

**CITY OF COSTA MESA  
REQUEST FOR PROPOSAL  
NO. 012304  
FOR THE PURCHASE OF 20 BUS SHELTERS INCLUDING  
BENCHES AND TRASH RECEPTACLES**

- **16 SHELTERS WITHOUT ADVERTISING PANELS**
- **4 SHELTERS WITH ADVERTISING PANELS**

This request for proposal defines specific requirements for the purchase and delivery of bus shelters (with and without advertising panels), benches, and trash receptacles. The City of Costa Mesa will be responsible for all installation.

To be considered responsive, offerors must bid in accordance with the requirements, specifications, commercial terms, and provisions as described and set forth herein. Proposals must embrace a concept that the successful offeror will satisfy all of the objectives and equipment specifications outlined in this Request for Proposal.

This Request for Proposal is set out in the following format:

- Section I: Offeror's Proposal Response Requirements
- Section II: Compensation/Terms of Payment
- Section III: Contract Terms and Conditions
- Section IV: Specifications for Bus Shelters, Benches, and Trash Receptacles

**Closing time and date: Proposals are due by 5:00 p.m. on Friday, January 23, 2004. One original (marked original) and two (2) copies (marked copy) of the Proposal must be submitted in a sealed envelope marked RFP #012304 and submitted to the following address:**

Delivery Address: City of Costa Mesa  
Attn: City Clerk  
77 Fair Drive, Room 101  
Costa Mesa, CA 92626

Mailing Address: City of Costa Mesa  
Attn: City Clerk, Room 101  
P. O. Box 1200  
Costa Mesa, CA 92628-1200

Please note that there will be no public opening of proposals. Prices and other proposal information shall not be made public until the proposal is awarded. At that time the executed purchase order will become public information. Additional information may be obtained by contacting Dennis Johnson, Project Manager, at 714/754-5180 or [ddjohnson@ci.costa-mesa.ca.us](mailto:ddjohnson@ci.costa-mesa.ca.us).

Proposals must be valid for a period of ninety (90) days from the due date. Proposals may **not** be withdrawn after the submission date.

The City of Costa Mesa reserves the right to negotiate with any offeror as necessary to serve the best interests of the City of Costa Mesa, including increasing or decreasing the quantity of items based upon available funding, and negotiate the final contract with the most responsive, responsible offeror. The City reserves the right to waive, at its discretion, any irregularity or informality that the City deems correctable or otherwise not warranting rejection of the RFP. The City reserves the right to reject any and all proposals and to accept any proposal or portion thereof. No obligation, either expressed or implied, exists on the part of the City of Costa Mesa to make an award or to pay any costs incurred in the preparation or submission of a proposal. All costs associated with the preparation or submission of proposals covered by this RFP is the sole responsibility of the offerors.

## SECTION I: OFFEROR'S PROPOSAL RESPONSE REQUIREMENTS

Proposals must be concise and provide sufficient detail to allow accurate evaluation and comparative analysis.

### A. Cover Letter

Proposal must be accompanied by a cover letter, signed by an individual authorized to bind the proposing entity, an authorized signature must also be included in Section III.

### B. Company Data

Offeror shall submit the following information:

1. Official company name and address. Indicate what type of entity; e.g., corporation, company, joint venture, partnership, sole proprietorship, combination, etc. Current copy of the Joint Venture Agreement, if entity is a joint venture
2. Federal Employer I.D. Number.
3. Complete address for mailed funds: Name and address of person to receive notices who is authorized to make decisions or represent the company and in what capacity. **Include name and phone number of contact person in your firm.**
4. A detailed statement indicating whether offeror or individual is totally or partially owned by another business organization that will be providing services, supplies, material or equipment to proponent, or in any manner does business with offeror under this agreement.
5. Number of years offeror has been in business under the present business name.
6. Advise the number of service technicians (who service proposed customers/equipment for your firm) located in Southern California.

### C. References

Offeror to provide three (3) references, preferably in California, for whom offeror has manufactured bus shelters, benches, and trash receptacles of the nature and scope as set forth in this RFP within the past three years. Include name of business, name of contact person, telephone number of contact person, and make and model of bus shelters and trash receptacles purchased.

### D. Proposed Bus Shelters, Benches, and Trash Receptacles.

Approach: Offeror must include in this section its approach to providing the proposed bus shelters, benches, and trash receptacles. The proposed bus shelter, bench, and trash receptacle specifications must equal or exceed the specifications in Section IV. The basic design of all equipment offered shall be in full commercial production. Offeror must review Section IV, "Specifications for Bus Shelters, Benches, and Trash Receptacles", and address each specification requested by the City, by providing their firm's specification listing response.

When addressing items, Offeror must reference each specification requirement and advise specific information on their proposed bus shelter (including advertising panel), bench, and trash receptacle (*Include description, model number, manufacturer, warranty period, etc., of the specific equipment [advising any deviation], and delivery time schedule.*) Offerors shall be solely responsible for clearing the right to use any patented or copyrighted materials in the performance of this contract.

Offeror must include specific sales literature on their proposed bus shelter (including advertising panel), bench, and trash receptacle in the proposal response.

# ATTACHMENT 1

**Time of Delivery is of the essence in this contract. Delivery of approved bus shelters, benches, and trash receptacles must be completed by May 31, 2004. Vendor must confirm in this section that the vendor shall meet these deadlines. Contract award is scheduled to be made by the City of Costa Mesa's City Council on February 17, 2004.**

## **E. Compensation/Payment Schedule**

Offerors are required to complete the compensation schedule in Section II, Compensation/Terms of Payment.

## **F. Evaluation Criteria**

### **Criteria:**

Offeror's proposal will be evaluated on the basis of the response to all questions and requirements of this RFP. The City shall use the following criteria in its evaluation.

#### **1. Technical Requirements**

This set of criteria assesses how well the offeror responds to and demonstrates understanding of the RFP. It assesses the bus shelters, benches, and trash receptacles proposed and how well the product meets the required specifications and objectives of the City.

#### **2. Offeror's Capabilities**

The Offeror's history of performance and demonstrated ability in providing the proposed bus shelters, benches, and trash receptacles to other organizations will be assessed. It focuses on a review of the Proposal, and reference checks.

#### **3. Proposed Costs**

This set of criteria assesses the proposed cost of the 20 bus shelters, benches, and trash receptacles. It focuses on the costs provided in the proposal, including all government and co-operative agreement pricing, as well as any additional analysis done to determine the total costs.

The criteria as set forth herein for the evaluation of proposals are in random sequence and are not considered in any rank or order of importance.

# ATTACHMENT 1

## SECTION II: COMPENSATION/TERMS OF PAYMENT

This is a fixed price contract between the City of Costa Mesa and the Supplier for the purchase of twenty (20) bus shelters, twenty (20) benches, and twenty (20) trash receptacles. Please complete all requested information, and bid on all items. Incomplete forms may be rejected.

**Fixed Price: Offeror to include any government or co-operative agreement pricing. Price must include all costs for delivery and off-loading. City will be responsible for installation of all items.**

**A.** Sixteen (16) bus shelters **without** advertising panels, per Specifications in Section IV.

Unit price \$ \_\_\_\_\_ Extended Price \$ \_\_\_\_\_

**B.** Four (4) bus shelters **with** advertising panels, per Specifications in Section IV.

Unit price \$ \_\_\_\_\_ Extended Price \$ \_\_\_\_\_

**C.** Twenty (20) benches, per Specifications in Section IV. Specify if quantity includes double benches in non-advertising shelters. Alternative quantity = \_\_\_\_\_

Unit price \$ \_\_\_\_\_ Extended Price \$ \_\_\_\_\_

**D.** Twenty (20) Trash receptacles, per Specifications in Section IV.

Unit price \$ \_\_\_\_\_ Extended Price \$ \_\_\_\_\_

**Sub-Total (A through D)** \$ \_\_\_\_\_

Sales Tax (7.75%) \$ \_\_\_\_\_

Delivery & Offloading \$ \_\_\_\_\_

*Do you plan to use your own truck?* Yes \_\_\_\_\_ No \_\_\_\_\_

**Grand total** \$ \_\_\_\_\_

# ATTACHMENT 1

How long has this system been in production? \_\_\_\_\_

Does proposed system meet or exceed specifications? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, explain: \_\_\_\_\_

Delivery Time: \_\_\_\_\_ calendar days ARO.

Vendor must meet delivery schedule noted in Section I, Item D.

If there are special charges or items associated with the requirements of the Equipment Specifications, other than prices stated within, describe them here. Firm's proposal will be considered non-responsive, if additional charges, relative to the RFP, are not disclosed.

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**SECTION III: CONTRACT TERMS AND CONDITIONS**

**(ALSO SEE STANDARD AND WORK ORDER CONDITIONS)**

**SPECIAL TERMS AND CONDITIONS**

1. Submittal pricing shall be net, including all Government/Trade discounts.
2. An owner manual and parts and service manual on equipment shall be furnished at no additional charge when available from manufacturer.
3. The standard equipment warranty shall apply, including the manufacturer's warranty on all equipment and accessories.
4. Equipment must conform to applicable Cal-OSHA Standards, and/or other appropriate laws, regulations, rules and codes of the Federal Government and the State of California.
5. A certificate of insurance is required prior to delivery/off-loading. Work Order Condition #15.
6. Vendor is to set up delivery schedule with Dennis Johnson, Project Manager.

**GENERAL INFORMATION**

1. This contract shall be constructed and interpreted according to the laws of the State of California.
2. Any changes beyond this document shall occur only when ordered in writing by the City of Costa Mesa. In absence of such written order any such product supplied or services provided shall be considered unauthorized and will not be paid.
3. A purchase order resulting from the award of this RFP will include all City of Costa Mesa specifications, and terms and conditions contained in this request for proposal document unless specifically modified by the City of Costa Mesa prior to award. City of Costa Mesa's terms and conditions will take precedence over other terms and conditions.
4. As applicable, the equipment furnished under this proposal shall meet or exceed the standards established by the California Occupational Safety and Health Act of 1973 and current amendments thereto, provided the end use of the item is for the purpose for which the item is intended.
5. Offeror shall comply with all air pollution control, water pollution, Safety and Health Ordinances and statutes that apply to the equipment pursuant to this contract, including but not limited to, any requirements specified in state government codes.
6. Offeror shall protect and indemnify the City of Costa Mesa, its officers, agents and employees against any claim or liability arising from or based on bidder violation of any existing or future state, federal, and local laws, ordinances, regulations, orders or decrees pertaining to this RFP.

**DELIVERY**

1. Delivery of equipment must be coordinated with Dennis Johnson, Project Manger, at 714/754-5180.
2. Pricing shall be F.O.B. destination, delivered and unloaded. F.O.B. point is the City of Costa Mesa Corporation Yard, 2300 Placentia Avenue, Costa Mesa, California 92626.
3. Payment terms: Net 30, after department approves equipment.

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Authorized Signature and Title

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Date

## SECTION IV: SPECIFICATIONS FOR BUS SHELTERS, BENCHES, AND TRASH RECEPTACLES

Refer to the specifications:

- Exhibit 1      General Specifications For Bus Shelters  
                    With Dome Roof And Perforated Metal Walls
- Exhibit 2      General Specifications For Bus Benches  
                    Expanded Metal Bench With Backrest And Vagrant Bar
- Exhibit 3      General Specifications For Trash Receptacles  
                    26 Gallon Expanded Metal Trash Receptacle

**CITY OF COSTA MESA**  
**GENERAL SPECIFICATIONS FOR BUS SHELTERS**  
**WITH DOME ROOF AND PERFORATED METAL WALLS**  
**(Reference attached sample photo)**

- Nominal dimensions:  
Non-Advertising Shelter: Length (roof) = 15' - 17'; Width (Roof) = 5'; Height (to bottom of roof) = 7'  
Advertising Shelter: Length (roof) = 12' - 13'; Width (Roof) = 5'; Height (to bottom of roof) = 7'
- Shelters shall be vandal-resistant, maintenance-free and completely weather proof. Shelter framework, walls and roof, equipment and related hardware, shall be of premium grade material, construction, and finish.
- Shelters shall be constructed of modular interchangeable components. Shelter construction shall conform to the standards of ASCE. Shelters shall be designed to withstand minimum dead loads of 40 psf and minimum windload of 75 mph.
- The roof frame design shall feature two circular shapes running horizontally. One is used as a rain gutter, the other houses electrical wiring for lighting in the roof. The roof shall be one piece, welded from four lengths of aluminum extrusion. Other designs providing similar function will be considered.
- Two roof beams shall be welded to the roof perimeter for placement of the supporting legs. These beams may also house the lighting. Roof beams shall be pre-drilled to facilitate field installation.
- 1/4" bronze tint double-wall Lexan Thermoclear twin-wall acrylic panels, or equal, shall be used in the roof to allow approximately 20% light transmission while completely blocking ultra violet and infra-red rays. Lexan panels shall be secured with flat bars and rubber gaskets, attached by Tek screws. No silicone sealer shall be required.
- Circular logo plate shall be welded to the center of each roof end for installation of the City logo. (City logo provided and installed by others.) Plates for providing street identification shall be welded on both the front and side (facing approaching traffic) facia.
- Two 3" steel pipe legs shall support the roof at each end of the structure. End walls shall be 1/2 width of the roof width (except for the advertising kiosk). Adjustable shoes shall allow for up to 12" grade variation.
- Powder coated and perforated decorative metal panels in steel frames at the rear shall be constructed from 16 ga. galvanized steel sheets with 1/4" diameter holes on 3/8" centers and attached to square steel tube frames with drive rivets. Walls may be supported with stainless steel assemblies, which anchor to the concrete pad or sidewalk or by other means that provide equivalent structural stability. No side (end) wall panels are required.
- The two-sided "V"-angled advertising kiosk shall include 3/16" clear tempered safety glass panels in each top-hinged display door to support the standard bus shelter display poster that is 48" x 68 3/4". Tamper proof fasteners shall secure the doors. The advertising kiosk is 48" deep and 55" wide and shall be internally illuminated.

# ATTACHMENT 1

## EXHIBIT 1

- All materials shall be ASTM A-36 grade 3" schedule 40 pipe for structural steel members and 6063-T6 grade aluminum extrusion with a minimum thickness of 1/8 inch.
- Steel welding shall conform to American Welding Society standard D1. 1-80. Electrodes shall conform to ASTM A233, class E70XX. All aluminum components shall be welded in accordance with AWS D1.2 All welding shall be performed by certified welders.
- All of the structure's metal surfaces shall feature a durable baked polyester powder coat finish, 4-5 ml thick. The powder coat finish shall provide durability in outdoor use and withstand graffiti removal solvents.
- Shelter shall be constructed of modular, interchangeable components to allow for ease of installation and parts replacement.
- The shelter shall be supplied with all hardware and ground anchors necessary for site installation. All bolts, washers, fasteners and ground anchors shall be included.
- All detail shop drawings, details of materials, fabrication, assembly and framing details, erection drawings, parts list and field installation instructions shall be included.
- Illumination of the interior of the shelter shall be provided by a 40 watt fluorescent vandal-resistant fixture with wiring installed in 1/2" flex conduit concealed in the vertical and horizontal frame members and terminated in a 90 degree "LB" fitting approximately 6" above grade. A suitable photocell shall be provided to control operation. Service conduit provided by others will be 1" standard wall thickness.
- Benches may be freestanding as a single or double bench to achieve desired length or may be integrated into and attached to the shelter structure. The bench seating surface shall be as described in the attached specifications.
- Shelter and corresponding bench configurations in all shelters shall comply with Americans with Disability Act (ADA) requirements.
- Trash receptacles shall be freestanding as described in the attached specifications.

**BUS SHELTER STYLE**



**NOTE:**

- **DECORATIVE BACK PANELS SHALL BE PROVIDED AS SHOWN.**
- **NO END WALL PANELS REQUIRED.**
- **END WALLS (EXCEPT FOR ADVERTISING BOX) SHALL BE ½ OF SHELTER WIDTH.**
- **OVERALL SHELTER STYLE SHALL BE THE SAME FOR BOTH ADVERTISING AND NON-ADVERTISING SHELTERS.**
- **SHELTER COLOR SHALL BE DU-PONT RAL COLOR DECK #RAL 1001 OR EQUAL.**
- **BENCH AND TRASH RECEPTACLE SHOWN ARE NOT REPRESENTATIVE OF ATTACHED SPECIFICATIONS.**

**CITY OF COSTA MESA**

**GENERAL SPECIFICATIONS FOR BUS BENCHES**

**EXPANDED METAL BENCH WITH BACKREST AND VAGRANT BAR**

- Seating area is formed from  $\frac{3}{4}$  #9 expanded metal.
- Support legs and vagrant bar are formed with 2" steel tubing
- 1" steel tubing from both legs to the bench center provides additional support
- Bench is 23" deep with a seating area of 13  $\frac{1}{8}$ " approximately 17  $\frac{3}{8}$ " from the surface area and a back height of 15  $\frac{3}{8}$ ". Bench height is 30  $\frac{1}{8}$ "
- Bench length shall sized to provide approximately 12' of seating in non-advertising shelters (two 6' benches are acceptable) and approximately 6' of seating in advertising shelters.
- Dipped, baked Polyarmor 17 ® finish, color shall be Innotek Powder Coatings, LLC, X-106 or equal.
- The bench is secured to concrete using four (4)  $\frac{3}{8}$ " diameter Hilti anchor bolts.
- Shelter and bench configurations in all shelters shall comply with Americans with Disability Act (ADA) requirements.



**CITY OF COSTA MESA**

**GENERAL SPECIFICATIONS FOR TRASH RECEPTACLES**

**26 GALLON EXPANDED METAL TRASH RECEPTACLE**

- 26 Gallon capacity body is formed from  $\frac{3}{4}$  #9 expanded metal.
- 23  $\frac{3}{4}$ " in diameter and 28  $\frac{1}{8}$ " high.
- 26 Gallon capacity hard rubber liner.
- 24  $\frac{1}{4}$ " diameter lid with a 10" opening fabricated from 12 gauge steel.
- Dipped, Vinyl Polyarmor 17 ® finish. Color shall be Innotek Powder Coatings, LLC, X-106 or equal.
- The receptacle is secured to concrete using four (4)  $\frac{3}{8}$ " diameter Hilti anchor bolts.

