

RFQ ADA-BASE-OPS-25-1, Glass/Window Repair and Replacement Services for VRT Facilities and Vehicles

STATEMENT OF OBJECTIVE:

This Request for Quote (RFQ) is to establish a Construction Service Agreement (CSA) for glass/window, replacement/repair services at all Valley Regional Transit (VRT) facilities, bus shelters and all VRT vehicles. These services would include window replacements, window repairs, windshield replacements, sealing rock chips, and other comprehensive windshield services.

SERVICE LOCATIONS:

- VRT Administrative Office (Meridian) located at 700 NE 2nd Street, Suite 100, Meridian, Idaho 83642
- Orchard Maintenance Facility (Orchard) located at 4701 S. Northrup Ave, Boise, Idaho 83705
- Main Street Station (MSS) located at 777 W. Main Street, Suite 170, Boise, Idaho 83702
- Happy Day Transit Center (HDTTC) located at 5907 Cleveland Blvd, Caldwell, Idaho 83607
- VRT Bike Share (Bike Share) located at 106 East 34th Street, Garden City, Boise, Idaho 83714
- VRT owned and operated bus shelters in ADA and Canyon counties.

TYPES OF VEHICLES:

- Passenger Vehicles
- Service Vehicles – Light/Heavy Duty Trucks
- Vans
- Small Buses
- Large Buses

SERVICE REQUIREMENTS FOR COMMERCIAL GLASS &/or WINDOW REPAIR SERVICES:

- A. Offeror must have experience in installing/repairing windows and glass doors.
- B. Offeror shall have experienced glass/window installers.
- C. Offeror shall have a 24-hour, 7-day answering service with a toll-free telephone number that can immediately dispatch service personnel within the response times as described herein. Response time means that the Offeror will reply to VRT or VRT's project manager within thirty (30) minutes or less, with an anticipated arrival time for repair.
- D. Offeror will schedule and coordinate with VRT's project manager when the service call will be completed.
- E. Offeror shall furnish all materials, equipment, and labor as required to install or repair windows or glass doors in a good and safe operating condition.
- F. Offeror shall have available and be responsible for supplying all required tools, equipment, supplies, and properly maintaining the equipment in a proper state of repair.
- G. Offeror will comply with all Federal, State, and local requirements in the performance of this service.
- H. Offeror will comply with all Federal, State, and local regulations in the handling, application, disposal, and storage of all chemicals and/or hazardous chemicals.
- I. Health and Safety: The Offeror will comply with the Occupational Safety and Health Administration's (OSHA) regulations. All work will be performed in a safe manner.
- J. Offeror will provide and maintain a Safety Data Sheet (SDS) log of all chemicals used on VRT property.
- K. Safety Barriers: VRT is open to the public, and the constructor will furnish, install, and maintain

safety barriers to protect the general public from the work site(s). When the work is completed, the Offeror will remove safety barriers from the work site.

- L. Offeror will take all necessary precautions and safety measures to prevent fire hazards and spontaneous combustions and to protect the environment from hazard spills. Material that constitutes a fire hazard (paints, solvents, drop clothes, etc.) shall be stored in suitable closed and properly labeled containers or shall be removed from the job site daily.
- M. The Offeror shall perform all work with due diligence in a good and workmanlike manner. All work shall be complete in accordance with industry standards.
- N. Offeror will remove all broken glass, waste material, and debris from the job site daily.
- O. When the work order is completed, the Offeror will leave the work site broom clean and free from debris and hazardous material.
- P. All broken glass and debris will be disposed of according to Federal, State, and local regulations.
- Q. Offeror will keep the work site neat, orderly, and in a safe condition at all times.
- R. Offeror is in charge of obtaining and paying all permits needed to install windows, glass doors, and replacements. Offeror must submit to VRT copies of permits and final inspection from the city, if a permit was required.
- S. Offeror will notify VRT's Project Manager when the installation or repairs are completed, and VRT's Project Manager will proceed with the inspections. If the work is determined to be completed, VRT's Project Manager will approve the invoice and payment will be released to Offeror.
- T. General good behavior is always expected of employees and persons on site. Loud music, excessive wasted time on site, time spent chatting with security or others should be avoided. Profanity, crude language, or inappropriate behavior by employees to each other or to VRT staff, the public, or security is not allowed.
- U. Additional Services Performed. No claim for additional work performed or materials furnished by Offeror other than stated herein, shall be allowed by VRT unless it is ordered by VRT in writing. Any additional work or materials furnished by Offeror without a written order shall be at Offeror's risk, cost, or expense.
- V. There are six parking spaces available at MSS. Two parking spaces are reserved for the Boise Police Department (BPD). The other four parking spaces are available for VRT employees and/or contract workers while on site. After 6 P.M., the VRT employee parking spaces are available for use. Parking outside of noted parking spaces, BPD parking spaces, or bus stalls is not allowed. Parking at street level on Main Street is not allowed without permission from VRT and VRT's partners.
- W. HDTC parking spaces are open to the public, but there is reserved parking for employees located on the northwest side of the building. VRT asks all contractor's staff to park in designated public parking spaces.
- X. Employees working on-site will be required to be in uniform. Uniforms may consist of hats, coats, pants, shirts, or other apparel, but should always have the name of the company in a clear and legible area visible to security and other staff. A minimum of a shirt with the company name is required. Reflective safety vests are required when on the ramps or driving aisles, other than in designated pedestrian pathways.

PREVAILING WAGE:

- A. Offeror agrees to adhere to all applicable laws regarding prevailing wage as established by 49 U.S.C. § 5333 (a), the Davis-Bacon Act, 40 U.S.C. §§ 276a through 276a(7), and implementing U.S. Department of Labor (DOL) regulations for all services as it applies to this procurement.
- B. Prevailing wage listed below on page 6

SERVICE REQUIREMENTS for Vehicle Glass Repair and Replacement Services

- A. Offeror must have experience in installing/repairing, windshields, side windows, and back windows. Windows being repaired or replaced might be tinted.
- B. Offeror must have experience in re-calibrating windshield vehicle requirements.
- C. Offeror must be able to calibrate all sensors and cameras to OEM (Original Equipment Manufacturer) requirements.
- D. Offeror shall have experienced glass/window installers.
- E. Offeror must have installers who are experienced in sealing rock-chipped windows.
- F. If a windshield has more than three rock-chipped repairs, offer must obtain VRT approval before replacing the windshield.
- G. Offer must have a shop and mobile repair that can be dispatched during business hours.
- H. Offeror will schedule and coordinate with VRT's project manager when the service call will be completed.
- I. Offeror will ensure that all of these components (airbags, rain sensors, heating elements, lane departure warnings, forward crash detection, and many other vehicle components) are functioning correctly once the new glass is installed.
- J. Offeror shall furnish all materials, equipment, and labor as required to install or repair windows or glass in a good and safe operating condition.
- K. Offeror shall be available and responsible for supplying all required tools, equipment, and supplies, and properly maintaining the equipment in a proper state of repair.
- L. Offeror will comply with all Federal, State, and local requirements in the performance of this service.
- M. Offeror will comply with all Federal, State, and local regulations in the handling, application, disposal, and storage of all chemicals and/or hazardous chemicals.
- N. Health and Safety: The Offeror will comply with Occupational Safety and Health Administration's (OSHA) regulations. All work will be performed in a safe manner.
- O. Offeror will provide and maintain a Safety Data Sheet (SDS) log of all chemicals used on VRT property.
- P. Offeror will take all necessary precautions and safety measures to prevent fire hazards and spontaneous combustions and to protect the environment from hazard spills. Material that constitutes a fire hazard (paints, solvents, drop clothes, etc.) shall be stored in suitable, closed, and properly labeled containers or shall be removed from the job site.
- Q. The Offeror shall perform all work with due diligence in a good and workmanlike manner. All work shall be complete in accordance with industry standards.
- R. Offeror will remove all broken glass, waste material, and debris from the job site.
- S. When the work order is completed, the Offeror will leave the work site broom clean and free from debris and hazardous material.
- T. All broken glass and debris will be disposed of according to Federal, State, and local regulations.
- U. Offeror will keep work site neat, orderly, and in a safe condition at all times.
- V. General good behavior is expected of employees and persons on site at all times. Loud music, excessive wasted time on site, time spent chatting with security or others should be avoided. Profanity, crude language, or inappropriate behavior by employees to each other or to VRT staff, the public, or security is not allowed.
- W. Additional Services Performed: No claim for additional work performed or materials furnished by

Offeror other than stated herein, shall be allowed by VRT unless it is ordered by VRT in writing. Any additional work or materials furnished by Offeror without a written order shall be at Offeror's risk, cost, or expense.

- X. HDTC parking spaces are open to the public, but there is reserved parking for employees located in the northwest side of the building. VRT asks all contractors to park in designated public spaces.
- Y. Employees working on-site will be required to be in uniform. Uniforms may consist of hats, coats, pants, shirts, or other apparel, but should always have the name of the company in a clear and legible area visible to security and other staff. A minimum of a shirt with the company name is required. Reflective safety vests are required when on the ramps or driving aisles, other than in designated pedestrian pathways

HOURS OF WORK:

- A. All routine maintenance services and scheduled repairs shall be performed during Normal Business Hours. Offerors shall use their best efforts to conduct maintenance and repairs in a manner that minimizes disruption to VRT's business. All work shall be performed during Normal Business Hours unless overtime work is authorized by the VRT. VRT shall be responsible for the overtime portions of charges for all maintenance and repairs made outside of Normal Business Hours at the rates agreed to pursuant to this agreement.
- B. "Normal Business Hours" shall mean 6:00 a.m. to 6:00 p.m., Monday through Friday, with the exception of holidays.
- C. Outside of Normal Business Hours, VRT shall call the Offeror through its normal business telephone numbers. The offeror shall provide a reliable means of communication between the Offeror's local office and the lead service technician.
- D. Working hours and Unscheduled Schedule Delays. There may be situations that require the Offeror to work other than normal hours and to suspend, postpone, or reschedule work. When the Offeror's access to a work area conflicts with VRT's operational requirement, the Offeror shall reschedule the work to minimize the disruption. This may require performing the work at times other than normal duty hours.