



REQUEST FOR QUALIFICATIONS 13-06  
SALINAS AND PENINSULA CITIES TAXI VOUCHER SERVICE  
October 15, 2012

Monterey-Salinas Transit (MST) is requesting bids from taxi operators interested in providing taxi services to seniors age 65 and older, and persons with disabilities, within the city limits of Salinas and/or Carmel-by-the-Sea, Del Rey Oaks, Monterey, Pacific Grove, Sand City, and Seaside, California.

The deadline for submission of all bids is 4:00 PM (PDT) October 31, 2012. MST reserves the right to reject any and all proposals. MST seeks several providers to ensure convenient and easy access to taxi services for seniors and persons with disabilities in the region. All qualified responders that meet the criteria outlined in this RFQ will be considered for this service.

SCOPE OF WORK

MST is seeking to provide taxi service to seniors and persons with disabilities within MST's taxi voucher programs. The time between requested service and arrival at the caller's location should not exceed thirty (30) minutes. If a person with a disability needing a wheelchair-accessible vehicle cannot be accommodated within the thirty (30) minute window, the taxi provider must refer this passenger to another RTA- and MST- approved taxi provider with a wheelchair accessible vehicle as soon as possible and forfeit the trip.

Reimbursement for each taxi trip will be paid in part by the customer and in part by MST through the reimbursement of an approved taxi voucher. The customer will pay three dollars (\$3.00) per each one-way trip at the time of service and MST will pay the contracted value of the voucher. The taxi operator will be reimbursed on a per-trip basis regardless of the length of the trip or number of passengers. However, should the metered fare go beyond seventeen dollars (\$17.00), the taxi operator may charge the customer for any amount above seventeen dollars (\$17.00) in addition to the three dollars (\$3.00) they have already collected from the customer at the beginning of the trip.

The taxi operator will submit all collected taxi vouchers following the end of each month of service and submit them to MST. MST will reimburse the total value of the vouchers within 20 working days of receipt and approval of each claim.

CRITERIA FOR AWARD OF CONTRACT

MST will select taxi operators that demonstrate the ability to meet the needs of the senior/disabled populations in their area of operation. A two-year contract with the possibility of extensions is available. To qualify, the taxi operator must meet the following criteria:

1. Demonstrate that it has a minimum of 1 wheelchair-accessible vehicle in taxi service that meets Americans with Disabilities standards in its fleet (provide documentation of Vehicle Identification Number (VIN#), year, make and model in response to this RFQ). If an applicant does not currently have an accessible vehicle in taxi service but is simultaneously submitting a request for an MST accessible taxi lease, please state this in your submission.
2. Provide proof of licensure to operate within the Monterey County Regional Taxi Authority (RTA) jurisdiction.
3. Provide proof of insurance demonstrating minimum coverage as required by the RTA (currently at \$1 million).

## QUOTE SUBMISSION

Part I. Submit written responses to all of the following:

1. Specify your business address and contact information, including email and company website URL.
2. Specify your experience transporting seniors and persons with disabilities and what training your employees receive regarding the travel challenges faced by these individuals.
3. Specify the number of years your firm has been in the transportation business.
4. Specify the number of vehicles, both accessible and others, and drivers available to provide this service.
5. Specify whether or not your firm is registered with the State of California as a Disadvantaged Business Enterprise (DBE), Minority Owned Business (MBE) or as a Women-owned Business (WBE). Not being registered as a DBE, MBE or WBE will not exclude you from bidding or competing for this contract.

Part II. Submit all the following information:

1. Passenger pick-up charge
2. Each additional 1 mile charge
3. Per hour wait time charge
4. Other surcharges

Submit your bid on company letterhead and sign and date. Your submission should not exceed three pages but you may include additional materials in an Addendum documenting your qualifications and accomplishments. Submit your bid to:

Consolidated Transportation Services Agency  
Monterey-Salinas Transit District  
150 Del Monte Avenue  
Monterey, CA 93940-2444  
Attention: Tom Hicks, CTSA Manager

All bids must be sealed and will be opened as they are received and evaluated. This RFQ is not intended to select only one preferred vendor. Rather, any and all qualified respondents

who submit successful proposals may be asked to sign a contract with MST to provide taxi voucher services. While MST will not accept bids after the submission deadline for this RFQ, periodically MST may issue additional RFQ's for similar taxi voucher services as the need arises.

For further information, contact Tom Hicks at [thicks@mst.org](mailto:thicks@mst.org) or call (888) 678-2871.