



THE TOWN OF
COVENTRY
PARKS AND RECREATION DEPARTMENT

REQUEST FOR PROPOSAL

The Town of Coventry is soliciting sealed Requests for Proposal; hereinafter referred to as RFP, for the following:

**BUS TRANSPORTATION SERVICES
2018 SUMMER RECREATION PROGRAMS**

Bids will be received until 3:00 p.m. on Friday, March 23, 2018, by the Town Clerk's Office located at 1670 Flat River Road, Coventry, RI 02816. Normal business hours for the Town of Coventry are Monday through Friday between the hours of 8:30 a.m. to 4:30 p.m. Town offices are closed on recognized holidays.

Sealed bids will later be opened and read publicly. Any bid received after the closing time will not be accepted and will be returned to the bidder unopened. It is the responsibility of the bidder to see that any bid submitted shall have sufficient time to be received by the Town Clerk's Office prior to the bid opening date and time. The receiving time in the Town Clerk's Office will be the governing time for acceptability of the bids. Bids will not be accepted by telephone, email or facsimile machine. All bids must bear original signatures and figures.

If you have any questions or require additional information regarding the RFP, please contact the Town of Coventry Parks and Recreation Department by phone: 401-822-9107, fax: 401-822-9148 or email at parksandrecreation@coventryri.org. Questions must be submitted no later than Tuesday, March 20, 2018, at 2:00 p.m.

INSTRUCTIONS TO VENDORS

1. BIDS/PROPOSALS:

Instruction forms and specifications may be obtained in person, online or by mail at the Office of the Town Clerk, 1670 Flat River Road, Coventry, RI 02816, beginning Wednesday, March 14, 2018. Bids shall be submitted on the RFP form and clearly marked "Bus Transportation Services" on the exterior of the envelope packet. Sealed bids or proposals will only be accepted by the Town of Coventry if submitted in accordance with these instructions, the General Conditions and any other attached specifications.

2. QUALIFICATIONS:

The Town may make such investigation as it deems necessary to determine the ability of the bidder to furnish the services, and the bidder shall furnish to the Town all such information and data for this purpose that the Town may request. The Town reserves the right to reject any bid if the evidence submitted by the bidder or an investigation of such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract.

3. REQUIRED ATTACHMENTS TO BIDS:

Each bid shall be accompanied by the following which are attached herewith:

- a. Notarized Affidavit (non-collusion oath) executed by the Bidder, or if the bidder is a corporation, executed by a duly authorized representative of the corporation;
- b. Vendor Responsibility form; and
- c. Equal Opportunity Employer form.

4. ACCEPTANCE OR REJECTION OF BID RESERVATIONS:

The Town will accept or reject bids within ninety (90) days of the date after the bids are opened. The Town reserves the right to reject or accept any or all bids or portion thereof where such acceptance or rejection would, in the Town's sole discretion, be in the best interest of the Town, and further reserves the right to reduce or modify the scope of the project in order to meet funding limits, budget and scheduling constraints.

5. ADDENDA:

Any addenda, including response(s) to bidders' questions, issued after the request for bids are distributed shall be covered in the bid, and in closing the contract, they shall become a part thereof.

6. SPECIFICATIONS:

Bidders must examine the specifications carefully. In case doubt shall arise as to the meaning or intent of anything shown in the specifications, inquiry shall be made in writing to the Town before the bid is submitted. The submission of a bid shall indicate that the bidder thoroughly understands the terms of the RFP and specifications.

GENERAL CONDITIONS

1. RESERVATIONS:

a. The Town reserves the right to waive formalities or technicalities in bids as the interests of the Town may require.

b. The Town may waive minor differences in specifications provided these differences do not violate the intent of the specification or materially affect the operation for which the item is being acquired.

c. Bids which show omission, irregularity, alteration of forms, or additions not called for, and conditional or unconditional, unresponsive bids or bids obviously unbalanced may be rejected.

d. The Town reserves the right to award contracts on a lump sum or an individual item basis or such combination thereof as the interests of the Town may require.

e. If in the Town's judgment, the Town's best interest will be served by doing so, the Town reserves the right to reject any and/or all bids; to accept a portion of a bid or bids only; to advertise for new bids; to proceed to do the work otherwise; or to abandon the work.

2. DISPUTES:

In cases of disputes as to whether or not an item or service quoted or delivered meets the specifications, the decision of the Town shall be final and binding on both parties.

3. FAILURE TO DELIVER:

In the event the Contractor fails to deliver the services and materials covered by the contract and in accordance with the delivery terms stipulated in the contract, then the Town will have the right to purchase on the open market the services and/or materials covered in the Bid Proposal and shall have as damages the cost of obtaining such services and/or materials and any additional costs incurred by the Town as a result thereof.

4. INSURANCE:

The Contractor shall maintain such commercial general liability and broad form property damage insurance and Workers' Compensation Insurance as will protect the Town from any and all claims under Workers' Compensation Acts, and from any other claims for loss or damages or for general injury or damage to property which may arise from Contractor's operations under the contract; whether

such operations be by themselves or by any subcontractor or anyone directly or indirectly employed by either of them. Certificate of Insurance shall be on an occurrences basis.

The Contractor shall name the Town as additional insured to the required insurance policy and will furnish a Certificate of Insurance or other acceptable evidence of insurance coverage to the Town within ten (10) days from date of award, but in no event later than the date of execution of the Contract.

a. **Comprehensive Liability Insurance:** Limits of Coverage (Applies ONLY to Contractors performing services in and/or for the Town; NOT for supply only Contracts) for commercial general liability and broad form property damage coverage are to be no less than Five Million Dollars (\$5,000,000.00) occurrence/Five Million Dollars (\$5,000,000.00) aggregate personal injury and death and Five Million Dollars (\$5,000,000.00) property damage. Five Million Dollars (\$5,000,000.00) aggregate, where insurance aggregates apply.

b. **Automobile Liability Insurance:** Motor vehicle insurance meeting the requirements of Rhode Island law and covering every vehicle and driver involved in providing the services, in the following amounts:

- (1) Bodily injury liability with limits of \$500,000.00 each person and \$5,000,000.00 each accident;
- (2) Property damage liability with a limit of \$100,000 each accident.

c. **Workers' Compensation:** Contractor shall maintain Worker's Compensation coverage for the duration of the contract. Evidence of coverage must be presented before the final contract is signed by the Town.

Failure to provide current insurances shall result in a closure of the concession facilities and termination of the contract.

5. INDEMNIFICATION:

The successful bidder will be required to indemnify, defend and hold the Town harmless against any and all liability to any person or persons or damage to any property for or by any reason of any condition or malfunction of the materials used, and against any and all claims made or liability to any person or persons by reason of any act or omission or negligence of the bidder or any of its agents, servants, or employees. This indemnification shall include reasonable attorney's fees incurred by the Town in connection with such claim or liability.

Vendor further agrees to indemnify and hold harmless the Town from and against any and all liability in any way arising out of or related to Vendor's operation of these concessions and/or performance of its obligations hereunder. The indemnity shall be the broadest form available and shall include indemnity against any liability arising out of or caused by the negligence of the Vendor, its agents, subcontractors, and employees.

6. INSPECTIONS:

The Town has the right to inspect and test all services and materials called for by the contract, to the extent practicable at all times and places during the term of the contract. The Town shall perform inspections and tests in a manner that will not unduly delay the work. If any of the services and/or materials do not conform to contract specifications, the Town may require the contractor to perform the service or again provide a replacement product in conformity with contract specifications, at no increase in contract amount.

BID SPECIFICATIONS

- 1.01 Provide certified drivers, fuel, insurance and all mechanical work to be done on all of the vehicles described below. A copy of the certificate of insurance should accompany the bid. (Minimum one (1) million dollars liability). This certificate must name the Town of Coventry as both a certificate holder and an additional insured.

- 1.02 The Contractor shall invoice the Coventry Parks and Recreation Department at the conclusion of each weekly period for the transportation and field trips mentioned below. Any additional field trips will be billed on an as needed basis. Invoices should reflect actual hours driven and actual mileage recorded for each bus for each trip/day.

- 1.03 All buses shall be 2012 models or newer.

- 1.04 The Contractor’s bid shall reflect charges for services commencing with the arrival of buses at Coventry Parks and Recreation sites thru the departure time from those sites at the conclusion of the program.

- 1.05 Provide transportation services according to the following schedule:
 - a. Buses will be needed for local transportation Monday through Friday between the hours of 9:00am and 3:00pm on an as needed basis. These buses shall be billed at an hourly rate and a mileage rate.

 - b. Anticipated field trips, number of trips and the anticipated number of buses required for each trip. Fewer buses may be needed based on actual trip attendance. These buses shall be billed at an hourly rate and a mileage rate.

Field Trip Locations	Number of Trips	Number of Buses per Trip
Spring Lake Beach, Burrillville, RI	7	2 trips @ 3 buses; 5 trips @ 2 buses
Chuck E Cheese, Warwick, RI	2	2 trips @ 2 buses
Lazergate, Fall River, MA	3	2 trips @ 3 buses; 1 trip @ 2 buses
Legion Bowl, Cranston, RI	5	2 trips @ 3 buses; 3 trips @ 2 buses
Showcase, Warwick, RI	3	1 trip @ 3 buses; 2 trips @ 2 buses
United Skates, Rumford, RI	4	2 trips @ 3 buses; 2 trips @ 2 buses
Roger Wheeler, Narragansett, RI	4	2 trips @ 3 buses; 2 trips @ 2 buses

BID SPECIFICATIONS – (continued)

Field Trip Locations	Number of Trips	Number of Buses per Trip
Bounce U, Warwick, RI	1	1 trip @ 2 buses
Riverbend Campground, Oneco, CT	2	2 trips @ 2 buses
OSSG, Lincoln, RI	3	1 trip @ 3 buses; 2 trips @ 2 buses
Breezy Lake – Douglas, MA	2	1 trip @ 3 buses; 1 trip @ 2 buses
Kaleidoscope, Cranston, RI	3	3 trips @ 2 buses
Walnut Hill Bowl, Woonsocket, RI	1	1 trip @ 3 buses
Misquamicut, Westerly, RI	2	2 trips @ 3 buses
Monster Golf, Seekonk, MA	1	1 trip @ 2 buses
Roger Williams Park Zoo, Providence, RI	1	1 trip @ 2 buses
Scarborough, Narragansett, RI	1	1 trip @ 3 buses
Southwicks Zoo, Mendon, MA	1	1 trip @ 2 buses
BattlegroundZ, Lincoln, RI	1	1 trip @ 3 buses
Chepachet Farms, Burrillville, RI	2	2 trips @ 2 buses
Prov Children’s Museum, Providence, RI	1	1 trip @ 1 bus
Adventureland, Narragansett, RI	1	1 visit @ 3 buses
Ecotarium, Worcester, MA	2	2 trips @ 2 buses
Goddard Park, Warwick, RI	1	1 trip @ 7 buses
Briar Point, Coventry, RI	8	8 trips @ 1 shuttle/trip
Community Center, Coventry, RI	1	1 trip @ 3 buses

- c. Changes in destinations and/or unanticipated field trips or special events booked during the six-week camp season will be billed at the same fixed mileage rate and the same fixed hourly rate. The proposed schedule of activities is slated to begin on 7/2/18 thru 8/10/18.
- 1.06 Provide on an as needed basis, one bus equipped with a wheel chair lift should a physically challenged child enroll in our weekly trip program. We will advise on a week to week basis of the need for this bus. This bus shall also be charged at a fixed hourly rate and a fixed mileage rate.
- 1.07 The Town of Coventry shall not be responsible for admission fees or lunches and refreshments of bus operators.
- 1.08 Bus operators shall not be allowed to bring along relatives, friends or children while operating buses under this contract.
- 1.09 Bus operators must remain with busses at all times at event location.
- 1.10 Bus operators must arrive on time and understand that return times may vary slightly due to conditions such as traffic, weather, sickness, program issues, etc.
- 1.11 Bus operators who have children in a particular camp division shall not be allowed to drive for that division under any circumstances.

- 1.12 Bus operators must be aware by Management that there is no smoking in any public park or while on duty servicing children.
- 1.13 Bus operators must have communication with the bus dispatch center. Operator cell numbers must be available to Parks & Recreation Department for communications.
- 1.14 The contractors shall provide buses for relief of buses and/or drivers that are incapacitated for any reason. Such replacement shall be in a timely manner to minimize delays in trip schedules.
- 1.15 The bus drivers must provide accurate details if the bus is involved in any type of accident or breakdown.

TOWN OF COVENTRY, RHODE ISLAND

INVITATION TO BID

BUS TRANSPORTATION

2018 SUMMER RECREATION PROGRAMS

BID FORM:

1. Fixed hourly rate - Item 1.05 a, b, c and 1.06 _____
2. Fixed mileage rate - Item 1.05 a, b, c and 1.06 _____

The contractor shall deliver and provide all labor, equipment, and materials to complete the bid items awarded. Prices shall include all labor, mileage costs, fuel, repairs and miscellaneous expenses related to the items awarded.

The undersigned bidder submitting this proposal, hereby declares and agrees to furnish and deliver this labor and material in accordance with all of the terms, conditions and requirements of the bid invitation, specifications and general conditions contained therein.

NAME AND ADDRESS OF COMPANY:

Telephone (office #) _____ (cell #) _____

Signature: _____ Title: _____ Date: _____

VENDOR RESPONSIBILITY FORM

(A separate sheet of paper may be used if necessary)

1. Summarize briefly your experience in providing the commodities or service outlined in the attached specifications:

2. List the names and addresses of three (3) firms, **with telephone numbers and contact names**, for which you have provided similar commodities or services:

3. List the name and address of one bank or other institution that can provide the Town with an adequate credit reference:

Name of Bidder: _____

Address: _____

Telephone #: _____

By: _____

Printed Name and Title

By: _____

Signature

EQUAL OPPORTUNITY EMPLOYER

This company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, this company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

This company expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

Bidder: _____
Print Name of Company

Address: _____

By: _____
Signature of Person Authorized to Sign Bid

Print Name and Title of Person Authorized to Sign Bid

TOWN OF COVENTRY, RI

STATEMENT UNDER OATH TO ACCOMPANY BID

The bidder represents, and it is a condition of the acceptance of this bid, that the bidder has not been a party with other bidders to any agreement to bid a fixed or uniform price.

ATTEST/WITNESS:

Name of Bidder (Print)

_____ By: _____
Signature of Person Authorized to Sign

Name and Title of Signatory (Print)

STATE OF _____

LOCALITY OF _____, TO WIT:

On this _____ day of _____ 20 ____, before the undersigned officer, personally appeared _____, known to me or satisfactorily proven to be the person whose name is subscribed on the foregoing instrument for the purposes therein contained. IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year aforesaid.

Notary Public

My Commission Expires: _____