

****IMPORTANT NOTICE****

- The format of this RFP has been simplified.
- Only the following pages require signatures:
 1. Exhibit A – Bid Response Packet, [Bidder Information and Acceptance](#) page
 - a. [Must be signed by Bidder](#)
 2. Exhibit A – Bid Response Packet, [UPTD Partnering Information Sheet](#)
 - a. [Must be signed by Bidder](#)
 - b. [Must be signed by UPTD Partner](#) if subcontracting to an UPTD Partner

Please read **EXHIBIT A – Bid Response Packet** carefully, **INCOMPLETE BIDS WILL BE REJECTED.** Umpqua Public Transportation District will not accept submissions or documentation after the bid response due date.

UMPQUA PUBLIC TRANSPORTATION DISTRICT

REQUEST FOR PROPOSALS No. 002002 for Dial A Ride Purchased Services

For complete information regarding this project, see RFP posted at www.umpquatransit.com or contact UPTD representative listed below.

Thank you for your interest!

Contact Person: Cheryl Cheas, General Manager

Phone Number: (541) 671-0753

E-mail Address: ccheas@umpquatransit.org

RESPONSE DUE

by

5:00 p.m.

on

February 15, 2021

By email: ccheas@umpquatransit.org or

at

Umpqua Public Transportation District

3076 NE Diamond Lake Blvd.

Roseburg, OR 97470

UMPQUA PUBLIC TRANSPORTATION DISTRICT

REQUEST FOR QUOTATION No. 002002
SPECIFICATIONS, TERMS & CONDITIONS

for

UPTD Dial A Ride Purchased Service

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ATTACHMENTS

- Exhibit A – Bid Response Packet
- Exhibit B – Insurance Requirements
- Exhibit C – Vendor List
- Exhibit D– Dial A Ride Purchased Service Operational Time

I. **STATEMENT OF WORK**

A. INTENT

It is the intent of these specifications, terms and conditions to describe the Dial A Ride Purchased Service required by the Umpqua Public Transportation District (UPTD).

UPTD intends to award a Two (2) year purchased service contract (with option to renew) to the bidder or combination of bidders whose response meets UPTD's requirements.

B. SCOPE

The Umpqua Public Transportation District is looking for qualified vendors to provide Dial A Ride Purchased Service to all communities within the UPTD Boundaries. The boundaries include all of Douglas County. The service will provide a means for Seniors and people with disabilities to obtain transportation to destinations and services within Douglas County. The successful vendor(s) will provide Dial A Ride origin to destination service between the hours of 7:00 AM and 7:00 PM and will operate an average of 300 service days each year.

The vendor(s) will be responsible for all aspects of the operation of the Dial A Ride Purchased Service including providing service, maintenance of vehicles, staffing, permitting, Americans with Disabilities Act (ADA) compliance, fueling and reporting.

The vehicles will be a combination of vehicles currently providing Dial A Ride service for UPTD and new vehicles that are being purchased to provide demand response service.

The Umpqua Public Transportation District shall be responsible for providing the Dispatch Call Center to schedule rides, administration of the grant funding and reserves the right to modify these services as funds allow.

C. VENDOR QUALIFICATIONS

1. Vendor Minimum Qualifications

- a. Bidder shall be regularly and continuously engaged in the business of providing Transportation Services for at least three (3) years; and
- b. Bidder shall possess all permits, licenses and professional credentials necessary to supply product and perform services as specified under this RFP.

D. SPECIFIC REQUIREMENTS

The Contractor will be responsible for all aspects of providing a Dial A Ride origin to destination Purchased Service including:

1. Each vehicle must be American Disabilities Act (ADA) compliant.
2. Each vehicle, the Contractor and its operations must be in compliance with all Federal and State laws for operation of Dial A Ride vehicles, including all applicable safety and emissions regulations.
3. Hiring licensed drivers to operate the vehicles. The Contractor will also be responsible to supervise and monitor daily Dial A Ride operations and serve as a liaison with UPTD staff.
4. The purchase of a communication and ride tracking system for all vehicles or inclusion in the District's RFP for a new radio system. Please note any kind of communication system is acceptable as long as the Contractor may communicate at all times with drivers in the field.
5. Tracking the number of passengers and category of each passenger as well as the daily revenue service miles and hours per route. This information will be turned in as part of the monthly or quarterly report.
6. Contractor must allow for installation of any hardware (GPS, cables, data terminals, cellular transponders, etc.) deemed necessary by UPTD.
7. Replacement vehicles available for deployment when a vehicle goes out of service. An adequate number of vehicles must be available so a similar sized and equipped replacement vehicle can be deployed within one (1) hour of a vehicle being taken out of service. Replacement vehicles must have appropriate, temporary signage.
8. Replacement drivers to fill in for sick days and vacation days.
9. Employee Conduct:
 - a. All contractor's employees must provide quality customer service.
 - b. UPTD reserves the right to remove, for any reason, the provision of service by an employee who they deem is not acceptable.
 - c. All employees must always be respectful of others and may not engage in profanity, unsafe, or illegal behavior.
 - d. Contractor's drivers, while operating UPTD Dial A Ride Vehicles, may not be under the influence of any drug or alcoholic substance of any kind.

10. Contractors must provide employees with uniforms. UPTD reserves the right to review all uniforms. The uniform must be kept clean at all times while on duty and free from defect. The logos must be clearly shown.
11. Dial A Ride drivers must possess a valid Oregon driver's license that matches the restrictions of the vehicle that they are driving (Class B and passenger endorsements required as necessary to meet vehicle size). Drivers must operate the Dial A Ride vehicle in a safe, responsible, courteous and prudent manner in accordance with all State and local laws.
12. Parking of Dial A Ride Equipment overnight. UPTD will allow for the Dial A Ride vehicles to be parked on UPTD property, when available, but the Contractor will be responsible for liability of loss, damage and/or theft.
13. Condition of Dial A Ride Vehicles

The Contractor will maintain all Dial A Ride vehicles in good working order at all times. This includes maintenance, repairs, cleanliness, and overall appearance. UPTD shall request the Contractor to remove from service immediately any Dial A Ride vehicles that, in the opinion of UPTD, fails to meet standards of maintenance, repairs, cleanliness, overall appearance, or is deemed to be unsafe for the transport of passengers. The Dial A Ride vehicles are to be washed at least once (1) per week, and cleaned and sanitized a minimum of every two hours to maintain COVID-19 protocol as dictated by the State and UPTD.

E. DESCRIPTION OF SERVICES

1. Rides may be scheduled as early as 7:00 AM and as late as 7:00 PM.
2. Service will be provided Monday through Saturday on a first come, first served, space available manner.
3. Drivers/Operators will offer assistance to riders when necessary.

F. DELIVERABLES / REPORTS

1. Vendor will provide UPTD upon request, maintenance procedures, operation logs, driver training material and schedule as well as insurance.
2. Vendor will be required to submit a monthly report detailing the number of passengers per day, the total hours and miles driven by the route, purchased service summary and any incident reports.

II. CALENDAR OF EVENTS

EVENT	DATE/LOCATION
Request Issued	December 30, 2020
Written Questions Due	by 5:00 PM on February 10, 2021
Response Due	By 5:00 PM on February 17, 2021
Board Award Date	March 8, 2021
Contract Start Date	July 1, 2021

Note: *Award and start dates are approximate.*

III. UPTD PROCEDURES, TERMS, AND CONDITIONS

E. CONTRACT EVALUATION AND ASSESSMENT

During the initial sixty (60) day period of any contract, which may be awarded to Contractor, persons designated by UPTD will meet with the Contractor(s) to evaluate performance and to identify any issues or potential problems.

UPTD reserves the right to determine, at its sole discretion, whether:

1. Contractor has complied with all terms of this RFP; and
2. Any problems or potential problems were evidenced which make it unlikely (even with possible modifications) that such proposed equipment/system will meet UPTD requirements.

If, as a result of such determination, UPTD concludes that it is not satisfied with Contractor, Contractor's performance under any awarded contract and/or Contractor's goods and/or services as contracted for therein, the Contractor will be notified of contract termination effective forty-five (45) days following notice. Contractor shall be responsible for the removal of equipment/system and shall return UPTD vehicles to their pre-installation state at no charge to UPTD. UPTD will have the right to invite the next highest ranked bidder to enter into a contract. UPTD also reserves the right to re-bid this project if it is determined to be in its best interest to do so.

F. NOTICE OF INTENT TO AWARD

1. At the conclusion of the RFP response evaluation process (“Evaluation Process”), all bidders will be notified in writing by e-mail or fax, and certified mail, of the contract award recommendation, if any. The document providing this notification is the Notice of Intent to Award.

The Notice of Intent to Award will provide the following information:

- a. The name of the bidder being recommended for contract award; and
 - b. The names of all other parties that submitted proposals.
2. At the conclusion of the RFP process, debriefings for unsuccessful bidders will be scheduled and provided upon written request and will be restricted to discussion of the unsuccessful offeror’s bid.
 - a. Under no circumstances will any discussion be conducted with regard to contract negotiations with the successful bidder.
 - b. Debriefing may include review of successful bidder’s proposal with redactions as appropriate.
 3. The submitted proposals shall be made available upon request no later than five (5) business days before approval of the award and contract is scheduled to be heard by the Board.

G. TERM / TERMINATION / RENEWAL

1. The term of the contract, which may be awarded pursuant to this RFP, will be two years with the option to renew.
2. UPTD has and reserves the right to suspend, terminate or abandon the execution of any work by the Contractor without cause at any time upon giving to the Contractor prior 30 day written notice. In the event that UPTD should abandon, terminate or suspend the Contractor’s work, the Contractor shall be entitled to payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment. UPTD may terminate the contract at any time without written notice upon a material breach of contract and substandard or unsatisfactory performance by the Contractor. In the event of termination with cause, UPTD reserves the right to seek any and all damages from the Contractor. In the event of such termination with or without cause, UPTD reserves the right to invite the next highest ranked bidder to enter into a contract or re-bid the project if it is determined to be in its best interest to do so.

3. UPTD may, at its sole option, terminate any contract that may be awarded as a result of this RFP at the end of any UPTD Fiscal Year, for reason of non-appropriation of funds. In such event, UPTD will give Contractor at least thirty (30) days written notice that such function will not be funded for the next fiscal period. In such event, UPTD will return any associated equipment to the Contractor in good working order, reasonable wear and tear excepted.
4. By mutual agreement, any contract which may be awarded pursuant to this RFP, may be extended for two additional one year terms at agreed prices with all other terms and conditions remaining the same.

H. QUANTITIES

Quantities listed herein are estimates and are not to be construed as a commitment. No minimum or maximum is guaranteed or implied.

I. PRICING

1. Prices quoted shall be firm for the first three (3) months of any contract that may be awarded pursuant to this RFP.
2. Price escalation for the subsequent years of any contract awarded as a result of this RFP, shall not exceed the percentage increase stated by Bidder on the Bid Form, Exhibit A – Bid Response Packet.
3. All pricing as quoted will remain firm for the term of any contract that may be awarded as a result of this RFP.
4. Unless otherwise stated, Bidder agrees that, in the event of a price decline, the benefit of such lower price shall be extended to UPTD.
5. Any price increases or decreases for subsequent contract terms may be negotiated between Contractor and UPTD only after completion of the initial term.
6. Taxes and freight charges:
 - a. UPTD is soliciting a total price quoted for this project. The price quoted shall be the total cost UPTD will pay for this project including Sales, Use, or other taxes, and all other charges.
 - b. No charge for delivery, drayage, express, parcel post packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose, except taxes legally payable by UPTD, will be paid by UPTD unless expressly included and itemized in the bid.

- c. Amount paid for transportation of property to the Umpqua Public Transportation District is exempt from Federal Transportation Tax. An exemption certificate is not required where the shipping papers show the consignee as Umpqua Public Transportation District; as such papers may be accepted by the carrier as proof of the exempt character of the shipment.
 - d. Articles sold to the Umpqua Public Transportation District are exempt from certain Federal excise taxes. UPTD will furnish an exemption certificate.
7. All prices quoted shall be in United States dollars and "whole cent," no cent fractions shall be used. There are no exceptions.
 8. A total price quoted is required for this contract and will be the maximum price UPTD will pay.
 9. Price quotes shall include any and all payment incentives available to UPTD.
 10. Bidders are advised that in the evaluation of cost, if applicable, it will be assumed that the unit price quoted is correct in the case of a discrepancy between the unit price and an extension.
 11. Federal and State minimum wage laws apply. UPTD has no requirements for living wages. UPTD is not imposing any additional requirements regarding wages.
 12. Prevailing Wages: Pursuant to Labor Code Sections 1770 et seq., Contractor shall pay to persons performing labor in and about Work provided for in Contract not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the Work is performed, and not less than the general prevailing rate of per diem wages for legal holiday and overtime work in said locality, which per diem wages shall not be less than the stipulated rates contained in a schedule thereof which has been ascertained and determined by the Director of the State Department of Industrial Relations to be the general prevailing rate of per diem wages for each craft or type of workman or mechanic needed to execute this contract.

J. AWARD

1. The award will be made to the lowest responsible bidder who meets the requirements of these specifications, terms and conditions.
2. Awards may also be made to the subsequent lowest responsible bidders who will be considered the Back-up Contractors and who will be called in ascending order of amount of their quotation.

3. Small and Emerging Locally Owned Business: UPTD is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in UPTD's purchase of goods and services.
4. UPTD reserves the right to reject any or all responses that materially differ from any terms contained in this RFP or from any Exhibits attached hereto, to waive informalities and minor irregularities in responses received, and to provide an opportunity for bidders to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of UPTD.
5. UPTD reserves the right to award to a single or multiple contractors.
6. UPTD has the right to decline to award this contract or any part thereof for any reason.
7. Board approval to award a contract is required.
8. A contract must be negotiated, finalized, and signed by the intended awardee prior to Board approval.
9. Final Standard Agreement terms and conditions will be negotiated with the selected bidder. Bidder may access a copy of the Standard Services Agreement template can be found online at:
10. The RFP specifications, terms, conditions and Exhibits, RFP Addenda and Bidder's proposal, may be incorporated into and made a part of any contract that may be awarded as a result of this RFP.

K. METHOD OF ORDERING

1. Written POs will be issued upon approval of written itemized quotations received from the Contractor.
2. A written PO and signed Standard Agreement contract will be issued upon Board approval.
3. POs and Standard Agreements will be faxed, transmitted electronically or mailed and shall be the only authorization for the Contractor to place an order.
4. POs and payments for products and/or services will be issued only in the name of Contractor.

5. Contractor shall adapt to changes to the method of ordering procedures as required by UPTD during the term of the contract.
6. Change orders shall be agreed upon by Contractor and UPTD and issued as needed in writing by UPTD.

L. INVOICING

1. Contractor shall invoice the requesting department, unless otherwise advised, upon satisfactory receipt of product and/or performance of services.
2. Payment will be made within thirty (30) days following receipt of invoice and upon complete satisfactory receipt of product and performance of services.
3. UPTD shall notify Contractor of any adjustments required to invoice within 10 days of receipt of the invoice.
4. Invoices shall contain UPTD PO/Contract number, invoice number, remit to address and itemized products and/or services description (dates of and quantity of service) and price as quoted and shall be accompanied by acceptable proof of delivery.
5. Contractor shall utilize standardized invoice upon request.
6. Invoices shall only be issued by the Contractor who is awarded a contract.
7. Payments will be issued to and invoices must be received from the same Contractor whose name is specified on the PO.
8. UPTD will pay Contractor monthly or quarterly as agreed upon, not to exceed the total price quoted in the bid response.

M. ACCOUNT MANAGER / SUPPORT STAFF

1. Contractor shall provide a dedicated competent account manager who shall be responsible for UPTD account/contract. The account manager shall receive all orders from UPTD and shall be the primary contact for all issues regarding Bidder's response to this RFP and any contract which may arise pursuant to this RFP.
2. Contractor shall also provide adequate, competent support staff that shall be able to service the Dial A Rides during normal working hours, Monday through Friday. Such representative(s) shall be knowledgeable about the contract,

products offered and able to identify and resolve quickly any issues including but not limited to order and invoicing problems.

3. Contractor account manager shall be familiar with UPTD requirements and standards and work with UPTD staff to ensure that established standards are adhered to.

IV. INSTRUCTIONS TO BIDDERS

N. UPTD CONTACTS

The evaluation phase of the competitive process shall begin upon receipt of sealed bids until a contract has been awarded.

All questions regarding these specifications, terms and conditions are to be submitted in writing, preferably via e-mail by 5:00 p.m. on February 10, 2020 to:

Cheryl Cheas, General Manager
Umpqua Public Transportation District
3076 NE Diamond Lake Blvd.
Roseburg, OR 97470
E-Mail: ccheas@umpquatransit.org
PHONE: (541) 671-3691

UPTD email listed above will be the official notification posting place of all Requests for Interest, Proposals, Quotes and Addenda.

O. SUBMITTAL OF BIDS

1. All bids must be received at UPTD Office BY 5:00 p.m. on the due date specified in the Calendar of Events.

NOTE: LATE BIDS CANNOT BE ACCEPTED. Bids will be received only at the address shown below, and by the time indicated in the Calendar of Events. Any bid received after said time and/or date or at a place other than the stated address cannot be considered and will be returned to the bidder unopened.

All bids, whether delivered by an employee of Bidder, U.S. Postal Service, courier or package delivery service, must be received and time stamped at the stated address prior to the time designated.

Bids are to be addressed and delivered as follows:

Dial A Rides Purchased Service
RFP No. 2002
Umpqua Public Transportation District
3076 NE Diamond Lake Blvd.
Roseburg, OR 97470

Or by Email to: ccheas@umpquatransit.org

Bidder's name, return address, and the RFP number and title must also appear on the mailing package or subject line.

***PLEASE NOTE** that on the bid due date, a bid reception desk will be open between 1:00 p.m. – 2:00 p.m. and will be located in the lobby at 3076 NE Diamond Lake Blvd.

2. Bidders are to submit one (1) original hardcopy bid (Exhibit A – Bid Response Packet, including additional required documentation), with signatures, plus one (1) copy of their proposal. Original proposal is to be clearly marked “ORIGINAL” with copies to be marked “COPY”. All submittals should be printed on plain white paper, and must be either loose leaf or in a 3-ring binder (**NOT** bound).

Bidders **must** submit an electronic copy of their proposal. The electronic copy must be in a single file (PDF), and shall be an **exact** scanned image of the original hard copy Exhibit A – Bid Response Packet, including additional required documentation.

3. All costs required for the preparation and submission of a bid shall be borne by Bidder.
4. Only one bid response will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response. For purposes of this requirement, “partnership” shall mean, and is limited to, a legal partnership formed under one or more of the provisions of the Oregon or other state’s Corporations Code or an equivalent statute.
5. All other information regarding the bid responses will be held as confidential until such time as the General Services Agency has completed its evaluation, an intended award has been made by the General Services Agency, and the contract has been fully negotiated with the intended awardee named in the intent to award/non-award notification(s). The submitted proposals shall be made available upon request no later than five (5) business days before approval of the award and contract is scheduled to be heard by the Board of Supervisors. All

parties submitting proposals, either qualified or unqualified, will receive mailed intent to award/non-award notification(s), which will include the name of the bidder to be recommended for award of this project. In addition, award information will be posted on UPTD's website.

6. Each bid received, with the name of the bidder, shall be entered on a record, and each record with the successful bid indicated thereon shall, after the award of the order or contract, be open to public inspection.
7. Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted may be considered fraud and the Contractor may be subject to criminal prosecution.
8. The undersigned Bidder certifies that it is, at the time of bidding, and shall be throughout the period of the contract, licensed by the State of Oregon to do the type of work required under the terms of the Contract Documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the Bid Documents.
9. It is understood that UPTD reserves the right to reject this bid and that the bid shall remain open to acceptance and is irrevocable for a period of one hundred eighty (180) days, unless otherwise specified in the Bid Documents.

P. RESPONSE FORMAT

1. Bid responses are to be straightforward, clear, concise and specific to the information requested.
2. In order for bids to be considered complete, Bidder **must** provide responses to all information requested. See Exhibit A – Bid Response Packet
3. Bid responses, in whole or in part, are NOT to be marked confidential or proprietary. UPTD may refuse to consider any bid response or part thereof so marked. Bid responses submitted in response to this RFP may be subject to public disclosure. UPTD shall not be liable in any way for disclosure of any such records.

EXHIBIT A

BID RESPONSE PACKET

RFP No. **2002** – Dial A Rides Purchased Service

To: The Umpqua Public Transportation District

From: _____

(Official Name of Bidder)

- **AS DESCRIBED IN THE SUBMITTAL OF BIDS SECTION OF THIS RFP, BIDDERS ARE TO SUBMIT ONE (1) ORIGINAL HARDCOPY BID (EXHIBIT A – BID RESPONSE PACKET), INCLUDING ADDITIONAL REQUIRED DOCUMENTATION), WITH ORIGINAL INK SIGNATURES, PLUS 1 COPY AND ONE (1) ELECTRONIC COPY OF THE BID IN PDF**
- **BIDDERS SHALL NOT MODIFY THIS BID RESPONSE PACKET IN ANY WAY OR QUALIFY THEIR BIDS**
- **ALL PRICES AND NOTATIONS MUST BE PRINTED IN INK OR TYPEWRITTEN; NO ERASURES ARE PERMITTED; ERRORS MAY BE CROSSED OUT AND CORRECTIONS PRINTED IN INK OR TYPEWRITTEN ADJACENT, AND MUST BE INITIALED IN INK BY PERSON SIGNING BID**
- **BIDDER MUST QUOTE PRICE(S) AS SPECIFIED IN RFP**
- **BID RESPONSE PACKET (EXHIBIT A) MUST BE SUBMITTED IN TOTAL WITH ALL REQUIRED DOCUMENTS ATTACHED THERETO; ALL INFORMATION REQUESTED MUST BE SUPPLIED**
- **BIDDERS THAT DO NOT COMPLY WITH THE REQUIREMENTS, AND/OR SUBMIT INCOMPLETE BID PACKAGES, SHALL BE SUBJECT TO DISQUALIFICATION AND THEIR BIDS REJECTED IN TOTAL**
- **IF BIDDERS ARE MAKING ANY CLARIFICATIONS AND/OR AMENDMENTS, OR TAKING EXCEPTION TO POLICIES OR SPECIFICATIONS OF THIS RFP, INCLUDING THOSE TO UPTD POLICY, THESE MUST BE SUBMITTED IN THE EXCEPTIONS, CLARIFICATIONS, AMENDMENTS SECTION OF THIS EXHIBIT A – BID RESPONSE PACKET IN ORDER FOR THE BID RESPONSE TO BE CONSIDERED COMPLETE**

BIDDER INFORMATION AND ACCEPTANCE

1. The undersigned declares that the Bid Documents, including, without limitation, the RFI, RFP, Addenda, and Exhibits have been read.
2. The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the Specifications, Terms & Conditions of the Bid Documents of RFP **No. 2002** – Dial A Rides Purchased Service.
3. The undersigned has reviewed the Bid Documents and fully understands the requirements in this Bid including, but not limited to, the requirements under UPTD Provisions, and that each Bidder who is awarded a contract shall be, in fact, a prime contractor, not a subcontractor, to UPTD, and agrees that its Bid, if accepted by UPTD, will be the basis for the Bidder to enter into a contract with UPTD in accordance with the intent of the Bid Documents.
4. The undersigned acknowledges receipt and acceptance of all addenda.
5. The undersigned agrees to the following terms, conditions, certifications, and requirements found on UPTD's website:
 - **Bid Protests / Appeals Process**
 - **Debarment / Suspension Policy**
 - **General Requirements**
 - **Proprietary and Confidential Information**
6. The undersigned acknowledges that Bidder will be in good standing in the State of Oregon, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and associated Bid Documents.
7. It is the responsibility of each bidder to be familiar with all of the specifications, terms and conditions and, if applicable, the site condition. By the submission of a Bid, the Bidder certifies that if awarded a contract they will make no claim against UPTD based upon ignorance of conditions or misunderstanding of the specifications.
8. Patent indemnity: Vendors who do business with UPTD shall hold the Umpqua Public Transportation District, its officers, agents and employees, harmless from liability of an nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
9. Insurance certificates are not required at the time of submission. However, by signing Exhibit A – Bid Response Packet, the contractor agrees to meet the minimum insurance requirements stated in the RFP. This documentation must be provided to UPTD, prior to award, and shall include an insurance certificate and additional insured certificate, naming the Umpqua Public Transportation District, which meets the minimum insurance requirements, as stated in the RFP.

Official Name of Bidder: _____

Street Address Line 1: _____

Street Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Webpage: _____

Type of Entity / Organizational Structure (check one):

Corporation

Joint Venture

Limited Liability Partnership

Partnership

Limited Liability Corporation

Non-Profit / Church

Other: _____

Jurisdiction of Organization Structure: _____

Date of Organization Structure: _____

Federal Tax Identification Number: _____

Primary Contact Information:

Name / Title: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

SIGNATURE: _____

Name and Title of Signer: _____

Dated this _____ day of _____ 20_____

BID FORM

Cost shall be submitted on this Bid Form as is. No alterations or changes of any kind are permitted. Bid responses that do not comply will be subject to rejection in total. The cost quoted below shall include all taxes and all other charges and is the cost UPTD will pay.

Rates must include the costs of all applicable salaries and fringe benefits for employees, overhead costs, vehicles, insurance, fuel, maintenance, GPS system, cleaning and washing of vehicles, business reports, employee uniforms, training, and driver rest breaks, lunch periods, administration and all other costs involved in the operation of a Dial A Ride Purchased Service.

Compensable hours of actual vehicle operation shall not include any time in which a vehicle has been removed from service, including for purposes of fueling, maintenance, inspections, cleaning, mechanical breakdowns, employee training, and driver rest breaks and lunch periods.

Umpqua Public Transportation District reserves the right to modify any existing routes in any way including, but not limited to, route alterations, changes in route frequency, and time and duration of service. UPTD further reserves the right to extend shuttle service to new locations via new or existing routes. Any new or extended routes will utilize the same hourly rates designated in the above bid form.

Bidder agrees that the price(s) quoted are the maximum they will charge during the term of any contract awarded.

Bidder hereby certifies to UPTD that all representations, certifications, and statements made by Bidder, as set forth in this Bid Form and attachments are true and correct and are made under penalty of perjury pursuant to the laws of Oregon.

Hours

Description	Estimated Number Of Revenue Service Hours Per Year (A)	Year 1		Year 2		Year 3	
		Hourly Rate (B)	Extended Cost (C)=(A*B)	Hourly Rate (D)	Extended Cost (E)=(A*D)	Hourly Rate (F)	Extended Cost (G)=(A*F)
Dial A Rides Purchased Service	00						
Admin							
Total Hours =(C+E+G+Admin)							

Miles

Description	Estimated Number Of Revenue Service Miles Per Year (AA)	Year 1		Year 2		Year 3	
		Cost per Mile (BB)	Extended Cost (CC)=(AA*BB)	Cost per Mile (DD)	Extended Cost (EE)=(AA*DD)	Cost per Mile (FF)	Extended Cost per Mile (GG)=(AA*FF)
Dial A Ride Purchased Service	00						
Total Miles = (CC+EE+GG)							
Total Hours							
Grand Total =(Hours + Miles)							

REQUIRED DOCUMENTATION AND SUBMITTALS

All of the specific documentation listed below is required to be submitted with the Exhibit A – Bid Response Packet in order for a bid to be deemed complete. Bidders shall submit all documentation, in the order listed below and clearly label each section with the appropriate title (i.e. Table of Contents, Letter of Transmittal, Key Personnel, etc.).

1. **Table of Contents:** Bid responses shall include a table of contents listing the individual sections of the quotation/proposal and their corresponding page numbers. Tabs should separate each of the individual sections.
2. **Letter of Transmittal:** Bid responses shall include a description of Bidder's capabilities and approach in providing its goods and/or services to UPTD, and provide a brief synopsis of the highlights of the Proposal and overall benefits of the Proposal to UPTD. This synopsis should not exceed three (3) pages in length and should be easily understood.
3. **Key Personnel:** Bid responses shall include a complete list of all key personnel associated with the RFP. This list must include all key personnel who will provide services/training to UPTD staff and all key personnel who will provide maintenance and support services. For each person on the list, the following information shall be included:
 - (a) The person's relationship with Bidder, including job title and years of employment with Bidder;
 - (b) The role that the person will play in connection with the RFP;
 - (c) Address, telephone, fax numbers, and e-mail address;
 - (d) Person's educational background; and
 - (e) Person's relevant experience, certifications, and/or merits
4. **Description of the Proposed Vehicles:** Bid response shall include a description of the proposed vehicles, as they will be finally configured during the term of the contract. The description shall specify how the proposed vehicles will meet or exceed the requirements of UPTD and shall explain any advantages that these proposed vehicles would have over other possible vehicles. The description shall include any disadvantages or limitations that UPTD should be aware of in evaluating the quotation. Finally, the description shall describe all vehicle warranties provided by Bidder or manufacturer.
5. **Description of the Proposed Services:** Bid response shall include a description of the terms and conditions of services to be provided during the contract term including response times. The description shall contain a basis of estimate for services including its scheduled start and completion dates, the number of Bidder's and UPTD personnel involved, and the number of hours scheduled for such personnel. The description shall identify spare or replacement parts that will be required in performing maintenance services, the anticipated location(s) of such

spare parts, and how quickly such parts shall be available for repairs. Finally, the description must: (1) specify how the services in the bid response will meet or exceed the requirements of UPTD; (2) explain any special resources, procedures or approaches that make the services of Bidder particularly advantageous to UPTD; and (3) identify any limitations or restrictions of Bidder in providing the services that UPTD should be aware of in evaluating its Response to this RFP.

6. **Implementation Plan and Schedule:** The bid response shall include an implementation plan and schedule. The plan for implementing the proposed services shall include a UPTD Acceptance Test Plan (ATP). In addition, the plan shall include a detailed schedule indicating how Bidder will ensure adherence to the timetables set forth herein for the services.
7. **References:**
 - (a) Bidders must use the templates on pages 10 and 11 of this Exhibit A – Bid Response Packet to provide references.
 - (b) Bidders are to provide a list of three (3) current and three (3) former clients. References must be satisfactory as deemed solely by UPTD. References should have similar scope, volume and requirements to those outlined in these specifications, terms and conditions.
 - Bidders must verify the contact information for all references provided is current and valid.
 - Bidders are strongly encouraged to notify all references that UPTD may be contacting them to obtain a reference.
 - (c) UPTD may contact some or all of the references provided in order to determine Bidder's performance record on work similar to that described in this request. UPTD reserves the right to contact references other than those provided in the Response and to use the information gained from them in the evaluation process.
 - (d) Bidder shall provide on a separate sheet(s), complete reference information for all public institutions or agencies for which it provides or has provided comparable product, systems and services. Each reference shall include the project name and location, the scope of services performed and the name, address, telephone and fax numbers of the person who may be contacted for reference information.
8. **Exceptions, Clarifications, Amendments:**
 - (a) This shall include clarifications, exceptions and amendments, if any, to the RFP and associated Bid Documents, and shall be submitted with your bid response using the template on page 12 of this Exhibit A – Bid Response Packet.
 - (b) **UPTD IS UNDER NO OBLIGATION TO ACCEPT ANY EXCEPTIONS, AND SUCH EXCEPTIONS MAY BE A BASIS FOR BID DISQUALIFICATION.**

CURRENT REFERENCES

RFP No. 2002 – Dial A Ride Purchased Service

Bidder Name: _____

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

EXCEPTIONS, CLARIFICATIONS, AMENDMENTS

RFP No. 2002 – Dial A Ride Purchased Service

Bidder Name: _____

List below requests for clarifications, exceptions and amendments, if any, to the RFP and associated Bid Documents, and submit with your bid response.

UPTD is under no obligation to accept any exceptions and such exceptions may be a basis for bid disqualification.

Reference to:			Description
Page No.	Section	Item No.	
p. 23	D	1.c.	<i>Vendor takes exception to...</i>

*Print additional pages as necessary

EXHIBIT B

INSURANCE REQUIREMENTS

Insurance certificates are not required at the time of submission; however, by signing Exhibit A – Bid Packet, the bidder agrees to meet the minimum insurance requirements stated in the RFP, prior to award. This documentation must be provided to UPTD, prior to award, and shall include an insurance certificate and additional insured certificate, naming the Umpqua Public Transportation District, which meets the minimum insurance requirements, as stated in this Exhibit B – Insurance Requirements.

The following page contains the minimum insurance limits, required by the Umpqua Public Transportation District, to be held by the contractor performing on this RFP:

***** see next page for Umpqua Public Transportation District minimum insurance requirements *****

EXHIBIT B
UMPQUA PUBLIC TRANSPORTATION DISTRICT MINIMUM INSURANCE REQUIREMENTS

Without limiting any other obligation or liability under this Agreement, the Contractor, at its sole cost and expense, shall secure and keep in force during the entire term of the Agreement or longer, as may be specified below, the following insurance coverage, limits and endorsements:

TYPE OF INSURANCE COVERAGES		MINIMUM LIMITS
A	Commercial General Liability Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability	\$1,000,000 per occurrence (CSL) Bodily Injury and Property Damage \$1,000,000 aggregate
B	Commercial or Business Automobile Liability All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability is acceptable for individual contractors with no transportation or hauling related activities	\$1,000,000 per occurrence (CSL) Any Auto Bodily Injury and Property Damage \$1,000,000 aggregate
C	Workers' Compensation (WC) and Employers Liability (EL) Required for all contractors with employees	WC: Statutory Limits EL: \$100,000 per accident for bodily injury or disease
D	Commercial Excess/Umbrella Liability Over the Commercial General Liability and Commercial or Business Automobile Liability Insurance	\$2,000,000 total combined single limit per occurrence and \$,000,000 aggregate
E	<p><u>Endorsements and Conditions:</u></p> <ol style="list-style-type: none"> 1. ADDITIONAL INSURED: ALL INSURANCE REQUIRED ABOVE WITH THE EXCEPTION OF PROFESSIONAL LIABILITY, PERSONAL AUTOMOBILE LIABILITY, WORKERS' COMPENSATION AND EMPLOYERS LIABILITY, SHALL PROVIDE AN ADDITIONAL INSURANCE ENDORSEMENT PAGE THAT NAMES AS ADDITIONAL INSURED: UMPQUA PUBLIC TRANSPORTATION DISTRICT, ITS BOARD OF SUPERVISORS, THE INDIVIDUAL MEMBERS THEREOF, AND ALL UPTD OFFICERS, AGENTS, EMPLOYEES AND REPRESENTATIVES. 2. DURATION OF COVERAGE: All required insurance shall be maintained during the entire term of the Agreement with the following exception: Insurance policies and coverage(s) written on a claims-made basis shall be maintained during the entire term of the Agreement and until 3 years following termination and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement. 3. REDUCTION OR LIMIT OF OBLIGATION: All insurance policies shall be primary insurance to any insurance available to the Indemnified Parties and Additional Insured(s). Pursuant to the provisions of this Agreement, insurance affected or procured by the Contractor shall not reduce or limit Contractor's contractual obligation to indemnify and defend the Indemnified Parties. 4. INSURER FINANCIAL RATING: Insurance shall be maintained through an insurer with a minimum A.M. Best Rating of A- or better, with deductible amounts acceptable to UPTD. Acceptance of Contractor's insurance by UPTD shall not relieve or decrease the liability of Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. 5. SUBCONTRACTORS: Contractor shall include all subcontractors as an insured (covered party) under its policies or shall maintain separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein. 6. JOINT VENTURES: If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by any one of the following methods: <ul style="list-style-type: none"> – Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured (covered party), or at minimum named as an "Additional Insured" on the other's policies. – Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured. 7. CANCELLATION OF INSURANCE: All required insurance shall be endorsed to provide thirty (30) days advance written notice to UPTD of cancellation. 8. CERTIFICATE OF INSURANCE: Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to UPTD, evidencing that all required insurance coverage is in effect. UPTD reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies. The required certificate(s) and endorsements must be sent to: <ul style="list-style-type: none"> - Department/Agency issuing the contract 	

EXHIBIT C

VENDOR BID LIST

RFP No. **2002** – Dial A Ride Purchased Service

Name of Vendor	Address of Vendor	Email Contact of Vendor	Phone of Vendor
City of Winston	201 NW Douglas Blvd. Winston, OR 97496	ann.munson@cityofwinston.org	541-679-6739
Sunrise Enterprises	423 Winchester Street Roseburg, OR 97470	jmaritz@sunriseenterprisesinc.com	(541) 673-0195 x121
UVdN	736 SE Jackson Street Roseburg, OR 97470	matt@uvdn.org	541-672-6336
UHI	662 SE Jackson Street Roseburg, OR 97470	natasha@umpquahomes.org	541-673-2240
Mercy Express	2700 Stewart Parkway Roseburg, OR 97471	KathleenNickel@chiwest.com	541-677-2114
City of Sutherlin	126 E Central Avenue Sutherlin, OR 97479	g.holley@ci.sutherlin.or.us	541-459-2211
North Douglas Betterment	PO Box 504 – 2640 Eagle Valley Rd. Yoncalla, OR 97499	jenniferbraggndb@gmail.com	541-556-7280
City of Reedsport	451 Winchester Avenue Reedsport, OR 97467	clohf@cityofreedsport.org	541-271-2100
UCAN	280 Kenneth Ford Drive Roseburg, OR 97470	shaun.pritchard@ucancap.org	541-492-3501
Link Lane	859 Willamette St #500 Eugene, OR 97401	kwilson@lcog.org	541-682-4422
River Cities Taxi	1699 Pine St. Florence, OR 97439	rctaxi@Yahoo.com	541-997-8520
Pacific Crest Bus Lines	PO Box 7881 Bend, OR 97701	tami@pacificcrestbuslines.com	541-382-4193
Cow Creek Band of the Umpqua Indians	2371 NE Stephens Suite Roseburg, OR 97470	mmoore@cowcreek.com	541-677-5500
South Lane Wheels	1450 Birch Ave. Cottage Grove, OR 97424	rlinoz@SouthLaneTransit.com	541-942-0456
Bay Cities	3505 Ocean Blvd. Coos Bay, OR 97420	Brian.spani@baycitiesambulance.com	541-266-4311

EXHIBIT D

Umpqua Rides Purchased Service Operational Times

Days of Operation	Hours Of Operation	Number Of Dial A Ride Vehicles	# Of Business Days Per Year	Estimated Annual Hours
Monday-Friday	7:00 AM to 7:00 PM	17	300	25,000
Total				25,000

When completing this section, please note the number of vehicles, days and hours your entity is proposing to operate. This could be anywhere between 1 and 17 vehicles, 252 service days is your service is not available on Saturdays and the estimated number of hours for the number of vehicles you are proposing to operate.

1. Umpqua Public Transportation District reserves the right to modify existing routes in any way including, but not limited to, route alterations, route frequency, time and duration of service. UPTD may also extend shuttle service to new locations via new or existing routes.