



CAPITAL PROCUREMENT DIVISION

REQUEST FOR QUOTE

Issued by: Capital Procurement Division
4200 Connecticut Avenue, NW
Washington, DC 20008

Solicitation No.: GF-2013-A-0073

Caption: Driving and Cleaning Services of UDC Motor Coaches

Issue Date: November 14, 2012

Contact: Janet C. Concepcion **E-Mail:** janet.concepcion@udc.edu

Quote Due Date: November 16, 2012, 2:00pm

1.0 **SCOPE:**

The Contractor shall furnish driving and cleaning services of the University motor coaches. The Capital Procurement Division will issue a Blanket Purchase Agreement, wherein the Contractor shall agree to provide the University with the driving and cleaning services on an as needed basis.

2.0 **DELIVERABLES:**

- A. Cost estimate for each scheduled trip – Section I.6
- B. Driver's Inspection Report – Section I.8
- C. Driver's Background Check – Section I.18.a
- D. Driver's CDL, DOT medical card and work experience – Section I.18.b

3.0 **PERIOD OF PERFORMANCE:**

December 1, 2012 through September 30, 2013

4.0 **LOCATIONS:**

Not applicable.

5.0. CONTRACTING OFFICER (CO):

Contracts may be entered into and signed on behalf of the District Government only by Contracting Officers. The name, address and telephone number of the Contracting Officer (CO) for this requirement is:

Sherry Jones-Quashie
Director and Contracting Officer
Capital Procurement Division
University of the District of Columbia
4200 Connecticut Avenue, NW
Building 38, Room C04
Washington, DC 20008
Phone: (202) 274-5752

6.0 CONTRACT ADMINISTRATOR:

The Contract Administrator (CA), unless the representative expressly assigns a designee, is responsible for those acts on all matters pertaining to the contract. The CA shall not supervise contractor employees, render final decisions, modify the terms and conditions of the contract, issue preliminary termination notices (show cause letters or cure notices), or terminate the contract. All such matters are under the authority of the CO.

The name, address and telephone number of the Contract Administrator is:

Cassandra Parker
Capital Program Officer
University of the District of Columbia
4200 Connecticut Avenue, NW
Building 38, Room C01
Washington, DC 20008

7.0 PAYMENT:

7.1 The University will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.

7.2 The University will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

8.0 INVOICE SUBMITTAL

The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in the task order. Invoices shall be submitted to the Contract Administrator (CA) specified in this solicitation.

9.0 TO AWARD:

A BPA will be awarded to the Contractor who submits the lowest price/rates.

10.0 WAGE DETERMINATION:

Current Wage Determination No. 2005-2103 located at www.wdol.gov.

Living Wage Act of 2006 located at www.ocp.dc.gov.

11.0 QUOTE SUBMISSION:

The University is tax exempt and quotes should be submitted accordingly. Please complete Section 12 - Price Schedule of the solicitation and send via email to janet.concepcion@udc.edu or fax to (202) 274-5490 by **Friday, Nov. 16, 2012, 2:00 pm.**

12.0 PRICE SCHEDULE:

12.1 Driving Services Only (University provides the Motor Coach)

Metro Area \$ _____ / hour

Outside Metro Area \$ _____ / hour

Minimum No. of Hours per _____ hours

12.2 Driving and Transportation Services (Contractor provides the Motor Coach)

Metro Area \$ _____ / hour

Outside Metro Area \$ _____ / hour

Minimum No. of Hours per _____ hours

12.3 Cleaning Services of the University Motor Coach

Cleaning Services \$ _____ / hour

Dumping and Disinfection of Toilets \$ _____ / trip

CONTRACTOR: _____

NAME OF CONTACT: _____

PHONE: _____

Refer all questions regarding this RFQ to:

Janet C. Concepcion
Contract Specialist
Phone: (202) 274-6914
janet.concepcion@udc.edu



Sherry Jones-Quashie
Director and Contracting Officer

11/9/12

Date

Enclosure:
Attachment A – Scope of Work

**ATTACHMENT A
STATEMENT OF WORK**

I. CONTRACTOR RESPONSIBILITIES

The Contractor shall:

- 1) Furnish professional and courteous motor coach drivers that have a valid CDL to drive UDC's two (2) motor coaches upon request by the University of the District of Columbia.
- 2) Transport students, staff and visitors to and from various locations throughout the United States as identified on the itinerary. No deviation from the itinerary can occur without the written consent of the Contract Administrator.
- 3) Receive a roster of all passengers prior to the trip leaving the University or specified location. Any individual name that is not on the roster is not eligible to be transported.
- 4) Provide motor coach(es) for scheduled trips if the UDC motor coach(es) are not available and the University provided a written request prior to the trip.
- 5) Arrive at the University for scheduled trips at the time stated in the itinerary to allow passengers to board the motor coach(es) for departure and to reach the destination on time. Spot time – ½ hour before departure.
- 6) Provide written cost estimates to the Contracting Officer (CO) prior to any scheduled trips.
- 7) Immediately inform the Contract Administrator of any maintenance issues or safety concerns that should be addressed.
- 8) Complete the Driver's Inspection Report form for each motor coach in use at the beginning and end of each trip and submit to the Contract Administrator within 24 hours.
- 9) Transport the motor coach(es) to and from designated contractor for repairs/maintenance as required.
- 10) Provide interior and exterior cleaning of the UDC motor coaches after each scheduled trip.
- 11) Provide dumping and disinfection of toilets after each scheduled trip.
- 12) Provide interior and exterior detailing of the UDC motor coaches every three months.
- 13) Submit to the Contract Administrator a summary invoice, on the 1st day of each month or upon expiration of the Contract, whichever occurs first, for all services provided during a billing period, and for which payment has not been received. These invoices shall

include the Contract purchase order number.

- 14) Use the UDC Motor Coaches, EZ Pass and Gas cards for approved UDC trips only.
- 15) Not honor any requests for services under the Contract without a valid purchase order.
- 16) Provide a current copy of the motor vehicle insurance policy which covers all of its drivers and identifies the University of the District of Columbia as an additional insured covering bodily injury and property damage, with limits of liability as required by the District of Columbia Government.
- 17) Be responsible for any damages to the Motor Coach where it has been determined that the driver is at fault.
- 18) Provide proof and certifications of the following for each driver:
 - a) A signed certification from a back ground check company which certifies each individual screened meets state, federal and local guidelines for criminal and sex offender screening.
 - b) Valid CDL with passenger and air-brake endorsement, must be experienced driving 45ft buses, clean MVR, no moving violations in the last 3 years, has a minimum of 5 years motor coach driving experience and a current DOT medical card.

II. UNIVERSITY RESPONSIBILITIES

The University will:

- 1) Only be obligated to the Contractor for authorized requests made under the Contract and the receipt of those services.
- 2) Not be responsible for any unauthorized use of the Motor Coaches, EZ Pass and Gas cards by Contractor.
- 3) Issue a signed Contract to the Contractor stating the terms and conditions of the Contract.
- 4) Provide the Contractor the names of the individuals authorized to request services, and obligate funds against the Contract.
- 5) Provide the Contractor an itinerary of all scheduled events. An itinerary for each scheduled out of town trip shall be a part of the transportation request that is routinely forwarded with the monthly calendar reflecting the schedule. The itinerary shall include, but not be limited to, the place/address of lodging for each night while in travel and each location/place of interest where events are scheduled daily. Itineraries not sent with the Transportation Request will be transmitted to the Contractor not later than seventy two

(72) hours prior to the time of scheduled departure. For any un-scheduled event the University will notify the Contractor seven (7) days prior to the event.

- 6) Notify the Contractor three (3) days prior to the event if any scheduled event is cancelled, without charge to the University.
- 7) Provide gas cards for the purchase of fuel and oil while the motor coach (es) is/are in a travel status and at all times for the routine maintenance of the motor coaches owned by the University.
- 8) Provide commercial EZ Pass toll card(s) for the motor coach(es) that are in a travel status or provide reimbursement for any cost incurred for tolls once invoiced.
- 9) Be responsible for the payment of hotel room(s) and meal(s) for each driver for an overnight trip.
- 10) Be responsible for parking fees for the UDC motor coach(es) when required.
- 11) Be responsible for reimbursable payments for emergency break downs on University motor coaches outside of the 250 mile radius.
- 12) Provide an emergency person (s) name and contact number.