

INVITATION FOR BIDS (IFB) - OPERATION UPLIFT -

CITY OF DECATUR, ILLINOIS

Bids are hereby requested by the City of Decatur, Illinois, ("City") for an Agreement with an operator of taxicabs or livery vehicles to provide rides within the Decatur Public Transit System (DPTS) service area to people with disabilities who are certified by DPTS under its Operation Uplift program. A company operating both taxicabs and livery vehicles may submit two separate bids if it chooses – one for the taxi service and one for the livery service.

- 1.0 SUBMISSION OF BIDS** – The bidder must submit the original and one (1) copy of his/her bid. The bidder must submit his/her bid in a sealed envelope or box that is clearly marked with the words:

**Bid for Operation Uplift
Decatur Public Transit System
Deadline: 4:00 p.m., February 10, 2012**

Sealed bids will be received until **4:00 p.m. (Central Time) on Friday, February 10, 2012**, at the following office:

**Decatur Purchasing Division
#1 Gary K. Anderson Plaza, Ground Floor
Decatur, Illinois 62523**

All bids, either mailed or hand delivered, must be received at that address by that deadline. The responsibility for submitting the bid is solely and strictly that of the bidder. The City shall in no way be responsible for delays in the delivery of bids.

- 2.0 PUBLIC BID OPENING** - Bids shall be opened in public at 4:15 p.m. on February 10, 2012, in the office of the Mass Transit Administrator, at the address shown in Section 5, below. Their content, including documents marked proprietary, shall be made public for the information of bidders and any other persons who are interested.
- 3.0 BID POSTPONEMENT AND AMENDMENT** - The City reserves the right to postpone the deadline for submitting bids and the opening of the bids, and to revise or amend the specifications at any time up to the deadline for submitting bids. Such changes, revisions and amendments, if any, shall be announced to each prospective bidder by written addenda to this IFB. Bidders are requested to contact the Mass Transit Administrator if material errors in the specifications are found. Errors must be pointed out at least seven (7) calendar days before the deadline for submitting bids to allow time for review and subsequent clarifications on the part of the City. In any case, the deadline for submitting bids shall be at least seven (7) calendar days after the last amendment is issued, and the amendment shall include an announcement, if applicable, of the new deadline for submitting bids.

4.0 MODIFICATION AND WITHDRAWAL - Bids may be modified or withdrawn up to the deadline set for receiving bids. After that deadline, bids may not be modified or withdrawn for ninety (90) calendar days. Unless an extension is agreed to by both parties, bids shall be considered to be void ninety (90) calendar days after the submittal deadline.

5.0 REQUESTS FOR ADDITIONAL INFORMATION - Bidders requiring additional information may contact the Decatur Public Transit System directly. The Mass Transit Administrator will gladly respond to all of your questions, and supply any information you require. Requests for additional information or clarification of specifications should be received in writing at least ten (10) calendar days before the bidding deadline to allow time for response to the request. All contacts should be directed to:

Paul McChancy, Mass Transit Administrator
 Decatur Public Transit System Phone: (217) 424-2820
 555 East Wood Street FAX: (217) 424-2818
 Decatur, Illinois 62523 E-mail: pmcchancy@decaturil.gov

The Mass Transit Administrator will send all requests for information and his responses in writing to all known potential bidders so that all parties have the same information. Any spoken communication given is not binding upon the City until it is communicated in written form.

6.0 FUNDING AND TERMS - Any Agreement resulting from this IFB is subject to financial assistance contracts between the City and the Illinois Department of Transportation (IDOT), and between the City and the U.S. Department of Transportation, Federal Transit Administration (FTA). This Agreement shall be governed by all applicable federal, state and local regulations, and shall be in accordance with the terms and conditions set forth in this IFB. Acceptance of any bid is subject to concurrence by IDOT and FTA.

7.0 BACKGROUND AND DESCRIPTION - DPTS provides public transportation services to over 85,000 people in the Decatur area, including all of the City of Decatur plus areas outside of the City that are within 3/4 mile of a DPTS bus route. The service area includes most of the village of Forsyth and part of the villages of Harristown and Long Creek. A map of the service area is attached. Transit services are provided Monday through Saturday, except 6 major holidays, from 5:30 am until 7:15 pm. DPTS provides fixed route public transportation using its fleet of 22 buses and two trolley replica coaches.

DPTS also provides door-to-door paratransit services, called Operation Uplift, for people with disabilities who are unable to use the fixed route bus system. Under Operation Uplift, DPTS uses wheelchair accessible vans that it owns and operates, and it also contracts with local companies to provide transportation for the disabled. Following are the numbers of Operation Uplift riders for 2007 through 2011:

Calendar Year	DPTS Van Rides	Taxi/Livery Rides	TOTAL RIDES
2007	21,095	12,956	34,051
2008	20,464	13,939	34,403
2009	21,968	12,174	34,142
2010	22,140	10,130	32,270
2011	21,561	5,935	27,496

8.0 SCOPE OF SERVICES - The City wishes to contract with an operator of taxicabs or livery vehicles to provide rides within the Decatur Public Transit System (DPTS) service area to people with disabilities who are certified by DPTS under its Operation Uplift program. The complete scope of service is included in the Appendix. In brief the selected vendor shall be required to provide the following services:

- provide door-to-door transportation throughout the DPTS service area, on the same days and times as the DPTS buses are scheduled to operate;
- accept requests for rides and dispatch drivers to provide such rides;
- collect a set portion of the fares from the riders and invoice the City for the remainder of the fares; and
- keep all records necessary to verify trips and invoices and to permit evaluation of the vendor's performance.

9.0 AGREEMENT LENGTH - The term of the Agreement shall be a two year period, plus three additional, option years that may be exercised at the sole discretion of the City, with terms to be negotiated before each option year.

10.0 PREPARATION OF BIDS - All bidders are expected to examine the specifications and all instructions. Failure to do so will be at the bidder's risk. Each bidder must furnish the information required by this IFB and bidders must sign and submit all bid forms, certifications, and affidavits. Erasures or other changes of entries made by the bidder must be initialed by the person signing the bid. Bids signed by an agent are to be accompanied by evidence of that person's authority.

The City reserves the right to accept any bid or any part or parts thereof, or to reject any and all bids, and to waive any minor informalities, irregularities or deviations from these instructions in submitted bids which do not go to the heart of the bid or prejudice other bidders. Conditional bids or those that have taken exception to the specifications will be considered non-responsive and will be rejected. Any unapproved deviations, exceptions, substitutions, alternates or conditional qualifications contained in a bid submission may be cause for its rejection.

11.0 REQUIRED BID CONTENTS AND FORMAT - The submitted bid must include the required contents and follow the format outlined below. (Instructions for each exhibit are provided.) There is no page limitation in document size, and graphic illustrations may be included in the document. However, any information submitted is expected to be relevant to this IFB. Brochures and other promotional materials may not be substituted for filling out the requested forms or information. The forms supplied, or the same format, shall be used to provide a uniform response to the information requested. **Bids that do not follow the listed format, or fail to include the required material, may be removed from consideration.** Each of the following items must be included in each submitted bid in sufficient detail to enable the City to make a determination as to the responsiveness of the bidder. Please make certain that all items are completed and labeled as instructed. A check-list is provided with this bid package to help you to prepare and submit all of the required bid forms and certificates.

11.1 COVER LETTER: On company letterhead briefly introduce your firm and provide a brief statement of the legal status of your company (i.e. sole proprietor, partnership, corporation). Identify whether this bid is for taxi service or for livery service. (A company operating both taxicabs and livery vehicles may submit two separate bids if it chooses – one for the taxi service and one for the livery service.) State whether you have or are seeking a license to operate taxicabs and/or livery vehicles in the City of Decatur. Provide the name of your contact person with his/her telephone and facsimile (FAX) numbers. If you will be using subcontractors, provide a list of all subcontractors and the portion of the services that they will provide. If subcontractors are listed this does not relieve the successful bidder (Contractor) from any prime responsibility of complete and acceptable performance under any awarded Agreement. Your cover letter must be signed by an individual authorized to commit the firm's personnel and financial resources to the project, and to execute legal documents for the company.

The City encourages Disadvantaged Business Enterprise (DBE) participation for this project. It is the policy of the City to support and encourage participation of DBEs in the utilization of programs, activities, and contracting opportunities funded in whole or in part by the United States Department of Transportation in accordance with the regulations contained in 49 CFR Part 23, as amended. DBEs consist of small business concerns that are at least fifty-one percent (51%) owned and controlled by one or more socially and economically disadvantaged individuals. If applicable the bidder should state in the cover letter that the firm qualifies for DBE status. (A DBE company will be required to complete and submit to the City a DBE certification form at the time that the final Agreement is executed.)

11.2 PRICING: Submit a detailed statement or table of your proposed fare schedule, covering the first two years of the Agreement period. Bid prices may vary by month or by year: e.g. one fare schedule for year one and another for year two. Bids may include a variety of charges, such as a charge for additional passengers or zone charges.

11.2.a If you are submitting a bid for taxi service, the basic fare proposed must be set on a metered mileage basis, as specified in Chapter 60 of the City Code. A bid for taxi service that does not conform to the pricing regulations contained in Chapter 60 of the City Code shall be rejected.

11.2.b If you are submitting a bid for livery service, the basic fare proposed must be fixed on a trip or hourly basis, as specified in Chapter 61 of the City Code. A bid for livery service that does not conform to the pricing regulations contained in Chapter 61 of the City Code shall be rejected.

11.3 ABILITY TO PERFORM: Provide a brief history of the firm, and a description of your firm's ability to provide the services required, at the level of performance detailed in the scope of service included in the Appendix. Include the current number of vehicles operated by type, the current number of employees by job classification, and an estimate of the number of trips that your firm could provide to Operation Uplift participants.

11.4 CERTIFICATES: Complete the two certificate contained in Appendix C and attach them to your bid. These certificates must be signed by an individual authorized to commit the firm's personnel and financial resources to the project, and to execute legal documents for the company.

12.0 QUALIFICATIONS FOR AWARD - Award shall be made only to a bidder found to be both responsive and responsible. Responsive bids are those complying in all material aspects of this IFB, both as to the method and timeliness of the submission and as to the substance of the bid. Bid submissions which do not comply with all the terms of this IFB may be rejected as non-responsive.

Responsible bidders are those prospective contractors who, at a minimum, must:

- (i) have adequate financial resources, as required during performance of the Agreement, or the ability to obtain sufficient working capital.
- (ii) have a satisfactory record of past performance in similar projects.
- (iii) have the necessary organization, facilities, personnel, capability and expertise to perform the tasks expected under this project.
- (iv) certify that they are not on the U.S. Comptroller General's list of ineligible contractors.
- (v) are otherwise qualified and eligible to receive an award under applicable laws and regulations.

The City shall determine whether or not the evidence submitted is satisfactory. The City will make awards only when such evidence is deemed satisfactory, and reserves the right to reject bids where evidence submitted is determined to be fraudulent, or evaluation and investigation indicates inability of the bidder to perform.

13.0 BIDDER EVALUATION AND SELECTION PROCESS - The City shall evaluate the bidders and their submitted bids, and select the best bidder according to the process outlined below.

13.1 EVALUATION OF THE RESPONSIVENESS OF BIDS: City staff will first review each bid to determine if the bid is responsive to the IFB. Any bid that does not provide the information requested, in the format required, may be declared non-responsive in a material way. The evaluation of that particular bid will end at that point and the bidder will be so notified in writing. The City retains the right to waive any technicalities or irregularities of any kind.

13.2 EVALUATION OF THE RESPONSIBILITY OF BIDDERS: After City staff has eliminated any non-responsive bids, staff will then review the remaining bids to determine that the bidders are responsible. (See section 12.0, above.) Any bidder that is not found to

be responsible will be disqualified. The evaluation of that particular bid will end at that point and the bidder will be so notified in writing

- 13.3 LOWEST BIDDER:** When the review of the bids and bidders has been completed, City staff will compare the proposed pricing submitted by the remaining responsive and responsible bidders. Staff will use the trip information for calendar year 2011 that was submitted by the private contractor for Operation Uplift to determine the lowest bidder. Information to be evaluated will include data such as number of trips, origins and destinations, trip lengths (miles and hours), number of riders and escorts, number of grouped trips, etc. The bidder proposing the lowest total cost for the two years of the Agreement period, based on the 2011 data, shall be determined to be the lowest bidder, and shall be recommended to the City Council. The decision of the City Council shall be final.

Note that the City Council may, at its sole discretion, enter into similar Agreements with other vendors, who may or may not have submitted bids.

- 14.0 ASSIGNMENT AND CHANGES** - A submitted bid and, if accepted, the resultant Agreement may not be assigned without permission of the City. A listing of all subcontractors, if any, and the portion of the services that they will provide must be submitted with the bid. If subcontractors are listed, this does not relieve the successful bidder (Contractor) from any prime responsibility of complete and acceptable performance under any awarded Agreement. The Contractor shall not enter into any subcontracts or agreements, or start any work by the work forces of a subcontractor, with respect to this Agreement, without the prior, written concurrence of the City. Any proposed change in this Agreement shall be submitted to the City for its prior, written approval.
- 15.0 PROTEST PROCEDURES** - Protests concerning any facet of this solicitation and/or award process must follow the procedures outlined below.
- 15.1 CONTENTS OF PROTEST:** Each protest must be submitted in writing and must contain the name, address and telephone number of the protester. If the protester is a company, then the name, address and telephone contact for the company must be provided. Each protest must clearly identify the bid in question, and must contain a complete statement of the grounds of the protest, with full documentation of the protester's claims.
- 15.2 SUBMISSION OF PROTEST:** The above information must be submitted to:
- City Manager
City of Decatur
#1 Gary K. Anderson Plaza
Decatur, IL 62523
- 15.3 RESPONSE BY CITY MANAGER:** The City Manager shall respond in writing and in detail to each substantive issue raised in the protest.
- 15.4 FINAL DECISION:** The City Manager shall make the final decision regarding all protests.

15.5 TYPES OF PROTESTS: There are three types of protests, depending on the time in the procurement process when they occur:

- **PRE-BID PROTEST:** A pre-bid or solicitation phase protest concerning the bidding process is made prior to the bid opening or the bid due date.

A pre-bid protest must be received by the City Manager at least five (5) working days prior to the bid due date. The City Manager must respond in writing no later than seven (7) working days after receipt of the protest.

- **PRE-AWARD PROTEST:** A pre-award protest against making an award is made after receipt of the bids, but before the award of the Agreement.

A pre-award protest must be received by the City Manager at least five (5) working days before the date of the City Council meeting at which the Agreement is scheduled to be considered. The City Manager must respond in writing and in detail no later than seven (7) working days after the receipt of the protest. A pre-award protest that is not received at least five (5) working days before the date of the City Council meeting will be considered a post-award protest and will be resolved in the manner described in the post-award protest procedures.

- **POST-AWARD PROTEST:** A post-award protest is made after the award of the Agreement.

A post-award protest must be received by the City Manager no later than seven (7) working days after the date of the City Council meeting at which the Agreement is awarded. The City Manager must respond in writing and in detail no later than seven (7) working days after the receipt of the protest.

15.6 REQUEST FOR RECONSIDERATION: Although the City Manager's decision is final, a request for reconsideration by the City Manager will be considered if it is received no later than three (3) working days after the protester has received the denial of the protest. The request for reconsideration must be based either on information not known at the time of the original protest, or on an allegation that an error of law or regulation has occurred. The City Manager will respond in writing and in detail to the request for reconsideration no later than seven (7) working days after the request for reconsideration has been received by the City Manager.

15.7 PROTESTS TO FTA: The City will disclose to the Federal Transit Administration (FTA) complete information regarding all protests received. A protester must exhaust all administrative remedies with the City before pursuing a protest with FTA. Protests to FTA shall be limited to the City's failure to have protest procedures, its failure to follow those procedures, or its failure to review a protest and/or to respond in writing in the time frame specified. An appeal to FTA must be received by the FTA regional office or headquarters office within five (5) working days of the date the protester knew or should have known of the violation.

16.0 PROPOSED SOLICITATION SCHEDULE - The City proposes the following solicitation schedule:

Advertisement of the IFB	January 11, 2012
Potential Bidder's Written Questions or Requests for Additional Information	Received by – January 31, 2012
Sealed Bids Due	4:00 P.M. on February 10, 2012
Public Bid Opening	4:15 P.M. on February 10, 2012
City Council Meeting	February 21, 2012

17.0 EQUAL EMPLOYMENT OPPORTUNITY - The Contractor will be required to comply with all applicable Equal Employment Opportunity laws and regulations. In connection with this project, the Bidder shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin or disability. The Bidder shall take affirmative action to ensure that qualified and approved applicants are employed, and that employees are treated during employment without regard to their race, religion, color, sex, or national origin. Such action will include, but not be limited to the following: employment, upgrading, demotion, recruitment advertising, layoff, transfer, or termination, rates of pay or other compensation, and selection for training, including apprenticeship. The Contractor shall also notify any and all suppliers or subcontractors of his obligations under this agreement related to this provision.

In the event of the Contractor's non-compliance with any provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the agreement may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the Contractor agrees as follows:

A) That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; and further, that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

B) That, if it hires additional employees in order to perform this agreement or any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not utilized.

C) That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applications will be afforded equal opportunity without

discrimination because of race, color, religion, sex, national origin, ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.

D) That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organizations or representative of the Contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the Contractor in its efforts to comply with such Act and Rules and Regulations, the Contractor will promptly notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

E) That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.

F) That it will permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.

G) That it will include verbatim or by reference the provisions of this item in every subcontract it awards under which any portion of the agreement obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the Contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

18.0 REQUIRED CLAUSES - Any Agreement resulting from this solicitation must include certain Standard Terms and Conditions required by the United States Department of Transportation (DOT), whether or not expressly set forth in the contract provisions. All contractual provisions required by DOT, as set forth in the FTA Circular 4220.1F (revised April 14, 2009), are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this contract. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any City requests which would cause the City to be in violation of the FTA terms and conditions.

The Contractor or subcontractor must insert in any subcontracts the federal clauses set forth in Appendix A, along with their related attachments, plus a clause requiring the sub-

contractors to include these clauses in any lower tier subcontracts. The prime Contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with these required clauses. The Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the FTA Master Agreement between the City and FTA, as they may be amended or promulgated from time to time during the term of this contract. The Contractor's failure to so comply shall constitute a material breach of this contract.

APPENDIX A

FEDERAL CLAUSES

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Incorporation of Federal Transit Administration (FTA) Terms. The following provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1FE, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this contract. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any request of the City of Decatur which would cause the City of Decatur to be in violation of the FTA terms and conditions.

Federal Changes. Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between the City of Decatur and FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this contract.

No Obligation by the Federal Government.

(1) The City and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the City, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

(2) The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by the Federal Transit Administration (FTA). It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

Program Fraud and False or Fraudulent Statements or Related Acts.

(1) The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 *et seq.* and U.S. Department of Transportation (DOT) regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.

(2) The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

(3) The Contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

Energy Conservation. The Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

Access to Records. The following requirements apply to this contract but do not apply to any subcontracts.

(1) The Contractor agrees to provide the City of Decatur, the FTA Administrator, the Secretary of Transportation, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

(2) The Contractor agrees to maintain all books, records, accounts and reports required under this contract for a period of not less than three years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case Contractor agrees to maintain same until the City of Decatur, the FTA Administrator, the Secretary of Transportation, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Reference 49 CFR 18.39(i)(11).

Civil Rights.

(1) Nondiscrimination - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

(2) Equal Employment Opportunity -

(a) Race, Color, Creed, National Origin, Sex - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(b) Age - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § § 623 and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(c) Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(3) The Contractor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

Suspension and/or Debarment. The Contractor is required to verify that none of the Contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945. The Contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier subcontract it enters into. If it is later determined that the Contractor knowingly rendered an erroneous certification, in addition to remedies available to the City, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

Disputes. Disputes arising in the performance of this Contract which are not resolved by agreement of the parties shall be decided in writing by the authorized representative of the City Manager of the City of Decatur. This decision shall be final and conclusive unless the Contractor mails or otherwise furnishes a written appeal to the City Manager within ten (10) days from the date of receipt of its copy. In connection with any such appeal, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the City Manager shall be binding upon the Contractor and the Contractor shall abide by the decision. Unless otherwise directed by the City, the Contractor shall continue performance under this Contract while matters in dispute are being resolved.

Termination.

(1) Termination for Convenience The City of Decatur may terminate this contract, in whole or in part, at any time by written notice to the Contractor when it is in the City of Decatur's best interest. The Contractor shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The Contractor shall promptly submit its termination claim to City of Decatur to be paid the Contractor. If the Contractor has any property in its possession belonging to the City of Decatur, the Contractor will account for the same, and dispose of it in the manner the City of Decatur directs.

(2) Termination for Default, Breach or Cause If the Contractor fails to perform in the manner called for in the contract, or if the Contractor fails to comply with any other provisions of the contract, the City of Decatur may terminate this contract for default. Termination shall be effected by serving a notice of termination on the Contractor setting forth the manner in which the Contractor is in default. The Contractor will only be paid the contract price for services performed in accordance with the manner of performance set forth in the contract.

If it is later determined by the City of Decatur that the Contractor had an excusable reason for not performing, such as a strike, fire, or flood, events which are not the fault of or are beyond the control of the Contractor, the City of Decatur, after setting up a new performance schedule, may allow the Contractor to continue work, or treat the termination as a termination for convenience.

(3) Opportunity to Cure The City of Decatur in its sole discretion may, in the case of a termination for breach or default, allow the Contractor an appropriately short period of time in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions.

If Contractor fails to remedy to City of Decatur's satisfaction the breach or default of any of the terms, covenants, or conditions of this Contract within ten (10) days after receipt by Contractor of written notice from City of Decatur setting forth the nature of said breach or default, City of Decatur shall have the right to terminate the Contract without any further obligation to Contractor. Any such termination for default shall not in any way operate to preclude City of Decatur from also pursuing all available remedies against Contractor and its sureties for said breach or default.

(4) Waiver of Remedies for any Breach In the event that City of Decatur elects to waive its remedies for any breach by Contractor of any covenant, term or condition of this Contract, such waiver by City of Decatur shall not limit City of Decatur's remedies for any succeeding breach of that or of any other term, covenant, or condition of this Contract.

APPENDIX B

SCOPE OF SERVICES

SCOPE OF SERVICES

The Contractor will provide rides to disabled passengers who have been certified by the Decatur Public Transit System (DPTS) under its Operation Uplift program. The Contractor must agree to accept fare subsidy payments from the City for rides that it provides to Operation Uplift riders. The Contractor will provide the following services:

- provide door-to-door transportation throughout the DPTS service area, on the same days and times as the DPTS buses are scheduled to operate;
- accept requests for rides and dispatch drivers to provide such rides;
- collect a set portion of the fares for trips from the riders and invoice the City for the remainder of the fares; and
- keep all records necessary to verify trips and invoices and to permit evaluation of the vendor's performance.

OPERATION UPLIFT GUIDELINES - The Contractor shall operate in accordance with the guidelines of Operation Uplift, issued by the City, which shall include, but not be limited to, the following:

1. Only persons who have been certified by the Decatur Public Transit System as unable to use the City's fixed-route bus system due to a disability shall be eligible for fare subsidies under Operation Uplift. The Contractor shall seek fare subsidy reimbursements only for the fares of passengers who present an Operation Uplift photo-identification card, issued by the Decatur Public Transit System, as proof of certification.
2. The Contractor shall also transport escorts, if space is available, and Personal Care Attendants who are traveling with Operation Uplift participants. Escorts are riders who are not Operation Uplift participants and who are picked-up at the same origin point, and dropped-off at the same destination, as the Operation Uplift rider. A Personal Care Attendant is a person certified to provide care, and required to travel with the Operation Uplift participant.
3. The Contractor shall seek fare subsidy reimbursements only for the fares of passengers whose trip origin and destination are within the service area of the Decatur Public Transit System, as determined by the City and as amended from time to time.
4. The Contractor shall seek fare subsidy reimbursements only for rides provided on the days and at the times that the buses of the Decatur Public Transit System are scheduled to be in operation, as determined by the City and as amended from time to time.
5. The Contractor shall seek fare subsidy reimbursements only for the fares of passengers who have scheduled their trip(s) with the Contractor at least the day before the requested day of service, in order to assist in scheduling and dispatching and to facilitate shared (grouped) riding. The City may approve fare subsidy reimbursements for trips not scheduled at least the day before the day of service, in cases such as emergencies, on a case by case basis.

6. Operation Uplift services shall be on a shared (grouped) ride basis and the Contractor shall combine as many rides as is practicable, even if this involves multiple pick-up points and multiple destinations during a single trip.
7. The Contractor shall seek fare subsidy reimbursements only for rides for which a "driver's service form", provided by the City, has been properly completed and signed by both the passenger and the driver, showing the date of service, the name and address of the Operation Uplift participating rider, the number of persons escorting the rider, the rider's origin and destination, the pick-up and drop-off times, the computation of the total fare and fare subsidy, and other information about the trip that may be necessary to compute the fare.
8. The Contractor's drivers shall make certain that the riders have completed the "driver's service forms, including original signatures, and, if necessary, shall assist the riders in completing the forms. The drivers shall complete their portion of the form at the end of each trip.
9. The "driver's service form" shall be retained by the Contractor, with a copy to be forwarded to the City periodically when the Contractor seeks fare subsidy reimbursement.
10. The Contractor shall submit to the City by 8:00 am each day a log of scheduled trips, showing the Operation Uplift rides scheduled for that day. The log of scheduled trips shall include the names of the Operation Uplift riders, the requested origins and destinations, the requested pick-up times, the negotiated pick-up times, appointment times, denied trips, if any, and such other information as the City may reasonably require from time to time to permit evaluation of the Contractor's performance.
11. The Contractor shall submit to the City periodically, when the Contractor seeks fare subsidy reimbursement, daily trip logs for each day of the reimbursement period showing the information detailed in Section 10 above, and including the actual pick-up and drop-off times, the number of escorts, canceled trips, denied trips, "no shows", and such other information as the City may reasonably require from time to time to verify trips and invoices and to permit evaluation of the Contractor's performance.
12. The Contractor shall permit the review or audit of all records pertaining to Operation Uplift by the City, the Illinois Department of Transportation, and the United States Department of Transportation, Federal Transit Administration.
13. Failure to comply with these guidelines or refusal to permit the City to monitor the Contractor's compliance shall be grounds for immediate suspension or termination of this Agreement.

OPERATIONAL REQUIREMENTS - In order to qualify for participation in Operation Uplift, the Contractor shall operate in accordance with the operational requirements of this program, issued by the City, which shall include, but not be limited to, the following:

1. The Contractor shall provide service to Operation Uplift participants on all of the days and at all of the times that the buses of the Decatur Public Transit System are scheduled to be in operation, and throughout the entire service area of the Decatur Public Transit System, as these are determined by the City and as amended from time to time.
2. Vehicles operated by the Contractor shall be conventional 4-door sedans, vans, or minivans, licensed and equipped according to applicable City codes, and shall at all times be kept in clean and comfortable condition, and shall be maintained in good and safe operating condition. Each vehicle and/or driver shall be equipped with a two-way radio or a cellular telephone.
3. The Contractor shall establish and maintain a preventive maintenance program for all of its vehicles, including periodic mechanical inspections and pre-trip driver inspections.
4. The Contractor shall at all times have sufficient vehicles and personnel available to meet the normal demand for service, shall not withhold or restrict service to Operation Uplift participants in any way, and shall not provide preferential service to non-Operation Uplift riders.
5. All drivers employed by the Contractor shall meet the qualifications and requirements of the City codes and shall receive periodic training including disability awareness.
6. The Contractor shall provide door-to-door service to Operation Uplift passengers, starting at the door of the building where the passenger is being picked up and ending at the door of the building that the passenger is going to.
7. The Contractor's drivers shall be physically able to, and shall provide reasonable assistance to Operation Uplift passengers going to and from the vehicle, getting into and out of the vehicle, and in loading and unloading their parcels and personal effects. However, the Contractor shall prohibit its drivers from attempting to lift or carry any passenger who is unable to walk and/or who requires a wheelchair.
8. The Contractor's drivers shall be required to wait for Operation Uplift riders for no more than five (5) minutes at the pick-up point. After waiting for five (5) minutes, the trip may be recorded as a "No Show": i.e. the rider was not present.
9. The Contractor shall strive to achieve the highest level of on-time customer service, including:
 - A. The Contractor shall have as a goal no (0%) trip denials.
 - B. The Contractor shall schedule all trips within one (1) hour before or after the requested trip times. Trips scheduled more than one (1) hour before or after the requested trip times shall be considered to be denied trips.

C. The Contractor shall have as a goal no (0%) missed trips. A missed trip is defined as any trip which is scheduled but not provided as a result of the Contractor's actions, or any trip whose actual pick-up time is more than one (1) hour after the scheduled pick-up time.

D. The Contractor shall have as a goal at least ninety-five percent (95%) on-time performance.

E. The Contractor shall strive to pick-up Operation Uplift riders no more than fifteen (15) minutes before or fifteen (15) minutes after the scheduled pick-up times. (Trip pick-ups that are more than fifteen (15) minutes before or after the scheduled pick-up times shall not be considered to be on-time pick-ups.)

F. The Contractor shall strive to pick-up Operation Uplift riders who have requested "will-call" return trips no more than forty-five (45) minutes after the rider calls for the return trip. Trip pick-ups that are more than forty-five (45) minutes after the rider calls for the "will-call" return trip shall be considered to be late pick-ups. Trip pick-ups that are more than ninety (90) minutes after the rider calls for the "will-call" return trip shall be considered to be missed trips.

G. The Contractor shall avoid any undue delay, either at the point of pickup or enroute, and no trip for any rider shall exceed one (1) hour in travel time.

10. The Contractor shall accept requests for trip reservations from Operation Uplift participants with the following limitations:

A. Trip reservations shall be accepted on a next day basis (not 24 hours in advance) and trips may be scheduled more than one (1) day in advance.

B. Requests for open "will-call" return trip reservations shall only be accepted for medical appointments or other trips where the return pick-up time can not be reasonably predicted. "Will-call" return trip reservations shall be discouraged.

C. Same-day trip reservations or add-on trips shall only be allowed in very limited cases, such as to have prescriptions filled following medical appointments.

D. A pick-up time shall not be scheduled for less than forty-five (45) minutes following the last drop-off time for the same rider.

11. The Contractor shall provide a means to receive and shall accept requests for trip reservations from Operation Uplift participants between the hours of 8:00 AM and 5:00 PM, including on any day prior to a day that Operation Uplift is scheduled to be in service (i.e. requests must be accepted on Sundays and holidays).

12. The Contractor shall provide adequate insurance and shall assume all liability associated with the provision of its services for Operation Uplift riders. The City shall be

held harmless in all claims arising from the Contractor's services for Operation Uplift riders.

13. Failure to comply with these operational requirements, or refusal to permit the City to monitor the Contractor's compliance, shall be grounds for immediate suspension or termination of this Agreement.

FEDERAL REPORTING REQUIREMENTS - As required by the U.S. Department of Transportation, Federal Transit Administration (FTA), the Contractor shall report information to the City to be included in the National Transit Database. Information to be reported shall include, but not be limited to, the following:

1. The Contractor shall report monthly on any incident or accident involving a vehicle providing Operation Uplift service at the time of the incident or accident that results in:
 - Vehicle evacuation for life safety reasons; or
 - Property damage totaling at least \$25,000; or
 - One or more injuries requiring immediate medical care away from the accident site; or
 - One or more fatalities.
2. The Contractor shall report monthly the number of vehicles used to meet the maximum service requirement for Operation Uplift during the month.
3. The Contractor shall report annually, for the period from July 1st through June 30th, on how operating revenues from Operation Uplift were spent by the Contractor, reporting the percentages (not dollar amounts) broken down into four categories:
 - Driver and dispatcher wages and benefits;
 - Vehicle maintenance;
 - Facility maintenance; and
 - General administration.
4. The Contractor shall report annually on the following information, as of June 30th:
 - The total number of vehicles available for Operation Uplift service;
 - The number of active, usable vehicles available for service; and
 - The number of active, usable vehicles that have wheelchair lifts or ramps.

APPENDIX C

INELIGIBLE CONTRACTOR'S CERTIFICATE

NON-COLLUSION DISCLOSURE

INELIGIBLE CONTRACTOR'S CERTIFICATE

The undersigned hereby certifies that it is is not (*circle one*) included on the U.S. Comptroller General's Consolidated List of Persons or Firms Currently Debarred for Violations for Various Public Contracts Incorporating Labor Standards Provisions.

Company Name:
Authorized Representative:
Title:
Signature:
Date:

NON-COLLUSION DISCLOSURE

Bidder shall disclose, to the best of his or her knowledge, any employee of City of Decatur or member of the State legislature, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this contract.

Name	Relationships

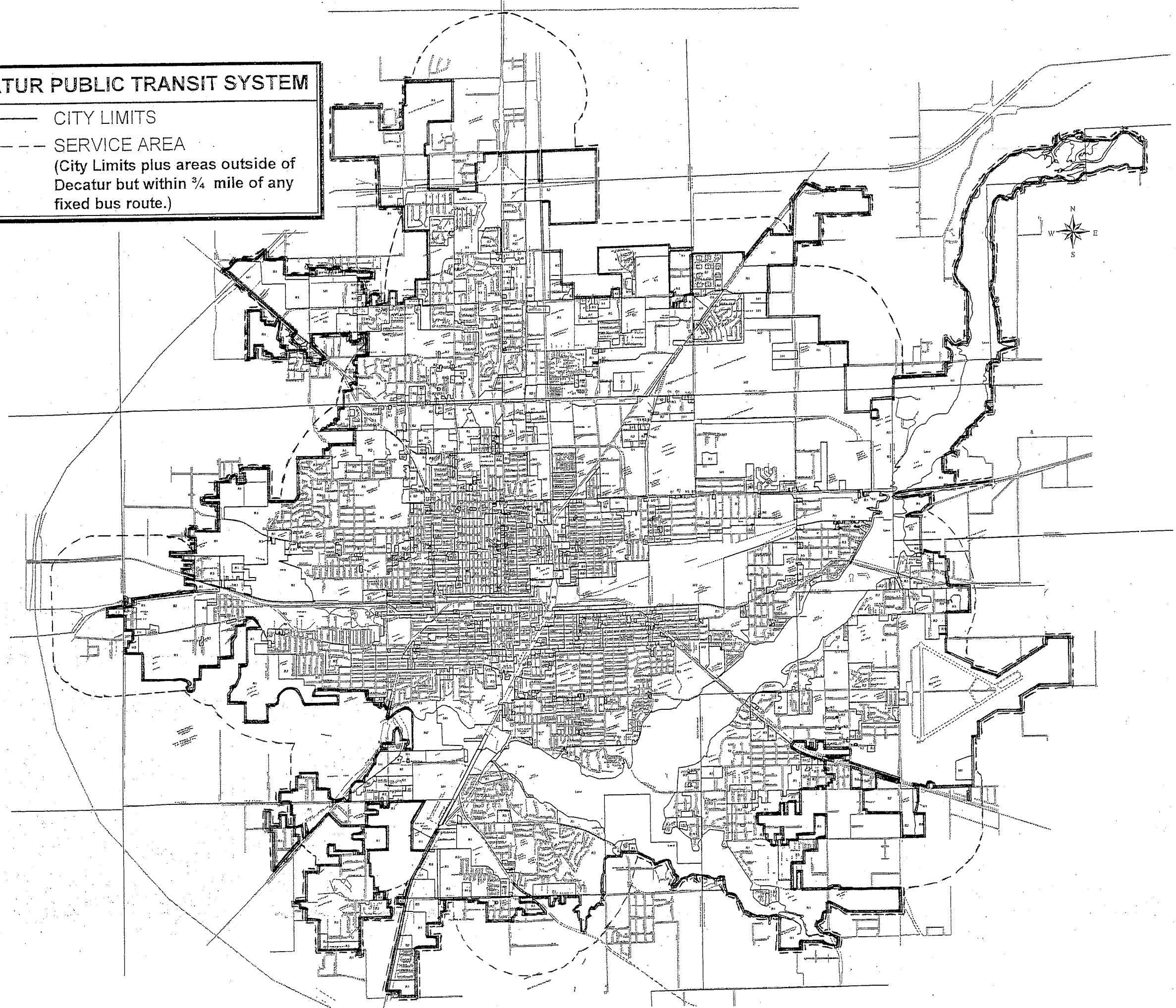
Company Name:
Authorized Representative:
Title:
Signature:
Date:

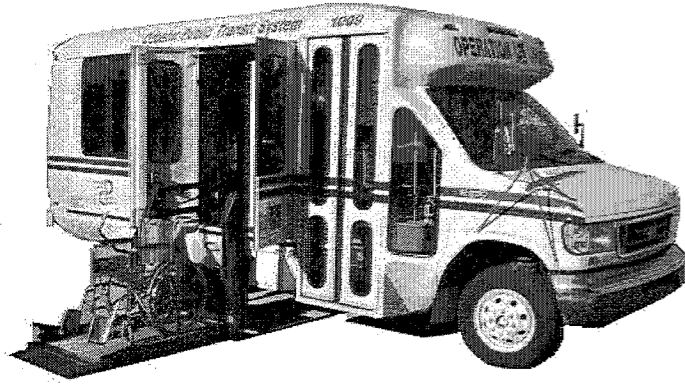
APPENDIX D

DPTS SERVICE AREA MAP
OPERATION UPLIFT BROCHURE

DECATUR PUBLIC TRANSIT SYSTEM

- CITY LIMITS
- - - - SERVICE AREA
(City Limits plus areas outside of Decatur but within $\frac{3}{4}$ mile of any fixed bus route.)





OPERATION UPLIFT

SUBSIDIZED TRANSPORTATION PROGRAM FOR INDIVIDUALS WITH DISABILITIES

Decatur Public
Transit System
353 E. William St.
Decatur, IL 62523



FOR VAN SERVICE CALL
DPTS - 424-2821

FOR TAXICAB SERVICE CALL
AOK-TNI Taxi:
330-7771

JANUARY 1, 2010

OPERATION UPLIFT is a subsidized, door-to-door transportation program for individuals with disabilities who are unable to use the regular buses. If eligible, a person may utilize DPTS's wheelchair accessible vans or local taxicabs and pay a fare of only \$2.00 per ride per person. This program is intended to provide service that is similar to the bus system. That means that Operation Uplift operates in the same geographic area, on the same days and times, and under many of the same rules as the bus system.

WHO IS ELIGIBLE TO USE THE SUBSIDIZED PROGRAM?

Individuals with disabilities who are unable to use the regular city buses may be eligible for this program. To be certified by DPTS as eligible you must submit proof of your disability. The following are eligibility requirements to be certified for the subsidized service:

- unable to board, ride, or disembark from a city bus even if the bus is handicapped accessible; or
- due to specific impairments or related conditions, cannot travel to a boarding location, or from a disembarking location to their final destination; or
- cannot use buses without lifts or other accommodations. These persons are eligible for Operation Uplift only if accessible fixed route buses are not available on the route on which they need to travel.

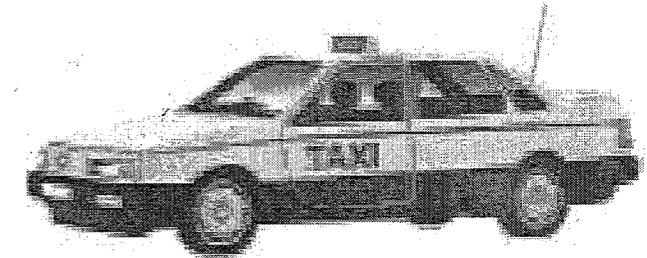
In general, senior citizens and persons with disabilities who are now riding DPTS's regular buses will NOT be eligible for the subsidized program. Operation Uplift is intended to provide special service only for those who are unable to use the regular bus system due to some disability.

HOW DO I OBTAIN AN OPERATION UPLIFT ID CARD?

To be certified as eligible for Operation Uplift and to obtain an ID card, you will need to complete an application provided by DPTS. You can pick up the application at the Senator Severns Transit Center, 353 E. William St., Decatur, IL, 62523, or call us at 424-2821 and ask that an application be mailed to you.

The application has 2 parts – questions to be answered by the applicant, and questions to be completed by the applicant's physician. Once you have completed your part of the application, you will need to send the application to your physician to complete. When your physician has completed his/her portion, the entire application must then be returned to DPTS. You may also be asked to come in for a personal evaluation, to better assess your ability to use DPTS's bus system. Your completed application will be reviewed and you will be notified of the decision within 21 days of receipt of the completed application.

- If you have been approved for Operation Uplift, you will be asked to go to the Transit Center to have your photo taken and to pick up your ID card. You have to do this within 60 days.
- If you have been denied, or approved for only conditional or temporary eligibility, you will be informed of your right to appeal the decision.



**YOU MUST HAVE AN OPERATION UPLIFT
PHOTO ID CARD TO USE THIS PROGRAM.**

Questions....Comments....Complaints....Call DPTS: 424-2814

WHAT ARE THE HOURS OF OPERATION?

This program is available the same hours and the same days that the bus system is operating:

Monday through Friday 5:30 AM to 6:45 PM*;
and Saturdays from 6:15 AM to 6:45 PM*.

(* last pickup time)

The program is not available on Sundays or holidays.

WHAT AREA IS SERVED?

This program is available in the same geographic area that the bus system serves: all of the city of Decatur, plus areas outside of Decatur that are within ¾ mile of a DPTS bus route. The service area includes most of the village of Forsyth, parts of the villages of Harristown and Long Creek, and other rural areas around the edge of Decatur. Please call DPTS for more information.

WHERE MAY I GO?

This service is NOT limited only to trips to the doctor. Operation Uplift will take you anywhere you want to go in the DPTS service area!

HOW DO I SCHEDULE RIDES?

ALL rides must be scheduled at least the day before your trip. Same-day trip reservations or add-on trips will only be allowed in very limited cases, such as to have prescriptions filled following medical appointments. To schedule a ride, call either DPTS (for a wheelchair lift-equipped van) or a participating taxicab company at the phone numbers shown on the front of this brochure. Please call between 8:00 AM and 5:00 PM.

CALLS MADE AFTER 5:00 PM WILL NOT BE HONORED FOR THE NEXT DAY SERVICE.

MUST I SHARE A RIDE WITH OTHER RIDERS?

The Federal guidelines for Operation Uplift require that rides be shared whenever that is practical. Rides must be scheduled a day ahead so we can arrange as many shared rides as possible. Please remember, this program is meant to provide service that is similar to the bus system.

WHAT IF I NEED ASSISTANCE?

The driver will assist you in getting in and out of the vehicle, and going to and from your door. The driver will also help you carry a limited number of parcels. However, the driver is not permitted to lift heavy loads, or to lift or carry any passenger, or to enter your home for any reason.

NOTE: Drivers are NOT trained medical technicians!

If you need additional assistance, you must make arrangements to have someone assist you.

MAY AN ESCORT OR PERSONAL CARE ATTENDANT ACCOMPANY ME?

If space is available, escorts will be permitted to ride with you. Certified personal care attendants are always permitted to accompany you.

WHAT ARE THE FARES?

Operation Uplift riders and their escorts, 5 years of age and older, must pay a \$2.00 fare per person, per trip. Certified personal care attendants always ride for free. Operation Uplift participants can pay their fare in 3 ways: in cash; or by showing a monthly pass; or by having the driver punch their punch card.

- A monthly pass (\$73.60) entitles you to unlimited rides during that calendar month.
- A punch card (\$36.80) entitles you to 20 rides.

Escorts accompanying an eligible Operation Uplift participant must pay their portion of the fare in cash.

MUST I SHOW MY ID CARD TO THE DRIVER?

Yes. The driver is required to see your photo ID card each time you ride, as proof of certification. You will not be able to receive the subsidized fare (\$2.00) if you do not have your ID card with you. If you've lost your ID card, contact DPTS to replace it as soon as possible. There will be a \$1.00 charge to replace a lost card.

OTHER PROGRAM GUIDELINES:

- Sometimes trips cannot be scheduled for the exact time you request. We will always try to schedule trips within 1 hour, before or after, your requested trip time.
- Riders must be ready to be picked up at least 15 minutes before the scheduled pick-up time. We will try to pick-up riders within 15 minutes, before or after, your scheduled pick-up time.
- Drivers will wait for passengers for no more than 5 minutes at the pick-up point.
- Drivers will not drop off a passenger and then wait for that passenger to return.
- You cannot schedule a second trip for less than 45 minutes after the drop-off time for the first trip.
- Open "will-call" return trip reservations will only be accepted for medical appointments or other trips where the return pick-up time cannot be reasonably predicted. "Will-call" reservations are discouraged.
- We will try to pick-up riders who have requested a "will-call" return trip no more than 45 minutes after the rider calls for the return trip.
- No trip for any rider should exceed 1 hour.
- Taxicab riders must complete and sign a ride form for each ride. Ride forms are available from DPTS and the drivers. The cab ride form shows your name & address, where you are going to and from, the actual pick-up time and drop-off time, trip length, fare, etc.
- **Riders who frequently cancel trips or aren't ready at the scheduled pick-up time may be suspended or banned from using Operation Uplift.**

Questions....Comments....Complaints....Call DPTS: 424-2814

CHECK-LIST

(Do *NOT* submit this with your bid.)

NOTE: A company operating both taxicabs and livery vehicles may submit two separate bids if it chooses – one for the taxi service and one for the livery service. For each bid.....

- Prepare and sign a cover letter on company letterhead. See Section 11.1 for required content. Be sure to supply all of the requested information.
- Prepare a pricing statement or table as specified in Section 11.2. The pricing statement must specify the fares to be charged for the first 2 years of the Agreement period, and the proposed fares must conform with the City's regulations: Chapter 60 of the City Code for taxi service and Chapter 61 for livery service.
- Prepare a statement about your firm's ability to perform the services detailed in the scope of services. See Section 11.3 for required content.
- Complete and sign the two certificates contained in Appendix C.
- Submit the original and one copy of all pages and certificates.
- Submit bids in a sealed envelope or box.
- Clearly mark the envelope or box with the following words (or cut out and attach this label):

..... ✂

! Bid for Operation Uplift !
! Decatur Public Transit System !
! Deadline: 4:00 p.m., February 10, 2012 !
! !
! ✂ !

!..... ✂

- Mail or deliver the sealed envelope or box to:

Decatur Purchasing Division
#1 Gary K. Anderson Plaza, Ground Floor
Decatur, Illinois 62523
- The Purchasing Division must receive your bid by 4:00 p.m. on February 10, 2012.