

REQUEST FOR PROPOSALS

No. 17-09

ROCKDALE COUNTY, GEORGIA

February 8, 2017

**Rockdale Non-Emergency Transportation Services
RNET**



**ROCKDALE COUNTY FINANCE DEPARTMENT
PROCUREMENT OFFICE
958 Milstead Avenue
CONYERS, GA 30012
770-278-7552**

REQUEST FOR PROPOSAL INTRODUCTION

Rockdale County is requesting Competitive Sealed proposals for **Rockdale Non-Emergency Transportation Services (RNET)**. Instructions for preparation and submission of a proposal are contained in this packet. Proposals must be typed or printed in ink.

Rockdale County provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, and handicap or veterans status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Rockdale County.

PURCHASING CONTACT FOR THIS REQUEST

All questions concerning this invitation and all questions arising subsequent to award are to be addressed to the Procurement Officer at the following address:

Rockdale County Finance Department
Procurement Division
Attn: Meagan Porch
958 Milstead Avenue
Conyers, GA 30012

Phone: (770) 278-7557, Fax: (770) 278-8910 E-mail: Meagan.porch@rockdalecountyga.gov

To maintain a "level playing field", and to assure that all proposers receive the same information, proposers are requested **NOT** to contact anyone other than the contact above until after the award of the contract. Doing so could result in disqualification of the proposer.

PROPOSAL COPIES

Two (2) hard copies and one (1) original hard copy and one (1) CD or Flash Drive in Adobe PDF format will be required for review purposes. *The original must be clearly marked "Original" and the copies clearly marked "Copies."* CD's that are blank or have incorrect information on them will not be acceptable and may be justification for disqualification. Check your disk(s) to ensure that they have the appropriate material on it before submitting.

DUE DATE:

Sealed proposals must be received at the Rockdale County Finance Department, Procurement Division, 958 Milstead Avenue, Conyers, GA 30012 no later than **2:00 P.M., local time, Thursday, March 2, 2017.** Proposals received after this time will not be accepted.

QUESTIONS AND CLARIFICATIONS:

You should submit your questions and/or requests for clarifications about this RFP no later than **2:00 p.m., local time, Thursday, February 23, 2017.** Written responses from the County to the questions it receives will be in an addendum and posted at www.rockdalecountyga.gov, Bids, RFPs and Announcements/Current Bids.

ADDENDA

Answers to questions submitted that materially change the conditions and specifications of this RFP will be issued in an addendum and posted at www.rockdalecountyga.gov, Bids, RFPs and Announcements/Current Bids. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum. Proposers should check the www.rockdalecountyga.gov, Bids, RFPs and Announcements/ Current Bids frequently during the process to verify that they have received all issued addenda. Proposers have the responsibility of making sure that they have received all issued addenda.

CONTRACT TERM

The Contract Term will be for one year with the option to renew two additional one year terms.

ENERGY EFFICIENT, RECYCLING AND WASTE REDUCTION PURCHASING POLICY

Policy #R-2015-08 includes the following language:

The Rockdale County Board of Commissioners only purchases energy star rated equipment and appliances that are economically responsible and reduce resource consumption and waste within federal, state, and local laws. The County will only purchase recycled copy, computer, and fax paper with at least 30 percent recycled content.

A copy of the policy may be viewed and downloaded by visiting the website at www.rockdalecountyga.gov, Bid Announcements, and scrolling down to the bottom of the page.

QUALIFICATIONS OF OFFERORS

Proposers must have a current business license from their home based jurisdiction and provide a copy of that license with the submittal of their proposal response.

Proposals from any offeror that is in default on the payment of any taxes, license fees, or other monies due to Rockdale County will not be accepted.

Any contractor submitting a Proposal must complete the Contractor's Qualification Statement and Questionnaire if provided in this package.

In evaluating Proposals, the County may seek additional information from any contractor concerning such contractor's proposal or its qualifications to construct the Project.

PROPRIETARY INFORMATION

Careful consideration should be given before submitting confidential information to Rockdale County. The Georgia Open Records Act permits public scrutiny of most materials collected as part of this process. Please clearly mark any information that is considered a trade secret, as defined by the Georgia Trade Secrets Act of 1990, O.C.G.A. §10-1-760 et seq., as trade secrets are exempt from disclosure under the Open Records Act. Rockdale County does not guarantee the confidentiality of any information not clearly marked as a trade secret.

FINANCIAL STABILITY

The Offeror will provide financial information that would allow proposal evaluators to ascertain the financial stability of the firm.

- If a public company, the Offeror will provide their most recent audited financial report.
- If a private company, the Offeror will provide a copy of their most recent internal financial statement, and/or a letter from their financial institution, on the financial institution's letterhead, stating the Offeror is in good standing with that financial institution.

SELECTION PROCESS:

The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee.

Rockdale County may evaluate proposals and award a contract without discussions with offerors. The County reserves the right to conduct discussions if the County later determines them to be necessary.

NO CONTACT CLAUSE

Individuals, firms and business seeking an award of a Rockdale County contract may not initiate or continue any verbal or written communications, regarding a solicitation with any County officer, elected official, employee or other County representative without permission of the Procurement Officer between the date of the issuance of the solicitation and the date of the final contract award by the Board of Commissioners. *Violations will be reviewed by the Procurement Officer. If determined that such communication has compromised the competitive process, the offer submitted by the individual, firm or business may be disqualified from consideration for award.*

INSURANCE:

The Company shall maintain in full force and effect the following insurance during the term of the Agreement.

Coverage	Limits of Liability
Workers' Compensation	Statutory
Employers' Liability	\$1,000,000.00
Bodily Injury Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Property Damage Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Personal & Advertising Injury Limit	\$1,000,000.00
Products / Completed Ops.	\$2,000,000.00 aggregate
Automobile Bodily Injury	\$1,000,000.00 each person
Liability	\$1,000,000.00 each occurrence
Automobile Property Damage	\$1,000,000.00 each occurrence
Liability	
General Liability/Professional Liability	\$1,000,000.00

All insurance shall be provided by an insurer(s) acceptable to the County, and shall provide for thirty (30) days prior notice of cancellation to the County. Upon contract award, Contractor shall deliver to the County a certificate or policy of insurance evidencing Contractor's compliance with this paragraph. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

Rockdale, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies using ISO Additional Insured Endorsement forms CG 2010 or its equivalent. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of Rockdale County, Georgia. The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best. Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.

LICENSES: Selected proposer must be licensed and insured during the term of the contract.

BONDS:

N/A

PERMITS:

N/A

AWARD OF CONTRACT

The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee.

ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011

Vendors submitting a Qualification package in response to this RFP must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b)(1) which is provided with the RFP package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

- A. The form must be signed by an authorized officer of the contractor or their authorized agent.
- B. The form must be notarized.
- C. The contractor will be required to have all subcontractors and sub-subcontractors who are engaged to complete physical performance of services under the final contract executed between the County and the contractor complete the appropriate subcontractor and sub-subcontractor affidavits and return them to the County a minimum of five (5) days prior to any work being accomplished by said subcontractor or sub-subcontractor. Format for this affidavit can be provided to the contractor if necessary.

GENERAL INFORMATION

No proposals received after said time or at any place other than the time and place as stated in the notice shall be considered. No responsibility shall attach to Rockdale County for the premature opening of a proposal not properly addressed and identified.

WITHDRAWAL OF PROPOSAL

A proposer may withdraw his proposal before the proposal due date, without prejudice to the proposer, by submitting a written request of withdrawal to the Rockdale County Procurement Office.

REJECTION OF PROPOSAL

Rockdale County may reject any and all proposals and must reject a proposal of any party who has been delinquent or unfaithful in any formal contract with Rockdale County. Also, the right is reserved to waive any irregularities or informalities in any proposal in the proposing procedure. Rockdale County shall be the sole judge as to which proposal is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operations of the various proposers.

NON-COLLUSION AFFIDAVIT

By submitting a proposal, the proposer represents and warrants that such proposal is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, that the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from proposing and that the proposer has not in any manner sought by collusion to secure to that proposer any advantage over any other proposer.

INTEREST OF

By submitting a proposal, the proposer represents and warrants that a Commissioner, Administrator, employee, nor any other person employed by Rockdale County has, in any manner, an interest, directly or indirectly, in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

DOCUMENTS DEEMED PART OF THE CONTRACT

The notice, invitation to proposers, general conditions, and instructions for proposers, special conditions, specifications, proposal, and addenda, if any, will be deemed part of the contract.

STANDARD INSTRUCTIONS

1. The instructions contained herein shall be construed as a part of any proposal invitation and/or specifications issued by Rockdale County and must be followed by each proposer.
2. The written specifications contained in this proposal shall not be changed or superseded except by written addendum from Rockdale County. Failure to comply with the written specifications for this proposal may result in disqualification by Rockdale County.
3. All goods and materials shall be F.O.B. Destination Conyers, Georgia and no freight or postage charges will be paid by Rockdale County unless such charges are included in the proposal price.
4. The following number, **17-09** must be written clearly on the outside of each proposal envelope in order to avoid prior opening in error.
5. All proposals must be received and in-hand at proposal due date and time. Each proposer assumes the responsibility for having his/her proposal received at the designated time and place of proposal due date. Proposals received after the stated time and date may be subject to rejection without consideration, regardless of postmark. Rockdale County accepts no responsibility for mail delivery.
6. Unless otherwise stated, all proposals submitted shall be valid and may not be withdrawn for a period of 120 days from the due date.
7. Each proposal form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the proposal. When submitting a proposal to Rockdale County the first page of your proposal package should be the proposal form listing the price, delivery date, etc., unless the proposal form is requested to be in a separate envelope.
8. Telephone, Telegraphic or Facsimile proposals will not be accepted.
9. If applicable, warranty information shall be provided.
10. Proposers shall identify any subcontractors, and include an explanation of the service or product that they may provide.

PART I - NON-EMERGENCY TRANSPORTATION SERVICES PROPOSAL DESCRIPTION AND STANDARDS

I. Service Standards

The Rockdale County Board of Commissioners (BOC) is soliciting proposals from transportation providers to provide non-emergency transportation services for eligible clients. Trips are offered according to availability of grant funding and requirements. Dependable, prompt and courteous service is paramount to this contract. Award will be made to multiple providers to ensure adequate availability for clients.

II. Description of Services

Non-emergency transportation services will be provided at various times, including nights and weekends, within the State of Georgia as needed to Rockdale County program clients.

Non-Emergency Transportation – Adult Transport

Transportation to treatment services, employment, recovery support services and program required activities for authorized Rockdale County court-involved adults only.

Non-Emergency Transportation - Youth Transport

Transportation to treatment services and activities for Rockdale court-involved juveniles under 17 years old.

Transportation hours are to be from 7 am – 11 pm, seven days a week.

III. Description of Clients

Adult and Youth clients pre-approved for non-emergency travel services

Some clients may require an escort to assist them once they arrive at the medical appointment and/or parent to accompany them during the trip. Minor clients are prohibited from riding with adult clients during same ride.

IV. Driver Standards

The successful providers must comply with the following minimum driver requirements:

- Comply with all Federal, State and local policies with regard to confidentiality.
- Inform the appropriate County Staff of any difficulties experienced in transporting a client; whether related to safety, behavior, or any other reason.
- Submit vouchers and/or trip slips signed by driver and client as completed or by months end and payment for submitted vouchers is contingent upon the availability of grant funds.
- Have sufficient resources to provide services under this contract.

V. Pick Up and Delivery Standards

The service providers must comply with the following minimum pick-up and delivery service requirements:

- Provide service as scheduled for pick-up and delivery to and from appointments on time, unless there are extenuating circumstances.
- Notify the client and appropriate County Staff in the event of problems or unavoidable delays as they occur.
- Advise scheduled clients of alternate pick up arrangements. Excessive lateness or failure to keep scheduled transportation arrangements is a measure of poor performance and may lead to contract termination.

- Clients will be expected to respond and begin boarding the vehicle within five (5) minutes of arrival.

VI. Reporting & Monitoring Standards

- Problems and complaints called in to appropriate County Staff.
- Voucher/Billing information must be submitted by the end of month.
- Providers are required to respond to periodic surveys
- Trip logs
- County Staff shall monitor the successful Providers' performance
- County staff may ride on trips to monitor service
- Vehicles must be made available for inspection at any time

VII. Compliance and Training Standards

Top quality customer service is a key objective. All drivers utilized to deliver non-emergency transportation must have successfully completed the following training requirements:

- General Orientation
- Consumer Service, Courtesy, and Sensitivity Awareness
- Driver Conduct
- Vehicle Orientation, Pre-Trip inspections
- A Certified Defensive Driving Course
- Proper Handling and Securing of Mobility Aids
- Record Keeping Requirements
- Emergency Procedures
- A Certified Basic First Aid & CPR Course (current certification must be maintained)
- Drivers must pass the background investigation.
- Driver training will be held periodically by Rockdale County. Outside training will be considered. If approved, the driver/company is responsible for any outside training expenses.

VIII. Vehicle Standards

Vehicles and all components must comply with or exceed the manufacturer's state and federal, safety and mechanical operating and maintenance standards for the particular vehicles and models used under this contract.

Vehicles must comply with all applicable federal laws. Any vehicle found non-compliant with Georgia Department of Motor Vehicle Safety (DMVS) licensing requirements, safety standards, RFP, or grant requirements must be removed from service immediately.

Provider(s) must make available:

- Vehicle for visual inspection by county staff
- Vehicle for photograph
- Copy of driver record for seven (7) years
- Copy of license
- Driver application and vehicle information sheet (VIN, year, model)
- Annual safety inspection by a certified mechanic

PART II-STATEMENT OF EXPERIENCE AND QUALIFICATIONS:

Please describe experience, qualifications, financial resources and an understanding of the PROPOSAL DESCRIPTION AND STANDARDS listed in Part I above.

Question	Answer
<p>How will you provide the service identified?</p> <p>List the type of vehicle to be utilized.</p>	
<p>How will you address the needs (medical, physical, custodial, and psychiatric) of the client during the transport?</p>	
<p>How will you communicate non-medical emergencies such as car trouble, accidents to clients and staff?</p>	
<p>Describe your expertise in dealing with people that require patience at all times and may lead to unpredictable and crisis-laden situations.</p>	
<p>How will you handle any language barriers?</p>	
<p>Describe your experience in transporting individuals in wheelchairs or who use assistive devices.</p>	
<p>If applicable for the program, describe how your vehicle is equipped with child restraints in accordance with State law.</p>	
<p>How many vehicles are available for the transportation of clients?</p>	

PART III-PRICE SUMMARY			
ITEM #	APPROX. QUANTITY	DESCRIPTION	SET PRICE
1	21,000 miles	Transportation to treatment services, employment, recovery support services and program required activities for authorized Rockdale County court-involved adults only.	\$ 57.5 ¢ per mile
2	1,800 rides	Transportation to treatment services, employment, recovery support services and program required activities for authorized Rockdale County court-involved adults only.	\$10 one-way per person
3	1,600 rides	Transportation to treatment services for Rockdale County court-involved juveniles under 17 years old who will be accompanied by a parent during the trip. The service provider will not charge any additional fees for client's escorts that have been approved.	\$10 one-way per person

PART IV-EVALUATION CRITERIA

Respondents will have their submissions evaluated and scored. Submissions will be evaluated to assess the respondent's ability to provide anticipated services. Rockdale County shall be the sole judge of the quality and the applicability of all statements of qualifications. Approach, scope, overall quality, local facilities, terms, and other pertinent considerations will be taken into account in determining acceptability. Selection Committee shall evaluate and rank the statements of qualifications based on the following point criteria:

Did the respondent demonstrate an understanding of PART I - NON-EMERGENCY TRANSPORTATION SERVICES PROPOSAL DESCRIPTION AND STANDARDS?	35
Did the respondent describe experience, qualifications per PART II-STATEMENT OF EXPERIENCE AND QUALIFICATIONS?	35
Did the respondent describe capacity to meet the set price in PART III-PRICE SUMMARY?	10
References - were the numbers of requested references provided? Did references meet the criteria stated in the CONTRACTOR'S QUALIFICATION STATEMENT AND QUESTIONNAIRE in SECTION: COMPANY EXPERIENCE – SIMILAR PROJECTS?	20
	100

PART V- Addenda Acknowledgements (if applicable)

Each vendor is responsible for determining that all addenda issued by the Rockdale County Finance Department – Purchasing Division have been received before submitting a bid.

Addenda	Date Vendor Received	Initials
"1"		
"2"		
"3"		
"4"		
"5"		
"6"		

PART V- Vendor Information:

Vendor Information	
Company Name	
Address	
Telephone	
E-mail	
Representative (print name)	
Signature of Representative	
Date Submitted	

**Affidavit Verifying Status
for County Public Benefit Application**

By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, County Georgia, I _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: _____ Date _____

Printed Name:

* _____
Alien Registration number for non-citizens

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _____, 20____.

Notary Public
My commission Expires:

***Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.

CONTRACTOR'S QUALIFICATION STATEMENT AND QUESTIONNAIRE

NAME OF PROPOSED CONTRACTOR: _____

INSTRUCTIONS

- A. All questions are to be answered in full. If copies of other documents will answer the question completely, they may be attached and clearly labeled. If additional space is needed, additional pages may be attached and clearly labeled.
- B. The owner, Rockdale County, Georgia, its agents and representatives, shall be entitled to contact each and every reference listed in response to this questionnaire, and each entity referenced in any response to any question in this questionnaire. By completing this questionnaire, the contractor expressly agrees that any information concerning the contractor in possession of said entities and references may be made available to the owner.
- C. Only complete and accurate information shall be provided by the contractor. The contractor hereby warrants that, to the best of its knowledge and belief, the responses contained herein are true, accurate, and complete. The contractor also acknowledges that the owner is relying on the truth and accuracy of the responses contained herein. If it is later discovered that any material information given in response to a question was provided by the contractor, knowing it was false, it shall constitute grounds for immediate termination or rescission by the owner of any subsequent agreement between the owner and the contractor. The owner shall also have and retain any other remedies provided by law.
- D. The completed form shall be submitted with contractor's proposals.
- E. This form, its completion by the contractor, and its use by the contractor, and its use by the owner, shall not give rise to any liability on the part of the owner to the contractor or any third party or person.

GENERAL BACKGROUND

- A. Current address of contractor: _____

- B. Previous Name or address of contractor: _____

- C. Current president or CEO and years in position: _____
- D. Number of permanent employees: _____
- E. Name and address of affiliated companies: _____

FINANCIAL STATUS

- A. Please attach financial statements for the past three years for which they are complete. If such statements are not available, please furnish the following information:

1. LAST COMPLETE FISCAL YEAR:

A.	Revenues (Gross)	_____
B.	Expenditures (Gross)	_____
C.	Overhead & Admin (Gross)	_____
D.	Profit (Gross)	_____

2. YEAR PRIOR TO "1" ABOVE:

A.	Revenues (Gross)	_____
B.	Expenditures (Gross)	_____
C.	Overhead & Admin (Gross)	_____
D.	Profit (Gross)	_____

3. YEAR PRIOR TO "2" ABOVE:

A.	Revenues (Gross)	_____
B.	Expenditures (Gross)	_____
C.	Overhead & Admin (Gross)	_____
D.	Profit (Gross)	_____

B. BANKRUPTCIES

1. Has the Contractor, or any of its parents or subsidiaries, ever had a Bankruptcy Petition filed in its name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).

2. Has any Majority Shareholder ever had a Bankruptcy Petition filed in his/her name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).

C. BONDING

1. What is the Contractor's current bonding capacity? _____
2. What is the value of the Contractor's work currently under contract? _____

COMPANY EXPERIENCE – SIMILAR PROJECTS

A. List three projects of reasonably similar nature, scope, and duration performed by your company in the last five years, specifying, where possible, the name and last known address of each owner of those projects:

Project #1:

Name and Address:

Date:

Type:

Contract:

Owner contact info:

Project #2:

Name and Address:

Date:

Type:

Contract:

Owner contact info:

Project #3:

Name and Address:

Date:

Type:

Contract:

Owner contact info:

ARBITRATIONS, LITIGATIONS, AND OTHER PROCEEDINGS

Has your company been involved in any lawsuits, proceedings, _____

or hearings initiated by the Occupational Safety and Health Administration concerning the project safety practices of the Contractor in the last seven years?

Has your company be involved in any lawsuits, proceedings, _____ or hearings initiated by the Internal Revenue Service, or any state revenue department, concerning the tax liability of the Contractor (other than audits) in the last seven years?

Have any criminal proceedings or investigations been brought _____ against the Contractor in the last ten years?

If you answered yes to any of the questions above, please identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the proceeding (attach documentation if needed):

COMMENTS

Please list any additional information that you believe would assist the Owner in evaluating the possibility of using the Contractor on this Project. You may attach such additional information as an Exhibit to this Statement and Questionnaire.

I certify to the Owner that the information and responses provided on this Questionnaire are true, accurate and complete. The Owner, or its designated representative, may contact any entity or reference listed in this Questionnaire. Each entity or reference may make any information concerning the Contractor available to the Owner, or its designated representative.

Contractor:

Signature

Date

Title

Sworn to and subscribed before me
This _____ day of _____

Signature

Notary Public
My Commission Expires: