

## Request for Proposal # 0058503

For

Turn Key Round Trip Bus Shuttle Services from Blacksburg, VA to Washington D.C.

February 26, 2019

**Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.**

RFP 0058503

GENERAL INFORMATION FORM

QUESTIONS: All inquiries for information regarding this solicitation should be directed to: Daysha Holmes, Contracts Specialist Phone: (540) 231-1269 e-mail: daysha94@vt.edu

DUE DATE: Proposals will be received until Tuesday, March 26, 2019 at  PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

ADDRESS: Proposals should be mailed or hand delivered to: Virginia Polytechnic Institute and State University (Virginia Tech), Procurement Department (MC 0333) North End Center, Suite 2100, 300 Turner Street NW, Blacksburg, Virginia 24061. Reference the due date and hour, and RFP Number in the lower left corner of the return envelope or package.

***Please note that USPS is delivered to a central location and is not delivered directly to Procurement. Allow extra time if sending proposal via USPS. It is the vendor’s responsibility to ensure proposals are received in the Procurement office at the appropriate date and time for consideration.***

**PRE-PROPOSAL CONFERENCE**: A pre-proposal conference will be held on Monday, March 18, 2019 at 2:30 pm. See section X., Pre-proposal Conference for additional information.

TYPE OF BUSINESS: (Please check all applicable classifications). If your classification is certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), provide your certification number: \_\_\_\_\_\_\_\_\_\_\_. For assistance with SWaM certification, visit the SBSD website at <http://sbsd.virginia.gov/> .

\_\_\_\_ **Large**

\_\_\_\_ **Small business** – An independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of $10 million or less averaged over the previous three years. Commonwealth of Virginia Department of Small Business and Supplier Diversity (SBSD) certified women-owned and minority-owned business shall also be considered small business when they have received SBSD small business certification.

\_\_\_\_ **Women-owned business** – A business concern that is at least 51% owned by one or more women who are U. S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U. S. citizens or legal resident aliens.

\_\_\_\_ **Minority-owned business** – A business concern that is at least 51% owned by one or more minority individuals (see Section 2.2-1401, Code of Virginia) or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

COMPANY INFORMATION/SIGNATURE: In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods or services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

|  |  |
| --- | --- |
| FULL LEGAL NAME (PRINT)(Company name as it appears with your Federal Taxpayer Number) | FEDERAL TAXPAYER NUMBER (ID#) |
| BUSINESS NAME/DBA NAME/TA NAME(If different than the Full Legal Name) | BILLING NAME(Company name as it appears on your invoice) |
| PURCHASE ORDER ADDRESS | PAYMENT ADDRESS |
| CONTACT NAME/TITLE (PRINT) | E-MAIL ADDRESS |
| TELEPHONE NUMBER | TOLL FREE TELEPHONE NUMBER | FAX NUMBER TO RECEIVE E-PROCUREMENT ORDERS |  |

I acknowledge that I have received the following addendums posted for this solicitation.

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5\_\_\_\_\_ 6\_\_\_\_\_ (Please check all that apply)

Is any member of the firm an employee of the Commonwealth of Virginia who has a personal interest in this contract pursuant to the Code of Virginia, 2.2 – 3102 - 3112

YES\_\_\_\_\_\_\_\_\_\_\_\_ NO\_\_\_\_\_\_\_\_\_\_\_\_\_

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

01/28/2019

I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit proposals to establish a contract through competitive negotiations for Turnkey Round Trip Bus Shuttle Services from Blacksburg, VA to Washington D.C. by Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

II. SMALL, WOMAN-OWNED AND MINORITY (SWAM) BUSINESS PARTICIPATION:

The mission of the Virginia Tech supplier opportunity program is to foster inclusion in the university supply chain and accelerate economic growth in our local communities through the engagement and empowerment of high quality and cost competitive small, minority-owned, women-owned, and local suppliers. Virginia Tech encourages prime suppliers, contractors, and service providers to facilitate the participation of small businesses, and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other inclusive and innovative relationships.

III. CONTRACT PERIOD:

The term of this contract is for one (1) year(s), or as negotiated. There will be an option for four one-year renewals, or as negotiated.

IV. BACKGROUND:

Virginia Polytechnic Institute and State University (Virginia Tech) is located in Blacksburg, Virginia, approximately 40 miles southwest of Roanoke, Virginia, the major commercial hub of the area. In addition to the university’s main campus in Blacksburg, major off campus locations include twelve agriculture experiment research stations, the Marion duPont Scott Equine Medical Center and graduate centers in Roanoke and Fairfax, Virginia. Regularly scheduled air service is provided at the Roanoke Regional Airport.

Dedicated to its motto, Ut Prosim (That I May Serve), Virginia Tech takes a hands-on, engaging approach to education, preparing scholars to be leaders in their fields and communities. As the Commonwealth’s most comprehensive university and its leading research institution, Virginia Tech offers 240 undergraduate degree programs to more than 31,000 students and manages a research portfolio of nearly $513 million. The university fulfills its land-grant mission of transforming knowledge to practice through technological leadership and by fueling economic growth and job creation locally, regionally, and across Virginia.

The Office of Parking and Transportation, in the Division of Operations, is responsible for a variety of programs and services that make it possible for students, employees, and visitors to get around the university’s Blacksburg campus efficiently. The office is comprised of the following units: Parking Services, Alternative Transportation, and Fleet Services.

Parking and Transportation Services conducted a pilot phase to determine the viability of intercity bus connectivity linking Blacksburg and the National Capital Region. The pilot phase began July 2017 and will conclude upon initiation of a successful vendor through this RFP. Based on this pilot, it was determined to move forward with the development of campus connectivity between the various Virginia Tech campuses, thus the reason for this solicitation.

V. EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:

The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. *We are, therefore, requesting that your firm register as a vendor within the eVA system.*

There are transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <http://www.eva.virginia.gov/pages/eva-registration-buyer-vendor.htm> and **register both with eVA and Ariba**. *This process needs to be completed before Virginia Tech can issue your firm a Purchase Order or contract.* If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at: <http://www.eva.virginia.gov>, or call 866-289-7367 or 804-371-2525.

VI. CONTRACT PARTICIPATION:



It is the intent of this solicitation and resulting contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or Virginia Tech’s affiliated corporations and/or partnerships may access any resulting contract if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. The Contractor shall notify Virginia Tech in writing of any such entities accessing the contract, if requested. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the Contract, as requested. Participating entitiesshall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Virginia Tech*.* Virginia Tech shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Virginia Tech is not responsible for the acts or omissions of any entity, and will not be considered in default of the contract no matter the circumstances.

Please refer to Attachment B, Zone Map, if the offeror wishes to submit separate pricing structure based on approved zones for cooperative institutions. Refer to Attachment B for the approved Zone Map. If no other prices are offered, pricing provided will apply to all zones in the Commonwealth. If you wish to provide pricing for a zone other than which this solicitation originated, please indicate you are doing so in the response. If you anticipate pricing differentials for different zones, a separate pricing sheet must be submitted for each zone that includes appropriate pricing for that zone.

Use of this contract does not preclude any participating entity from using other contracts or competitive processes as the need may be.

VII. STATEMENT OF NEEDS:

1. Provide shuttle service that runs between Blacksburg, VA and one or more of the Virginia Tech Campuses in the Washington D.C. (National Capital Region) area. There is an additional scheduled stop at exit 140 Park and Ride on I-81 to provide access for riders from Roanoke, VA.
2. Virginia Tech is seeking turnkey services, in which the applicant will provide all vehicles and equipment (all vehicles must be ADA accessible, be able to carry at least 40 passengers, provide Wi-Fi to passengers, have a functioning lavatory, and contain work areas and/or work trays at each seat), obtain all required permits and authority, obtain required insurance, conduct appropriate maintenance, retain records, and obtain access to public intermodal terminals.
3. The proposed project will consist of a single-leg trip from Blacksburg, VA that departs from the Blacksburg campus at 6:00am, a single-leg trip that departs from the National Capital Region at 7:00am, a single-leg trip that departs from Blacksburg at 6:00pm and a single-leg trip that departs from the National Capital Region at 7:00pm. This schedule is Monday – Friday adjusted to fit the university schedule. For Saturday and Sunday trips, the proposed project will consist of a single-leg trip from the National Capital Region at 9:00am on Saturday and a single leg trip that departs Blacksburg at 3:00pm on Sunday. Please see Attachment D for the current schedule.
4. Reservations are to open up to faculty, staff, and students of Virginia Tech four weeks prior to the scheduled trip. Offeror will utilize the university’s Login Service (supporting SAML1/SAML2 and CAS v2). Additionally, as part of this, offeror will also need to support university supported 2-Factor authentication methods.
5. Offeror will provide an online ticketing interface, as well as maintain an informational website regarding the service.
6. Offeror will make available bottled water and healthy snacks on each trip.

VIII. PROPOSAL PREPARATION AND SUBMISSION:

1. Specific Requirements

Proposals should be as thorough and detailed as possible so that Virginia Tech may properly evaluate your capabilities to provide the required goods or services. Offerors are required to submit the following information/items as a complete proposal:

* 1. Plan for Providing Services:
		1. Provide a cost proposal detailing the daily total cost of a single-leg trip from Blacksburg, VA to Washington DC and a cost proposal detailing the daily cost of a single-leg trip from Washington DC area to Blacksburg, VA. This price shall remain fixed 365 days of the year regardless of ridership, weather conditions, traffic conditions or any other outside determining factors throughout the duration of the contract.
		2. Provide a timetable presenting the Offeror’s proposed schedule which includes given departure and estimated arrival times for all scheduled legs of the trip.
		3. Provide detailed description of the plan for web presence, ticket sales, refund policy, ridership requirements, prohibited items, other restrictions for passengers, and all bus amenities provided for passengers.
		4. Provide a cost and plan for each conveyance (bus) to be wrapped or otherwise branded as a Virginia Tech service. Any branding of the service would require Virginia Tech approval. Provide number of conveyances vendor recommends branding.
		5. Provide a proposal detailing the accounting procedures showing the cost and revenue for the service, how the university will be informed of ticket sales, how the university will be billed for service, and how the university will receive credit for tickets sold for the service.
		6. Provide what will be expected of Virginia Tech to successful support this project
	2. Qualifications and Experience:
		1. Complete a detailed description of the Offeror’s qualifications and experience relative to the service described herein. Include proof of required certifications, if applicable.
		2. Provide references of similar services provided. Provide contact information.
		3. Provide all insurance information and limits currently proposed. Provide name of insurance company.
	3. Price:
		1. Provide a proposed pricing schedule for all services called for herein.
		2. Discuss price firmness and provide a plan for conveying price decrease/increase if Virginia Tech elects to renew the contract.
		3. Identify and outline any additional costs not included in the overall price proposal.
	4. Participation of Small, Women-owned and Minority-owned Business (SWAM) Business:

If your business cannot be classified as SWaM, describe your plan for utilizing SWaM subcontractors if awarded a contract. Describe your ability to provide reporting on SWaM subcontracting spend when requested. If your firm or any business that you plan to subcontract with can be classified as SWaM, but has not been certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), it is expected that the certification process will be initiated no later than the time of the award. If your firm is currently certified, you agree to maintain your certification for the life of the contract. For assistance with SWaM certification, visit the SBSD website at <http://www.sbsd.virginia.gov/>

* 1. The return of the General Information Form and addenda, if any, signed and filled out as required.
1. General Requirements
	1. RFP Response: In order to be considered for selection, Offerors shall submit a complete response to this RFP to include;
		1. **One (1)** **original** of the entire proposal, including all attachments. Any proprietary information should be clearly marked in accordance with 2.e. below.
		2. **One (1) electronic copy** in WORD format or searchable PDF (*flash drive*) of the entire proposal as one document, INCLUDING ALL ATTACHMENTS mailed along with the hard copy above. Any proprietary information should be clearly marked in accordance with 2.e. below.
		3. Should the proposal contain **proprietary information**, provide **one (1) redacted hard copy** of the proposal and attachments **with proprietary portions removed or blacked out**.  This copy should be clearly marked *“Redacted Copy”* on the front cover. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable. Virginia Tech shall not be responsible for the Contractor’s failure to exclude proprietary information from this redacted copy.

Response shall be submitted to:

Virginia Polytechnic Institute and State University (Virginia Tech)

Procurement Department (MC 0333)

North End Center, Suite 2100

300 Turner Street NW

Blacksburg, Virginia 24061

**Reference the Due Date and Hour, and RFP Number in the lower left hand corner of the return envelope or package**.

No other distribution of the proposals shall be made by the Offeror.

2. Proposal Preparation:

a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Virginia Tech requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Virginia Tech at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

b. Proposals should be prepared simply and economically providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.

c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

d. Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume.

e. Ownership of all data, material and documentation originated and prepared for Virginia Tech pursuant to the RFP shall belong exclusively to Virginia Tech and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.

3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Virginia Tech. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. Virginia Tech will schedule the time and location of these presentations. Oral presentations are an option of Virginia Tech and may not be conducted. Therefore, proposals should be complete.

IX. SELECTION CRITERIA AND AWARD:

1. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

 Maximum Point

Criteria Value

1. Quality of products/services offered and suitability for 20

 the intended purposes

2. Qualifications and experiences of Offeror in providing 25

 the goods/services

3. Specific plans or methodology to be used to provide the 20

 Services

4. Cost (or Price) 25

5. Participation of Small, Women-Owned and Minority 10

 (SWAM) Business \_\_\_\_\_\_

 Total 100

1. Award

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall then be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, Virginia Tech shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Virginia Tech may cancel this Request for Proposal or reject proposals at any time prior to an award. Should Virginia Tech determine in writing and in its sole discretion that only one offeror has made the best proposal, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation and the Contractor's proposal as negotiated. See Attachment C for sample contract form.

Virginia Tech reserves the right to award multiple contracts as a result of this solicitation.

X. OPTIONAL PRE-PROPOSAL CONFERENCE:

An optional pre-proposal conference will be held on Monday, March 18, 2019 at 2:30 pm in the North End Center Suite 2400 located at 300 Turner St, NW, Blacksburg, VA 24061. The purpose of this conference is to allow potential Offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

While attendance at this conference will not be a prerequisite to submitting a proposal, offerors who intend to submit a proposal are encouraged to attend.

Bring a copy of this solicitation with you. Any changes resulting from this conference will be issued in a written addendum to this solicitation.

**It is strongly recommended that you obtain a Virginia Tech parking permit for display on your vehicle prior to attending the conference. Parking permits are available from the Virginia Tech Parking Services Department located at 505 Beamer Way, phone: (540) 231-3200, e-mail:** **parking@vt.edu****.**

XI. INQUIRIES:

 All inquiries concerning this solicitation should be submitted in writing via email, citing the particular RFP section and paragraph number. All inquiries will be answered in the form of an addendum. Inquiries must be submitted by 10:00 a.m. on March 11, 2019. Inquiries must be submitted to the procurement officer identified in this solicitation.

XII. INVOICES:

Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted by email to vtinvoices@vt.edu or by mail to:

Virginia Polytechnic Institute and State University (Virginia Tech)

Accounts Payable

North End Center, Suite 3300

300 Turner Street NW

Blacksburg, Virginia 24061

XIII. METHOD OF PAYMENT:

Virginia Tech will authorize payment to the contractor as negotiated in any resulting contract from the aforementioned Request for Proposal.

Payment can be expedited through the use of the Wells One AP Control Payment System. Virginia Tech strongly encourages participation in this program. For more information on this program please refer to Virginia Tech’s Procurement website: [http://www.procurement.vt.edu/vendor/wellsone.html](http://www.procurement.vt.edu/vendor/wellsone.html%20) or contact the procurement officer identified in the RFP.

XIV. ADDENDUM:

Any **ADDENDUM** issued for this solicitation may be accessed at <http://www.apps.vpfin.vt.edu/html.docs/bids.php>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

XV. COMMUNICATIONS:

Communications regarding this solicitation shall be formal from the date of issue, until either a Contractor has been selected or the Procurement Department rejects all proposals. Formal communications will be directed to the procurement officer listed on this solicitation. Informal communications, including but not limited to request for information, comments or speculations regarding this solicitation to any University employee other than a Procurement Department representative may result in the offending Offeror’s proposal being rejected.

XVI. CONTROLLING VERSION OF SOLICITATION:

The posted version of the solicitation and any addenda issued by Virginia Tech Procurement Services is the mandatory controlling version of the document. Any modification of/or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by Virginia Tech Procurement Services. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, Virginia Tech reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

XVII. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions, see Attachment A.

XVIII. CONTRACT ADMINISTRATION:

1. Jeri Baker, Director, Parking Services, at Virginia Tech or their designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance.
2. The Contract Administrator, or their designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or their designee, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Virginia Tech Procurement Department through a written amendment to the contract.

XIX. ATTACHMENTS:

Attachment A - Terms and Conditions

Attachment B - Zone Map for Cooperative Contracts

Attachment C - Sample of Standard Contract Form

Attachment D - Copy of Current Schedule

Attachment E - Charter Bus Transportation Rider Sheet

Attachment F - Charter Bus Transportation Qualification Sheet

**ATTACHMENT A**

**TERMS AND CONDITIONS**

**RFP GENERAL TERMS AND CONDITIONS**

See:

<https://www.procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_RFP_01282019.pdf>

**ADDITIONAL TERMS AND CONDITIONS.**

1. **ADDITIONAL GOODS AND SERVICES**: The University may acquire other goods or services that the supplier provides other than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the Agreement.
2. **AUDIT**: The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.
3. **AVAILABILITY OF FUNDS**: It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
4. **CANCELLATION OF CONTRACT**: Virginia Tech reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
5. **CONTRACT DOCUMENTS**: The contract entered into by the parties shall consist of the Request for Proposal including all modifications thereof, the proposal submitted by the Contractor, the written results of negotiations, the Commonwealth Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.

**F. IDENTIFICATION OF BID/PROPOSAL ENVELOPE**: The signed bid or proposal should be returned in a separate envelope or package and identified as follows:

From: \_\_\_\_

Name of Bidder or Offeror Due Date Time Due

 \_\_\_\_

Street or Box No. Solicitation Number

 \_\_\_\_

City, State, Zip Code Solicitation Title

Name of Procurement Officer: \_\_\_\_

The envelope should be addressed to:

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (Virginia Tech)

Procurement Department (MC 0333)

North End Center, Suite 2100

300 Turner Street NW

Blacksburg, Virginia 24061

The offeror takes the risk that if the envelope is not marked as described above, it may be inadvertently opened and the information compromised, which may cause the proposal to be disqualified. Bids or Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other bids/proposals should be placed in the envelope.

1. **Notices**: Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing, hand delivered or mailed to the address of the respective party at the following address

 If to Contractor: Address Shown On RFP Cover Page

 Attention: Name Of Person Signing RFP

 If to Virginia Tech:

 Virginia Polytechnic Institute and State University (Virginia Tech)

 Attn: Daysha Holmes

 Procurement Department (MC 0333)

 North End Center, Suite 2100

 300 Turner Street NW

 Blacksburg, Virginia 24061

 and

 Virginia Polytechnic Institute and State University (Virginia Tech)

 Attn: Jeri Baker

 Parking Services

 505 Beamer Way

 Blacksburg, Virginia 24061

1. **SEVERAL LIABILITY**: Virginia Tech will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.
2. **CLOUD OR WEB HOSTED SOFTWARE SOLUTIONS**: For agreements involving Cloud-based Web-hosted software/applications refer to link for additional terms and conditions: <http://www.ita.vt.edu/purchasing/VT_Cloud_Data_Protection_Addendum_final03102017.pdf>

**SPECIAL TERMS AND CONDITIONS**

* 1. **CRIMINAL CONVICTION CHECKS**: All criminal conviction checks must be concluded prior to the Contractor’s employees gaining access to the Virginia Tech Campus. Employees who have separated employment from Contractor shall undergo another background check prior to re-gaining access to the Virginia Tech campus. Contractor shall ensure subcontractors conduct similar background checks. Virginia Tech reserves the right to audit a contractor’s background check process at any time. All employees have a duty to self-disclose any criminal conviction(s) occurring while assigned to the Virginia Tech campus. Such disclosure shall be made to Contractor, which in turn shall notify the designated Virginia Tech contract administrator within 5 days. If at any time during the term of the contract Virginia Tech discovers an employee has a conviction which raises concerns about university buildings, property, systems, or security, the contractor shall remove that employee’s access to the Virginia Tech campus, unless Virginia Tech consents to such access in writing. Failure to comply with the terms of this provision may result in the termination of the contract.
	2. **INSURANCE**: By signing and submitting a Proposal/Bid under this solicitation, the offeror/bidder certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract, Virginia Tech reserves the right to require the contractor to furnish certificates of insurance for the coverage required.

INSURANCE COVERAGES AND LIMITS REQUIRED:

1. Worker's Compensation - Statutory requirements and benefits.
2. Employers Liability - $100,000.00
3. Coverage to be provided as follows by a carrier with A.M. Best minimum rating of A- IX. Current satisfactory safety rating report should be submitted with certificate of insurance.
4. Provide an insurance certificate evidencing the below.
* Virginia Tech listed as the certificate holder
* Virginia Tech and the Commonwealth of Virginia named as additional insured
* General Liability: $5,000,000 each occurrence\* and $10,000,000 aggregate
* Automobile Liability: $5,000,000 each accident\* and $10,000,000 aggregate

\*The General and Automobile Liability limits may be met via an excess/ umbrella liability policy.

* Workers Compensation: Statutory
* Employers Liability: $500,000/ $500,000/ $500,000

**Some other items that would be good/helpful in a contract for these services:**

1. Have a Satisfactory safety rating through the US DOT.
2. US DOT BASIC Metrics:
* No US DOT BASIC metric exceeding the FMCSA intervention threshold.
* A Controlled Substance and Alcohol percentile of 0.
* Unsafe Driving, HOS Compliance, Driver Fitness, and Vehicle Maintenance percentile cannot be greater than 33% for two consecutive semester reviews.
1. Sign a Transportation Rider (attachment E).
2. A Contractor Qualifications Sheet (attachment F).
3. \*The contractor agrees to be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.
4. **LICENSE TO USE VIRGINIA TECH LICENSED INDICIA:** By signing and submitting this Proposal/Bid, the offeror/bidder agrees that if it is awarded a purchase order/contract as a result of this solicitation, it will follow the procedures outlined by Virginia Tech’s Licensing and Trademarks Administration to become a licensed vendor authorized to use Virginia Tech licensed indicia identified in the solicitation and to follow all procedures for submitting artwork for product for approval prior to producing any product with Virginia Tech indicia. As a licensed vendor, the offeror/bidder will be required to pay the university’s standard royalty rate for similarly licensed vendors. More information on the licensing process and application can be found at: http://clc.com/Licensing-Info.aspx
5. **PRICE ESCALATION/DEESCALATION:** Price adjustments for changes in the contractor's price of materials, labor, and transportation may be permitted.  Request for price adjustments for any other reasons will not be granted. No price increases will be authorized for 365\_calendar days after the effective date of the contract.  Contractor shall give not less than 30 days advance notice prior to the annual renewal of the contract of any desired price increase.

The contractor shall document the amount and proposed effective date of any general change in the price of materials, labor, and transportation.  Documentation shall be supplied with the contractor's request for increase which will: (1) verify that the requested price increase is general in scope and not applicable just to Virginia Tech; and (2) verify the amount or percentage of increase which is being passed on to the contractor by the contractor's suppliers.  Failure by the contractor to supply the aforementioned verification with the request for price increase will result in a delay of the effective date of such increase.  The Virginia Tech Procurement Department may verify such change in price independently. The Virginia Tech Procurement Department may make such verification as it deems adequate. However, any increase which the Virginia Tech Procurement Department determines is excessive, regardless of any documentation supplied by the contractor, may be cause for cancellation of the contract by the Virginia Tech Procurement Department.  The Virginia Tech Procurement Department will notify the contractor in writing of the effective date of any increase which is approved.  However, the contractor shall fill all purchase orders received prior to the effective date of the price adjustment at the old contract prices.

"Across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to Virginia Tech. The contractor is further advised that price decreases which affect the price of materials, labor, and transportation are required to be passed on to Virginia Tech immediately.  Failure to do so will result in action to recoup such amounts.

1. **SAFETY**: The contractor bears sole responsibility for the safety of its employees. The contractor shall take all steps necessary to establish, administer, and enforce safety rules that meet the regulatory requirements of the Virginia Department of Labor and Industry (VDLI) and the Occupational Safety and Health Administration (OSHA). The contractor shall take steps as necessary to protect the safety and health of university employees, students, and visitors during the performance of their work. In addition, the contractor must also provide the university with a written safety program that it intends to follow in pursuing work under this contract. By entering into a contract with Virginia Tech, the contractor and its subcontractors agree to abide by the requirements described in Safety Requirements for Contractors and Subcontractors located on Virginia Tech’s Environmental, Health and Safety Services (EHSS) web site at this URL <http://www.ehss.vt.edu/programs/contractor_safety.php>. A copy of the publication may also be obtained by contacting EHSS at 540/231- 5985. No work under this contract will be permitted until the university is assured that the contractor has an adequate safety program in effect.
2. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of Virginia Tech. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish Virginia Tech the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract**.**

**ATTACHMENT B**

Zone Map



**Virginia Association of State College & University Purchasing Professionals (VASCUPP)**

**List of member institutions by zones**

|  |  |  |
| --- | --- | --- |
| **Zone 1** **George Mason University (Fairfax)**  | **Zone 2** **James Madison University (Harrisonburg)**  | **Zone 3** **University of Virginia (Charlottesville)**  |
| **Zone 4** **University of Mary Washington (Fredericksburg)**  | **Zone 5** **College of William and Mary (Williamsburg)** **Old Dominion University (Norfolk)**  | **Zone 6** **Virginia Commonwealth University (Richmond)**  |
| **Zone 7** **Longwood University (Farmville)**  | **Zone 8** **Virginia Military Institute (Lexington)** **Virginia Tech (Blacksburg)** **Radford University (Radford)**  | **Zone 9** **University of Virginia - Wise (Wise)**  |

The zone map is provided for the offeror to determine appropriate pricing structures based on approved zones for cooperative institutions. If no other prices are offered, pricing provided will apply to all zones in the Commonwealth. If you wish to provide pricing for a zone other than which this solicitation originated, please indicate you are doing so in the response. If you anticipate pricing differentials for different zones, a separate pricing sheet must be submitted for each zone that includes appropriate pricing for that zone**ATTACHMENT C**

**SAMPLE CONTRACT FORM**

**Standard Contract form for reference only**

**Offerors do not need to fill in this form**

COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This contract entered into this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_, by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech".

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agrees as follows:

SCOPE OF CONTRACT: The Contractor shall provide the \_\_\_\_\_\_\_\_\_\_\_\_\_ to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall  in accordance with the contract documents.

CONTRACT DOCUMENT: The Contract Documents shall consist of this signed contract, Request For Proposal Number \_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_, together with all written modifications thereof and the proposal submitted by the Contractor dated \_\_\_\_\_\_\_\_\_ and the Contractor's letter dated \_\_\_\_\_\_\_\_\_\_, all of which Contract Documents are incorporated herein.

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor: Virginia Tech

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

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

**Attachment D**

Copy of Current Schedule

Please find a copy of the schedule in the link below:

<https://parking.vt.edu/content/dam/parking_vt_edu/alternative-transportation/NCR%20shuttle.pdf>

To National Capital Region (northbound)

**Morning | Monday through Friday:**

* 6 a.m. Depart from the [Inn at Virginia Tech and Skelton Conference Center](http://www.innatvirginiatech.com/?gclid=CN_agtHI4NMCFRhWDQodobsCyA) in Blacksburg, Virginia.
* 6:30 a.m. (northbound)-Pick up passengers at the [Interstate 81 Exit 140 Park and Ride in Salem, Virginia](http://www.virginiadot.org/travel/parkride/home.asp).
* 10:30 a.m. (northbound)-Arrive at the Holiday Inn at 4610 N. Fairfax Drive (around the corner from the [Virginia Tech Research Center](http://www.ncr.vt.edu/discovery/research_center_arlington.html)) in Arlington, Virginia.

**Evening | Monday through Friday:**

* 6 p.m. Depart from the [Inn at Virginia Tech and Skelton Conference Center](http://www.innatvirginiatech.com/?gclid=CN_agtHI4NMCFRhWDQodobsCyA) in Blacksburg, Virginia.
* 6:30 p.m. (northbound)-Pick up passengers at the [Interstate 81 Exit 140 Park and Ride in Salem, Virginia](http://www.virginiadot.org/travel/parkride/home.asp).
* 10:30 p.m. (northbound)-Arrive at the Holiday Inn at 4610 N. Fairfax Drive (around the corner from the [Virginia Tech Research Center](http://www.ncr.vt.edu/discovery/research_center_arlington.html)) in Arlington, Virginia.

**Sunday**

* 3 p.m. Depart from The [Inn at Virginia Tech and Skelton Conference Center](http://www.innatvirginiatech.com/?gclid=CN_agtHI4NMCFRhWDQodobsCyA) in Blacksburg, Virginia.
* 3:30 p.m. (northbound)-Pick up passengers at the [Interstate 81 Exit 140 Park and Ride in Salem, Virginia](http://www.virginiadot.org/travel/parkride/home.asp).
* 7:30 p.m. (northbound)-Arrive at the Holiday Inn at 4610 N. Fairfax Dr. (around the corner from the [Virginia Tech Research Center](http://www.ncr.vt.edu/discovery/research_center_arlington.html)) in Arlington, Virginia.

To Blacksburg (southbound)

**Morning | Monday through Friday:**

* 7 a.m. Depart from the Holiday Inn at 4610 N. Fairfax Drive (around the corner from the [Virginia Tech Research Center](http://www.ncr.vt.edu/discovery/research_center_arlington.html)) in Arlington, Virginia.
* 11 a.m. Drop off passengers at [Interstate 81 Exit 140 Park and Ride in Salem, Virginia](http://www.virginiadot.org/travel/parkride/home.asp).
* 11:30 a.m. Arrive at the [Inn at Virginia Tech and Skelton Conference Center](http://www.innatvirginiatech.com/?gclid=CN_agtHI4NMCFRhWDQodobsCyA) on the Virginia Tech campus in Blacksburg, Virginia.

**Evening | Monday through Friday:**

* 7 p.m. Depart from the Holiday Inn at 4610 N. Fairfax Drive (around the corner from the [Virginia Tech Research Center](http://www.ncr.vt.edu/discovery/research_center_arlington.html)) in Arlington, Virginia.
* 11 p.m. Drop off passengers at [Interstate 81 Exit 140 Park and Ride in Salem, Virginia](http://www.virginiadot.org/travel/parkride/home.asp).
* 11:30 p.m. Arrive at the [Inn at Virginia Tech and Skelton Conference Center](http://www.innatvirginiatech.com/?gclid=CN_agtHI4NMCFRhWDQodobsCyA) on the Virginia Tech campus in Blacksburg, Virginia.

**Saturday**

* 9 a.m. Depart from the Holiday Inn at 4610 N. Fairfax Drive (around the corner from the [Virginia Tech Research Center](http://www.ncr.vt.edu/discovery/research_center_arlington.html)) in Arlington, Virginia.
* 1 p.m. Drop off passengers at [Interstate 81 Exit 140 Park and Ride in Salem, Virginia](http://www.virginiadot.org/travel/parkride/home.asp).

1:30 p.m. Arrive at the [Inn at Virginia Tech and Skelton Conference Center](http://www.innatvirginiatech.com/?gclid=CN_agtHI4NMCFRhWDQodobsCyA) in Blacksburg, Virginia.

**Attachment E**

TRANSPORTATION RIDER

This Agreement is entered into as of the day of , 20 , between, Virginia Polytechnic Institute and State University (“Virginia Tech”) and , (“Organization”).

All drivers are required to have and maintain a valid commercial driver license (“CDL”) in good standing and shall comply will all applicable laws and regulations, including, without limitation, the requirements of the CDL as it pertains to alcohol and controlled substances use and testing. All drivers found to test positive for illegal levels of alcohol or controlled substances must be immediately removed from the Virginia Tech account never to be reassigned. Organization shall remove from the Virginia Tech account any driver at the request of Virginia Tech. All drivers are required to have a Virginia Department of Transportation (VDOT) driver file, a current VDOT physical exam, and approved Medical Examiners Card as well as all other driver qualification documentation. Organization must have a system in place to review, not less than annually, Motor Vehicle Department records of drivers to insure validity and good standing of their licenses.

If Virginia Tech requires transportation service that does not require a CDL during the term of Organization providing transportation to Virginia Tech, the same requirements of the CDL as they pertain to alcohol and controlled substance use and testing shall apply.

Organization shall, at its own expense, procure any and all licenses and permits, which are currently required or may become required by governmental agencies for the term of providing transportation services to Virginia Tech.

Insurance Requirements:

A Certificate of Insurance must be received by Virginia Tech prior to the commencement of any services. The failure of Virginia Tech to secure the required Certificate of Insurance prior to the commencement of services shall not relieve Organization from its responsibility to obtain and maintain the below required insurance coverages. Please note the Certificate of Insurance must include Virginia Tech and the Commonwealth of Virginia as additional insured under the Comprehensive General Liability, Automobile Liability, and Umbrella/ Excess Liability policies and must evidence the minimum limits set forth below. The Certificate of Insurance should also indicate whether the General Liability policy is written on a claims-made or occurrence basis. In addition, it is the responsibility of the Organization’s insurance carrier to provide Virginia Tech with 30 days notice prior to cancellation or expiration of the Organization’s policy. Organization will maintain insurance coverages in the amounts listed below for the entire period Organization provides transportation services to Virginia Tech.

Comprehensive General Liability: $5,000,000 each occurrence\*

Automobile Insurance: $5,000,000 each occurrence\*

Workers Compensation/Employer’s Liability: Statutory/$500,000

\*Please note limits may be reached by means of an Umbrella/ Excess Liability policy.

Indemnification Statement:

In consideration of Organization providing services to Virginia Tech, Organization hereby agrees to indemnify and hold harmless Virginia Tech, its agents, servants, employees, and students from and against any and all loss, damage, liability, or expense, including attorney’s fees, including but not limited to all claims for damages on account of or by reason of bodily injury including death, which may be sustained or claimed to have been sustained by any person, and all damages to property, caused by or arising out of or claimed to be caused by or to have arisen out of the services provided by Organization.

I have the authority to bind Organization to this Transportation Rider.

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Authorized Representative

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

**Attachment F**

|  |
| --- |
| **Virginia Tech****Charter Transportation Qualifications** |
|

|  |  |  |
| --- | --- | --- |
|  **Issues Standards of Care - Service Provider Selection**  | **Yes** | **No** |

 **Acceptable** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposed Service Provider Information** | **Name of Business:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Telephone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Minority Owned?\_\_\_\_\_\_\_\_\_\_\_\_\_Woman Owned?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | N/A | N/A |
| **Licensing/Safety Rating** | Does the company have a DOT safety rating of “satisfactory?” (DOT’s SAFER website: http://safer.fmcsa.dot.gov/CompanySnapshot.aspx) |  |  |
| **Organization** | Does the company have at least five years coach charter experience, regular full-time management, operations, and maintenance staff? |  |  |
| **References** | Please list three references from current customers that contract for similar services1.2.3. | N/A | N/A |
| **Subcontracting** | Does the company agree to not subcontract commitments to others without prior Virginia Tech approval?  |  |  |
| **Written Agreement** | Are Virginia Tech’s contract terms acceptable? If no, please attach a list of the terms the company is not able to comply with. |  |  |
| **Insurance** | Is the company willing to name Virginia Tech and the Commonwealth of Virginia as an additional insured on automobile liability policy? |  |  |
| Is the company willing to provide minimum limits of liability of : $5,000,000/$10,000,000 ? |  |  |
| Is all insurance on an “occurrence” policy, not “claims made”? |  |  |
| *All other insurance requirements must be met per Virginia Tech’s standard vendor insurance requirements.* |  |  |
| **Qualified Drivers** | Are all drivers employed by the service provider and not independent contractors? |  |  |
| Are all drivers qualified and have appropriate “Commercial Drivers Licenses” from the applicable state Department of Transportation? |  |  |
| **Driver Training** | Does the service provider require initial as well as ongoing training for their drivers?Please provide a copy of the training program. |  |  |
| **Vehicles** | Does the company follow regular maintenance schedules and maintain vehicle maintenance logs?  |  |  |

I certify that the answers to the above questions are accurate.

­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signed by an officer of the company) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (printed) Title