

WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
SUPPLY AND SERVICE CONTRACT IFB FQ15072 – Maximo Mobile Work Hardware

WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY

SOLICITATION, OFFER AND AWARD

CONTRACT NO. FQ15072	SOLICITATION NO. IFB FQ15072/SAC <input checked="" type="checkbox"/> ADVERTISED <input type="checkbox"/> NEGOTIATED	DATE ISSUED 10/27/14	ADDRESS OFFER TO OFFICE OF PROCUREMENT Office of Procurement 600 Fifth Street NW Washington, DC 20001
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SOLICITATION

Sealed offer in original and TWO (2) copies for furnishing the supplies or services in the schedules will be received at Authority until 2:00 P.M. local time 01/21/15
 (Hour) (Date)

If this is an advertised solicitation, offers will be publicly opened at that time.

All offers are subject to the following:

1. The Solicitation Instructions which are attached.
2. The General Provisions, which are attached.
3. The Schedule included herein and/or attached hereto.
4. Such other provisions, representations, certifications, and specifications, as are attached or incorporated herein by reference.

Bidder's Phone Number _____

Bidder's Fax Number _____

SCHEDULE

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	Panasonic JTB1 Toughpad or Approved Equal * Include 3 year 24 by 7 Services and Support	200	EACH	\$	\$
	Three years on-site warranty/repair service each device (200 devices)*	200	EACH	\$	\$
2	Lithium Ion Batteries (JT-B1-AD000U) or Approved Equal	20	EACH	\$	\$
	Approved Equal				
		200	EACH	\$	\$
		20	EACH	\$	\$

*** Include 3 year 24 by 7 Services and Support ** No Split Awards will be made.**

DUN & BRADSTREET ID NUMBER: _____

OFFEROR

Name and Address (Street, city, _____)	Name and Title of Person Authorized to Sign Offer (Print or Type)
<input type="checkbox"/> Check if remittance is different from above — enter such address in Schedule	Signature _____ Offer Date _____

AWARD (To be completed by The Authority)

ACCEPTANCE AND AWARD ARE HEREBY MADE FOR THE FOLLOWING ITEM(S):

ITEM NO.	QUANTITY	UNIT	UNIT PRICE

The total amount of this award is \$ _____

Name of Contracting Officer (Print of Type) _____

WASHINGTON METROPOLITAN TRANSIT AUTHORITY

AWARD DATE _____



Dear Vendor:

The Washington Metropolitan Area Transit Authority (WMATA) is proud to announce a new partnership with Databank IMX to process all vendor invoices using a centralized e-invoice processing system. Effective January 1, 2015, all vendor invoices must be submitted as instructed below in order to facilitate the payment process.

Instructions to submit invoices:

In order to streamline the processing of invoices and facilitation of timely and accurate payments, the following submittal of invoice instructions must be followed: Failure to follow these instructions will lead to the delay in payment or non-payment.

WMATA will accept the submittal of invoices in one of the following methods:

Email: Invoices can be submitted through email: apinvoice@wmata.com. Please submit one invoice and supporting documentation per PDF attachment. You may submit more than one PDF attachment per email.

Fax: Invoices can be submitted via Fax # 1-866-534-9063. Please submit one invoice and any/all supporting documentation for this invoice per fax.

Regular Mail: Note: *This is a new PO Box address for WMATA that is only for the purpose of vendor invoices. Please do not send correspondence to this address, and please update your records accordingly.*

WMATA – Accounts Payable
P.O. Box 1910
Beltsville, MD 20704-1910

Invoice Requirements:

Each invoice should contain the following information. Failure to comply may result in processing delays or return of the invoice.

- ✓ Vendor Name clearly written and visible; must not only be part of a logo
- ✓ A unique invoice number for each shipment or service. *Do not include punctuation or special characters or reuse any invoice number within 24 months.*
- ✓ Invoice Date
- ✓ Payment Terms
- ✓ Total Invoice amount
- ✓ Remit To address/information must be clearly written and visible on each invoice
- ✓ Purchase Order Number: Purchase Order should be included on every invoice submitted. Below must be in accordance with WMATA awarded PO

**Washington
Metropolitan Area
Transit Authority**

800 Fth Street, NW
Washington D C 20004
202-962-1234

By Metrolink
Judiciary Square-Red Line
Gallery Place-Chinatown
Red, Green and
Yellow Lines

A District of Columbia
Maryland and Virginia
Transit Partnership

- Freight Terms – “Ship To” address
 - Description on each item being invoiced. *Each invoice must itemize products, materials, supplies, parts, equipment, labor (i.e. installation or services) and list the related cost per item. Technical descriptions and/or model or part numbers (alone) are not sufficient descriptions.*
 - Quantity by line item.
 - Unit Item Cost.
 - Extended Cost by item
 - Total freight/handling costs only when previously approved on WMATA awarded PO.
- ✓ Contact Name and Email Address need to be on each invoice submitted otherwise will be rejected.

All supporting documentation for an invoice must be sent with the invoice at the time of invoicing. All service providers/contractors are required to include **APPROVED** supporting documentation for the services and labor performed (i.e. – time sheets including sub-contract/DBE details). Supporting documents must comply with contract terms and conditions. There will be a delay in payment or non-payment if an invoice is received without proper supporting documents when required.

New Features:


In the interest of enhancing WMATA’s Accounts Payable functions with our valued vendors, an automated notification feature was implemented. A series of notifications will allow you to see the status of your invoice throughout the approval process.

- Notification 1: You will receive notice upon successful submission of your invoice that it was received. You will be given specific information in that email that will identify who to contact if you have additional questions.
- Notification 2: You will receive notice that your invoice has been processed and is in the payment process.
- Notification 3: You will receive notice that your invoice has been approved for payment.
- Notification 4: You will only receive this notice if your invoice has been rejected. In this case you will be given specific information on who to contact to resolve any issues with the submittal of the invoice and details as to why it was rejected.

If you have questions on how to submit an invoice via this new process please contact wmata_invproc@databankimx.com. All other inquiries should be sent to APinquiries@WMATA.com.

Thank you in advance for your cooperation as we move forward with this exciting new business tool.

Sincerely,


Ian Greaves
Acting Comptroller

ACKNOWLEDGMENT OF AMENDMENTS

The undersigned acknowledges receipt of the following amendments to the Solicitation Documents (Give number and date of each):

Amendment Number____, dated_____

Amendment Number____, dated_____

Amendment Number____, dated_____

Amendment Number____, dated_____

Failure to acknowledge receipt of all amendments may cause the bid to be considered not responsive to the solicitation, which would require rejection of the bid.

DIRECTIONS FOR SUBMITTING BID:

1. Read and comply with the Solicitation Instructions. This form is to be submitted with the Bid Schedule. Attached certifications and Appendix B-1 (SBE) data must be completed and returned with the bid forms.
2. Representations and Certifications
3. Envelopes containing bids and related required documents must be sealed, marked and addressed as follows:
4. Certificate of Insurance, if required.

WASHINGTON METROPOLITAN AREA
TRANSIT AUTHORITY
BID UNDER SOLICITATION FQ15072
OFFICE OF PROCUREMENT
600 FIFTH STREET
WASHINGTON, DC 20001

BIDS SHALL BE TIMELY MAILED OR HAND DELIVERED TO REACH WMATA BEFORE 2:00 P.M. (LOCAL TIME) ON DAY OF BID OPENING/CLOSING. BIDS HAND CARRIED BETWEEN 1:00 P.M. AND 2:00 P.M. SHOULD BE PRESENTED TO THE CONTRACT ADMINISTRATOR OR THE CONTRACT ADMINISTRATOR'S DESIGNATED REPRESENTATIVE.