

TRANSPORTATION SERVICES FOR GOLDEN AGE

EVENT NO. 7333

SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe requirements for an annual contract for transportation services for the Golden Age program.

To submit pricing electronically for this event, enter pricing for each line item shown under the lines tab on the event summary. To enter pricing manually, complete the attached bid proposal form. Bids must be submitted on the bid proposal forms contained in these specifications in order to be considered.

A pre-bid conference has been scheduled to be conducted at the Purchasing Conference Room, Coastal Georgia Center, 305 Fahm Street, Savannah, Georgia 31401. This meeting will allow contractors to discuss the specifications and resolve any questions and/or misunderstandings that may arise with City staff. You are invited to attend.

- 4.1 Detailed Specifications

- 4.2 The bidder must have on hand at time of bid, the following vehicles:

- a) The minimum of three (3) vans capable of transporting a total of 40 ambulatory passengers.
- b) Three (3) backup vehicles, whether through ownership, lease agreement, or contracted through a state agency, that can be utilized in cases of emergency when the primary vehicles cannot be used. Backup vehicles must meet all specifications as apply to primary vehicles. Proof of this information must be provided with the bid package when submitted on Attachment D in order for your bid to be considered.

- 4.3 Bidders shall submit with their bid a plan for transportation (Attachment A). Attachment A must be submitted with a bid to be considered.

- 4.4 Vehicles used for transporting participants shall be kept in a safe operating condition and licensed in accordance with state laws.

- 4.5 Each vehicle shall have a Georgia Liability Insurance card in the vehicle.

- 4.6 Vehicles shall be equipped with seat belts or other appropriate restraints. Additionally, as described below, a first aid kit and a fire extinguisher suitable for Class B fires shall be required in each vehicle.

- a) First aid kit designed to meet the needs of ten (10) passengers per vehicle.
- b) Fire extinguisher 2A-10BC or greater, pressurized, dry-chemical type extinguisher which bears the approval of underwriter's laboratories, on each vehicle. Extinguisher must be mounted in a bracket located in the driver's compartment and readily accessible to driver and passengers. A pressure gauge shall be mounted on the extinguisher so as to be easily read without moving the extinguisher from its mounted position. The operating mechanisms shall be sealed with a seal type which will not interfere with the use of the fire extinguisher.

- 4.7 The number of participants occupying, or the loading limit for any vehicle used for transporting participants, shall not exceed the manufacturer's rated seating capacity.

- 4.8 The interior and exterior of the vehicle shall be maintained in reasonable repair. Cracked windows, torn upholstery/carpeting, worn tires, and damaged metal shall not be acceptable.
- 4.9 Vehicles shall be kept uncluttered and free of hazardous objects.
- 4.10 Report of inspections shall be forwarded on a quarterly basis to the Parks and Recreation Services Department. Vehicle inspections by a certified mechanic are required every six (6) months.
- 4.11 Participants shall be seated in comfortable, safe, and adequate space at all times when the vehicle is in motion.
- 4.12 There shall be no more than two (2) people in the front seat, including the driver.
- 4.13 Drivers must have a valid driver's license for the vehicle they are operating.
- 4.14 All drivers shall have the following training:
- a) Working with the elderly
 - b) Safe/defensive driving
 - c) First aid
 - d) What to do when an accident occurs
 - e) Cardio-Pulmonary Resuscitation (CPR)
 - f) Vehicle maintenance
- Bidders shall include documentation of these trainings with a bid submission on Attachment C to be considered.
- 4.15 Transportation shall be provided by regular scheduling and routing.
- 4.16 Transporting vehicles shall be parked so that no participant will have to cross the street in order to meet it or in order to arrive at a destination.
- 4.17 The motor shall be turned off, the key removed, and the brakes set at any time the driver leaves the bus.
- 4.18 All vehicles shall be equipped with air conditioners and heaters and maintained in a workable condition.
- 4.19 No passengers are to remain in vans for more than 45 minutes from home to a center in the morning, or from a center to home in the afternoon.
- 4.20 Contractual Arrangements
The transportation service contractor shall have sufficient personnel meeting all local health and transportation examinations required and have the necessary vehicles to deliver the participants to the designated sites within the prescribed times. Any deviation from these standards or suggested changes due to various problems of the contractor must be approved by the program coordinator assigned by the Leisure Services Bureau of the City of Savannah.
- 4.21 Qualifications: Bidders shall provide the following documentation with their bid submittal. Failure to do so may be cause for rejection of bid.
- 4.21.1 Evidence of Eligibility
- a) Statement of financial stability
 - b) Evidence of compliance with fair labor practice and equal opportunity regulations
- 4.21.2 Attachment B – Experience with similar programs to include:
- a) The operation of transportation services
 - b) Involvement with senior citizens
 - c) Management experience with similar community programs

4.21.3 Attachment C – Description of staff support available to local transportation service management such as licensed drivers and experienced dispatchers.

4.21.4 Attachment D – Evidence of Vehicle Equipment. Bidders shall provide a comprehensive list of all required equipment as detailed in section 4.2

4.22 The transportation service locations to be covered under this contract are the Moses Jackson Center, Windsor Forest Center, Eastside Center, and Mary Flournoy Center.

4.23 It is the responsibility of the bidder to be fully acquainted with all conditions to be found at the site.

4.24 The hours of service are Monday through Friday, at 9:30 a.m. and 3:00 p.m., for delivery and pickup, respectively, and should reflect all City of Savannah holidays including the following:

Labor Day	September 2, 2019
Veterans Day	November 11, 2019
Thanksgiving Day	November 28, 2019
Day After Thanksgiving	November 29, 2019
Christmas Day	December 25, 2019
Day After Christmas	December 26, 2019
New Year's Day	January 1, 2020
ML King Day	January 20, 2020
President's Day	February 17, 2020
Memorial Day	May 25, 2020
Independence Day	July 4, 2020

4.25 The morning pickup shall commence in sufficient time to have all participants delivered to the Golden Age Centers no later than 9:30 A.M.

4.26 The afternoon service shall leave the Golden Age Centers no later than 3:00 p.m.

4.27 The successful bidder shall be responsible for arriving in sufficient time to have all passengers loaded and ready to depart at 3:00 p.m., no earlier than 2:15 pm.

4.28 The successful bidder shall be responsible for compliance with federal, state, and local government rules, regulations, and taxes as may affect transportation services provided under this contract.

4.29 It shall be the responsibility of the successful bidder to notify the program coordinator immediately of any delays or problems in transportation to the Golden Age Centers.

4.30 Scope of Operation

The vendor will operate under the authority of the City of Savannah. The vendor shall hold blameless the City of Savannah from any and all claims, demands, or liabilities arising out of the vendor's operations excepting only claims, demands, or liabilities arising from the negligence of the City, its agents, or employees. The services that the vendor shall be responsible for shall include, but not be limited to, the following:

- a) Furnish all vehicles
- b) Dispatch planning by experienced dispatchers
- c) Transportation procedures and services
- d) Adequate liability insurance coverage per section 4.37
- e) Maintenance and cleanliness of all vehicles
- f) Supervision, both administrative and technical
- g) Field audits to check daily records and controls
- h) Periodic visits by responsible company executives

- i) Daily and monthly reports on operations

4.31 Center Locations

- a) Mary Flournoy Center - 1001 West 39th Street
- b) Eastside Center - 409 Goebel Avenue
- c) Moses Jackson Center - 1410 Richard Street
- d) Windsor Forest Center - 414 Briarcliff Circle

4.32 Accountability

Upon delivery of participants at the service site, the company representative shall present for signature to a Golden Age Center representative a receipt/route sheet for transportation. Such receipt/route sheet shall include the following information:

- a) Date of delivery
- b) Site number code of the transportation service site
- c) Name of transportation service site
- d) Number delivered (by name)
- e) Signature of authorized person receiving delivery
- f) Time of delivery
- g) Comments

4.33 All records of the vendor bearing upon transportation service delivered under this contract, including the records on receipt, shall be made available to the City. Upon request the City, shall have access to all such records for audit or review at the vendor's local and/or principal offices during ordinary business hours. The vendor shall maintain all of these records for a period of three (3) years from the end of the federal fiscal year to which they pertain.

4.34 Increases and decreases may be made in the number of participants requiring transportation by the City daily within a period of prior written notice mutually agreed upon.

4.35 The vendor shall be liable for service that does not meet the stated requirements herein.

4.36 The vendor charges shall reflect the fair market value of all similar programs provided throughout the City of Savannah.

4.37 Insurance Requirements

4.37.1 Comprehensive General Liability

Contractor shall carry comprehensive general liability on an occurrence form with no "x, c or u" exclusions with the following minimum limits:

- Each occurrence - \$1,000,000
- Damage to Rented Premises - \$50,000
- Medical Expense - \$5,000
- Personal & Adv Injury - \$1,000,000
- General Aggregate - \$2,000,000
- Products – Completed Ops. Aggregate - \$2,000,000

General aggregate shall apply on a per project basis.

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

4.37.2 Commercial Automobile Liability

The automobile policy must include coverage for owned, non-owned and hired automobiles.

- Minimum limits are \$1,000,000
- Contractor will provide a Certificate of Insurance reflecting required coverage.
- A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.
- A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

4.37.3 Workers Compensation

Contractor shall carry a workers compensation policy including all statutory coverage required by Georgia state law.

Minimum employer's liability limits:

- \$500,000 each accident
- \$500,000 each employee (disease)
- \$500,000 policy limit (disease)

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

4.37.4 Umbrella/Excess Liability

Contractor shall carry an umbrella/excess liability policy which must follow form over underlying policies: general liability, auto liability and employer's liability.

Minimum limits: \$1,000,000 per occurrence
\$1,000,000 aggregate

Contractor will provide a Certificate of Insurance reflecting required coverage.

Waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

4.37.5 General

All insurance shall be placed with Georgia admitted carriers with a current Best's rating of A(minus), X, or better.

Any modifications to specifications must be approved by the City.

- 4.38 Facilities and Equipment
Facilities and equipment may be inspected by officials of the City prior to award of this contract.
- 4.39 Contractor's Resident Personnel
All management personnel shall be thoroughly trained and experienced to the satisfaction of the City.
- 4.40 Personnel relations of employees on the bidder's payroll shall be the bidder's responsibility. The bidder shall comply with all applicable government regulations related to the employment and payment of personnel.
- 4.41 The bidder shall require all of its employees assigned to duty in the City to submit to health examinations and drug tests before being hired, and as frequently and as stringently as required by law; and to submit satisfactory evidence of compliance with all safety regulations to the City of Savannah (see Exhibit 1) and State of Georgia. Bidder's facilities shall be subject to inspection by the Department of Transportation.
- 4.42 The bidder's employees must submit to background checks to include national criminal, credit, and sex offender databases. All employees shall be held to the City of Savannah background check standards as outlined in Exhibit 1 – City Background Standards.
- 4.43 The contractor must provide drug test results and background screening documents upon the request of the City.
- 4.44 The contractor shall be responsible for any costs associated with employee drug testing and background checks. Any costs associated with drug testing, health screenings, and background checks shall not be billable to the City of Savannah.
- 4.45 The work involved in this contract shall be accomplished by personnel regularly employed by the contractor.
- 4.46 The bidder shall provide work opportunities in keeping with the wage scales in effect for workers in other similar jobs.
- 4.47 Service Specifications
Service specifications for various categories are listed below. The bidder may list alternate service specifications for any programs he would like to include over and above these specifications. The center will give the transportation service a pickup sheet a day in advance (not later than 2:00 p.m.) detailing which participants to pick up the next day.
- 4.47.1 The driver shall wait for a reasonable amount of time (i.e., five minutes) after signaling (i.e., honking) in front of a participant's house, keeping in mind the physical capabilities of the elderly participants.
- 4.47.2 The driver shall get out of the vehicle to open the door of the vehicle to permit entry into the vehicle and the driver will close the vehicle door securely when the participant has been comfortably seated.
- 4.47.3 The driver shall be instructed to help the participants onto and off of the bus, and to the participant's front door when deemed necessary for the sake of the participant.
- 4.47.4 The vehicles shall be equipped with a system to maintain constant communication with the dispatcher to monitor the position and destination. The drivers are requested to explain why participants marked on the list are not picked up.

4.47.5 All participants are to arrive at the centers by 9:30 a.m. and depart by 3:00 p.m. each day. Written notice of unexcused late arrivals or departures of participants will be made to the contractor. After written notice has been given on two (2) unexcused late arrivals or departures within one (1) monthly billing cycle, the City may be caused to evoke a penalty on the vendor (see Section 4.48). Excusable late arrivals and departures or uncontrollable emergencies include: mechanical breakdowns, weather conditions, health emergencies, and traffic accidents.

4.47.6 The vendor may refuse transportation to any program participant who uses profane language, threats, obscenities, disrespectful language or gestures, or engages in fighting with the vehicle driver or other participants.

4.48 Penalty Clauses

4.48.1 Morning delivery: Once proper notice has been given, relating to two (2) unexcused absences, a penalty of 25% per participant may be deducted from the normal fee charged for the trip if the client(s) arrives at the center after 10:00 a.m.

4.48.2 Afternoon delivery: Once proper notice has been given, relating to two (2) unexcused absences, a penalty of 25% per participant may be deducted from the normal fee charged for the trip if the client(s) departs the center after 3:30 p.m.

4.49 This is an annual contract. Prices shall remain firm. This agreement may be renewed for up to four (4) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory. The first term of this contract shall begin upon award and shall end on December 31, 2017. All remaining renewal options, if exercised, shall begin on January 1 and end on December 31 of each subsequent year.

5.0 General Conditions

5.1 The bid response must include the following documents in this order:

- Bid Proposal Form (as a cover sheet)
- Exception Sheet
- Non-Discrimination Statement
- Proposed Schedule of M/WBE Participation
- Other submittals as stated

All referenced documents must be completed and returned in their entirety to constitute a complete bid.

5.2 Original invoices should be sent to:

City of Savannah
Accounts Payable
P.O. Box 1027
Savannah, Georgia 31402

5.3 The vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation. All addenda issued for this event must be acknowledged in order for a bid to be considered.

5.4 To be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at www.savannahga.gov.

5.5 This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein.

ADDENDA ACKNOWLEDGEMENT

My signature below confirms my receipt of all addenda issued for this proposal.

Signature

*This acknowledgement is separate from my signature on the fee proposal form. My signature on the fee proposal form will not be deemed as an acknowledgement of addenda.

THE UNDERSIGNED PROPOSES TO FURNISH THE FOLLOWING ITEMS IN STRICT CONFORMANCE TO THE BID SPECIFICATIONS AND BID INVITATION ISSUED BY THE CITY OF SAVANNAH FOR THIS BID. ANY EXCEPTIONS ARE CLEARLY MARKED IN THE ATTACHED COPY OF BID SPECIFICATIONS.

ITEM NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
1	Transportation Services for Golden Age Programs	9,500 Round Trips		

TOTAL BID \$ _____

PAYMENT TERMS: PLEASE CHECK ONE AND FILL IN BLANKS

(Minimum of 10 working days must be allowed for discount to be considered in bid award)

___ Less ___ % ___ Days Prompt Payment Discount (if offered) (_____)

___ Net - 30 Days (no discount offered) - 0 -

TOTAL NET BID \$

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DO YOU HAVE THE REQUIRED INSURANCE? _____

HAVE YOU SUBMITTED ATTACHMENT A? _____

HAVE YOU SUBMITTED THE REQUIRED DOCUMENTATION PER SECTION 4.21.1?

HAVE YOU SUBMITTED ATTACHMENT B? _____

HAVE YOU SUBMITTED ATTACHMENT C? _____

HAVE YOU SUBMITTED ATTACHMENT D? _____

I certify this bid complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

Please Print Name

Authorization Signature

Date