

**REQUEST FOR PROPOSAL (RFP)**  
**Temporary Daily Shuttle Service Between New Hope, PA and Lambertville, NJ**  
**Delaware River Joint Toll Bridge Commission**  
**RFP Dated September 28, 2023**

**GENERAL PROVISIONS**

These General Provisions are being provided by the Delaware River Joint Toll Bridge Commission to prospective Proposers and will be made part of the executed Purchase Orders.

**1. RFP ISSUING OFFICE:**

This RFP is issued by the Delaware River Joint Toll Bridge Commission (“RFP Issuing Office”). The Commission is the sole point of contact for this RFP. Please refer all inquiries to:

<b>Delaware River Joint Toll Bridge Commission</b> <b>1199 Woodside Road</b> <b>Yardley, PA 19067</b>		
Contact Name:	Steven Wells	John Rementer
Title:	Purchasing Agent	Purchasing Agent
Telephone:	267-394-6554	267-394-6555
Fax:	267-394-6744	267-394-6744
Email:	swells@drjtbc.org	jrementer@drjtbc.org

**2. DATE AND TIME FOR SUBMISSION OF PROPOSALS:**

To be considered, a Proposal must arrive at the RFP Issuing Office in a sealed envelope on or before 2:00 PM **Tuesday October 31, 2023.**

**3. INSURANCE/INDEMNITY REQUIREMENTS:**

The RFP Issuing Office’s Insurance and Indemnity Requirements are provided with this RFP as Attachment B. **All** requirements must be met and documentation of same provided and approved prior to issuance of a Purchase Order.

**4. SUBMISSION OF QUOTES:**

- (a) Proposers must complete the attached Proposal Form, including Supplier Name and Address, Contact Person, Telephone/Fax Number. The Proposal Form must be signed and submitted by an authorized representative of the Proposer or the Proposal will be rejected.
- (b) It is the responsibility of each Proposer to ensure that the RFP Issuing Office receives the Proposal prior to the date and time for Submission of Quotes, noted under Section 2. The RFP Issuing Office will reject all late Proposals.

- (c) Note: Please have clearly marked on the outside of the sealed envelope: Sealed Proposal: Temporary Daily Shuttle Service Between New Hope, PA and Lambertville, NJ, October 31, 2023
- (d) If the Proposal is submitted with conditions or exceptions or not in conformance with the terms and conditions referenced, it shall be rejected. The Proposal shall also be rejected if the Services offered by the Proposer are not in conformance with the specifications as determined by the RFP Issuing Office.

5. **MODIFICATION OR WITHDRAWAL OF PROPOSAL:**

- (a) Proposal Modification or Withdrawal Prior To Date and Time for Submission of Quotes. Proposals may only be modified or withdrawn by written notice received by the RFP Issuing Office prior to the exact time and date specified for submission of Proposals. The written notice shall specifically identify the Proposal to be modified or withdrawn. Modifications or withdrawals of Proposals received after the exact hour and date specified for submission of Proposals shall not be considered, except as provided below.
- (b) Proposal Withdrawal after Date and Time for Submission of Proposals. Proposers are permitted to withdraw erroneous Proposals after the Date And Time For Submission Of Proposals only if the following conditions are met:
  - i. The Supplier submits a written request for withdrawal.
  - ii. The Supplier presents credible evidence with the request that the reason for the lower price was a clerical mistake as opposed to a judgment mistake and was actually due to an unintentional arithmetical error or an unintentional omission of a substantial quantity of work, labor, material, or services made directly in the compilation of the price.
  - iii. The request for relief and supporting evidence must be received by the RFP Issuing Office referenced in Paragraph 3 of this RFP within three (3) business days after the Date and Time for Submission of Proposals, but before issuance of a Purchase Order.
  - iv. The RFP Issuing Office shall not permit a quote withdrawal if the quote withdrawal would result in award to the same Supplier, its partner, or a corporation or business venture owned by or in which the Supplier has a substantial interest.
  - v. If a Supplier is permitted to withdraw its quote, the Supplier cannot supply any material or labor services or perform any subcontract or other work agreement for the Selected Proposer, without the written approval of the RFP Issuing Office.
- (c) Firm Proposals. Except as provided above, a quote may not be modified, withdrawn, or cancelled by any Awarded Supplier for a period of sixty (60) days after the date and time for submission of quotes.
  - i. Clarification and Additional Information. After the receipt of Proposals, the RFP Issuing Office shall have the right to contact Suppliers for the purpose of seeking: Clarification of the Proposal which confirms the RFP Issuing Office understanding of statements or information in the Proposal.

6. **REJECTION OF PROPOSALS:**

The RFP Issuing Office reserves the right to reject any and all Proposals, to waive technical defects or any informality in Proposals, and to accept or reject any part of any Proposal if the best interests of the RFP Issuing Office are thereby served.

7. **EVALUATION CRITERIA:**

The Delaware River Joint Toll Bridge Commission has the obligation to safeguard itself from poor-quality service, work and/or materials provided by any and all vendors. Therefore, The Delaware River Joint Toll Bridge Commission will conduct a best value determination by conducting a tradeoff between the following evaluation factors: Price, Capability, and Past Performance. For evaluation purposes, Capability is more important than Past Performance, which is more important than Price. Bidders may submit the names and phone numbers of up to three (3) prior customers whom The Delaware River Joint Toll Bridge Commission may contact at its sole discretion. The absence of relevant Past Performance will be viewed neutrally, not negatively. The Delaware River Joint Toll Bridge Commission will assess Capability and Past Performance as Superior, Acceptable, Neutral, or Negative. Therefore, award of contracts to bidders may not be made to the bidder with the lowest price. The Delaware River Joint Toll Bridge Commission reserves the right to make multiple awards for any site, or no award at all at its sole discretion. The Delaware River Joint Toll Bridge Commission may award contracts based on initial quotes or may enter into negotiations or discussions with potential awardees at its sole discretion.

8. **PURCHASE ORDER:**

After quotes are received and evaluated the pending Proposer will be asked to submit for approval their documentation of Insurance Requirements. Upon approval of the Insurance Requirements the RFP Issuing Office shall execute and issue a Purchase Order to the Proposer that best meets the evaluation criteria in response to the RFP. Suppliers may not proceed to provide services until receipt of a Fully Executed Purchase Order from the RFP Issuing Office. Each RFP and Purchase Order will be deemed to incorporate the terms and conditions set forth in this RFP.

## **SERVICE REQUIREMENTS**

1. We are inviting you to provide a quote to enter into a temporary agreement to provide daily shuttle service between New Hope, PA and Lambertville, NJ for the below dates/times:
  - a. January 1, 2024, through and including April 30, 2024
    - i. 7 am – 11 pm Everyday (Vehicle A and if needed Vehicle C)
    - ii. 11 pm – 2 am Friday night and Saturday night (Vehicle B)

### **Specific details of this Request for Proposal (RFP) and actions to be taken by you are provided below:**

2. Proposed services are to be for the period January 1, 2024, to and including April 30, 2024.  
Additional Quote to maintain services as needed on a weekly basis thereafter.
  - a. Quotes are to be provided on the attached form.
  - b. Completed quotation documents are to be emailed, faxed, or mailed to my attention using the information at the bottom of this document.
  - c. **All responses are due by 2pm, on Tuesday, October 31, 2023. The Proposals will be opened and recorded at that time.**
3. Detailed services/requirements to be included in your proposal
  - a. **Schedule:** Starting January 1, 2024, through April 30, 2024, we need a vendor to provide temporary daily shuttle service, 7 am – 11 pm between New Hope, PA and Lambertville, NJ and 11 pm- 2 am, for Friday and Saturday night during the same time period.
  - b. **Schedule alternative:** 2<sup>nd</sup> vehicle 7 am – 11 pm daily between New Hope, PA and Lambertville, NJ if needed.
  - c. **Vehicles (Please Price Separately):**  
Photos of all vehicles to be used in this service are required and must be submitted as part of the bid
    - i. Vehicle A: Fully operational, climate controlled 12 – 14 passenger, ADA compliant, shuttle able to accommodate 4 or more bicycles to run 7 am – 11 pm daily between New Hope, PA and Lambertville, NJ.
    - ii. Vehicle B: Fully operational, climate controlled Non-ADA compliant passenger van (GVWR must be below 4 tons) able to accommodate 4 or more bicycles to run 11 pm- 2 am, for Friday and Saturday night only, between New Hope PA and Lambertville, NJ.
    - iii. Vehicle C: IF NEEDED an additional fully operational, climate controlled non-ADA compliant passenger van (GVWR must be below 4 tons) able to accommodate 4 or more bicycles to run 7 am – 11 pm daily between New Hope, PA and Lambertville, NJ. This will serve as a second vehicle alongside the larger ADA compliant shuttle if there is enough demand to warrant adding it.
    - iv. An equivalent backup for each vehicle must be made available to cover any outage of service due to maintenance/break down.
  - d. **Licensing:** All drivers must have valid proper licenses for the type of passenger vehicle they will be operating based on PA and NJ DOT requirements.
  - e. **Stops:** One stop in each town, location according to Attachment A.
  - f. **Routes:** See Attachment A
    - i. It is your responsibility to visit the proposed drop-off locations and routes.
  - g. **Tolls:** Please factor in any tolls incurred along each route. The cost of the tolls must be included into the service quote. Tolls will not be reimbursed at any time during service.

Current Toll Rates can be viewed at <https://www.drjtbc.org/travel-info/toll-rates>

- i. Vehicles with up to 2 axles and less than 8 feet high = \$1.50 EZ Pass or \$3.00 Cash
  - ii. Vehicle 8 feet or above in height with two or more axles = \$9.00 EZ Pass or \$10 Cash
- h. **Frequency:** There is no set schedule to pick up/drop off time other than the over all service window. Each vehicle will have a mandatory stop of 1-2 minutes for loading/unloading, even when no passengers are present. The Shuttle service will then run continuously between stops as frequently as possible.
4. Each driver for all vehicles must track the number of passengers utilizing the service daily and report passenger totals to the Delaware River Joint Toll Bridge Commission on a weekly basis.
  - a. The Delaware River Joint Toll Bridge Commission reserves the right to alter the number of vehicles being used and/or the hours of service based on passenger utilization.
5. A submitted and accepted Certificate of Insurance documenting the insurance required under our RFP is to be submitted prior to beginning any work.
  - a. Please refer to the Insurance/Indemnity Requirements in Attachment B
6. Both parties will retain the right to terminate any Purchase Order, without additional costs, by providing the other party 60 days written advance notice of cancellation.
7. The Delaware River Joint Toll Bridge Commission reserves the right to reject any, and all Proposals, and to award the RFP in the best interest of the public and the Commission. Proposals that do not meet the minimum requirements, as set forth in the Specifications, will be rejected.

If you have any questions on the requirements of this Request for Proposal, please reach out to the DRJTBC Purchasing Department using the contact information on page 1. We are looking forward to hearing from you.

*Sincerely,*

**Phil Abate**

*Director of Purchasing*

**Delaware River Joint Toll Bridge Commission**

1199 Woodside Road

Yardley, PA 19067

P 267-394-6551 | C 215-534-8232 | [pabate@drjtbc.org](mailto:pabate@drjtbc.org)

**REQUEST FOR PROPOSAL (RFP) TEMPORARY DAILY SHUTTLE SERVICE BETWEEN  
NEW HOPE, PA AND LAMBERTVILLE, NJ  
Delaware River Joint Toll Bridge Commission  
RFP Dated September 28, 2023**

**PROPOSAL**

**SPECIAL NOTES**

1. If interested, please download the Request for Proposal. If you will be submitting a Proposal for consideration, please monitor this posting for possible addendums posted prior to the deadline.

**My/Our Proposal for the TEMPORARY DAILY SHUTTLE SERVICE BETWEEN NEW HOPE, PA AND LAMBERTVILLE, NJ, all in accordance with these General Provisions is:**

1.	Vehicle A: Fully operational, climate controlled 12 – 14 passenger, ADA compliant, shuttle able to accommodate 4 or more bicycles to run 7 am – 11 pm daily between New Hope, PA and Lambertville, NJ.	\$ _____
2.	Vehicle B: Fully operational, climate controlled Non-ADA compliant passenger van (GVWR must be below 4 tons) able to accommodate 4 or more bicycles to run 11 pm- 2 am, for Friday and Saturday night only, between New Hope PA and Lambertville, NJ.	\$ _____
3.	Vehicle C: IF NEEDED an additional fully operational, climate controlled non-ADA compliant passenger van (GVWR must be below 4 tons) able to accommodate 4 or more bicycles to run 7 am – 11 pm daily between New Hope, PA and Lambertville, NJ. This will serve as a second vehicle alongside the larger ADA compliant shuttle if there is enough demand to warrant adding it.	\$ _____
4.	Price to extend services Weekly, IF NEEDED, after April 30, 2024	\$ _____

Signature \_\_\_\_\_

**GRAND TOTAL PROPOSAL AMOUNT for Line 1 & Line 2 Only**

(Line 3 and Line 4 can be added as a revised Purchase Order at the time of need)

\$ \_\_\_\_\_

SUBMITTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Firm Name: \_\_\_\_\_

By: \_\_\_\_\_/s/ \_\_\_\_\_  
(Print) (Signature/Title)

Business Address: \_\_\_\_\_

Phone No: (\_\_\_\_) \_\_\_\_\_ FAX No.: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_