



Advertisement, Specification, Insurance Requirements, Sample Agreement, Sample Performance Bond
and Conditions and Instructions to Bidders

For

Fix CMMS
Bid No.: **B26-32**

Electronic proposals are due at 1:00 P.M. on **September 14, 2026**

Executive Summary

The Port Authority of Allegheny County d.b.a. PRT has recently implemented eBusiness. eBusiness is a mechanism which allows contractors and vendors to electronically submit bids on PRT procurement events. It is a system of modules that provides everything from procurement to contract management and you will see advantages like these:

- Monitor Invoice Payments
- Improved Purchasing Process
- More Fluid, Automated and Single System Return Authorization
- Automated RFP/Bid Process Including Bidding, Procurement Contracts & Purchase Orders
- The Latest Technology from Workflow to E-mail Notification to Approval Process

The implementation of eBusiness represents a change in the method of the competitive bidding process; however, the PRT must continue to adhere to stringent governmental and internal procurement regulations.

Additionally, this document contains the Advertisement, Specification, Insurance Requirements, Sample Copies of the Agreement and Performance Bond, and the Conditions and Instructions to Bidders. It is recommended that you take the time to read the attached documents – especially the “Conditions and Instructions to Bidders”.

TABLE OF CONTENTS

Attachment 1	Bid Schedule
Attachment 2	Advertisement
Attachment 3	Specification Fiix CMMS Expansion
Attachment 4	Insurance Requirements
Attachment 5	Sample Agreement
Attachment 6	Conditions and Instructions to Bidders

Bid Schedule

Solicitation Post Date: August 12, 2026

Pre-Bid Meeting: August 27, 2026 at 11:00 AM

To join the Pre-Bid meeting through Microsoft Teams on your computer, mobile app or room device:

Meeting ID: 279 194 238 143 670

Passcode: Ld7Zg6A9

Dial in by Phone: 412-927-0245

Phone Conference ID: 709 493 909#

Deadline for Questions: September 2, 2026 at 12:00 PM (Noon)

Please submit any questions regarding this solicitation in writing to:

Keith Bayles and Samantha Tirk

kbayles@rideprt.org and stirk@rideprt.org

Subject line of email to read: "B26-32, Fiix CMMS"

Bid Submission Deadline: September 14, 2026 at 1:00 PM

To join the Bid Opening meeting through Microsoft Teams on your computer, mobile app or room device:

Meeting ID: 293 997 096 054 580

Passcode: K27w8ES6

Dial in by Phone: 412-927-0245

Phone Conference ID: 200 892 369#

**** PRT would prefer Bid Responses to be uploaded as a single file rather than multiple files if possible.**

PORT AUTHORITY OF ALLEGHENY COUNTY d.b.a. PRT

Electronic Bids will be received online at PRT's Ebusiness website (<http://ebusiness.portauthority.org>).

Bid submittals will be due at **1:00 PM on September 14, 2026** and will be read at **1:15 PM**, the same day, though your web browser via Microsoft Teams video conferencing, for the following:

Electronic Proposal - Ebusiness website (<http://ebusiness.portauthority.org>)

	Bid Number	Bid Name
1.	B26-32	Fiix CMMS

No bidder may withdraw a submitted Proposal for a period of 75 days after the scheduled time for opening of the sealed bids.

A Pre-Bid Conference will be held on the above solicitation on **August 27, 2026, at 11:00 AM** and can be joined through your web browser via Microsoft Teams video conference. Attendance at this meeting is not mandatory but is strongly encouraged.

Teams meeting information is available within the Bid Documents for this solicitation on rideprt.org and eBusiness.rideprt.org. Potential bidders may also email the contract specialist assigned to the solicitation.

Questions regarding any of the above bids will not be entertained by PRT after 12:00 PM (noon) on September 2, 2026.

These contracts may be subject to a financial assistance contract between Port Authority of Allegheny County d.b.a. PRT and the United States Department of Transportation. The Contractor will be required to comply with all applicable Equal Employment Opportunity laws and regulations.

Contractor is responsible for expenses related to acquiring a performance bond and insurance where applicable. All items are to be FOB delivered unless otherwise specified. Costs for delivery, bond, and insurance shall be included in bidder's proposal pricing.

Port Authority of Allegheny County d.b.a. PRT hereby notifies all bidders that it will affirmatively insure that in regard to any contract entered into pursuant to this advertisement, disadvantaged business enterprise will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

The Board of PRT reserves the right to reject any or all bids.

Performance bond is waived for this solicitation.

Fiix CMMS Expansion

1. SCOPE OF SERVICES

- a. Pittsburgh Regional Transit (“PRT”) intends to acquire maintenance and support renewals for previously purchased Fiix Computerized Maintenance Management System (“Fiix CMMS”, “Fiix”) software currently in use on PRT’s network.
- b. The Fiix software listed below is to provide continued centralized maintenance information to aid PRT in tracking work orders, manage assets, inventory control, and schedule preventative maintenance. To be considered responsive, a bid must comply with all specifications outlined in this document.
- c. PRT has two Fiix tenants and are seeking support for a term of three years to be billed annually, therefore this solicitation shall be six (6) line items as detailed below.
- d. This requirement is for the listed Fiix support services only and no installation services or other products are required.

2. TECHNICAL REQUIREMENTS

- a. PRT is considering the purchase of the hardware support listed below for the following quantities and shall be divided into two (2) separate categories
 - i. Continuation of Services: Goods or Services already at the employ of PRT and costing will be for the purchase of continued support per the quantities listed.
 - ii. Tenant 1:

Continuation of Services			
Line	Description	Term	QTY
1	Tenant 1 – Fiix CMMS: Enterprise -1 User	Year 1	130
2	Tenant 1 – Fiix CMMS: Enterprise -1 User	Year 2	130
3	Tenant 1 – Fiix CMMS: Enterprise -1 User	Year 3	130

- iii. Tenant 2:

Continuation of Services				
Line	Item/Part No.	Description	MFG	QTY
4		Tenant 2 – Fiix CMMS: Enterprise -1 User	Year 1	20
5		Tenant 2 – Fiix CMMS: Enterprise -1 User	Year 2	20
6		Tenant 2 – Fiix CMMS: Enterprise -1 User	Year 3	20

1. **NOTE: Items may have the same or similar item number or description, but must be costed separately. The same or similar items shall not be combined under “Continuation of Services”**

- b. PRT relies solely on the prices and unit costs entered through eBusiness. PRT will not consider supplied quotations, proposals, or other documentation (“Quotes”) that contradict the item(s) and/or unit cost(s) requested. Quotes will not be reviewed or considered during the evaluation process, nor will they be used to determine the intent of Bidder’s submission. It is the Bidder’s responsibility to request clarifications if names, descriptions, and/or part numbers appear to be in duplicate or erroneous.
- c. All licensing listed above is to be for a term of three (3) years to begin on the date of the Notice to Proceed (“NTP”).

3. BIDDER REQUIREMENTS

- a. The Bidder shall have been in business for at least five (5) years.
- b. The Bidder shall have provided similar products for companies, businesses, or nonprofit organizations within the past three (3) year.
- c. The Bidder must be fully authorized to sell the Fiix support set forth herein and must agree to provide warranties as required in PRT’s Conditions and Instructions to Bidders (“CIBs”) for all line items in Section 2.
- d. As part of its Bid submission, the Bidder must submit, and certify that it has submitted, any and all documentation, including but not limited to: End User License Agreements (“EULAs”), software maintenance and support licenses, subscription agreements, Software as a Service (“SaaS”) Agreements, Cloud and/or other hosting Agreements, and/or purchase orders (collectively, the “User Agreements”), if any, that the manufacturer or developer or the Bidder will require PRT to sign in order to complete the purchase and use the products and services requested herein. Failure by the Bidder to submit any and all such User Agreements at the time of Bid submission will render Bidder’s Bid submission non-responsive and ineligible for award. PRT reserves the right to negotiate such User Agreements consistent with the CIBs and all requirements relating to this solicitation. In the event that any or all such User Agreements cannot be timely negotiated and executed with the apparent lowest responsive and responsible Bidder, PRT may reject the bid and proceed to negotiate with the next lowest responsive and responsible Bidder, in PRT’s sole discretion.
- e. While Bidders may offer pricing reflected on other government contracts, the Terms and Conditions of those contracts will not be considered applicable to this bid or any resultant contract, and only the CIBs within this solicitation will apply hereto. Any attempt to alter the precedence of the CIBs, including the indemnification or warranty provisions therein either through Bidder’s bid submission or through any User Agreement provided pursuant to Section 3.d herein or otherwise will render Bidder’s bid submission non-responsive and ineligible for award. Should Bidder have questions or concerns regarding any of the CIBs or other conditions, please submit in writing to the Contract Specialist.

4. TRAINING REQUIREMENTS

- a. No training required.

5. PRE-AWARD REQUIREMENTS

- a. The Bidder shall be required to demonstrate to the satisfaction of PRT, at PRT's sole discretion, that the proposed products comply with all the requirements of the bid specification before the Bidder will be determined to be the lowest responsive and responsible bidder eligible for award.
- b. Bidder must bid on all line items to be eligible for award.

6. SUPPORT

- a. Awarded Bidder shall provide a Point of Contact ("POC") and provide POC's contact information (i.e., Name, Title, Telephone, Email) to PRT contact upon award.
- b. Awarded Bidder shall provide to PRT updated POC and POC contact information within two (2) business days of change.
- c. Awarded Bidder shall acknowledge PRT communications within one (1) business day.
- d. In the event PRT requests assistance, Awarded Bidder shall coordinate technical or subscription support within one (1) business day.

7. DELIVERY

- a. The Awarded Bidder shall be required to commence with the scope of work specified herein. PRT will issue a purchase order for the scope of services under this contract as required.
- b. The Awarded Bidder shall deliver all items immediately after NTP is issued.

8. PAYMENT

- a. The Awarded Bidder shall be paid for products in accordance with the unit prices on the Proposal.
- b. PRT will issue annual purchase orders for services as required.
- c. The Awarded Bidder's pricing on the Proposal shall be all-inclusive. Pricing shall include all costs related to the products and services. PRT will not pay any additional charges for the specified scope of products.
- d. The Awarded Bidder shall furnish to the PRT an itemized invoice, in accordance with the proposed pricing on the proposal, and must include on the invoice the PRT Purchase Order ("PO") number supplied at time of NTP.
- e. Invoice shall be submitted to:
 - i. Digitally (preferred): itinvoices@rideprt.org
- f. Physically:

Pittsburgh Regional Transit
Attn: Information Technology Division, IT: Infrastructure
345 Sixth Avenue, Third Floor
Pittsburgh, PA 15222-2527

- g. PRT will make payment only for those invoices that are determined to be accurate upon review of the invoice vs. products delivered.

- h. For licenses, warranties, maintenance, or other such service (“ancillary services”), if Bidder acts as a reseller, distributor, or other such entity not directly responsible for the service (“third party”), within Sixty (60) days of the date of payment by PRT to Bidder, Bidder shall provide evidence of full payment to Supplier/Provider confirming PRT’s service will remain uninterrupted for the duration of the contract.

Insurance

General. Contractor shall procure, and have all subcontractors procure, before the Contract Services are commenced hereunder, and maintain at its own cost and expense, during the entire period of the performance under this Agreement, the types and amounts of insurance listed in this Section with insurance companies authorized to operate in Pennsylvania and with insurance companies having a minimum A- rating as then stated by A.M. Best.. Limits shall be primary and non contributory. Evidence of coverage shall be provided on an annual basis and/or upon request of Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit.

Limits may be satisfied by any combination of primary and excess or umbrella per occurrence policies. In the event that the required limits must be satisfied by any combination of primary and excess or umbrella the policies shall provide drop down coverage and provide at least as broad of coverage as the underlying policies.

Worker's Compensation and Employer's Liability (not applicable if contractor is not entering Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit property).

(a) Workers' Compensation - Statutory Limits

(b) Employer's Liability in an amount not less than:

\$500,000 Each Accident
\$500,000 Disease - Policy Limit
\$500,000 Disease - Each Employee

Note:

- (i) Coverage shall be provided in accordance with the laws of the Commonwealth of Pennsylvania and the laws of such other jurisdictions as may apply.
- (ii) The Contractor shall require, and hereby certifies, that each of its Subcontractors maintains Workers' Compensation Insurance in accordance herewith, and shall provide to PRT written evidence of such coverage then in effect for each Subcontractor upon PRT's request.

Commercial General Liability.

In an amount not less than:

\$2,000,000 General Aggregate
\$2,000,000 Products – Completed Operations Aggregate
\$1,000,000 Each Occurrence

Notes:

- (i) Contractor shall maintain such Products and Completed Operations liability coverage for at least (1) year after final payment.

(ii) Policy shall provide that “Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit” be named as an Additional Insured for Contractor's full limits of coverage on a primary and non-contributory basis, but in no case less than the limits specified. Policy shall be endorsed with a waiver of subrogation clause with respect to PRT, and neither Contractor nor its insurer shall have any claim against PRT to the extent the claim is or should have been covered by insurance.

Business Automobile Liability (not applicable if contractor is using a common carrier for delivery).

With a Combined Single Limit not less than:

\$1,000,000 Each Accident

Notes:

(i) Policy shall cover the use of all owned, hired and non-owned vehicles.

(ii) Policy shall provide that “Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit” be named as an additional insured for Contractor’s full limits of coverage on a primary and non-contributory basis, but in no case less than the limits specified. Policy shall be endorsed with a waiver of subrogation clause with respect to PRT, and neither Contractor nor its insurer shall have any claim against PRT to the extent the claim is or should have been covered by insurance.

Approval. Contractor shall not commence work under this Agreement until it has forwarded to PRT, for review and approval, certificate(s) of the insurance required. PRT shall be given a minimum of 30 days’ notice in the event of change or cancellation of any of the insurance required. The fact that Contractor has obtained the insurance required in this Agreement shall in no manner lessen nor affect Contractor's other obligations set forth in any provision of this Agreement. The policies of insurance referenced above are not to contain any deductible or self insured retention, as applicable to PRT as an additional insured. In the event the insurance policies purchased by Contractor pursuant to the above insurance requirements contain any deductible or self insured retention provisions, Contractor shall provide PRT with disclosure of said deductible or self insurance retention prior to execution of the Contract, which will be subject to PRT approval. If PRT approves any insurance policy that includes a deductible or self insured retention, Contractor shall be responsible for payment of any and all deductibles or self insured retentions, whether owing from the named insured or PRT as an additional insured, applicable to the policies of insurance referenced above

Indemnification. Contractor, for itself, its officers, members, employees, agents, consultants, contractors, subcontractors, and its successors and assigns, shall indemnify (including but not limited to indemnification for costs of defense), and hold harmless Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit, its officers, members, employees, agents, consultants, contractors, subcontractors and its successors and assigns, from and against any losses, costs, liability or damage, and attorney’s fees, including but not limited to claims for property damage, bodily injury or wrongful death, claimed against, suffered by, or incurred by Port Authority of

Allegheny County d/b/a Pittsburgh Regional Transit, its officers, members, employees, agents, consultants, contractors, subcontractors and its successors and assigns, as a result of or arising in connection with and to the extent of Contractor's performance of the Project or otherwise relating to Contractor's use of Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit property pursuant to this Agreement. This indemnification provision further applies to any claims brought by any employee, subcontractor, or employee of a subcontractor of Contractor against Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit, and Contractor expressly waives protections afforded under the Pennsylvania Workers' Compensation Act as is necessary to comply with its responsibilities under this indemnity provision.

Certificate Holder.

Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit, 345 Sixth Avenue,
Pittsburgh, PA 15222

SAMPLE AGREEMENT

THIS AGREEMENT made this [Date], by and between PORT AUTHORITYOF ALLEGHENY COUNTY d.b.a. Pittsburgh Regional Transit ("PRT"), a body corporate and politic organized and existing under the laws of the Commonwealth of Pennsylvania and having its principal office in the City of Pittsburgh, Allegheny County, Pennsylvania, hereinafter called "PRT", and [Contractor's Name], with principal office at [Contractor's Address], hereinafter called "Contractor".

WHEREAS, Contractor submitted to the PRT a proposal to furnish certain item or items for the prices specified, and said proposal was accepted by PRT.

NOW, THEREFORE, Contractor and PRT agree as follows:

1. Contractor shall furnish the following when ordered at the prices shown:

[SAMPLE]

2. The Contract Documents are made a part hereof with like force and effect as though recited herein at length and are comprised of the following:

- (a) Invitation for Proposals
- (b) Proposal
- (c) Certification
- (d) Specification
- (e) Conditions and Instructions to Bidders
- (f) All addenda issued prior to the time of opening Proposals
- (g) Insurance [if required]

3. PRT, upon delivery of above equipment, parts, materials and/or supplies in accordance with this Agreement and the Contract Documents, and upon submission of invoices, shall pay the current amounts due for current deliveries under this Agreement.

PORT AUTHORITYOF ALLEGHENY COUNTY d.b.a. PRT

By_____

CONTRACTOR

(Company Name)

By_____
(Signature and Title)