

Request for Quote

**PO Number: FY23-1002-PCW
Powder Coating for Tire Rims**



FLINT HILLS AREA TRANSPORTATION AGENCY, INC

Finance Department
Melanie Tuttle, Finance Director
5815 Marlatt Ave
Manhattan, KS 66503
Telephone: 785-537-6345
Fax: 785-537-6327

Quotes are due no later than
End of business Friday, December 12, 2022

In order to receive communication, including addenda's, regarding this Invitation to quote; you must notify Melanie Tuttle via email of your interest in this solicitation: mtuttle@fhata.org
All communication will be sent to known solicitation holders via email. FHATA will not be responsible for communicating with firms that do not notify us of their interest in this solicitation.

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Flint Hills Area Transportation Agency (FHATA)

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A. REQUEST FOR QUOTE

a. **Summary / Objective:**

FHATA is soliciting firm cost proposals for a qualified Vendor to provide Powder Coating Services as required for refinishing park amenities to include but not be limited to, wheel rims to restore the finish of these items. The awarded Vendor shall be regularly engaged in providing these services and have proven experience in doing so. The pieces requiring re-finishing will be delivered and picked up by City staff from the awarded Vendor's facilities located within a twenty (25) miles radius from Flint Hills Area Transportation Agency at 5815 Marlatt Avenue, Manhattan, KS 66502, or has the capability to provide pick-up / delivery services as part of the quote. The awarded Vendor will need to supply all required equipment, supplies and materials necessary to perform the services and complete the work in a timely manner preferably within ten (10) business days from receiving the amenities. See scope section of this proposal for additional details for each entity.

FHATA will select a Vendor(s) based on the response(s) to this Request for Proposal. It is to be clearly understood by all proposers that the FHATA may select as few as one or more vendors to provide Powder Coating Services. The vendors may be retained for an initial 43 months through June 30, 2026. FHATA reserves the right to exercise two (2) one (1) year extension option through June 30, 2028. It is FHATA's intent to award one or more contract(s) no later than December 31, 2022.

b. **Questions / Comments:**

Any questions, comments or requests for clarification can be made to Melanie Tuttle, Finance Director any time prior to due date. Contact information is below.

c. **Request for Quotes: Closing and Submission and Communication**

Responses are due end of business, **December 12, 2022**

Reponses may be submitted electronically via e-mail or may be submitted in paper to the office or faxed to 785-537-6327. Email and paper documents should be labeled "FY23-1002-PCW"

Email:

Melanie Tuttle, Finance Director

mtuttle@fhata.org

913.738.4262

or mail:

Flint Hills Area Transportation Agency

Procurement Department

5815 Marlatt Avenue

Manhattan, Kansas 66503

Submission of a response shall constitute a firm offer to FHATA for ninety (90) days from the date of the Request for Quote closing. FHATA reserves the right to reject proposals that alter the Proposal Response Form or otherwise take exception to the proposal requirements. Vendor may submit alternative proposals along with a complete description of the proposed alternative; however, the decision to accept or reject such alternative is entirely at the sole discretion of FHATA. There will be no public opening of proposals.

d. **Response Requirements**

Quote Responses must include the following information:

The quote, along with all other accompanying documents and materials submitted by the vendor, will be deemed to constitute the entire quote. The Vendor shall promptly furnish any additional information requested relative to its quote, including delivery schedule, warranties, unit costs for the items, the experience, and qualifications of the vendor in the services required, and municipal or transportation references. All Federal and State clauses and certifications must be completed and fully executed to be considered. Responses can be in form of e-mail.

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B. SCOPE OF WORK/SPECIFICATIONS

1. Purpose and Background Information:

FHATA is soliciting firm cost proposals for a qualified Vendor to provide Powder Coating Services as required for refinishing vehicle amenities to include but not be limited to wheel rims to restore the finish of these items. The awarded Vendor shall be regularly engaged in providing these services and have proven experience in doing so. The pieces requiring re-finishing will be delivered and picked up by Vendor staff from the awarded Vendor's facilities located within a twenty (25) miles radius from Flint Hills Area Transportation Agency at 5815 Marlatt Avenue, Manhattan, KS 66502, or has the capability to provide pick-up / delivery services for a low cost as part of the quote. The awarded Vendor will need to supply all required equipment, supplies and materials necessary to perform the services and complete the work in a timely manner preferably within ten (10) business days from receiving the amenities.

Federal assistance is provided by FTA's Section 5311 and 5307, authorized under Catalogue of Federal Domestic Assistance Number (CFDA) 20.509 Formula Grants for Rural Areas and 20.507 Formula Grants for Urbanized Areas, respectively, for this purchase. The purchase must conform to federal, state, and local design and accessibility standards, City and County building and development codes, sustainability goals and visual acceptability. Vendor should be aware of applicable federal regulations and certifications that apply including but not limited DBE, ADA, Civil Rights, Seismic Safety, Buy America etc. Vendors should inquire about these requirements prior to submittal of qualifications or proposals if they are not familiar with or do not understand them.

Quotes submitted by interested vendors are to include general information about the company, experience, and a general timeline for completion of the initial order specified in #3. Vendors are expected to provide recommendations to ensure a high-quality product. Details of materials proposed must be included.

Wherever brand, manufacturer, or product names are used, they are included only for the purposes of establishing a description of minimum quality of the requested item unless otherwise specified. This inclusion is not to be considered as advocating or prescribing the use of any brand or item or product. However, approved equals or better must be pre-approved by the Buyer.

2. Terms:

FHATA will select a Vendor(s) based on the response(s) to this Request for Proposal. It is to be clearly understood by all proposers that the FHATA may select as few as one or more vendors to provide Powder Coating Services. The vendors may be retained for an initial 43 months through June 30, 2026. FHATA reserves the right to exercise two (2) one (1) year extension option through June 30, 2028. It is FHATA's intent to award one or more contract(s) no later than December 31, 2022.

Vendors will provide pricing based on price-per minimum order for the products listed in Attachment 1, entitled Quote Response Form and Required Pricing Page. FHATA plans to initiate a purchase order as detailed in #3.

FHATA will be obligated only for the specific quantities of materials and/or services that are authorized by issuance of a specific Purchase Order. Purchase Orders will be issued on as needed basis and will specify specific terms and conditions. Prices agreed upon are to remain firm for the duration of the Agreement, unless otherwise specified. The total provided shall indicate if sales tax is included.

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3. Initial Order to be completed: FHATA Vehicles - Existing Rims:

FHATA has a fleet of 34 Ford F450 20-passenger cut-away buses. Each vehicle is equipped with 6 tires and rims. Currently we have 192 rims that need to be powder coated and restored to a more professional looking rim, using the specifications identified in the next section under #4. The Initial Order must be:

- a. The Agency will allow 6-12 rims to be completed in a batch. Allowing the Agency to adequately rotate vehicles in and out of service. It is imperative that FHATA Transit Services are not impacted by this project, and services should not be delayed or cancelled due to the timing of project completion.
- b. The pieces requiring re-finishing will be picked up by the Vendor at Flint Hills Area Transportation Agency Headquarters located at 5815 Marlatt Avenue, Manhattan, KS 66502. The Vendor must have the capability of picking up and delivering in a safe manner. The method of delivery/pick-up should be identified in the Vendor's response.
- c. The cost associated with delivery/pick-up services (if applicable) must be included in the pricing.
- d. The awarded Vendor will need to supply all required equipment, supplies and materials necessary to perform the services
- e. The Vendor must complete the work in a timely manner preferably within ten (10) business days from receiving the amenities. With delivery within two (2) business days after completion.
- f. The Vendor must communicate with FHATA Maintenance Staff on timing of pick-up and delivery to ensure efficient time is provided for Maintenance to prepare the next batch of rims for pick-up at the same time a completed batch is delivered.
- g. The Vendor must provide a timeline for completion of the initial 192 rims, describe the process for picking up and delivering in batches.
- h. Initial project must be completed within twelve (12) months of starting the first batch. If more than twelve months is required, please describe the approach and proposed completion date.

4. Powder Coating and Rim Specifications:

- a) Rim Material = STAMPED STEEL
- b) Rim Size = 16x16
- c) Color of Powder Coating = Satin Black
- d) Thickness of Coating = Industry standard of 2-3 MILS

5. Future Orders

The Agency may engage in future orders with the vendor for Powder Coating Services on vehicle rims and/or other items identified needing re-finishing or restoring. A purchase order will be issued for all future orders, timeline, method of pick-up and delivery, and order requirements will be agreed upon at that time. It is preferred that work be completed within ten (10) business days from receiving the amenities.

6. Inspection and Acceptance:

Within ten (10) business days of receipt of each order, the contractor shall understand and agree that all supplies/products and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. FHATA shall have the right to return any such rejected shipment at the contractor's expense for full credit or replacement and to specify a reasonable date (i.e. within ten business days) by which replacements must be received.

7. Disadvantaged Business Enterprise (DBE) Requirements:

This contract is subject to the requirements of 49 CFR Part 26, *Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. FHATA has established an overall goal for DBE participation of 1.4 percent. **There is no contract goal for this procurement.**

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C. QUOTE EVALUATION CRITERIA

The following are the evaluation criteria, listed by degree of importance. A criterion may have multiple elements with varying degrees of importance:

- a) Previous experience in sign preparation and overall qualifications of vendor (20%)
- b) Responsiveness to RFP specification (30%)
- c) Single unit pricing (50%)

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Attachments

D. ATTACHMENTS: REQUIRED FORMS AND CERTIFICATIONS:

The quote, along with all other accompanying documents and materials submitted by the proposer, will be deemed to constitute the entire proposal. The proposal shall promptly furnish any additional information requested relative to its proposal. At a minimum, each proposal should contain the following elements:

Item	Description	RFP Reference
A	Proposal Response Form: Proposals submitted on any other form may be considered non-responsive and therefore rejected. The authorized person signing the proposal shall initial any erasures, corrections or other changes appearing on the Proposal Response Form.	Attachment 1
B	Contract Terms and Conditions and Certifications: Must be signed, and each page initialed for agreement to terms and conditions, including ALL required Federal and State clauses and certifications. Missing or improperly executed forms could be considered incomplete and non-responsive.	Attachment 2 Terms and Conditions and Required Certifications
C	Understanding of Project and Timeline: A written proposal with supporting information and documentation must be included. The proposal shall be comprehensive, accurate, and effective without unnecessary bindings or other decorative or extraneous materials	Section D Scope of Work

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Attachments

Attachment 1: QUOTE RESPONSE FORM (PRICING PAGES)

The vendor shall complete the following pricing table(s) and provide firm, fixed pricing necessary to meet the requirements of the Request for Quote. The Quote shall include, as applicable, all items of labor, materials, tools, equipment, transportation, and other costs necessary to complete the manufacture, delivery, assembly, installation, and drawings, if required, of the materials or services required in this procurement.

Quotes may be submitted on another form (with this page attached), however if they do not include all required information the quote could be considered non-responsive and therefore may be rejected if required information is not included. The authorized person signing the quote shall initial any erasures, corrections or other changes appearing on the Quote Response Form.

Vendors must bid on all of the following Pricing Tables.

The undersigned, acting as an authorized agent or officer for the Vendor, does hereby agree to the following:

1. The offer submitted is complete and accurate, including all forms required for submission in accordance with the terms and conditions listed in this Request for Quotes and any subsequent Addenda. The Vendor shall immediately notify the FHATA in the event of any change.
2. The quantities specified are based upon the best available estimates and do not determine the actual amount the Agency shall order during the contract period. The quantities are subject to change. Payments will be based on actual quantities order based on the unit rates quoted.
3. The undersigned agrees to furnish and deliver the items or perform services as described herein for the consideration stated in accordance with the terms and conditions listed in the FHATA Request for Quotes. The rights and obligations of the parties to any resultant purchase order/contract shall be subject to and governed by this document and any documents attached or incorporated herein by reference.

Company Name (Type / Print)

Date

Address / City / State / Zip

Authorized Signature

Title

Name (Type / Print)

Telephone #

Facsimile #

E-mail Address

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a) PRICING TABLE 1: INITIAL ORDER

Initial Order: Purchase Order to be issued with ten (10) business days of notice to proceed and completed twelve (12) months after the start of the project. Pricing should be provided on a price-per-minimum basis detailed below. Pricing must include all shipping, handling and freight delivery charges. Prices should be exclusive of taxes.

Material Proposed: _____

ITEM NO.	DESCRIPTION/COMMENTS	Order Quantity	Minimum Quantity (Batch)	Price per Batch	Price Per Rim
1.	192 rims – Powder-Coating Services – Completed in batches of 6-18 rims at a time. Please identify the batch quantity, price per rim and price per batch (if discounted)				
	Powder Coating: Cost Per Rim / Cost Per Batch a) Rim Material = STAMPED STEEL b) Rim Size = 16x16 c) Color of Powder Coating = Satin Black d) Thickness of Coating = Industry standard of 2-3 MILS	192	\$	\$	\$
1	<i>Total Cost of Initial Purchase Order – Powder Coating</i>				\$
	Shipping / Delivery Charges				\$
	Other Charges: (Must provide explanation)				
3	Total Price for Initial Order				\$

b) PRICING TABLE 2: REORDER

Pricing for additional printing services on an as needed basis, minimum order requirements below.

Material Proposed: _____

ITEM NO.	DESCRIPTION/COMMENTS	Order Quantity	Minimum Quantity (Batch)	Price per Batch	Price Per Rim
1.	Future Orders for Powder Coating Rims. Indicate a minimum quantity in the batch, price per batch and price per rim.				
	Shipping / Delivery Charges: Identify a Per Order Cost				\$
	Other Charges: (Must provide explanation) (Per Order)				

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Attachment 2: Vendor Form and Minimum Terms and Conditions (including federal and state required certifications)

The following forms must be completed and signed and submitted with quotes. Current vendors on file, must complete the required forms.