

Proposal For San Francisco Municipal Transportation Agency



Request for Proposal #SFMTA-2021-05-FTA

**Mid-Life Overhaul of the 40' & 60' Hybrid
Electric Coaches and 60' Electric Trolley
Coaches**

PRICE PROPOSAL



Submitted By:
Complete Coach Works
1863 Service Court
Riverside, CA 92507
September 30, 2021



Renovation • Parts • Modification

September 29, 2021

San Francisco Municipal Transportation Agency
700 Pennsylvania Avenue
Building B, 2nd Floor
San Francisco, CA 94107

RE: RFP No. SFMTA-2021-05-FTA (CCO No. 21-1554) Mid-Life Overhaul of 40' & 60' Hybrid Electric Coaches and 60' Electric Trolley Coaches

On behalf of the entire Complete Coach Works (CCW) team, I am pleased to submit our proposal to San Francisco Municipal Transportation Agency (SFMTA) for RFP No. SFMTA-2021-05-FTA (CCO No. 21-1554) Mid-Life Overhaul of 40' & 60' Hybrid Electric Coaches and 60' Electric Trolley Coaches. As the largest rehabilitation, retrofit, and upgrade company in North America, with over thirty-four (34) years of experience, Complete Coach Works stands uniquely qualified to perform this project.

Complete Coach Works proposal is valid for a period of one hundred eighty (180) days from proposal due date.

Complete Coach Works has submitted an alternative approach binder with our proposal for SFMTA consideration.

Complete Coach Works has included with our proposal the required proposal bid security of \$250,000.00 in the form of a certified check.

During all phases of this proposal and any subsequent procurement that may follow, please direct all communication to the following contact information:

Amber Lindsey, Director of Contracts
Office Phone: (951) 684-9585 x133 Cell Phone: (951) 212-6123 Fax Number: (951) 684-2088
Email: contracts@completecoach.com

We appreciate the opportunity to participate in this project. We look forward to your favorable response.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Michael Dominici', with a long horizontal flourish extending to the left.

Michael Dominici
Chief Financial Officer



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**PRICE PROPOSAL SIGNATURE PAGE
FOR**

**MID-LIFE OVERHAUL OF THE 40' & 60' HYBRID ELECTRIC COACHES AND 60'
ELECTRIC TROLLEY COACHES**

Date: 9/15/2021

San Francisco Municipal Transportation Agency
700 Pennsylvania Avenue
Building B, 2nd Floor
San Francisco, CA 94107

Attention: Enoch Chu, Project Manager

This Price Proposal is submitted by: Complete Coach Works

Business Address: 1863 Service Ct. Riverside, CA 92507

Telephone Number: (951) 684-9585

The undersigned, as Proposer, declares that the only persons interested in the Price Proposal as Principals are those named herein; that this Proposal is made without collusion with any other person, firm, or corporation; and that this Proposer has received and has carefully examined the Contract documents on file with and available from the SFMTA, as specified in the Request for Proposals.

If this Price Proposal is accepted, the Proposer agrees to enter into a Contract with the City and County of San Francisco (City), which Contract documents are understood by Proposer.

Proposer shall include unit prices and total prices as indicated for the items shown on Schedules 1 of the Schedule of Prices, as applicable.

Proposer agrees to furnish the services and items listed below to the City in accordance with the terms of the Contract at the prices listed below.

A Proposal bond (bid bond), cashiers or certified check, or money order in the amount of \$250,000 is attached hereto as the Proposal bid security.

Should its Price Proposal be accepted and Award made to it, Proposer agrees that if it fails or refuses to furnish the required bonds and insurance certificates within 20 calendar days after receiving notice from the SFMTA to file such documents, or fails or refuses to properly execute

and return the Agreement, the SFMTA may, at its option, determine that this Proposer has abandoned its Price and Technical Proposals. Thereupon, the Award of said Contract to this Proposer shall be null and void, and the full principal amount of the Proposal bond (bid bond) shall be payable to the City and County of San Francisco (or the cashier's or certified check or money order accompanying its Proposal shall be deposited with the Treasurer of the City and County of San Francisco for collection), and the proceeds thereof shall be retained by the City as partial liquidated damages for failure of such Proposer to properly execute the Agreement or file the documents herein required. The foregoing in no way limits the damages that may be recoverable by the City for such failure to enter into the Contract.

Please see Complete Coach Works alternative approach submittal regarding the bonding requirements

It is understood and agreed that Proposer shall, subsequent to Proposal opening, promptly furnish information deemed pertinent by the SFMTA regarding any article, component, or service required hereunder which Proposer proposes to furnish.

Proposer agrees to maintain the Price Proposal in effect for 180 calendar days from the date of submission.

Failure to acknowledge receipt of Addenda may be cause for rejection.

Proposer acknowledges receipt of Addenda:

Number	Date
1	7/28/2021
2	8/10/2021
3	8/12/2021
4	8/31/2021
5	9/13/2021

If the Price Proposal is made by an individual, it shall be signed by him or her, and if he or she is doing business under a fictitious name, the Price Proposal shall so state. If the Price Proposal is made by a partnership, the full names and addresses of all partners and the address of the partnership shall be stated, and the Proposal shall be signed for all partners by one or more of the partners. If the Price Proposal is made by a corporation, it shall be signed in the corporate name by an authorized officer or officers. In addition, a certified copy of the corporate resolution authorizing said officer or officers (by name) to execute the Proposal should be attached. If the Price Proposal is made by a joint venture, the full names and addresses of all members of the joint venture shall be stated, and the Proposal shall be signed by each member of the joint venture.

Signature: _____ 

Name (Typed): _____ Michael Dominici

Title: _____ CFO

Signature: _____

Name (Typed): _____

Title: _____

Signature: _____

Name (Typed): _____

Title: _____

CERTIFICATE OF SECRETARY
Attachment

Resolutions adopted by the Board of Directors of Complete Coach Works on
December 19, 2016:

WHEREAS, Upon consideration of the benefit to the Corporation of finalizing bid processing and contracts for prospective projects with public and private transit agencies and the like,

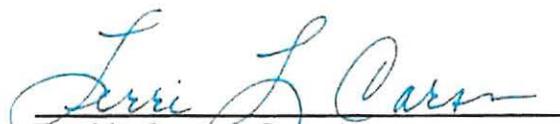
IT IS HEREBY RESOLVED, That Dale E. Carson, President (whose address is 42882 Ivy Street, Murrieta, CA, 92562), and Michael J. Dominici, an employee of the Corporation (whose address is 1863 Service Court, Riverside, CA, 92507), acting together or separately, be and they hereby are, authorized to execute, pact or otherwise bind the Corporation with respect to the project(s) on behalf of the Corporation; and

IT IS FURTHER RESOLVED, that Dale E. Carson and Michael J. Dominici, acting together or separately, be, and they hereby are, authorized to take all actions necessary to complete the bid process and to accomplish acquisition of the project(s) by the Corporation, including, but not limited to, executing contracts, bonds, bills of sale and other legal instruments in connection with the bid process and subsequently awarded contracts.

I, the undersigned, do hereby certify that:

1. I am the duly elected, qualified and acting Secretary of Complete Coach Works, a corporation duly organized and existing under the laws of the State of California;
2. The attached resolutions are a full, true and correct excerpt of minutes that were duly adopted by the Board of Directors of Complete Coach Works on December 19, 2016 in accordance with the Articles of Incorporation and Bylaws of the Corporation;
3. Pursuant to the resolutions adopted December 19, 2016 by the Board of Directors of the Corporation, Dale E. Carson and Michael J. Dominici, acting together or separately on behalf of the Corporation, are duly authorized to execute, pact or otherwise bind the Corporation with respect to finalizing bid processing and contract(s) for prospective projects to accomplish acquisition of the project(s), and to deliver said documents to public and private transit agencies and the like; and
4. The resolutions have not been revoked, suspended or amended in any way, and remain in full force and effect.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of said Corporation this 16th of March, 2020.


Terri L. Carson, Secretary

**SCHEDULE 1 – SCHEDULE OF PRICES
 MID-LIFE OVERHAUL OF THE 40’ & 60’ HYBRID ELECTRIC COACHES AND 60’ ELECTRIC
 TROLLEY COACHES**

PROPOSED PRICES

State and local sales, or use taxes are not to be included. City is exempt from federal excise taxes. (See Section 7 of Part X (Sample Agreement) regarding other taxes and governmental charges). All bid item prices shall be accurate reflections of the bid items proposed.

No.	QTY	Description	Unit Price	Total Price
1	60	SR-1849 - 60-ft Trolley Coach	\$ 534,904.34	\$ 32,094,260.40
2	43	SR-1907 - 60-ft Allison Hybrid with New ISL engine	\$ 443,192.38	\$ 19,057,272.51
3	6	SR-1955 - 60-ft BAE Hybrid with New ISL engine	\$ 473,598.32	\$ 2,841,589.94
4	25	SR-1961 - 60-ft Allison Hybrid	\$ 354,742.89	\$ 8,868,572.15
5	25	SR-1962 - 60-ft BAE Hybrid with New ISL engine	\$ 473,718.32	\$ 11,842,958.10
6	24	SR-1963 - 40-ft Allison Hybrid with New ISL engine	\$ 386,411.96	\$ 9,273,886.94
7	24	SR-1964 - 40-ft BAE Hybrid	\$ 300,389.51	\$ 7,209,348.34
8	12	SR-1907 – 60-ft Allison Hybrid with Remanufactured ISL engine	\$ 443,192.38	\$ 5,318,308.61
9	10	As-Built Drawings, Updated Schematics, and Parts Lists (Per SR)	\$ 0.00 (Included)	\$ 0.00 (Included)
10	1	Special Tools	N/A	\$1,000,000 (fixed allowance)
11	1	Spare Parts	N/A	\$1,000,000 (fixed allowance)
12	1	Unforeseeable Work and Exterior Body Work	LS	\$5,500,000
Basis of Award (Items 1 through 12)			Grand Total	\$ 104,006,196.99
Information Item (not included in evaluation)				
Hourly Rate for Unforeseeable Work and Exterior Body Work				\$125.00 per hour



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SBE Participation

Complete Coach Works is a Transit Vehicle Manufacturer (TVM) with an FTA approved DBE Goal.

Although Complete Coach Works consistently strives to utilize SBE/DBE participation as much as possible, our SBE/DBE participation for this particular project does not meet the SFMTA requested 15%. Currently, CCW intends to utilize Vortech Industries for 7.3% SBE/DBE participation but we hope to increase the SBE/DBE participation by continuing our outreach efforts.

SUBMIT WITH PROPOSAL

SFMTA SBE FORM No. 1 – CONSULTANT/JOINT VENTURE PARTNER AND SUBCONSULTANT PARTICIPATION REPORT

PROPOSER: Complete Coach Works

NAME OF FIRMS, ADDRESS, TELEPHONE NO. AND CONTACT PERSON; FEDERAL I.D. NO. (or STATE I.D. NO.)	SBE (OWNERSHIP)		NON-SBE (OWNERSHIP)		SCOPE OF WORK & CERTIFICATION TYPE & CERT. NO.	ANTICIPATED PERCENTAGE AND/OR \$ AMOUNT OF PARTICIPATION
	MALE	FEMALE	MALE	FEMALE		
Vortech Industries 1810 Cesar Chavez St San Francisco, CA 94124 Emiliano Ponce 623-17-1155	X				Parts Supply Micro LBE CMD082417061	7.3%
 <hr/> Name & Signature: Authorized Officer of Consultant					Total SBE (Male)	7.3%
Print or Type Name: Emiliano Ponce					Total Non-SBE (Male)	0%
Date: 9/29/2021					Total Non-SBE(Female)	0%
					TOTAL % AND/OR \$:	7.3%

SFMTA SBE FORM No. 2

SBE CONSULTANT/SUBCONSULTANT PARTICIPATION – GOOD FAITH EFFORTS

This form must be completed and submitted along with compelling documentation detailing the good faith efforts made to meet the SBE participation goal if the information submitted on SFMTA SBE Form No. 1 indicates that the SBE goal has not been met.

If the SBE participation goal is not met, and if this form, along with compelling documentation detailing the good faith efforts made to meet the goal, is not completed and returned with the proposal, **the proposal shall be deemed non-responsive and rejected.**

Even if proposers' SFMTA SBE Form No. 1 indicates the SBE goal has been met, proposers should still submit the following information to protect their eligibility for the contract. This is because SFMTA's Contract Compliance office may determine that proposers have not met the goal for various reasons, e.g., if an SBE subconsultant submitted by the prime consultant was not SBE/DBE/LBE certified on the proposal due date. In these cases, SFMTA's SBE Form No. 1 will not normally provide sufficient information to demonstrate that the proposer made good faith efforts.

Contract Name: Mid-Life Overhaul **Contract Number:** SFMTA-2021-05-FTA

Proposer's Name: Complete Coach Works

Please supply information regarding the following:

1. Attending any presolicitation or proposal meetings scheduled by the awarding department to inform all proposers of SBE Program requirements for the project for which the contract is awarded.

Complete Coach Works attended the Virtual Pre-Proposal Conference on 7/8/21 and the Bus Inspection on 7/13/21

2. List below the names and dates of all certified SBEs solicited by direct mail for this project or print out a list of SBE contacted via the States' SBE website, City's GSA website, or UCP DBE website. List the dates and methods used for following up initial solicitations to determine with certainty whether the SBEs were interested. Attach copies of letters and supporting documentation.

Complete Coach Works hosted a DBE Virtual Open House on 7/23/2021. An email blast was sent to 163 certified DBE's and over 15 local transit contacts on 7/15/2021 with details of the DBE Virtual Open House. A total of 5 companies RSVP'd for the open house and 2 companies actually attended. Copies of the email blast, list of addressees and presentation given during the open house can be supplied upon request.

3. Summarize below the items of work for which the Proposer requested subconsultant services supplied by SBEs, the information furnished interested SBEs regarding work requirements and any breakdown of tasks into economically feasible units to facilitate SBE participation. Where there are SBEs available for doing portions of the work normally performed by the proposer with its own staff, the proposer will be expected to make portions of such work available for SBEs.

Complete Coach Works intends to utilize an SBE for parts supply services.

SUBMIT WITH PROPOSAL

4. List below the names of SBEs solicited for any of the work indicated above and which were not utilized, and a summary of the proposer’s discussions and/or negotiations with them.

a. List the names of rejected SBEs:

Red Dipper Inc.

b. Summarize below discussions and/or negotiations:

Red Dipper Inc. attended CCW's DBE Virtual Open House on 7/23/2021. On 7/26/21 @ 4pm, CCW and Red Dipper had a virtual meeting to discuss the SFMTA MidLife Overhaul project. Red Dipper representative Hunter Schneider supplied company information and previous work history. Red Dipper Inc. primarily does facility side electrical upgrades and does not have experience working on buses. CCW and Red Dipper were unable to determine a scope of work that could be completed by Red Dipper for this project.

5. List the names of subconsultants that were selected over the rejected SBEs listed above and the reasons for that choice.

Vortech Industries was selected due to availability of parts and lead times

6. Summarize below assistance that the Proposer has extended to rejected SBEs identified above to remedy the deficiency in their sub-proposals.

Red Dipper Inc. attended CCW's DBE Virtual Open House on 7/23/2021. On 7/26/21 @ 4pm, CCW and Red Dipper had a virtual meeting to discuss the SFMTA MidLife Overhaul project. Red Dipper representative Hunter Schneider supplied company information and previous work history. Red Dipper Inc. primarily does facility side electrical upgrades and does not have experience working on buses. CCW and Red Dipper were unable to determine a scope of work that could be completed by Red Dipper for this project.

7. If insurance is a reason for rejecting any potential SBE, a complete explanation must be provided as follows.

a. List the names and phone numbers of insurance firms contacted by the proposer and/or other involved parties:

N/A

b. List the names and phone numbers of public assistance agencies contacted and their responses (for example, the City’s Bonding and Insurance Assistance Program):

N/A

NOTE: Use additional sheets of paper if necessary. Appropriate documentation such as copies of newspaper ads, letters soliciting bids, & telephone logs should accompany this form.



Signature

9/29/2021

Date

Complete Coach Works

Name of Firm (print)

Michael Dominici, CFO

Name and Title (print)

1863 Service Ct. Riverside, CA 92507

Address

(951) 684-9585

Phone Number

contracts@completecoach.com

Email

END OF FORM No. 2

SUBMIT WITH PROPOSAL

**SFMTA SBE FORM No. 2A
BIDDERS LIST**

Supply the following information for all firms bidding or quoting on this contract. If any information is not included, specify reason why you could not obtain the information. Use additional sheets if necessary.

PROPOSER'S NAME: Complete Coach Works

Name/ Federal I.D. or State I.D. No.	Address	Phone	SBE Certified (CUCP DBE, CITY LBE, STATE SBE)		Yrs. in Business	Annual Gross Receipts of Firm
			Yes	No		
Complete Coach Works 87-0807646	1863 Service Ct Riverside, CA 92507	(951) 684-9585		X	34	\$30,000,000.00

END OF FORM No. 2A

PROPOSER: Compete Coach Works

SFMTA SBE FORM No. 2B

**SBE CONSULTANT/JOINT VENTURE PARTNER/SUBCONSULTANT GROSS REVENUE
DECLARATION**

To be completed by SBE Consultant/Joint Venture Partner/Subconsultant

An SBE consultant and every listed SBE subconsultant or supplier, including lower tier subconsultants, must submit the completed declarations to the Prime Consultant. The Prime Consultant shall submit completed declarations with its proposal to the Contract Compliance Office. In order to be counted towards the SBE goal, the SBE must declare, under penalty of perjury, that its total average gross revenues for the past three years are equal to or below the income threshold for the specific category of the contract.

Contract Number: SFMTA-2021-05-FTA Contract Title: Mid-Life Overhaul

SECTION I

Name: Vortech Industries Vendor Number: _____

Address: 1810 Cesar Chavez St. San Francisco CA 94124

Phone: (415) 287-6007 Type of Consultant's License(s): Micro LBE Federal I.D. No.: 623-17-1155

SECTION II

(Check Ownership and Certification Type check all that apply)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Sole Proprietor | <input type="checkbox"/> DBE (Issued by Calif. Unified Certification Prog.) |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> SBE (Issued by Calif. Dept. of General Services) |
| <input type="checkbox"/> Corporation, s-Corp, LLC | <input checked="" type="checkbox"/> LBE (Issued by SF General Services Agency) |
| | <input type="checkbox"/> Verified as SBE-Eligible by the SFMTA Contract Compliance Office (Confirmation attached) |

**Income Thresholds For Certain Types of Contracts
(Check category for your business)**

The total average gross revenue for the past 3 years must be equal to or below the following category thresholds:

- | | |
|--|----------------|
| <input type="checkbox"/> Engineering Services | \$16.5 Million |
| <input type="checkbox"/> Surveying and Mapping | \$16.5 Million |
| <input type="checkbox"/> Public Relations Agencies | \$16.5 Million |
| <input type="checkbox"/> Drafting | \$8.0 Million |

SUBMIT WITH PROPOSAL

- Architectural Services \$8.0 Million
- Merchant Wholesalers \$26.29 Million and no more than 150 employees

- Other _____

DECLARATION

The undersigned declares under penalty of perjury under the laws of the State of California that its total average gross revenues for the past three years are equal to or below the income threshold for the category checked above.

 _____ Signature	9/29/2021 _____ Date
Votech Industries _____ Name of Firm (print)	Emiliano Ponce, Owner _____ Name and Title (print)
1810 Cesar Chavez St San Francisco CA 94124 _____ Address	
(415) 287-6007 _____ Phone Number	votechca@gmail.com _____ Email

END OF FORM No. 2B

PROPOSER: Complete Coach Works

SFMTA SBE FORM No. 3

SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY
QUESTIONNAIRE ON RECRUITMENT, HIRING, AND TRAINING PRACTICES FOR
CONSULTANTS

NONDISCRIMINATION REQUIREMENTS

Professional or Technical Services

1. Please complete and return the attached Nondiscrimination Questionnaire, Workforce Data forms and Participation Form with a copy of your entire proposal directly to the awarding Department.
2. Please complete the questionnaire for the office that will ultimately perform the project work.
3. The questionnaire must be completed by:
 - a. All prime consultants
 - b. All joint venture partners and subconsultants
4. Support firms (e.g., printers, photographers, etc.) need not complete any part of the questionnaire.
5. Approved State or Federal Nondiscrimination Programs may be substituted for those items where the information requested in the questionnaire is identical to that contained in the State or Federal Programs.
6. If the questionnaire(s) is/are not correctly and fully completed, SFMTA will not consider your proposal. For firms selected as finalists, all SBEs participating in the project must be certified prior to contract award.

SFMTA FORM No. 3
SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY

QUESTIONNAIRE ON RECRUITMENT, HIRING, AND TRAINING PRACTICES FOR
CONSULTANTS

NOTE: The term "minority" refers to the following groups: American Indian or Alaskan Native, Asian or Pacific Islander, African-American, Filipino, and Hispanic.

(Please answer all questions. Use additional sheets if necessary.)

Name of Company: Complete Coach Works

Address: 1863 Service Ct. Riverside CA 92507

Location of Company Workforce (Check one):

San Francisco

Other Location (provide address):

1863 Service Ct.
Street

Riverside CA 92507
City State Zip Code

1. Name, title, telephone number of company official at the establishment who is responsible for recruitment and hiring and who will provide information concerning this matter.

Ana Elias, Director of Human Resources (951) 684-9585

2. Name, title, and telephone number of senior managing official at the establishment if not the person named in the answer to question 1.

Dale E. Carson, President (951) 684-9585

3. Describe briefly the basic business activity at the establishment (i.e., identify the product produced or the services performed.)

Repower, rehabilitation and re-manufacturing of Transit Buses

4. Describe briefly how employees at various levels are hired (see Workforce Breakdown #8).

A. Technicians and/or others.

Complete Coach Works is an Equal Opportunity employer and promotes fair hiring practices and employment practices free of harassment or discrimination based on sex, race, color, ancestry, creed, national origin, age, disability, religion, medical condition, pregnancy, disability leave or marital status. In keeping with this policy, Complete Coach Works does not tolerate any kind of harassment by any of its employees and has a complaint procedure without fear of reprisal.

SUBMIT WITH PROPOSAL

B. Support Staff (accounting, reception, and clerical).

Complete Coach Works is an Equal Opportunity employer and promotes fair hiring practices and employment practices free of harassment or discrimination based on sex, race, color, ancestry, creed, national origin, age, disability, religion, medical condition, pregnancy, disability leave or marital status. In keeping with this policy, Complete Coach Works does not tolerate any kind of harassment by any of its employees and has a complaint procedure without fear of reprisal.

5. Describe in full, Nondiscrimination programs in the past two years. (Consultants may submit one (1) copy of their Nondiscrimination Program directly to SFMTA Contract Compliance Office, One South Van Ness Ave., 3rd Floor, San Francisco, CA 94103, (415) 701-4443.

Complete Coach Works is an Equal Opportunity employer and promotes fair hiring practices and employment practices free of harassment or discrimination based on sex, race, color, ancestry, creed, national origin, age, disability, religion, medical condition, pregnancy, disability leave or marital status. In keeping with this policy, Complete Coach Works does not tolerate any kind of harassment by any of its employees and has a complaint procedure without fear of reprisal.

-- Participation in training programs.

Complete Coach Works participates in Southern California Regional Transit Training Consortium (SCRTTC)

-- Participation in apprenticeship programs.

None

-- Participation in any summer hire program or own program.

None

-- Paid educational leave or tuition to improve skills and level.

Complete Coach Works offers tuition reimbursement and modified paid educational leave

-- Participation in scholarship fund.

None

-- Participation in clerical training programs.

Complete Coach Works offers clerical training programs upon CCW employee request

-- Participation in "other" programs.

Complete Coach Works is a second chance employer that works with re-entry programs such as Job Fairs sponsored by CA Department of Corrections and Rehabilitation

SUBMIT WITH PROPOSAL

6. If minorities and/or women are underutilized explain steps to ensure the firm is not discriminating.

N/A

7. Describe joint ventures or subconsulting arrangements in past projects. If there is a company policy on this issue, include it.

N/A

8. Complete workforce breakdown. (Separate form, Page SBE-30.)

See completed workforce breakdown

- 8a. Hires in last 12 months. (Complete separate form, Page SBE-31.)

See completed workforce breakdown

SFMTA SBE FORM No. 3

WORKFORCE DATA SPREADSHEET #1

8. Please fill out this workforce breakdown

Name of firm: Complete Coach Works

Address: 1863 Service Ct. Riverside, CA 92507

EMPLOYEE CATEGORIES*	TOTAL EMPLOYEE		AFRICAN AMERICAN		HISPANIC		ASIAN/ PAC. ISL.		AMER. IND./ ALAK. NTV.		TOTAL MINORITY		PERCENTAGE WHITE		PERCENTAGE MINORITY	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
First/Mid Senior Official	13	3	1	1	6	2					7	3	46%	0%	54%	100%
Admin Support Worker	19	26		1	14	18					14	19	26%	27%	74%	73%
Craft Workers/Manager	24	1		1	16						16	1	33%	0%	67%	100%
Executive/Senior Official	6	1			1						1		83%	100%	17%	0%
Laborers/Helpers	93	12	9		58	9					67	9	28%	25%	72%	75%
Operatives Semi-Skilled	29	0	1		17				1		19		34%	0%	66%	0%
Professionals	7	2			4	1	1				5	1	29%	50%	71%	50%
Sales	4	0											100%	0%	0%	0%
Service Workers	1	1			1	1					1	1	0%	0%	100%	100%
Technicians	3	2			1	2					1	2	67%	0%	33%	100%
TOTAL	199	48	11	3	118	33	1	0	1	0	131	36	34%	25%	66%	75%

COMPLETED BY Name: Ana Elias Title: Director of Human Resources Date: 9/28/2021

* If the list of occupations on the left side of the workforce data form does not match your occupation titles, please modify the data form to indicate occupations peculiar to your organization.

SFMTA SBE FORM No. 3
WORKFORCE DATA SPREADSHEET #2

8a. Hires in last 12 months

Name of firm: Complete Coach Works

Address: 1863 Service Ct. Riverside CA 92507

EMPLOYEE CATEGORIES*	TOTAL EMPLOYEE		AFRICAN AMERICAN		HISPANIC		ASIAN/ PAC. ISL.		AMER. IND./ ALAK. NTV.		TOTAL MINORITY		PERCENTAGE WHITE		PERCENTAGE MINORITY	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
First/Mid Senior Official	1	1				1					0	1	100%	0%	0%	100%
Admin Support Worker	9	13			5	10					5	10	44%	23%	56%	77%
Craft Worker/Manager	7	0			6						6	0	14%	0%	86%	0%
Executive/Senior Official	0	0									0	0	0%	0%	0%	0%
Laborers/Helpers	42	4	5	1	23	3	1				29	4	31%	0%	69%	100%
Operatives Semi-Skilled	15	0	1		11						12	0	20%	0%	80%	0%
Professionals	4	0			1		1				2	0	50%	0%	50%	0%
Sales	0	0									0	0	0%	0%	0%	0%
Service Workers	0	1				1					0	1	0%	0%	0%	100%
Technicians	0	0									0	0	0%	0%	0%	0%
TOTAL	78	19	6	1	46	15	2	0	0	0	54	16	31%	16%	69%	84%

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COMPLETED BY Name: Ana Elias Title: Director of Human Resources Date: 9/28/2021

* If the list of occupations on the left side of the workforce data form does not match your occupation titles, please modify the data form to indicate occupations peculiar to your organization

PROPOSER: Complete Coach Works

SFMTA SBE FORM No. 4

SBE SUBCONSULTANT PARTICIPATION DECLARATION

To be submitted by the prospective prime consultant or subconsultant, as appropriate, to the Contract Compliance Office with its proposal, unless an extension of time is requested and granted.

Michael Dominici, CFO
 (Name and Title of Authorized Prime Consultant Representative)

declares as follows: That contingent upon award of Contract #SFMTA-2021-05-FTA
 (Name of Contract)

Complete Coach Works will award subcontracts to or pursue
 (Name of Prime Consultant)

orders with the following Small Business firms (if the firm is a joint venture, you must attach a copy of the joint venture agreement):

Name and Address of SBE	Type of SBE Certification	Lic.#	Gender		Ethnicity	Type of Work (Describe)	% and/or \$ Amount of Contract
			M	F			
Vortech Industries 1810 Cesar Chavez St. San Francisco, CA 94124	LBE	CMD0824 17061	X		Asian	Supply Parts	7.3%

Total dollar value of SBE work: \$ 7,592,452.38 = 7.3% % of SBE Participation
 Total dollar value of Proposal Price \$ 104,006,196.99 100%

I declare under penalty of perjury under the laws of the State of California, that the above information is true and correct.


 Owner or Authorized Representative (Signature)

9/29/2021
 Date

PROPOSER: Complete Coach Works

SFMTA SBE FORM No. 5

SMALL BUSINESS ENTERPRISE ACKNOWLEDGMENT DECLARATION

Every listed SBE subconsultant or supplier (including lower tier subconsultant) must submit the completed declarations to the Prime Consultant. The Prime Consultant shall submit completed declarations with its proposal to the Contract Compliance Office, unless an extension of time is requested.)

Emiliano Ponce, Owner declares that
(Small Business Owner or Authorized Representative and Title)

Complete Coach Works will award a subcontract in the
(Name of Prime Consultant)

amount of 7.3% [(%) percent and/or (\$) amount], or a purchase order in the amount of

7.3% [(%) percent and/or (\$) amount] of the total value of the

prime contract to Vortech Industries,
(Name of Small Business Firm).

License No. CMD082417061, type of SBE Certification: Micro LBE.

Nature of work to be performed by SBE: Supply Parts

FORM OF OWNERSHIP FOR SMALL BUSINESS ENTERPRISE

Sole Proprietorship Partnership _____ Joint Venture _____

Corporation _____ Limited Liability Partnership _____ Limited Liability Corporation _____

LIST OWNERS

Name <u>Emiliano Ponce</u>	Ethnicity* <u>Asian</u>	Gender <u>Male</u>	% of Ownership <u>100</u>
Name _____	Ethnicity* _____	Gender _____	% of Ownership _____
Name _____	Ethnicity* _____	Gender _____	% of Ownership _____
Name _____	Ethnicity* _____	Gender _____	% of Ownership _____

Percentage of SBE Stockholders: _____

*Ethnic Codes: AI/AN = American Indian or Alaskan Native, A/PI = Asian or Pacific Islander, B = Black, F = Filipino, H = Hispanic, and W = White.

LIST INSURANCE POLICIES AND BONDING ARRANGEMENTS

Name of Policy Ohio Insurance Co. Party Insured _____

Name of Policy _____ Party Insured _____

Name of Policy _____ Party Insured _____

For Prime Consultants and Subconsultants Only:

List the firm's annual gross receipts for the last three fiscal years:

20____ \$ _____, 20____ \$ _____, 20____ \$ _____

For Suppliers or Manufacturers Only:

List the number of employees for the last three fiscal years:

20__18__ Number__0__, 20__19__ Number__0__, 20__20__ Number__0__

ADDITIONAL SUBCONTRACTING BY SUBCONSULTANTS:

a. We will not subcontract any portion of work to another subconsultant.

b. _____ We will subcontract _____ [% and/or \$ amount] of our work to _____
(Name of Subconsultant)

Indicate owners' ethnicity and gender _____

I declare under penalty of perjury under the laws of the State of California that the above information is true and correct; and that our firm is a certified SBE as defined under the Municipal Transportation Agency's SBE Program.



Signature

9/29/2021

Date

Vortech Industries

Name of Firm (print)

Emiliano Ponce, Owner

Name and Title (print)

1810 Cesar Chavez St. San Francisco CA 94124

Address

(415) 287-6007

Phone Number

vortechca@gmail.com

Email

END OF FORM No. 5

1. BUY AMERICA REQUIREMENTS

If buses or other rolling stock (including train control, communication, and traction power equipment) are being procured, the appropriate certificate as set forth below shall be completed and submitted by each bidder in accordance with the requirements contained in Sec. 661.13(b) of 49 CFR Part 661. Only complete and sign one of the following certificates.

Buy America Certificate

Procurement of Buses, other Rolling Stock and Associated Equipment

(applicable to procurements greater than \$150,000)

Certificate of Compliance with Buy America Rolling Stock Requirements

The bidder or offeror certifies that it will comply with the requirements of 49 U.S.C. 5323(j), and the applicable regulations of 49 CFR 661.11.

Date 9/29/2021

Signature 

Company Complete Coach Works

Name Michael Dominici

Title CFO

Certificate of Non-Compliance with Buy America Rolling Stock Requirements

The bidder or offeror certifies that it cannot comply with the requirements of 49 U.S.C. 5323(j), but may qualify for an exception to the requirement consistent with section 165(b)(2) or (b)(4) of the Surface Transportation Assistance Act, as amended, and the applicable regulations in 49 CFR 661.7.

Date _____

Signature _____

Company _____

Name _____

Title _____

2. ATTESTATION OF COMPLIANCE

To be completed by all Proposing Firms and All Individual Subcontractors

(Please check each box, sign this form and submit it with your response.)

Name of Individual Completing this Form: Michael Dominici

The Form is Submitted on Behalf of Firm: Complete Coach Works

Name of RFP: SFMTA-2021-05-FTA

- 1. I attest that I and all members of the firm listed above will and have complied to date with Part VI, TERMS AND CONDITIONS FOR PROPOSALS, Section VI.13 of the RFP. Yes
- 2. I understand that if my firm or any members of the firm listed above are found to be in violation of Part VI, TERMS AND CONDITIONS FOR PROPOSALS, Section VI.13 of the RFP, this will disqualify my firm and any Proposal in which my firm is named from further consideration. Yes

I have entered required responses to the above questions to the best of my knowledge and belief.

Signature: 

Date 9/29/2021

3. CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements
(To be submitted with each bid or offer exceeding \$100,000)

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Consultant or Contractor, Complete Coach Works, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Consultant or Contractor understands and agrees that the provisions of 31 U.S.C. § 3801, et seq., apply to this certification and disclosure, if any.

Executed this 29th day of September, 2021

By:  Michael Dominici
(signature of authorized official)

CFO
(title of authorized official)

5. CITY’S STANDARD FORMS

The requirements described in this Appendix are separate from those described in Appendix A.

A. How to become Eligible to Do Business with the City

Before the City can award any contract to a contractor, all vendors must meet the minimum requirements described below. There may be additional requirements placed upon a vendor depending on the type of good or service to be purchased.

B. Mandatory Forms

At a minimum, in order to become eligible to do business with the City, a vendor must submit the following documents to the Vendor File Support Division via the San Francisco City Partner website located at <https://sfcitypartner.sfgov.org/>.

1. [Vendor Application Packet](#) (includes *New Vendor Number Request Form* and *IRS Form W-9*)
2. [CCSF Vendor - Business Registration \(Electronic Submission - you must have a vendor number to complete\)](#)
3. [CMD 12B-101 Declaration](#) of Nondiscrimination in Contracts and Benefits

C. Vendor Eligibility and Invoice Payment

Vendors must have a City-issued vendor number, have all compliance paperwork submitted and approved by the City, and have an executed contract or purchase order before payments can be made. Once a vendor number has been assigned, an e-mail notification will be provided by the City’s Vendor File Support Division. This notification will include instructions on how to sign up to receive payments through the San Francisco City Partner website located at <https://sfcitypartner.sfgov.org/>.

D. Vendor Eligibility Forms

<u>Form</u>	<u>Purpose/Info</u>	<u>Routing</u>
CCSF Vendor - Business Registration (Electronic Submission - you must have a vendor number to complete)	This declaration is required for City vendors to determine if you are required to obtain a Business Registration Certificate.	https://sfcitypartner.sfgov.org/
Declaration of Nondiscrimination in Contracts and Benefits with supporting	This Declaration is used by the City’s Contract Monitoring Division to determine if a vendor offers benefits to employees. When a vendor offers benefits, it must be verified that all benefits, including	https://sfcitypartner.sfgov.org/

documentation (Form CMD-12B-101)	insurance plans and leaves, are offered equally to employees with spouses and employees with domestic partners. For more information and assistance, please visit the City Administrator's Contract Monitoring Division Equal Benefits web page.	
Vendor Profile Application	Includes New Vendor Number Request Form and IRS Form W-9.	https://sfcitypartner.sfgov.org/

For further guidance, refer to the City's supplier training videos that are located online at: <https://sfcitypartner.sfgov.org/> .

Complete Coach Works has completed the supplier account information and is in good standing.

Company : Complete Coach Works
 Supplied ID : 0000022435



Renovation • Parts • Modification

Proposal Bid Security (Bid Bond)

Complete Coach Works has included with our proposal the required proposal bid security of \$250,000.00 in the form of a certified check.