

REQUEST FOR PROPOSALS

CBT Conveyor Belting Purchase and Installation

Issued by:



Ohio-Kentucky-Indiana Regional Council of Governments
720 East Pete Rose Way, Suite 420
Cincinnati, Ohio 45202
513-621-6300
FAX 513-621-9325

On behalf of and in partnership with:



Key Dates:

RFP Released to Public	Monday, December 20, 2021
City Virtual Meet and Confer Public Meeting	Wednesday, January 5, 2022 - 2:00 p.m. EST via Zoom
Public Q&A Site Visit	Tuesday, January 11, 2022 – 2:00 p.m. EST
Deadline for Written Questions	Friday, January 14, 2022 – 12:00 p.m. EST
Submittal Deadline	Friday, January 28, 2022 – 12:00 p.m. EST
Virtual Public Bid Opening	Friday, January 28, 2022 - 2:00 p.m. EST via Zoom
Selection	Wednesday, February 2, 2022

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REQUEST FOR PROPOSAL

CBT Conveyor Belting Purchase and Installation

INVITATION

On behalf of CBT Partners, LLC, the Ohio Kentucky Indiana Regional Council of Governments (OKI) is seeking “Sealed Proposals” for the purchase and installation of two conveyor belts. OKI will accept proposals until 12:00 p.m. EST on January 28, 2022.

BACKGROUND

OKI, as the Metropolitan Planning Organization (MPO) for the Greater Cincinnati/Northern Kentucky metropolitan area, is responsible for transportation planning and funding investments that develop collaborative strategies to improve the quality of life and the economic vitality of the region. Recognizing the link between freight mobility and economic development, OKI partnered with Cincinnati Bulk Terminals, Inc. (CBT) to apply and successfully be awarded a 2020 Federal Railroad Administration’s (FRA) Consolidated Rail Infrastructure and Safety Improvements (CRISI) Program Grant. The conveyor system comprises a substantial element of this CRISI project that will help increase safety, enhance efficiency, spur economic growth, improve air quality, and reduce maintenance costs of river to rail freight transport in the OKI region. Fifty percent of the project is funded by FRA.

RFP PROCESS

1. **Submittal:** All items requested as part of the RFP must be completed in their entirety. Failure to do so can result in the submittal being declared unresponsive and will be automatically DISQUALIFIED. OKI must be in receipt of all Proposals by **12:00 p.m. EST, January 28, 2022**, at the following address.

Ohio-Kentucky-Indiana Regional Council of Governments
Attn: Finance Department
CBT Conveyor Belting Purchase and Installation – Bid Proposal
720 E. Pete Rose Way, Suite 420
Cincinnati, Ohio 45202

The proposal should be placed in a sealed envelope and clearly marked “**CBT Conveyor Belting Purchase and Installation – Bid Proposal**”. Submissions not marked clearly will not be opened. Submissions received after the deadline will not be evaluated. No exceptions.

One (1) original and three (3) copies of the proposal packet are needed. Only printed, paper submittals will be accepted. Packets received after the deadline will be rejected. No other distribution is to be made. An official authorized to bind the contractor must sign packets.

2. **Virtual Public Bid Opening:** A public opening will be held on January 28, 2022, at 2:00 p.m. EST via Zoom. See OKI website (www.oki.org) for more details. The public opening is open to the public. Attendance at the public opening is not a requirement. After the public opening,

the Selection Committee will rank the proposals in order of preference based on the Proposal Price and ability to meet minimum specifications.

3. **Selection Process:** A Selection Committee comprised of CBT’s President, Vice President of Business Development, and Operations Manager will be used to evaluate submittals and make the final selection.
4. **Evaluation Criteria:** The Selection Committee will review and evaluate all proposals based on Proposal Price and ability to meet minimum specifications listed under in this RFP under “PROPOSAL SPECIFICATIONS.”
5. **Final Selection:** The final selection will be made by February 2, 2022. The successful candidate or firm will be notified at this time. CBT shall thereafter attempt to finalize a contract/purchase order with the selected firm.

RFP RULES AND REGULATIONS

1. **Questions and Inquiries:** Interested firms’ questions and inquiries on the specifications of this RFP shall be submitted using only the following three (3) methods.
 - i. **City of Cincinnati Virtual Meet and Confer Public Meeting:** As this project involves City of Cincinnati right-of-way and spans a public, City-owned roadway (Mehring Way), it is the desire of the City of Cincinnati’s Department of Community and Economic Development to enhance economic opportunity through a public Meet and Confer Meeting. The meeting requires that CBT meet and confer with minority, female, and locally owned contractors/small businesses as well as trade unions. However, any interested business is encouraged to attend. The meeting will explain such items as the project scope, the use, extent of funds, and what areas will be open for bids. The Meet and Confer Meeting will be held on January 5, 2022, at 2:00 p.m. EST via Zoom. See OKI website (www.oki.org) for more details. Attendance at the Meet and Confer Meeting is not a requirement. OKI will document all questions received during the Meet and Confer Meeting. The responses to all questions will be posted on www.oki.org by January 19, 2022, at 4:00 p.m. EST.
 - ii. **Public Q&A Site Visit:** Interested firms will have one opportunity to visit the project area and ask questions regarding the specifications of this SOQ at the Public Q&A Site Visit on January 11, 2022, 2:00 p.m. EST at Cincinnati Bulk Terminals, LLC. (895 W Mehring Way, Cincinnati, OH 45203). Attendance at the Public Q&A Site Visit is not a requirement. OKI will document all questions received during the Public Q&A Site Visit. The responses to all questions will be posted on www.oki.org by January 19, 2022, at 4:00 p.m. EST.
 - iii. **Emailed Questions:** Interested firms’ questions and inquiries on the specifications of this RFP shall be submitted in writing via email to Robyn Bancroft at

rbancroft@oki.org. Questions will be accepted until 12:00 p.m. EST on January 14, 2022. **After this time, no additional questions will be addressed.** The responses to all questions will be posted on www.oki.org by January 19, 2022, at 4:00 p.m. EST.

2. **Cost of Preparation:** Respondents are responsible for all costs associated with the preparation of materials in response to this RFP. OKI and CBT assume no responsibility for such costs. OKI and CBT reserve the right to waive any formality in the submitted proposals, to reject any and all proposals or to re-advertise for additional proposals.
3. **Modifications to Solicitation:** If any modifications are made to this RFP, notice will be posted on www.oki.org.
4. **Terms of Sealed Bid Proposal Binding:** By submitting a proposal, the offeror acknowledges and agrees to be bound by the terms and conditions of the solicitation. This RFP document including all terms, conditions and specifications contained herein shall become the basis of contract/purchase order upon award by OKI and CBT.
5. **Confidential/Proprietary Information:** Once submitted, an RFP becomes the property of OKI. OKI will release no information about the RFP submittal until after all requests have been received and are deemed a matter of public record.
6. All firms submitting an RFP must follow all instructions to be considered responsive.
7. **Protests:** All solicitations made by OKI are open and free to all competing firms, whereby all have a reasonable chance to be successful and be awarded the contract. If an individual or firm feels that the RFP is unfair for whatever reason, they should request, in writing, a copy of OKI's Title VI Complaint Procedure.
8. **News Releases:** No news releases, pertaining to the request for proposals or any project that may arise, are to be made without prior approval of OKI.
9. **DBE:** OKI encourages the use of Disadvantaged Business Enterprises. If the proposal includes use of a Disadvantaged Business Enterprise, the proposal must include Attachments #3 and #4 of this RFP.

COMPLIANCE WITH LOCAL, STATE, AND FEDERAL REGULATIONS

1. The firm agrees to comply with the Buy America provision as set forth in 49 U.S.C. § 22905(a).
2. The firm agrees to comply with Davis-Bacon and related acts as set forth in 49 U.S.C. § 22905(c)(2)(A).
3. The firm agrees to comply with 2 C.F.R. Part 200 and applicable supplementary USDOT or Federal Rail Administration (FRA) directives and regulations, including the prohibitions on

using certain telecommunications and video surveillance services or equipment from China as set forth in 2 C.F.R. § 200.471.

4. The firm shall comply with the USDOT Maritime Administration regulations, 46 C.F.R. Part 381.
5. The firm agrees to comply with the Debarment and Suspension provisions set forth in 2 C.F.R. Part 1200 and the Drug-Free Workplace provisions set forth in 49 C.F.R. Part 32.
6. The firm shall comply with all pertinent local, state, and federal laws and regulations, including civil rights, that apply, whether or not specifically identified.

INSTRUCTIONS FOR SUBMISSION OF SEALED BID PROPOSALS

Information Required from the Proposer: To be eligible for evaluation as a complete, responsive submittal to this solicitation, printed/hard copy submittals must contain all the following documents, properly signed (as required), fully completed and arranged in the following order:

- **Cover Sheet:** This document, Attachment #1, must include all the information found on the form. As a condition of submittal responsiveness, this document must be fully completed, signed, and submitted with the proposal.
- **Detailed Proposal:** There is no prescribed format for this portion of the Sealed Bid Proposal. The format of the Detailed Proposal document shall be at the discretion of Proposer. The document should address all elements listed under the **PROPOSAL SPECIFICATIONS**.
- **Conflict of Interest Statement:** This document, Attachment #2, shall serve as a list of all entities and/or individuals with which the Proposer, including the firms comprising the Proposer's team (if applicable), has relationships that may create or appear to create conflicts of interest with the work to be performed as a result of the contract. If Proposer has no conflicts of interest to report, please indicate such by checking the appropriate box on Attachment #2. As a condition of submittal responsiveness, this document must be fully completed, signed, and submitted with the proposal.
- **DBE:** These documents, Attachments #3 and #4 are required for compliance with the United States Department of Transportation's (USDOT) requirements related to the participation by Disadvantaged Business Enterprises (DBE) in federally funded contracts and shall serve as proof of the Proposer's "good faith efforts" to, where practicable, include certified DBE firms in the proposal. If Attachments #3 and #4 are not applicable, please indicate such by checking the appropriate box on each form. As a condition of submittal responsiveness, these documents must be fully completed and submitted with the proposal package.

PROPOSAL SPECIFICATIONS

First Conveyor Belt Minimum Specifications:

1. 670 feet in length, 36 inch in width of UsFlex S4 Granite ¼ inch x 1/8-inch belting
2. Belt Tensile Strength: 3,520 Pounds Per Inch of Belt Width (PIW)
3. Carcass Style: Straight Warp/woven
4. Top Cover: 0.250 inch minimum
5. Bottom Cover: 0.125 inch minimum
6. Rubber Type: Granite
7. Min Rubber Tensile Strength: 2250 Pounds Per Foot
8. Agree to comply with the Buy America provision as set forth in 49 U.S.C. § 22905(a).

Second Conveyor Belt Minimum Specifications:

1. 370 feet in length, 36 inch in width of a 3-330 belt with no other special requirements
2. Agree to comply with the Buy America provision as set forth in 49 U.S.C. § 22905(a).

Proposals must include:

1. Detailed Cost broken down for each belt
2. Timeline
3. Company Name, Contact Person, Contact Person information (phone, email, mailing address)
4. Attachments #1, #2, #3, and #4 of this RFP.

Additional Information:

1. Proposals will NOT be accepted for refurbished equipment. All equipment and materials MUST be new.

Additional Option:

1. Firms who are qualified are encouraged to also provide submittals to CBT's other public requests posted for this conveyor system project. See OKI website (www.oki.org) for more details on the following:
 - Request For Proposals -- CBT Conveyor System Fabrication and Installation
 - Request For Qualifications – Professional Services for CBT Conveyor System Concrete Work
 - Request For Qualifications – Professional Services for CBT Conveyor System Electrical Work

ATTACHMENT #1
COVER SHEET

By signing below, you are agreeing to all OKI Terms & Conditions that are a part of this Request for Proposal.

Include this page as your response to this RFP's cover sheet.

Firm: _____

Printed Name of Authorized Signer: _____

Title: _____

E-Mail Address: _____

Address: _____

Telephone: _____

Printed Date: _____

Federal ID Number: _____

Non-collusion Statement: By my signature below, I, individually and as an agent for the firm responding to this Request for Proposal, certify that neither I, nor the business entity for which I am an agent, nor any other agent for that business entity, have entered into any agreement, participated in any collusion, or otherwise taken any action, in restraint of free competitive bidding in connection with this submitted bid. I understand that failure to submit this statement as part of the bidding documents shall make this bid nonresponsive and therefore not eligible for award consideration.

Signature

Date

ATTACHMENT #2
CONFLICT OF INTEREST STATEMENT

Include this page in your response to this RFP.

Proposer shall provide a list of all entities and/or individuals with which it has relationships that create, or may appear to create, conflicts of interest with the work that is contemplated by this RFP. The list should indicate the names of the entities and/or individuals, their relationship to the Proposer, and a description of the real and/or apparent conflicts. In addition, please be sure to include descriptions of relationships with any or all OKI or CBT Board Members and employees that create, or may appear to create, any real and/or apparent conflicts of interest.

Please check appropriate box and include signature, title, and date at bottom of page.

The Proposer has no Conflicts of Interest and confirms that this form is not applicable.

The Proposer acknowledges the following real and/or apparent existing conflicts.

Attach additional sheets, if necessary:

1.	Name:	
	Relationship to Proposer:	
	Description of Conflict:	
2.	Name:	
	Relationship to Proposer:	
	Description of Conflict:	
3.	Name:	
	Relationship to Proposer:	
	Description of Conflict:	
4.	Name:	
	Relationship to Proposer:	
	Description of Conflict:	
5.	Name:	
	Relationship to Proposer:	
	Description of Conflict:	

Signature

Title

Date

ATTACHMENT #3
DBE CERTIFICATION

Please include this page in your response to this RFQ.

Please check appropriate box and include this page in your response to this RFQ.

- The Proposer does not have DBE certification.
- The Proposer has DBE Certification.*

**Please insert a copy of your DBE Certificate.*

ATTACHMENT #4
SUMMARY OF DBE PROPOSED WORK

Please include this page in your response to this RFQ.

Please check appropriate box and include this page in your response to this RFQ.

- The Proposer does not propose any DBE work and confirms this form is not applicable.
- The Proposer proposes the following DBE work summary:

DBE Name	General Description of Proposed Work	Projected Percent of Work by DBE