an expressed emergency need to receive the necessary decision for the sake of job progress, the Authority will respond as soon as practicable.

7. Actual substitution by the Contractor may not be made prior to the Authority's approval. Once notified of the Authority's approval, the substitute subcontract must be executed within five (5) calendar days, and a copy submitted to the General Manager, DBE Program.

**D.** The Authority will not approve extra payment for escalated costs incurred by the Contractor when a substitution of subcontractors becomes necessary in order to comply with the DBE requirements of the contract.

## XI. NON-COMPLIANCE

**A.** Failure to comply with the DBE requirements of the contract or failure to use DBEs as stated in the bid constitutes a material breach of contract. The General Manager, DBE Program, shall have the discretion to recommend to the Authority's Purchasing Agent that the Purchasing Agent apply suitable sanctions to the Contractor if the Contractor is found to be in non-compliance with the DBE requirements. Such sanctions include, but are not limited to, withholding payment to the Contractor until corrective action is taken; suspension and/or termination of the contract, in whole or in part; and debarring or suspending the Contractor from entering into future contracts with the Authority.

**B.** The failure by the Contractor to use a DBE subcontractor to the extent the Contractor committed to use said DBE, gives the underutilized DBE specific contract remedies, including the right to damages, the right to resolve the dispute by binding arbitration before an independent arbitrator and the right to recover its reasonable expenses, including attorneys' fees, if the DBE is the prevailing party, as follows:

1. Damages. In the event the Contractor has not complied with the contractual DBE percentage and the change to the contractual DBE usage has not been approved by the Authority, an affected DBE may recover from the Contractor damages suffered by said DBE as a result of being underutilized. This provision is intended for the benefit of any DBE affected by underutilization and grants such entity third party beneficiary rights. Any rights conferred by this provision are non-waivable and take precedence over any conflicting provisions in the agreement between the Contractor and the DBE.

2. Arbitration procedures. If requested by the DBE, the DBE shall have the right to initiate binding arbitration of any dispute concerning damages suffered as a result of being underutilized. A DBE desiring to arbitrate must notify the Contractor in writing to initiate the arbitration process. Unless the affected parties agree to a different schedule in writing, within ten (10) days of receipt by the Contractor of the intent to arbitrate from the DBE, the above-described disputes must be arbitrated in accordance with the Commercial Arbitration Rules of the American Arbitration Association ("AAA"), a not-for-profit agency, with an office at 225 North Michigan Avenue, Suite 2527, Chicago, Illinois 60601-7601. All such arbitrations must be initiated by the DBE filing a demand for arbitration with the AAA; must be conducted by the AAA; and must be held in Chicago, Illinois.

3. Fees. All fees of the arbitrator are the initial responsibility of the DBE; provided, however, that the arbitrator is authorized to award reasonable expenses, including attorneys' and arbitrator fees, as damages to a prevailing DBE.

4. Entry of judgment. Judgment upon the award rendered by the arbitrator may be entered in any court of competent jurisdiction.

C. In addition, federal and state laws apply to false representations, deception and fraud:

1. Illinois Law. Under Illinois law, it is a Class 2 felony to make certain false representations as to the status of a person or entity in obtaining a governmental contract. In addition, any person convicted of this felony offense must pay to the governmental unit that issued the contract a penalty equal to one and a half times the amount of the contract. 720 ILCS 5/17-29.

2. Federal Law. False, fraudulent, or deceitful statements made in connection with DBE participation in federal Department of Transportation assisted programs could also result in liability under 49 CFR Part 31, Program Fraud and Civil Remedies and possible prosecution under 18 U.S.C. 1001.

D. If the Contractor does not pay any subcontractor listed on a pay request or return a subcontractor's retainage within the time limits required under the prompt payment provision set forth in Section VIII hereof, the Contractor must pay the subcontractor an additional amount for interest at the lower of one percent (1%) per month or the highest lawful rate on the outstanding balance, for each month, prorated per diem for any partial month, that the Contractor fails or refuses to pay the subcontractor. All agreements between the Contractor and its subcontractors must provide for interest as set forth herein.

E. The Contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the Authority deems appropriate.

The Contractor agrees to include this assurance in all subcontracts.

## XII. RECORD KEEPING

The Contractor shall maintain records of all relevant data with respect to the utilization of DBEs and shall retain these records for a period of at least three (3) years after final acceptance of the work. Full access to said records shall be granted to the Authority and its Inspector General, its Federal and/or State funding agencies, the U.S. Department of Justice, the USDOT and any duly authorized representatives thereof. In addition, the Contractor shall, at all times, cooperate with the Authority's Inspector General.

The bidder must also create a bidders list, consisting of information about all subcontractors that submitted a bid or quote. The bidders list will include the name, address, DBE/non-DBE status, age of firm and the appropriate range of annual gross receipts. Failure to submit this information will result in the firm being deemed non-responsible for the contract.

## XIII. MINORITY FINANCIAL INSTITUTIONS

The proposer is encouraged to utilize financial institutions owned and controlled by socially and economically disadvantaged individuals. Use of such institutions may be considered by the Authority as evidence of proposer's willingness to do business with DBEs. Information about such institutions is available in the Authority's DBE Program Directory, which is available on-line at http://www.federalreserve.gov/releases/mob/current/default.htm.

# DBE Assistance Agencies

*The following agencies are available to prospective bidders for assistance.*

| | |
|---|---|
| **Alliance of Business Leaders & Entrepreneurs (ABLE)**<br>150 N. Michigan Ave., Suite 2800<br>Chicago, IL 60601<br>Contact: Donna Gaines<br>Phone: (312) 624-7733<br>Fax: (312) 275-7841<br>Email: donna@donnamgaines.com<br>Website: www.ablechicago.com<br>**Services**<br>• Business Development | **Black Contractor United (BCU)**<br>11906 S. Michigan Ave.<br>Chicago, IL 60628<br>Contact: Belinda Henderson<br>Phone: (773) 483-4000<br>Fax: (773) 483-4150<br>Email: belinda_bcu@att.net / bcunewera@att.net<br>Website: www.blackcontractorsunited.com<br>**Services**<br>• Business Development |
| **Chatham Business Association (CBA)**<br>8441 S. Cottage Grove Ave.<br>Chicago, IL 60619<br>Contact: Melinda Kelly<br>Phone: (773) 994-5006<br>Fax: (773) 994-9871<br>Email: melkelcba@sbcglobal.net<br>Website: www.cbaworks.org<br>**Services**<br>• Business Development<br>• Certification Assistance<br>• Technical Assistance | **Chicago Minority Business Development Council, Inc. (CMBDC)**<br>105 W. Adams St., Suite 2300<br>Chicago, IL 60603<br>Contact: Shelia C. Hill Morgan<br>Phone: (312) 755-8880<br>Fax: (312) 755-8890<br>Email: shillmorgan@chicagomsdc.org<br>Website: www.cmbdc.org<br>**Services**<br>• Business Development<br>• Certification Assistance |
| **Chicago Urban League (CUL)**<br>4510 S. Michigan Ave.<br>Chicago, IL 60653<br>Contact: Kenya Spann<br>Phone: (773) 285-5800<br>Fax: (773) 285-7772<br>Email: kspann@thechicagourbanleague.org<br>Website: www.thechicagourbanleague.org<br>**Services**<br>• Business Development | **Federation of Women Contractors (FWC)**<br>5650 S. Archer<br>Ave. Chicago, IL<br>60638<br>Contact: Joan Anderse<br>Phone: (312) 360-1122<br>Fax: (312) 360-0239<br>Email: joan@andersenpump.com<br>Website: www.fwcchicago.com<br>**Services** |
| **Hispanic-American Construction Industry Association (HACIA)**<br>901 West Jackson Blvd., Suite 205<br>Chicago, IL 60607<br>Contact: Jorge Perez<br>Phone: (312) 666-5910 ext. 22<br>Fax: (312) 666-5692<br>Email: jperez@haciaworks.org<br>Website: www.haciaworks.org<br>**Services**<br>• Business Development<br>• Certification Assistance<br>• Technical Assistance | **Illinois Hispanic Chamber of Commerce (IHCC)**<br>855 W. Adams, Suite 100<br>Chicago, IL 60607<br>Contact: Omar Duque<br>Phone: (312) 425-9500<br>Fax: (312) 425-9510<br>Email: asoto@ihccbusiness.net<br>Website: www.ihccbusiness.net<br>**Services**<br>• Business Development<br>• Certification Assistance<br>• Technical Assistance |

## DBE Assistance Agencies (Continued)

| | |
|---|---|
| **Latin American Chamber of Commerce (LACC)**<br>3512 W. Fullerton Ave.<br>Chicago, IL 60647<br>Contact: D. Lorenzo Padron<br>Phone: (773) 252-5211<br>Fax: (773) 252-7065<br>Email: D.LorenzoPadron@latinamericanchamberofcommerce.com<br>Website: www.latinamericanchamberofcommerce.com<br>**Services**<br>• Business Development<br>• Certification Assistance<br>• Technical Assistance | **Philippine American Chamber of Commerce of Greater Chicago (PACCGC)**<br>3413 N. Milwaukee Ave<br>Chicago, IL 60641<br>Contact: James Villar<br>Phone: (773) 545-4330<br>Fax: (773) 545-4373<br>Email: jamesvillar@paccgc.org<br>Website: www.paccgc.org<br>**Services**<br>• Business Development<br>• Certification Assistance<br>• Technical Assistance |
| **Women's Business Development Center (WBDC)**<br>8 S. Michigan Ave., 4th Floor<br>Chicago, IL 60603<br>Contact: Freida Curry<br>Phone: (312) 853-3477<br>Fax: (312) 853-0145<br>Email: fcurry@wbdc.org<br>Website: www.wbdc.org<br>**Services**<br>• Business Development<br>• Certification Assistance<br>• Technical Assistance | **Women Construction Owners & Executives (WCOE)**<br>308 Circle Avenue<br>Forest Park, IL 60130<br>Contact: Mary Kay Minaghan<br>Phone: (708) 366-1250<br>Fax: (708) 366-5418<br>E-mail: mkm@mkmservices.com<br>Website: www.wcoeusa.org<br>**Services**<br>• Business Development<br>• Certification Assistance<br>• Technical Assistance |

***Project information and current DBE directory of certified local and out-of-state companies are available.***

| | |
|---|---|
| Chicago Transit Authority<br>**Project Information**<br>c/o Ellen McCormack<br>Purchasing Department<br>567 W. Lake St.<br>Chicago, IL 60661-1465<br>Phone: (312) 681-2400<br>Fax: (312) 681-2405<br>E-mail: emccormack@transitchicago.com | Chicago Transit Authority<br>**DBE Directory**<br>c/o Nelson Robles<br>Diversity Programs Department<br>567 W. Lake St.<br>Chicago, IL 60661-1465<br>Phone: (312) 681-2600<br>Fax: (312) 681-2605<br>E-mail: nrobles@transitchicago.com |

# DBE - SCHEDULE B

## AFFIDAVIT OF DBE/NON-DBE JOINT VENTURE

***This Schedule B need not be submitted if all joint venturers are DBEs. In such a case, however, the written joint venture agreement and a copy of the current IL UCP Letter of Certification for each DBE must be submitted.***

ALL INFORMATION REQUESTED BY THIS SCHEDULE MUST BE ANSWERED IN THE SPACES PROVIDED BY JOINT VENTURERS AT ANY TIER. ADDITIONAL SHEETS MAY BE ATTACHED.

**I. Name of joint venture:** _____

Address of joint venture: _____

_____

Phone number of joint venture: _____

**II. Identify each non-DBE venturer(s):**

Name of Firm: _____

Address: _____

Phone: _____

Contact person for matters concerning DBE compliance: _____

**III. Identify each DBE venturer(s):**

Name of Firm: _____

Address: _____

Phone: _____

Contact person for matters concerning DBE compliance: _____

**IV. Describe the role(s) of the DBE venturer(s) in the joint venture:**

_____

_____

_____

_____

_____

**V. Attach a copy of the joint venture agreement.** In order to demonstrate the DBE venturer's share in the ownership, control management responsibilities, risks and profits of the joint venture, the proposed joint venture agreement must include specific details related to: (1) the contributions of capital and equipment; (2) work items to be performed by the DBE's own forces, (3) work items to be performed under the supervision of the DBE venturer; and (4) the commitment of management, supervisory and operative personnel employed by the DBE to be dedicated to the performance of the project.

**VI. Attach a copy of the current IL UCP Letter of Certification for each DBE Joint Venturer.**

**VII. Ownership of the Joint Venture:**

A. What is the percentage(s) of DBE ownership in the joint venture?

DBE ownership percentage(s): _____

Non-DBE ownership percentage(s): _____

# DBE - SCHEDULE B

## AFFIDAVIT OF DBE/NON-DBE JOINT VENTURE

**VII. Ownership of the Joint Venture** *(continued)*:

B. Specify DBE/non-DBE percentages for each of the following (provide narrative descriptions and other detail as applicable):

1. Sharing of profit and loss: _____

2. Capital contributions:

(a) Dollar amounts of initial contribution: _____

_____

(b) Dollar amounts of anticipated on-going contributions: _____

_____

3. Contributions of equipment *(specify types, quality and quantities of equipment to be provided by each venturer)*:

_____

_____

_____

_____

4. Other applicable ownership interests, including ownership options or other agreements, which restrict or limit ownership and/or control:

_____

_____

_____

**5. Provide copies of all written agreements between venturers concerning this project.**

6. Identify each current Chicago Transit Authority contract and each contract completed during the past two (2) years by either of the joint venture partners participating in this joint venture:

_____

_____

_____

_____

**VIII. Control of and Participation in the Joint Venture.** Identify by name and firm those individuals who are, or will be, responsible for and have the authority to engage in the following management functions and policy decisions. (Indicate any limitations to their authority such as dollar limits and co-signatory requirements.):

A. Joint venture check signing:

_____

_____

_____

_____

B. Authority to enter contracts on behalf of the joint venture:

_____

_____

_____

_____

# DBE - SCHEDULE B

## AFFIDAVIT OF DBE/NON-DBE JOINT VENTURE

**VIII. Control of and Participation in the Joint Venture** *(continued)*

C. Signing, co-signing and/or collateralizing loans:

D. Acquisition of lines of credit:

E. Acquisition and indemnification of payment and performance bonds:

F. Negotiating and signing labor agreements:

G. Management of contract performance. *(Identify by name and firm only)*:

1. Supervision of field operations:
2. Major purchases:
3. Estimating:
4. Engineering:

**IX. Financial Controls of Joint Venture:**

A. Which firm and/or individual will be responsible for keeping the books of account?

B. Identify the "managing partner," if any, and describe the means and measure of their compensation:

C. What authority does each venturer have to commit or obligate the other to insurance and bonding companies, financing institutions, suppliers, subcontractors, and/or other parties participating in the performance of this contract or the work of this project?

# DBE - SCHEDULE B

**X.** State the approximate number of personnel (by trade) needed to perform the joint venture's work under this contract. Indicate whether they will be employees of the majority firm, DBE firm, or the joint venture.

| Trade | Non-DBE Firm (number) | DBE (number) | Joint Venture (number) |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| **Professional** | | | |
| | | | |
| | | | |
| | | | |
| **Administrative/Clerical** | | | |
| | | | |
| | | | |
| | | | |
| **Unskilled Labor** | | | |
| | | | |
| | | | |

If **any** personnel proposed for this project will be employees of the joint venture:

A. Are **any** proposed Joint Venture employees currently employed by either venturer? _____

Employed by non-DBE (number): _____ Employed by DBE: _____

B. Identify by name and firm the individual who will be responsible for joint venture hiring: _____

_____

**XI.** Please state any material facts and additional information pertinent to the control and structure of this joint venture.

_____

_____

_____

# DBE - SCHEDULE B

## AFFIDAVIT OF DBE/NON-DBE JOINT VENTURE

The undersigned affirm that the foregoing statements are correct and include all material information necessary to identify and explain the terms and operations of our joint venture and the intended participation of each venturer in the undertaking. Further, the undersigned covenant and agree, under which work is done for CTA by the venturers. to provide to CTA current, complete and accurate information regarding actual joint venture work and the payment therefor, and any proposed changes to any provision of the joint venture, or those of each venturer relevant to the joint venture by authorized representatives of CTA, its Inspector General or any of its funding agencies.

Any misrepresentation regarding the status of a person or an entity in order to qualify for DBE status may result in conviction for a Class 2 felony, including a penalty for one and a half times the value of the contract. Material misrepresentation on any matter will also be grounds for terminating any contract which may be awarded, and for initiating action under federal or state laws concerning false statements.

*NOTE:* ***If, after filing this Schedule B and before the completion of the joint venture's work on the project, there is any change in the information submitted, the joint venture must inform the General Manager, DBE Program directly in writing or through the prime contractor if the joint venture is a subcontractor.***

_____ _____

**(Signature of Owner, President, or Authorized Agent of DBE)** **(Name of DBE Firm)**

_____ _____

**(Printed Name of Owner, President, or Authorized Agent of DBE)** **(Printed Title)**

_____ _____

**Date** **Phone**

_____ _____

**(Signature of Owner, President, or Authorized Agent of non-DBE)** **(Name of non-DBE Firm)**

_____ _____

**(Printed Name of Owner, President, or Authorized Agent of non-DBE)** **(Printed Title)**

_____ _____

**Date** **Phone**

# NOTARY PUBLIC

On this _____ day of _____ , 20 ___ , the above-signed Officer of

(Name of DBE firm) _____

personally known to me as the person(s) described in the foregoing Affidavit, acknowledged that h/she executed the same in the capacity therein stated and for the purpose therein contained.

**IN WITNESS OF, I hereunto set my hand and official seal.**

**OFFICIAL NOTARY SEAL:**

_____

Signature of Notary Public

My Commission Expires: _____

# DBE - SCHEDULE C

***Bidder's or Proposer's failure to submit all 3 pages of this Schedule C with its bid will result in the bid being rejected in its entirety.***

## LETTER OF INTENT FROM DBE TO PERFORM AS SUBCONTRACTOR, SUPPLIER, AND/OR CONSULTANT *(If Prime Contractor is a DBE firm, only fill out Schedule D)*

**NAME OF PROJECT / CONTRACT:** _____

**REQUISITION NO.:** _____

**JOB ORDER NO.:** _____

**TOTAL CONTRACT VALUE:** _____

---

***FROM:*** *(Name of DBE Firm)* _____

***TO:*** *(Name of Prime Contractor)* _____ ***and the Chicago Transit Authority***

**The DBE status of the undersigned is confirmed by the attached Letter of Certification from the IL UCP dated** _____. (If proposing to perform as a DBE/non DBE Joint Venture, the Letter of Certification from the DBE venturer is attached along with a completed Schedule B and joint venture agreement).

The undersigned is prepared to provide the following described services or supply the following described goods in connection with the above named project/contract:

| **NAICS CODES** – List codes assigned to DBEs that can be used on this project: | **DESCRIPTION OF WORK FOR ENTIRE CONTRACT TERM**–P lease describe in DETAIL what TYPE of WORK you will be performing for the entire length on this project: | **QUANTITY** | **UNIT PRICE** | **Total DBE Contract Value listed separately for each item** |
|---|---|---|---|---|
| | | | | |
| | | | | **TOTAL DBE CONTRACT** |

**MULTI-PHASE PROJECT(S)** – For those projects that are multi-phase, please indicate the phase in which the DBEs will be performing work:

_____

# DBE - SCHEDULE C

***Bidder's or Proposer's failure to submit all 3 pages of this Schedule C with its bid will result in the bid being rejected in its entirety.***

## LETTER OF INTENT FROM DBE (continued) / REQUISITION / JOB NO.: _____

**Sub-Contracting Levels**

**NOTICE:** IF THE DBE WILL NOT BE SUB-SUBCONTRACTING ANY OF THE WORK DESCRIBED IN THIS SCHEDULE, A ZERO (0) MUST BE SHOWN IN EACH BLANK BELOW.

%_____ of the dollar amount of the DBE's subcontract will be sublet to non-DBE contractors.

%_____ of the dollar amount of the DBE's subcontract will be sublet to DBE contractors.

**NOTICE:** If **ANY** dollar amount of the DBEs scope of work will be sublet, a brief explanation and description of the work to be sublet must be attached to this schedule.

**NOTICE:** Any misrepresentation regarding the status of a person or an entity in order to qualify for DBE status may result in conviction for a Class 2 felony, including a penalty for one and a half times the value of the contract. Material misrepresentation on any matter will also be grounds for terminating any contract which may be awarded, and for initiating action under federal or state laws concerning false statements.

The undersigned will enter into a formal written agreement for the above work with you as Prime Contractor, conditioned upon your execution of a contract with the Chicago Transit Authority, and will do so within (7) seven calendar days of your receipt of a signed contract from the Chicago Transit Authority or prior to any work being performed by the DBE subcontractor.

| | |
|---|---|
| **(Signature of Owner, President, or Authorized Agent of DBE)** | **(Name of DBE Firm)** |
| **(Printed Name of Owner, President, or Authorized Agent of DBE)** | **(Printed Title)** |
| **Date** | **Phone** |

***If proposing to perform as a DBE/non-DBE Joint Venture:***

| | |
|---|---|
| **(Signature of Owner, President, or Authorized Agent of non-DBE)** | **(Name of non-DBE Firm)** |
| **(Printed Name of Owner, President, or Authorized Agent of non-DBE)** | **(Printed Title)** |
| **Date** | **Phone** |

# DBE - SCHEDULE C

**LETTER OF INTENT FROM DBE (continued) / REQUISITION / JOB NO.:** _____

***Bidder's or Proposer's failure to submit all 3 pages of this Schedule C with its bid will result in the bid being rejected in its entirety.***

**THIS FORM MUST BE SIGNED AND NOTARIZED**

# DBE AFFIDAVIT

If awarded a contract or subcontract, I agree to promptly and directly provide the prime contractor and the CTA on an ongoing basis, current, complete and accurate information regarding (1) work performed on the project; (2) payments; and (3) proposed changes, if any, to the foregoing arrangements.

I shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. I shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by me to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the CTA deems appropriate.

_____ _____

**(Signature of Owner, President, or Authorized Agent of DBE)** **(Printed Name of Owner, President, or Authorized Agent of DBE)**

_____

**(Date)**

# NOTARY PUBLIC

On this _____ day of _____ , 20 ___ , the above-signed Officer of

(Name of DBE firm) _____

personally known to me as the person(s) described in the foregoing Affidavit, acknowledged that h/she executed the same in the capacity therein stated and for the purpose therein contained.

**IN WITNESS OF, I hereunto set my hand and official seal.**

_____ **OFFICIAL NOTARY SEAL:**

Signature of Notary Public

My Commission Expires: _____

# DBE - SCHEDULE D

***Bidder's or Proposer's failure to submit all 3 pages of this Schedule D with its bid will result in the bid being rejected in its entirety.***

## DBE UTILIZATION PLAN

**NAME OF PROJECT / CONTRACT:** _____

**REQUISITION NO.:** _____

**JOB ORDER NO.:** _____

**TOTAL CONTRACT VALUE:** _____

**STATE OF:** _____

**COUNTY (CITY) OF:** _____

***In connection with the above captioned contract, I HEREBY DECLARE AND AFFIRM that I am the*** _____ *(Title of Affiant)*

***and duly authorized representative of*** _____ *(Name of Prime Contractor)*

***and that I have personally reviewed the material and facts set forth in and submitted with the attached Disadvantaged Business Enterprises (DBE) Schedules for each DBE. Listed below is/are the agreements(s) that correspond(s) with the Schedule C submitted by each DBE and listed separately for each DBE participating on the above mentioned contract:***

| **DBE FIRM(S)** | **DESCRIPTION OF WORK FOR ENTIRE CONTRACT TERM–** Please describe in DETAIL what TYPE of WORK the DBEs will be performing on this contract for its entire length: | **TOTAL DOLLAR AMOUNT OF EACH DBE CONTRACT** |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | **TOTAL $$ for ALL DBE:** |

# DBE - SCHEDULE D

***Bidder's or Proposer's failure to submit all 3 pages of this Schedule D with its bid will result in the bid being rejected in its entirety.***

# PRIME CONTRACTOR AFFIDAVIT

**DBE UTILIZATION PLAN / REQUISITION / JOB NO.:** _____

**I hereby acknowledge that I have been advised of the following:**

*Any misrepresentation regarding the status of a person or an entity in order to qualify for DBE status may result in conviction for a Class 2 felony, including a penalty for one and a half times the value of the contract. Material misrepresentation on any matter will also be grounds for terminating any contract which may be awarded, and for initiating action under federal or state laws concerning false statements.*

*To the best of my knowledge, information and belief, the facts and representations contained in the aforementioned attached Schedules are true and no material facts have been omitted.*

*The undersigned will enter into a formal agreement with all listed DBE firms for work as indicated by this Schedule D and accompanying Schedule C's, and will enter into such agreements within (7)seven calendar days after receipt of the contract executed by the Chicago Transit Authority or prior to any work being performed by the DBE subcontractor(s). In the event the Prime contractor cannot meet said seven (7) day schedule, it must provide a written explanation for the delay and an estimate date by which the written agreement will be completed.*

***The Prime Contractor designates the following person as their DBE Liaison Officer:***

_____

**(Printed Name of DBE Liaison Officer)** **(Phone)** **(Email)**

**I do solemnly declare and affirm under penalty that the contents of the foregoing document are true and correct, and that I am authorized on behalf of the Prime Contractor to make this affidavit.**

_____ _____

**(Signature of Owner, President, or Authorized Agent of Prime Contractor)** **(Name of Prime Contractor Firm)**

_____ _____

**(Printed Name of Owner, President, or Authorized Agent of Prime Contractor)** **(Printed Title)**

_____ _____

**Date** **Phone**

# DBE - SCHEDULE D

***Bidder's or Proposer's failure to submit all 3 pages of this Schedule D with its bid will result in the bid being rejected in its entirety.***

**DBE UTILIZATION PLAN / REQUISITION / JOB NO.:** _____

**THIS FORM MUST BE SIGNED AND NOTARIZED**

# PRIME CONTRACTOR AFFIDAVIT

If awarded a contract, I agree to promptly and directly provide the CTA on an ongoing basis, current, complete and accurate information regarding (1) work performed on the project; (2) payments; and (3) proposed changes, if any, to the foregoing arrangements.

I shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. I shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by me to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the CTA deems appropriate.

_____ _____

**(Name of Prime Contractor Firm)** **(Printed Name of Owner, President, or Authorized Agent of Prime Contractor)**

_____ _____

**(Date)** **(Signature of Owner, President, or Authorized Agent of Prime Contractor)**

# NOTARY PUBLIC

On this _____ day of _____ , 20 ___ , the above-signed Officer of

(Name of Affiant) _____

personally known to me as the person(s) described in the foregoing Affidavit, acknowledged that h/she executed the same in the capacity therein stated and for the purpose therein contained.

**IN WITNESS OF, I hereunto set my hand and official seal.**

_____ **OFFICIAL NOTARY SEAL:**

Signature of Notary Public

My Commission Expires: _____

# NAME OF PRIME BIDDER

## BIDDERS LIST

**BID NO.** _____

**DATE:** _____

**JOB ORDER NO.** _____ **BID DUE DATE:** _____

**BUS. PHONE NO.** _____ **ADDRESS:** _____

**CITY:** _____ **STATE:** _____

**CONTACT PERSON:** _____

As the prime bidder, listed below is the information about (Name of Firm) _____ that is requested by the Authority.

Also, included on the following list are all firms who responded to a solicitation by submitting a bid or quote as a subcontractor. Furthermore, included on the list are all firms who submitted a bid or quote on their own. Under gross receipt column list range using the following: **Under $500,000, $500,000-$1,000,000, $1,000,000-$2,000,000, $2,000,000-$2,500,000, $2,500,000-$3,000,000, $3,000,000-$3,500,000, $3,500,000-$4,000,000, over $4,000,000.**

| FIRM NAME | FIRM ADDRESS | DBE OR NON-DBE | AGE OF FIRM | GROSS RECEIPT RANGE |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
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| | | | | |

**GUIDANCE CONCERNING GOOD FAITH EFFORTS (49 CFR – 26.53)**

In order to be responsive, a bidder must make good faith efforts to meet the DBE participation goal set forth in the contract. The bidder must document the good faith efforts it made in that regard. Thus, the Bid submitted to the Authority must be accompanied by written documentation prepared by the bidder evidencing all of its sufficient and reasonable good faith efforts toward fulfilling the goal. These efforts must be active steps, and ones, which could reasonably be expected to lead to sufficient DBE participation to meet the contract DBE participation goal. Mere *pro forma* efforts are not acceptable and will be rejected by the General Manager, DBE Program. Good Faith Efforts require that the bidder consider all qualified DBEs, who express an interest in performing work under the contract. This means that the bidder cannot reject a DBE as unqualified unless the bidder has sound reasons based on a thorough investigation of the DBE's capabilities. Further, the DBE's standing within its industry, membership in specific groups, organizations or associations and political or social affiliation (for example, union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of bids in the Contractor's efforts to meet the contract DBE participation goal. The following list, which is not exclusive or exhaustive, sets forth the types of actions, which indicate good faith efforts on the part of a bidder to meet the DBE goal. The extent and type of actions required will vary depending on such things as industry practice; the time available for submitting a bid and the type of contract involved.

- Attendance at a pre-bid meeting, if any, scheduled by the Authority to inform DBEs of subcontracting opportunities under a given solicitation.
- Advertisement in general circulation media, trade association publications, and minority-focus media for at least twenty (20) days before bids are due. If 20 days are not available, publication for a shorter reasonable time is acceptable.
- Written notification to capable DBEs that their interest in the contract is solicited.
- Documentation of efforts to negotiate with DBEs for specific sub-contracts including at a minimum:
    - The names, addresses, and telephone numbers of DBEs that were contacted and the date(s) of contact.
    - A description of the information provided to DBEs regarding the plans and specifications for portions of the work to be performed.
    - A statement explaining why additional agreements with DBEs were not reached.
- For each DBE the bidder contacted but rejected as unqualified, the reason for the bidder's conclusion.
- Documentation of efforts made to assist the DBEs contacted that needed assistance in obtaining bonding or insurance required by the bidder or the Authority.
- Documentation of efforts to utilize the services of small business organizations, community and contractor groups to locate qualified DBEs.
- Documentation that the bidder has broken out contract work items into economically feasible units in fields where there are available DBE firms to perform the work.
- Evidence that adequate information was provided to interested DBEs about the plans, specifications and requirements of the contract, and that such information was communicated in a timely manner.
- Documentation of any efforts made to assist interested DBEs in obtaining necessary equipment, supplies, materials or related assistance or services.

# STANDARD GOVERNMENT REQUIREMENTS FOR MATERIAL AND EQUIPMENT PURCHASES

This contract is subject to financial assistance contracts between the U.S. Department of Transportation (DOT), Federal Transit Administration (FTA), the State of Illinois Department of Transportation (IDOT), Division of Public Transportation (DPT), and the Chicago Transit Authority (CTA).

The following clauses shall be included as part of the specification for the proposed contract and for each of its related subcontracts.

A. **CONTRACT CHANGES.** "Any proposed change in this contract shall be submitted to the Chicago Transit Authority for its prior written approval."

B. **INTEREST OF MEMBERS OF CONGRESS.** No members of, or delegate to, the Illinois General Assembly or the Congress of the United States shall be admitted to any share or part of this contract or to any benefit arising therefrom.

C. **PROHIBITED INTERESTS.** "No member, or officer, or employee of Chicago Transit Authority or a local public body with financial interest or control in this contract during his tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof."

D. **INELIGIBLE CONTRACTORS.** Contractors are required to certify that they ARE NOT included on the U.S. Comptroller General's Consolidated List of persons or firms currently debarred for violations of various Public Contracts incorporating labor standards provisions.

E. **NONDISCRIMINATION.** "In connection with the execution of this contract, the contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, ancestry or handicap. The contractor shall take affirmative actions to insure that applicants are employed and that employees are treated during their employment, without regard to their race, religion, color, sex, national origin, ancestry or handicap. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection of training, including apprenticeship."

F. **ILLINOIS HUMAN RIGHTS ACT – Equal Employment Opportunity.** During the performance of this contract, the contractor agrees as follows.

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are under utilized and will take appropriate affirmative action to rectify any such underutilization.

2. That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.

3. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.

4. That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations."

G. **ENVIRONMENTAL AND ENERGY PROTECTION AND CONSERVATION REQUIREMENTS.** All facilities and equipment will meet the criteria for air and water pollution control and energy conservation as follows:

"All facilities and equipment acquired, constructed, reconstructed, or improved using FTA and DPT grant funds, shall be designed and equipped to prevent or control air and water pollution in accordance with criteria issued by the Department of Health, Education and Welfare. However, in those locations where State or local air and water pollution regulations are in force, the more restrictive criteria shall govern."

"All contractors and suppliers must submit evidence to CTA that the governing air and water pollution criteria will be met. This evidence and related documents will be retained by the sponsor for on site examination by FTA and DPT representatives."

"All contractors and suppliers shall recognize mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. § 6321 et seq.)."

**H. SPECIFIC MATERIALS AND/ OR SPECIFIC EQUIPMENT.** Wherever in these Specification an article, equipment or material is defined by describing a proprietary product or by using the name of a manufacturer or vendor or trade name including catalogue numbers and/ or part numbers and/ or drawing numbers, the term "or equal" if not inserted shall be implied. The specific article, equipment or material mentioned shall be understood as establishing the type, function and minimum standard of design, efficiency, quality and performance desired and shall not be construed in such a manner as to exclude manufacturer's products or comparable design, efficiency, quality and performance. CTA engineers shall decide whether or not the article, equipment or material proposed by the bidder or contractor is equal to that specified in the Specification.

**I. TERMINATION OF CONTRACT.** Chicago Transit Authority reserves the right to terminate this contract at any time after date of contract, with or without cause, by giving the contractor, in writing, a notice of termination. The notice shall be mailed certified to the contractor at his business address, and the effective date of termination shall be the date of receipt of the notice as shown on the certified mail return receipt. The Chicago Transit Authority shall pay the contractor for the sums then due for acceptable services performed in accordance with this contract and costs incurred in connection therewith up to the termination date.

**J. CARGO PREFERENCE – USE OF UNITED STATES-FLAG VESSELS.** The contractor agrees:

1. To utilize privately owned United States-flag commercial vessels to ship at least 50 percent of the gross tonnage (computed separately for dry bulk carriers, dry cargo liners, and tankers) involved, whenever shipping any equipment, materials or commodities pursuant to this Contract, to the extent such vessels are available at fair and reasonable rates for United States-flag commercial vessels.

2. To furnish within 20 days following the date of loading for shipments originating within the United States, or within 30 working days following the date of loading for shipments originating outside the Untied States, a legible copy of a rated, "on-board" commercial ocean bill-of-lading in English for each shipment of cargo described in paragraph (1) above to the Grantee (through the prime contractor in the case of subcontractor bill-of-lading) and to the Division of National Cargo, Office of Market Development, Maritime Administration, 400 Seventh Street, S.W., Washington, D.C. 20590, marked with appropriate identification of the Project.

**K. PATENT RIGHTS**

1. Contractors may reserve a revocable, nonexclusive, royalty-free license in each patent application filed in any country or each invention subject to this clause and resulting patent in which the government acquires title. The license shall extend to the third-party contractor's domestic subsidiaries and affiliates, if any, within the corporate structure of which the third-party contractor is a part and shall include the right to grant sublicenses of the same scope to the extent the third-party contractor was legally obligated to do so at the time the contract was awarded. The license shall be transferable only with approval of FTA except when transferred to the successor of that part of the third party contractor's business to which the invention pertains.

2. The third-party contractor's nonexclusive domestic license retained pursuant to paragraph (1) of this clause may be revoked or modified by FTA to the extent necessary to achieve expeditious practical application of the subject invention under 41 C.F.R. 101-4. 103-3 pursuant to an application for exclusive license submitted in accordance with 41 C.F.R. 101-4. 104-3. This license shall not be revoked in that field of use and/or the geographical areas in which the third-party contractor has brought the invention to the point of practical application and continues to make the benefits of the invention reasonably accessible to the public. The third-party contractor's nonexclusive license in any foreign country reserved pursuant to paragraph (1) of this clause may revoked or modified at the discretion of FTA to the extent the third-party contractor or his domestic subsidiaries or affiliates have failed to achieve the practical application of the invention in that foreign country.

3. Before modification or revocation of the license, pursuant to paragraph (2) of this clause, FTA shall furnish the third-party contractor a written notice of its intention to modify or revoke the license and the third-party contractor shall be allowed 30 days (or such longer period as may be authorized by FTA for good cause shown in writing by the third-party contractor) after the notice to show cause why the license should not be modified or revoked. The third-party contractor shall have the right to appeal, in accordance with procedures prescribed by FTA any decision concerning the modification or revocation of his license.

# U.S. DEPARTMENT OF TRANSPORTATION
# FEDERAL TRANSIT ADMINISTRATION REQUIREMENTS

In addition to the Standard Government Requirements for Material and Equipment Purchases, the Contractor is also required to comply with the following clauses required by the U.S. Department of Transportation Federal Transit Administration as applicable.

1. **Seismic Safety Requirements** – The Contractor agrees that any new building or addition to an existing building will be designed and constructed in accordance with the standards for Seismic Safety required in Department of Transportation Seismic Safety Regulations 49 CFR Part 41 and will certify to compliance to the extent required by regulation. The Contractor also agrees to ensure that all work performed under this contract including work performed by a subcontractor is in compliance with the standards required by the Seismic Safety Regulations and the certification of compliance issued on the project.

2. **Recycled Products** – The Contractor agrees to comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 U.S.C. 6962), including but not limited to the regulatory provisions of 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR Part 247.

3. **No Obligation by the Federal Government** – The Contractor acknowledges and agrees that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the Contractor, or any other party pertaining to any matter resulting from the underlying contract.

4. **Privacy Act** – The following requirements apply to a Contractor and its employees that administer any system of records on behalf of the Federal Government under any contract.

   A) The Contractor agrees to comply with, and assure the compliance of its employees with, the information restrictions and other applicable requirements of the Privacy Act of 1974, 5 USC subsection 552a. The Contractor agrees to obtain the express consent of the Federal Government before the Contractor or its employees operate a system of records on behalf of the Federal Government. The Contractor understands that the requirements of the Privacy Act, including the civil and criminal penalties for violation of the Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of the underlying contract.

   B) The Contractor also agrees to include these requirements in each subcontract to administer any system of records on behalf of the Federal Government financed in whole or in part with FTA funding.

5. **Access to Records and Reports** – The following access to records requirement apply to this Contract.

   A) The Contractor agrees to provide the Authority, the FTA Administrator, the Comptroller General of the United States or any other authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to this Contract for the purposes of making audits, examination, excerpts and transcriptions. Contractor also agrees, pursuant to 49C.F.R. 633.17 to provide the FTA Administrator or his authorized representatives access to Contractor's records and construction sites pertaining to a major capital project, defined at 49U.S.C. 5302(a)1, which is receiving federal financial assistance through the programs described at 49U.S.C. 5307, 5309, or 5311. By definition, a major capital project excludes contracts of less than the simplified acquisition threshold currently set at $100,000.

   B) For any contract for a capital project or improvement entered into which was not the result of competitive bidding, the Contractor shall make available records related to the Contract to the Authority, the FTA and the Comptroller General or any authorized officer or employee of any of them for the purposes of conducting an audit and inspection.

   C) The Contractor agrees to permit the authorized representatives to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonable needed.

D) The Contractor agrees to maintain all books, records, accounts and reports required under this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case Contractor agrees to maintain same under the Authority, the FTA Administrator, the Comptroller General, or any of their dully authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto.

6. **Fraud and False or Fraudulent Statements or Related Acts** – The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. subsection 3801 et seq and U.S. Department of Transportation and FTA regulations, "Program Fraud Civil Remedies", 49 C.F.R. Part 31, apply to its actions pertaining to this Contract.

   By submitting a proposal and execution of the Contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it may make, or causes to be made, pertaining to the Contract Documents. In addition to other penalties that may be applicable the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor. The Contractor also acknowledges that it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. subsection 5307, the Government reserves the right to impose the penalties of 18 U.S.C. subsection 5307, the Government reserves the right to impose the penalties of 18 U.S.C. subsection 1001 and 49 U.S.C. subsection 5307(n)(1) on the Contractor, to the extent the Federal Government deems appropriate. The Contractor agrees to include the above language in each subcontract without modification, except to identify the subcontractor who will be subject to the provisions.

7. **Incorporation of Federal Transit Administration (FTA) Terms** – The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1E are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any Authority requests which would cause the Authority to be in violation of the FTA terms and conditions.

8. **Clean Air** – (1) The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, ads amended, 42 U.S.C. (7401et seq.). The Contractor agrees to report each violation to the Purchaser and understands and agrees that the Purchaser will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office. (2) The Contractor also agrees to include these requirements in each subcontract exceeding $100,000 financed in whole or in part with Federal assistance provided by FTA

9. **Federal Changes** – Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Agreement (Form FTA MA (4) dated October 1, 1997) between Purchaser and FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this contract.

# BID PROTEST PROCEDURES

## SECTION I – AUTHORITY BID PROTEST PROCEDURE

**A. The Chicago Transit Authority (CTA/ Authority)** will hear and consider a bona fide bid protest regarding its procurement actions. It is anticipated that the majority of protests will be evaluated and finally decided by the Authority. Accordingly, the Authority intends to provide a thorough review of all bona fide bid protests. The Authority's primary concern, however, is the timely procurement of needed capital equipment, supplies or services. It does not intend to allow the filing of bid protests to unnecessarily delay the procurement process, especially if the protest involved is vexatious or frivolous in nature.

Notwithstanding the availability of these protest procedures, any interested party is encouraged to exhaust all methods described in the Contract Documents of resolving a procurement issue before filing a formal protest with the Authority. In its consideration of a bid protest, the Authority reserves the right to give due consideration to the good faith efforts of the protestor to resolve the issue involved through informal methods.

**Note – The Federal Transit Administration (FTA) will be notified by the Authority of all formal, written protests, when FTA funds are involved.**

**B. Definitions for purposes of this section -**

1. The term "days" refers to working days of the Authority.
2. The term "interested party" means any person (a) who is an actual bidder or prospective bidder in the procurement involved, and (b) whose direct economic interest would be affected by the award of the contract or by a failure to award the contract.

**C. Submission of Protest**

Any interested party may file a bid protest with the Authority on the basis that the Authority has failed to comply with applicable Federal or State law or with the Authority's Procurement Regulations. The protest must be filed in accordance with the timing requirements set forth in subsection D. *"Types of Protests and Timing"* of this section, and must include:

1. The name and address of the protestor.
2. The number of the contract solicitation.
3. A statement of the grounds for the protest, and in particular the Federal or State law or Authority Regulation alleged to have been violated. This statement should be accompanied by any supporting documentation the protesting party desires the Authority to consider in making its decision.

**Protest should be submitted to:**

**General Manager Purchasing**
**Chicago Transit Authority**
**567 W. Lake Street**
**Chicago, IL 60661-1498**

**D. Types of Protests and Timing**

The requirement for timely filing of a bid protest with the Authority will depend upon the type of protests involved. The Authority will consider the following three types of protest by interested parties:

**1. Protest regarding solicitation**

Any bid protest regarding the solicitation by the Authority must be filed **no later than five (5) days before the opening of bids**. Any protest filed after that date which raises issues regarding the solicitation will not be considered by the Authority.

This type of protest would include any claim that the bid solicitation contained exclusionary or discriminatory specifications, any challenge to the basis of award, or any claim that the solicitation documents or the solicitation process violated applicable Federal or State law, or that the Authority failed to follow its Procurement Regulations in the solicitation of bids.

2. **Protests regarding bid evaluation**

Any bid protest regarding the evaluation of bids by the Authority must be filed with the Authority **no later than twenty (20) days after the opening of bids**. Any protest filed after such date which raises issues regarding the bid evaluation will not be considered by the Authority.

This type of protest would include any challenge to determinations by the Authority of the responsiveness of a bid or the responsibility of a bidder, or any claim that the evaluation of bids violated federal or State law or the Authority's Procurement Regulations.

3. **Protests Regarding Award of Contract**

Any protest regarding the award of the contract must be filed **no later than ten (10) days after the date of award**. Any protest regarding the award of the contract filed after that date will not be considered by the Authority.

This type of protest will only be entertained by the Authority if the protestor is able to demonstrate that the party awarded the contract fraudulently represented itself as a responsible bidder or that the Authority violated Federal or State law or its Procurement Regulations in the award of the contract.

## E. Authority Response

### 1. Types of Protests

The Authority will notify the protestor upon timely receipt of a bid protest and may, where appropriate, request additional information from the protestor. The Authority may, at its discretion, meet with the protestor to review the matters raised by the protest. The Authority's consideration of the particular types of protests will, except as otherwise provided in subsection 2. *"Decisions by Authority"* of this section, be in accordance with the following provisions:

**a. Protest regarding solicitation**

Upon receipt of a timely filed protest regarding the solicitation, the Authority will postpone the opening of bids until resolution of the protest. No additional bids will be accepted during the period of postponement.

If the protest regarding the solicitation involves a claim of unduly restrictive or exclusionary specifications, the Authority will, in evaluation of the protest, consider both the specific need of the Authority for the feature or item challenged and any effects on competition of including the specification regarding that feature or item. If the Authority determines that such feature or item was included in the specification in order to meet justified and valid transit needs of the Authority, and was not unduly restrictive of competition or designed to exclude a particular competitor, then the Authority will have grounds to deny the protest.

**b. Protests regarding bid evaluation**

Upon receipt of a timely filed protest regarding the evaluation of bids, the Authority will suspend its evaluation of all bids submitted until resolution of the protest if the Authority determines that the protestor has established that there are reasonable doubts regarding the responsiveness of a bid or the responsibility of a bidder or regarding the Authority's compliance with Federal or State law or its Procurement Regulations.

**c. Protests after award**

Upon receipt of a timely filed protest regarding the award of a contract, the Authority will issue a stop work order, if necessary, until the resolution of the protest if the Authority determines that the protestor has established a prima facie case that the contract was awarded fraudulently or in violation of that Federal or State law or the Authority's Procurement Regulations.

2. **Decisions by Authority**

   As indicated above, in most instances the Authority will suspend the procurement process upon receipt of a bona fide bid protest. However, the Authority reserves the right, notwithstanding the pendency of a protest, to proceed with the appropriate action in the procurement process or under the contract in the following cases:

   a. where the item to be procured is urgently required;

   b. where the Authority determines that the protest was vexatious or frivolous; and

   c. where delivery or performance will be unduly delayed, or other undue harm will occur, by failure to make the award promptly.

After review of a bid protest submitted under this section, the Authority will issue a written decision of the basis of the information provided by the protestor, the results of any meetings with the protestor, and the Authority's own investigation. If the protest is upheld, the Authority will take appropriate action to correct the procurement process and protect the rights of the protestor, including resolicitation of bids, revised evaluation of bids or Authority determinations, or termination of the contract. If the protest is denied, the Authority will lift any suspension imposed and proceed with the procurement process or the contract, as the case may be.

The availability of review of bid protest by FTA is described in Section II. As noted in that section, under FTA's revised procurement guidelines the role of the Federal government in bid protest review is quite limited.

## SECTION II – FTA BID PROTEST PROCEDURE

**Reviews of protests by FTA will be limited to claims that the CTA failed to have or follow protest procedures, or claims that CTA failed to review a complaint or protest. A protestor must exhaust all administrative remedies with the CTA before pursuing a protest with FTA. An appeal to FTA must be received by the cognizant FTA regional or Headquarters Office within five (5) working days of the date the protester knew or should have known of the violation.**

**Violations of Federal law or regulation will be handled by the complaint process stated within that law or regulation. Violations of State or local law or regulations will be under the jurisdiction of State or local authorities.**

**CHICAGO TRANSIT AUTHORITY**
**SPECIAL CONDITIONS**
**REQUISITION NO. B13OP03590**
**SPECIFICATION NO. CTA 4992-13**

## ELECTRONIC FUND TRANSFER

CTA has adopted Electronic Fund Transfer (EFT) as the preferred method of payment for vendor invoices. An EFT enrollment form will be provided to the successful bidder with the executed contract and must be completed to enable payment of vendor accounts by this method. If awarded, a contract, provide the completed EFT form to CTA Purchasing Administrator identified on title page.

## BASIS OF CONTRACT AWARD

If awarded, one contract will be awarded to the responsive and responsible bidder that offers the lowest **Grand Total Fixed Cost** as identified on Proposal page **P-3.**

## DURATION OF CONTRACT

This contract shall commence upon execution by the Authority and continue for a period of up to thirty-six months.

## CONTACT PERSON

**After award of contract**, contact Yvette Paetsch, Manager, Customer Feedback Programs, at (312) 681-4165 for issues related to this contract.

## ESTIMATED EXPENDITURES

CTA anticipates an expenditure of $35,000.00 for this contract. This figure is provided for your information only and in no way represents a commitment from CTA to purchase any specific dollar value of parts or services.

## DELIVERY

Delivery shall be made to the Chicago Transit Authority at 567 W. Lake, Chicago, IL 60606. Translation Services must be available 24 hours/day, 7 days/week. Primary business hours will be 7:00 AM to 7:00 PM, Monday through Friday with extended operation as needed. Sufficient interpreters must be available to assist with 800 to 1,000 calls per month.

## PAYMENT

The Contractor shall submit a detailed invoice including all services provided, the contract number, release number (when applicable) for each request which identifies the charge for the services, to CTA Accounts Payable Department, 567 W. Lake, Chicago, Illinois 60661-1465. An electronic copy of the invoice should also be mailed to the contact person above. Records received that are illegible and/or incomplete will be returned. Payment will be made in net 30 days after final acceptance of services or receipt of Contractor's invoice by CTA, whichever is later.

## ACCESS TO RECORDS AND REPORTS

The Contractor shall permit and agree to cooperate with the authorized representatives of the CTA, including but not limited to, the CTA's Inspector General and auditors, who may inspect and audit all data and records of the Contractor relating to the Contractor's performance and Subcontractor contracts under this Contract from the date of this Contract through and until the expiration of five years after completion of this Contract.

## CTA ETHICS ORDINANCE

The Contractor agrees to comply with the CTA Code of Ethics, CTA Ordinance No. 004-99, as amended from time to time, the provisions of which are hereby incorporated into this Agreement. The Contractor further agrees that any contract negotiated, entered into or performed in violation of the Code of Ethics shall be voidable as to the CTA.

## PROMPT PAYMENT TO SUBCONTRACTORS

A. The Contractor is required to pay all Subcontractors for all work that the Subcontractor has satisfactorily completed, no later than 7 calendar days after the Contractor has received payment from CTA. All of the Contractor's contracts with its Subcontractors must state that the Subcontractor will receive payment within 7 calendar days of the date that the Contractor has received payment from CTA.

B. In addition, all Retainage amounts must be paid by the Contractor to the Subcontractor no later than 14 calendar days after the Subcontractor has, in the opinion of CTA's authorized representative, satisfactorily completed its portion of the Work. All of the Contractor's contracts with its Subcontractors must state that the Subcontractor will receive payment of Retainage within 14 calendar days of the date that the Subcontractor has, in the opinion of CTA's authorized representative, satisfactorily completed its portion of the Work.

C. A delay in or postponement of payment to the Subcontractor requires good cause and prior written approval of the General Manager, Purchasing.

D. The Contractor is required to include, in each subcontract, a clause requiring the use of appropriate arbitration mechanisms to resolve all payment disputes.

E. CTA will not pay the Contractor for work performed unless and until the Contractor ensures that the Subcontractors have been promptly paid for the work they have performed under all previous payment requests, as evidenced by the filing with CTA of lien waivers, canceled checks (if requested), and the Contractor's sworn statement that it has complied with the prompt payment requirements. Prime Contractors must submit a prompt payment affidavit, (form to be provided by CTA) which identifies each subcontractor (both DBE and non-DBE) and the date and amount of the last payment to such subcontractor, with every payment request filed with CTA, except for the first payment request, on every contract with CTA.

F. Failure to comply with these prompt payment requirements is a breach of the Contract which may lead to any remedies permitted under law, including, but not limited to, Contractor debarment. In addition, Contractor's failure to promptly pay its Subcontractors is subject to the provisions of 50 ILCS 505/9.

## TERMINATION FOR CONVENIENCE

The Authority may terminate this Agreement, in whole or in part, without cause, at any time, by written notice to the Contractor whenever the Authority determines that such termination is in the best interest of the Authority. Upon receipt of written notice of termination, all services and any other performance hereunder by the Contractor shall cease to the extent specified in the notice of termination. In the event of termination in whole, the Contractor shall prepare a final invoice within 30 days of such termination reflecting the services actually furnished pursuant to this Agreement to the satisfaction of the Authority and for which no previous invoice was submitted to the Authority. The Contractor shall promptly submit, in accordance with the terms hereof, a termination claim to the Authority and the parties shall negotiate a termination settlement to be paid to the Contractor. If the Contractor has any property in his possession belonging to the Authority, the Contractor will account for it, and dispose of it in the manner the Authority directs.

## TERMINATION FOR CAUSE

The Authority may, by written notice of default to the Contractor, terminate the whole or part of this agreement in the following circumstances:

(a) If the Contractor fails to perform the services as specified herein at or within the times specified herein or therein of any exclusions thereof;

(b) If the Contractor fails to perform the services in the manner specified herein;

(c) If the Contractor fails to perform any other provision of the Agreement for any reason whatsoever, or fails to perform or keep any other covenant required to be performed or kept, and in either of these instances does not cure such failure within a period of ten working days (or such longer period of time as may be authorized by the Authority in writing) after written notice of default from the Authority specifying such failure.

(d) In the event of termination, Contractor's performance hereunder shall cease, and the Contractor shall prepare a final invoice reflecting the services actually furnished to the satisfaction of the Authority that have not appeared on a previous invoice. The Authority agrees to pay the Contractor, in accordance herewith and as reflected on said invoices, for services actually furnished, less payment of any compensation previously paid and less any cost or damage incurred by the Authority as a result of such default, including; without limitation, any amount necessary to obtain suitable substitute and replacement contractors in excess of the cost had the Contractor satisfactorily completed the agreement.

## Other Agencies

Other local government agencies may negotiate their own agreements with the Contractor based on a contract stemming from this solicitation. Other agencies will issue their own contracts directly to the Contractor. Participation by other agencies shall have no adverse effect on the Authority. The Authority will not be responsible for any obligation due from any other agency to the Contractor. The Authority will have no liability for the acts or omissions of any other agency.

## POTENTIAL CONTRACTORS

**Bidders requiring additional information shall contact the Procurement Administrator listed on the front page of this Contract Document. Potential bidders requiring additional information from a person or persons listed in the Special Conditions must route their request through the Procurement Administrator. Potential bidders who contact any Authority personnel other than the Procurement Administrator will be considered in violation of the provisions of the Contract Document.**

**CHICAGO TRANSIT AUTHORITY**

**DETAIL SPECIFICATION**
**FOR**
**TRANSLATION SERVICES**

**SPECIFICATION NO. CTA 4992-13**

## *1. SCOPE*

1.1 This specification covers the requirements for translations services for customer service representatives, temporary staff assistants, clerks, coordinators, and managers for the Chicago Transit Authority's (CTA) Customer Service Department.

## *2. GENERAL REQUIREMENTS*

2.1 The vendor shall provide instant live over-the-phone language interpretation services ("Interpreter Services") for a minimum of 100 languages. Primary required languages will include Spanish, Polish, Mandarin and German. Interpreters must provide accurate and complete first-person interpretation and be proficient in all languages used. (See Attachment "A" for a minimum of 100 Languages Interpreted & Translated list)

2.2 Dialing one toll-free number will connect CTA staff to an interpreter within seconds. CTA staff and customers with limited English proficiency will communicate via conference call with an interpreter. Interpreters will be trained in customer service skills and memory techniques and will ask for clarification when needed.

2.3 Translation services will also include written document translation, video American Sign Language interpreting, demographic research, and interpretation over the phone for customers interacting face-to-face with CTA staff.

2.4 Translation Services must be available 24 hours/day, 7 days/week. Primary business hours will be 7:00 AM to 7:00 PM, Monday through Friday with extended operation as needed. Sufficient interpreters must be available to assist with 800 to 1,000 calls per month.

2.5 Interpreters must maintain the confidentiality of all customer information and must be trained in emergency response procedures. Calls may be recorded to ensure quality.

## 2. *GENERAL REQUIREMENTS*

### 2.6 TRAINING

The vendor shall provide over-the-phone training sessions and assessments. The training shall be conducted as requested by the CTA, Monday through Friday, between the hours of 8:00 a.m. and 4:30 p.m.

### 2.7 DOCUMENT TRANSLATION

The vendor shall provide document translation as requested by the CTA, within 24 hours of the request.

### 2.8 REPORTING REQUIREMENTS

The vendor shall provide the following reports to CTA upon request: Historical Invoices and custom reports.

## 3. DETAIL REQUIREMENTS

3.1 The CTA will provide the vendor with an authorized extension/user list. Anyone who is not on the list and receives services from the vendor will not be paid by the CTA for the services provided. CTA will provide updates as required to the vendor for additions/deletions. However, it will be the vendor's responsibility to disseminate the information on a timely basis to the vendor's staff to ensure that only authorized CTA users are provided service.

## 4. BIDDER REQUIREMENTS

4.1 Vendor should submit with their bid a list of languages offered.

## 5. ADDITIONAL INFORMATION FOR POTENTIAL BIDDERS

5.1 Bidders requiring *additional* information shall contact the Procurement Administrator listed on the front page of this Contract document. Potential bidders requiring additional information from a person or persons listed in the special Conditions must route their requests through the Procurement Administrator. Potential bidders who contact any Authority personnel other than the Procurement Administrator will be considered in violation of the provisions of the Contract Document.

Distribution: GM, Customer Service

TF/GM CS - Initial Spec – 4/7/11
IS/is –revised 6/3/13

# Attachment "A"
# Languages Interpreted & Translated

- Afrikaans
- Akan
- Albanian
- Amharic
- Arabic
- Armenian
- Ashante
- Asl
- Assyrian
- Azerbaijani
- Azeri
- Bajuni
- Bambara
- Basque
- Behdini
- Belorussian
- Bengali
- Berber
- Bosnian
- Bravanese
- Bulgarian
- Burmese
- Cakchiquel
- Cambodian
- Cantonese
- Catalan
- Chaldean
- Chao-chow
- Chavacano
- Cherokee
- Chin
- Chuukese
- Cree
- Croatian
- Czech
- Dakota
- Danish
- Dari
- Diula
- Dutch
- Estonian
- Ewe
- Farsi
- Fijian Hindi
- Finnish
- Flemish
- French
- French Canadian
- Fukienese
- Fula
- Fulani
- Fuzhou
- Ga
- Gaddang
- Gaelic
- Gaelic-scots
- Georgian
- German
- Gorani
- Greek
- Gujarati
- Haitian Creole
- Hakka
- Hakka-china
- Hassaniyya
- Hausa
- Hebrew
- Hindi
- Hmong
- Hungarian
- Ibanag
- Ibo
- Icelandic
- Igbo
- Ilocano
- Indonesian
- Inuktitut
- Italian
- Jakartanese
- Japanese
- Javanese
- K'iche
- Kanjobal
- Karen
- Kashmiri
- Kikuyu
- Kinyarwanda
- Kirundi
- Korean
- Kosovan
- Kotokoli
- Kpelle
- Krio
- Kurdish
- Kurmanji
- Lakota
- Laotian
- Latvian
- Lingala
- Lithuanian
- Luganda
- Luo
- Luxembourgeois
- Maay
- Macedonian
- Malagasy
- Malay
- Malayalam
- Malinke
- Maltese
- Mandarin
- Mandingo
- Mandinka
- Marathi
- Marshallese
- Mien
- Mina
- Mirpuri
- Mixteco
- Moldavan
- Mongolian
- Montenegrin
- Navajo
- Neapolitan
- Nepali
- Ngr Pidgin Eng
- Norwegian
- Nuer
- Oromo
- Pahari
- Pampangan
- Pashto
- Patois
- Pidgin English
- Polish
- Portuguese
- Portuguese Creo
- Pothwari
- Pulaar
- Punjabi
- Putian
- Quichua
- Romanian
- Russian
- Samoan
- Sango
- Serbian
- Shanghainese
- Sichuan
- Sicilian
- Sindhi
- Sinhalese
- Slovak
- Slovenian
- Somali
- Soninke
- Sorani
- Spanish
- Sudanese Arabic
- Sundanese
- Susu
- Swahili
- Swedish
- Sylhetti
- Tagalog
- Taiwanese
- Tamil
- Telugu
- Thai
- Tibetan
- Tigre
- Tigrinya
- Toishanese
- Tongan
- Toucouleur
- Tshiluba
- Turkish
- Twi
- Ukrainian
- Urdu
- Uyghur
- Uzbek
- Vietnamese
- Visayan
- Wenzhou
- Wolof
- Yiddish
- Yoruba
- Yupik

PRICE PROPOSAL
SPECIFICATION NO. CTA 4992-13
CONTRACT NO. B13OP03590

By execution of this Proposal, the undersigned offers, in accordance with the terms of the Contract Documents of which this Proposal is a part, to provide over-the-phone interpretation, document translation and video American Sign-Language interpreting as required for a period of up to thirty-six months, as described in the General Conditions, Special Conditions, and Detail Specification No. CTA 4992-13 at the firm prices set forth below.

Year 1

**All Items must be bid**

| Item | Description | Per Minute |
|---|---|---|
| 1. | Provide over-the-phone interpretation<br>(A minimum of 100 languages, see Attachment "A" for list) | $_____ |
| 2. | Video American Sign-Language interpreting | $_____ |

| Item | Description | Fee |
|---|---|---|
| 3. | Enrollment (One time set up fee) | $_____ |
| 4. | **Document Translation** | |
| | Spanish | $_____ per/word<br>$_____ minimum charge |
| | Polish | $_____ per/word<br>$_____ minimum charge |
| | Chinese | $_____ per/word<br>$_____ minimum charge |
| | Other Languages (A minimum of 100 languages, see Attachment "A" for list) | $_____ per/word<br>$_____ minimum charge |
| 5. | Over-the-phone Training | $_____ |
| 6. | Reports | $_____ per/Historical<br>$_____ per/Custom |

**Subtotal Year 1:** _____
(Sum of all line items 1 thru 6)

**NOTE:**
**BIDDER MAY NOT ADD TERMS AND CONDITIONS, EXCEPTIONS, OR MODIFY THIS CONTRACT OR PROPOSAL PAGE. DOING SO WILL DISQUALIFY BID FROM FURTHER CONSIDERATION.**
**PLEASE SUBMIT QUESTIONS IN WRITING TO ISTARK@TRANSITCHICAGO.COM**

Company Bidding: _____

PRICE PROPOSAL
SPECIFICATION NO. CTA 4992-13
CONTRACT NO. B13OP03590

Year 2
**All Items must be bid**

| Item | Description | Per Minute |
|---|---|---|
| 1. | Provide over-the-phone interpretation<br>(A minimum of 100 languages, see Attachment "A" for list) | $_____ |
| 2. | Video American Sign-Language interpreting | $_____ |

| Item | Description | Fee |
|---|---|---|
| 3. | Enrollment (One time set up fee) | $_____ |
| 4. | **Document Translation** | |
| | Spanish | $_____ per/word<br>$_____ minimum charge |
| | Polish | $_____ per/word<br>$_____ minimum charge |
| | Chinese | $_____ per/word<br>$_____ minimum charge |
| | Other Languages (A minimum of 100 languages, see Attachment "A" for list) | $_____ per/word<br>$_____ minimum charge |
| 5. | Over-the-phone Training | $_____ |
| 6. | Reports | $_____ per/Historical<br>$_____ per/Custom |

**Subtotal Year 2:** _____
(Sum of all line items 1 thru 6)

**NOTE:**
**BIDDER MAY NOT ADD TERMS AND CONDITIONS, EXCEPTIONS, OR MODIFY THIS CONTRACT OR PROPOSAL PAGE. DOING SO WILL DISQUALIFY BID FROM FURTHER CONSIDERATION.**
**PLEASE SUBMIT QUESTIONS IN WRITING TO ISTARK@TRANSITCHICAGO.COM**

PRICE PROPOSAL
SPECIFICATION NO. CTA 4992-13
CONTRACT NO. B13OP03590

Year 3
**All Items must be bid**

| Item | Description | Per Minute |
|---|---|---|
| 1. | Provide over-the-phone interpretation<br>(A minimum of 100 languages, see Attachment "A" for list) | $_____ |
| 2. | Video American Sign-Language interpreting | $_____ |

| Item | Description | Fee |
|---|---|---|
| 3. | Enrollment (One time set up fee) | $_____ |
| 4. | **Document Translation** | |
| | Spanish | $_____ per/word<br>$_____ minimum charge |
| | Polish | $_____ per/word<br>$_____ minimum charge |
| | Chinese | $_____ per/word<br>$_____ minimum charge |
| | Other Languages (A minimum of 100 languages, see Attachment "A" for list) | $_____ per/word<br>$_____ minimum charge |
| 5. | Over-the-phone Training | $_____ |
| 6. | Reports | $_____ per/Historical<br>$_____ per/Custom |

**Subtotal Year 3:** _____
(Sum of all line items 1 thru 6)

**NOTE:**
**BIDDER MAY NOT ADD TERMS AND CONDITIONS, EXCEPTIONS, OR MODIFY THIS CONTRACT OR PROPOSAL PAGE. DOING SO WILL DISQUALIFY BID FROM FURTHER CONSIDERATION. PLEASE SUBMIT QUESTIONS IN WRITING TO ISTARK@TRANSITCHICAGO.COM**

**Grand Total Fixed Cost $**_____
(**Basis of Award** total sum of year 1 through year 3)

PRICE PROPOSAL
SPECIFICATION NO. CTA 4992-13
CONTRACT NO. B13OP03590

COMPANY BIDDING: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PERSON TO CONTACT: _____

PHONE NO.: _____

FAX: _____ E-MAIL: _____

DISCOUNT: _____ % 15 DAYS, NET 30 DAYS

## CERTIFICATION REGARDING A DRUG FREE WORKPLACE

Pursuant to the definitions regarding a Drug Free Workplace provided in the Drug-Free Workplace Act of 1988, the Illinois Drug Free Workplace Act, 30 ILCS 580/1 *et seq.*, the Illinois Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1 *et seq.*, the Federal Acquisition Regulation System ("FAR"), Procedures for Transportation Workplace Drug & Alcohol Testing Programs, 49 CFR 40, and Prevention of Alcohol Misuse & Prohibited Drug Use in Transit Operation, 49 CFR 655, _____ ("Contractor") certifies to the best of its knowledge and belief that it and its principals:

1. Maintain a workplace(s) (i.e. the site(s) for the performance of work done by the Contractor in connection with this contract) safe and free from "controlled substances" as described in the Controlled Substances Act (21 U.S.C. 812) and as further described in regulations 21 CFR 1308.11 - 1308.15.

2. Have neither been convicted, including entering a plea of 'nolo contendere,' nor had sentence imposed by any judicial body charged with the responsibility to determine violations of Federal or State criminal drug statutes.

3. Publish and give notice to its employees and sub-contractors that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Contractor's workplace, and also that actions will be taken against any and all employees and sub-contractors found to be violation of same.

4. Provide that all employees engaged in the performance of the contract receive a copy of the above statement, that the employee will abide by the terms of this statement, and that the employee will notify the employer in writing of the employee's conviction no later than five (5) calendar days after such conviction.

5. Provide for appropriate action against an employee for violation of any and all of these rules and that an employee convicted of drug abuse must satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health or law enforcement or other appropriate agency.

6. Comply with all drug and alcohol policies, testing programs and reporting requirements set forth in 49 CFR 40 and 49 CFR 655 whenever the Contractor, its employees, or sub-contractor(s) perform one or more of the following functions considered "safety-sensitive", as defined in 49 CFR 655:
    a. Operating a revenue service vehicle, including when not in revenue service;
    b. Operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Driver's License;
    c. Controlling dispatch or movement of a revenue service vehicle;
    d. Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service; or
    e. Carrying a firearm for security purposes.

7. Have in place a written program which meets or exceeds the program requirements of the Substance Abuse Prevention on Public Works Projects Act (820 ILCS 265/1 et seq.) to be filed with the Authority and made available to the general public, or have in place a collective bargaining agreement which deals with the subject matter of the Substance Abuse Prevention on Public Works Projects Act (820 ILCS 365/1 et seq.).

8. Will otherwise comply with all drug and alcohol policies set forth in applicable Federal, State and local laws and regulations, including, but not limited to the Drug-Free Workplace Act of 1988, FAR, Illinois Drug Free Workplace Act, 49 CFR 40 and 49 CFR 655 in such version, prior or subsequent to amendment or revision, as is currently enforced or enforceable at and during the execution and performance of this Contract.

In addition to other remedies, the Contractor's failure to comply with any part of the requirements of the Drug-Free Workplace Act of 1988, FAR, Illinois Drug Free Workplace Act, the Illinois Substance Abuse Prevention on Public Works Projects Act, 49 CFR 40 or 49 CFR 655, may render the Contractor subject to any or all of the following: suspension of payments, termination of contract for default, suspension or debarment.

_____ _____

Signature and Title of Authorized Official Date

# CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

_____, certifies to the best of our knowledge and belief that it and
(Company's name)

its principles:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

3. Are not presently indicated for or otherwise criminally or civilly charged by charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and

4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

THE PRIMARY PARTICIPANT (APPLICANT OR POTENTIAL CONTRACTOR FOR A MAJOR THIRD PARTY CONTRACT) _____ CERTIFIES OR
(Company name)
AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 *ET SEQ.* ARE APPLICABLE THERETO.

_____
(Signature and Title of Authorized Official)

If you are unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.

## CERTIFICATION OF LOWER TIER PARTICIPANT REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

_____, certifies to the best of our knowledge and belief that it and
(Company's name)

its principles:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of frauds or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

3. Are not presently indicated for or otherwise criminally or civilly charged by charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and

4. Have not within a three-year period preceding this application/ proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

THE LOWER TIER PARTICIPANT (APPLICANT OR POTENTIAL CONTRACTOR FOR A MAJOR THIRD PARTY CONTRACT) _____ CERTIFIES
(Company name)
OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 *ET SEQ.* ARE APPLICABLE THERETO.

_____
(Signature and Title of Authorized Official)

If you are unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.

**LOBBYING CERTIFICATION**

## Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Executed this _____ day of _____, 20_____.

By: _____
(Type or print name of contractor)

_____
(Signature of authorized officer)

_____
(Title of authorized officer)

# BRIEF HISTORY OF YOUR COMPANY

*Tell us about your company:*

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Local Contact Person: _____

Title: _____

Phone Number: (  ) _____ - _____ Fax Number: (  ) _____ - _____

E-Mail: _____

*How many years has your company been in business?* _____

*How many employees?* _____ *Annual Sales?* _____

*Is your business a (an): (check one)*

*Manufacturer* ____ *Supplier* ____ *Distributor* ____ *Other (explain)* _____

*Have you provided goods or services to city government, state, county, Board of Education, municipality, etc.?*

_____

*Please provide a list of references including the three (3) largest companies your firm has done business with in the past two (2) years, and a person and a telephone at that firm which CTA may contact.*

| Firm Name | Contact Person | Telephone |
|---|---|---|
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**PROPOSAL (Continued)**
TO BE EXECUTED BY A CORPORATION

The undersigned hereby acknowledges having received a full set of CONTRACT DOCUMENTS (Requirements for Bidding and Instructions to Bidders; General Conditions; Standard Government Requirements; Special Conditions Disadvantaged Business Enterprise Commitment; Special Conditions, if any, issued with the specifications; and all other forms, certificates, and documents issued with the specifications) AND ADDENDA NOS. (none unless indicated here)

| |
|---|
| BIDDER MUST INSERT ADDENDA NUMBERS HERE – IF ANY |

And the undersigned agrees, if awarded the contract, to perform the contract in accordance with the terms and conditions of the Contract Documents and Addenda, if any, thereto. Notice to the undersigned may be served by mailing to the address hereinafter set forth.

FURTHER, THE UNDERSIGNED, BEING DULY SWORN, DEPOSES AND STATES ON OATH THAT the undersigned has not entered into any agreement with any other bidder or prospective bidder or with any other person, firm or corporation relating to the price or prices named within the undersigned proposal or any other proposal, nor any agreement or arrangement under which any person, firm or corporation is to refrain from bidding, nor any agreement or arrangement for any act or omission in restraint of free competition among bidders, and has not disclosed to any person, firm or corporation the terms of the undersigned's proposal or the price or prices named herein. As required by Section 33E-11 of the Illinois Criminal Code of 1961, as amended (the "Act"), the undersigned certifies that the undersigned contractor or any agent, partner, employee or officer of the contractor is not barred from contracting with any unit of state or local government as a result of engaging in or being convicted of either bid-rigging in violation of Section 3 of Article 33E or bid-rotating in violation of Section 4 of Article 33E of the Act or any similar offenses of any state or the Untied States that contain the same elements as the offenses of bid-rigging or bid-rotating.

Name of Corporation: _____
(Print or Type Name of Corporation)

Business Address: _____
(Print or Type Street, City, State and Zip Code)

**BY:** _____
SIGNATURE OF AUTHORIZED OFFICER*

Title of Signatory: _____
(Print or Type)

**Note: If signed by any person other than the corporate President or Vice President, a certified copy of a resolution or by –law authorizing such person to sign must accompany this Proposal.*

State of _____

County of _____

Signed and Sworn to before me on:

_____,

by _____
(Printed name of Authorized Officer)

_____
(Signature of Notary Public)

(NOTARIAL SEAL)

**IF BIDDER IS A CORPORATION – THIS PAGE MUST BE EXECUTED**

**PROPOSAL (Continued)**
TO BE EXECUTED BY A SOLE PROPRIETOR

The undersigned hereby acknowledges having received a full set of CONTRACT DOCUMENTS (Requirements for bidding and Instructions to Bidders; General Conditions; Standard Government Requirements; Special Conditions Disadvantaged Business Enterprise Commitment; Special Conditions, if any, issued with the specifications; and all other forms, certificates, and documents issued with the specifications) AND ADDENDA NOS. (none unless indicated here)

| |
|---|
| BIDDER MUST INSERT ADDENDA NUMBERS HERE – IF ANY |

And the undersigned agrees, if awarded the contract, to perform the contract in accordance with the terms and conditions of the Contract Documents and Addenda, if any, thereto. Notice to the undersigned may be served by mailing to the address hereinafter set forth.

FURTHER, THE UNDERSIGNED, BEING DULY SWORN, DEPOSES AND STATES ON OATH THAT the undersigned has not entered into any agreement with any other bidder or prospective bidder or with any other person, firm or corporation relating to the price or prices named within the undersigned proposal or any other proposal, nor any agreement or arrangement under which any person, firm or corporation is to refrain from bidding, nor any agreement or arrangement for any act or omission in restraint of free competition among bidders, and has not disclosed to any person, firm or corporation the terms of the undersigned's proposal or the price or prices named herein. As required by Section 33E-11 of the Illinois Criminal Code of 1961, as amended (the "Act"), the undersigned certifies that the undersigned contractor or any agent, partner, employee or officer of the contractor is not barred from contracting with any unit of state or local government as a result of engaging in or being convicted of either bid-rigging in violation of Section 3 of Article 33E or bid-rotating in violation of Section 4 of Article 33E of the Act or any similar offenses of any state or the Untied States that contain the same elements as the offenses of bid-rigging or bid-rotating.

**Signature of Bidder:** _____
(Signature of Bidder)

Name of Bidder: _____
(Print or Type)

Business Address: _____
(Print or Type Street Address)

_____
(Print or Type City, State and Zip Code)

State of _____

County of _____

Signed and Sworn to before me on:

_____,

by _____
(Printed name of Authorized Officer)

_____
(Signature of Notary Public)

(NOTARIAL SEAL)

**IF BIDDER IS A SOLE PROPRIETOR – THIS PAGE MUST BE EXECUTED**

**PROPOSAL (Continued)**
TO BE EXECUTED BY PARTNERSHIP OR JOINT VENTURE

The undersigned hereby acknowledges having received a full set of CONTRACT DOCUMENTS (Requirements for bidding and Instructions to Bidders; General Conditions; Standard Government Requirements; Special Conditions Disadvantaged Business Enterprise Commitment; Special Conditions, if any, issued with the specifications; and all other forms, certificates, and documents issued with the specifications) AND ADDENDA NOS. (none unless indicated here)

BIDDER MUST INSERT ADDENDA NUMBERS HERE – IF ANY

And the undersigned agrees, if awarded the contract, to perform the contract in accordance with the terms and conditions of the Contract Documents and Addenda, if any, thereto. Notice to the undersigned may be served by mailing to the address hereinafter set forth.

FURTHER, THE UNDERSIGNED, BEING DULY SWORN, DEPOSES AND STATES ON OATH THAT the undersigned has not entered into any agreement with any other bidder or prospective bidder or with any other person, firm or corporation relating to the price or prices named within the undersigned proposal or any other proposal, nor any agreement or arrangement under which any person, firm or corporation is to refrain from bidding, nor any agreement or arrangement for any act or omission in restraint of free competition among bidders, and has not disclosed to any person, firm or corporation the terms of the undersigned's proposal or the price or prices named herein. As required by Section 33E-11 of the Illinois Criminal Code of 1961, as amended (the "Act"), the undersigned certifies that the undersigned contractor or any agent, partner, employee or officer of the contractor is not barred from contracting with any unit of state or local government as a result of engaging in or being convicted of either bid-rigging in violation of Section 3 of Article 33E or bid-rotating in violation of Section 4 of Article 33E of the Act or any similar offenses of any state or the Untied States that contain the same elements as the offenses of bid-rigging or bid-rotating.

Firm Name: _____
(Print or Type Name of Firm)

Business Address: _____
(Print or Type Street Address)

_____
(Print or Type City, State and Zip)

**BY SIGNATURE(S):**

*All Partners or Joint Ventures of the Firm must sign this bid unless one Partner or Joint Venturer is authorized to sign for the Partnership or Joint Venture*

_____ (Partner)

_____ (Partner)

_____ (Partner)

_____ (Partner)

_____ (Partner)

State of _____

County of _____

Signed and Sworn to before me on:

_____,

by _____
(Printed name of Authorized Officer)

_____
(Signature of Notary Public)

(NOTARIAL SEAL)

**IF BIDDER IS A PARTNERSHIP OR JOINT VENTURE – THIS PAGE MUST BE EXECUTED**

# DISCLOSURE OF OWNERSHIP

All businesses submitting proposals are required to complete the appropriate portion of this form. If more space is needed attach additional pages. In signing and submitting its proposals, of which this Disclosure of Ownership form is a part, the business certifies that the information submitted on this Disclosure of Ownership form is correct as of the date of the submittal of the proposal.

1. IF THE BUSINESS IS A CORPORATION, check this box ☐ and complete:
   If the shares of the Corporation are not listed on the New York Stock Exchange or any regional exchange, list then name of each person who possesses either nominal or beneficial ownership or 5% or more of the Corporation's stock (list below). If none, type or print "NONE" in space below.

   FEIN #:

   Corporate Headquarters Address:
   City, State, Zip:

   State of Incorporation:

   Is the Corporation listed on the New York Stock Exchange? ☐ Yes ☐ No

   If the corporation is listed on an exchange other than the New York Stock Exchange, the name of the exchange is _____

| TYPED OR PRINTED NAME | %INTEREST |
|---|---|
| | |
| | |
| | |
| | |
| | |

2. IF THE BUSINESS IS A PARTNERSHIP, check this box ☐ and complete:
   The name of each general, limited or individual partner entitled to receive 5% or more of the profit derived from partnership activities (list below). If none, type or print "NONE" in space below.

| TYPED OR PRINTED NAME | %INTEREST |
|---|---|
| | |
| | |
| | |
| | |
| | |

3. IF THE BUSINESS IS A SOLE PROPRIETORSHIP, check this box ☐ and complete:
   The name of each person other than the owner entitled to receive 5% or more of the profits derived from the activities of the business (list below). If none, type or print "NONE" in space below.

| TYPED OR PRINTED NAME | %INTEREST |
|---|---|
| | |
| | |
| | |
| | |

**DISCLOSURE – TO BE COMPLETED BY ALL BIDDERS**

**PROPOSAL (continued)**

# ACCEPTANCE

The undersigned, on behalf of Chicago Transit Authority, A Municipal Corporation of the State of Illinois, hereby accepts the foregoing bid items as identified in the Proposal.

**Contract Number**

**Total Amount of Contract $**

**Dated this _____ day of _____, 2013, at Chicago, Illinois**

_____
Vice President, Purchasing/Warehousing

_____
President

Approved as to form and legality, for the sole benefit of CTA. Subject to proper authorization and execution thereof:

_____
Attorney