Inter-Campus Bus Shuttle Service
RFP 16-607282-MW

Date Issued: February 18, 2016
Buyer Contact: Michael Wegmann
Tel # (916) 734-4364
Fax # (916) 734-7791
E-mail: mwegmann@ucdavis.edu

*QUESTION DUE DATE: February 24, 2016
*SUBMITTAL DUE DATE: March 3, 2016
*By: 3:00 P.M., Pacific Time

Return Response to:
Via email
Subject line (Inter-Campus Bus Shuttle Service RFP 16-607282-MW)
Michael Wegmann
Email: mwegmann@ucdavis.edu

Purchasing Department
University of California, Davis, Health System
4800 2nd Avenue, Suite 3010
Sacramento, CA 95817

The University of California Davis, Medical Center Web address for downloading this Document and any updates until the submittal due date is:
http://www.ucdmc.ucdavis.edu/matmgmt/
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Deviations from specifications: Any deviation from the specifications shall be identified and fully described. The right is reserved to accept or reject quotations on each item separately, or as a whole, and to waive any irregularities in the quotation; irregularities may, however, render the quotation non-responsive.

Public disclosure: Responses to Become Public Records:
All materials submitted in response to this solicitation become a matter of public record and shall be regarded as public record.

Designation of Confidential Information:
The Regents will recognize as confidential only those elements in each response, which are trade secrets as that term is defined in the law of California and which are clearly marked as ‘TRADE SECRET,’ ‘CONFIDENTIAL,’ or ‘PROPRIETARY.’ Vague designations and blanket statements regarding entire pages or documents are insufficient and shall not bind The Regents to protect the designated matter from disclosure.

The California Public Records Act limits The Regents’ ability to withhold prequalification and bid data to trade secrets or records, the disclosure of which is exempt or prohibited pursuant to federal or state law. If a submittal contains any trade secrets that a Contractor does not want disclosed to the public or used by The Regents for any purpose other than evaluation of the Contractor’s eligibility, each sheet of such information must be marked with the designation “Confidential.” The Regents will notify the submitter of data so classified of any request to inspect such data so that the submitter will have an opportunity to establish that such information is exempt from inspection in any proceeding to compel inspection.

The Regents Not Liable for Required Disclosure:
The Regents shall not in any way be liable or responsible for the disclosure of any records if they are not plainly marked ‘TRADE SECRET,’ CONFIDENTIAL,’ or ‘PROPRIETARY,’ or if disclosure is required by law or by an order of the court.
I.  INTRODUCTION

We are currently looking for a bid to completely outsource our inter-campus shuttle program for at least one (1) year. The bus travels between the Medical Center in Sacramento and the UC Davis Campus on a regular timetable. The following link will show the exact times. [http://www.ucdmc.ucdavis.edu/parking/transportation/intercampus/](http://www.ucdmc.ucdavis.edu/parking/transportation/intercampus/).

<table>
<thead>
<tr>
<th>UC Davis Medical Center</th>
<th>Mondavi Center</th>
<th>Health Science Lot 56</th>
<th>Silo Terminal</th>
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<tbody>
<tr>
<td>5:30 a.m.*</td>
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* Service for Mondavi Center only.

Davis to Sacramento

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<tr>
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II. OVERVIEW/PROJECT GOALS

Overview

One bus would be needed to arrive in Sacramento at 5:15 am with a departure time of 5:30 am and run until 7:00 pm which is the scheduled time of arrival after the last run, 13.75 hours per day. A second bus would be needed to arrive in Sacramento at 6:10 am with a departure time of 6:20 am and run until 8:30 pm which is the scheduled time of arrival after the last run, 14.25 hours per day. These two buses run on a fixed schedule and a fixed route. Typically, one bus will be in Sacramento at the Health System while another is at the Davis campus and then they switch positions. The buses run Monday – Friday only excluding University Holidays. In calendar year 2016, this would be 248 service days.

We would need the busses to have an ADA wheelchair lift. Passengers use passes to ride which we would like the driver to verify each passenger has a valid pass in order to ride. The drivers DO NOT accept cash or sell permits. We would prefer if passengers traveling with bikes could store them in the underbody compartment, as our buses typically are able to carry two bikes on a rack.

We would also prefer the vendor to have some type of system capabilities, such as phone applications for students/faculties and our parking department to keep tracking the buses schedules (knowing where the bus is by minute). The vendor should be able to provide emergency responds, such as bus breakdown during transit. The vendor should have a highly qualified maintenance crew to provide repair and maintenance service on regularly basis. Please provide all additional services in your technical proposal in the Tier 2 Attachment.

The total cost should include completed costs to run the shuttle program, such as drivers, fuel, insurance, and repair & maintenance.

Mandatory Requirements and preferred services are listed in Attachment 1.

III. SCHEDULE OF EVENTS

Release of Request for Proposals Feb 18, 2016
Deadline for submission of E-mailed questions or request for clarification Feb 24, 2016
Response back to vendor with answers for clarification Feb 26, 2016
Deadline for receipt of Bidders’ Proposals by 3 PM, PST March 3, 2016
*Completion of proposal evaluation, award of contract April, 2016
*Expected execution of contract April, 2016
*Awardee commencement of project April, 2016

* Approximate date only.

IV. QUESTION AND ANSWER PERIOD

Questions or requests for clarification regarding the RFP must be submitted to UC Davis Health System, Michael Wegmann, via email no later than February 24, 2016 by 3:00 pm. Individual questions will not be answered directly to submitter. All questions submitted shall be responded to as an addendum to the RFP. The addendum will be provided to each qualified responder of record and posted on the UCDMC Purchasing web site at: http://www.ucdmc.ucdavis.edu/matmgmt/. The identity of the submitter of any particular question will not be
disclosed. Inquiries and questions regarding this RFP will not be entertained after February 24, 2016. Answers will be posted at the Purchasing web site by February 26, 2016.

V. ADDENDUM OR SUPPLEMENT TO REQUEST FOR PROPOSAL

UCDHS may modify the RFP prior to the RFP due date by issuance of amendments sent by email, facsimile, overnight courier or mail to all vendors who receive a copy of this RFP from UCDHS. Amendments will be clearly marked as such. Each amendment will be numbered consecutively and will become part of this RFP. Any vendor who fails to receive such amendments shall not be relieved of any obligation under this quotation as submitted. SPECIFICATIONS OR RFP REQUIREMENTS MAY BE REVISED ONLY THROUGH WRITTEN NOTICE OF ADDENDUM ISSUED BY MICHAEL WEGMANN, UNIVERSITY OF CALIFORNIA, DAVIS, HEALTH SYSTEM, PURCHASING DEPARTMENT. CHANGES BY ANY OTHER INDIVIDUAL ARE NOT AUTHORIZED.

VI. BASIS OF AWARD

Proposals will be evaluated using a two-tier evaluation. Responses shall initially be evaluated for factors listed in Tier 1 Qualification Statement, Attachment 1. To be eligible to advance to Tier 2 Technical Proposal, Attachment 2 a Bidder must meet the minimum requirements and receive at least seventy (70%) of the available Tier 1 quality points. Those Bidders receiving less than (seventy) 70% of the total quality points in the Tier 1 evaluation shall be eliminated from further consideration. Qualified Bidders must also receive at least 70% of available points in the Tier 2 evaluation to be considered for award.

To determine the lowest cost per quality point, each Bidder’s quoted fee, as specified in the Cost Proposal, Attachment 3, will be divided by the total quality points awarded to that particular Bidder’s response for Tier 2 Technical Proposal and, if necessary, vendor presentations for the top two (2) or three (3) candidates. More than one person may evaluate responses. If evaluated by two or more individuals, an average of all the quality points awarded per category will be used.

The Bidder with the lowest cost per quality point shall be given the opportunity to enter into negotiations with UCDHS if the cost is within the project funding allotment and Bidder's proposal is in compliance with all terms and conditions expressed within the RFP document. If UCDHS and Bidder are unable to come to satisfactory terms, UCDHS reserves its right to pursue other alternatives, including, but not limited to, awarding the opportunity to negotiate with the next lowest cost per quality point Bidder.

Responses that are incomplete in that there has been failure to respond in all of the requested areas may be disqualified. UCDHS reserves the right to set the criteria for and make this determination independently in each case.

UCDHS reserves the right to accept, reject or waive any irregularities in any proposal. UCDHS reserves the right to reject all responses received in response to this request.

The University of California Davis Health System (UCDHS) grants other University of California (UC) entities the right to acquire the properties and/or services from a resulting contract based on this competitively bid Request for Proposal (RFP). By submitting an RFP that results in a contract, the Contractor agrees to make the same bid terms and price, exclusive of freight and transportation fees, available to other University of California entities. UCDHS will not be responsible for any problems, which may arise between UC entities and the Contractor as a result of any sales and/or purchases made.

Termination due to Non-Funding. Bidder understands that the obligation of University to proceed is conditioned upon the appropriation of state, federal and other sources of funds not controlled by University ("Funding"), that in
the event that through no action or inaction on the part of University, the Funding is withdrawn, University shall have the right to withdraw the RFP without damage, penalty, cost or further obligation.

An agreement shall be entered into only after it has been determined that prices are reasonable. The University reserves the right to have the Bidder provide supporting documentation justifying Bidder’s pricing and Bidder’s ability to meet proposed University agreement obligations prior to issuance of an award or agreement. Any proposal that appears to have unrealistically low prices or other implausible terms may be rejected, in the University’s sole discretion.

VII. REQUIRED SUBMITTALS

Copies of Proposals

Bidder is required to submit one (1) one signed copy via email to mwegmann@ucdavis.edu. Responses must be received by March 3, 2016 by 3:00 P.M. Pacific Time. Responses must be submitted by E-mail. Request for Proposal E-mail responses should be submitted with the words RFP 16-607282-MW, clearly marked in the subject line and body of the E-mail.

Submit by E-mail responses to:

mwegmann@ucdavis.edu – reference RFP 16-607282-MW

It is a requirement that vendors provide a complete narrative with answers to all statements listed in Attachment 1 and Attachment 2. The narrative response must reference each corresponding section and item number in the order provided on the attachment.

VIII. PROPOSAL CONDITIONS

1. Notwithstanding any other provision of the RFP, Bidders are hereby advised that this RFP is a solicitation of proposals only and is not to be construed as an offer to enter into any contract or agreement. Thus, UCDHS reserves the unqualified right to reject any or all proposals for any reason.

2. UCDHS shall have the unconditional and unqualified right to withdraw, cancel, or amend this RFP at any time. Bidders shall bear all costs associated with the preparation and furnishing of responses to this RFP. UCDHS, in its sole discretion, reserves the right to determine whether any Bidder meets the minimum qualification standards, to determine whether a proposal is responsive, and to select a proposal which best serves its programmatic objectives. UCDHS reserves the right to negotiate a contract with the selected Bidder.

3. All proposals shall be firm for a period of 180 days following the proposal submission due date.

4. Responses to this RFP should be made according to the instructions contained herein. Failure to adhere to RFP instructions may be cause for rejection of the proposal. A proposal, which contains conditions or limitations set up by the Bidder, may be deemed irregular and subsequently rejected by UCDHS.

5. False, incomplete, or unresponsive statements in the proposal response may be cause for its rejection. The evaluation and determination of the fulfillment of the RFP requirements will be UCDHS's responsibility and its judgment shall be final.
6. UCDHS reserves the right to interpret or change any provision of this RFP at any time prior to the proposal submission date. Such interpretation or change shall be in the form of a written addendum to this RFP. Such addendum will become part of this RFP and any resultant contract. Such addendum shall be made available to each company that has received an RFP. Should such addendum require additional information not previously requested, a Bidder's failure to address the requirements of such addendum in the proposal response might result in the proposal not being considered.

UCDHS has, at its sole discretion, the unconditional and unqualified right to determine that a time extension is required for submission of proposals, in which case, a written RFP addendum issued by UCDHS shall indicate the new submission date for proposals.

Prior to the final submission date, any Bidder may retrieve their proposal to make additions or alterations. Such retrieval, however, shall not extend the final submission date.

Bidders wishing to submit proposals in response to this request do so entirely at their own expense, and submission of a proposal indicates acceptance of the conditions contained in the RFP unless clearly and specifically noted otherwise.

7. PUBLIC INFORMATION AND TRADE SECRETS--The California Public Records Act limits UCDHS's ability to withhold pre-qualification and bid data to trade secrets or records, the disclosure of which is exempt or prohibited pursuant to federal or state law. If a submittal contains any trade secrets that Bidder does not want disclosed to the public or used by UCDHS for any purpose other than evaluation of the Bidder's eligibility, each sheet of such information must be marked with the designation "Confidential." UCDHS will notify the Bidder any request, by another party, to inspect such confidential information. Bidder will have an opportunity to establish that such information is exempt from inspection in any proceeding to compel inspection.

8. All computer programs and data made available by UCDHS to Bidders hereunder shall remain the property of the UCDHS and shall be maintained, used, and disseminated in accordance with the California Information Practices Act of 1911, Civil code Sections 1798 through 1798.76, and the California Public Records Act, Government Code Section 6250 through 6260. All listings and all copies of listings that reveal names or identification numbers of individuals (i.e., employees, patients, etc.) shall be destroyed or returned to UCDHS.

9. Bidders may not distribute any announcement or news release regarding this RFP project without written approval by the University of California Davis Health System. Any materials to be provided to regulatory agencies, other entities, or to the public shall be submitted to the UCDHS for review and distribution unless otherwise directed by a UCDHS representative.

10. All agreements resulting from this RFP shall be construed and enforced in accordance with the laws of the State of California.

11. Piggyback: The University of California Davis Health System (UCDHS) grants other University of California (UC) entities the right to acquire the properties and/or services from a resulting contract based on this competitively bid Request for Proposal (RFP). By submitting an RFP that results in a contract, the Contractor agrees to make the same bid terms and price, exclusive of freight and transportation fees, available to other University of California entities. UCDHS will not be responsible for any problems, which may arise between UC entities and the Contractor as a result of any sales and/or purchases made.

IX. TERMS AND CONDITIONS

University of California, Davis Health System, Independent Contractor Agreement and the Standard University Terms and Conditions for Purchase will be in effect for this engagement.
To facilitate timely award of this order, insurance requirements as outlined in the attached UCDHS Independent Contractor Agreement must accompany your quote or be in force and on file as a result of a previous contract. All of the required policies shall name the Regents of the University of California as an additional insured, shall be in a form as issued by an insurer approved by the UCDHS, and shall contain an endorsement requiring not less than thirty (30) days written notice to UCDHS prior to any cancellation or modification thereof. Thereafter, a certificate evidencing the renewal of each such policy shall be furnished to UCDHS at least ten (10) days prior to the expiration of the term of such policy. Failure to comply with this requirement may result in cancellation of any order resulting from this request for quotation.

Any order resulting from this Request for Proposal shall be subject to the examination and audit by the California State Auditor for a period of three years after final payment under this order. The examination and audit shall be confined to those matters connected with the performance of the contract, including, but not limited to, the cost of administering the contract.

X. GENERAL INFORMATION / CERTIFICATION

The Bidder shall not maintain or provide racially segregated facilities for employees at any establishment under the Bidder’s control. The Bidder agrees to adhere to the requirements set forth in Executive Orders 11246 and 11375, and with respect to activities occurring in the State of California, to the California Fair Employment and Housing Act Government Code section 2900 et seq.). Expressly, the Bidder shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, medical condition, marital status, age, physical and mental handicap in regard to any position for which the employee or applicant for employment is qualified, or because he or she is a disabled veteran or veteran of the Vietnam era. The Bidder shall further specifically undertake an outreach effort in regards with the hiring, promotion and treatment of minority group persons, women, the handicapped, and disabled veterans and veterans of the Vietnam era. The Bidder shall communicate this policy in both English and Spanish to all people as concerned within its company, with outside recruiting services and the minority community at large. The Bidder shall provide the University on request a breakdown of it labor force by groups, specifying the above characteristics within job categories, and shall discuss with the University its policies and practices relating to its programs.

Please complete the vendor contact information requested below:

Company Name
Federal Employer Identification #
Contact Person/Title-
Address
Telephone Number    _________________________      Fax - _______________________

I certify that I am authorized to sign on behalf of the organization I represent for this offer, and agree to all terms and conditions described herein.

____________________________________       ____________
Authorized Signature  Date
ATTACHMENT 1
TIER 1
QUALIFICATION STATEMENT

YOUR PROPOSAL MUST INCLUDE A RESPONSE TO EVERY QUESTION AND SECTION THAT REQUESTS INFORMATION, REFER TO THE SECTION AND CORRESPONDING ITEM NUMBER.

Failure to provide the information necessary to fully evaluate the bid response may result in disqualification of the bid.

The Qualification Statement must contain a description of the Bidder’s corporate qualifications, area of expertise, and prior experience with providing services similar to those described in this RFP, including, but not limited to the following:

1. **Mandatory Requirements**

   The following represents pre-qualification criteria. Responses of “NO” or that are incomplete and/or do not meet the University’s expectations, basic requirements, and standards of performance may/shall be disqualified and the bid rejected. The University reserves the right to set the criteria for and make the determination independently in each case.

   a. Company certifies that it and all of its contractors/subcontractors operates in full compliance with all applicable laws, rules and regulations. Bidder Response: Yes or No

   b. University will pay NO penalty for cancellation of trips made at least twenty-four (24) hours in-advance.
   Bidder Response: Yes or No

   c. University must be able to make schedule and bus requirement changes up to twenty-four (24) hours before the trip at a rate consistent with the overall financial agreement.
   Bidder Response: Yes or No

   d. Bidder must provide confirmation of buses to the University trip coordinator within 2 business days or less (whichever is earlier) of receipt of trip schedules.
   Bidder Response: Yes or No

   e. Drivers must be responsible for paying for any meals and tolls themselves.
   Bidder Response: Yes or No

   f. Bidder must agree not to display advertising on buses without written consent from the University (Motor Coach or Bus company name ok).
   Bidder Response: Yes or No

   g. Drivers must have cleared a background and fingerprint check with results on file prior to providing any service. Bidder Response: Yes or No, please describe the process:
h. Bidder must have a Dispatch system that is available by telephone 24 hours each day.
Bidder Response: Yes or No

i. Bidder Response: Provide the required information in the following table:

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<tr>
<th>Company Dispatch Information</th>
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<td>24 hours yes/no</td>
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j. Bidder must have these minimum insurance amounts in place at all times:

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<tr>
<th>Insurance Cert.---Comprehensive or Commercial Form</th>
<th>Dollar Level</th>
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<tr>
<td>(1) Each Occurrence</td>
<td>$1,000,000</td>
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<tr>
<td>(2) Products/Completed Operations Aggregate</td>
<td>$2,000,000</td>
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<tr>
<td>(3) Personal and Advertising Injury</td>
<td>$1,000,000</td>
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<tr>
<td>(4) General Aggregate</td>
<td>$2,000,000</td>
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<tr>
<td>Business Automobile Liability: for Owned, Scheduled, Non-Owned, or Hired Automobiles with a combined single limit of not less than $15,000,000 per occurrence</td>
<td>$15,000,000</td>
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<tr>
<td>Workers’ Compensation as required under California State Law.</td>
<td>Statutory Limits</td>
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Bidder Response: Yes or No

k. Bidder must provide Motor Coach buses from their fleet that are models from 2011 or newer or must comply with California Air Resource Board Public Fleet Rule.
Bidder Response: Yes or No

l. Bidder must (attach) their current annual state Highway Patrol compliance report. Also, bidder must provide an updated report as requested by University during contract term.
Bidder Response: Yes or No

m. Bidder must (attach) their current Federal Motor Carrier safety report to verify safety management controls in accordance with the U.S. Government Code of Federal Regulations Title 49. Also, bidder must provide an update report as requested by University during contract term.
Bidder Response: Yes or No
n. Bidder must (attach) their current Class A Charter certificate to verify that bidder is operating pursuant to Public Utilities/Service Code. Also, bidder must provide an updated certificate as requested by University during contract term.
Bidder Response: Yes or No

o. All Drivers must at all times (Please answer Yes, or No to each):
   i. Carry Driver’s license documents and any related certificates, i.e. endorsements for air brakes.
   ii. Carry Registration documents and permits, etc.
   iii. Carry Proof of insurance
   iv. Adhere to UCDHS Health Clearance Criteria, Attachment A)
   v. Have a Flu shot or wear a mask during flu season in accordance with policy
   vi. Not smoke on UC Davis property at any time
   vii. Be able to converse clearly and concisely in English
   viii. Not use a telephone including a hands free device while driving
   ix. Provide passenger ridership count on a daily basis
   x. Be proficient with the vehicle being used and hold the appropriate license and endorsements for the vehicle
   xi. Be enrolled in the CA DMV pull notice system and maintain Employee Pull Notice Program to promote driver safety and provide when requested by the University a review/copy of driver’s records
   xii. Have a current Medical Examination Certificate (DL51)
   xiii. Abide by access and rules in the UC Davis Campus Core Zone
   xiv. Wear a company provided uniform
   xv. Maintain hygiene and grooming standards consistent with University policy
   xvi. Wear a company provided ID badge that is visible at all times on duty
   xvii. Energetic and customer service focused personnel
   xviii. Is responsible to collect or verify a valid pass for each shuttle rider
   xix. Not accept cash or sell tickets to ride the intercampus bus.
   xx. Not allow standees on the bus
   xxi. Will allow passengers to transfer within the UC Davis campus stops without charge
   xxii. Will allow UCDHS patients to ride the bus without charge
   xxiii. Adhere to dedicated schedule and not leave early under any circumstance unless instructed
   xxiv. Report emergencies and unusual circumstances to company (as required) and UC Davis Health System Transportation Supervisors
   xxv. Provide brochures regarding the shuttle service
   xxvi. Drivers are subject to UCDHS Policy of Fair Wage/Fair Work, please see Article 25 of the UC Terms and Conditions of Purchase

p. All Vehicles Must (please answer yes or no):
   i. Be no older than year 2011.
   ii. Have a forward facing destination sign
   iii. Be ADA compliant
   iv. Have a seating capacity of at least 43 seats
v. Be capable of transporting two bicycles on a mounted bicycle rack or in the underbody compartment
vi. Be in compliance with all state and federal laws
vii. Be clean and comfortable at all times
viii. Have interior air conditioning and heating

q. Administration requirements Please answer Yes or No:
r. Must be compliant with all state and federal laws
s. Must provide the most current BIT inspection annually
t. Must have a primary point of contact with company for all issues
u. Must submit copies of all CHP and DOT Inspections to UC Davis Health System
v. Provide 2 way communication for drivers and UCDHS Transportation Supervisors
w. Must provide two busses at all times:
   i. One bus would be needed to arrive in Sacramento at 5:15 with a departure time of 5:30 am and run until 7:00 which is the scheduled time of arrival after the last run. (13.75 hours per day)
   ii. A second bus would be needed to arrive in Sacramento at 6:10 with a departure time of 6:20 am and run until 8:30 which is the scheduled time of arrival after the last run. (14.25 hours per day)

x. Bidder must display the following items on all Motor Coach Buses:
   i. --A valid TCP or PSC number issued by the California Public Utility Commission (CPUC) for passenger carriers
   ii. --A CA number issued by the Highway Patrol and displayed by the holder of a valid Motor Carrier Permit (MCP)
   iii. --A valid MC or MX number issued by the Federal Motor Carrier Safety Administration (FMCSA).
Bidder Response: Yes or No

y. Bidder must comply with all federal, state and county regulations pertaining to student, passenger, and charter buses as required by the transportation industry.
Bidder Response: Yes or No

z. All vehicles must be provided with fully stocked first aid kits and certified fire extinguishers.
Bidder Response: Yes or No

2. UC Davis Health System would like to have the following but it is not required. Please answer Yes or No with explanation and provide additional services in your Technical proposal in the Tier 2 Attachment and any additional costs in your Cost Proposal:
   a. Would like a group of 8 dedicated drivers for the intercampus shuttle
   b. Would like driver to have familiarity with Sacramento and Davis roads.
   c. Would like a Hybrid or Alternative Fuel Bus (CNG, NG, etc.)
d. Would like a vehicle with a seating capacity greater than 50  
e. Would like an App to track bus movement and location (e.g. Next Bus etc.)  
f. Would like an Automatic passenger counter to count passenger boarding  
g. Would like the ability to safely transport greater than 3 bicycles  
h. Would like ability to use company for charter services when needed at discounted rate  
i. Other  

3. Service Standards:  
   a. Must be able to provide alternate drivers within 30 minutes of a driver being unable to drive or when driver does not report on time  
      i. Company will credit UC Davis $50.00 for each instance a driver is not replaced within 30 minutes of being notified of a no-show or non-compliant driver  
   b. Will be responsible for Access Cards to Campus Center Core zone and company will pay for replacement of any and all lost cards/pucks  
   c. Must be on time for all starting shifts  
      i. After three late departures company will credit UC Davis $100 per occurrence, and provide UC Davis Health System a Corrective action plan within 48 hours of each occurrence.  
   d. Must notify UC Davis of late arrivals within 30 minutes of departure time for all departures  
   e. Is responsible to reimburse University for all costs associated with late runs or no shows  
   f. Must provide alternate drivers when a driver receives an excessive amount of complaints  
   g. Must provide evidence of comprehensive ongoing safety training  
   h. Must respond to all mechanical breakdowns and provide alternate bus and driver within 30 minutes of being informed of breakdown  

4. Reporting Requirements:  
   a. Daily Ridership to be submitted on monthly basis  
   b. Any reasonable additional reports requested from UCDHS  

5. Please indicate earliest date you can start?  

6. Company Ownership and Management  
   a. Company name:  
      Address:  
      Phone:  
      Fax:  
      E-mail:  
      Internet address:  
   b. Provide names and titles of company principals.  
   c. When was your company founded?  
   d. Who owns the company? If a subsidiary of another company, please provide name and location of headquarters.  
   e. Provide the name and title of the individual, telephone number, and e-mail address with whom to communicate if further information about your proposal is desired.
7. Company Organization and Staff

Identify by name all firm staff to be involved in the project as well as engaged in management/oversight. Provide profiles or resumes for all of these individuals. Please include a description of experience, qualification, and expertise that your company will provide.

The successful Bidder will perform all work. Subcontracting by the Bidder will not be allowed.

8. Company Experience

a. Describe your firm's area of expertise and prior experience with similar projects as specified in the RFP.

9. References

Provide organization names and specific individual contacts for at least three similar projects you have conducted for other clients in the past two years that may furnish a reference. The references may be from current or prior clients and at least two should correspond to the two case histories that will be documented in Tier 2. The references will be used as a basis for inquiry concerning the Bidder’s quality of service. Furnishing incorrect and/or incomplete reference information may lead to bidder’s elimination from consideration for award. The decision to eliminate Bidder from consideration for award for poor reference checks or for incorrect and/or incomplete reference information shall be at the sole discretion of UCDHS and shall not be subject to appeal.

10. Conflict of Interest

Identify by name and University position any University officer, faculty member, or other employee who holds a position of director, officer, partner, trustee, manager, or employee in the Bidder's organization, as well as the name of any near relatives who are employed by the University.

Provide a statement of the total dollar amount of work performed for the University of California in the past twelve (12) months and listing of the campus(es) served.

The contract will not be awarded to any person, company, or corporation that has failed to perform in a satisfactory or faithful manner on any previous contract or purchase order with the University of California.

11. University Terms and Conditions

Please indicate your compliance with the University terms and conditions specified in the RFP, including the University of California Independent Contractor Agreement?

12. Health Care Criminal Offence Exclusion

The Bidder certifies that neither the Bidder, nor its shareholders, members, directors, officers, agents, employees or members of its workforce have been excluded or served a notice of exclusion or have been served with a notice of proposed exclusion, or have committed any acts which are cause for exclusion, from participation in, or had any sanctions, or civil or criminal penalties imposed under, any federal or state healthcare program, including but not limited to Medicare or Medicaid, or have been convicted, under federal or state law (including without limitation a plea of nolo contendere or participation in a first offender deterred adjudication or other arrangement whereby a judgment of conviction has been withheld), of a criminal offense related to (a) the neglect or abuse of a patient, (b) the delivery of an item or service, including the performance of management or administrative services related to the delivery of an item or service, under a federal or state healthcare program, (c) fraud, theft, embezzlement, breach of fiduciary responsibility, or other financial misconduct in connection with the delivery of a healthcare item or service or with respect to any act or omission in any program operated by or financed in whole or in part by an
Notification Requirements. Bidder shall notify Hospital immediately in the event that (1) Bidder is convicted of a criminal offense related to health care and/or related to the provision of services paid for by Medicare, Medicaid, or another federal health care program; or (2) Bidder is excluded from participation in any federal health care program, including Medicare and Medicaid.

Termination. Hospital may terminate any resulting Agreement immediately in the event that (1) Bidder is convicted of a criminal offense related to health care and/or related to the provision of services paid for by Medicare, Medicaid or another federal health care program; or (2) Bidder is excluded from participation in any federal health care program, including Medicare and Medicaid.

13. Service

a. Provide a corporate profile, service portfolio, and description of the Bidder’s service philosophy and approach. Do you have a written service guarantee? If so, please submit with the proposal. What separates and distinguishes this Bidder from other applicants?

14. Company Financials:

a. Provide a report of the Bidder’s financial status, including the most recently audited financial statements and profit and loss statements or equivalent evidence of financial stability and include auditor's opinion.
ATTACHMENT 2
TIER 2
TECHNICAL PROPOSAL

Failure to provide the information necessary to fully evaluate the bid response and/or providing a response that is not customized to address the requested information may result in disqualification of the bid.

1. Project Summary
   Provide a narrative summary of your understanding of the project, described in Section II, Overview/Project Goals.

2. Scope of Services
   Provide the scope of services that you will provide.

3. Other Information
   Describe any other company experience you believe would be relevant or useful if you were to be awarded the project.
ATTACHMENT 3
COST PROPOSAL

The Bidder must include definitive information regarding the payment schedule, to include the following:

1. A detailed cost proposal outlining total cost for the services described in this RFP in the following format:
   - Labor
   - Repair and Maintenance
   - Operational/Administrative costs
   - Insurance Costs
   - Other – be specific
   - Total All-inclusive rate of the above.

Vendor cost proposal will include a Total All-inclusive Annual Not to Exceed Rate to be paid monthly under UC payment terms of Net 30. Rate will include completed costs to run the shuttle program, such as drivers, fuel, insurance, and repair & maintenance, etc.

2. A description of additional charges if any for any extra services.

If a Bidder’s fee proposal is not clear to the evaluation committee, fails to address any of the points (1 -2) above or does not distinguish Phase 1 and 2 total costs, the proposal will be considered non-responsive and the proposal will be disqualified from further consideration.