

TREASURE VALLEY TRANSIT INC.
2022 FLEET CARD
MANAGEMENT SERVICES
REQUEST FOR PROPOSALS

Debbie Maxwell

1136 W. FINCH DRIVE, NAMPA IDAHO

Table of Content

Request for Proposals-Legal Notice

Introduction

Response and Selection Information

Additional Respondent Information

Submittal and Addendum Acknowledgement Form and Bid Bond

Cost Schedule

Scope of Work

Proposal Checklist

Criteria Evaluation Form

REQUEST FOR PROPOSALS

Legal Notice

Sealed proposals for the FY23 Fleet Card Management Request for Proposal (RFP) will be received at the office of Treasure Valley Transit, 1136 W. Finch Drive, Nampa Idaho 83651, until 2:00PM (MST), Tuesday August 9, 2022, at which time proposals will be publicly opened.

The RFP seeks competitive proposals from qualified firms to provide fuel card management services to our fleet vehicles. The contract under this project will commence October 1, 2022 and end September 30, 2027 with an option to renew annually for up to two years.

Treasure Valley Transit is an Equal Opportunity Employer and encourages women, minorities, disadvantaged business enterprises and small businesses in the competitive bidding process.

THIS IS A FEDERALLY FUNDED PROJECT.

ALL APPLICABLE FEDERAL RULES AND REGULATIONS APPLY.

INTRODUCTION

Treasure Valley Transit, Inc. is a private non-profit public transportation company operating in rural southwestern Idaho since 1992. TVT's primary emphasis is our customer, a high standard of service and community outreach.

TVT has created diversified funding sources utilizing a business approach through planning and implementation. Each service is branded to facilitate local ownership by the residents, elected officials and the business community. TVT's service areas include:

1) Mountain Home Community Transit:

Serves the City of Mountain Home with a connection to the Air Force Base

2) Snake River Transit Idaho:

Serves the Cities of Fruitland and Payette with a connection to the SRT Oregon Route

3) Mountain Community Transit:

The City Route serves the City of McCall, Idaho.

The Commuter Express Route connects the communities of McCall, Lake Fork, Donnelly and Cascade.

5) Medicaid Transportation:

TVT provides non-emergency medical transportation through a contract with the Idaho Medicaid Brokerage program in Canyon, and Owyhee Counties.

RESPONSE AND SELECTION INFORMATION

All firms shall prepare and submit a response to this RFP providing the cost and qualifications for fleet card management services. All responses to this RFP shall be prepared in accordance with the requirements listed below.

To facilitate review and evaluation, the proposals submitted shall provide the following information in the **order shown**.

- 1) Checklist Form: Respondents shall fully complete and submit the Checklist Form.
- 2) Submittal Form: Respondents shall fully complete and submit the Submittal and Addenda Acknowledgement Form
- 3) Cost Schedule: Respondents shall fully complete and submit the Cost Schedule as provided.
- 4) Firm History: Respondents shall provide a narrative, not to exceed one-page, of the Firm's History.
- 5) Narratives: Respondents shall provide a narrative, not to exceed five (5) pages, addressing the following:
 - a. Describe your ability to offer a single/universal fueling charge card and accepted throughout TVT's service areas. List the different companies that will accept your card.
 - b. Describe your companies' identification and verification capabilities for drivers who will be using your fuel card, i.e. ID#, single card with PIN#.
 - c. Describe your billing procedures with respect to the types of information you are capable of providing. Vehicles separated, drivers purchasing fuel, date of fuel purchase, time of fuel purchase, site location description, MPG, Odometer, product purchased, gallons purchased, price per gallon, and total being invoiced.
 - d. Describe your companies' ability to assist drivers that may experience problems with your card through a customer service 1-800 help line.
 - e. If your company is notified to cancel a fuel card, how long does it take before the card is shut-off with the fuel card company provider?
 - f. Describe the steps for canceling a card.

- g. From the time your company is notified to order a fuel card for a new employee, how long does it take to receive the card?

This element of the RFP as part of the overall evaluation, price is worth 60% and technical factors are worth 40%

- 6) Non-Discrimination Statement: Respondents shall provide narratives, not to exceed one-half page, stating that the Firm will not discriminate.
 - a. One statement should include content that the Firm does not and will not discriminate against any person, employee, or applicant for employment because of race, color, religion, gender, national origin, age or disability in accordance with Title 49 CFR Part 21.
 - b. Another statement should include content that the Firm does not and will not discriminate against any person, employee, or applicant for employment because of these protected classes on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, military status genetic information, or any other status protected by federal, state, or local law.
- 7) Disadvantage Business Enterprise (DBE) Status: Each Respondent Firm shall declare its DBE Status and whether it is registered with the Idaho Transportation Department as a DBE or state other basis for DBE Determination.
- 8) Other Information: On no more than one page, Respondents may provide other information pertinent to the evaluation of the Respondents' Experience and Qualification, i.e., awards, certifications.

PRE-SUBMISSION MEETING

A pre-submission meeting will be held on Monday July 18, 2022 at 10:00AM at the office of Treasure Valley Transit, 1136 W. Finch Drive, Nampa Idaho 83651. All questions or clarifications concerning the content and requirements of the RFP must be received in writing by 4:30PM July 19, 2022. Address all written questions or clarification requests to Debbie Maxwell, Treasure Valley Transit, 1136 W. Finch Drive, Nampa Idaho 83651 or email at debbie@treasurevalleytransit.com.

RESPONSE SUBMISSION REQUIREMENTS

- 1.) All Proposal Documents must be submitted and received by Treasure Valley Transit no later than 2:00PM (MST) on Tuesday August 9, 2022. Treasure Valley Transit is located at 1136 W. Finch Drive, Nampa ID 83651.
- 2.) Please be advised that this a receipt date and time, **not** a postmark date and time.
- 3.) Treasure Valley Transit will **not** accept late Proposal Documents.
- 4.) Treasure Valley Transit will **not** accept Proposal Documents submitted by facsimile or e-mail.
- 5.) All Proposals shall be submitted in a sealed Envelope and addressed to:

Treasure Valley Transit
Attn: Debbie Maxwell
1136 W. Finch Drive
Nampa, ID 83651

- 6.) All Proposals must be clearly marked with Respondent Name, Request for Proposal, Treasure Valley Transit Fleet Card Management Services
- 7.) When a Proposal is forwarded by the U.S. Mail or other delivery service, the sealed Proposal Envelope shall be enclosed in Shipping Envelope and addressed as specified for the sealed Proposal envelope. Treasure Valley Transit is not responsible for any cost incurred by any respondent in the preparation and/or submission of their Proposal.

EVALUATION AND AWARD PROCESS: The selection of Respondent Firms for TVT 2022 Fleet Maintenance and Repair Services will be based on the Responsiveness Review completed by the TVT Procurement and Contracting Staff and Committee.

- 1.) The Evaluation of the Proposals submitted shall be on the basis of the content of the Evaluation Criteria Form.
- 2.) The Selection Committee will evaluate the cost, technical factors, and other information presented in each Firm's response to the RFP. To complete these tasks, the Selection Committee will use the Evaluation Criteria Form provided in the RFP.
- 3.) Please note that these Evaluation Criteria include consideration as to whether the Firm is certified by the Idaho Transportation Department and listed in the Idaho Disadvantage Business Enterprise (DBE) Director.

Inclusion of the DBE-certified firms ensures maintenance of compliance and meets the goals of Federally assisted projects.

- 4.) The Respondent Firm receiving the highest Evaluation score will be awarded the 2022 Fleet Card Management Services Agreement. Treasure Valley Transit reserves the right to reject any or all Proposals not conforming to the intent and purpose of this RFP whenever such action appears to be in the best interest of Treasure Valley Transit.

ADDITIONAL RESPONDENT INFORMATION

DOCUMENT INTERPRETATION:

All Respondents submitting a response shall have thoroughly examined all the content contained in the Request for Proposals (RFP) Documents. Should there be any doubt as to any meaning or intent of any RFP statement or provision, the Respondent should submit their inquiries in writing by mail addressed as prescribed in the Legal Notice, or by email to debbie@treasurevalleytransit.com no later than 4:30PM on Tuesday July 19, 2022. Any interpretation that may alter or change the RFP Documents will be in writing, in the form of an Addendum, which will be furnished to all respondents receiving the RFP Documents. Treasure Valley Transit will not be responsible for any other explanation or interpretation of the RFP Documents. Respondents shall acknowledge all Addenda on the Submittal and Addenda Acknowledgement Form with their Proposal Documents or be deemed non-responsive.

RESPONDENT UNDERSTANDING:

Each respondent must adequately inspect the RFP Documents and make themselves thoroughly familiar with the content of the RFP Documents. It shall be the Respondents obligation to verify, to their complete satisfaction, all information contained in the RFP Documents.

The submission of a Proposal Document will constitute an incontrovertible representation by the Respondent that they have been given adequate

opportunity to be acquainted with the RFP Documents. Further the Respondent has, to their satisfaction, resolved any questions regarding any perceived conflicts, ambiguities, errors, and discrepancies contained within the RFP Documents.

PREPARATION OF RESPONSE:

Respondents must provide all information in the form and in the format required in the RFP Documents, and submit their Proposal Documents by the date and time specified. If samples or supporting documentation is required, such documentation must be submitted with the Proposal Document. If Addenda have been issued concerning the solicitation, Respondents must acknowledge all Addenda as instructed. Failure to acknowledge all Addenda as instructed will be a basis for rejecting the submission as non-responsive.

Respondents shall sign their Proposal Document in the space(s) provided therefore. If the Respondent is a corporation, the legal name of the corporation shall be entered together with the original signature of an agent authorized to sign contracts on behalf of the corporation. If the Respondent is a partnership, the true name of the firm shall be entered together with the original signature of the partner(s) authorized to sign contracts on behalf of the partnership.

All blank spaces in the Proposal Document must be filled in, preferably in black ink or typewritten. If there is a discrepancy between unit and total prices, unit prices shall govern.

BASIS OF SELECTION:

Respondents selected are those who, in the sole opinion of Treasure Valley Transit, offer the lowest cost and best qualified to perform the service.

Treasure Valley Transit reserves the right to accept or reject any or all Proposal Documents, and to waive any informalities and irregularities in said Documents.

EXECUTION OF AGREEMENT:

The selected respondent must execute an Agreement with Treasure Valley Transit within 15 days after award by Treasure Valley Transit.

PROTESTS FROM RESPONDENTS:

Any protests concerning the method of evaluation or selection must be made in writing and received by Treasure Valley Transit within five business days after award. Failure to raise such protest in writing shall be deemed to operate as a waiver as to any objections that may be raised on the part of the respondents.

NON-RESPONSIVE CRITERIA:

All bid proposals submitted that fail to meet the following criteria (if applicable) shall be deemed void and non-responsive:

- a) Provide proof of licensure
- b) Submit their bid or proposal to the person and/or location by the date and time stated in the Request for Proposal

REQUEST FOR PROPOSALS

TREASURE VALLEY TRANSIT 2023 FLEET CARD MANAGEMENT SERVICES

SUBMITTAL AND ADDENDA ACKNOWLEDGEMENT FORM

The undersigned declares that the Proposal Documents submitted for the 2023 Fleet Card Management Services Request for Proposal (RFP) is, in all respects, an accurate and true representation of the Firm’s Cost, Experience, and Qualifications. The undersigned further acknowledges that the Response Documents submitted is absent any collusion with an employee/official of Treasure Valley Transit.

If any omissions, erasures, and or alterations (collectively “modifications”) are required to be made to the Proposal Documents, the undersigned acknowledges that they have carefully examined the modifications to the Proposal Documents submitted by the firm, and have approved all such modifications. If said modifications are hand written, the modifications must be initialed. The undersigned further acknowledges that the individual initialing any such modifications has authorization to do so on behalf of the Firm.

In addition, the Firm shall list all Addendum issued for the RFP. The Firm acknowledges by their signature to this Submittal Form below that the Addendum listed have been received by the Firm and that the Firm has incorporated their content into the Proposal attached hereto.

ADDENDUM ACKNOWLEDGEMENT	
Addendum Number	Addendum Date

Firm Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Firm Representative Name (Please Print): _____

Authorized Signature: _____ Date: _____

Title: _____ Email: _____

2022 FLEET CARD MANAGEMENT SERVICES COST SCHEDULE

The quantities listed on the Form are for evaluation purposes only and are set to establish a basis for price structure evaluation.

Rebate Price per Gallon of Diesel _____

Rebate Price per Gallon of Unleaded _____

Any Proposal that contains omissions, erasures or alterations not initialed may be considered unresponsive. The Bidder acknowledges, declares, and represents that they have carefully examined all omissions, erasures, and/or alterations (collectively “modifications”) to the Proposal made by the Contractor, and approves of all such modifications and that the individual(s) initialing any such modifications has authorization to do so on behalf of the Contractor.

Company Name: _____

Representative Signature: _____

2023 FLEET CARD MANAGEMENT SERVICES

SCOPE OF WORK

Scope of Services: Treasure Valley Transit seeks proposals from firms to provide fuel cards with the ability to be driver specific with a PIN number and separated by each vehicle in the fleet.

The invoice will have each vehicle in the fleet separated. Under each vehicle shall list the driver's name that purchased the fuel, the date of purchase, the time purchased, the site location description, the MPG, Odometer reading, the product purchased, the number of gallons, the price per gallon and the total amount invoiced.

The firm must minimally have the ability to allow purchase of Diesel and Unleaded fuel in the following Idaho locations, Nampa, Fruitland, McCall, and Mountain Home.

Payment: Invoicing shall occur twice a month on the first and 15th of each month and sent to TVT Finance Manager. TVT will process the payment within net 30 days from receipt of statement.

2022 FLEET CARD MANAGEMENT SERVICES

PROPOSAL CHECKLIST

All Proposals must be submitted and receive a date and time stamp on or before 2:00PM (MST), Tuesday August 9, 2022. In an effort to make ensure each respondent includes documents required for a responsive Proposal, the following Checklist is provided:

- Proposal Checklist Form
- Submittal and Addendum Acknowledgement Form
- Cost Schedule
- Firm History
- Firm's Experience
- Firm Qualifications
- Narratives
- Title 49 CFR Part 21 Non-Discrimination Statement
- Disadvantaged Business Enterprise (DBE) and Other Information
- One (1) Original and one (1) Paper Copy, of the Proposal
- Sealed Envelope with the "Respondent Firm Name", Request for Proposals: 2021 Fleet Card Management Services, and the "Date and Time of Submission Deadline" legibly printed on outside of Proposal and Shipping Envelopes per instructions.

The Proposal Checklist is designed to assist respondents in submitting responsive Proposals and is not intended to relieve respondents of the requirements, terms, and conditions contained in the Request for Proposal.

2023 FLEET CARD MANAGEMENT SERVICES

EVALUATION CRITERIA

Name of Firm: _____ Date: _____

REBATE PRICE PER GALLON DIESEL : Maximum Score=200						
Low Cost Proposal=200 Second Low Cost=180 Third Low Cost=160						
REBATE PRICE PER GALLON UNLEADED : Maximum Score=200						
Low Cost Proposal=200 Second Low Cost=180 Third Low Cost=160						
QUALITATIVE CRITERIA		RATING	X	WEIGHT	=	SCORE
FIRM HISTORY AND EXPERIENCE : Maximum Score=55						
Ability to provide single/universal fueling card	5	X	4	=	20	
Identification and Verification Capabilities	5	X	2	=	10	
Billing Procedures	5	X	1	=	5	
Customer Service 1-800 help line	5	X	1	=	5	
Card Cancellation Procedure	5	X	1	=	5	
New Card Ordering Procedure	5	X	2	=	10	
Rating Points for Qualitative Categories						
Outstanding=5, Good = 4, Satisfactory = 3, Marginal =2, No Response =1, Unsatisfactory =0						

Selection committee members will assign up to the maximum number of points listed for each of the Categories listed above. Items with qualitative answers will receive the average of points assigned by Selection Committee members.