

REQUEST FOR PROPOSALS

TRANSPORTATION SERVICES

FOR

OSWEGO INDUSTRIES, INC.

AND

THE ARC, OSWEGO COUNTY

CONTRACT TERM:

PROPOSALS DUE:

July 15, 2021, at 4 P.M.

**ONE ORIGINAL PROPOSAL AND 2 COPIES OF THE PROPOSAL
MUST BE RECEIVED AT THE FOLLOWING ADDRESS:**

**OSWEGO INDUSTRIES, INC.
7 MORRILL PLACE
FULTON, NEW YORK 13069**

OR ELECTRONICALLY AT: rfp@oswegoind.org

**Proposal Packages Must Be Sealed
And Clearly Marked on the Exterior Showing the Proposal Name**

PROPOSAL FOR TRANSPORTATION SERVICES

Section 1 – Introduction and General Information

Oswego Industries, Inc. and Arc of Oswego County (“OI/Arc”) are located in Fulton, New York. OI/Arc assists adults with intellectual and/or developmental disabilities with pre-vocational and vocational supports, including job readiness training and career exploration, day habilitation programming and community habilitation. OI/Arc services are provided to adults in Oswego County and surrounding areas.

Section 1.1 – Scope of Work

OI/Arc seeks an independent transportation provider to assist with the daily transportation of certain individuals to and from such individuals’ homes to OI/Arc’s facilities located at: 7 Morrill Place, 314 Park Street, and 66 Pierce Drive in Fulton, New York. Such services will be provided as part of OI/Arc’s Day habilitation programming.

Transportation services will be provided Monday through Friday, excluding certain holidays. The services are specified in greater detail in the attached transportation agreement (Appendix E). It is anticipated that the number of individuals to be transported will range between 40 and 50.

The vendor may be required to provide bus aides to supervise and support some of the individuals being transported. Aide additions and/or removals will be coordinated with OI/Arc staff as required. See Appendix A for additional information.

Section 1.2 – The Contract

The successful vendor shall execute a transportation agreement with OI/Arc in substantial conformance with the transportation agreement, this RFP and all attachments. Upon submission of an eligible bid eligible vendors will receive a copy of the transportation agreement and a list of potential pick-up and drop off addresses.

Section 1.3 – Structure of Payments

Payment shall be based on per stop, per day rate. The price shall include all labor, materials, equipment, necessary vehicles, supplies, fuel, overhead and profit, training, and all other related costs. Vendor shall use its discretion and expertise with respect to the number and types of vehicles necessary to satisfy its service obligations set forth herein and under the transportation agreement.

Payment for bus aides will be based on a per stop, per day rate and will be billed separately from the transportation fees.

Section 2 – Contents of Proposal

Proposals shall contain the following:

- **Qualifications of Vendor** – Vendor shall submit a statement of vendor’s qualifications to satisfy its obligations under the attached transportation agreement, including previous experience providing similar services and knowledge of controlling safety regulations.
- **Equipment** – Vendor shall submit proof of ownership, or financial ability to obtain the vehicles necessary to provide the services set forth in the attached transportation agreement, including a complete list of vehicles, with age, model, and vehicle identification number.
- **Safety History** – Vendor shall submit (i) a record of accidents involving motor vehicle under the control of vendor for the past five years, including a description of the accident, cost of physical damage to the vehicle(s) involved and extent of any personal injuries; (ii) driving abstract of all staff vendor intends to use to operate vehicles pursuant to the transportation agreement; (iii) inspection records of all vehicles vendor intends to use to provide services pursuant to the transportation agreement; (iv) a copy of all polices and procedure related to vehicle maintenance programs; (v) disclose any additional pseudonyms, company names or alias’ of the vendor currently or previously in use, specific to the delivery of transportation.
- **Safety Training and Programs** – Vendor shall provide (i) a description of safety programs implemented by vendor to ensure compliance with controlling rules and regulations; (ii) safety training provided to vendor staff, including frequency of such training; and (iii) Ability to comply with Appendix B.
- **Financial Condition and Insurance** – Vendor shall provide proof that it is financially capable of performing the transportation services articulated in the transportation agreement. Vendor shall also provide proof that it can satisfy the insurance requirements outlined in the attached transportation agreement.
- **References** – Vendor shall provide no less than three references where comparable services were provided. OI/Arc reserves the right to request additional information and/or references.

Section 3 – Modification or Withdraw of Proposal

Each proposal shall constitute a firm offer for a period of sixty (60) days from the Proposal Due date. A proposal may not be modified, withdrawn, or canceled by a vendor

following the time and date designated for the receipt of proposals. Prior to the closing time and date designated for the receipt of proposals, proposals submitted early may be modified or withdrawn only by written notice which must be received by OI/Arc prior to the Proposal Due date and time.

Section 4 – Right to Negotiate with Vendors

OI/Arc reserves the right to revise the obligations set forth in the attached Exhibits and/or negotiate terms and conditions that are in the best interest of OI/Arc.

Section 5 – Criteria for Evaluating Proposals

OI/Arc's evaluation of the proposals will include, but not be limited to, the following criteria:

- Qualifications and experience of the vendor and other key personnel. Priority will be given to the level of service provided to others, including safety, on-time performance, sufficient coverage of all routes, responsiveness, and staff professionalism.
- Knowledge and expertise of applicable regulations and safety requirements, including but not limited to DOT, OPWDD, DOH, and current Executive Orders.
- Existing safety and training programs of vendor.
- Safety record of vendor and driving records of vendor staff.
- Ability to transport individuals in wheelchairs, including but not limited to securement systems for such wheelchairs and ability to demonstrate vendor personnel are adequately trained on use of wheelchair lifts and securement systems.
- References
- Financial condition of vendor.
- Overall cost of services.

Section 6 – Request for Information and Representation by Vendor

Should a vendor require any additional information about the transportation services requested by OI/Arc, the vendor should contact, in writing, rfp@oswegoind.org.

Vendors found eligible will be contacted and provided additional information including the Transportation Agreement and the address list of potential riders.

By submitting a proposal, a vendor represents that it has read and understands the RFP and the associated attachments and has made its proposal in accordance with these documents.

Section 7 – Award

A transportation agreement will be awarded to a vendor based on the criteria set forth above with primary consideration provided to the cost of the service, provided however, the issuance of an award is contingent upon receipt of an acceptable proposal as determined in the sole discretion of OI/Arc.

Section 8 - Appendix:

- A. Scope of Work- included
- B. Transportation Vendor Training and Background Checks- included
- C. 2021 Holiday List- included
- D. Address List- Provided after acceptance of proposal
- E. Transportation Agreement- Provided after acceptance of proposal