

VENTURA COUNTY TRANSPORTATION COMMISSION

INVITATION FOR BIDS (IFB)

WHEELCHAIR LIFT REMOVAL AND REPLACEMENT FOR 26 TRANSIT BUSES

Date July 13, 2026
Contract No. VCTCIT 2026-01



LETTER OF INVITATION

1.1. BID LETTER

Ventura County Transportation Commission
July 13, 2026

Subject Invitation for Bids – Wheelchair Lift Removal and Replacement IFB No. VCTCIT 2026-01

To Interested Bidders:

The Ventura County Transportation Commission (VCTC) hereby invites sealed bids from qualified contractors to furnish all labor, materials, equipment, and incidentals required to complete the Wheelchair Lift Removal and Replacement Project in accordance with the statement of work, specifications, plans, and contract documents prepared by VCTC.

The scope of work generally consists of replacing a fleet of transit bus wheelchair lifts (26). These transit buses are Motor Coach Industries (MCI) Model 4500 and 4505 coaches equipped with BraunAbility and Ricon wheelchair lifts. The purpose of these replacements is to maintain ADA compliance and improve the experience for users.

Bids must be submitted in a sealed envelope plainly marked with the bidder's name, address, and the IFB number, and delivered to VCTC at the address below no later than **August 24, 2026 at 4:30 PM** (PST). Late bids will not be accepted.

Bid Submission Address:

Ventura County Transportation Commission
751 E. Daily Drive, Suite 420, Camarillo, CA 93010
Attention: Matt Miller

Each bid must be accompanied by all required bid forms and documents as specified in the Instructions to Bidders. A bid bond in the amount of ten percent (10%) of the total bid is required. VCTC reserves the right to reject any or all bids, to waive any informalities or irregularities in bids received, and to award the contract to the lowest responsive and responsible bidder.

Regards,

Matt Miller
Program Manager – Transit Services
Ventura County Transportation Commission

EXHIBIT A – BID INFORMATION

1.2. INSTRUCTIONS TO BIDDERS

1.2.1. PROJECT BACKGROUND

Due to age-related wear and declining reliability, VCTC intends to replace all existing wheelchair lifts across twenty-six (26) coaches to maintain ADA compliance, improve operational dependability, and reduce maintenance burden on fleet operations staff.

1.2.2. ANTICIPATED SCHEDULE FOR SUBMISSION OF BIDS AND AWARD

DATE	ACTIVITY
July 13, 2026	IFB Release
July 27, 2026	Questions & Requests for Clarification Due
August 10, 2026	VCTC Responses Due
August 24, 2026	Bids Due by 3:00 PM (PST)
September 11, 2026	Commission Consideration of Contract Award
September 14, 2026	Notice to Proceed

1.2.3. MINIMUM BIDDER QUALIFICATIONS

Bidder shall have completed at least three (3) wheelchair lift removal and replacement projects on public transit buses or similar accessibility equipment on transit or commercial vehicles within the last seven (7) years. At least one (1) of the completed projects shall have involved five (5) or more vehicles.

The Bidder shall also provide a minimum of three (3) references from the last seven (7) years for completed wheelchair lift replacement or similar accessibility equipment on transit or commercial vehicles projects. References shall include the agency or organization name, a current contact name and phone number, a brief description of the work performed, the value of the contract, and the year of completion. Please ensure all contact information is up to date.

Bidders shall be currently registered and qualified to perform public work pursuant to Labor Code [Section 1725.5](#). Bidders are not qualified to bid on, be listed in a bid proposal for, or perform work on the project unless such bidders are registered and qualified to perform public work under [Lab C §1725.5](#).

Bidders shall be properly licensed with the California Contractors State License Board (CSLB) in a classification appropriate for the Work, including but not limited to a C-11 Elevator Contractor license, or a Class A or Class B license with appropriately licensed subcontractors, and shall have demonstrated experience in the installation or replacement of wheelchair lifts or similar accessibility equipment on transit or commercial vehicles. Bidders shall provide evidence of manufacturer authorization, certification, or documented training for the wheelchair lift equipment proposed, or otherwise demonstrate to the satisfaction of VCTC equivalent experience installing and servicing such equipment on transit or commercial vehicles.

1.2.4. SUBMISSION AND OPENING OF SEALED BIDS

VCTC has developed a detailed statement of work for a contractor to perform wheelchair lift removal and replacement on twenty-six (26) transit buses. The work involves the complete removal of existing BraunAbility and Ricon wheelchair lifts currently installed on Motor Coach Industries (MCI) Model 4500 and 4505 coaches, and the procurement and installation of new replacement lifts. All work shall be performed at the RATP Dev yard facility in Camarillo, California, in coordination with VCTC and RATP Dev operations and maintenance staff. The Contractor shall furnish all labor, materials, equipment, tools, testing, training, and documentation necessary to deliver a complete and fully ADA-compliant installation across the fleet.

The statement of work includes the following tasks:

- Project Management
- Removal of Existing Wheelchair Lifts
- Furnishing and Installation of Replacement Wheelchair Lifts
- Testing and Commissioning
- Training
- Final Project Documentation

Bids shall be submitted only on the Bid Form furnished herein. Bids submitted on any other form will be considered non-responsive and will be rejected. Submit your completed bid package to:

Ventura County Transportation Commission
751 E. Daily Drive, Suite 420, Camarillo, CA 93010
Attention: Matt Miller

Bids received after 5:00 PM (PST) on Monday, August 24, 2026, will be deemed non-responsive and will not be considered.

Any questions concerning this IFB should be directed to Matt Miller, VCTC Program Manager, at mmiller@goventura.org by July 27, 2026. There is no expressed or implied obligation for VCTC to reimburse responding firms for any expenses incurred in the preparation or delivery of bids. VCTC reserves the right to retain all bids submitted. All submissions are considered a matter of public records.

1.2.5. BID EVALUATION PROCESS

1.2.5.1. The bid evaluation period shall close upon VCTC's completion of its review and evaluation of IFB Documents. VCTC shall not give bidders notice at the completion of bid evaluation.

1.2.5.2. During the bid evaluation period, staff shall determine if bids are responsive and bidders are responsible. Bids submitted in strict accordance with the solicitation documents will be deemed responsive. A responsible bidder has the apparent ability to meet and successfully complete the requirements of the Contract. Responsibility determination includes, but is not limited to

consideration of a bidder's trustworthiness, the quality of past performance, and the fitness and capacity to do the proposed Work in a satisfactory manner. Bidder may be required to present further evidence that it has successfully performed similar work of comparable magnitude or provide other proof satisfactory to VCTC that it is competent to successfully perform the work.

1.2.5.3. VCTC will conduct reference checks of bidder and other persons and organizations as VCTC deems necessary to assist in the evaluation of any bid and to establish bidder's responsibility, qualifications, financial ability, and capability to perform the Work in accordance with the Contract documents to VCTC's satisfaction within the prescribed time. Submission of a bid constitutes bidder's consent to the foregoing.

1.2.5.4. VCTC shall have the right to consider information provided by sources other than bidder. VCTC shall also have the right to communicate directly with the bidder's surety regarding bidder's bond.

1.2.6. VCTC RIGHTS

1.2.6.1. VCTC may investigate the qualifications of any bidder under consideration. VCTC may require confirmation of information furnished by the bidder and require additional evidence of qualifications or relevant prior experience to perform the Work described in this IFB. VCTC reserves the right to:

1.2.6.1.1. Reject any or all of the bids, at its discretion, including multiple bids, if the bids are prejudicial to the interests of VCTC or to other bidders;

1.2.6.1.2. Reject any bid that, in the opinion of VCTC, is so unbalanced in comparison to other bids received and/or to VCTC's internal estimates that it does not accurately reflect the cost to perform the Work;

1.2.6.1.3. Cancel the entire IFB;

1.2.6.1.4. Issue subsequent IFB's;

1.2.6.1.5. Appoint an evaluation committee to review bids;

1.2.6.1.6. Seek the assistance of outside technical experts to evaluate bids;

1.2.6.1.7. Disqualify the bid(s) upon evidence of collusion with the intent to defraud or other illegal practices on the part of the bidder(s);

1.2.6.1.8. Waive any errors or informalities in any bid, to the extent permitted by law;

1.2.6.1.9. Award a Contract without interviews, discussions, or negotiations, if permitted by the bid process; and

1.2.6.1.10. Modify the timeline for consideration of bids or award of contract.

1.2.7. PUBLIC RECORDS ACT

1.2.7.1. Responses to this IFB are subject to the provisions of the California Public Records Act (Government Code §7920.000 et. seq.).

1.2.7.2. Any documents provided by the Contractor to VCTC marked "Trade Secret", "Confidential" or "Proprietary" or any financial records provided by the Contractor to VCTC shall be submitted in a separate sealed envelope clearly marked with the bidder's name and the IFB number. The envelope must also be clearly marked as applicable, "Confidential", "Proprietary", "Trade Secret",

Confidential. VCTC will only handle envelopes marked as such, in accordance with the General Condition entitled "Public Records Act." In the event that VCTC receives a records request for information that bidder has marked Confidential, Proprietary, or Trade Secret, by submitting a bid with such marked information, bidder agrees to the extent permitted by law, to indemnify, defend and hold VCTC harmless from any claims, suits, judgments, damages or costs arising from VCTC's withholding of such information so marked.

1.2.8. COMMUNICATION WITH VCTC

1.2.8.1. All communications between VCTC and the bidders must be in writing.

1.2.8.2. Written bid communications shall be addressed to the Contract Administrator identified in the Invitation for Bid Letter, direct assistance is available as follows:

1.2.8.3. Pre-Bid assistance may be obtained by contacting the responsible VCTC staff noted in the Invitation for Bid Letter.

1.2.9. DISQUALIFICATION OF BIDDERS

1.2.9.1. Any person, firm, corporation, joint venture, or other interested party that has been compensated by VCTC or a consultant/contractor engaged by VCTC for assistance in preparing the IFB Documents and/or estimate shall be considered to have gained an unfair competitive advantage in bidding and shall be precluded from submitting a bid in response to the IFB.

1.2.9.2. After the IFB is issued, any person, firm, corporation, joint venture, or other interested party that has discussions regarding the IFB with anyone at VCTC other than the Contract Administrator may be considered to have gained an unfair competitive advantage. They may be disqualified from this IFB process, except for communications with VCTC as stated above in instructions entitled, COMMUNICATIONS WITH VCTC.

1.2.10. FILING OF PROTESTS & PROTEST PROCEDURES

1.2.10.1. All Protests must be filed and resolved in a manner consistent with VCTC, "PROTEST PROCEDURES" (See Attachment K).

1.2.11. SUBCONTRACTORS

1.2.11.1. Bidders shall list in bids all subcontractors who will perform work in excess of one-half of 1 percent of the prime contractor's total bid or including the California contractor's license number for each listed subcontractor.

1.2.12. BID GUARANTEE

1.2.12.1. No bid shall be considered unless it is accompanied by an unconditional Bid Guarantee that ensures that the Bidder will, if its bid is accepted, execute a Contract. The guarantee shall be in the amount of 10 percent of the Total Bid Price as defined in the Bid Form entitled SCHEDULE OF QUANTITIES AND PRICES, Section entitled DETERMINATION OF TOTAL BID PRICE. The guarantee shall be in the form of cash (in U.S. dollars), a certified or cashier's check or Bid Bond executed by an admitted surety in the State of California, or any combination thereof. Checks and bonds shall be made payable to the Ventura County Transportation Commission.

- 1.2.12.2. If a Bid Bond is submitted, it shall be documented on the form furnished by VCTC or a legible photocopy thereof. Certified or cashier's checks must be drawn on a solvent state or national bank, or branch thereof, in the State of California.
- 1.2.12.3. If the Bidder to whom the award is made fails or refuses to sign a Contract or to furnish the required insurance certificates as defined in Instruction to Bidders entitled INSURANCE REQUIREMENTS, bonds as defined in Instruction to Bidders entitled PERFORMANCE BOND AND PAYMENT BOND REQUIREMENTS, and Alcohol-and-Drug-Free Workplace Program as defined in the Alcohol-and-Drug-Free Workplace Manual, the Bid Bond shall be subject to forfeiture to VCTC.
- 1.2.12.4. The liability of VCTC in connection with such Bid Guarantees will be limited to the return of the Bid Guarantees to the successful Bidder after all acts, for the performance of which said security is required, have been fully performed. The remaining Bid Guarantees will be returned after VCTC has made an award to the successful Bidder.
- 1.2.12.5. It is understood and agreed that to the extent the defaulting bidder's bid guaranty shall prove inadequate to fully recompense VCTC for the damages occasioned by default, then the bidder agrees to indemnify VCTC and pay over to VCTC the difference between the bid guarantee and VCTC's total damages so as to make VCTC whole.

1.2.13. PERFORMANCE AND PAYMENT BOND REQUIREMENTS

- 1.2.13.1. Within 10 days after award, but prior to VCTC's execution of the contract, the successful Bidder shall deliver to VCTC an original of the Performance Bond and Payment Bond on the forms supplied by VCTC or legible photocopy thereof. The Bonds shall be executed by a surety acceptable to VCTC and authorized to issue such bonds in the State of California.
- 1.2.13.2. Concurrent with the execution of the Contract, the Contractor shall furnish VCTC, at its own expense, a Performance Bond and Payment Bond satisfactory to VCTC in the form supplied herein, issued by a surety satisfactory to VCTC and authorized to issue such bond in the State of California.
- 1.2.13.3. The Performance Bond shall be for 100 percent of the Total Contract Price as a guarantee of good faith and timely performance on behalf of the Contractor that the terms of the Contract shall be complied with in every particular.
- 1.2.13.4. The Payment Bond shall be for 100 percent of the Total Contract Price as security for the payment of all obligations arising under the Contract or incurred by reason of performance of the Work and shall meet the requirements of Civil Code Section 9100 et seq.

1.2.14. PREVAILING WAGE REQUIREMENTS

- 1.2.14.1. No Bidder or Subcontractor may be awarded an Agreement containing public work elements unless registered with the Department of Industrial Relations (DIR) pursuant to Labor Code §1725.5. Registration with DIR must be maintained throughout the entire term of this AGREEMENT, including any subsequent amendments.
- 1.2.14.2. The selected Contractor shall comply with all of the applicable provisions

of the California Labor Code requiring the payment of prevailing wages. The General Prevailing Wage Rate Determinations applicable to work for this Project are available and on file with the at the VCTC offices, and will be made available to any interested party on request. The selected Contractor shall post a copy of the prevailing rates at each job site. These wage rates are made a specific part of this solicitation by reference pursuant to Labor Code §1773.2 and will be applicable to work performed at a construction project site. Prevailing wages will be applicable to all inspection work performed at VCTC construction sites, at VCTC facilities and at off-site locations that are set up by the construction contractor or one of its subcontractors solely and specifically to serve VCTC projects. Prevailing wage requirements do not apply to inspection work performed at the facilities of vendors and commercial materials suppliers that provide goods and services to the general public.

1.2.14.3. General Prevailing Wage Rate Determinations applicable to this project may also be obtained from the Department of Industrial Relations website at <http://www.dir.ca.gov>.

1.2.14.4. Payroll Records

1.2.14.4.1. The selected Contractor and Subcontractor shall keep accurate certified payroll records and supporting documents as mandated by Labor Code §1776 and as defined in 8 CCR §16000 showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by the Contractor or Subcontractor in connection with the public work. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following:

- i. The information contained in the payroll record is true and correct.
- ii. The employer has complied with the requirements of Labor Code §1771, §1811, and §1815 for any work performed by his or her employees on the public works project.

1.2.14.4.2. The payroll records enumerated under paragraph (1) above shall be certified as correct by the Contractor under penalty of perjury. The payroll records and all supporting documents shall be made available for inspection and copying by VCTC representatives at all reasonable hours at the principal office of the Contractor. The Contractor shall provide copies of certified payrolls or permit inspection of its records as follows:

- i. A certified copy of an employee's payroll record shall be made available for inspection or furnished to the employee or the employee's authorized representative on request.
- ii. A certified copy of all payroll records enumerated in paragraph (1) above, shall be made available for inspection or furnished upon request to a representative of VCTC, the Division of Labor Standards Enforcement and the Division of Apprenticeship Standards of the Department of Industrial Relations. Certified payrolls submitted to VCTC, the Division of Labor Standards Enforcement and the Division of Apprenticeship Standards shall not be altered or obliterated by the Contractor.

- iii. The public shall not be given access to certified payroll records by the Contractor. The Contractor is required to forward any requests for certified payrolls to the VCTC Contract Administrator by both email and regular mail on the business day following receipt of the request

1.2.14.4.3. The selected Contractor shall submit a certified copy of the records enumerated in paragraph (1) above, to the entity that requested the records within ten (10) calendar days after receipt of a written request.

1.2.14.4.4. Any copy of records made available for inspection as copies and furnished upon request to the public or any public agency by VCTC shall be marked or obliterated in such a manner as to prevent disclosure of each individual's name, address, and social security number. The name and address of the Contractor or Subcontractor performing the work shall not be marked or obliterated.

1.2.14.4.5. The Contractor shall inform VCTC of the location of the records enumerated under paragraph (1) above, including the street address, city and county, and shall, within five (5) working days, provide a notice of a change of location and address.

1.2.14.4.6. The Contractor or Subcontractor shall have ten (10) calendar days in which to comply subsequent to receipt of written notice requesting the records enumerated in paragraph (1) above. In the event the Contractor or Subcontractor fails to comply within the ten (10) day period, he or she shall, as a penalty to VCTC, forfeit one hundred dollars (\$100) for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated. Such penalties shall be withheld by VCTC from payments then due. Contractor is not subject to a penalty assessment pursuant to this section due to the failure of a Subcontractor to comply with this section.

1.2.14.4.7. When prevailing wage rates apply, the Contractor is responsible for verifying compliance with certified payroll requirements. Invoice payment will not be made until the invoice is approved by the VCTC Contract Administrator.

1.3. STATEMENT OF WORK

Background

The Ventura County Transportation Commission (VCTC) operates a fleet of Motor Coach Industries (MCI) Model 4500 and 4505 coaches currently equipped with a mix of BraunAbility and Ricon wheelchair lifts. Due to age-related wear and declining reliability, VCTC intends to replace all existing wheelchair lifts across twenty-six (26) coaches to maintain ADA compliance, improve operational dependability, and reduce maintenance burden on fleet operations staff. The Contractor shall furnish and install all replacement wheelchair lifts and provide all associated labor, materials, equipment, tools, testing, training, and documentation necessary to deliver a complete and fully compliant installation. All work shall be performed at the RATP Dev yard facility in Camarillo, California, in coordination with VCTC and RATP Dev operations and maintenance staff.

Task 1 – Project Management

The Contractor shall designate a single Project Manager who will serve as the primary point of contact for VCTC for the full duration of the contract. The Project Manager shall be responsible

for monitoring project performance, coordinating with VCTC and RATP Dev facility staff, managing the project schedule, and ensuring that all work is completed in a manner consistent with the adopted scope, budget, and timeline. The Contractor's Project Manager shall notify VCTC's Project Manager promptly of any conditions that may require modification to the project scope, schedule, or cost, and no changes shall be implemented without prior written approval from VCTC.

The Contractor shall conduct a project kickoff meeting within five (5) business days of the Notice to Proceed to review the scope of work, confirm the project schedule, identify key personnel, establish communication protocols, and coordinate site access procedures with RATP Dev facility management. The base project schedule shall be submitted prior to the kickoff meeting and finalized within five (5) business days following the meeting. The schedule shall demonstrate completion of no fewer than four (4) buses per week and full project completion within seven (7) weeks of Notice to Proceed.

The Contractor shall provide weekly written progress reports to VCTC's Project Manager documenting the number of buses completed, work currently in progress, any issues or delays encountered, and corrective measures proposed or underway.

Deliverables:

- Project schedule, submitted prior to kickoff meeting and updated on a weekly basis
- Meeting agendas and meeting minutes for all coordination meetings
- Weekly progress reports

Task 2 – Removal of Existing Wheelchair Lifts

The Contractor shall remove all existing wheelchair lifts from each of the twenty-six (26) MCI 4500 and 4505 coaches. Existing lifts may be BraunAbility or Ricon units, and the Contractor shall be prepared to encounter either vehicle make/model across the fleet. Removal work shall encompass the complete disconnection and extraction of all electrical, hydraulic, mechanical, and structural mounting components associated with the existing lift assembly on each vehicle.

All removed wheelchair lifts, components, and associated materials shall remain the property of VCTC. The Contractor shall carefully remove, handle, and transport all such items to a location designated by VCTC. The Contractor shall not dispose of, salvage, or otherwise retain any removed equipment unless expressly authorized in writing by VCTC.

VCTC will be responsible for determining the final disposition of all removed equipment in accordance with applicable federal, state, and local requirements. The Contractor shall comply with all applicable regulations related to handling and transport and shall provide documentation of quantities and condition of removed equipment upon delivery.

Upon removal of each lift, the Contractor shall conduct a thorough inspection of the lift bay opening, mounting surfaces, floor structure, and surrounding areas for evidence of corrosion, structural damage, or other conditions that may affect the new installation. The findings of each

inspection shall be documented in a pre-installation condition report for that vehicle and submitted to VCTC's Project Manager.

Deliverables:

- Pre-installation condition report for each of the twenty-six (26) buses

Task 3 – Furnishing and Installation of Replacement Wheelchair Lifts

The Contractor shall procure and install new BraunAbility NULC63S30X51MMC wheelchair lifts on all twenty-six (26) MCI 4500 and 4505 coaches. Prior to procurement, the Contractor shall submit to VCTC for written approval the proposed lift make, model, and specifications, along with documentation confirming compatibility with MCI 4500 and 4505 coach models. Compatibility verification shall address door opening dimensions and clearances, floor structure and mounting surface requirements, and electrical and hydraulic system interfaces specific to each coach model.

Installation shall constitute a complete and functional assembly, including all mounting brackets, structural hardware, wiring, hydraulic lines, fittings, and ancillary components required by the manufacturer and necessary for safe and reliable operation. All work shall be performed in accordance with the lift manufacturer's installation specifications, applicable MCI coach documentation, and all relevant federal and state safety and accessibility standards. All exposed metal mounting surfaces and hardware shall receive appropriate corrosion protection treatment. All fasteners shall be torqued to manufacturer specifications, and all components shall be properly secured and weatherproofed upon completion.

The Contractor shall complete and submit a signed installation checklist for each bus upon completion of that vehicle's installation, prior to proceeding to final testing.

Deliverables:

- Completed installation checklist for each of the twenty-six (26) buses

Task 4 – Testing and Commissioning

Upon completion of installation and systems integration on each bus, the Contractor shall perform a comprehensive operational test of the newly installed lift before that vehicle is returned to service. Testing shall be conducted on each bus individually and shall include full deploy and stow cycle testing under both unloaded and loaded conditions, verification of lift, lower, and hold functions throughout the full range of motion, and confirmation that all safety interlocks, audible alarms, and visual indicators function as designed. The Contractor shall verify that each installation meets all applicable ADA accessibility requirements set forth under 49 CFR Part 38.

No bus shall be returned to VCTC or RATP Dev for service until the test and inspection record has been completed and a copy submitted to VCTC's Project Manager.

Deliverables:

- Signed test and inspection record for each of the twenty-six (26) buses

Task 5 – Training

Upon completion of all installations, the Contractor shall provide hands-on maintenance training for all RATP Dev maintenance and supervisory staff at the Camarillo facility. Training shall consist of a minimum of one (1) in-person session of no less than four (4) hours in duration, accommodating up to ten (10) staff members per session. Additional sessions may be scheduled by mutual agreement.

Training curriculum shall include at a minimum: an overview of system components and their functions, electrical and hydraulic system integration and inspection, routine preventive maintenance procedures, diagnostic tools and methods, troubleshooting of common failures, manual override operation in the event of a power or hydraulic failure, and recordkeeping and documentation requirements associated with lift maintenance.

The Contractor shall provide each attendee with a training package that includes a PDF operation and maintenance manual, illustrated component diagrams, a troubleshooting flowchart, and a preventive maintenance checklist. All training materials shall be submitted to VCTC's Project Manager for review no less than five (5) business days prior to the scheduled training session.

Deliverables:

- Training materials package, submitted for VCTC review five (5) business days prior to training
- Training attendance records

Task 6 – Final Project Documentation

Upon completion of all work, the Contractor shall submit a final project summary report to VCTC's Project Manager. The report shall document the full scope of work performed, the lift make and model installed on each bus, a summary of any pre-installation conditions identified and how they were addressed, confirmation of testing and commissioning results across the fleet, and a record of all training delivered. The report shall also include a recommended replacement parts list identifying part numbers, recommended spare quantities for the first twelve (12) months of operation, and estimated lead times for procurement. The final project summary shall be submitted within ten (10) business days of the last completed installation and accepted training session.

Deliverables:

- Final project summary report, including fleet-wide installation record and recommended parts list

EXHIBIT B – BID FORMS

ATTACHMENT A – BIDDER ACKNOWLEDGEMENT FORM

Attachment	Form/Document	Initials
A	Bidder Acknowledgement Form	
B	Addenda Acknowledgement(s) Form	
C	Bid Form/Bidder Profile	
D	Project Experience/Equipment Certification and/or Experience/Project References	
E	Bid Bond Form	
F	Performance Bond Form (Confirm Review Only)	
G	Payment (Material and Labor) Bond Form (Confirm Review Only)	
H	Bid Protest Procedures (Confirm Review Only)	
I	Non-Collusion Declaration	
J	Subcontractors	
K	Bidder Financial Capability	

Instructions to Bidders:

The Authorized Representative of the Bidder shall fill out (or review as applicable) all forms listed above and place their initials in the space provided for each form listed in the above table to confirm completion and/or review. Failure to complete any of the above forms and failure to initial any item may render the bid non-responsive and subject to rejection.

Bidder Certification:

By signing below under penalty of perjury, the undersigned confirms that the above forms have been completed truthfully and/or have been reviewed as required by the Invitation for Bids.

Bidder Name: _____

Authorized Representative (Print): _____

Signature: _____ Date: _____

ATTACHMENT C – BID FORM/BIDDER PROFILE FORM

To: Ventura County Transportation Commission

Pursuant to and in compliance with your Invitation for Bids and related documents, the undersigned bidder, having familiarized itself with the terms and conditions of the contract, the local conditions affecting performance, the cost of the work at the place where the work is to be done, and the specifications and other contract documents, proposes and agrees to perform the contract within the time stipulated, including all component parts and everything required to be performed, and to provide and furnish all labor, materials, tools, equipment, and services necessary to complete the work in strict conformity with the specifications and other contract documents.

The bidder has carefully examined the specifications for this project and acknowledges their sufficiency. Work under the contract shall commence on the date stated in VCTC's Notice to Proceed.

I, the bidder identified below, declare under penalty of perjury that the information provided and representations made in this bid are true and correct.

Item Description	Quantity	Unit Price	Total Cost
1 Remove existing wheelchair lift and furnish and install new wheelchair lift, complete and operational per specifications	26	\$	\$
2 Mobilization, project management, and administrative costs (Lump Sum)	Lump Sum	\$	\$
3 Hourly labor rate for additional work beyond base scope (if authorized)	Hourly	\$	\$---
4 Sales Tax (applicable rate)		\$	\$
TOTAL BASE BID (ITEMS 1-3)		\$	\$

Corporate or Company Name:

Address:

Phone:

Email:

Name:

Signature:

Title:

Date:

License Number:

Signature above signifies that the bidder has read, understands, and agrees to all terms and conditions included in the Bid Notice, Statement of Work, Commercial Terms and Conditions, and General Terms and Conditions.

BIDDER PROFILE

Bidder's Name: _____

Business Address: _____

Contractor's License No.: _____

License Expiration Date: _____

Classification Type: _____

If the Work/Services require DIR Registration, per California Labor Code §1725.5, complete below:

a. DIR Registration No.: _____

b. DIR Registration Date: _____

Phone: _____ Fax: _____

Email Address: _____

Signature of Authorized Official

Type or Print Name

Title

Date

ATTACHMENT D – PROJECT EXPERIENCE, EVIDENCE OF EXPERIENCE WITH PROPOSED EQUIPMENT, AND PROJECT REFERENCES

List three (3) projects for wheelchair lift replacement or similar vehicle accessibility equipment projects completed within the last seven (7) years. At least one project shall have involved five (5) or more vehicles. The Projects listed in this section may be the same or different projects listed in the References section.

PROJECT 1

Agency / Organization Name:

Number of Vehicles:

Description of Work Performed:

Year Completed:

PROJECT 2

Agency / Organization Name:

Number of Vehicles:

Description of Work Performed:

Year Completed:

PROJECT 3

Agency / Organization Name:

Number of Vehicles:

Description of Work Performed:

Year Completed:

Describe and/or attach evidence of Bidder's manufacturer authorization, certification, or documented training for the wheelchair lift equipment proposed in the Bid or describe Bidder's equivalent experience installing and servicing the proposed wheelchair lift equipment on transit or commercial vehicles.

Provide a minimum of three (3) references for completed wheelchair lift replacement or similar vehicle accessibility equipment projects completed within the last seven (7) years. At least one project shall have involved five (5) or more vehicles.

REFERENCE 1

Agency / Organization Name:

Contact Name:

Phone:

Email:

Number of Vehicles:

Description of Work Performed:

Year Completed:

Value of Contract:

REFERENCE 2

Agency / Organization Name:

Contact Name:

Phone:

Email:

Number of Vehicles:

Description of Work Performed:

Year Completed:

Value of Contract:

REFERENCE 3

Agency / Organization Name:

Contact Name:

Phone:

Email:

Number of Vehicles:

Description of Work Performed:

Year Completed:

Value of Contract:

Certification

The undersigned certifies that the information provided herein is true and correct to the best of their knowledge and that all financial and project data are accurate representations of the firm's qualifications.

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Instruction to Bidders

The Agency reserves the right to verify all information and to request additional documentation as needed. Submission of false or misleading information may result in disqualification or contract termination. All financial data will be treated as confidential to the extent permitted by law.

ATTACHMENT E – BID BOND FORM

KNOW ALL PERSONS BY THESE PRESENTS:

THAT,

_____ as
Principal and,

_____ as Surety

are held firmly bound unto the VENTURA COUNTY TRANSPORTATION
COMMISSION, hereinafter called VCTC,

in the sum of

(use words) _____ DOLLARS

(\$),

(figures)

being not less than ten percent (10%) of the Total Bid Price; for the payment of which sum
will and truly to be made, we bind ourselves, our heirs, executors, administrators,
successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, said Principal has submitted a bid to VCTC to perform all Work required under
VCTC's Invitation For Bids (IFB) Contract No. IFB No. VCTCIT-2026-01.

NOW, THEREFORE, if said Principal is awarded a Contract for the Work by VCTC and,
within the time and in the manner required by the Invitation For Bids (IFB), enters into the
written Contract Agreement bound with said IFB and furnishes the required bonds, one to
guarantee faithful performance and the other to guarantee payment for labor and
materials, and furnishes the required certificate of insurance and Alcohol and Drug-Free
Workplace Program, then this obligation shall be null and void; otherwise, it shall remain in
full force and effect. In the event suit is brought upon this Bond by VCTC and judgment is
recovered, said Surety shall pay all costs incurred by VCTC in such suit, including
reasonable attorneys' fees to be fixed by the court.

SIGNED AND SEALED, this _____ day of _____, 20_____

(SEAL)

(SEAL)

Principal

Surety

BY: _____
Signature

BY: _____
Signature

ATTACHMENT F – PERFORMANCE BOND FORM

WHEREAS the Ventura County Transportation Commission ("VCTC") has awarded to _____ ("Principal"), Contract No **IFB No. VCTCIT-2026-01, Wheelchair Lift Removal And Replacement For 26 Buses** and

WHEREAS Principal is required under the terms of the Contract to furnish a Bond for the faithful performance of the Contract;

NOW, THEREFORE, we _____, as Principal, and _____, ("Surety"), as Surety, are held and firmly bound unto VCTC in the sum of _____ Dollars (\$_____), this amount being not less than the Total Contract Price in lawful money of the United States of America, for payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents. In case suit is brought upon this Bond, Surety shall pay reasonable attorneys' fees to VCTC in an amount to be fixed by the court.

The condition of this obligation is such that, if the hereby-bonded Principal or its heirs, executors, administrators, successors, assigns, or Subcontractors shall in all things stand to and abide by and well and truly keep and perform all the undertakings, terms, covenants, conditions, and agreements in the Contract and any alteration thereof, made as therein provided, all within the time and in the manner therein designated and in all respects according to their true intent and meaning, then this obligation shall become null and void; otherwise, it shall be and remain in full force and effect.

Further, Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or modification of the contract documents, or of the Work to be performed thereunder, shall in any way affect its obligations under this Bond, and it does hereby waive notice of any such change, extension of time, alteration, or modification of the contract documents or of the Work to be performed thereunder.

IN WITNESS WHEREOF, three identical counterparts of this instrument, each of which shall for all purposes be deemed an original hereof, have been duly executed by Principal and Surety named herein, on the ___ day of _____ 20_____, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

By: _____

(Principal)

By: _____

(Surety)

ATTACHMENT G – PAYMENT (MATERIAL AND LABOR) BOND

WHEREAS the Ventura County Transportation Commission ("VCTC") has awarded to _____ ("Principal"), **IFB No. VCTCIT-2026-01, Wheelchair Lift Removal And Replacement For 26 Buses** and

WHEREAS Principal is required under the terms of the Contract to furnish a Bond to secure the payment of claims of laborers, mechanics, material persons, and other persons as provided by law;

NOW, THEREFORE, we _____, as Principal, and _____, ("Surety"), as Surety, are held and firmly bound unto VCTC in the sum of _____ Dollars (\$ _____), this amount being not less than the Total Contract Price in lawful money of the United States of America, for payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents. In case suit is brought upon this Bond, Surety will pay reasonable attorneys' fees to VCTC and the plaintiff(s) in an amount to be fixed by the court.

The condition of this obligation is such that, if the hereby-bonded Principal, or its heirs, executors, administrators, successors, or assigns, or Subcontractors shall fail to pay any of the persons named in Civil Code § 3181 or to pay amounts due under the Unemployment Insurance Code with respect to work or labor performed under the Contract, or amounts due under the Contract, or any amounts required to be deducted, withheld, and paid over to the Employment Development Department from the wages of employees of Principal or its Subcontractors pursuant to § 13020 of the Unemployment Insurance Code with respect to Work or labor performed under the Contract, then the Surety herein named shall pay for the same in an amount not exceeding the sum specified in this Bond; otherwise the above obligation shall be void.

This Bond shall insure to the benefit of any of the persons named in Civil Code § 3181 as to give a right of action to such persons or their heirs, executor's, administrators, successors, or assigns in any suit brought upon this Bond.

Further, Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or modification of the contract documents, or of the Work to be performed thereunder, shall in any way affect its obligations on this Bond, and it does hereby waive notice of such change, extension of time, alteration, or modification of the contract documents, or of the Work to be performed thereunder.

IN WITNESS WHEREOF, three identical counterparts of this instrument, each of which shall for all purposes be deemed an original hereof, have been duly executed by Principal and Surety named herein, on the _ day of _____, 20____, the name and corporate seal of

each corporate party being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

By: _____
(Principal)

By: _____
(Surety)

ATTACHMENT H – BID PROTEST PROCEDURES

RESOLUTION 91-05

A RESOLUTION OF THE VENTURA COUNTY TRANSPORTATION COMMISSION ADOPTING CONTRACT PROTEST PROCEDURES

SECTION I.

THE VENTURA COUNTY TRANSPORTATION COMMISSION DOES HEREBY DETERMINE AND FIND AS FOLLOWS:

- A. The Ventura County Transportation Commission (hereinafter, "VCTC") does from time to time solicit bids from contractors for work and/or proposals for professional services; and
- B. There is a potential that an Interested Party (as defined in Section II.A, below), may at some time wish to protest the determinations hereinafter set forth as protestable; and
- C. It is in the interest of the health, safety, and general welfare of the residents of Ventura County and potential Interested Parties that the Commission establish procedures for protests to contracts awarded by, and bids or proposals on contracts received by VCTC, as hereinafter set forth:

SECTION II.

NOW, THEREFORE, THE VENTURA COUNTY TRANSPORTATION COMMISSION DOES HEREBY RESOLVE AS FOLLOWS:

A. GENERAL.

1. This policy specifies procedures for Interested Parties (as hereinafter defined) protesting the following staff actions:
 - (a) A written notice, by, or on behalf of, the Executive Director denying a bidder's or proposer's request for a change in contract requirement; and
 - (b) A written recommendation to Ventura County Transportation Commission ("VCTC") or a decision made by, or on behalf of, the Executive Director to disqualify a proposer, bidder, or subcontractor; and
 - (c) A written recommendation by, or on behalf of, the Executive Director that VCTC award a contract to a particular bidder or proposer.
2. This policy does not govern any VCTC staff decision not listed in this Section II.A.
3. When a protest has been properly filed, pursuant to the procedures hereinafter set forth, prior to contract award, the VCTC shall not award the contract prior to deciding the protest. When a protest has been properly filed before the opening of bids, bids shall not be opened prior to the VCTC decision on the protest. When a protest has been filed properly after the contract is awarded, the contract shall not be executed until the protest is resolved by the VCTC.

4. Materials submitted as a part of the protest resolution process will be available to the public except to the extent that:
 - (a) The information is designated proprietary by the person submitting the information to VCTC. If the person submitting material to VCTC considers that the material contains proprietary material which should be withheld, a statement advising of this fact shall be affixed to the front page of the material submitted and the alleged proprietary information must be specifically identified in the body of the materials wherever it appears.

B. FILING A PROTEST

1. Protests may be filed only by "Interested Parties". "Interested Parties" are defined as (a) bidders who have responded, and prospective bidders who may respond, to a request for bids, (b) prospective professional services contractors who may respond, and professional service contractors who have responded, to a request for proposals on a VCTC contract and/or a generally funded contract, and (c) subcontractors or suppliers at any tier who have a substantial economic interest in an award, a provision of the specifications, or a bid or proposal submitted to VCTC by a prime contractor, or in the interpretation of the provisions of such documents.
2. Protests to a contract requirement must be filed at least ten (10) working days prior to bid opening or the deadline for receiving proposals. Protests to VCTC staff actions must be filed within five (5) working days of receipt by the bidder or proposer from the Executive Director, or a person authorized to act on behalf of the Executive Director, or written notice of the VCTC staff action.
3. Protests shall be addressed to Ventura County Transportation Commission, 751 E Daily Drive, Suite 420, Camarillo 93010, or such other address as may appear on the request for proposal for bid solicitation.
4. Protests shall be in writing and contain a statement of the ground(s) for protest. At least ten (10) copies of the protest shall be submitted by the protestor in the time and manner specified in this section.
5. The Executive Director, or an authorized person acting on behalf of the Executive Director, shall provide notice, by telephone, telephone facsimile (FAX) or by letter, to all bidders and/or persons who have submitted proposals on the contract which is subject to the protest known to VCTC. Such notice shall state that a protest has been filed with VCTC and identify the name of the protestor. The notice shall be given not more than five (5) working days after receipt of a properly filed protest. The notice shall state that bidders will receive further information relative to the protest only by submitting a written request for further information to the Executive Director.

C. VCTC PRELIMINARY RESPONSE TO A PROTEST: MEETING WITH STAFF TO ATTEMPT EARLY RESOLUTION OF THE PROTEST

1. Not more than ten (10) working days after receipt of a properly filed protest, the Executive Director, or a person authorized to act on his or her behalf, shall prepare and distribute to the protestor and to all persons specified in Section B.5, above:

- (a) A written preliminary response to the protest. This response shall include a brief explanation of the reasons why the protested VCTC staff action is justified; and
 - (b) The time, date and place of the meeting described in Section C.2, below.
2. The Executive Director and/or appropriate VCTC staff shall meet with the protestor to discuss and attempt to resolve the protest within thirty (30) days of the response required by section C.1(a) above.
3. After the meeting required by Section C.2, above the protestor shall within five (5) working days give the Executive Director written notice that either the protest is withdrawn or, alternately, that the protestor requests further consideration of the protest. In the event that the protestor fails to file the notice required by this Section C.3 at the office of the Executive Director within five (5) working days after the meeting, the protest shall be deemed withdrawn.

D. FURTHER INVESTIGATION

1. If a protest is not withdrawn pursuant to Section C.3, above, the Executive Director shall, within thirty (30) days of receipt of the notice from the protestor described in Section C.3, above, further investigate the protest with the assistance of the VCTC staff.
2. The Executive Director may contract third-party consulting services when necessary to investigate a protest. The Executive Director may negotiate with the protestor and other interested parties for the sharing of the cost of such consulting services.
3. As part of the investigation, the Executive Director shall establish a reasonable time within which VCTC, the protestor, and other interested parties shall exchange all documents and arguments relevant to the protest; provided, however, that such time shall not exceed thirty (30) days without the concurrence of the protestor and the Executive Director.

E. INTENDED DECISION: COMMENTS BY PROTESTOR AND OTHER PARTIES

1. Following investigation, the Executive Director shall, within thirty (30) days, prepare and distribute to the protestor and all persons specified in Section B.5:
 - (a) An intended decision recommending actions which the Executive Director believes the VCTC should take to resolve the protest and specifying the reasons for the recommended action of the VCTC.
 - (b) A statement of the date within which the protestor and other persons must submit written comments with respect to the intended decision. Such date shall allow a reasonable period for rebuttal and shall vary according to the complexity of the particular protest;
 - (c) Give written notice to all Interested Parties of the time, date, and place of the VCTC meeting at which the protest will be considered.
2. The following materials shall be included in the agenda package sent to VCTC members prior to the VCTC meeting and shall be available to any person at the VCTC office at least five (5) working days before the hearing:
 - (a) The intended decision described in Section E.1(a), above.

- (b) All written comments received within the submittal period described in Section E.1(b), above.

- (c) If the Executive Director has revised his/her intended decision since its distribution pursuant to Section E.2(a), above, a written description of the new intended decision and the reasons for revision.

F. VCTC CONSIDERATION

1. At the hearing, VCTC staff and any person may present evidence relating to the protest. At the beginning of the hearing, the Chair of the VCTC may announce time limits on testimony and other procedural rules which, in the opinion of the Chair, are reasonably necessary to preclude repetitious or irrelevant testimony and afford all persons wishing to testify the opportunity to be heard.
2. In rendering its decision on the protest:
 - (a) VCTC may adopted or amend the intended decision and findings of fact prepared by the Executive Director and Staff; or
 - (b) Make findings and adopt a decision different from the findings and intended decision of the Executive Director; or
 - (c) Elect to defer its decision and direct VCTC staff
 - (d) To Further investigate the protest; or
 - (e) Hire an impartial hearing officer to conduct a hearing and prepare a written recommended decision, including findings of fact, to be returned to VCTC for a decision which shall be made pursuant to the procedures outlined in this Section.

**ATTACHMENT I – NON-COLLUSIONDECLARTION (CALIFORNIA PCC
§7106**

I, _____, declare that I am duly authorized to submit this bid on behalf of _____, and that the bid is genuine and not a sham or collusive; that said bidder has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any other person, firm, or corporation to refrain from bidding; and that said bidder has not in any manner sought by collusion to secure an advantage over any other bidder.

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

Executed on _____, 2026, at _____, California.

Signature: _____

Name/Title: _____

Company: _____

ATTACHMENT J - BIDDER'S STATEMENT OF SUBCONTRACTORS

A subcontractor is any entity, not a direct employee of the prime Contractor, which performs any work on the Project in excess of one half of one percent (.5%) of the prime Contractor's total bid.

The Bidder is **required** to state the name, location of the place of business, and the California contractor license number per California Public Contract Code Section 4104, of each subcontractor and the work which each subcontractor will perform.

The Bidder is required to perform work equaling at least 30 percent of the value of the original total bid with their employees and with equipment they own or rent, with or without operators.

The Bidder here submits a list of subcontractors whom they propose to employ on the work with the proper firm name and business contact information, work and value of each.

Subcontractor's Name and Address	Work to be Performed on the Contract (Bid Item Number(s))	Dollar Value of contract per Sub-Contractor
*Licensed Name of Subcontractor:		\$
*Location of the place of business:		
*License No.:		
DIR Registration No.:		
*Licensed Name of Subcontractor:		\$
*Location of the place of business:		
*License No.:		
DIR Registration No.:		
*Licensed Name of Subcontractor:		\$
*Location of the place of business:		
*License No.:		
*DIR Registration No.:		

Total value of work subcontracted	\$
-----------------------------------	----

SIGNED:

***Information required to be submitted per California Public Contract Code Section 4104**

***DIR: California Department Of Industrial**

**ATTACHMENT K –:
BIDDER FINANCIAL CAPABILITY**

Firm Name: _____

Project Title: _____

Bid/Contract No: _____

Section 1: Contractor Information

Legal Name of Firm	
Business Address	
Telephone	
Email	
Contractor's License No.	
License Classification	
State of Incorporation	
Year Established	

Section 2: Financial Capacity

Name of Bonding Company	
Bonding Capacity (Aggregate Limit)	
Available Bonding Capacity	
Surety Rating (A.M. Best)	
Name of Banking Institution	
Contact Person / Phone	
Average Annual Revenue (last 3 years)	
Net Worth (last fiscal year)	

Attach the following:

- Latest audited or CPA reviewed financial statement, or a letter from your bonding company confirming capacity.

- Proof of insurance coverage meeting project requirements (if applicable)

Section 3: Certification

The undersigned certifies that the information provided herein is true and correct to the best of their knowledge and that all financial and project data are accurate representations of the firm's qualifications.

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Section 4: Instruction to Bidders

The Agency reserves the right to verify all information and to request additional documentation as needed. Submission of false or misleading information may result in disqualification or contract termination. All financial data will be treated as confidential to the extent permitted by law.