REQUEST FOR PROPOSALS
RFP - MRTA-RFP-2011-10
Hailey Bike Share Project

Contents

1.0 GENERAL INFORMATION
1.1 Purpose................................................................................................. 1
1.2 Issuing Agency ......................................................................................... 1
1.3 Restrictions on Communications .......................................................... 1
1.4 Pre-Proposal Conference, Bidder Questions and Agency Response .... 1
1.5 Closing Date ............................................................................................. 1
1.6 Conflict or Ambiguities .......................................................................... 2

2.0 PROJECT DESCRIPTION AND SCOPE OF WORK .................................. 2

3.0 SPECIFICATIONS AND REQUIREMENTS .................................................. 3

4.0 FORMAT FOR PROPOSAL SUBMISSION ............................................. 3
4.1 Technical Proposal .................................................................................. 4
4.2 Product Demonstration or Interview ...................................................... 6
4.3 Price Proposal .......................................................................................... 6

5.0 INSTRUCTIONS FOR PROPOSAL SUBMISSION .................................... 6
5.1 Proposal Submission ................................................................................ 6
5.2 Public Disclosure of Information Contained in Bid and Bidder Responsibilities .... 6
5.3 Adequacy and Completeness of Proposal .............................................. 7
5.4 Agency Not Responsible for Pre-Contractual Costs ............................... 7
5.5 Independent Price Determination .......................................................... 7

6.0 SELECTION PROCEDURES
6.1 Consideration of Proposals .................................................................... 7
6.2 Evaluation Criteria .................................................................................. 7
6.3 Technical Evaluation and Scoring ............................................................ 7
6.4 Cost Proposal Evaluation ....................................................................... 8
6.5 Final Results and Contract Award ......................................................... 8
6.6 Single Bid Response ................................................................................ 8

7.0 ADMINISTRATIVE REQUIREMENTS
7.1 Payment .................................................................................................. 8
7.2 Disadvantaged Business Enterprise ....................................................... 8
7.3 Insurance Requirements ......................................................................... 9
7.4 General Requirements ........................................................................... 9
7.5 Civil Rights – Title VI, EEO, ADA ......................................................... 10

Attachment A: Signature Page
Attachment B: Acknowledgement of Addenda/Amendments
1.0 GENERAL INFORMATION

1.1 PURPOSE

- Mountain Rides Transportation Agency (MRTA) is soliciting proposals for a Bike Share system to be implemented in the city of Hailey, ID. Successful applicant will have experience implementing or can demonstrate success in creating a bike share system, which includes bicycles, user interface and payment processing, and management software.
- Funding for the purchase of these vehicles is from United States Environmental Protection Agency (EPA), in the form of a grant to the City of Hailey:
  - Assistance ID No. AF-83494301-0

1.2 ISSUING AGENCY

This Request for Proposal is issued by Mountain Rides Transportation, who receives funding from the State of Idaho, U.S. DOT Federal Transit Administration (FTA) through the Public Transportation Division of the Idaho Transportation Department. Unless otherwise specified, Mountain Rides Transportation is the sole point of contact for purposes of this RFP and subsequent responses.

1.3 RESTRICTIONS ON COMMUNICATIONS

From the issue date of this RFP until a supplier(s) is (are) selected and a contract is executed, bidders are not allowed to communicate with any person involved with development of the RFP or any person involved in proposal review except through written correspondence, including electronic correspondence to the MRTA Contact Person listed in Item 1.4, Bidder Questions, Requests for Exception and Approved Equals and MRTA Response. Violation of this provision may result in the rejection of a supplier's proposal.

1.4 BIDDER QUESTIONS AND MRTA RESPONSE

MRTA staff will not respond verbally to inquiries by suppliers or their representatives regarding the technical aspects of the RFP. However, suppliers may submit written questions via e-mail. Written questions regarding the RFP, the Standard Terms and Conditions, Requests for Exceptions or Approved Equals, or the Solicitation Instructions to Vendors must be submitted to Eric Grootveld via e-mail at eric@mountainrides.org (carbon copy Mariel Platt via e-mail at mariel.platt@haileycityhall.org).

Documents attached to e-mails should be submitted in Microsoft Office Word Version 1997-2003. Questions must be in writing, and must be received no later than 5:00 p.m. MST on 10/31/2011 to be considered. The questions and the responses will be posted along with any addendum to the RFP on the Agency website. Any addendums to the RFP will be made part of the final contract. It is the responsibility of the bidder to check the MRTA website on a routine basis for changes and updates to the proposal.

1.5 The Closing Date of this RFP is 5:00 p.m. MST on 10/31/2011, Mountain Time.
1.6 CONFLICT OR AMBIGUITIES
Bidders must notify MRTA immediately if conflicts or ambiguities are found in the RFP
prior to the specified question due date.

If it appears to a prospective Bidder that the performance of the work under the
Contract, or any of the matters relating thereto, is not sufficiently described or
explained in the solicitation documents, or that any conflict or discrepancy exists
between different parts thereof or with any federal or state law, ordinance, rule,
regulation, or other standard or requirement, then the Bidder shall submit a written
request for clarification/approved equal to MRTA within the time period specified in
Section 1.4. The Form prescribed for such requests for clarification/approved equal is
Attachment H to this coordinated RFP.

2.0 PROJECT DESCRIPTION AND SCOPE OF WORK

MRTA is a subawardee of the EPA’s Climate Showcase Communities Grant. The primary
awardee is the City of Hailey, ID (city). Both MRTA and the city are working together to
implement a Bike Share system in the City of Hailey. The Bike Share system is one project out
of the nine (9) that make up the EPA funded, Hailey Community Climate Challenge
(www.haileychallenge.org). Included in the Hailey Community Climate Challenge is an
emphasis on education, outreach, and replicability for other communities to follow. A
documentary film will be produced in an effort to capture the Hailey Community Climate
Challenge’s efforts and provide a blueprint for other communities to do the same.

Hailey has an estimated population of approximately 9,000, with close ties and proximity to the
resort towns of Ketchum and Sun Valley, Idaho. There is a bike path connecting these two
communities to the north and along the same network, there is a connection to Bellevue, ID to
the south as well. All locations are served by MRTA’s public transit system. Hailey is
approximately three (3) miles long, by 1.5 miles wide. As this community is smaller and less
densely developed, compared to many metropolitan cities where Bike Sharing systems have
been implemented, this system should be sized appropriately to meet the needs of the
Hailey’s growth and land use patterns.

The main goals and objectives of the bike share system are increased vitality, economic
activity, public health; and reduced greenhouse gases, congestion, and vehicle miles traveled.
The bike share system should connect to the existing public transit system operated by MRTA.
Hailey is a Silver Level Bicycle Friendly Community, designated by the League of American
Bicyclists and anticipates future projects will be enhanced by the bike share system, such as
our Complete Streets initiative and our Downtown Revitalization Plan.

The Bike Share System should be an automated check-in, check-out system that consists of
either, an electronic kiosk, specialized rack and lock mechanism, and/or a group of bikes
attached to automated locks. Management software must be capable of tracking members’
usage and must be able to charge for the time a bike is checked out, as well as a monthly or
annual membership fee.

Outreach planned for the bike share system involves marketing and promotion, including
incentives for downtown businesses and bike share members. Mountain Rides and Hailey will
work with the Hailey Chamber of Commerce and downtown businesses to provide effective
promotion. For example, the team may develop a system where a certain dollar amount in
downtown purchases made by bike share users' results in a specified bike-share credit given by participating merchants. This type of system incentivizes bike share use, supports the downtown economy, and allows Hailey to quantify a performance measurement. The system and its software should be capable of accommodating such developments.

Installation should be complete by May 1, 2012.

3.0 SPECIFICATIONS AND REQUIREMENTS

The system should suit the goals and objectives of the project in a manner that is appropriate for the community, given the Description of the Project and the Scope of Work described in Section 2.0. There is an opportunity to utilize third-party bicycles; a local company has offered to supply eighteen mid-level hybrid style bikes and devote some engineering time to making them interface with a bike share docking system.

If the system allows for the use of a third-party bicycle, bidder may omit the cost of bicycles (but please include in your proposal what modifications will be needed for a stock bicycle to interface with the system and the costs associated with any modifications). If bidder’s system will not allow this, please include the cost of bicycles.

Reoccurring costs and adequate system support and training should be addressed in the proposal.

Maximum bid amount should be $20,000.

4.0 FORMAT FOR PROPOSAL SUBMISSION

The proposal must be submitted in two distinct parts, technical and cost. The technical and cost proposals may be submitted in the same package.

Each section of the proposal will be clearly identified with appropriate headings. Failure to follow these instructions may result in disqualification. The proposal should be designed to develop an understanding of the Proposers’ competency and expertise in meeting the requirements of this request. Proposals should be prepared simply and economically, providing a straightforward, concise description of the capabilities of the proposer. Emphasis should be on completeness and clarity of content.

The Proposer must ensure that adequate and accurate responses are provided. It is the responsibility of the proposer to provide complete answers to each requirement even if that results are redundant, duplicated material within the proposal. The evaluators are not required to search for the answers in other sections of the proposal.

Proposals must respond to the RFP requirements by restating the number and text of the requirement in sequence and writing the response immediately after the requirement statement. Failure to comply may result in rejection of the proposal as non-responsive.

Response to Work Described

Each portion of the work described in this RFP has an evaluation code assigned as follows:

(M) Mandatory Specification – failure to comply with any mandatory specification will render Proposers’ proposal non-responsive and no further evaluation will occur. Proposer is required to respond to this specification with a statement outlining its
understanding and how it will comply.

(M/E) Mandatory and Evaluated Specification – failure to comply may render Proposers’ proposal non-responsive and no further evaluation will occur. Proposer is required to respond to this specification with a statement outlining its understanding and how it will comply. Points will be awarded based on predetermined criteria.

Each Proposer responding to this RFP must submit the following information:

4.1 TECHNICAL PROPOSAL

4.1.1 (M) Transmittal Letter: A cover letter should contain a brief summary of the proposing team, its experience, the proposal content, the name, title, phone number, e-mail address and physical address of the team contact. The transmittal letter shall also acknowledge the Proposer’s receipt of any RFP addenda (see Attachment H.1). Additional detail will be provided in Proposer’s response to §4.1.2. The cover letter must include a statement that the price in the proposal was arrived at independently, without collusion, consultation, communication, or agreement as to any matter related to the proposal with any other proposer, competitor, or public officer.

Include the following:
- Title Page with the RFP name, reference number and offering team member names;
- Table of Contents

4.1.2 (M/E) Project Understanding that describes a high-level understanding of what the MRTA needs to achieve their bike share system goals and objectives.

4.1.3 (M/E) Qualifications, Related Experience and References. Include the following:

4.1.3.1 Brief summaries of key personnel and descriptions of their roles in this project;

4.1.3.2 A brief profile of the firms on the team, including the types of services offered; the year founded; form of the organization (corporation, partnership, sole proprietorship); number, size and location of offices; and number of employees;

4.1.3.3 A description of similar project experience for each firm on the team, with references and the names of the key team staff for each project;

4.1.3.4 Provide references from at least three clients for whom you have performed similar work, with a preference for public transit agencies or municipalities. If you do not have this experience, please indicate what experience you do have.

4.1.3.5 A general description of the firm’s financial condition. Identify any conditions (e.g., bankruptcy, pending litigation, planned office closures, impending merger) that may impede Proposer’s ability to complete the project.

4.1.4 (M/E) Project Management and System Support
4.1.4.1 Technical Support. A description of how the proposer will address these requirements. Please include installation and support in the event of technical or functional problems.

4.1.4.2 Training. A description of the proposer’s training program to address requirements.

4.1.4.3 Project Management. A plan that addresses how the project will be managed to include communications with the Agency and software/membership/payment processing. Please also include information regarding insurance arrangements (will the proposer insure the bikes, or will the operator? User liability, etc.)

4.1.5 (M/E) Technical Requirements

4.1.5.1 Technical Description of the proposed systems that includes:
   a. A direct response to the scope of work and specifications requested in this RFP;
   b. Diagrams that illustrate how system components interact;

4.1.5.2 Alternative Approach. Where the Proposer wishes to propose alternative approaches to meeting the technical or contractual requirements, these should be thoroughly explained, including the alternative methodology to be employed to meet the functional requirements and any benefit provided to the Agency by the alternative methodology. Cost of each alternative approach should also be detailed.

4.1.6 (M/E) Work Plan. To include the following:

4.1.6.1 A development, deployment and testing schedule that includes:
   a. A detailed schedule showing tasks and milestones for development, deployment and testing; and
   b. A description of the plan to be used to ensure schedule will be met.

4.1.6.2 Subcontractors. If the proposer intends that any part of the services to be supplied under the RFP is to be subcontracted, the proposer must include in its proposal, the following:
   a. A complete list of potential subcontractors, their qualifications, addresses and the names and phone numbers of contact points within their organization; and
   b. A description of the work to be subcontracted.

All terms, conditions, and requirements of the contract will apply, without qualification, to any services and work performed by any subcontractors and the contract holder will be responsible for all work performed under the contract.

4.1.7 (M) Required forms as indicated in the RFP Appendices.
ATTACHMENT A. SIGNATURE PAGE
ATTACHMENT B. Acknowledgement of Receipt of RFP Addenda/Amendments

4.1.8 Proposal Appendix. The proposer may include other materials considered relevant to the proposal. This is not an invitation to submit large amounts of extraneous materials. Appendices should be relevant and brief. Materials included in the appendices will not be evaluated. Do not submit more than 3 appendices, and total number of pages, appendices combined, cannot exceed 10 pages.
4.2 **(M/E) PRODUCT DEMONSTRATION or INTERVIEW**

Product demonstration would be helpful, and may be conducted live, or through multimedia or print presentation (or other formats if deemed appropriate)

4.3 **(M/E) PRICE PROPOSAL**

Pricing should be broken down to a per-unit cost ($xxx.xx per bike, $xxx.xx per kiosk, etc.), relevant to the particular system, with add-options for solar power, RFID membership cards, or any other options bidder wishes to suggest. Pricing should also include a clear breakdown of recurring costs.

The price proposal must also include a payment schedule based on milestones and deliverables.

If the costs exceed the funds available for this project, the Agency shall, at its sole discretion, remove some components from the provider requirements that would not otherwise affect the functionality of the systems.

5.0 **INSTRUCTIONS FOR PROPOSAL SUBMISSION**

5.1 **PROPOSAL SUBMISSION**

Proposals must be received by the time and date specified in the solicitation document. Proposals must be submitted manually. Do not fax or e-mail your proposals. To be considered, the following shall be sent to the appropriate address, prior to the Closing Date and time:

- One original, five (5) print copies, and one electronic copy on CD or USB device of the entire technical proposal, in PDF format, must be submitted, and received in the MRTA Office, and
- One copy shall be sent to the City of Hailey

The Signature Page, with an original hand written signature, must also be submitted. The addresses for mailing and hand delivery are:

Mountain Rides Transportation Authority  
800 1st Ave North  
PO Box 3091  
Ketchum, ID 83340

City of Hailey  
Mariel Platt  
115 Main St. S.  
Hailey, ID 83333

5.2 **PUBLIC DISCLOSURE OF INFORMATION CONTAINED IN PROPOSALS AND BIDDER RESPONSIBILITIES**

Proposals, except for the names of the bidders, shall remain confidential until the letters of intent to award have been issued. Thereafter, all proposals submitted in response to this
request shall be deemed public record. In the event that a bidder desires to claim portions of its proposal as exempt from disclosure, it is the responsibility of the bidder to clearly identify those portions.

5.3 ADEQUACY AND COMPLETENESS OF PROPOSAL
Failure to respond to the information specified in this solicitation may result in rejection of your proposal as non-responsive.

5.4 AGENCY NOT LIABLE FOR PRE-CONTRACTUAL COSTS
MRTA shall not be liable for any pre-contractual expenses incurred by Proposer in the preparation of its proposal. Proposer shall not include any such expenses as part of its proposal. Pre-contractual expenses are defined as expenses incurred by Proposer in:
- Preparing its proposal in response to this RFP;
- Submitting that proposal to the Agency;
- Participating in any demonstration or interview as part of the proposal evaluation process;
- Negotiating with the Agency on any matter related to this proposal; and
- Any other expenses incurred by Proposer prior to date of award, if any.

5.5 INDEPENDENT PRICE DETERMINATION
A proposal will not be considered for award if the price in the proposal was not arrived at independently, without collusion, consultation, communication, or agreement as to any matter related to such proposal with any other proposer, competitor, or public officer.

6.0 SELECTION PROCEDURES

6.1 CONSIDERATION OF PROPOSALS
MRTA reserves the right to reject any or all proposals, to waive technicalities, to advertise for new proposals, or to proceed to do the work otherwise, in its sole discretion.

6.2 EVALUATION CRITERIA

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications, Related Experience, and References</td>
<td>100</td>
</tr>
<tr>
<td>Project Management and System Support</td>
<td>175</td>
</tr>
<tr>
<td>Technical Requirements</td>
<td>250</td>
</tr>
<tr>
<td>Work Plan</td>
<td>75</td>
</tr>
<tr>
<td>Product Demo (live, multimedia, or print are accepted)</td>
<td>50</td>
</tr>
<tr>
<td>Cost</td>
<td>350</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1000</td>
</tr>
</tbody>
</table>

6.3 TECHNICAL EVALUATION AND SCORING
Proposals are evaluated using a point method of award with predetermined criteria for each M/E identified in Section 3. (Note: Some evaluated elements may be weighted
higher than others.) Each proposal will first be evaluated against the mandatory (M) proposal requirements. Proposals that fail to comply with the mandatory (M) requirements will be rejected and receive no further consideration.

A detailed scoring evaluation will be conducted for those proposals that have passed the initial evaluation. The scoring evaluation will be accomplished in a consistent, uniform manner for all proposals. Members of the team will score each proposal according to the pre-established evaluation criteria and weights for relative importance.

6.4 COST PROPOSAL EVALUATION
Cost proposals will not be evaluated until all Mandatory (M) and Mandatory Evaluated (M/E) criteria evaluation processes and product demonstrations have been completed. Costs will be evaluated on the total project cost as indicated on the Cost Proposal Summary Form. The Proposer with the lowest total project cost will receive 250 points. All other Cost Proposals will receive a portion of the 250 available cost points, calculated as follows:

The lowest cost will be divided by the proposal cost, then multiplied by the total number of available points (250), e.g.:

<table>
<thead>
<tr>
<th>Total Project Costs</th>
<th>Proposer A</th>
<th>Proposer B</th>
</tr>
</thead>
<tbody>
<tr>
<td>$45,000</td>
<td>$50,000</td>
<td></td>
</tr>
</tbody>
</table>

Proposer A would receive 250 points for being the lowest cost proposal.
Proposer B would receive 225 points in accordance with the formula:

\[
\frac{45,000}{50,000} \times 250 = 225
\]

6.5 FINAL RESULTS AND CONTRACT AWARD
The scores from the technical evaluation, product demonstration or interview and cost proposal evaluation will be summed, and the proposals will be ranked by final total score. Final contract award will be made after recommendation by the evaluation committee. A contract will be awarded to the responsive and responsible proposer with the highest total number of points. Contract award will be contingent upon receipt of evidence of the Contractor's ability to meet the insurance requirements and the other requirements in this Proposal.

6.6 SINGLE PROPOSAL RESPONSE
If only one proposal is received in response to the RFP, a detailed cost proposal may be requested of the single Bidder. A cost/price analysis and evaluation and/or audit may be performed of the cost proposal in order to determine if the price is fair and reasonable.

7.0 ADMINISTRATIVE REQUIREMENTS

7.1 PAYMENT
The Lead Agency and/or Bid Partner shall pay and the Contractor shall accept the amounts set forth in the price schedule as full compensation for all costs and expenses of completing the work in accordance with the Contract, including but not limited to all labor and material required, overhead, expenses, storage and shipping, risks and obligations, taxes (as applicable), fees and profit, and any unforeseen costs.
7.2 MINORITY AND WOMEN’S BUSINESS ENTERPRISES
EPA’s program for Utilization of Minority and Women’s Business Enterprises (MBE/WBE) defined as 40 C.F.R., Part 33 shall have the maximum opportunity to participate in the performance of Contracts financed in whole or in part with Federal Funds under this agreement. Consequently the MBE/WBE requirements of 40 C.F.R. Part 33 apply to this agreement.

7.3 INSURANCE REQUIREMENTS
The Contractor must provide certificate(s) of insurance, evidencing the coverage outlined in the Lead Agency and/or Bid Partner’s Standard Contract Terms and Conditions.

7.4 GENERAL REQUIREMENTS
Contractor agrees to comply with all applicable rules, regulations and statutes, and the Administrative Conditions described in the herein. The Administrative Conditions include but are not limited to the following:

a) Contractors shall not use any funds from the Grant to engage in lobbying of the Federal Government or in litigation against the United States, unless authorized under existing law.

b) EPA has the right to reproduce, publish, use and authorize others to use copyrighted works or other data developed under the Contract for federal purposes.

c) Contractor has not been and shall not be during the term of any contract suspended or debarred from conducting business with the federal government. Contractor further certifies that they will not engage any other vendor, subcontractor, etc., who has been or would be during the term of any contract suspended or debarred. Contractor may access the Excluded Parties List System at www.epis.gov to determine suspended and debarred parties.

d) Contractor must comply with the standards in Section 210(a) – (d) of OMB Circular A-133 and the funds paid under any contract shall not used to acquire commercial goods or services.

e) Management fees and similar charges in excess of direct costs and approved indirect rates are not allowable and shall not paid from the funds from the Grant.

f) Contractor shall ensure that it and any of its employees comply with federal law prohibiting trafficking in persons, more particularly described in condition no. 17 of the Administrative Conditions.

g) Contractor shall not use the EPA logo unless the City expressly consents and unless it is accompanied by a statement indicating that “[t]his publication was developed under Assistance Agreement No. AF-83494301-0 awarded by the U.S. Environmental Protection Agency. It has not been formally reviewed by EPA. The views expressed in this document are solely those of the City of Hailey, ID and EPA does not endorse any products or commercial services mentioned in this publication.”

h) Contractor shall not pay for the travel of federal employees or for other costs associated with the Grant, unless federal agency is selected through the procurement process to carry out some of scope of work.
i) Contractor understands and acknowledges that any rights to inventions made under the Grant are subject to the provisions of 37 CFR, Part 401.

7.5 CIVIL RIGHTS – TITLE VI, EEO, ADA
The Contractor agrees to comply with all applicable civil rights laws and regulations, in accordance with applicable Federal directives, except to the extent that the Federal Government determines otherwise in writing. These include, but are not limited to, the following:

a. **Nondiscrimination in Federal Public Transportation Programs.** The Recipient agrees to comply, and assures the compliance of each subrecipient, lessee, third party contractor, or other participant at any tier of the Project, with the provisions of 49 U.S.C. § 5332, which prohibit discrimination on the basis of race, color, creed, national origin, sex, or age, and prohibits discrimination in employment or business opportunity.

b. **Nondiscrimination – Title VI of the Civil Rights Act.** The Recipient agrees to comply, and assures the compliance of each subrecipient, lessee, third party contractor, or other participant at any tier of the Project, with all provisions prohibiting discrimination on the basis of race, color, or national origin of Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. §§ 2000d et seq., and with U.S. DOT regulations, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act,” 49 C.F.R. Part 21. Except to the extent FTA determines otherwise in writing, the Recipient agrees to follow all applicable provisions of FTA Circular 4702.1A, “Title VI and Title VI-Dependent Guidelines for Federal Transit Administration Recipients,” May 13, 2007, and any other applicable Federal directives that may be issued.

c. **Equal Employment Opportunity:** The Recipient agrees to comply, and assures the compliance of each subrecipient, lessee, third party contractor, or other participant at any tier of the Project, with all equal employment opportunity (EEO) provisions of 49 U.S.C. § 5332, with Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, and implementing Federal regulations and any later amendments thereto. Except to the extent FTA determines otherwise in writing, the Recipient also agrees to follow all applicable Federal EEO directives that may be issued. Accordingly, the Recipient agrees that it will not discriminate against any against any employee or applicant for employment because of race, color, creed, sex, disability, age, or national origin. The Recipient agrees to take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, disability, age, or national origin. Such action shall include, but not be limited to, employment, upgrading, demotions or transfers, recruitment or recruitment advertising, layoffs or terminations; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
Attachment A: SIGNATURE PAGE

Request for Proposal
MRT-RFP-2011-10

Instructions: Proposal and pricing information shall be prepared by typewriter or in ink and shall be signed in ink by an authorized representative of the submitting vendor. The proposal shall be submitted as per instructions in Section 4 in the RFP. AT LEAST ONE BID SUBMITTED BY THE VENDOR MUST BE AN ORIGINAL (NOT PHOTOCOPIED) SIGNATURE.

NO LIABILITY WILL BE ASSUMED BY MRTA FOR A VENDOR’S FAILURE TO OBTAIN THE TERMS AND CONDITIONS AND ANY PROPERLY ISSUED SOLICITATION ADDENDUMS IN A TIMELY MANNER FOR USE IN THE VENDOR’S RESPONSE TO THIS SOLICITATION OR ANY OTHER FAILURE BY THE VENDOR TO CONSIDER THE TERMS, CONDITIONS, AND ANY ADDENDUMS IN THE VENDOR’S RESPONSE TO THE SOLICITATION.

PROPOSER/OFFEROR (Company Name) ________________________________
By my signature below I accept the Administrative Requirements, Terms and Conditions and Federal Certifications incorporated into this solicitation. As the undersigned, I certify I am authorized to sign and submit this response for the Proposer or Offeror. I further acknowledge I am responsible for reviewing and acknowledging any addendums that have been issued for this solicitation.

Please complete the following information:
ADDRESS ________________________________
CITY, ST, ZIP ________________________________
TOLL FREE __________________ PHONE __________________
FAX __________________ E-Mail __________________
FEIN/SSN# __________________

_________________________________________        __________________
Original Signature (Manually Signed in Ink)        Date

_________________________________________        __________________
Please Type or Print Name        Title

THIS SIGNATURE PAGE MUST BE SIGNED WITH AN ORIGINAL HANDWRITTEN SIGNATURE EXECUTED IN INK AND RETURNED WITH YOUR PROPOSAL FOR YOUR PROPOSAL TO BE CONSIDERED!

Request for Proposals MRT-RFP-2011-10
Page 11
B. ACKNOWLEDGMENT OF ADDENDA/AMENDMENTS

Failure to acknowledge receipt of all addenda/amendments may cause the proposal to be considered non-responsive to the solicitation. Acknowledged receipt of each addendum/amendment must be clearly established and included with the Offer.

ACKNOWLEDGMENT OF ADDENDA
With Copies of Addenda/Amendments

Acknowledgement is required along with signed copies of ALL Amendments or Addenda issued by MRTA. The same shall be returned by Offeror/Bidder with Proposal Response and in the order provided under Section 4: Format for Proposal Submission.

The undersigned acknowledges receipt of the following addenda/amendment/s to the documents (which will be sent to all prospective vendors as Addendums are created):

Addendum No. __________________________ Dated ________________
Addendum No. __________________________ Dated ________________
Addendum No. __________________________ Dated ________________
Addendum No. __________________________ Dated ________________
Addendum No. __________________________ Dated ________________
Addendum No. __________________________ Dated ________________

Offer Name____________________________________________________________
Address: ________________________________________________________________
_________________________________________________________________
Telephone: ___________________ Electronic Mail Address: ______________________

Authorized Signature_______________________________________________
Title: ______________________________
Date: __________________________

Request for Proposals MRT-RFP-2011-10
Page 12