

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New ☐ OTR ☐ Sole Source ☐ Bid Waiver ☐ Emergency ☐ Previous Contract/Project No. **RFQ83**
 Contract ☐ **X** Re-Bid ☐ Other ☐ **LIVING WAGE APPLIES: YES**
 Requisition No./Project No.: RQID1400003 **TERM OF CONTRACT: 5 Years**

Requisition /Project Title: Fixed Bus Routes for Miami-Dade Transit

Description: The purpose of this solicitation is to establish a contract for the Miami-Dade County Transit (MDT) department for fixed bus route transportation services. The contract will provide patrons transportation services throughout Miami-Dade and Monroe County via two routes. The Dade-Monroe Express bus service runs between Florida City and Marathon. The Card Sound Express bus service runs between Florida City's City Hall and the Ocean Reef Club.

Issuing Department: Miami-Dade Transit

User Department	Five Year	Funding Source	Department Code
MDT	\$12,500,000	MDT Operating	

Contact Person: Tracey Jones **Phone:** 305-375-4803 **Estimate Cost:** \$12,500,000

ANALYSIS

Commodity Codes: 962-17, 961-74 & 975-14			
Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.			
		<u>EXISTING RFQ83</u>	
Contractor:	American Coach Lines Of Miami Inc J G T Transportation Inc Quality Transport Services Inc Unique Charters Inc		
Small Business Enterprise:			
Contract Value:	\$ 12,500,000 (5 Years)		
Comments: Note: The previous contract was federally funded and contain no measures. The replacement contract will be funded by MDT operating funds therefore, requesting SBD review for measures.			
Continued on another page (s):			

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				
Basis of recommendation:				
Signed: Tracey Jones			Date sent to DBD: 10/08/2013	
			Date returned to DPM:	

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DEPARTMENTAL INPUT
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<u>SBE</u>				
<u>Basis of recommendation:</u>				
Signed: Tracey Jones			Date sent to DBD: 10/08/2013	
			Date returned to DPM:	

Walters, Vivian (RER)

From: Jones, Tracey L. (ISD)
Sent: Tuesday, October 08, 2013 11:20 AM
To: Walters, Vivian (RER)
Cc: Uppal, Namita (ISD)
Subject: SBE Input for for New ITB
Attachments: DBD DEPARTMENT INPUTa.doc; DRAFT-ITB Fixed Bus Routes for MDT.docx

Importance: High

Hi Vivian,

I will be soliciting a new ITB Fixed Bus Routes for Miami-Dade Transit. I have attached the DBD Departmental Input form along with a draft of the new ITB (this has not been approved as of yet and has not been assigned a number). This is a new bid to replace the existing contract, RFQ83 that expires on 11/30/2013. There was a previous RFP that was created to replace RFQ83, but this formally got rejected by the BCC on 10/1/2013.

Please let me know if you need any other information. Upon review, please let me know SBE's recommendations.

Best,

Tracey Jones

Procurement Contracting Officer 1

Internal Services Department

Procurement Management Services (ISD/PM)

☎ 305.375.4803

☎ 305.375.1083

✉ tjones@miamidade.gov

🌐 www.miamidade.gov/procurement/

 **"Delivering Excellence Every Day"**

Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. E-mail messages are covered under such laws and thus subject to disclosure.



BID NO.:

OPENING: 2:00 P.M.

, 2013

MIAMI-DADE COUNTY, FLORIDA

**I N V I T A T I O N
T O B I D**

TITLE:

Fixed Bus Routes for Miami-Dade Transit

FOR INFORMATION CONTACT:

Tracey Jones, 305-375-4803, tjones@miamidade.gov

IMPORTANT NOTICE TO BIDDERS:

- **READ THIS ENTIRE DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- **FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE**

**MIAMI-DADE COUNTY
INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT DIVISION**



MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

Bid Number:

Bid Title: Fixed Bus Routes for Miami-Dade Transit

Procurement Officer: Tracey Jones

Bids will be accepted until 2:00 p.m. on , 2013

Bids will be publicly opened. The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

Instructions: The Clerk of the Board business hours are 8:00am to 4:30pm, Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County. Each Bid submitted to the Clerk of the Board shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and two copies of the Bid Submittal, plus attachments if applicable.

All Bids received time and date stamped by the Clerk of the Board prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by the Clerk of the Board after the bid submittal deadline will be evaluated by the procuring department, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.

NOTICE TO ALL BIDDERS:

- **FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.**
- **THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY BIDDER RESPONDING TO THIS SOLICITATION.**

**MIAMI-DADE COUNTY
INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT DIVISION**

SECTION 1
GENERAL TERMS AND CONDITIONS

FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT

All general terms and conditions of Miami-Dade County Procurement Contracts for Invitations to Bid are posted online. Persons and Companies that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r13-7.pdf>

SECTION 2
SPECIAL CONDITIONS

FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the Miami-Dade County Transit (MDT) department for fixed bus route transportation services. The contract will provide patrons transportation services throughout Miami-Dade and Monroe County via two routes. The Dade-Monroe Express bus service runs between Florida City and Marathon. The Card Sound Express bus service runs between Florida City's City Hall and the Ocean Reef Club.

2.2 TERM OF CONTRACT: FIVE YEARS

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Purchase Order which is distributed by the Internal Services Department, Procurement Management Services Division (ISD/PMSD); and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the five (5) year period.

2.3 OPTION TO RENEW

INTENTIONALLY OMITTED

2.4 METHOD OF AWARD: TO A SINGLE LOWEST PRICED VENDOR IN THE AGGREGATE

Award of this contract will be made to the responsive, responsible vendor who submits an offer on all items listed in the solicitation and whose offer represents the lowest price when all items are added in the aggregate. If a vendor fails to submit an offer on all items, its overall offer may be rejected. The County will award the total contract to a single vendor.

2.5 PRICES

Prices shall remain firm and fixed for a one-year period from the effective date of the Contract. Prior to the end of the initial one-year period and for each subsequent year thereafter, the County will review price adjustments based on the weighted sum of the percentage change in the value of the most recent Consumer Price Index (CPI) for:

A) Miami – FT Lauderdale, All Urban Consumers, All Items, Series Id: CUURA320SA0, CUUSA320SA0, (Weight = 75%), and

B) Miami – FT Lauderdale, All Urban Consumers, Private Transportation, Series Id: CUURA320SAT1, CUUSA320SAT1, Private Transportation, (Weight = 25%).

Any upward or downward adjustments will not exceed 3% annually. This adjustment will be in lieu of any other price adjustment, such as an adjustment for changes in the living wage rate.

It is the awarded Bidder's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of next one-year period, the request for adjustment should be submitted thirty (30) days prior to expiration of the then current one-year period. This adjustment request should not be in excess of the relevant pricing index change. If no adjustment

SECTION 2
SPECIAL CONDITIONS

FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT

request is received, the County will assume that the awarded Bidder has agreed to the current prices.

The adjustment will be applied by calculating the percentage change (increase or decrease) between the index values effective on the first day of the twelve (12) month period and the most recent index available on the day of adjustment. Day of adjustment will be the last business day of the twelve (12) month period.

The County reserves the right to reject any price adjustments submitted by the awarded bidder if they are not in accordance with the above.

2.6 METHOD OF PAYMENT

The Contractor agrees that under the provisions of this Agreement, as reimbursement for those actual, reasonable and necessary costs incurred by the Contractor, which are directly attributable or properly allocable to the Services, the Contractor may bill the County monthly, upon invoices certified by the Contractor pursuant to Appendix B – Price Schedule. All invoices shall be taken from the books of account kept by the Contractor, shall be supported by copies of payroll distribution, receipt bills or other documents reasonably required by the County, shall show the County's contract number, and shall have a unique invoice number assigned by the Contractor. It is the policy of Miami-Dade County that payment for all purchases by County agencies and the Public Health Trust shall be made in a timely manner and that interest payments be made on late payments. In accordance with Florida Statutes, Section 218.74 and Section 2-8.1.4 of the Miami-Dade County Code, the time at which payment shall be due from the County or the Public Health Trust shall be forty-five (45) days from receipt of a proper invoice. The time at which payment shall be due to small businesses shall be thirty (30) days from receipt of a proper invoice. All payments due from the County or the Public Health Trust and not made within the time specified by this section shall bear interest from thirty (30) days after the due date at the rate of one percent (1%) per month on the unpaid balance. Further, proceedings to resolve disputes for payment of obligations shall be concluded by final written decision of the County Manager, or his or her designee(s), not later than sixty (60) days after the date on which the proper invoice was received by the County or the Public Health Trust.

Invoices and associated back-up documentation shall be submitted in duplicate by the Contractor to the County as follows:

Miami-Dade County

Attention: _____

The County may at any time designate a different address and/or contact person by giving written notice to the other party.

2.7 CONTACT PERSON

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Tracey Jones, at (305) 375-4803 email – tjones@miamidadegov

SECTION 2
SPECIAL CONDITIONS

FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT

2.8 LIVING WAGE

Living Wage was attachment G on RFP825

2.9 INSURANCE

Insurance is required from the primary awarded Bidder. Secondary awarded Bidder will be required to comply with insurance requirements at the time when it performs services under this contract. Refer to Section 1, Paragraph 21 for guidelines and requirements. The insurance requirements below supersede the requirements specified in Section 1, Paragraph 21.

The primary awarded bidder shall furnish to the Vendor Assistance Section of Procurement Management, 111 NW 1st Street, Suite 1300, Miami, Florida 33128, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- A. Worker's Compensation Insurance for all employees of the Contractor as required by Florida Statute 440.
- B. Commercial General Liability Insurance on a comprehensive basis in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**
- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$1,000,000* combined single limit per occurrence for bodily injury and property damage.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

or

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Department of Financial Services.

NOTE: CERTIFICATE HOLDER MUST READ:

**MIAMI-DADE COUNTY
111 NW 1st STREET
SUITE 2340
MIAMI, FL 33128**

SECTION 3
TECHNICAL SPECIFICATIONS

FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT

3.1 SCOPE OF WORK

The awarded Bidder shall provide chauffeur (driver) driven full size passenger buses in the number and type stated in Sections 3. This type of service is characterized by vehicle trips that follow a specified geographic route, a time schedule, and services having daily start and end time, and operating on specified days of the week. Designated fixed route schedules may be revised or eliminated at the discretion of the County. The awarded Bidder shall furnish all items required to provide the services including labor, material, vehicles (buses), uniforms, and equipment (except as specified in Section 3.2.3) to provide these services as further specified in herein.

Technical Specifications; formally from RFP825 attachments

3.2 FIXED ROUTE TRANSPORTATION SERVICES REQUIREMENTS

The selected Proposer shall provide chauffeur (driver) driven full size passenger buses in the number and type stated in Sections 3.2.1 and 3.2.2. This type of service is characterized by vehicle trips that follow a specified geographic route, a time schedule, and services having daily start and end time, and operating on specified days of the week. Designated fixed route schedules may be revised or eliminated at the discretion of the County. The selected proposer shall furnish all items required to provide the services including labor, material, vehicles (buses), uniforms, and equipment (except as specified in section 3.2.3) to provide these services as further specified in **Section 3.3** - Bus Requirements and Specifications, **Section 3.4** - Display of County Symbol on Buses, **Section 3.5**- Driver Requirements, Training and Supervisors, and **Section 3.6**- Communication System.

3.2.1 Dade Monroe Express Route

The Dade Monroe Express Route is a fixed bus route between Florida City in Miami Dade County and Marathon Key in Monroe County as specified in **Section 3.7** – Dade Monroe Express Schedule.

- A. The selected Proposer shall have available seven (7) air conditioned, wheel chair accessible, full size buses as specified in **Section 3.3**, Bus Requirements and Specifications, seven (7) days a week including all holidays from 5:15 A.M. to 1:05 A.M. Six (6) buses will be utilized to provide the scheduled service routes, and one (1) bus shall be made available in the event a scheduled bus becomes non-operational during service.

- B. The selected Proposer's bus drivers shall stop when hailed by passengers.

3.2.2 Card Sound Express Route

The Card Sound Express Route is a fixed bus route from the Florida City, City Hall located at 404 West Palm Drive, Florida City, Florida, and the Ocean Reef Club, located at 35 Ocean Reef Drive, Key Largo, Florida as specified in **Section 3.8** – Card Sound Express Schedule. The route serves the Ocean Reef Club which is an employment hub for residents of Miami-Dade and Monroe counties.

The selected Proposer shall have available two (2) air conditioned, wheel chair accessible, full size buses as specified in **Section 3.3**, Bus Requirements and Specifications, seven (7)

SECTION 3
TECHNICAL SPECIFICATIONS

FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT

days a week including all holidays from 5:30 A.M. to 8:30 A.M. and from 2:35 P.M. to 5:35 P.M. One (1) bus shall be utilized to provide the scheduled service route, and one (1) bus shall be made available in the event the scheduled bus becomes non-operational during service.

3.2.3 Easy Tickets

All Passengers must purchase Easy Tickets or have a Pre- Loaded Easy Card to travel. Passengers can purchase Easy Tickets from any County authorized Easy Ticket vendor or the driver in accordance with MDT's Fare Rate Policy. One Ride, One Day and Discount EASY Tickets will be offered for sale on-board selected Proposer's buses. Selected Proposer shall purchase an initial order of 15,000 EASY Tickets for use on the Dade Monroe Express and Card Sound Express specially encoded as "One Ride" (10,000), "One Day" (4,000), and "Discount" (1,000) EASY Tickets in an amount equal to the prevailing rate of a Metrobus ticket as established by the County.

Subsequent to the initial month of operations of this agreement the selected Proposer agrees to purchase additional Easy tickets at the then prevailing rate for each type of ticket equal to the average monthly cash paying passenger. Selected Proposer shall pick-up and pay for Easy tickets at the Overtown Transit Village Pass Sales Office, or at a location designated by the County. Selected Proposer is financially responsible for all EASY tickets purchases. Payment for Easy Ticket shall be made at the time of purchase by the selected Proposer. EASY Tickets have a 60 day activation life and should be sold or exchanged within that period. The County will not exchange any unsold or defective tickets after the 60th day from date of purchase. In the event the selected Proposer receives EASY tickets that are defective, the selected Proposer agrees that it will contact the County to coordinate a time and date convenient for both parties to review and exchange defective EASY Tickets. The County may refund the selected Proposer for any unused tickets returned five (5) business days following the expiration or termination of this agreement.

3.2.4 Farebox/ Easy Card Reader Equipment

- A. Farebox / Easy Card Reader and Automatic Passenger Counting (APC) equipment must be installed and operational on each bus, including replacement buses prior to the commencement of service. The County will supply, install and maintained by Equipment. The County reserves the right to remove all fareboxes and replace them with Easy Card Readers only. Cash received from the on-board purchase of Easy tickets shall not be deposited in the County's Farebox / Easy Card Reader; this equipment shall only be used for taping Easy cards and Easy ticket when a passenger boards the bus.
- B. Dimensions- The complete farebox assembly, excluding the mounting base plate, will not be less than thirty-six inches (36"), nor more than forty-one inches (41") high, as measured from the vehicle floor, and not more than (11") in cross section. The base plate for a farebox does not exceed 12-1/2" by 12-1/2".

3.2.5 Complaints Handling and Notification of Delays

The selected Proposer shall refer complainants to MDT's Information and Customer Service number (305) 891-3131, TDD (305) 499-8971. The selected Proposer will be informed of all

SECTION 3
TECHNICAL SPECIFICATIONS

FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT

complaints received by the County and shall acknowledge receipt of the complaint by phone, facsimile or electronic mail within twenty four (24) hours of receipt. Selected Proposer shall investigate and provide resolution in written form to the County within three (3) working days after receipt of the complaint. In the event a resolution to a complaint is unattainable within the three days, the selected Proposer shall provide an explanation detailing why the complaint has not been resolved, and the number of days the selected Proposer requires to resolve the complaint.

The Selected Proposer shall immediately notify Bus Traffic Control via phone 7days a week 24 hours a day and the project manager via email, Monday to Friday 8:00 a.m. to 5:00 p.m. of any departure more than 30 minutes late from schedule time, accident or major incident including but not limited to passengers being transported to a medical facility or a fatality. Phone numbers will be provided to the selected Proposer.

3.2.6 Office Facility

The selected Proposer shall provide an office staffed by competent representative(s) authorized to discuss matters pertaining to these services, who can provide vehicle information, and are cognizant of the routes being serviced. The office shall be equipped with modern office equipment, especially a telephone system (see attachment D (A)), facsimile (Fax) machine and/or an e-mail address.

3.2.7 Failure to Perform

Where the selected Proposer fails to perform in accordance with the Contract, the County will assess liquidated damages as prescribed in this Section. Liquidated damages for other types of performance failures may be negotiated by the County and selected Proposer.

A. The selected Proposer will be assessed liquidated damages in the amount equal to twice the current hourly rate for the services for:

- 1) Failure to have a back-up vehicle with required fare collection equipment in place within one hour of reported vehicle failure will result in liquidated damages for each hour after the initial hour of missed service.

or

- 2) Vehicle failure in Marathon: Failure to have a back-up vehicle with required fare collection equipment in place within two hours of reported vehicle failure will result in liquidated damages for each hour after the initial two hours of missed service.

or

- 3) Every out of service hour due to missed run or any other reason.

B. Failure to operate a vehicle that meets all standards set forth in the Contract or for operating a non- accessible vehicle will result in liquidated damages for each hour,

SECTION 3
TECHNICAL SPECIFICATIONS

FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT

including the initial hour, or any portion thereof. These damages will be assessed in the amount equal to twice the current hourly rate.

- C. Failure to display signs, when signs have been provided by the County, will result in liquidated damages of \$50.00 per vehicle, per day.
- D. Failure to operate a bus with a functioning farebox / Easy Card Reader will result in liquidated damages in the amount of \$250 per day, for each day the farebox / Easy Card Reader is not functioning.
- E. Failure to respond to complaints received from the County within the specific time period will result in liquidated damages of \$30.00 each day after the response due date.
- F. Failure to adhere to schedules for Fixed Route Service, as monitored by the County and deemed to be within reasonable control of the selected Proposer, shall result in liquidated damages in the amount of twice the current hourly rate where schedules are not followed.
- G. Operating in service for longer than a round trip without an operable air conditioning system will result in liquidated damages of \$100.00 per vehicle, per day.

3.3 Bus Requirements and Specifications

Buses may be leased or owned by the selected Proposer. Full size buses shall be new or used but in good condition. Used vehicles are subject to acceptability determination by the County. Any used vehicles providing services to Miami-Dade County must not exceed twelve (12) model years of age during the life of the contract.

- A. The Dade-Monroe service may be provided with a full size bus that has a minimum 45 feet in overall length (excluding energy absorption bumper and extension) and a minimum seating capacity of 52 passenger seats.
- B. Card Sound service may be provided with a full size bus that has a minimum 40 feet in overall length (excluding energy absorption bumper and extension) and a minimum seating capacity of 38 passenger seats.
- 1) General Bus Standards - The selected Proposer shall provide buses which meet or exceed the manufacturers' safety and mechanical standards. Each bus must comply with all safety, mechanical and vehicular requirements mandated by applicable County, State or Federal regulations, including but not limited to Florida Department of Transportation Rule 14-90.007 - Vehicle Equipment Standards and Procurement Criteria, Chapter 31, Article III of the Code of Miami Dade County, applicable Federal Motor Vehicle Safety Standards (FMVSS), and the Americans with Disabilities Act (ADA).

All buses provided shall meet or exceed the requirements listed below:

- 1) Have uniform paint/color schemes on all vehicles.
- 2) Have a rear-view mirror and side-view mirrors mounted on both sides of the vehicle.
- 3) Have a functioning interior light within the passenger compartment.

SECTION 3
TECHNICAL SPECIFICATIONS

FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT

- 4) Have a functioning speedometer indicating speed in miles per hours and a functioning odometer correctly indicating distance in tenths of a mile.
 - 5) Have an operable Heating, Ventilation, and Air Conditioning (HVAC) system capable of maintaining the bus interior temperatures between 68 and 72° F.
Note: If the air conditioning system becomes inoperable during the day, vehicle shall be replaced at the end of the round trip (North end of the line for the Dade Monroe and Card Sound Routes). The vehicle shall not be used for further service until the air conditioning system has been repaired.
 - 6) Have exterior free of grime, rust, oil or other substances and free from cracks, breaks, dents and damaged paint that noticeably detract from the overall appearance of the vehicle.
 - 7) Be clean in the interior and free from trash, torn floor coverings, damaged or broken seats, and protruding sharp edges at all times.
 - 8) Have unobstructed vision on at least three (3) sides of the vehicle.
 - 9) Free of leaks of any kind.
 - 10) Be equipped with a functioning horn.
 - 11) Meet all ADA requirements such as but not limited to wheelchair accessible and vehicle kneeling system, two wheelchair positions with approved tie downs, a public address system (PA system), destination sign with front, side and rear displays.
 - 12) Have a minimum of two (2) escape and ventilating hatches on roof.
 - 13) Have adjustable driver's seat with seat belts.
 - 14) Have side windows which must be 1/2 inch minimum acrylic or polycarbonate or ¼ inch minimum tempered glass.
 - 15) Have a diesel engine with on board fuel capacity to achieve 400 mile range without re-fueling.
 - 16) Have an automatic transmission and fire suppression system
 - 17) Meet Compliance of air brakes with FMVSS121 and air suspension. c
 - 18) Have stanchions or grab rails.
 - 19) Have a 10 lb. Underwriters Laboratory (UL) approved ABC type fire extinguisher securely mounted in a location readily accessible to the driver.
 - 20) Have a three (3) piece highway reflective triangles.
 - 21) Have an electronic equipment locker with the following minimum dimensions 18"W X 12"H X 20"D equipped with one to two pullout trays. +24 Volt Bus battery voltage (fused at 30A) must be available on a terminal strip in the electronic locker.
- 2) Bus Inspections- Each bus to be used in service shall comply with all the requirements contained in Chapters 30 and 31 of the Miami-Dade County Code, pertinent state statutes and requirements from the Department of Sustainability, Planning, and Economic Development; Passenger Transportation Regulatory Division (PTRD). All buses utilized to provide transportation services must, at all times, display a valid County inspection, and operation permit. Proof of compliance with this section must be supplied to the County upon request. All buses shall be made available for inspection by the County. Any bus found not in conformity with the above standard specified requirements must be removed from service until it passes subsequent inspections. Any bus removed from service shall not return until the County verifies and approves any and all corrections of deficiencies. The County further reserves the right to order the immediate removal from service of any bus not in compliance with any vehicle standards referenced herein. Failure to comply with this requirement will result in disallowance of compensation for services rendered in the violating vehicle.
- 3) Daily Pre-operational Inspections – Daily and pre-operational inspections by the selected Proposer shall be conducted in accordance with FDOT regulations specifically, equipment, operational and safety standards –Public Sector Bus Transit 14-90:

SECTION 3
TECHNICAL SPECIFICATIONS

FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT

<http://www.dot.state.fl.us/ctd/events/Presentations/2009%20Conference/Rule%2014-90%20Equipment%20and%20Operational%20Standards.pdf>

and all defects and deficiencies likely to affect safe operation or cause mechanical malfunctions shall be documented in a daily inspection report and the corrective actions taken as a result of the deficiencies. The selected Proposer shall store and provide the reports to the County upon request. The pre-operational inspection shall include the following as a minimum:

- 1) Service brakes
- 2) Parking brakes
- 3) Tires and wheels
- 4) Steering
- 5) Horn
- 6) Lighting devices
- 7) Windshield wipers
- 8) Rear vision mirrors
- 9) Passenger doors
- 10) Exhaust system
- 11) Equipment for transporting wheelchairs
- 12) Safety, security, and emergency equipment

3.4 Display of County Symbol on Buses

The selected Proposer shall set aside space in the interior and on exterior of the bus to display approved County postings when the buses are being used to provide services for the County.

A. **Signage-** Prior to the commencement of service, the selected Proposer shall provide and install permanent route indicators and destination signs in the manner prescribed by the County. All destination sign must comply with ADA requirements. All signs need to be preapproved by MDT prior to installation. The following signs shall be required:

- 1) **Windshield Destination Sign:** A sign showing the name of the route destination, name of the service and County logo installed at the top of the windshield on the passenger side in clear view of the public. Sign size shall be 15" in height and 36" wide. Signs can be magnetic or electronic. The sign shall be controlled via a single human-machine interface (HMI). In the absence of a single mobile data terminal (MDT) the HMI shall be conveniently located for the bus driver within reach of the seated driver. The destination sign compartments shall meet the minimum requirements:
 - Compartments shall be designed to prevent condensation and entry of moisture and dirt.
 - Compartments shall be designed to prevent fogging of both compartment window and glazing on unit itself.
 - Access shall be provided to allow cleaning of inside compartment window and unit glazing.
 - Front window shall have an exterior display of no less than 8.5" in high by 65" wide.
- 2) **Side of Bus:** An 18" tall by 36" wide sign shall be located on each side of the bus to identify the service with the County logo. The County will provide digital logo for reproduction. Signs can be magnetic or electronic.

SECTION 3
TECHNICAL SPECIFICATIONS

FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT

- 3) Rear of Bus: An 18" tall by 36" wide sign shall be located on the rear of the bus to identify the service with the County logo. Signs can be magnetic or electronic.

3.5 Driver Requirements and Training

The selected Proposer shall ensure that its drivers adhere to all applicable standards contained in FDOT rule chapter 14-90 and the following provisions:

- A. Personal Appearance - Cleanliness and neatness are required at all times. Driver's uniform is required and shall consist of a collared shirt of solid color with a logo identifying the selected Proposer's name, and a solid color pant. Uniforms must be clean and in good condition at all times.
- B. Personal Habits - The following acts are not permissible by drivers when providing services for the County:
- 1) Use of intoxicating liquors, narcotics or controlled substances of any kind while on duty or reporting for duty in uniform (excluding doctors' prescriptions which do not adversely affect the driver's ability to perform his or her duties).
 - 2) Gambling in any form while on duty or providing services under this Contract.
 - 3) Smoking and other uses of tobacco while on duty except in places or at times designated for that purpose.
 - 4) Carrying of pistols, firearms or concealed weapons while on duty.
 - 5) Resorting to physical violence to settle a dispute with a fellow employee or the general public while on duty. In self-defense an employee may use no more force than is reasonably necessary to defend him or herself.
 - 6) Spitting or any other unsanitary practices are prohibited while on duty or providing services under this Contract.
 - 7) Use of loud, indecent or profane language and/or making threatening or obscene gestures toward passengers or other employees.
- C. Driver's Responsibility - Drivers must perform safe, smooth and efficient operation of vehicles and avoid discomfort or inconvenience to the passengers. The driver of the vehicle shall be responsible for but not limited to:
- 1) Adherence to route, schedules and time points
 - 2) Knowledge and observance of traffic laws and safety regulations
 - 3) Safety of boarding and alighting passengers
 - 4) Proper display of all required signs and identifications
 - 5) Adjustment of lighting, heating, ventilation and cooling for the comfort of passengers
 - 6) Distribution of transit informational publications on buses as directed by MDT
 - 7) Performance of such other duties as may from time to time be prescribed by the County
- D. Driver History - Prior to placing a driver in service, the selected Proposer shall conduct a thorough driver's license check for a minimum of five (5) years in the past to ensure that all drivers providing services under the resultant contract have no history of DUI, DWI, reckless driving convictions, leaving the scene of an accident, or any other serious offenses. The selected Proposer shall ensure that all drivers providing services under the resultant contract shall have no more than three (3) moving violation points on their State driver's license within

SECTION 3
TECHNICAL SPECIFICATIONS

FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT

the last three (3) years. Driver license check information is available at the Internet address below.

<http://www.flhsmv.gov/ddl/abstract.html>

Prior to placing a driver in service, the selected Proposer shall obtain a nationwide criminal background check by fingerprint through the National Crime Information Center (NCIC). This shall include, as a minimum, any criminal history which might impair the service to customers, including convictions for crimes involving assault, battery and moral turpitude in any state to ensure that all drivers providing services under the resultant contract will have no history of such offenses. The NCIS check will be processed by the County at a cost to the selected Proposer of \$45 per person (current rate, subject to change). The selected Proposer shall pay the County by check made to the Board of County Commissioners. In accordance with administrative Order No. 4-86, all checks shall be drawn only on United States banks in United States' currency with the drawer's name and addresses imprinted on the check. The County will notify the selected Proposer of the approval or denial of the driver applicant.

The selected Proposer shall review the driver history biannually (twice a year) for all drivers and perform NCIC background checks annually. If the selected Proposer becomes aware of any driver not in compliance with the requirements stated herein, the selected Proposer shall immediately remove the driver from service.

- E. Driver Registration - Drivers shall have and maintain a current, valid State Commercial Drivers License (CDL). CDL Driver licenses must have passenger endorsement.

Drivers shall notify the selected Proposer immediately of any citation, arrest, or suspension or revocation of driver's license in accordance with all FDOT 1490 regulation and operating procedures. The selected Proposer shall notify the County of any driver who has his/her Driver's License suspended or revoked by close of business the next business day after such notification by the driver. The selected Proposer shall also immediately notify the County of all driver resignations or terminations. The County retains the right to monitor all drivers' licenses for eligibility and to immediately remove any driver from services for non-compliance.

- F. Driver Training Program - The selected Proposer shall certify that the drivers and other personnel providing transportation under this Contract have completed initial and yearly refresher training. This written training program must be submitted to the County and is subject to review and approval by the County. All instructors are to be certified by the National Safety Council, Smith System or equivalent as approved by the County. Records of the drivers' attendance must be kept on file by the selected Proposer and made available to the County for review upon request. The training program should consist of, but not be limited to, the following:

- 1) Defensive and safe driver training according to National Safety Council, Smith System or equivalent
- 2) Passenger courtesy and comfort
- 3) Policy clarification as it relates to drivers requesting and or receive gratuity (tips)
- 4) Technical training in the proper use of vehicle equipment, where applicable
- 5) ADA policies and guidelines
- 6) Sexual Harassment policy training in accordance with County guidelines
- 7) All applicable standards contained in FDOT Rule Chapter 14-90

SECTION 3
TECHNICAL SPECIFICATIONS

FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT

- G. Driver Service Training - Miami-Dade Transit staff will provide initial and yearly refresher training programs to all drivers providing transportation under this Contract. MDT staff will determine the location and provide training upon a mutually agreed schedule. Training will include but will not be limited to the following.
- 1) Rights and responsibilities of the drivers
 - 2) Rights and responsibilities of the riders
 - 3) Transit Fares
 - 4) Safety, ADA, and FDOT policies and guidelines
 - 5) Route alignment, turnaround locations, rest facilities
 - 6) Adherence to route, schedules and time points
- H. Driver Physical - Drivers shall have physical examinations as required by Florida Department of Transportation Rule 14-90. The selected Proposer shall keep copies of the physical examinations.
- I. Drug-free Workplace and Testing- The selected Proposer shall comply with all applicable requirements of the United States Department of Transportation (USDOT), regulations for drug and alcohol testing for all persons holding safety-sensitive positions, as defined by USDOT related to transit operation.
- J. Prior to placing a driver in service, all the information listed in D, E, F, H, and I above shall be provided to the County.
- K. The County reserves the right to remove any driver from service for cause.

Supervisors

The selected Proposer shall provide supervisors on an as needed basis at the direction of the County. Supervisors shall monitor on-time performance, adherence to route schedules, safety, and other issues to assure excellent delivery of service.

3.6 Communication System

The Contractor's Communication System shall consist of:

- A. Telephone System - The selected Proposer shall provide a dedicated telephone line to ensure accessible communication between the County and the selected Proposer's facility (see Section 2.5) for the purposes of canceling trip requests as well as handling other emergencies.
- B. Two-Way Radio System or Alternative Two-way Communication System - The selected Proposer shall be in regular radio communication with all vehicles providing transportation service through a base station or a County approved alternative communication system (e.g., mobile phones). Vehicle Drivers must comply with Miami-Dade County Implementing Order 6-8: Use of Cellular Telephones and Similar Wireless Devices while Operating County Vehicles.
- C. Vehicle Modem - The selected Proposer shall purchase, install and maintain in good working order Mobile Access Routers/Gateways to include Global Positioning System (GPS) functionality in each vehicle authorized to provide services under the provisions of the resultant contract. Miami-Dade Transit will provide the selected Proposer General Packet Radio Service

SECTION 3
TECHNICAL SPECIFICATIONS

FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT

(GPRS) Cellular Cards to be installed by the selected Proposer in the Mobile Access Routers/Gateways. Miami-Dade Transit will utilize the equipment as an extension to the Mileage Positioning System (MPS), whereby MDT will monitor and track vehicles providing transportation services for the County.

The selected Proposer shall be responsible for all cost associated with the installation and maintenance of the Mobile Access Routers/Gateways with the exception of recurring cellular fees. All recurring cellular fees will be the responsibility of Miami-Dade Transit. Prior to procuring the Mobile Access Routers/Gateways and Antennae the selected Proposer must obtain written approval from the Miami-Dade Transit Project Manager. All Mobile Access Routers/Gateways supplied the selected Proposer shall comply with the minimum specifications:

Reference-In Motion on Board Mobile Gateway or approved equals /better:

- 1) Small Form Factor, Ultra-Rugged Design
- 2) Built-in mobile access point
- 3) Able to operate within the vehicle power range and restrictions
- 4) Operates in extreme conditions:
- 5) Operating Temperature: up to 140°F
- 6) Operating Humidity: 10 - 95 %
- 7) Compliance with SAE J1455 (Vibrations, Shock, Drop)
- 8) Environmental electromagnetic interference /compatibility
- 9) Equipment shall comply with UL standards in accordance to the deployment scenario. Such compliance shall be clearly stated in a UL label.

WAN

- 1) Integrated compatibility with current wireless WAN standards: EVDO, GPRS, GPRS EDGE, UMTS, HSDPA, HSUPA.
- 2) IEEE 802.11 a/b/g/n (capable of simultaneous dual-band)
- 3) Compatibility with future standards 802.20 (LTE)
- 4) Express Card, Mini PCIe, MiniPCI and USB formats
- 5) Multiple manageable WAN connections with roaming ability and low latency handoff
- 6) IPSec Encryption (LAN to LAN or similar)

LAN

- 1) DHCP Server (RFC 2131)
- 2) Serial
- 3) Ethernet (4 or more ports)
- 4) IEEE 802.11 b/g
- 5) WEP, WPA, WPA2, WPA2 Enterprise (802.11i)
- 6) Port blocking/forwarding
- 7) NAT, SPI Firewall

Physical Interfaces

- 1) Ethernet – RJ45 x 4 or more.
- 2) USB 2.0 x 2 or more
- 3) Serial – Full RS232
- 4) Expansion cards or customizable panels to accommodate additional connectors.

GPS Capable

- 1) Embedded multiple channel GPS receiver
- 2) NMEA and TAIP messaging
- 3) Local and remote forwarding via TCP or UDP

SECTION 3
TECHNICAL SPECIFICATIONS

FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT

Protocols

- 1) HTTP, HTTPS, SMTP, POP, IMAP, FTP, PPP (RFC 2516), SSH, IP V.4/V.6
- 2) Compatible with industry standard mobile routing protocols (including GRE)

Power Management

- 1) Auto Power-Up on ignition sense
- 2) Programmable shut-off delay (up to 2 hours)
- 3) Input voltage monitoring with configurable auto-shutdown
- 4) Temperature detection with auto-shutdown protection

Antennae External

- 1) TriMode Combo Antenna
- 2) Cellular /PCS and GPS combination into one small enclosure
- 3) All weather resistant
- 4) 30 dB gain
- 5) Omni Directional radiation pattern

Antennae Internal

- 1) Wi-Fi Antenna
- 2) Small footprint, low profile
- 3) Adhesive mount
- 4) 4.5 dB gain or better
- 5) Omni Directional radiation pattern

SECTION 3
TECHNICAL SPECIFICATIONS

FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT

3.7 Dade Monroe Route Schedule

DADE-MONROE EXPRESS
WEEKDAY-SATURDAY-SUNDAY

Florida City	Key Largo	Tavernier	Islamorada	Marathon
	M/M 98	M/M 87	M/M 74	M/M 50
(Depart)				(Arrive)
5:15 AM	6:10 AM	6:25 AM	6:50 AM	
5:30 AM	6:25 AM	6:40 AM	7:05 AM	
5:35 AM	6:30 AM	6:45 AM	7:10 AM	
5:40 AM	6:35 AM	6:50 AM	7:15 AM	7:50 AM
6:10 AM	7:05 AM	7:20 AM	7:45 AM	
7:50 AM	8:45 AM	9:00 AM	9:25 AM	
8:40 AM	9:35 AM	9:50 AM	10:15 AM	
10:30 AM	11:25 AM	11:40 AM	12:05 PM	12:40 PM
11:30 AM	12:25 PM	12:40 PM		
1:00 PM	1:55 PM	2:10 PM	2:35 PM	3:10 PM
1:30 PM	2:25 PM	2:40 PM	3:05 PM	
2:00 PM	2:55 PM	3:10 PM	3:35 PM	
3:20 PM	4:15 PM	4:30 PM	4:55 PM	5:30 PM
5:40 PM	6:35 PM	6:50 PM	7:15 PM	
6:20 PM	7:15 PM	7:30 PM	7:55 PM	8:30 PM
8:30 PM	9:25 PM	9:40 PM	10:05 PM	10:40 PM
9:15 PM	10:10 PM	10:25 PM		

Marathon	Islamorada	Tavernier	Key Largo	Florida City
M/M 50	M/M 74	M/M 87	M/M 98	
(Depart)				(Arrive)
	6:55 AM	7:20 AM	7:35 AM	8:30 AM
	7:10 AM	7:35 AM	7:50 AM	8:45 AM
	7:20 AM	7:45 AM	8:00 AM	8:55 AM
	7:50 AM	8:15 AM	8:30 AM	9:25 AM
8:05 AM	8:40 AM	9:05 AM	9:20 AM	10:15 AM
	9:45 AM	10:10 AM	10:25 AM	11:20 AM
	10:25 AM	10:50 AM	11:05 AM	12:00 PM
		12:45 PM	1:00 PM	1:55 PM
1:00 PM	1:35 PM	2:00 PM	2:15 PM	3:10 PM
	3:15 PM	3:40 PM	3:55 PM	4:50 PM
	3:50 PM	4:15 PM	4:30 PM	5:25 PM
3:45 PM	4:20 PM	4:45 PM	5:00 PM	5:55 PM
5:50 PM	6:25 PM	6:50 PM	7:05 PM	8:00 PM
	7:30 PM	7:55 PM	8:10 PM	9:05 PM
8:45 PM	9:20 PM	9:45 PM	10:00 PM	10:55 PM
		10:45 PM	11:00 PM	11:55 PM
11:00 PM	11:35 PM	12:00 AM	12:15 AM	1:10 AM

Total number of service hours daily: 65:25

- A. Six (6) southbound and six (6) northbound trips shall be provided between Florida City and Marathon Florida mile marker 50.
- B. Nine (9) southbound and nine (9) northbound trips shall be provided between Florida City and Islamorada at mile marker 74.

SECTION 3
TECHNICAL SPECIFICATIONS

FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT

- C. Two (2) southbound and two (2) northbound trips shall be provided between Florida City and Tavernier at mile marker 87.

3.8 Card Sound Route Schedule

Card Sound Express

Weekday-Saturday- Sunday

Southbound

Florida City City Hall (Departure)	Ocean Reef Club (Arrive)
5:30 AM	6:05 AM
7:05 AM	7:40 AM
2:35 PM	3:10 PM
4:10 PM	4:45 PM

Northbound

Ocean Reef Club (Departure)	Florida City City Hall (Arrive)
6:20 AM	6:55 AM
7:55 AM	8:30 AM
3:25 PM	4:00 PM
5:00 PM	5:35 PM

Total number of service hours: 6:00

- A. Four (4) southbound and four (4) northbound trips shall be provided between Florida City, City Hall to the Ocean Reef Club.

SECTION 4
BID SUBMITTAL FORM

Submit Bid To:
CLERK OF THE BOARD
Stephen P. Clark Center
111 NW 1st Street
17th Floor, Suite 202
Miami, Florida 33128-1983

OPENING: 2:00 P.M.

, 2013



**PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES,
 DELIVERED IN MIAMI-DADE COUNTY, FLORIDA.**

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued
 by:
**Tracey
 Jones**

ISD/PM

Date Issued:

This Bid Submittal Consists of
 Pages **18** through **25**
including Affidavits

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

Title:

FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT

A Bid Deposit in the amount of **N/A** the total amount of the bid shall accompany all bids.

A Performance Bond in the amount of **N/A** the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County.

DO NOT WRITE IN THIS SPACE	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: 962-17, 556 & 961-74	
Procurement Contracting Officer: Tracey Jones	

FIRM NAME _____

RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS.

FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE.

SECTION 4
BID SUBMITTAL FOR:
FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT

FIRM NAME: _____

A. Proposed Price

The bidder(s) shall state its price for providing services as stated in Section 3 (Technical Specifications). The bidder shall submit its pricing stated as a flat, fixed hourly rate which shall include all expenses to be paid under any contract issues as a result of this ITB.

Price per Service Hour for each fixed route:

Route	Price Per Hour (A)	Total Number of Service Hours for the Five (5) Year Contract Term (B)
Dade Monroe Express	\$	119,355
Card Sound Express	\$	10,905

Notes:

1. The estimated total number of hours above is based on daily hours stipulated in Sections 3.7 & 3.8.
2. The County will reimburse the Contractor for the hours, as specified in Section 3.7, on a daily basis for the Dade-Monroe Express route. Should the actual number of hours vary (increase or decrease) from the hours specified in Section 3.7 for any reason including traffic; the County's reimbursement will be limited to the scheduled daily hours of Section 3.7.
3. The County will reimburse the Contractor for the hours, as specified in Section 3.8, on a daily basis for the Card Sound Express route. Should the actual number of hours vary (increase or decrease) from the hours specified in Section 3.8 for any reason including traffic; the County's reimbursement will be limited to the scheduled daily hours of Section 3.8.

B. Minimum Bidding Requirements

Please indicate in the box that your company is in compliance with the requirements below:

Minimum Requirements	Indicate "Yes" or "No" in the blank below
Bidder(s) shall have an office staffed by competent company representatives authorized to discuss matters pertaining to the contracted services, who can provide information and who are cognizant of the industry standards. The bidder's office address shall be included in the bidder's submittal.	
Bidder(s) shall be equipped with modern office equipment, specifically a dedicated phone line, in addition to a dedicated DSL line, at bidder's	

SECTION 4
BID SUBMITTAL FOR:
FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT

FIRM NAME: _____

<p>garage location and a fax or e-mail address. These resources must be available twenty-four (24) hours a day, seven (7) days a week, to provide immediate support and response. The bidder's phone number, DSL number and fax and/or e-mail address shall be included in the submittal.</p>	
<p>Bidder(s) shall have a current United States Department of Transportation (US DOT) Number registered with the USDOT Federal Motor Carrier Safety Administration. A copy of the bidders USDOT registration shall be included in the submittal.</p>	
<p>Bidder(s) shall have a minimum of three (3) years of experience providing fixed route services. A summary of experience shall be included in the submittal.</p> <p>In the event that your company is determined to be the lowest responsive, responsible bidder, your company shall show proof that they have the financial capacity to purchase or lease nine (9) full size, forty five (45) ft. chauffeur (driver) driven buses, as well provide MDT's service requirements for the duration of the contract. The buses must be provided within 2 months of the contract being awarded by the Miami-Dade County Commission. Financial statements for the previous three (3) fiscal years shall be included in the submittal.</p>	

Bidder Information

1. Bidder's Experience

- A. Provide the number of years that the Proposer has been in transportation business; describe the services the Proposer specializes in, and the primary markets served.
- B. Provide detailed descriptions of three transportation services contracts (similar in scope of services to those requested herein) which the Proposer has either ongoing or completed within the past five years. The description should identify for each project: (i) client, (ii) description of work, (iii) total dollar value of the contract, (iv) dates covering the term of the contract, (v) client contact person and phone number, (vi) statement of whether Proposer was the prime contractor or subcontractor, and (vii) the results of the project. Where possible, list and describe those projects performed for government clients or similar size private entities (excluding any work performed for the County).
- C. List all contracts which the Proposer has performed for Miami-Dade County. The County will review all contracts the Proposer has performed for the County in accordance with Section 2-8.1(g) of the Miami-Dade County Code, which requires that "a Bidder's or Proposer's past performance on County Contracts be considered in the selection of Consultants and

**SECTION 4
BID SUBMITTAL FOR:
FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT**

FIRM NAME: _____

Contractors for future County Contracts.” As such the Proposer must list and describe all work performed for Miami-Dade County and include for each project: (i) name of the County Department which administers or administered the contract, (ii) description of work, (iii) total dollar value of the contract, (iv) dates covering the term of the contract, (v) County contact person and phone number, (vi) statement of whether Proposer was the prime contractor or subcontractor, and (vii) the results of the project.

2. Financial Capability

- A. Provide evidence to demonstrate that the Proposer has the necessary financial resources to perform the services in a satisfactory manner. Evidence of financial capability may be established by the Proposer's most recent certified business financial statements and proof of available funds through bank credits as of a date not earlier than the end of the Proposer's preceding official tax accounting period, together with a statement in writing, signed by a duly authorized representative, stating that the present financial condition is materially the same as that shown on the balance sheet and income statement submitted, or with an explanation for a material change in the financial condition. A copy of the most recent business income tax return will be accepted if certified financial statements are unavailable.
- B. Describe how the Proposer plans to use its financial resources to perform the services for the contract term. The description should include, but not be limited to, the Proposer's allotment for startup capital, payroll, and fleet operations.

3. Staffing and Training

- A. Describe the Proposer's hiring/staffing program and the planned staffing level of drivers, supervisors and personnel at various facilities (Dispatch, bus yard/garage and office).
- B. Identify the Proposer's project manager and describe the functions to be performed by the project manager. Provide resume of proposed project manager. Include relevant experience on previous similar projects, qualifications, and other vital information for the project manager.
- C. Describe the Proposer's training program for this Contract that complies with the requirements of Attachment C (F). Include course names, course descriptions, length, instruction methods and frequency of updates to the training program. Detail the Proposer's training process, the frequency of follow-up training, additional training, re-training plans, and any circumstances that would warrant re-training.
- D. Describe the Proposer's driver history program that complies with the Attachment C (D) and how are records maintained.

SECTION 4
BID SUBMITTAL FOR:
FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT

FIRM NAME: _____

4. Bidder's Plan

- A. Provide the total number and types of vehicles (owned/leased) in Proposer's fleet, if applicable. Provide details of the existing, if applicable, bus fleet (year, make, and model) the Proposer plans to use under the resultant Contract.
- B. Provide acquisition plan, if applicable, for the buses to be used under the resultant Contract.
- C. Describe maintenance plan for the fleet to be used for the resultant Contract. Also, describe contingency plan in the event of a breakdown.
- D. Describe the type of signage to display County postings (Attachment B) to be used on buses under the resultant Contract. The County prefers and encourages the selected Proposer to utilize electronic signage on buses.
- E. Provide details of the two-way radio system or alternative (see Attachment D (B)) to be used for communications between Proposer and its drivers.
- F. Provide details of the vehicle modem (see Attachment D(C)) to be used by the Proposer.
- G. Identify the Proposer's Dispatch office to be used for the resultant Contract. Provide address and days/hours of operation.
- H. Provide details including address, available maintenance/repair equipment, days/hours of operation of the bus yard or garage to be used to service and/or house fleet for this Contract.
- I. Provide details of the office facility (Section 2.5) and equipment (Attachment D (A)) to be used by the Proposer to manage this Contract.
- J. Identify if Proposer has taken any exception to the terms of this Solicitation. If so, indicate what alternative is being offered and the cost implications of the exception(s).

SECTION 4
BID SUBMITTAL FOR:

FIXED BUS ROUTES FROM MIAMI-DADE TRANSIT

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

LIST BELOW THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION
WITH THIS BID

Addendum #1, Dated _____

Addendum #2, Dated _____

Addendum #3, Dated _____

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____

Addendum #7, Dated _____

Addendum #8, Dated _____

PART II:

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

TITLE OF OFFICER: _____

**Bid Title: FIXED BUS ROUTES FROM MIAMI-DADE TRANSIT**

By signing this Bid Submittal Form the Bidder certifies that it satisfies all legal requirements (as an entity) to do business with the County, including all Conflict of Interest and Code of Ethics provisions in Section 2-11 of the Miami-Dade County Code. Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the Miami-Dade County Ethics Commission prior to submittal of a Bid response or application of any type to contract with the County by the employee or his or her immediate family and file a copy of that request for opinion and any opinion or waiver from the Board of County Commissioners with the Clerk of the Board. The affected employee shall file with the Clerk of the Board a statement in a form satisfactory to the Clerk disclosing the employee's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a Bid, response, or application of any type to contract with the County. Also a copy of the request for a conflict of interest opinion from the Ethics Commission and any corresponding opinion, or any waiver issued by the Board of County Commissioners, must be submitted with the response to the solicitation.

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder. Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor.

The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon vendor registration. Failure to register as a vendor within the specified time may result in your firm not being considered for award.

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information at the time of bid or proposal submission.

☐ Place a check mark here only if bidder has such conviction to disclose.

By executing this proposal through a duly authorized representative, the proposer certifies that the proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space: _____. In such event, the proposer shall furnish together with its proposal a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

☐ Place a check mark here only if affirming bidder meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.

LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION: For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County, as defined in Section 1.10 of the General Terms and Conditions of this solicitation.

☐ Place a check mark here only if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for the LHP. The address of the locally-headquartered office is _____.



LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

☐ Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 1.35 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is voluntary, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and shall not be binding on the bidder.

- A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located within the geographical boundaries of Miami-Dade County?

Yes _____ No _____

- B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located outside the geographical boundaries of Miami-Dade County?

Yes _____ No _____

Firm Name: _____

Street Address: _____

Mailing Address (if different): _____

Telephone No.: _____ Fax No.: _____

Email Address: _____ FEIN No. ____ - ____ / ____ / ____ / ____ / ____

Prompt Payment Terms: ____ % ____ days net ____ days (Please see paragraph 1.2 H of General Terms and Conditions)

Signature: _____ (Signature of authorized agent)

****"By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract."***

Print Name: _____ Title: _____

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.



APPENDIX

AFFIDAVITS FORMAL BIDS



Miami-Dade County
Internal Services Department
Procurement Management Division
Affirmation of Vendor Affidavits

In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Vendor Affidavits Form), before being awarded a new contract. The undersigned affirms that the Vendor Affidavits Form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

Contract No. : _____ **Federal Employer**
Identification Number (FEIN): _____

Contract Title:

Affidavits and Legislation/ Governing Body

1.	Miami-Dade County Ownership Disclosure Sec. 2-8.1 of the County Code	6.	Miami-Dade County Vendor Obligation to County Section 2-8.1 of the County Code
2.	Miami-Dade County Employment Disclosure County Ordinance No. 90-133, amending Section 2-8.1(d)(2) of the County Code	7.	Miami-Dade County Code of Business Ethics Article 1, Section 2-8.1(i) and 2-11(b)(1) of the County Code through (6) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code
3.	Miami-Dade County Employment Drug-free Workplace Certification Section 2-8.1.2(b) f the County Code	8.	Miami-Dade County Family Leave Article V of Chapter 11 of the County Code
4.	Miami-Dade County Disability Non-Discrimination Article 1, Section 2-8.1.5 Resolution R182-00 amending R-385-95	9.	Miami-Dade County Living Wage Section 2-8.9 of the County Code
5.	Miami-Dade County Debarment Disclosure Section 10.38 of the County Code	10.	Miami-Dade County Domestic Leave and Reporting Article 8, Section 11A-60 11A-67 of the County Code

Printed Name of Affiant	Printed Title of Affiant	Signature of Affiant
Name of Firm		Date
Address of Firm	State	Zip Code

Notary Public Information

Notary Public – State of _____ County of _____

Subscribed and sworn to (or affirmed) before me this _____ day of, _____, 20____.

by _____ He or she is personally known to me ☐ or has produced identification ☐

Type of identification produced _____

Signature of Notary Public

Serial Number

 Print or Stamp of Notary Public Expiration Date Notary Public Seal

In compliance with Miami-Dade County Ordinance 97-35, the Bidder shall submit with the bid proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors in accordance with Section 1, Paragraph 1.15

This image shows a single page of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

☐ NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT

Signature

Date _____

SUBCONTRACTOR/SUPPLIER LISTING
(Miami-Dade County Code Sections 2-8.1, 2-8.8 and 10-34)

Name of Proposer: _____

FEIN No. _____

In accordance with Sections 2-8.1, 2-8.8 and 10.34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all Proposers on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all Proposers on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The Proposers who is awarded this contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The Proposers should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract and sign the form below.

In accordance with Ordinance No. 11-90, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all first tier subcontractors/suppliers. In the event that the recommended Proposer demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the Proposer shall be obligated to exercise diligent efforts to obtain that information and provide the same to the County not later than ten (10) days after it becomes available and, in any event, prior to final payment under the contract.

(Please duplicate this form if additional space is needed.)

Business Name and Address of First Tier Subcontractor/ Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/ Subconsultant	Principal Owner (Enter the number of male and female owners by race/ethnicity)		Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)							
			Gender	Race/Ethnicity	Gender	Race/Ethnicity						
			M	F	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other
			M	F	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other

Business Name and Address of First Tier Direct Supplier	Principal Owner	Supplies/Material s/Services to be Provided by Supplier	Principal Owner (Enter the number of male and female owners by race/ethnicity)		Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)							
			Gender	Race/Ethnicity	Gender	Race/Ethnicity						
			M	F	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other

☐ Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to contracting department or on-line to the Small Business Development of the Department of Regulatory and Economic Resources at <http://www.miamidade.gov/business/business-development-contracts.asp>. As a condition of final payment, Proposer shall provide subcontractor information on the Subcontractor Payment Report Sub 200 form which can be found at <http://www.miamidade.gov/business/library/forms/subcontractors-payment.pdf>.

verify that the representations contained in this Subcontractor/Supplier listing are to the best of my knowledge true and accurate.

Signature of Proposer	Print Name	Print Title	Date
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Walters, Vivian (RER)

From: Walters, Vivian (RER)
Sent: Tuesday, October 08, 2013 1:38 PM
To: Jones, Tracey L. (ISD)
Cc: Uppal, Namita (ISD)
Subject: RE: SBE Input for for New ITB

Tracey,

How are you? Would you please give me a call at your earliest convenience?

Will this be an **ITB** or an **RFP**?

Regards,

Vivian O. Walters, Jr.

Contract Development Specialist II
Regulatory and Economic Resources Department
Small Business Development Division
111 NW 1st Street #19 Floor
Miami, FL 33128
walterv@miamidade.gov

☎ Office (305) 375-3138 | 📠 Fax (305) 375-3160

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From: Jones, Tracey L. (ISD)
Sent: Tuesday, October 08, 2013 11:20 AM
To: Walters, Vivian (RER)
Cc: Uppal, Namita (ISD)
Subject: SBE Input for for New ITB
Importance: High

Hi Vivian,

I will be soliciting a new ITB Fixed Bus Routes for Miami-Dade Transit. I have attached the DBD Departmental Input form along with a draft of the new ITB (this has not been approved as of yet and has not been assigned a number). This is a new bid to replace the existing contract, RFQ83 that expires on 11/30/2013. There was a previous RFP that was created to replace RFQ83, but this formally got rejected by the BCC on 10/1/2013.

Please let me know if you need any other information. Upon review, please let me know SBE's recommendations.

Best,

Tracey Jones

Procurement Contracting Officer 1

Internal Services Department

Procurement Management Services (ISD/PM)

☎ 305.375.4803

☎ 305.375.1083

✉ tjones@miamidade.gov

🌐 www.miamidade.gov/procurement/



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