

ADDENDUM NO. 3

DATE: April 7, 2020
TO: All Prospective Bidders
FROM: Kathy Cheng, Buyer III
SUBJECT: Addendum No. 3 – IFB P20021 – DocuSign

Certain revision, additions, and modifications are hereby incorporated into the Invitation for Bids (IFB) documents. Bidder must sign FORM 1-A – BIDDER ACKNOWLEDGMENT OF ADDENDA in the IFB (page 23 of IFB P20021) to indicate receipt of Addendum. Please list each Addendum received, sign, date and submit with your Bid in order for your Bid to be accepted.

The Change is as follows:

1. Paragraph 3 BID OPENING TIME & LOCATION (page 4 of IFB) is deleted in its entirety and is replaced with the followings:

“3. BID OPENING TIME & LOCATION: Each bidder (“Bidder”) must submit its sealed Bid no later than 2:00 PM P.T. on April 14, 2020 through email to: Kathy.Cheng@vta.org or at the Santa Clara Valley Transportation Authority’s Procurement, Contracts and Materials Management Department at 3331 North First Street, Building A, San Jose, CA 95134, and, at that time, publicly opened and read. No Bids will be received or accepted after 2:00PM P.T. on April 14, 2020.

The Bid opening broadcast will also be available online. Email Buyer on or before 5:00PM P.T. on April 13, 2020 for receiving an email invitation to join the online Bid opening.”

2. Paragraph 15 BIDS (page 5 of IFB) is deleted in its entirety and is replaced with the followings:

“15. BIDS: All Bids must be received in either way described below:

- A. by mail or courier in sealed envelopes with the Bidder’s company name, Bid number, closing date and time noted on the outside of the envelope, or
- B. by email to Kathy.Cheng@vta.org with “IFB P20021 Bid Submission” in the email subject line. The Bid submittal, as described in Paragraph 17 of this IFB, should be sent as separate attachment in the email. Please name each attachment properly, for example, the electronic file of Bid Form 1-A Bidder Acknowledgement of Addenda should be named as “Bid Form 1-A Bidder Acknowledgement of Addenda” and sent via email as attachment. Buyer will acknowledge receipt of the electronic Bid via email.”

3. Paragraph 4 PROTESTS in INSTRUCTION TO BIDDERS (page 10 of IFB) is deleted in its entirety and is replaced with the followings:

“**4. PROTESTS:** The following procedures shall be used by Bidders seeking review of the Bid Documents or the Contract process:

- A. **SOLICITATION PHASE:** Prior to the closing date for submittal of Bids, Bidder may submit to VTA protests regarding the procurement process, or alleged improprieties in specifications or alleged restrictive specifications. Any such protests shall be filed no later than ten (10) working days prior to the scheduled closing date. If necessary, the closing date of the solicitation may be extended pending a resolution of the protest.
- B. **PRE-AWARD:** Protests dealing with alleged improprieties in the procurement or the procurement process, that can only be apparent after the closing date for receipt of Bids, shall be filed within five (5) working days of issuance of the Notice of Recommended Award. Protests shall contain a statement of the grounds for protests and supporting documentation. Protestor will be notified of VTA’s final decision prior to issuance of Award.

Protestors shall have an opportunity to appear and be heard before the agency prior to the opening of proposals in the case of protests based on the content of the request for proposals or prior to final award in the case of protests based on other grounds. Proposer’s requests and protests shall be in writing only and be addressed in either way as described below:

- i. by mail to the following address:
**Santa Clara Valley Transportation Authority
Procurement, Contracts and Materials Management Department
Attention: Chief Procurement Officer
3331 North First Street, Building A
San Jose, California 95134**
- ii. by email to Chief Procurement Officer: John.White@vta.org. Please state “P20021 DocuSign - Protest” in the email subject line.

The full text of VTA’s Policy No. 36 may be obtained at <http://www.vta.org/about-us/doing-business-with-vta-policies>. Failure to comply with the above protest procedures will render a protest untimely and/or inadequate and shall result in its rejection.

For federally funded projects, a Bidder may appeal VTA’s determination of the protest to the Federal Transit Administration. All appeals submitted to the FTA shall be filed and will be handled in accordance with FTA Circular 4220.1F.”

- 4. Paragraph 6 SUBMISSION OF BIDS in INSTRUCTION TO BIDDERS (page 11 of IFB) is deleted in its entirety and is replaced with the followings:

“6. SUBMISSION OF BIDS:

- A.** Each Bid must be submitted on enclosed VTA forms, either by email submission with “IFB P20021 Bid Submission” in the email subject line; or by mail or courier in sealed envelope, with company name, Bid number, closing date and time noted on the outside of the envelope.
- B.** Bid modifications or corrections thereof received after the closing time specified will be rejected.
- C.** Notwithstanding the time for Opening Bids established in the Request for Bid, the Bid opening might be postponed solely at VTA’s discretion.”

If you have any questions, please do not hesitate to email me at Kathy.Cheng@vta.org or call (408) 952-4273.