

Treasure Valley Transit, Inc.  
Request for Bid – Purchase of Service

**Treasure Valley Transit, Inc.**  
1136 W. Finch Dr., Nampa Idaho 83651  
Request for Bid for a Purchase of Service  
208-463-9111

### Request for Bid

The Chairman of the Board of Treasure Valley Transit, Inc., (TVT) invites written bids to be received in the office, by mail or in person, of the Executive Director of TVT no later than Monday, September 14, 2020 by 5:00 pm to: Treasure Valley Transit, 1136 W. Finch Drive, Nampa Idaho 83651

**Purchase Transportation Services for Seniors and Persons with Disabilities in the following areas of or surrounding communities: Council, New Meadows, Cascade, McCall (including connection to Payette) New Plymouth, Payette, Cambridge, Weiser, Idaho City, Horseshoe Bend, Gem County, Homedale, Marsing, Grandview and Melba.**

This Request for Bid (RFB) is a written solicitation for bids and shall be awarded to the most **responsible and responsive** transportation contractor(s) who meet the requirements specified in the RFB. **The service can be bid as a whole or in specific cities.**

All information will be available on the TVT website: [www.treasurevalleytransit.com](http://www.treasurevalleytransit.com).

A Bidder's Conference is a meeting for all prospective contractor(s) to ask questions they may have about the RFB process and submission. Once the Bidder's Conference is concluded TVT will not answer any more questions or provide additional information to a prospective contractor. All questions and answers will be posted on the TVT website. The Bidder's Conference is scheduled for 10:00 am on Monday, August 31, 2020 at Treasure Valley Transit, Inc. Attendance at this meeting can be done via conference call.

The completed RFB Document must be returned to TVT at its office at 1136 W. Finch Dr., Nampa Idaho 83651, no later than September 14, 2020 by 5:00pm. Bid Response requires return of the entire document with signatures by mail or in person. The Award will be posted on the TVT website after TVT Board approval.

Funding of this project is made available through a Federal 5310 Purchase of Service Grant. The procurement is subject to an agreement between Treasure Valley Transit, Inc., and the Idaho Transportation Department, Division of Public Transportation. Geographical discrimination in the award of any funds for procurement under FTA authorized grants is prohibited. All applicable Federal 3<sup>rd</sup> party requirements apply.

By: \_\_\_\_\_

Terri Lindenberg, Executive Director, Treasure Valley Transit, Inc.

Date: \_\_\_\_\_

## PREFACE

To successfully submit a Request for Bid (RFB) under this announcement it is absolutely necessary to respond and prescribe with due diligence to the following:

- Be certain that a “Letter of Intent” has been submitted to TVT prior to the conclusion of the Bidders Conference on August 31, 2020 at 10:00 am
- Fill out all information required by the Contractor completely
- Be sure that you understand the 20% local matching requirement
- Contractor(s) understand that all “Compliance Issues” will be strictly enforced
- Contractor(s) understand the “Standard Terms and Conditions” Pages 7-13
- Contractor understands the “Scope of Work” section starting on Page 16-18
- The “Scope of Work Questionnaire” has been filled out in its entirety. If there is a question that does not apply it is so designated with a “N/A”
- A bid has been entered based upon units of service requested with an appropriate rational
- Bid Document is signed on Pages 16, 20, 26, 27 and 28
- The bid has been submitted in a timely fashion to reach TVT no later than Monday, September 14, 2020 by 5:00 pm

## Table of Contents

### **PART I**

**Instructions, Requirements and Information for the Completion and Submission of the Request for Bid (RFB)**

**Pages 4-6**

### **PART II**

**Standard Terms and Conditions**

**Pages 7-13**

### **PART III**

**Identified Service Areas**

**Page 13**

### **PART IV**

**Purpose Statement**

**Page 14**

### **PART V**

**Scope of Work**

**Page 14-15**

### **PART VI**

**Scope of Work Questionnaire  
RFB Questions to be answered**

**Page 16-18**

### **APPENDIX**

**Page 19**

**A. Service Provider Overview**

**Page 20**

**B. Organizational Chart**

**Page 21**

**C. Copy of 501 (c) 3 Status and Current Audit or Financial Statements**

**Page 22**

**D. PM Plan and list of Vehicle(s) to be used for Service**

**Page 23**

**E. Bid Scoring Form**

**Page 24**

**F. Check list of areas and or cities you are bidding on**

**TVT Bid Information (not to exceed)**

**Page 25**

**G. Authorization and Validation Bid**

**Page 26**

**H. Contract Specification Page**

**Page 27**

**I. Contract Signatory Page**

**Page 28**

Treasure Valley Transit, Inc.  
Request for Bid – Purchase of Service

**PART I: INSTRUCTIONS, REQUIREMENTS AND INFORMATION FOR COMPLETION AND SUBMISSION  
OF THE REQUEST FOR BID (RFB)**

**OVERVIEW OF THE PROJECT**

**The Offering Agency (OFFEROR) of this RFB is**

Treasure Valley Transit, Inc.  
1136 W. Finch Drive  
Nampa, Idaho 83651  
Phone No. 208-463-9111  
FAX No. 208-465-1803  
Contact Person: Terri Lindenberg  
E-mail: [terri@treasurevalleytransit.com](mailto:terri@treasurevalleytransit.com)  
**Website:** [www.treasurevalleytransit.com](http://www.treasurevalleytransit.com)

This Request for Bid (RFB) is a written solicitation for bids and shall be awarded to the most **responsible and responsive** transportation contractor(s) who meet the requirements specified in the RFB. The service can be bid as a whole or in specific areas.

Treasure Valley Transit, Inc. is seeking to provide transportation services to Seniors and Persons with Disabilities' through a single contract or multiple Purchase of Service Contract(s) in the following areas of or surrounding communities:

1. Cascade, Council, New Meadows and McCall (including connection to Payette)
2. Cambridge, New Plymouth, Payette, and Weiser
3. Idaho City, Horseshoe Bend, Gem County, Homedale, Marsing and Grandview
4. Melba

Funding of this project is made available through a Federal 5310 Purchase of Service Grant. The procurement is subject to an agreement between Treasure Valley Transit, Inc., and the Idaho Transportation Department, Division of Performance. The funding allocated to each community is defined and requires the CONTRACTOR(S) to meet the 20% matching requirement of the grant. The unit of service rate is outlined in this RFB per area. If a CONTRACTOR(S) has the ability to provide the identified unit of service rate at a lower cost that will give the CONTRACTOR an advantage. However, it will need to be determined that the CONTRACTOR has the organizational capability to do so. The 20% matching requirement will be calculated into the reimbursement process of the CONTRACTOR(S) invoice. **It is imperative that this calculation be factored into the CONTRACTOR(S) cost per unit of service.**

To gain the greatest perspective of this project for the purpose of calculating costs and responding to the Scope of Work Questionnaire, the prospective contractor(s) (hereafter, referred to as Contractor(s)) are advised to review and be knowledgeable of all sections of the RFB. All questions will be directed to the contact person listed above via email and will be answered via posting on the TVT website prior to the Bidders Conference on Monday, August 31, 2020 at 10:00 am at the TVT office or by Conference call 1-866-740-1260 Code 4547458#.

## **OVERVIEW OF THE OFFERING AGENCY**

### **QUALIFICATIONS OF THE PROPOSING AGENCY (CONTRACTOR(S))**

#### **NOT-FOR-PROFIT ORGANIZATIONS:**

The contracting agency/organization must be legally incorporated with a 501(c) 3 designation and have a demonstrated history of satisfactory human service performance.

#### **FOR-PROFIT ORGANIZATIONS:**

The contracting business/organization which is a For-Profit organization is eligible for competing in this offering although Federal funds from the FTA are being utilized for the project. (Please note that the questions asked in this application are geared to the vocabulary corresponding to a non-profit organization and you should appropriately interpolate for a For-Profit organization.)

## **OVERVIEW OF THE RFB PROCESS**

#### **TO GUARANTEE CONSIDERATION OF THE RFB:**

TVT will maintain the confidential nature of information that CONTRACTORS include in their bids to prevent any CONTRACTOR from receiving information that might give a competitive advantage over others.

Bids will receive a TVT staff review to assure that all requested information has been provided. If the bid is lacking significant information, or if a critical section is missing, the bid will be eliminated from the competition. Award will be made to the most responsible bidder(s) whose bid(s) meet the requirements of the RFB. The bid should be submitted in the most favorable terms the CONTRACTOR can legitimately provide. TVT may reject all bids if in the best interest of TVT they are not acceptable.

#### **SUBMISSION INSTRUCTIONS**

Prospective CONTRACTOR(S) are to submit the original copy of the complete RFB packet to TVT. The RFB must be received by 5:00 pm on Monday, September 14, 2020. Submit the bid to:

**Treasure Valley Transit, Inc.  
1136 W. Finch Drive  
Nampa, Idaho 83651**

The RFB must be submitted in its entirety, along with any supporting documents because all sections of the RFB become an integral part of the contract. Note on the envelope that this document is an RFB.

## **EVALUATION OF BID**

TVT staff will be organized to review the bids. TVT staff shall utilize the evaluation score sheet included in Appendix A to quantify their decision. TVT also reserves the right to not award the contract(s) at all and/or to call for new bids or terminate the bidding process.

## **NOTIFICATION OF AWARD**

CONTRACTORS will be notified of the results of their application within 3 days of the deadline for submission of the RFB.

## **APPEAL PROCESS**

CONTRACTORS who are not successful in their application have 5 days to respond to the Notice of Award if they wish to appeal the decision. The Letter of Appeal should be addressed to TVT.

The record of the Bid Evaluation Committee plus the rating forms and a summary of the recommendations will be submitted to the Appeals Committee for review. It is the responsibility of the denied CONTRACTOR to furnish the Appeals Committee with a written explanation of the perceived procedural errors in the selection process. The decision of the Chairperson of the Appeals Committee, on the recommendation of the Appeals Committee, shall be final and conclusive, and shall be sent in writing to the CONTRACTOR within five working days of the hearing.

## **DEVELOPING THE RFB APPLICATION**

### **COMPLETING THE SCOPE OF THE WORK QUESTIONNAIRE**

The Scope of Work Questionnaire provides the CONTRACTOR(S) the opportunity to develop a convincing rationale why TVT should select the CONTRACTOR to be awarded the contract. Part VII makes up the total Scope of Work Questionnaire. It includes questions and requests for information.

All parts (I through VII) of the RFB are to be utilized by the prospective CONTRACTOR(S) as guides and information for developing Part VII, the Scope of Work Questionnaire.

### **THE BIDDER'S CONFERENCE**

The Bidder's Conference is a meeting for all prospective CONTRACTOR(S). It provides the CONTRACTOR(S) an opportunity to ask any questions they may have about the RFB process and submission of the application. Once the Bidder's Conference is concluded, TVT will not answer any more questions or provide any additional information to prospective CONTRACTOR(S). All questions and answers will be posted on the TVT website.

**The Bidder's conference is scheduled for Monday, August 31, 2020 at 10:00 am at office of TVT. Attendance at this meeting can be done via conference call. 1-866-740-1260 Access Code: 4547458#**

## **PART II: STANDARD TERMS AND CONDITIONS**

### **PURPOSE**

It is the purpose of this document to establish Standard Terms and Conditions incorporated into agreements between TVT and CONTRACTOR(S) for service provisions funded, in whole or in part, by or through TVT.

Funding of this project is made available through the Idaho Department of Transportation, Division of Public Transportation (ITD-PT) Sections 5310 funding for the work specified in this project. This Request for Bid shall be for the purpose of providing:

#### **TRANSPORTATION SERVICES: in the areas of or surrounding:**

Council, New Meadows, Cascade, McCall (including connection to Payette), New Plymouth, Payette, Cambridge, Weiser, Idaho City, Horseshoe Bend, Gem County, Homedale, Marsing, Grandview and Melba.

To be eligible for transportation individuals must be 65 years of age and older or a person with a disability.

### **ASSURANCES**

The CONTRACTOR(s) assures that it will comply with all applicable Idaho Transportation Department, Division of Public Transportation requirements as outlined in this RFB and as may become a requirement at any time during this contract.

### **AVAILABILITY OF FUNDS**

Contracts resulting from the RFB are subject to the availability of funds. At the option of TVT an amendment of the contract may result when there is an increase or decrease of funds.

### **FINANCIAL AND PROGRAM REPORTS, AND VOUCHERS**

By the fifteenth (15<sup>th</sup>) day of the month, the CONTRACTOR shall submit to TVT all programs and financial reports or vouchers for authorized services rendered under this contract in the preceding month. If the 15<sup>th</sup> of the month falls on a Saturday, Sunday, or holiday, reports are due by closing time (5:00pm) of the following work day.

The CONTRACTOR shall submit monthly reports on the approved report forms supplied by TVT. Invoices submitted by the 15<sup>th</sup> day of each month shall be paid within 30 days. Invoices that are received after the 15<sup>th</sup> day may be held for processing for an additional month. TVT will not pay for services provided in excess of those identified in this Contract.

CONTRACTOR may not accept additional remuneration i.e. tips, from any client for services provided under this contract.

## **FINANCIAL RECORDS**

CONTRACTOR shall maintain all books, records and other documents relative to this contract for three (3) years after audit by TVT or closing of the respective 5310 grant – unless otherwise provided or required by law.

These records, both fiscal and program, shall be subject at all reasonable times for inspection, review, or audit by TVT, state and federal personnel, or other personnel duly authorized by TVT which would permit expeditious determination to be made at any time of the status of the funds and various program activities within the award, including the disposition of all monies received from TVT and the nature and amount of all charges claimed against such funds. These records shall also provide for the expeditious determinations of attainment of program goals, objectives, and activities as provided in this contract. The CONTRACTOR shall comply with Federal OMB Circular: A-110 (Program Management Practices), A-122 (Bookkeeping Practices), and Government Auditing Standards.

## **COMPANY POLICY, PRACTICES, AND DRIVERS MANUALS**

CONTRACTOR shall provide a copy of company driver manuals, policies and practices which describe the measures taken to assure passenger safety, security, and timely pick-up and departure times for bid evaluation and contract monitoring purposes.

## **PERMITS AND LICENSES**

CONTRACTOR shall hold valid permits, licenses, certificates and other documents as required by the State, County, City or other governmental or regulatory bodies to engage legally in, and perform the services to be provided, under this contract. These must be made available for inspection by TVT upon request. The CONTRACTOR shall notify TVT immediately of any suspension, termination, lapses, non-renewals or restrictions or required licenses, certificates, or other permits.

## **CONFIDENTIALITY**

All records and other information maintained by the CONTRACTOR about person receiving services under this contract are confidential and shall be protected by the CONTRACTOR from unauthorized disclosures. An authorized disclosure is allowed upon informed consent of the recipient or client, his or her attorney, or responsible guardian, provided that the CONTRACTOR or TVT may disclose information to each other for purposes directly connected with the administration of their program.

## **DRUG FREE WORKPLACE**

CONTRACTOR agrees to comply with the following Drug-Free Workplace Policy: "It is the policy of the CONTRACTOR that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace. It is a condition of employment with the CONTRACTOR that the employees abide with by this policy." CONTRACTOR agrees to notify TVT of any drug-free violations occurring in the workplace not later than ten calendar days after the offense is discovered.



As required by US DOT regulation, “Drug Free Workplace Requirements (Grants,)” 49 CFR, Part 29, Subpart F, as modified by 41 U.S.C. 702.

### **DEBARMENT AND SUSPENSION**

As required by U.S. DOT regulations on Government-wide Debarment and Suspension (non-procurement) at 49 CFR 29 501: The CONTRACTOR certifies, to the best of its knowledge and belief, that it and its principals:

Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.

### **PROGRAM MONITORING:**

CONTRACTOR recognizes that TVT will monitor and assess the activities and progress of the 5310 Purchase of Service Program covered under this Contract on an annual basis. Said monitoring will be accomplished through, but not limited to, review of program with program administrators and staff.

### **INSURANCE COVERAGE**

CONTRACTOR shall furnish proof in the form of a signed Certificate of Insurance that it carries insurance under Worker’s Compensation, Worker’s Liability, Comprehensive Liability, Building Insurance and fire Coverage and comply with all limits, terms and conditions stipulated in said policies.

**Workers compensation and Employer’s Liability Insurance:** affording statutory compensation benefits for all employees and employer’s liability insurance with limits of not less than \$250,000 for each accident or disease. Contractors not required by statute to obtain workers compensation insurance must demonstrate to TVT satisfaction the financial capacity to indemnify TVT against claims from CONTRACTOR’S employees.

**Commercial General Liability Insurance (Broad Form):** with a limit of not less than \$500,000 per occurrence for personal injury and proper damage liability. Such liability insurance shall contain provisions for personal injury and property damage liability. Such liability insurance shall contain provisions insuring the contractual liability assumed hereunder.

**Commercial Automobile Liability Insurance:** with a combined single limit of not less than \$1,500,000 per accident for bodily injury and property damage liability arising from owned, non-owned and hire automobiles. CONTRACTOR’S General Liability and Auto Liability insurance shall provide for the following conditions:

### **COMPLIANCE ISSUES**

#### **CONFLICT OF INTEREST**

CONTRACTOR warrants that no person has been employed to solicit or secure this contract upon any agreement for a commission, percentage, brokerage or contingent fee. Breach of this warranty shall give TVT

the right to terminate this contract, or, at the discretion of TVT to deduct from the CONTRACTOR'S fees the amount of such commission, percentage, brokerage, or contingent fee.

## **GRIEVANCE PROCEDURES**

### **For the Passenger**

The CONTRACTOR shall submit in writing to TVT for approval a system through which recipients of service under this contract may represent grievances about the activities of the CONTRACTOR related to service delivery. The CONTRACTOR shall record and maintain all complaints that have been submitted in writing and the actions taken to resolve the complaints. Unresolved complaints will be referred to TVT Contracts Manger.

### **For the Contractor**

It is mutually agreed by TVT and the CONTRACTOR that the CONTRACTOR may request an informal conference with representative(s) of TVT. A written notice for a conference regarding a grievance shall be submitted within 30 days of the alleged incident. After the conclusion of the conference, TVT shall submit a letter of response to the appropriate party within 10 days.

## **CIVIL RIGHTS**

CONTRACTOR agrees to comply with Title VI of the Civil Rights Act of 1964, as amended and any other laws, regulations or orders, State or Federal, which prohibit discrimination on the grounds of race, physical or mental disability, sex, color, military commitment, religion, age or national origin.

## **NON-DISCRIMINATION**

CONTRACTOR agrees to adhere to Federal non-discrimination regulations as outlined in 49 CFT, part 27, Non-discrimination on the basis of disability, and Part 28, Non-Discrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance.

### **Nondiscrimination Plan**

During the performance of any contract executed under this agreement, the CONTRACTOR and all subcontractors shall comply with Non-discrimination requirements. Requirements of Non-discrimination include, but are not limited to the following:

**Nondiscrimination in Employment:** The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, sex, religion, national origin, creed, marital status, age, or presence of any sensory, mental, or physical disability. This requirement does not apply, however, to a religious corporation, association, educational institution, or society with respect to the employment of individuals of a particular religion to perform work connected with the carrying on of such corporation, association, educational institution, or society of its activities.

**Nondiscrimination in Client Service:** The CONTRACTOR and any subcontracting party will not on grounds of race, color, sex, religion, national origin, creed, marital status, age, or presence of any sensory, mental, or physical disability:

**Assurance of Nondiscrimination on the Basis of Disability**

As required by U.S. DOT regulations, “Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance,” at 49 CFR part 27, implementing the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended, the CONTRACTOR assures that, as a condition to the approval or extension of any Federal assistance awarded by FTA to construct any facility, obtain any rolling stock or other equipment, undertake studies, conduct research, or to participate in or obtain any benefit from any program administered by FTA, no otherwise qualified person with a disability shall be, solely by reason of that disability, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program or activity receiving or benefiting from Federal assistance administered by the FTA or any entity within U.S. DOT. The CONTRACTOR assures that project implementation and operations so assisted will comply with all applicable requirements of U.S. DOT regulations implementing the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, and the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. 12101 et seq. at 49 CFR parts 27, 37, and 38, and any applicable regulations and directives issued by other Federal departments or agencies.

**OCCUPATIONAL SAFETY & HEALTH ACT**

CONTRACTOR agrees to adhere to applicable Occupational Safety and Health Act rules and regulations.

**TRANSPORTATION RELATED ISSUES**

CONTRACTOR ensures that drivers providing transportation services for the elderly have documentation of successfully passing the course titled, “Passenger Assistance, Safety, and Sensitivity Training (PASS) or an approved course by TVT.

The CONTRACTOR will have developed job descriptions for all drivers. The job descriptions will reflect legal requirements, certifications, license, and relevant duties and responsibilities for each position.

CONTRACTOR shall strive to have all drivers documented as to having taken, and successfully completing, the “Defensive Driving Course” and “CPR and First Aid” courses.

CONTRACTOR ensures that all drivers have a current background check and a Department of Motor Vehicles printout with no more than 3 points in a three-year period.

CONTRACTOR understands that this RFB is for “Demand Response Service,” and the required response time for the elderly to participate shall not be longer than 24 hours.

CONTRACTOR shall make services available from 8:00 A.M. to 5:00 P.M. Monday through Friday, unless noted otherwise elsewhere in the Contract.

**The CONTRACTOR certifies that it:**

Has the institutional, managerial, and financial capability (**including funds sufficient to pay the non-Federal share of project cost**) to ensure proper planning, management, and completion of the project described in its application

Will comply with all statutes relating to nondiscrimination including, but not limited to

- Title VI of the Civil Rights Act, 42 U.S.C. 2000d, which prohibits discrimination on the basis of race, color or national origin
- Title IX of the Education Amendments of 1972, as amended, 20 U.S.C.1681, 1683, and 1685 through 1687, which prohibits discrimination on the basis of sex
- Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disabilities
- The Age Discrimination Act of 1975, as amended, 42 U.S.C.6010 through 6107, which prohibits discrimination on the basis of age
- Any other nondiscrimination provisions in the specific statutes under which Federal assistance for the project may be provided including, but not limited to section 1101(b) of the Transportation Equity Act for the 21<sup>st</sup> Century, 23 U.S.C. 101 note, which provides for participation of disadvantaged business enterprises in FTA Programs, and

The requirements of any other nondiscrimination statute(s) that may apply to the project

**CERTIFICATIONS REQUIRED BY STATUTE**

- (1) As required by 49 U.S.C.5307(d)(1)(A) through (J), the CONTRACTOR certifies that:
  - a. It has or will have the legal, financial, and technical capacity to carry out the proposed program of projects
  - b. It has or will have satisfactory continuing control over the use of the equipment and facilities
  - c. It will adequately maintain the equipment and facilities
  - d. All drivers will have the necessary training outlined in the RFB
  - e. It has or will have available and will provide the amount of funds required by 49 U.S.C. 5310(e) and applicable FTA policy (specifying Federal and Local shares of project costs).

**CERTIFICATIONS AND ASSURANCES FOR THE ELDERLY AND PERSONS WITH DISABILITIES PROGRAM**

Based on the CONTRACTORS own knowledge and as necessary the CONTRACTOR administering on behalf of TVT the elderly and Persons with Disabilities Program authorized by 49 U.S.C. 530 certifies and assures that the following requirements and conditions will be fulfilled:

- The CONTRACTOR will have the necessary legal, financial, and managerial capability to receive Federal assistance authorized for 49 U.S.C. 5310 and to implement and manage the project.

- Each CONTRACTOR is recognized under state law as a private nonprofit or private for profit organization with the legal capability to contract with the state to carry out the proposed project, or is a public body that has met the statutory requirements to receive Federal assistance authorized for 49 U.S.C. 5310.
- The CONTRACTOR assures that sufficient non-Federal funds have been or will be committed to provide the required local share.
- The CONTRACTOR has, or will have by the time of delivery, sufficient funds to operate and maintain the vehicles and equipment purchased with Federal assistance awarded for the project
- The CONTRACTOR is in compliance with all applicable civil rights requirements, and has provided the Nondiscrimination Assurance (Category I.F. “Certifications and Assurances Required of Each CONTRACTOR.
- TVT will enter into a written agreement with each CONTRACTOR stating the terms and conditions of assistance by which the project will be undertaken and completed.
- The CONTRACTOR recognizes ITD’s and FTA’s authority to conduct audits and reviews to verify compliance with the foregoing requirements and stipulations.

### **CONTRACT CONSIDERATIONS**

Incorporation of “Request for Bid” into Contract: CONTRACTOR agrees that the “Request for Bid,” including a bid proposal which accurately reflects parameters listed in the contract as approved by TVT is an integral and binding part of the contract.

**Contract Modification:** the contract (and the RFB,) at the option of TVT may be amended at any time depending on availability of funds or discovery of administrative omissions. Amendments to this contract shall be in writing.

**Acceptance of Contract:** CONTRACTOR agrees to perform the services set forth in the contract. Such services shall be performed in accordance with all Federal and State regulations.

**Contract Termination:** Either TVT or the CONTRACTOR may terminate this contract for any reason at any time following 30 days written notice of the other party. The party terminating this contract shall provide the other party with a written statement of the reason for termination.

Either party may terminate this contract at any time for material breach of the contract to the other party.

### **PART III – IDENTIFIED SERVICE AREAS**

TVT will receive ITD 5310 funds to provide transportation services. TVT concludes that within the region the following units of service will be needed by seniors and person with disabilities in these four areas of District 3.

1. Cascade, McCall, New Meadows and Council (including connection to Payette)
2. Cambridge, New Plymouth, Payette, and Weiser
3. Idaho City, Horseshoe Bend, Gem County, Homedale, Marsing and Grandview
4. Melba

#### **PART IV: PURPOSE STATEMENT**

The purposes of this RFB are:

- To establish transportation services (Demand Response) for:
  1. Maintaining or increasing the independence and dignity of seniors and persons with disabilities by optimizing their daily choices, and freedom from barricades of mobilization and isolation
  2. Promoting abilities of the seniors and persons with disabilities to function within the community and be able to participate in group activities outside the community
- As a result of the delivery of viable transportation services, the incidence of isolation or long term institutionalization will be decreased and/or delayed to effectively maximize the quality of life
- The quality of life for consumers will be enhanced due to the close association with other services such as: recreation, personal associations and medical care when needed and other services offered within the surrounding community
- Provide assurance that transportation services will be targeted to the elderly and disabled

#### **PART V: SCOPE OF WORK**

##### **Transportation Services**

Within the areas (cities) specified, it is anticipated that the Contractor(s) shall provide demand response transportation for seniors and persons with disabilities at a specific cost per boarding.

##### **(ONE UNIT OF SERVICE = One Boarding)**

Transportation shall be made available to the seniors and persons with disabilities from 8:00 A.M. to 5:00 P.M. upon 24 hours advance notice of request for service.

Wheel chair lift accommodations and “Service Beyond the Curb” shall be initiated for those who need said assistance. Service beyond the curb can include the following when it does not increase liability for the CONTRACTOR:

- Helping from vehicle into house, or place of visitation
- Carrying in groceries, and packages that cannot be handled safely
- Assisting passenger on entering or exiting the vehicle

##### **OTHER RELATED WORK**

Orientation and Training of Drivers: All drivers must receive orientation before providing transportation services. Orientation training shall include, but is not limited to the following curriculum:

Treasure Valley Transit, Inc.

Request for Bid – Purchase of Service

- Writing accident and incident reports
- Checking Safety of Vehicle (Pre-Trip and Post-Trip Inspections)
- Wheel-chair lift operation
- Policies and procedures to follow in case of an accident
- Operation of communication devices, (radios, cell phones, etc.)
- Handling abusive, disruptive, non-cognitive clients
- Maintaining accurate and legible reports

It is understood that all drivers will have successfully completed a certified Passenger Assistance, Safety, and Sensitivity (or approved training), Defensive Driving Course and a CPR and First-Aid course taught by a qualified instructor(s) who are recognized by ITD.

Monitoring: TVT will conduct an annual formal evaluation of the transportation services. Reports: The contractor will be able to document and validate eligibility of program recipients, and service units provided, upon request of TVT.

Assessment of Eligibility: Assessment of eligibility to receive service is the responsibility of the CONTRACTOR.

The contract for delivery of Transportation Services begins October 1, 2020 and concludes on September 30, 2022 or when the 5310 grant funding is expended. It is the intention of Treasure Valley Transit, Inc., to continue to seek these grants funds on an ongoing basis.

**PART VI: SCOPE OF WORK QUESTIONNAIRE**

AGENCY NAME:

AGENCY ADDRESS:

AGENCY DIRECTOR:

CONTACT PERSON:

This bid completed by:

Date:

Phone#

Fax#:

LEGAL STATUS OF AGENCY: Check one

- Public Not-for-Profit
- Private Not-for Profit
- For Profit
- Other: \_\_\_\_\_

I certify to the best of my knowledge, the information contained in this bid is accurate and complete and that I have the legal authority to obligate this agency to a contractual agreement. I understand that if this agency is awarded a contract resulting from the submission of the RFB, the RFB becomes an integral and binding part of the contract. I realize that final funding for any service is based upon available funds, and the approval of TVT.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**Please answer all the questions below in a complete but concise manner and please denote which question the information regards (example: Question #1 ...)**

The questions are worded in such a manner that they assume a Not-For-Profit agency is applying in response to the RFB

#### **ORGANIZATIONAL CAPABILITY**

1. Briefly list programs and services that your organization has provided to seniors and persons with disabilities.
2. Document the sources for meeting the 20% match. For example, area on aging funding, local fundraisers, in-kind: volunteer hours, etc.
3. List the staff (by title) that will be used to carry out this project.
4. What other strengths (qualifications and experiences of staff, alignment with other cooperating organizations, etc.) uniquely qualifies your agency to provide Transportation Services?

#### **SERVICE LEVEL & DESIGN**

5. Is your organization proposing to bid for more than one of the service areas or cities listed on page 13? Provide an overview of services and explain the rationale for doing so, and what efficiency increases or other improvements would result?
6. Explain how your agency will ensure that access to the transportation service will be equally available to all eligible seniors and persons with disabilities, but also will recognize the need to target (prioritize) based on vulnerability criteria listed in this RFB.
7. Describe your assessment procedure for determining eligibility services and explain how your organization will document the eligibility of the clients?
8. Explain how your agency will accept and log requests for transportation services in a manner that ensures that consumers will not “fall through the cracks” or be forgotten.
9. How will your organization provide awareness and education of this service?
10. How will your agency evaluate the effectiveness of the service in meeting the consumer’s needs?
11. How will consumer satisfaction of services provided be determined? How will you handle, report, and document client complaints?

**PROGRAM MANAGEMENT**

12. What body (i.e. governing board or advisory council) will be responsible for the oversight of the Transportation Program? Describe this group’s size, membership, and role in chart below. If incorporated, is a copy of the organization’s Articles of Incorporation and By-laws available for review upon request? ( )Yes, ( ) No

**MAKE-UP OF BOARD**

Board Member’s Name	Office Held	Year Elected	Term of Office	List: senior, local official, minority, etc.

Type of governing body: \_\_\_\_\_

13. Please detail any other strength’s, or information you would like to have considered in your agency’s bid.

14. ASSUME THE FOLLOWING TO CALCULATE THE CHARGE PER BOARDING: Factor your costs to include an administration rate and operational costs (driver wage, fuel, maintenance, insurance, etc.). For example, a \$12.00 per boarding rate includes \$2.00 for administration and \$10.00 for operations.

15. Include all completed information and submit attachments required in the Appendices

**APPENDICES**  
**(Table of Content)**

	<u>Page</u>
Appendix A: Service Provider Overview	
Appendix B: Organizational Chart	
Appendix C: Copy of 501(C) 3 status, Annual Audit or Financial Statements	
Appendix D: List of Vehicles to be used for Project	
Appendix E: Bid Scoring Instrument	
Appendix F: Service Area Check List	
Appendix G: Authorization and Validation of Bid	
Appendix H: CONTRACT SPECIFICATION PAGE	
Appendix I: CONTRACT SIGNATORY PAGE	

Appendix A

SERVICE PROVIDER OVERVIEW

Name of Contractor:

Address of Contractor

Phone Number of Contractor

Contact Person

Person(s) who has Authority to Sign Contracts and/or Vouchers

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

Current hours of Business:                      From: \_\_\_\_\_, To: \_\_\_\_\_

Please provide three references (names with phone numbers)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Appendix B  
ORGANIZATIONAL CHART

Appendix C:

COPY OF 501 (C) 3

ANNUAL AUDIT OR FINANCIAL STATEMENTS

Appendix D:

Provide Copy of Vehicle Maintenance Plan

LIST OF VEHICLES TO BE USED

<u>Make</u>	<u>Type</u>	<u>Wheel Chair Lift?</u>	<u>Vin#</u>	<u>Mileage</u>
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Appendix E

SCORING THE TRANSPORTATION SERVICES RFB

RFB EVALUATION CRITERIA	Maximum Points	Points Awarded
Has the CONTRACTOR identified the 20% local match?	Pass	Fail
A. Organizational Capability Does the organization have related experience in service delivery with proven program performance? How does the CONTRACTOR'S program relate to the goals and purposes of the agency, and is there demonstrated commitment? Does the Agency have the capacity to operate the Transportation Program?	15	
B. Proposed Service Levels Are the Service levels realistic and within reasonable scope listed by the RFB?	10	
C. Service Plan Does the plan for service delivery follow ITD and Federal rules and regulations? Are explanations clear and complete for the various service activities? Are there clear procedures for ensuring accurate costs to TVT? Is the service accessible to those needing it most?	20	
D. Vehicle(s) and Maintenance Does the CONTRACTOR have a well maintained vehicle fleet? Is this documented through a maintenance plan with detailed records?	10	
E. Program Management Is there adequate internal oversight and monitoring of the program? Is the information on clients stored appropriately and confidentially? Is there evidence of proper assessment of eligibility to insure only qualified individuals will receive services?	20	
F. Staffing Is there an appropriate level of administration and management proposed? Are staffing levels and proposed training realistic to accomplish program service levels and activities proposed?	15	
G. Unit of Service Rate Has the prospective CONTRACTOR demonstrated the ability to provide the service at the unit of service rate identified in the RFB?	10	
Totals:	100	

This is the Score Sheet for Bidder: \_\_\_\_\_

Notes: \_\_\_\_\_

Rank order of Scoring: \_\_\_\_\_



Appendix F

Check Transportation Sites for which you are Bidding:

	YES		YES		YES		YES
Cascade		Cambridge		Idaho City		Homedale	
Council		New Plymouth		Gem County		Marsing	
McCall		Payette		Horseshoe Bend		Grandview	
New Meadows		Weiser				Melba	

BID AMOUNT NOT TO EXCEED \$141,560 annually for all combined service areas  
 Estimate Amount per Service Area

- Cascade                 \$ \_\_\_\_\_
- Council                \$ \_\_\_\_\_
- McCall                 \$ \_\_\_\_\_
- New Meadows         \$ \_\_\_\_\_
- Cambridge             \$ \_\_\_\_\_
- New Plymouth        \$ \_\_\_\_\_
- Payette                \$ \_\_\_\_\_
- Weiser                 \$ \_\_\_\_\_
- Idaho City             \$ \_\_\_\_\_
- Gem County            \$ \_\_\_\_\_
- Horseshoe Bend      \$ \_\_\_\_\_
- Homedale             \$ \_\_\_\_\_
- Marsing                \$ \_\_\_\_\_
- Grandview             \$ \_\_\_\_\_
- Melba                 \$ \_\_\_\_\_

Appendix G:

AUTHORIZATION AND VALIDATION OF BID

My signature below is testimony that:

- I have completely read the Request for Bid including the Preface, and that I have been given an opportunity to have all my questions answered to my satisfaction by attending a bidder’s conference.
- I have completed accurately to the best of my ability all information requested in the Request for Bid that is appropriate to my organization.
- I fully understand all statements of assurance and compliance have been read, understood and that this agency can and will meet those rules and regulations which are the basic mandates for receiving funding for this project.
- I understand the “scope of work questionnaire” and the scope of services to be performed and for whom they are to be performed.
- I understand that I have the right to seek an official review of my application if I feel that the contract was not justifiably awarded to the most capable and efficient bidder(s) for carrying out the scope of work described within the Request for Bid.
- I am the qualified and designated official of our organization to negotiate and enter into contracts for service.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company or Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Appendix H:

CONTRACT SPECIFICATION PAGE:

CONTRACTS FOR: Transportation Services in The \_\_\_\_\_ ID service area

Between the Hours of: \_\_\_\_\_

Descriptor	Units	Notes
SERVICE AREA		
AT A COST PER BOARDING =	\$	TOTAL UNIT COST PER RIDE
THE 20% LOCAL MATCH	\$	DEDUCT THE 20% LOCAL MATCH
AT A COST PER BOARDING=	\$	(Charged to TVT)
For the Contract Period of:		October 1, 2020 through September 30, 2022

We do understand that the figures represented in the table above accurately reflect the units and parameters of this contract for the purpose of billing and payment for services.

\_\_\_\_\_

\_\_\_\_\_

Board Chairperson

\_\_\_\_\_

\_\_\_\_\_

Date

Date

**Fill in this page for each area being bid on if unit price is different.**

Appendix I:

CONTRACT SIGNATORY PAGE

It is understood that this Contract is composed of, and contains, the completed Transportation Service, “Request for Bid” (RFB) and the appendixes of the RFB, and any other attachments submitted by the CONTRACTOR. It is also understood that the specifications agreed to in this Contract are delineated within the RFB, and that the units of service and rate per units of service are specified in the “Contract Specification Page.”

NOTICE OF CONTRACT EFFECTIVENESS

It is further understood that the Contract will become effective the October 1, 2020 and will continue until September 30, 2022 or the 5310 funding is expended.

SIGNATURES

\_\_\_\_\_  
Terri Lindenberg  
Executive Director  
Treasure Valley Transit, Inc.

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Date of Signature