



**REQUEST FOR QUALIFICATIONS
MONTEREY-SALINAS TRANSIT TAXI LEASE PROGRAM 14-16**

April 14, 2014

Monterey-Salinas Transit (MST) intends to provide accessible taxi service for persons with disabilities within Monterey County, California. To this end, MST has purchased accessible taxis and proposes leasing these taxis to selected taxi companies. There are three vehicles available (two MV-1 sedans and one Dodge minivan). MST proposes leasing these vehicles for between \$150 and \$175 per month, depending on the current age and type of vehicle that is awarded to vendor. Terms and conditions will apply to the lease, please read below.

MST is requesting qualifications from taxi operators interested in providing accessible taxi services and thereby requesting one of three available vehicles. The deadline for submission of all bids is 4:00 PM (PDT) Friday, May 9, 2014. MST reserves the right to reject any and all proposals. MST seeks several providers to ensure convenient and easy access to taxi services for persons with disabilities in Monterey County. All qualified responders meeting the criteria outlined in this RFQ will be considered for this service.

APPLICATION PROCEDURES

1. MST will solicit applications from interested taxi companies using the RTA mailing list of permitted taxi companies. Interested companies must submit a written application and must certify that they fully agree with the *Terms and Conditions* contained herein if selected.
2. All applicant companies must be in full compliance with the RTA to be considered, including all drivers and vehicles.
3. MST staff will screen all applicants and score them according to their ability to provide prompt and reliable service according to the *Terms and Conditions*.
4. All taxi companies selected must be an approved MST taxi voucher vendor or must submit an MST taxi voucher vendor application along with an MST accessible taxi lease application.
5. Extra consideration will be given to companies with a documented history of serving seniors and persons with disabilities, with a user-friendly dispatch system, and technology that provides security and payment enhancements.
6. A lottery of qualified applicants will select up to three (3) VENDORS; with two or more accessible vehicles to be based in Salinas and or the Monterey Peninsula. A company with a significant presence in both communities may receive more than one accessible taxi.

TERMS AND CONDITIONS OF LEASE

1. TERM AND TERMINATION

- 1.1. Term. This term of this Lease shall commence on June 1, 2014 and terminate on May 31, 2018 (estimate and subject to change)
- 1.2. Termination. Unless otherwise provided for in the Lease, MST and VENDOR shall have the right to terminate this Lease with or without cause upon 30 days written notice. VENDOR must surrender the Vehicle immediately upon the termination of the Lease and shall be liable for the care and maintenance of the Vehicle according to Section 4 (below) until surrendered.
- 1.3. Immediate Termination: MST may terminate this Lease, without advanced notice, if vehicle operator is arrested and/or convicted for driving under the influence, reckless driving, violent or sexual offenses, or any incident of mistreatment of a senior or person with a disability.
- 1.4. MST Taxi Voucher Program: VENDOR must be an approved service provider for the MST Taxi Voucher Program and participate fully throughout the term of the lease for as long as the Program is in operation.

2. GENERAL TERMS AND CONDITIONS OF LEASE

- 2.1. Vehicle and Payment. VENDOR shall lease [SEE EXHIBIT A, VEHICLE LIST] from MST. Payment shall be due on or before the tenth day of each month.
- 2.2. Shared Ride Policy. VENDOR shall maintain a “shared-ride” policy approved by MST in accordance with Federal Transit Agency (FTA) regulations. “Shared-ride” is defined as two or more passengers in the same vehicle who are not otherwise traveling together. Not every trip must be shared in order for a taxi company to be considered a “shared-ride” operator. However, if VENDOR requires the consent of the first passenger to board an additional passenger(s) with a disability(s), the service is not “shared-ride”.
 - 2.2.1. VENDOR shall post a clearly visible notice of its “shared-ride” policy at the rear entrances to the Vehicle.
- 2.3. Compliance with Rules and Regulations. VENDOR shall maintain full compliance with all FTA, RTA and California Vehicle Code rules and regulations during the term of this Lease. MST shall have the sole discretion to terminate the Lease for any failure to do so by VENDOR.
- 2.4. Use within Monterey County. VENDOR acknowledges the intended use of the Vehicle is for revenue taxi service within Monterey County. Excessive use of the vehicle for trips out of Monterey County shall be grounds for termination of the lease at MST’s sole discretion. VENDOR is prohibited from use of the vehicle for personal business.
- 2.5. Operating Priorities. Pursuant to MST policies, VENDOR shall provide the following priorities in operating the Vehicle:
 - i) First, respond to MST emergency calls for accessible transportation;
 - ii) Second respond to a MST taxi voucher holder requiring an accessible vehicle;
 - iii) Third respond to a member of the general public with a disability requiring accessible vehicle;
and
 - iv) Lastly, respond to a member of the general public without a disability.

- 2.6. Communication with Passengers. All Vehicle drivers and VENDOR dispatchers must speak and write English with adequate clarity such that all passengers can easily communicate their needs and instructions to the driver and dispatcher.
- 2.7. Removal from Service Prohibited. Except as provided herein, the Vehicle may not be removed from service as long as this Lease is in effect.
- 2.8. Training. Before operating the Vehicle, VENDOR shall complete a training course approved by MST on assisting customers with disabilities and special needs, and proper wheelchair securement procedures. Each driver employed or contracted by the VENDOR to drive the Vehicle shall complete this training and provide proof of successful completion of such training upon request by MST or its designee.
- 2.9. Documentation. Within 15 calendar days of receipt of Vehicle, and annually thereafter, VENDOR shall provide the following documentation to MST: proof of current valid RTA permit, driver's license, insurance, and proof that all drivers using Vehicle have completed the mandatory disabilities training course described herein. Failure to provide proof of these documents shall result in automatic termination of this Lease.

3. VEHICLE MAINTENANCE AND REPAIR.

- 3.1. Routine Maintenance. VENDOR shall, at its sole expense, ensure comprehensive vehicle maintenance on the Vehicle. Vehicle maintenance shall be performed at regular intervals in compliance with original equipment manufacturer (OEM) requirements, prior to due date per the service scheduled stipulated by the Vehicle manufacture (every 5,000 miles), including but not limited to: preventive maintenance, and maintenance to keep the vehicles in a safe and reliable condition in compliance with FTA, MST, and RTA requirements. Routine maintenance shall include: daily servicing (fuel, oil, water, and all fluid levels maintained at proper levels), verifying adequate tire tread, checking for flats and inflating tires as needed, adjusting and replacing mirrors, and interior and exterior cleaning as needed. MST reserves the right, at its sole discretion, to inspect and immediately place out of service temporarily or permanently any vehicle that it deems not in accordance with the vehicle manufacturer, FTA, MST or RTA requirements.
 - 3.1.1. Leased vehicles manufactured by VPG (MV-1) must have all service, maintenance, and repairs performed by an authorized Ford Dealer™ as approved by MST.
 - 3.1.2. Leased vehicles manufactured by El Dorado with Dodge vans must have all service, maintenance, and repairs performed by an authorized Dodge-Chrysler Dealer™ as approved by MST. See **Attachment A** for authorized service dealerships.
- 3.2. Failure to Perform Routine Maintenance and Provide Documentation. VENDOR shall provide a receipt and work order from an MST-authorized dealership, shown above in 4.1.1 and 4.12, for all required maintenance and repair work, itemizing the date and time of the service, labor hours, and material costs, within 15 days of the service/repair work. The following chart outlines penalties for failing to complete scheduled maintenance at an authorized dealership within the manufacturer's designated mileage intervals:

Miles Overdue	Fine
500+	\$250
1,000+	\$500

More than one failure to complete the required manufacturer's service/maintenance on time per rolling 12-month period shall result in termination of the lease at MST's sole discretion.

- 3.3. Damage - Notice and Repair. VENDOR shall notify MST of any Vehicle damage within seven (7) calendar days. VENDOR shall, at its sole expense, ensure all repairs, mechanical failures, collision/vandalism damage, body damage, interior damage, any incidental damage are immediately repaired. Broken windows, headlights and all taillights must be replaced immediately and the vehicle taken out of service until all are whole and functional. Damage to Vehicle (including body) shall be repaired within 15 days of occurrence. Should VENDOR be unable to comply with this provision, VENDOR shall immediately notify MST. MST reserves the right, at its sole discretion, to inspect and immediately place out of service temporarily or permanently any Vehicle that it deems has not been timely repaired.
- 3.4. Body Damage. Body damage must be repaired by an MST approved licensed auto body shop within 15 days of the damage.
- 3.5. Vehicle Wear and Tear. VENDOR shall not be liable for regular wear and tear. Fair wear and tear is defined solely by MST.
- 3.6. Smog. VENDOR shall complete smog inspection as required and shall use certified mail or deliver a copy of the completed smog certification to MST. If vehicle does not pass smog inspection, VENDOR shall notify MST within five (5) calendar days.
- 3.7. No Modifications. VENDOR shall make no modifications, alterations, or additions to MST vehicles or equipment without prior written approval of MST.
- 3.8. Inspection During Lease. VENDOR will present Vehicle to MST for inspection upon request by MST to document vehicle condition and compliance with LEASE conditions referenced in 3.2 and 4.3 through 4.7 above.
- 3.9. Inspection at Termination of Lease. Vehicles returned to MST during or at the end of their lease period shall be jointly inspected by the VENDOR and MST for mechanical condition, exterior/interior appearance, damage and proper operation and safety of all systems or components. MST's inspection may be delegated to an authorized dealership. The purpose of such inspections is to document vehicle condition at the time of return to MST by the VENDOR. Upon return of the vehicle(s) to MST control, VENDOR shall be financially liable for all repair(s) as directed by MST and necessary to bring the vehicle to an acceptable and/or safe operating condition. Repairs shall be required for vehicles that still have service life on the following: major components, all vehicle systems, vehicle exterior/interior, seats and body. Fair wear and tear is defined solely by MST.

4. RIDERSHIP REPORTS

- 4.1. VENDOR shall maintain a record of all customer trips. The record shall reflect the date, time, mileage, and fare reported by the meter for each trip, and shall indicate which category in Section 3.5 (above) best describes the customer. VENDOR shall submit the record to MST on a monthly basis, by the 15th calendar day of the month. Each monthly report submission must be submitted in electronic data form as defined and directed by MST.
- 4.2. The following chart outlines penalties for failing to provide timely and accurate reports:

Days Overdue	Fine
31-60 Days	\$750
61-90 Days	\$1,500

Ongoing failure to provide timely and accurate reports will result in suspension or termination of lease.

5. ADDITIONAL REQUIREMENTS

- 5.1. MST reserves the right to require VENDOR to install and maintain backseat terminals in the leased **vehicle for credit/debit** card payments that conform to standards approved by MST. Those terminals must be installed and operational within 60 days of being mandated by MST.
- 5.2. MST retains the right to require VENDOR to install and maintain a video surveillance system in the leased vehicle that conforms to standards approved by MST. That system must be installed and operational within 60 days of being mandated by MST.
- 5.3. MST retains the right to require VENDOR to install and maintain a security barrier in the leased vehicle between the driver and the passenger compartments that conforms to standards approved by MST. That barrier must be installed and operational within 60 days of being mandated by MST.

6. LICENSE and PERMITS

- 6.1. License. Taxi drivers of VENDOR, regardless of whether employees or independent contractors of VENDOR, shall keep their California Class C Drivers License current and valid at all times and free of any restrictions other than for vision correction devices.
- 6.2. Permits. VENDOR and its drivers shall maintain throughout the term of this Lease the requisite RTA permits.

7. INSURANCE

- 7.1. VENDOR shall maintain a liability policy for its taxi services with MST named as co-insured. Such a policy will be maintained at a minimum level of \$1,000,000 per combined single incident or the minimum amount required by the RTA, whichever is greater.
- 7.2. The insurance policy shall stipulate that VENDOR shall provide 100% of the replacement cost of the vehicle based upon the year, make, model and mileage of the vehicle to be replaced.

APPLICATION 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 your first choice of vehicle – MV-1 or Dodge minivan. (Choices will be honored on a “first come, first serve” basis among those qualified three bidders selected at random at the close of the RFQ period.)
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:

6. Passenger pick-up charge
7. Each additional 1 mile charge
8. Per hour wait time charge
9. Other surcharges

Part III. Include a statement that you understand the terms and conditions of the lease program and that you fully intended to agree and comply with same.

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:

Purchasing Manager
1Ryan Ranch Road
Monterey, CA 93940
Or by e-mail at samorim@mst.org

All bids must be sealed and will be opened as they are received and evaluated. While MST will not accept bids after the submission deadline for this RFQ, periodically MST may issue additional RFQ's for its accessible taxi lease program dependent upon need and availability of vehicles.

For further information, contact Sandra Amorim at samorim@mst.org

Authorized Service Dealerships:

Note – Servicing your vehicle at non-authorized locations may result in the termination of your lease.

Dodge Caravan: Service every 5,000 miles

Cal's Chrysler Dodge Jeep Ram

3 Geary Plaza
Seaside, CA 93955
888-448-9824

My Jeep Chrysler Dodge Ram

600 Auto Center Circle
Salinas, CA 93907
888-817-1258

Wheelchair Ramp, door repairs:

Access Options

109 Lee Road, Suite D
Watsonville, CA 95076
831- 722-6804

MV-1: Service every 5,000 miles

Cypress Coast Ford

4 Geary Plaza
Seaside, CA 93955
866-760-1715

Salinas Valley Ford

1100 Auto Center Circle
Salinas, CA 93907

Wheelchair Ramp, door repairs:

Access Options

109 Lee Road, Suite D
Watsonville, CA 95076
831- 722-6804