



Solicitation Information
29 March 06

LOI # B06188

TITLE: School Bus / Public Plate / Jitney Inspections

Submission Deadline: 27 April 06 @ 2:00 PM (EDT)

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **12 April 06 @ 12:00Noon (EDT)**. Please reference the LOI / RFP # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: Yes

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

The Rhode Island Department of Administration, Division of Purchases, on behalf of the State of Rhode Island, Division of Motor Vehicles, is requesting Letters of Interest from licensed Safety and Emission Inspection Stations to provide for, in accordance with the terms of this solicitation, a statewide centralized inspection facility that would 1) conduct safety inspections on all school buses, jitneys and public plated vehicles 2) conduct emission inspections on public plated vehicles and any school buses or jitneys having a gross vehicle weight rating of 8,500 pounds or less. Inspection stations that meet these requirements are encouraged to submit a letter of interest in response to this request.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

Potential offerors are advised to review all sections of this solicitation carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

The State reserves the right to award to one or more offerors.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered. The official time clock is located in the reception area at the Department of Administration, Division of Purchases.

In accordance with Title 7, Chapter 1.1 of the General laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the selected vendor(s).*

It is intended that an award pursuant to this Request will be made to a prime contractor who will assume responsibility for all aspects of the work. Joint ventures and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the proposed subcontractor(s) are identified in the proposal.

Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Letter of Interest will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

The State of Rhode Island has a goal of 10% participation by MBEs in all State procurements. For further information, visit the web site at www.rimbe.org. To speak with an MBE Officer, call (401) 222-6253.

NOTICE:

THERE MAY BE ADDITIONAL ADDENDA TO THIS LOI AT ANY TIME BEFORE THE OPENING DATE AND TIME.

THE DIVISION OF PURCHASES WILL **NOT** BE NOTIFYING BY MAIL OF ANY SUCH ADDENDA.

IT IS THE **VENDOR'S RESPONSIBILITY TO CHECK AND DOWNLOAD** ANY AND ALL ADDENDA.

AN ADDENDUM TO A LOI IS LISTED AS THE BID NUMBER WITH AN "A" AND THE NUMBER OF THE ADDENDUM FOLLOWING: FOR EXAMPLE, 3025A1 INDICATES ADDENDUM #1 HAS BEEN ISSUED FOR BID 3025. 3025A2 INDICATES THAT ADDENDUM #2 HAS BEEN ISSUED.

YOU MUST CLICK ON ALL OF THESE LISTING TO GET THE **COMPLETE PACKAGE**.

Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090

INSPECTION STATION QUALIFICATIONS

- The inspection station must be within a six (6) mile air radius of the Safety and Emission Control Section located on 325 Melrose St, Providence 02907
- Must be a Class EA licensed Inspection Station.
- Must have at least 5 years of experience as a licensed emissions station that conducts OBD II, dynamometer and two speed idle testing.
- Must have at least 5 years of experience in conducting safety inspections on heavy duty vehicles (vehicles over 8,500 pounds).
- Must have all equipment necessary to effectively conduct emission inspections on all school buses, jitneys and public plated vehicles that are 8,500 pounds and less.
- Must have all safety equipment necessary to conduct safety inspections on all school buses, jitneys and public plated vehicles that are 8,500 pounds and less, pursuant to the inspection criteria's enumerated in the Request for Proposal, Appendixes A-D.
- The inspection facility must have a minimum vertical clearance of 18 feet 6 inches from the floor to the ceiling
- The inspection facility must have a minimum bay area of 50x16 feet.

- The hydraulic lift, while in the lift position, must have a minimum vertical clearance of 5 feet measured from the floor to the base of the wheel.

INSPECTOR QUALIFICATIONS

- Inspectors conducting safety inspections must be Certified Inspection Technicians (CITS) in safety.
- Inspectors conducting emissions inspections must be Certified Inspection Technicians (CITS) in emissions.

Electronic Data Requirement

The bidder must be able to establish an online automated scheduling system utilizing the data provided by the Division of Motor Vehicles in the existing format (or in the format currently used). The Division of Motor Vehicles will provide the record layout to the vendor awarded the contract.

The bidder must have/obtain the ability to provide the inspection information and results using communications, data format and security standards of the State of Rhode Island.

All safety and emission inspection reports must be sent in electronic form, on a daily basis, to the Safety and Emission Control Section of the Division of Motor Vehicles.

There are five (5) basic types of school bus inspection reports that must be transmitted to the Safety and Emission Control Section of the Division of Motor Vehicles.

1. **SCHOOL BUS THAT PASSES INSPECTION.** A report with a sticker number is issued. The report must be sent electronically to the Administrative Office of the Safety and Emission Control Section for follow-up.
2. **FAILURE TO PASS INSPECTION.** Gets immediate suspension order – THE BUS IS SUSPENDED FROM TRANSPORTING PASSENGERS FOR 10 DAYS.

Driver is provided an immediate suspension order. The suspension order and inspection reports showing items that failed are provided electronically to the Administrative Office for follow-up.

3. **RE-INSPECTION REPORT.** This is when a bus is brought back to the garage after all repairs are made and now passes re-inspection. The re-inspection report is provided electronically to the Administrative Office for follow-up.
4. **UNFIT AND UNSAFE REPORT.** This is when a school bus is so unsafe that the plates are removed from the vehicle and the vehicle is ordered towed from the premises. An immediate suspension order is issued to the driver. The suspension and the inspection report are provided electronically to the Administrative Office for follow-up.
5. **FAILURE TO SHOW.** This is when a school bus is scheduled for an inspection and does not show on its scheduled date. The inspection reports showing the name and plate number of the vehicle in question are provided electronically to the Administrative Office for follow-up.

Electronic inspection reporting is also required for all public plate and jitney inspections.

TOPIC AREAS FOR SERVICES COVERED BY THIS REQUEST INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Conducting safety inspections on all school buses jitneys and public plated vehicles.
- Conducting emission inspections on all school buses, jitneys and public plated vehicles with a GVWR of 8,500 or less.
- Must be able to establish an online automated scheduling system and have the ability to provide specific inspection report data in electronic format.
- Must obtain insurance coverage to cover any potential incident in which property or physical injury results when a vehicle inspected is involved in an accident that could have been a result of an incomplete or improper inspection. This coverage would also include damage and/or injuries caused as a result of the lack of inspection on a vehicle that should have been inspected when the lack of inspection is attributed to the station and not the company or individual. Coverage must be in a minimum amount of one hundred thousand (\$100,000) per person/passenger and three hundred thousand dollars (300,000) per accident. The school bus person/passenger calculation must be based on the maximum passenger capacity as determined by the manufacturer of the school bus.
- Must obtain and keep in effect throughout the term of the contract a “Performance Bond” of at least 1 million dollars (\$1,000,000).

Interested bidders are asked to base their bid on what they would charge for EACH category of inspection. The four categories are school bus (tear down), school bus (visual), public plate, and jitneys. A charge for each category of inspection must be submitted for the bid to be considered an eligible bid. In preparing the bid, adequate consideration must be given to the amount of time it takes for an inspection. A school bus with disc brakes has taken the state inspection facility approximately 20 minutes to inspect. A school bus with drum brakes takes about 40 minutes to inspect and school bus with drum brakes in conjunction with an air brake system can take up to 1 hour to inspect. In a tear down inspection all school buses with drum brakes are required to have the wheels removed. The above estimated average time periods are based on the use of a heavy duty hydraulic lift which allows for inspectors to walk under the vehicle to inspect it along with a staff of 3 technicians per vehicle. There are approximately 1,650 school buses required to have one tear down and one visual safety inspection annually. There are 450 jitneys and 1,600 public plated vehicles that must have tear down inspections annually. It is estimated that 200 public plated vehicles are 8,500 pounds or less and are thus subject to an emission inspection.

Non-school buses subject to inspection also require removal of the tires and the estimated inspection time will vary depending on the breaking system.

ALL SAFETY INSPECTIONS MUST BE CONDUCTED IN ACCORDANCE WITH THE CRITERIA ESTABLISHED IN THE ATTACHED DOCUMENTS ENTITLED “OFFICIAL MANUAL FOR VEHICLE INSPECTION”, “OUTLINE OF PROCEDURES PUBLIC PASSENGER VEHICLES, JITNEYS, TAXIS AND LIMOUSINES,” “SCHOOL BUS ADDENDUM ”AND “THE RULES AND REGULATIONS FOR SCHOOL BUS TRANSPORTATION.”

Factors to Consider in Determining Bid

In preparing the bid, adequate consideration must be given to the amount of time it takes for a thorough inspection. Carefully study the attached appendixes in formulating your bid. A school bus with disc brakes has taken the state inspection facility approximately 20 minutes to inspect. A school bus with drum brakes takes about 40 minutes to inspect and school bus with drum brakes in conjunction with an air brake system can take up to 1 hour to inspect. **In a tear down inspection all classes of vehicles listed in this bid that are equipped with drum brakes are required to have the wheels removed. Wheels equipped with disc brake systems must be removed if rotor and friction material can not be ACCURATELY measured.**

The above estimated average time periods are based on the use of a heavy duty hydraulic lift which allows for inspectors to walk under the vehicle to inspect it along with a staff of 3 technicians per vehicle.

There are approximately 1,650 school buses required to have one tear down and one visual safety inspection annually. There are 450 jitneys and 1,600 public plated vehicles that must have tear down inspections annually. It is estimated that of the above total of 1,600 public plate vehicles, 200 public plated vehicles are 8,500 pounds or less and are thus subject to an emission inspection in addition to the safety inspection.

Contract Term:

It is anticipated that a contract will be awarded approximately July 1, 2006 to June 30, 2011. This award may be renewed at the exclusive option of the State, based on vendor performance and the availability of funds, for up to three additional 12-month periods. Any award resulting from this request will be subject to the State's General Terms and Conditions of Purchase, which are available on the Internet at www.purchasing.ri.gov, as well as the terms of this request.

Interested individuals should submit Letters of Interest that contain the following information:

- A description of the offeror's general background and qualifications;
- A description of the offeror's work experience relating to safety inspections on various types of vehicles that are over and under 8,500 pounds.
- A description of the offeror's work experience relating to emission inspections.
- A description of the background and experience each technician has in heavy duty safety and emission inspections.
- A description of a planned online automated scheduling system along with how the specific inspection report data will be supplied in electronic format.
- The bid based on a flat charge for each type of inspection (school bus - tear down, school bus – visual, jitney, public plated vehicle).

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than the date and time listed on the cover page of this solicitation. Please reference the LOI # on all correspondence. Answers to questions received, if any, will be posted on the Internet (www.purchasing.ri.gov) as an addendum to this solicitation. It is the

responsibility of all interested offerors to download the information. If technical assistance is required to download, call the Help Desk at (401) 222-2142, Ext. 134.

Proposals to provide the services required in the Letter of Interest must be received by the Division of Purchases on or before the date and time listed on the cover page. Responses received after this time, as registered in the reception area of the Office of Purchases, may not be considered.

Responses (an original plus three (3) copies) should be mailed or hand-delivered in a sealed envelope marked "LOI # B06188: School Bus / Public Plate / Jitney Inspections" to:

RI Department of Administration
Division of Purchases (2nd floor)
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposal received after the above-reference due date and time may not be considered. Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases.

RESPONSE CONTENTS:

Responses must include the following:

1. An R.I.V.I.P. generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>).
2. A statement of experience describing the Vendor's background, qualifications, and experience with and for similar projects, and all information described earlier in this solicitation.
3. A completed and signed W-9 (downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.ri.gov>).
4. A signed Cost Proposal
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format. Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested.

EVALUATION CRITERIA

Responses will be evaluated using the following criteria. Applicants that do not obtain a minimum score of 70, out of a possible 85 technical points, will not be considered for an award. Proposals that do not contain all of the requirements listed in the LOI will not be considered for an award.

- Background and experience of station pertaining to regular and heavy duty safety inspections and emission inspections. (0-20 points)
- Background and experience of technicians pertaining to regular and heavy duty safety inspections and emission inspections. (0-20 points)
- The geographic location of the station as it relates to air radius from the state inspection facility located at 325 Melrose St. in Providence. (0-15 points)

- The facility and equipment. Includes station size, bay(s) size, vertical clearance, layout and specific equipment. (0-15 points)
- Competitiveness of bid. (0-15 points)
- A clear understanding of the State's requirements and the results intended and desired under this contract has been demonstrated by the offeror. (0 – 15 points);

Notwithstanding the above, the State reserves the right to accept or reject any or all offers. The State also reserves the right to award in whole, or in part, and to act in its best interest. Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentations by offerors clearly in consideration for an award. A Technical Review Sub-Committee will review the proposals based on the Evaluation Criteria and present written findings, including the results of all evaluations, to the State's Purchasing Agent, or his designee, who will make the final selection.

Insurance and Bonding Requirements

Mandatory Insurance Coverage Requirement

The successful bidder, prior to inspecting any vehicles pursuant to the contract with the State of Rhode Island, must obtain and maintain insurance coverage for any bodily injury or Property Damage as a result of an incomplete or improper inspection or the lack of inspection when caused by the station and not the vehicle owner. Insurance coverage must include:

Commercial General Liability (written on an occurrence form, including without limitation bodily injury and property damage liability, products and completed operations liability, contractual liability and personal injury liability) and professional liability. The minimum limits shall be \$1,000,000 each occurrence; \$2,000,000 aggregate products and completed operations; \$2,000,000 general aggregate.

Performance Bond

Must obtain and keep in effect throughout the term of the contract a "Performance Bond" of at least 1 million dollars (\$1,000,000). This would cover any and all costs incurred by a school district in the case that the bidder's (contractor's) actions, whether intentional or not, make it necessary for them to secure outside transportation because an inspection, or fleet of inspections, was not done in a timely manner. In addition, it would reimburse the state for cost incurred if the successful bidder were to default anytime during the term of the contract.

Monitoring

The successful bidder must allow state personnel on their premise at any time, without appointment, to periodically observe inspections conducted, and allow for auditing of charges received relating to the program.

Failure to conduct thorough inspections is reason to terminate the contract.

Safety Inspection Procedure

The successful bidder must follow the safety inspection criteria along with ensuring that the school buses comply with specific specification and equipment requirements enumerated in Appendix A, B,C and D in order to conduct a thorough and acceptable inspection.

Appendix A entitled Rhode Island Official Manual for Vehicle Inspections is the general criteria that must be used to conduct safety inspections

Appendix B entitled “Outline of Procedures -Public Passenger Vehicles and School Buses and Jitneys provides specific information involving the safety inspection of these types of vehicles.

Appendix C entitled Outline of Procedures “School Bus Addendum” provides information associated with the inspection of school buses that is not found in Appendix A or B.

Appendix D entitled “Rules and Regulations for School Bus Transportation” provides additional information concerning the specifications and equipment required for school buses.

Unfortunately, Appendix A, Official Manual for Motor Vehicle Inspections, can't be accessed electronically. Copies of Appendix A are available at the Department of Administration, Division of Purchases (2nd floor), One Capitol Hill, Providence, RI. The copies are available Monday through Friday, from 9:00 AM – 3:45 PM.

Appendix B is available at the DOA / Purchases website www.purchasing.ri.gov under LOI B06188 part B

Appendix C is available at the DOA/ Purchases website (listed above) under LOI B06188 Part C

Appendix D, Rules and Regulations Regarding School Bus Transportation can be found in electronic format by accessing the Rulemaking filed with the Sec of States Office <http://www.state.ri.us/>. Click on Regulation Database in the right column and scroll down and click on Motor Vehicles under Agency and click on Finding Matching Regulations.

End