

Tri-Valley Transit, Inc Request for Proposal For Cell Phones and Cell Phone Service

BACKGROUND

Tri-Valley Transit, (dba ACTR and Stagecoach) is the community transportation provider for Addison, Orange and Northern Windsor Counties, with headquarters currently at 297 Creek Road, Middlebury VT. Its mission is to enhance the economic, social and environmental health of the communities we serve by providing public transportation services for everyone that are safe, reliable, accessible and affordable.

SCOPE OF WORK

To provide cellular phones and reliable cellular service to ensure safe bus operations and reliable communications, primarily throughout Vermont, the Upper Valley of New Hampshire, and other areas of New England and the United States.

Service area coverage, equipment and service pricing, reliability of service, and equipment, flexibility for expansion, and ease of administration should be provided to us for consideration.

As such, the following are general expectations that TVT has of the contract:

- The service area will encompass the widest network available for State and National coverage with good reception in those areas being of great importance.
- Service in Addison County and the Champlain Valley is of great importance.
- Service in Orange and Windsor County and along the I-89 and I 91 corridors as well as the upper Valley is of great importance.

EQUIPMENT

Minimum Required Equipment

- 22 standard flip phones that have call in and call out capability.
- Service area coverage will be for Addison, Orange, and Windsor Counties.
- Four Smart phones that have calling, email, and text capability.
- Service area coverage will also be primarily Addison, Orange, and Windsor counties.
- Ability to expand our options with similar pricing for equipment.

CONDITIONS

- TVT-ACTR reserves the right to terminate the contract based on guidelines described within the FTA best practice procurement manual.

PROPOSAL REQUIREMENTS

A complete RFP will include:

- Billing should be done on a monthly basis, with the invoices sent to accounting@trivalleytransit.org.
- Three to five professional references from businesses within Vermont that span multiple counties..
- Acknowledgement of Receipt of Federally Required Third Party Clauses, located on our website ([Federal Required Third Party Contract Clauses and Acknowledgement](#) in the about TVT section, Procurement and RFP's)

All proposals are the property of TVT upon submission. Any expenses incurred to prepare or submit this RFP are the responsibility of the applicant. TVT reserves the right to reject any and all proposals or to cancel this RFP in part or in its entirety if it is in the best interests of TVT. The RFP does not obligate TVT to award a contract.

Any solicitation, award, procurement, and activity involved with the project shall be done in conformance with Title VI of the 1964 Civil Rights Act, such that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance.

Disadvantaged Business Enterprise (DBE) Policy: It is the policy of the U.S. Department of Transportation that minority-and women-owned business enterprises (hereby referred to as DBEs) as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds.

SELECTION CRITERIA

TVT staff will review and evaluate all proposals and select a company based on the following criteria:

CRITERIA

1. Service area coverage
2. Cost of service and equipment
3. Flexibility to expand or change service
4. Reliability of equipment and service area coverage
5. Ease of administration

The contract award decision by TVT is final.

SUBMISSION REQUIREMENTS

Electronic copies of the proposal should be sent to no later than **2pm on Tuesday, February 25, 2020** to angela@trivalleytransit.org . If you would like to include hard copies, envelopes should be addressed to:

Tri-Valley Transit, Inc
Attn: Cell Phone RFP
Attention: Angela McCluskey, Procurement Administrator
297 Creek Road
Middlebury, VT 05753

Physical address:

Tri-Valley Transit, Inc. dba ACTR
297 Creek Road
Middlebury, VT 05753

It is the applicant's responsibility to ensure that proposals are complete and delivered by the deadline time and date as indicated above. Incomplete or late proposals received after the stated deadline will not be accepted or returned.

QUESTIONS

Questions regarding the project scope of work are to be emailed to Bill Cunningham at bcunningham@trivalleytransit.org and Angela McCluskey at angela@trivalleytransit.org and should be submitted by February 18, 2020. All potential bidders submitting questions will receive all questions and corresponding answers no later than February 21, 2020.