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**REGIONAL TRANSPORTATION AGENCY OF CENTRAL MARYLAND**

**INVITATION FOR BID**

**IFB – 017 – 24**

**FOR**

**BUS INTERIOR AND LIMITED EXTERIOR CLEANING SERVICES**

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## SECTION 1- KEY INFORMATION SUMMARY

|  |   |
|--|---|
| <b>IFB Number:</b>   | IFB-017-24  |
| <b>IFB Name:</b>   | Bus Interior and Limited Exterior Cleaning Services   |
| <b>Issue Date:</b>   | November 26, 2024   |
| <b>Offeror Written Inquiries due and to whom:</b>          | <p>Questions due by 4:00 p.m. on Tuesday, December 10, 2024.</p> <p>Submit questions to Ronaldo Joanis at <a href="mailto:ronaldo.joanis@transitrt.com">ronaldo.joanis@transitrt.com</a></p>    |
| <b>Pre-Bid Meeting</b>                                     | No pre-bid meeting  |
| <b>Proposal Due Date:</b>                                  | December 26, 2024.  |
| <b>E-mail/Mail/Deliver Proposal to the issuing office:</b> | <p>Submit quote to: <a href="mailto:ronaldo.joanis@transitrt.com">ronaldo.joanis@transitrt.com</a></p> <p>OR/AND mail it to:</p> <p>8510 Corridor Road, Suite 100, Savage, Maryland, 20763.</p> |
| <b>Award Announcement Date:</b>                            | January 13, 2024  |
| <b>Offer validity</b>                                      | Quote must be valid at least for 60 days  |

## SECTION 2- INTRODUCTION

The Transit Management of Central Maryland, d/b/a, the Regional Transportation Agency of Central Maryland (RTA) is seeking quotes for a qualified Contractor to provide a comprehensive contractual solution for the cleaning of its revenue vehicles, as detailed in the Statement of Work (SOW).

**DON'T FORGET:**

Quote proposals will be accepted by e-mail at [ronaldo.joanis@transitrta.com](mailto:ronaldo.joanis@transitrta.com) or/and U.S mail, courier/hand delivery to 8510 Corridor Road, Suite 100, Savage, Maryland 20763 only up to 4:00 P.M. Eastern Standard Time, on Thursday, December 26, 2024. All questions and/or inquiries should be directed in writing to Mr. Ronaldo Joanis, Procurement Specialist, by e-mail at [ronaldo.joanis@transitrta.com](mailto:ronaldo.joanis@transitrta.com).

All Contracts resulting from this solicitation are subject to all applicable equal opportunity laws, Disadvantaged Business Enterprise (DBE) regulations and affirmative action requirement of the Federal Transit Administration (FTA) and the State of Maryland. Companies will not be subjected to discrimination based on race, religion, color, sex, handicap, national origin, or ancestry in consideration for an award.

The RTA reserves the right to accept any IFB response either in whole or any part of parts thereof or to reject any and/or all IFB's and request new submissions. All proposers are required to certify that they are not on the Comptroller of Maryland's List of Ineligible Contractors.

In the interest of brevity, this bid document has been streamlined. All essential procurement requirements and provisions necessary for this solicitation are included herein. The RTA reserves the right to apply its standard procurement principles, as outlined in FTA Circular 4220.1F, to address any situations or issues not explicitly covered in this document.

**IMPORTANT:** This request does not constitute a commitment to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter.

## SECTION 3- STATEMENT OF WORK (SOW)

### GENERAL:

The Transit Management of Central Maryland, dba the Regional Transportation Agency of Central Maryland (RTA), is a corporation that provides and operates fixed route and paratransit transit services in Howard, Anne Arundel, northern Prince George’s Counties, and the City of Laurel. RTA operates 15 fixed-route and paratransit services throughout the service area. In the field of transportation services, maintaining safety and a clean environment for passengers and staff is essential. To achieve this, RTA is seeking a qualified supplier to provide a comprehensive contractual solution for the cleaning of its revenue vehicles.

### BACKGROUND

RTA is committed to providing a clean, safe, and comfortable environment for both passengers and staff, underscoring our dedication to enhancing overall satisfaction and ensuring accessible, safe transportation for all. To support this goal, RTA invites qualified bidders to review our detailed specifications and criteria and submit a proposal for a comprehensive cleaning solution. The project scope includes the following vehicles:

| VEHICLE TYPE | SIZE | SEATING | QUANTITY  |
|--------------|------|---------|-----------|
| Transit Bus  | 35'  | 23      | 3         |
| Transit Bus  | 32'  | 25      | 32        |
| Cutaway      | 26'  | 19      | 4         |
| Cutaway      | 26'  | 15      | 25        |
| Transit Van  | 15'  | 8       | 5         |
| Sedan        | 15'  | 4       | 4         |
| <b>TOTAL</b> |      |         | <b>73</b> |

### SPECIFICATIONS

The detailed specifications outline our minimum requirement to consider when procuring bus cleaning services, ensuring safety, cleanliness, and satisfaction:

| Section                  | Description  |
|--------------------------|--|
| <b>Service Frequency</b> | <ul style="list-style-type: none"> <li>Vehicles cleaned every 2 weeks.</li> <li>Cannot be serviced/cleaned during revenue service hours – Monday through Saturday between 6:00 a.m. and 11:00 p.m. and on Sunday between 8:00 a.m. and 8:00 p.m.</li> <li>Some vehicles are available on Sundays during revenue service hours due to limited service.</li> <li>Completion required before weekday operations begin.</li> </ul> <p><b>Note:</b> All vehicles must be cleaned every two weeks in accordance with</p> |

| Section                               | Description  |
|---------------------------------------|--|
|                                       | <p>the requirements outlined in the Scope of Work. The selected contractor is responsible for maintaining a comprehensive log of all cleaned vehicles to ensure accurate tracking of the cleaning schedule and the services provided.</p>  |
| <p><b>Interior Cleaning Tasks</b></p> | <ul style="list-style-type: none"> <li>• <b>Detailed Interior Tasks:</b> Clean and disinfect all exposed surfaces to be free from dirt, grime, foreign substances, and odors.</li> <li>• <b>Deodorizing:</b> Apply RTA-approved deodorizer to interior; include in mop water to ensure no unpleasant odors.</li> <li>• <b>Glue, Stickers, Graffiti, Gum:</b> Remove all stickers, glue, graffiti, and gum using effective removal products.</li> <li>• <b>Litter Removal:</b> Remove all litter and debris.</li> <li>• <b>Operator’s Area:</b> Clean thoroughly (seat, dashboard, steering, pedals); leave residue-free.</li> <li>• <b>Fire Extinguisher &amp; Flare Kit:</b> Remove dust from mounted items with a damp cloth.</li> <li>• <b>Ceiling, Lighting, Escape Hatches:</b> Clean thoroughly with all-purpose cleaner; leave streak-free.</li> <li>• <b>LED Signs:</b> Wipe with damp cloth, ensuring there are no smudges.</li> <li>• <b>Wall Panels and Vents:</b> Clean panels and vents thoroughly, ensuring no residue.</li> <li>• <b>Windows, Windshield, Mirrors:</b> Clean glass surfaces with glass cleaner; leave streak-free. Squeegee where possible.</li> <li>• <b>Grab Rails:</b> Clean thoroughly with all-purpose cleaner.</li> <li>• <b>Seats:</b> Clean seats (plastic, vinyl, fabric) with RTA-approved products, buff dry, vacuum seat, and apply metal brightener to mounts.</li> <li>• <b>Windowsills:</b> Clean thoroughly, leaving no streaks or smudges.</li> <li>• <b>Floors:</b> Sweep, scrub, and mop with floor soap; no water runoff allowed on bus floor.</li> <li>• <b>Stepwells:</b> Remove gum and scrub stepwells with floor soap; rinse and mop dry. Running water allowed only here.</li> <li>• <b>Doors:</b> Clean both interior and exterior glass areas and door panels, including touchpoints.</li> <li>• <b>Fare Collection Equipment:</b> Clean exterior with lint-free cloth, avoid liquids.</li> </ul> |

| Section                                | Description  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• <b>Foreign/Body Substances:</b> Remove substances and disinfect according to OSHA regulations.</li> </ul>   |
| <b>Limited Exterior Cleaning Tasks</b> | <ul style="list-style-type: none"> <li>• <b>Wheels and Tires:</b> Clean wheels, rims, and tires to remove grease, grime, and brake dust. Use RTA-approved cleaner, rinse, and ensure no residue remains.</li> <li>• <b>Mirrors:</b> Clean for clear visibility.</li> </ul> <p><b>Note:</b> Limited exterior service is not required for sedan-type vehicles. Accordingly, pricing for this service should not be provided.</p> |
| <b>Performance Standards</b>           | <ul style="list-style-type: none"> <li>• Biweekly RTA inspections: deficiencies corrected within 24 hours.</li> <li>• Biweekly checklist documenting tasks completed.</li> </ul>   |
| <b>Health and Safety Compliance</b>    | <ul style="list-style-type: none"> <li>• Comply with OSHA and EPA standards for cleaning and waste disposal.</li> <li>• Use only EPA-approved, non-hazardous cleaning products.</li> <li>• All personnel must use appropriate PPE and follow safety protocols.</li> </ul>  |
| <b>Personnel and Supervision</b>       | <ul style="list-style-type: none"> <li>• Trained personnel familiar with cleaning methods for transit vehicles.</li> <li>• Supervisor required to ensure quality and compliance.</li> </ul>  |
| <b>Additional Requirements</b>         | <ul style="list-style-type: none"> <li>• <b>On-Site Bus Cleaning:</b> Perform bus cleaning services on-site and be responsible for providing all necessary products and materials required to complete the bus cleaning job.</li> <li>• <b>On-Site Access:</b> Coordinate with RTA for after-hours access and adhere to RTA security protocols.</li> </ul>   |

**ADDITIONAL INFORMATION/REQUIREMENTS**

- Responses to this IFB must remain valid for a minimum of 60 days from the opening date.
- All work will be performed in compliance with good workmanship and standards adhering to manufacturer specifications and applicable codes.
- The Contractor will be responsible for removing all debris resulting from the performance of this contract.
- The Contractor will take every precaution necessary to assure the protection of both persons and property while performing work under this contract.

- The Contractor must obey all local, state, and federal laws concerning health and safety at all times during the performance of this job.
- The Contractor will be responsible for the repair of any damage caused to RTA or private property, utilities, etc. as a result of work being performed on this job, at no cost to the RTA or owner.
- The Contractor will not make an agreement with any subcontractor to perform any work included in this Contract unless Contractor has received prior written approval of such agreement from the RTA.
- Right to Modification: A change after award of a contract in any of the contract terms, including price, quantity, time, and place of delivery, etc., shall be in the form of a written.



## SECTION 4- PROPOSAL FORMAT AND SELECTION CRITERIA

One (1) original of the proposal must be submitted to 8510 Corridor Road, Suite 100, Savage, Maryland, 20763 or/and be submitted by email to: [ronaldo.joanis@transitrta.com](mailto:ronaldo.joanis@transitrta.com). It must include technical and financial quotes.

Proposals should be concise and include some attachments and work samples. Proposals must be received no later than 4:00 EST p.m. on **December 26, 2024**.

**Transmittal Letter:** A brief introductory letter to introduce the Offerors proposal. It must be signed by an individual who is authorized to commit the Offeror to the services and requirements stated in this IFB and detailed in the Offerors proposal.

**Executive Summary:** A brief highlighting of the Offerors Technical Quote submission. The Offeror shall provide a statement explaining why the company would be most qualified to handle this account. The Offeror shall also provide a statement of its independence from any direct affiliation with RTA. The summary is also the Offerors opportunity to identify any exceptions being taken to any of the IFB requirements.

**Response to Vendor Instructions/ Requirements:** This is the heart of the proposal, where, in a concise manner, the Offeror shall address the work, or services requirements stated in Section 3. of this IFB and detail how the Offerors proposal will meet or exceed those requirements.

**Offerors Experience and Capability:** The Offeror shall describe its overall experience and past performance in providing services similar to those solicited in this IFB.

**Fee Structure:** The cost of services is the most important factor that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees. Please provide a cost proposal for providing the Statement of Work in Section 3.

**Evaluation and selection:** A selection committee consisting of RTA employees (the "Committee") will review all proposals and decide based on the following factors:

- Price or proposed fee structure
- Professional capacity to undertake the Statement of Work
- Previous work experience and performance

The lowest price bidder technically qualified will be contacted. The RTA may invite the prospective contractor to make a presentation and set up necessary arrangements before signing the contract.

## SECTION D. INDEX OF BID FORMS

The following pages are to be completed and returned to the Issuing Office by the date and time aforementioned in *Section 2*:

- Form 1: Standard Bid Price Sheet
- Form 2: Standard Bid Form
- Form 3: Signature Form
- Form 4: Acknowledgement of Addenda

**FORM# 1**

STANDARD BID PRICE SHEET (Sample)

IFB -017-24

To the Transportation Agency of Central Maryland (RTA),

We hereby submit, for your review, our quotation requested by the IFB. This quotation includes and incorporates all information and specifications required by RTA. A completed, signed, and accepted copy of this Standard Bid Form shall serve as a valid and binding contract.

The undersigned proposes to furnish a price that must include all charges or materials and other fees necessary to perform the work specified in the bid documents, except the state and federal taxes.

| Vehicle Type                         | Quantity  | Interior Services |               | Limited Exterior Services |               | Total cost per cleaning |
|--------------------------------------|-----------|-------------------|---------------|---------------------------|---------------|-------------------------|
|                                      |           | Unit Cost         | Extended Cost | Unit Cost                 | Extended Cost |                         |
| Transit Bus                          | 35        | \$                | \$            | \$                        | \$            | \$                      |
| Cutaway                              | 29        | \$                | \$            | \$                        | \$            | \$                      |
| Transit Van                          | 5         | \$                | \$            | \$                        | \$            | \$                      |
| Sedan                                | 4         | \$                | \$            | N/A                       | N/A           | \$                      |
| <b>Total cleaning cost per visit</b> | <b>73</b> |                   | \$            |                           | \$            | \$                      |

| Description                       | Total Cost |
|-----------------------------------|------------|
| Total cleaning cost per visit     | \$         |
| <b>Yearly Cost (26 Cleanings)</b> | <b>\$</b>  |

Price will be evaluated based on the Bus and Vehicle Cleaning Cost per Visit x 26 visits per year = Total Annual Cost.

The total annual cost shall be used for evaluation purposes only. RTA will only pay for services rendered and invoiced on a per-visit basis. Discounts will be evaluated separately, and RTA reserves the right to assess pricing with or without the inclusion of discounts.

NAME OF SUPPLIER \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**FORM# 2**  
**STANDARD BID FORM**  
**IFB -017-24**

BIDDER: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Submitted by: \_\_\_\_\_

(Signature of authorized agent above)

On \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_ 2024.

Accepted by:

\_\_\_\_\_  
RTA representative

ATTEST:

\_\_\_\_\_ DATE \_\_\_\_\_

**FORM# 3**  
**SIGNATURE FORM**  
**IFB -017-24**

NAME OF BIDDER: \_\_\_\_\_

SIGNATURE OF AUTHORIZED PERSON: \_\_\_\_\_

PRINT AUTHORIZED PERSON: \_\_\_\_\_

TITLE OF AUTHORIZED PERSON: \_\_\_\_\_

STREET NAME AND NUMBER: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

DATE: \_\_\_\_\_

BIDDERS FEDERAL EMPLOYER IDENTIFICATION NO. \_\_\_\_\_

BIDDERS CONTRACTORS LICENSE AND PERMIT NUMBERS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FORM# 4**  
**ACKNOWLEDGMENT OF ADDENDA**  
**IFB -017-24**

The undersigned acknowledges receipt of the following addenda to the documents:

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

Offeror: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Signature of Authorized Signer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone



## SECTION 5- FEDERAL CLAUSES

By way of submitting a proposal the Proposer thereby agrees that where applicable they will adhere to and comply with the provisions as set forth in this Attachment, "Federal Clauses" of this document.