



REQUEST FOR QUALIFICATIONS  
MONTEREY-SALINAS TRANSIT TAXI LEASE PROGRAM 13-04  
October 15, 2012

Monterey-Salinas Transit (MST) intends to provide accessible taxi service for persons with disabilities within Monterey County, California. To this end, MST has purchased Braun accessible taxis and proposes leasing these taxis to selected taxi companies. These vehicles are new and cost between \$42,000 and \$45,000. MST proposes leasing these vehicles for \$175 per month. Terms and conditions will apply to the lease.

MST is requesting bids from taxi operators interested in providing accessible taxi services. The deadline for submission of all bids is 4:00 PM (PDT) Wednesday, 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 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. 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 6 VENDORS; with two or more accessible vehicles to be based in Salinas and two or more accessible vehicles to be based on the Monterey Peninsula. A company with a significant presence in both communities may receive more than one accessible taxi.

## Term and Conditions

- a. VENDOR must maintain a “shared-ride” policy in accordance with FTA regulations.<sup>1</sup>
- b. VENDOR must post a notice of its “shared-ride” policy at the entrance(s) to the vehicle.
- c. VENDOR will maintain full insurance coverage and MST will be designated as co-insured. This policy will stipulate that it will provide 100% of the replacement cost of the vehicle.
- d. VENDOR will hold harmless MST from any and all consequences from acts committed by VENDOR.
- e. VENDOR will maintain full compliance with all RTA rules and regulations
- f. MST will enforce contract provisions that require the accessible taxi to be used as follows:
  - a. Respond first to MST emergency calls for accessible transportation
  - b. Respond second to a holder of an MST taxi voucher requiring an accessible vehicle
  - c. Respond third to a member of the general public with a disability requiring accessible vehicle
  - d. Respond lastly to a member of the general public without a disability
- g. Successful applicants must be approved taxi voucher vendors prior to executing a vehicle lease agreement with MST.
- h. The vehicle may not be removed from service as long as its agreement with MST is in force.
- i. Any warranty service required by the manufacture will be completed by the VENDOR, at the VENDOR's expense, prior to the due date. In addition, safety and mechanical inspections will be completed every six months by a garage approved by MST. Warranty, safety and mechanical inspections and repairs may be done simultaneously if done within 30 days of their due dates.
- j. VENDOR will provide MST with a \$2,000 paint restoration deposit should the VENDOR plan to repaint the vehicle any color other than its original color. No deposit is required for adhesive lettering and signage, including logos and graphics.
- k. VENDOR must complete a 3-hour training course on assisting customers with disabilities and special needs provided by MST or its designee. Each driver employed or contracted by the VENDOR who will drive the accessible vehicle must complete the training and provide proof of successful completion of such training upon request by MST or its designee.

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<sup>11</sup> “Shared-ride” is defined as two or more passengers in the same vehicle who are otherwise not traveling together. Similar to general public and ADA demand response service, every trip does not have to be shared-ride in order for a taxi company to be considered a shared-ride operator, but the general nature of the service must include shared rides. Conversely, if the taxi company regulation requires the consent of the first passenger to hire a taxi be obtained before the taxi may take on an additional rider(s), the service is not shared-ride.

- l. VENDOR must maintain a record of customers and designate in that record in which category in Paragraph “f” above best describes the customer and submit a copy of that record to MST each quarter. This record will reflect the mileage and fare reported by the meter for each trip.
- m. All drivers must speak and write English with adequate clarity that all passengers can easily communicate their needs and instructions to the driver.
- n. MST will lease accessible vehicles to approved VENDORS for \$175 per month each for a term five (5) years. MST will maintain a lien on the vehicle for 5 years and may sell the vehicle to VENDOR for one dollar at the conclusion of the lease period if it so chooses.
- o. MST retains the right to require VENDOR to install and maintain backseat terminals for credit/debit card payments that conforms to standards approved by MST. Those terminals must be installed and operational within 60 days of being mandated by MST. (MST may be able to provide capital for equipment purchases, but VENDOR must nonetheless pay ongoing operations and maintenance costs)
- p. MST retains the right to require VENDOR to install and maintain a security camera(s) that conforms to standards approved by MST. Those cameras must be installed and operational within 60 days of being mandated by MST. (MST may be able to provide capital for equipment purchase, but VENDOR must nonetheless pay ongoing operations and maintenance costs)
- q. MST and VENDOR have the right to terminate their agreement with 30 days written notice with or without cause. VENDOR must surrender the vehicle immediately upon the termination of the agreement and will continue to be liable for the care and maintenance of the vehicle according to Paragraph “h” until surrendered.
- r. MST retains the right to suspend or terminate the agreement immediately, and take possession of the vehicle, if the VENDOR fails to maintain the vehicle in a safe and reasonable condition.

## **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 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:

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:

Consolidated Transportation Services Agency  
Monterey-Salinas Transit  
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. 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 Tom Hicks at [thicks@mst.org](mailto:thicks@mst.org) or call (888) 678-2871.