

# **Stagecoach Transportation Services, Inc.**

## **Request for Proposal**

### **Winter Time Parking**

### **Lot Maintenance**

#### **BACKGROUND**

Stagecoach Transportation Services Inc. (STSI) was established in 1976 to create a network of community transportation alternatives that connect the people and places in Orange and Northern Windsor Counties. Our goal is to provide services that are safe, reliable, accessible and affordable for everyone.

STSI operates two parallel and complementary transportation systems. The Dial-a-Ride (DAR) System takes elders and persons with disabilities, Medicaid-eligible residents and many other vulnerable populations to medical services, work, grocery stores and meal sites. The Bus Route System connects passengers to employment and shopping centers.

#### **SCOPE OF WORK**

STSI will award a professional services agreement for winter time parking lot maintenance for our Randolph Facilities at 1 L Street and 13 Hedding Drive. The required maintenance includes snow plowing, application of salt and sand, shoveling our walkways and bay doors, and generally maintaining our parking lots as needed during the winter season. STSI recognizes that plowing snow and applying salt/sand depends largely on the weather. As such, the following are general expectations that STSI has of the contract:

- Snow removal services begin when the depth of snow reaches more than three (3) inches, provided, however, that STSI reserves the right to change the depth of snow requiring removal.
- In such cases, the STSI Depot parking lot and sidewalks at 1 L Street should be cleared before 5:00am Monday-Friday and before 9:30am on Saturday's; and
- The STSI Bus Garage lot and bay doors at 13 Hedding Drive should be cleared before 5:00am Monday-Friday and before 9:30am on Saturday's.
- For certain snow events, plowing during the storm is expected, to keep the parking lots open.
- The successful bidder shall apply sand/salt only when it is effective; applications should not be applied in lieu of plowing.
- The company awarded the contract will have sufficient equipment to ensure that service can be consistently maintained throughout the winter season.
- The company awarded the contract will provide salt and sand for the parking lots.

## EQUIPMENT

### Minimum Required Equipment

- 1 – Plow Truck
- 1 – Sander

## CONDITIONS

- All fuel, blades, equipment, labor, insurance and repairs are the sole responsibility of the contractor.
- Stagecoach will not be responsible, or compensate the contractor for travel to and from our parking lot, or time spent on equipment repairs.

## PROPOSAL REQUIREMENTS

A complete RFP will include:

- Fees based on an hourly rate, total seasonal rate, or other proposal of the bidder's choice.
- Submissions may propose an adjustable hourly rate based on the price of fuel.
- Copy of a valid worker's compensation insurance policy and general liability insurance.
- Three to five professional references.

All proposals are the property of STSI upon submission. Any expenses incurred to prepare or submit this RFP are the responsibility of the applicant. STSI reserves the right to reject any and all proposals or to cancel this RFP in part or in its entirety if it is in the best interests of STSI. The RFP does not obligate STSI to award a contract.

## SELECTION CRITERIA

STSI staff will review and evaluate all proposals and select a company based on the following criteria:

<u>CRITERIA</u>	<u>WEIGHT</u>
1. Addressing the Scope of Work	25%
3. Previous Experience	10%
4. Ability to effectively communicate	20%
5. References	25%
7. Fee Proposal	20%

The contract award decision by STSI is final.

## SUBMISSION REQUIREMENTS

Electronic copies of the proposal should be sent to [lperez@stagecoach-rides.org](mailto:lperez@stagecoach-rides.org), [alittle@stagecoach-rides.org](mailto:alittle@stagecoach-rides.org), and [angela@actr-vt.org](mailto:angela@actr-vt.org) no later than **12pm (noon) on Monday, September 14, 2015**. If you would like to include hard copies, envelopes should be addressed to:

Stagecoach Transportation Services, Inc.  
Attention: Laura Perez  
PO Box 356  
Randolph, VT 05060

Physical address:

Stagecoach Transportation Services, Inc.  
1 L Street  
Randolph, VT 05060

It is the applicant's responsibility to ensure that proposals are complete and delivered by the deadline time and date as indicated above. Incomplete or late proposals received after the stated deadline will not be accepted or returned.

### **QUESTIONS**

Questions regarding the project scope of work are to be emailed to Laura Perez at [lperez@stagecoach-rides.org](mailto:lperez@stagecoach-rides.org) and should be submitted by September 14, 2015. All potential bidders submitting questions will receive all questions and corresponding answers no later than September 7, 20

