



UNIVERSITY OF ARKANSAS
FOR MEDICAL SCIENCES

*UNIVERSITY OF ARKANSAS
FOR MEDICAL SCIENCES*

LITTLE ROCK, ARKANSAS

*INVITATION TO BID
2017-0002R*

Opening Friday, May 5, at 2:00 P M

TO PROVIDE

*EMPLOYEE AND STUDENT CAMPUS
TRANSPORTATION*

UAMS EMPLOYEE AND STUDENT PASSENGER TRANSPORTATION

1.0 INTRODUCTION

The University of Arkansas for Medical Sciences (hereafter referred to as UAMS) is anticipating entering into a contract for Employee and Student Passenger Transportation. UAMS seeks to partner with a provider in customizing a transportation solution that fits our campus needs, while delivering the highest levels of safety, customer service and quality. The contract will include passenger transport from War Memorial Stadium and area overflow lots to the UAMS Campus (and/or other designated areas as prescribed by UAMS).

Current routes provided are listed in section 2.3 of the ITB, however, UAMS is seeking to collaborate with a shuttle provider to improve transport and route time. Vendors should participate in strategic planning of operations and best practices. This includes recommending shuttle routes and equipment needed to provide transportation.

1.1 ISSUING AGENCY

This invitation to Bid (ITB) is issued for UAMS by the Procurement Services Department. The Department is the sole point of contact for UAMS for the selection process. Vendor questions regarding ITB related matters should be addressed to Jessica Lowder, (Contract Analyst) at the University of Arkansas for Medical Sciences, Procurement Services, (501-686-8588 or jblowder@uams.edu). During the time between the bid opening and contract award, the issuing office or requesting entity, not the vendor, will initiate any contact concerning this ITB. Specifically, the person(s) named in above will not initiate contact.

If additional information is necessary to better interpret the content contained in the ITB, written questions should be submitted to jblowder@uams.edu. Written responses to questions submitted in writing will be consolidated and provided to vendors who submit questions. Answers to verbal questions may be given as a matter of courtesy and must be evaluated at bidder's risk.

1.2 TYPE AND TERM OF CONTRACT

The intent of the ITB is to obtain an agreement for the passenger transport. This contract will be in effect for five years from the contract award date – on or about May 12, 2017. UAMS reserves the option to renew this contract annually for a period not to exceed two (2) years.

All prices should be firm for the first year of this contract. Successful vendor will be responsible for supplying UAMS with a report reflecting fuel usage and associated costs no later than May 31st of the initial contract period and any renewal periods. UAMS will consider a price adjustment if the average annual cost increase for fuel is in excess of \$.05 for each renewal period.

1.3 PAYMENT AND INVOICE PROVISIONS

Each month an invoice shall be mailed to the University of Arkansas for Medical Sciences for the contracted base charge. All invoices must reference the Purchase Order number assigned by UAMS. Payment will be made in accordance with applicable State of Arkansas accounting procedures upon written acceptance by the University of Arkansas for Medical Sciences. UAMS may not be invoiced in advance of goods or services provided.

1.5 RESPONSE DOCUMENTS

ALL BIDDERS MUST SUBMIT ONE (1) ORIGINAL PLUS ONE (1) COPY OF THE ITB RESPONSE PLUS AN (1) ELECTRONIC COPY EITHER ON FLASHDRIVE OR CD/DVD MEDIA.

1.6 RESERVATION

The ITB does not commit the University of Arkansas for Medical Sciences to award a contract, to pay costs incurred in the preparation of a bid in response to this request, or to procure or contract for services or supplies. The University of Arkansas for Medical Sciences reserves the right to accept or reject (in its entirety), any bid received as a result of the ITB, if it is in the best interest of the University to do so.

1.7 CLARIFICATION OF IFB AND QUESTIONS

If additional information is necessary to enable bidders to better interpret the information contained in the ITB, contact Jessica Lowder @ 501-686-8588.

1.8 BID OPENING DATE AND LOCATION

To be considered, bid must be received prior to the time and date specified on the invitation to Bid sheet at the following address:

All paragraphs of this ITB must be responded to by the bidder. Starting with Paragraph 1.0 bidders must address each of the requirements of this ITB by the same paragraph number sequence, stating the requirement and providing a response. Bidder responses should contain sufficient information and / or detail for UAMS to determine the bidder has met ALL aspects of the requirements and for UAMS to further evaluate the merit of the bidder's response. Paragraphs not needing a specific bidder statement may be responded to with the words "concur" or "acknowledge". If a bidder fails to respond to a paragraph the lack of response will be interpreted as an affirmative response

Delivered or Express:

University of Arkansas Medical Sciences
Procurement Services
Westmark Bldg., Rm111
4120 West Markham St.
Little Rock, AR 72205

Bids shall be publicly opened and announced at that time, and become public information under the laws of the State of Arkansas.

1.9 INVOICING

An itemized monthly invoice must be submitted by the 5th for the preceding month. Invoice should be mailed to UAMS Parking Operations, Mail Slot 582, 4301 W. Markham Street, Little Rock, AR 72205. The purchase order number must be identified on the invoice. Only the days of actual operation should be charged. Vendor must provide monthly accounting information to UAMS to reconcile records. Payment will be made within thirty (30) days after receipt of invoice.

1.10 CANCELLATION CLAUSE

Failure of the Contractor to comply with all provisions of this agreement may result in cancellation. UAMS will give written notice outlining in detail the reasons for any default. If remedies are not made with ten (10) days to the satisfaction of UAMS, the contractor will be given thirty (30) days' notice and the contract will be cancelled.

1.11 IRS TAX CERTIFICATION INFORMATION

The University of Arkansas is a state institution. It is an organization described in the Internal Revenue Code 170(b) (1) (A) (v), in that it is described in Code 170 (c) (1). The University also falls within Code 509(a) (1) in that it is an organization in Code 170(b) (1) (A). The taxpayer ID# is 71-6046242.

1.12 CONTRACT INFORMATION

Bidders should note the following in regard to the State's contracting authority

- A. The State of Arkansas may not contract with another party:
1. to contract for a period of time which continues past the end of the fiscal year unless a term of the contract allows cancellation by the State upon thirty (30) days written notice whenever there are no funded appropriations for the service.

A suggested term is set forth at C.1 below.

2. to indemnify and defend that party for any liability and damage; however, the State may agree to hold the other party harmless for any loss or claim resulting directly from and attributable to the States use or possession of equipment and reimburse that party for the loss caused solely by the States uses or possession (this is the form of indemnification's to which the State can agree);
3. upon default, to pay all sums to become due under the contract;
4. to pay damages, legal expenses or other costs and expenses of any party;
5. to conduct litigation in a place other than Pulaski County, Arkansas;
6. to agree to any provision of a contract that violates the laws or Constitution of the State of Arkansas.

- B. A party wishing to contract with UAMS should:

1. remove any language from its contract that grants to it any remedies other than:
The right to accrued payments;
2. include in its contract that the laws of the State of Arkansas govern the contract;
3. when in bidding situation, acknowledge in its contract that contracts become effective when awarded by UAMS.

- C. The State of Arkansas may contract with another party:

1. to agree to the following provision:

In the event the Legislature of the State of Arkansas does not appropriate funds for the service described in this Agreement, customer may, upon thirty (30) days written notice to the vendor, cancel this Agreement as to that service for which no appropriations were made; or, in the event that there are not funded appropriations from which payment can be made for the service described in this Agreement; customer may, upon thirty (30) days written notice to vendor,

cancel this Agreement as to that service for which there are no funded appropriations from which payment can be made for the service.

1.13 CONDITIONS OF CONTRACT

The Successful bidder shall at all times observe and comply with federal and state laws, local laws, ordinances, orders, and regulations existing at the time of or enacted subsequent to the execution of this contract which in any manner affect the completion of the service.

The successful bidder and surety shall indemnify and save harmless the agency and all its officers, representatives, agents, and employees against any claim or liability arising from or based upon the violation of any such law, ordinance, regulation, order or decree by an employee, representative, or subcontractor of the successful bidder.

1.14 CAUTION TO BIDDERS

UAMS reserves the right to accept or reject in part or its entirety, any bid received as a result of this ITB if it is in the best interest of UAMS to do so. Bids may be rejected for one or more, but not limited to the following reasons:

- A. Failure of the bidder to adhere to one or more of the provisions established in established in this ITB.
- B. Failure of the bidder to submit his bid in the format specified.
- C. Failure of the bidder to submit his bid (s) on or before the deadline established by Procurement Services and stated on the bid cover sheet.
- D. Failure of the bidder to adhere to generally acceptable ethical and professional principles during the bidding and selection process.
- E. Failure of the bidder to respond to a request for oral or written questions.
- F. Failure of the bidder to comply with the intent of any statement in this document which has the word "must", "should", or "shall" in it.
- G. Failure of the bidder to have an authorizing officer sign the bid.

1.15 AWARD CRITERIA

Award will be made by "All or None". The Department of Procurement Services of the University of Arkansas for Medical Sciences will be responsible for notice of intent to award to the apparent successful vendor; however, final contract approval shall be subject to appropriate University of Arkansas for Medical Sciences authorities.

1.16 REFERENCES

Bidder must list three (3) references for which Shuttle Transport has been provided to in the past year and bidder must have had a contractual Shuttle Transport contract. References must be providers that reflect similar transport specified in this ITB and the type and size of business should be comparable.

1.17 CERTIFICATE OF INSURANCE

The Contractor shall defend any and all suits against UAMS by any employee or other person (whether employed by the Contractor or not) for damage to property and /or injury to persons (including death) alleged or claimed to have been caused by or through the performance by the Contractor of the work and shall indemnify and hold harmless UAMS from and against any and all claim or claims arising out of the work performed by Contractor; also, the Contractor shall pay, liquidate and discharge any and all claims or demands for bodily injury (including death) and/or loss of or damage to any and all property caused by, growing out of or incidental to the performance of the work performed by the Contractor, including damage to the building and other property of UAMS, and all cost expense of suits and reasonable attorney’s fees. In the event of any such injury (including death), loss or damage (or claim or claims thereof), the Contractor shall give immediate notice thereof to UAMS. Before proceeding with any work, the Contractor shall furnish to UAMS a Certificate of Insurance executed by an insurance company, approved by UAMS to evidence coverage by Contractor as set forth below and shall keep said insurance in full force until acceptance of the work by UAMS. Such insurance shall be modifiable or cancelable only on written notice from such insurance companies, mailed to UAMS fifteen (15) days in advance of the modification or cancellation.

These certificates shall contain a provision that coverage afforded under the policies will not be canceled until at least fifteen (15) days prior written notice has been given to UAMS.

Workers Compensation and Employers Liability Policy	
Workers Compensation	Statutory Limits
Employers Liability	\$100,000.00 each accident

Comprehensive General Liability Policy
Premises and Operation
Completed Operation Hazard
Contractual Insurance
Personal Injury

ALL THE ABOVE (B) TO HAVE

Bodily Injury	\$250,000.00 each person \$500,000.00 each occurrence
Property Damage	\$100,000.00 each occurrence \$100,000.00 each aggregate

Contractor will have two (2) days to provide UAMS with “Certificate of Insurance” after notification of intent to award contract.

1.18 SPECIAL TERMS AND CONDITIONS

- 1. This Invitation does not commit UAMS to pay any cost incurred in the preparation of bids. Further, UAMS shall have the right to accept or reject any or all bids or any part of a bid in the best interest of the agency.

2. Bidders should include as part of their bid all the provisions of this Invitation and furnish all information required. An official authorized to bind the bidder to the resultant contract must sign bids. If the bidder submits standard terms and conditions with his bid, and if any section of those terms are in conflict with the laws of the State of Arkansas, the laws of the State of Arkansas shall govern. Any Terms and Conditions submitted which are considered unacceptable to UAMS will require alteration. Failure of a bidder to comply with such alterations will be cause for rejection of the bid. Mandatory requirements / specifications as outlined in this IFB may not be altered. All agreements of any nature requiring execution by UAMS in order to complete the transaction must be submitted with the bid.

1.19 SUPERVISION

The contractor shall provide all necessary supervision to the personnel performing the transport specified in this ITB. The Contractor agrees to replace any personnel who becomes incompatible with UAMS and UAMS will be the sole judge of the incompatibility.

1.20 PROTECTION OF WORK AND PROPERTY

The Contractor shall take all precautions necessary to prevent the theft or pilferage of materials, tools, equipment, fixtures, furnishings, personal property and any other items from UAMS property. The Contractor shall also be responsible for any loss or damage to the UAMS property and to the property of others due to the Contractor's personnel and shall make good at this own expense and to the complete satisfaction of the UAMS, such as loss or damage.

1.21 DISCRIMINATION

In the event a contract is entered into pursuant to the Invitation to Bid the successful vendor shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, disability, origin, nationality or ancestry. Vendor must include in any and all subcontracts a provision similar to the preceding.

SECTION II MANDATORY REQUIREMENTS

2.0 MANDATORY REQUIREMENTS

Current services provided are listed in section 2.3 of the ITB, however, UAMS is seeking to collaborate with a shuttle provider to improve service and route time. Vendors should participate in strategic planning of operations and best practices. This includes recommending shuttle routes and equipment needed to provide services. UAMS would prefer the following transit buses to be equipped with an Automated Passenger counting System (APC). While this is not mandatory, it would be preferable.

Bidder must provide the following:

- 2.0.1 Transit type buses with front and rear side entrance and exit doors; air conditioning and heating, climate control ventilation; handicap accessible; clean; in good repair; with an approximate forty (40) passenger capacity.
- 2.0.2 One (1) minimum fifteen (15) passenger shuttle for early morning routes.
- 2.0.3 Shuttles equipped with Ride Systems tracking or similar devices.
- 2.0.4 All fuel
- 2.0.5 Proper emergency equipment
- 2.0.6 Maintain proper inspection, repair and maintenance records
- 2.0.7 ALL MAINTENANCE: ANOTHER BUS MUST BE PROVIDED WITHIN (1) HOUR FROM NOTIFICATION OF A BUS BREAKING DOWN.
- 2.0.8 Commercial driver's license by drivers.
- 2.0.9 All insurance as required by state regulations
- 2.0.10 Comply with all Arkansas Commercial Motor Carrier Safety Regulations.
- 2.0.11 Two –way radio service for emergency communication with UAMS Police Department.
- 2.0.12 All contract documents as well as proposed terms and conditions must be submitted with bid. (See Special Terms and Conditions)

2.1 REQUIREMENTS FOR CONTRACTOR'S EMPLOYEES

- 2.1.1 Compliance with Campus Regulations: All employees shall comply with all regulations in effect for control of persons entering, remaining in, or leaving the campus. Such regulations, if any, will be furnished to the Contractor by UAMS.
- 2.1.2 Employee Qualifications: All employees assigned to this work by the Contractor shall be fully capable experienced and trained in the work employed to perform. They shall be physically able to do their work and be free from any communicable disease. The contractor shall submit names and addresses of all employees engaged in work specified herein or having access to UAMS property in an inspecting or supervising capacity, and shall cause to be completed such questionnaires as required by UAMS for security or other reasons. Employees whom UAMS

deems careless, discourteous and otherwise objectionable, or who do not meet standards required for security or other reasons, will be prohibited from entering UAMS property to perform work.

2.1.3 Security Check: The Contractor will perform a background investigation of each employee prior to his being assigned to the UAMS campus and will make this available to UAMS.

2.1.4 Employee's Clothing: All employees of the Contractor shall be neatly attired at all times in a manner that will reflect credit upon both the company and the campus.

2.1.5 Shuttle driver should be in appropriate uniform that is neat and clean. Shuttle driver should be courteous and friendly in greeting passengers and answering questions. The bus company shall have regular meetings with UAMS representative as deemed necessary by UAMS in regards to service. The bus company shall regularly inspect to evaluate performance and make recommendations regarding best practices.

2.2 EMPLOYEE IDENTIFICATION

2.2.1 All Employees shall be furnished by Contractor, paper identification with both the name of the Contractor and of the employee. A company name badge may be used if approved by UAMS. Employees must wear identification at all times.

2.3 DESCRIPTION OF ROUTES

Current routes provided are listed in section 2.3 of the ITB, however, UAMS is seeking to collaborate with a shuttle provider to improve transportation and route time. Vendors should participate in strategic planning of operations and best practices. This includes recommending shuttle routes and equipment needed to provide transportation.

This ITB is for the routes referenced below. UAMS reserves the right to extend, shorten, or add to the time periods as deemed necessary during the contract period. Agreement does not include UAMS holidays listed. In partnership with UAMS, the bus company should monitor ridership counts and make recommendations on best practices and most cost effective solutions to UAMS.

2.3.1 Early morning transport

Is provided from 4:30am – 6am with one (1) 15 passenger sprinter. Currently picks up at Ray Winder Field and will serve all stops on campus. NOTE: ONLY STOPS AS REQUESTED.

2.3.2 Peak Shuttle transport

War Memorial Express Route is provided from 6am-9am and from 3pm – 5:30 pm with a 44 passenger transit bus. Route details; War Memorial Parking, 7th Street, Hooper to Hospital and EDII and back to War Memorial via Markham. NOTE: TWO (2) STOPS ON CAMPUS ARE BOTH ON HOOPER.

Ray Winder Express Route is provided from 6am-9am and from 3pm-5:30pm with a 44 passenger transit bus. Route details; Ray Winder, Monroe, 7th Street, Jack Stephens Dr. ,Shuffield, Hooper to Hospital and ED II, back to Ray Winder via Markham. NOTE: FOUR (4) STOPS ON CAMPUS: 1 on 7th Street, 1 on Shuffield and 2 on Hooper.

Cedar Westmark Route is provided from 6:45am-9am and from 3pm-5:30pm with a 15 passenger sprinter. Route Details; Rick's Armory, Palm, Markham, Cedar, 6th Street, Pine, Markham to Westmark Building, Markham and back to Rick's Armory via Palm. NOTE: THREE (3) STOPS ON CAMPUS: 2 on Cedar and 1 at Westmark.

2.3.3 Standard (DAY) transport

UAMS express route is provided from 9am-3pm with a 44 passenger transit bus. Route details: This route serves both Ray Winder and War Memorial, 7th Street, Jack Stephens Dr., Shuffield, Hooper to Hospital and EDII and back via Markham. NOTE: Four (4) stops on campus: 1 on 7th Street, 1 on Shuffield and 2 on Hooper.

UAMS sprinter route is provided from 9am-3pm with a 15 passenger sprinter. Route details: serves Ray Winder, War Memorial, Ricks Armory, and all stops on campus. NOTE: Seven (7) stops on campus, 1 on 7th Street, 1 on Shuffield, 2 on Hooper, 2 on Cedar, and 1 at Westmark.

2.3.5 Evening transport

UAMS Sprinter transport is provided from 5:30 pm -7:30 Pm with a 15 passenger sprinter. Route details; serves Ray Winder, War Memorial, Ricks Armory and all stops on campus. NOTE: Seven (7) stops on campus, 1 on 7th Street, 1 on Shuffield, 2 on Hooper, 2 on Cedar and 1 at Westmark.

2.3.6 The busses will continuously run during these time frames.

2.3.7 Expansion

UAMS shall have the right to expand the shuttle transportation at any point within the life of the contract whereby the bidder agrees to offer such services. The bidder is required to identify willingness and ability to respond to request for expanded transportation.

2.4 UAMS HOLIDAYS

Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving (If declared by governor)
Christmas Eve
Christmas Day
New Year's Day
Martin Luther King's Birthday
George Washington's Birthday
Memorial Day

2.5 INCLEMENT WEATHER POLICY

During overnight inclement weather, the bus company should contact the UAMS Director of Parking or Operations Manager 30 minutes prior to the earliest route advising if the bus is safe to run. In addition the Director will determine if it's necessary to operate the shuttle based on the activation of the UAMS inclement weather policy and expected road conditions.

During the work day inclement weather, the bus company should advise the Director of Parking or Operations Manager as soon as possible if roads are becoming hazardous and the busses will soon stop. UAMS asks as a courtesy for at least a one (1) hour notice from the vendor of these conditions if possible. This will allow time to make an announcement to the campus allowing employees and student time to get back to their cars, to place signs at various lot entrances, and raise applicable parking gates on campus.

2.6 REPORTING

Vendor will provide various electronic reports due by the 15th of each month reflecting the preceding month's activity:

Ridership report should include but not limited to:

- Database of ridership counts from/to UAMS for each trip
- Average number of riders per day
- Average number of riders per 30 minute segments
- Average number of riders per bus trip
- Number of times bus capacity attained
- Average travel time per route (in peak times)
- Trending analysis

Route Interruption report should include but not limited to:

- Date
- Time reported
- Duration of Interruption
- Reason for Interruption
- Resolution and Comments
- Trending analysis

Passenger Claims Report

- Date
- Time reported
- Claim description
- Resolution and Comments
- Trending analysis

2.7 CURRENT ENVIRONMENT

Average number of riders (to and from) UAMS is 20,000 per month.

UAMS will underwrite transportation without charge to the riders.

OFFICIAL PRICE SHEET

Base Rate

Early Morning Route from 4:30AM - 6:00AM (Monday through Friday)	\$ _____/hour
Express Route from 6:00AM - 5:30PM (Monday through Friday)	\$ _____/hour
Standard Route from 6:45AM - 7:30PM (Monday through Friday)	\$ _____/hour
Rental cost per hour	\$ _____/hour

Expanded Rates

(If offered) in reference to sections 2.0 and 2.3, UAMS has asked for any alternate solutions provided by vendors. Indicate below any additional vehicles, routes and their pricing.

Time: _____ (Days: _____)	Vehicle: _____	\$ _____/hour
Time: _____ (Days: _____)	Vehicle: _____	\$ _____/hour
Time: _____ (Days: _____)	Vehicle: _____	\$ _____/hour
Rental cost per hour		\$ _____/hour

LIST ANY OTHER CHARGES TO BE BOURNE BY UAMS IN ADDITION TO THE ABOVE RATES:

VENDOR:

SIGNATURE:

PRINTED NAME:

TELEPHONE:

EMAIL ADDRESS:

Bid opening date – Friday, May 5, 2017 2:00 PM

Bid envelope should be properly marked as to bid number, date and hour of bid opening, and bidders return address. Bids must be submitted to UAMS Procurement Services on or before bid opening time and date to be accepted.

Company Name: _____

Address: _____

FED ID no: _____

Name (typed or printed): _____

Title: _____

Phone: _____

Fax: _____

Signature: _____

(Bids must be signed. Unsigned bids will not be considered.)