



REQUEST FOR PROPOSAL (RFP)

DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION

RFP NUMBER	Rural Senior Group Transportation and County Coordinated Group Rides	
RFP TITLE	119075	
RFP DEADLINE	August 12, 2019 2:00 p.m. (CST)	
	Late proposals, faxed proposals, electronic mail proposals or unsigned proposals will be rejected.	
SUBMIT PROPOSAL TO THIS ADDRESS	CITY COUNTY BUILDING DANE COUNTY PURCHASING DIVISION 210 MARTIN LUTHER KING JR BLVD ROOM 425 MADISON, WI 53703-3345	
DIRECT ALL INQUIRES TO	NAME	Megan Rogan
	TITLE	Purchasing Agent
	PHONE #	608/283-1487
	EMAIL	rogan.megan@countyofdane.com
	WEB SITE	www.danepurchasing.com
DATE ISSUED: June 27, 2019		

PROPOSAL SUBMISSION CHECKLIST

# of Proposals	Proposal Delivery
<input type="checkbox"/> (1) original <input type="checkbox"/> (5) copies <input type="checkbox"/> (1) electronic copy of your proposal and cost proposal in PDF format on a flash drive <input type="checkbox"/> Cost proposal original and one copy in a separate envelope per Section 5.1. <input type="checkbox"/> Up-to-date Vendor Registration	<input type="checkbox"/> Sealed envelope/package containing proposals and labeled with: Vendor Name Bid Number Bid Deadline Date/Time

PROPOSALS MUST BE DATE/TIME STAMPED BY A DANE COUNTY DEPARTMENT OF ADMINISTRATION STAFF MEMBER

1.0 GENERAL INFORMATION

- 1.1 Introduction
- 1.2 Clarification of the Specifications
- 1.3 Reasonable Accommodations
- 1.4 Addendums and/or Revisions
- 1.5 Calendar of Events
- 1.6 Contract Term and Funding
- 1.7 Submittal Instructions
- 1.8 Multiple Proposals
- 1.9 Required Copies
- 1.10 Proposal Organization and Format
- 1.11 Proprietary Information
- 1.12 Cooperative Purchasing
- 1.13 Vendor Registration
- 1.14 Local Purchasing Ordinance
- 1.15 Dane County Sustainability Principles
- 1.16 Fair Labor Practice Certification

2.0 PROPOSAL SELECTION AND AWARD PROCESS

- 2.1 Preliminary Evaluation
- 2.2 Proposal Scoring
- 2.3 Oral Presentations/Interview
- 2.4 Evaluation Criteria
- 2.5 Right to Reject Proposals and Negotiate Contract Terms
- 2.6 Award and Final Offers
- 2.7 Notification of Intent to Award

3.0 PROJECT OVERVIEW AND SCOPE OF SERVICES

- 3.1 Definitions and Links
- 3.2 Scope of Services/Specification Overview
- 3.3 Rural Senior Group Transportation (RSG)
- 3.4 County Coordinated Group Rides (CCGR)

4.0 PROPOSAL PREPARATION REQUIREMENTS

- 4.1 [Required Form – Attachment A – Vendor Information](#)
- 4.2 Table of Contents
- 4.3 Tab 1: Organization Capabilities
- 4.4 Tab 2: Vehicle Inspection & Maintenance Procedures
- 4.5 Tab 3: Dispatch & Communications Capability
- 4.6 Tab 4: Data Collection Capabilities
- 4.7 Tab 5: Staff Qualifications
- 4.8 Tab 6: Insurance Coverage
- 4.9 Tab 7: Financial Statement
- 4.10 Tab 8: Vehicle Inventory
- 4.11 Tab 9: Dispatch & Communications Equipment Inventory
- 4.12 Tab 10: Project Policies
- 4.13 Tab 11: Proposer References-
- 4.14 [Required Form – Attachment B – Designation of Confidential & Proprietary Information](#)

5.0 COST PROPOSAL

- 5.1 General Instructions on Submitting Cost Proposals
- 5.2 Format for Submitting Cost Proposals
- 5.3 Fixed Price Period
- 5.4 Fuel Escalator/De-escalator Clauses
- 5.5 Payment Requirements
- 5.6 Liquidated Damages

6.0 REQUIRED FORMS – ATTACHMENTS

6.1 Attachment A – Vendor Information

6.2 Attachment B – Designation of Confidential & Proprietary Information

6.3 Attachment C – Cost Proposal

7.0 STANDARD TERMS AND CONDITIONS

8.0 APPENDIXES

A. Appendix A.1 Rural Senior Group Geographical Service Areas

B. Appendix A.2 Rural Senior Group Geographical Service Area Narratives

C. Appendix B Rural Senior Group Areas. Usage and Vehicle Capacity

D. Appendix C Rural Senior Group Nutrition Sites

E. Appendix D.1 County Coordinated Group Rides Madison Area

F. Appendix D.2 County Coordinated Group Rides Greater Dane County

1.0 GENERAL INFORMATION

1.1 Introduction

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal to provide Rural Senior Group Transportation and County Coordinated Group Rides for the Dane County Human Services Department according to the specifications set forth within this document. **Proposers may propose on one or both of these services.**

The County intends to use the results of this process to award a contract or issue of purchase order for the product(s) and or services(s) stated.

The Dane County Purchasing Division is the sole point of contact for questions and issues that may arise during the RFP process.

1.2 Clarification of the Specifications

All inquiries concerning this RFP must be directed to the **person indicated on the cover page** of the RFP Document. (Electronic mail is the preferred method)

Any questions concerning this RFP must be submitted in writing by mail, fax or e-mail on or before the stated date on the **Calendar of Events** (Section 1.5).

Proposers are expected to raise any questions, exceptions, or additions they have concerning the RFP document at this point in the RFP process. If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the proposer should immediately notify the contact person of such error and request modification or clarification of the RFP document.

Proposers are prohibited from communicating directly with any employee of Dane County, except as described herein. No County employee or representative other than those individuals listed as County contacts in this RFP is authorized to provide any information or respond to any question or inquiry concerning this RFP.

1.3 Reasonable Accommodations

The County will provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with disabilities upon request. If you need accommodations at a proposal opening/vendor conference, contact the Purchasing Division at (608) 266-4131 (voice) or 608/266-4941 (TTY).

1.4 Addendums and/or Revisions

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be posted on the Purchasing Division [website](#).

It shall be the responsibility of the proposers to regularly monitor the Purchasing Division web site for any such postings. Proposers must acknowledge the receipt/review of any addendum(s) at the bottom of the Vendor Information Page.

Each proposal shall stipulate that it is predicated upon the terms and conditions of this RFP and any supplements or revisions thereof.

1.5 Calendar of Events

Listed below are specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed by the County. In the event that the County finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing an addendum to this RFP and posting such addendum on the Dane County [website](#). There may or may not be a formal notification issued for changes in the estimated dates and times.

DATE	EVENT
June 27, 2019	RFP Issued
July 29, 2019	Last day to submit written inquiries (2:00 p.m. CST)
July 31, 2019	Addendums or supplements to the RFP posted on the Purchasing Division website
August 12, 2019	Proposals due (2:00 p.m. CST)
September 2019	Interviews (if needed)
October 2019	Vendor Selection/Award

1.6 Contract Term and Funding

The contract shall be effective on the date indicated on the purchase order or the contract execution date and shall run until completion of the project.

1.7 Submittal Instructions

Proposals must be received in by the County Purchasing Division by the specified time stated on the cover page. All proposals must be time-stamped in by the Purchasing Division by the stated time. Proposals not so stamped will not be accepted. Proposals received in response to this solicitation will not be returned to the proposers.

Dane County is not liable for any cost incurred by proposers in replying to this RFP.

All proposals must be packaged, sealed and show the following information on the outside of the package:

- Proposer’s name and address
- Request for proposal title
- Request for proposal number
- Proposal due date

1.8 Multiple Proposals

Multiple proposals from a vendor will be permissible; however each proposal must conform fully to the requirements for proposal submission. Each such proposal must be separately submitted and labeled as Proposal #1, Proposal #2, etc.

1.9 Required Copies

Proposers must submit **an original and the required number of copies** of all materials required for acceptance as instructed on the cover page of the RFP.

All hard copies of the proposal must be on 8.5"x11" individually securely bound. **In addition, proposers must submit one complete electronic copy in Microsoft Word or PDF format saved on a Flash Drive.**

1.10 Proposal Organization and Format

Proposals should be organized to comply with the section numbers and names as shown in Section 4.0: Proposal Preparation Requirements.

1.11 Proprietary Information

All restrictions on the use of data contained within a proposal and all confidential information must be clearly stated on the Required Form – Attachment B “Designation of Confidential and Proprietary Information”. Proprietary information submitted in a proposal, or in response to the RFP, will be handled in accordance with the applicable Wisconsin State Statute(s).

To the extent permitted by law, it is the intention of Dane County to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of Dane County. At that time, all proposals will be available for review in accordance with the Wisconsin Open Records Law.

1.12 Cooperative Purchasing

Participating in cooperative purchasing gives vendors opportunities for additional sales without additional bidding. Municipalities use the service to expedite purchases. A “municipality” is defined as any county, city, village, town, school district, board of school directors, sewer district, drainage district, vocational, technical and adult education district, or any other public body having authority to award public contracts (s. 16.70(8), Wis. Stats.). Federally recognized Indian tribes and bands in this state may participate in cooperative purchasing with the state or any municipality under ss. 66.0301(1) and (20, Wis. Stats.

On the Vendor Information page, you will have the opportunity to participate in allowing other municipalities to piggyback this bid. Participation is not mandatory. A vendor’s decision on participating in this service has no effect on awarding the bid.

Dane County is not a party to these purchases or any dispute arising from these purchases and is not liable for delivery or payment of any of these purchases.

1.13 Vendor Registration Program:

All proposers are strongly encouraged to be a registered vendor with Dane County. Registering allows vendors an opportunity to receive notifications for solicitations issued by the County and provides the County with up-to-date company contact information.

Provide your Dane County Vendor # in the Vendor Information section of the proposal submission packet.

For Non-Registered Vendors:

Complete vendor registration by visiting www.danepurchasing.com. On the top menu bar, click Vendor Registration and then click Create Vendor Account. You will receive an email confirmation once your account is created and again when your vendor registration is complete. Retain your user name/email address and password for ease of re-registration in future years. Within 2-4 days of completing the registration, a vendor number will be assigned and emailed to you.

For Registered Vendors:

Check to make sure your vendor information including commodity codes is up-to-date by signing into your account at www.danepurchasing.com. On the top menu bar, click Vendor Registration and then click Vendor Log In.

1.14 Local Purchasing Ordinance

Under County ordinances, a Local Vendor is defined as a supplier or provider of equipment, materials, supplies or services that has an established place of business within the County of Dane. An established place of business means a physical office, plant or other facility. A post office box address does not qualify a vendor as a Local Vendor.

County ordinance provides that a local vendor automatically receive five points toward the evaluation score.

Vendors located within the counties adjacent to Dane County (Columbia, Dodge, Green, Iowa, Jefferson, Rock, Sauk) automatically receive two points toward the evaluation score.

1.15 Dane County Sustainability Principles

On October 18, 2012, the Dane County Board of Supervisors adopted Resolution 103, 2012-2013 establishing the following sustainability principles for the county:

- Reduce and eventually eliminate Dane County government's contribution to fossil fuel dependence and to wasteful use of scarce metals and minerals;
- Reduce and eventually eliminate Dane County government's contribution to dependence upon persistent chemicals and wasteful use of synthetic substances;
- Reduce and eventually eliminate Dane County government's contribution to encroachment upon nature and harm to life-sustaining ecosystems (e.g., land, water, wildlife, forest, soil, ecosystems);
- Reduce and eventually eliminate Dane County government's contribution to conditions that undermine people's ability to meet their basic human needs.

1.16 Fair Labor Practice Certification

Dane County Ord. 25.09 (1) is as follows:

(28) BIDDER RESPONSIBILITY. (a) Any bid, application or proposal for any contract with the county, including public works contracts regulated under chapter 40, shall include a certification indicating whether the bidder has been found by the National Labor Relations Board (NLRB) or the Wisconsin Employment Relations Committee (WERC) to have violated any statute or regulation regarding labor standards or relations within the last seven years. The purchasing manager shall investigate any such finding

SECTION 1 – GENERAL INFORMATION

and make a recommendation to the committee, which shall determine whether the conduct resulting in the finding affects the bidder's responsibility to perform the contract.

If you indicated that you have been found by the NLRB or WERC to have such a violation, you must include a copy of any relevant information regarding such violation with your proposal, bid or application.

Additional information can be found using the following links: www.nlr.gov and <http://werc.wi.gov>.

SECTION 2 – PROPOSAL SELECTION AND AWARD PROCESS

2.0 PROPOSAL SELECTION AND AWARD PROCESS

2.1 Preliminary Evaluation

The proposals will first be reviewed to determine if requirements in Section 1 and Section 4 are met. Failure to meet mandatory requirements will result in the proposal being rejected. In the event that all vendors do not meet one or more of the mandatory requirements, the County reserves the right to continue the evaluation of the proposals and to select the proposal which most closely meets the requirements specified in this RFP.

2.2 Proposal Scoring

Accepted proposals will be reviewed by an evaluation team and scored against the stated criteria. This scoring will determine the ranking of vendors based upon their written proposals. If the team determines that it is in the best interest of the County to require oral presentations, the highest-ranking vendors will be invited to make such presentations. Those vendors that participate in the interview process will then be scored, and the final ranking will be made based upon those scores.

2.3 Oral Presentations/Interview

Top ranked selected proposers may be required to make oral interview presentations and/or site visits to supplement their proposals, if requested by the County. The County will make every reasonable attempt to schedule each presentation at a time and location that is agreeable to the proposer. Failure of a proposer to conduct a presentation to the County on the date scheduled may result in rejection of the vendor's proposal.

2.4 Evaluation Criteria

The proposals will be scored using the following criteria:

Proposal Requirements	Percent
Experience/ Capabilities (Section 4.3)	40%
Vehicle/Dispatch (Sections 4.4, 4.5, 4.8)	10%
Data Handling (Section 4.6)	10%
Staff Qualifications (Section 4.7)	10%
Vehicles & Equipment (Sections 4.9-4.10)	10%
Policies (Section 4.11)	10%
Cost	Percent
Cost (Section 5)	10%
Total	100%
Fuel Efficiency and Alternative Fuels	

SECTION 2 – PROPOSAL SELECTION AND AWARD PROCESS

Up to 10 additional points will be awarded for the use of vehicles with higher-than-average fuel efficiency (minimum 15% higher than industry standard for vehicle class), or for the use of alternative fuels such as waste vegetable oil, biodiesel, electricity, ethanol, or propane.

2.5 Right to Reject Proposals and Negotiate Contract Terms

The County reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the County may negotiate a contract with the next highest scoring proposer.

2.6 Award and Final Offers

The award will be granted in one of two ways. The award may be granted to the highest scoring responsive and responsible proposer. Alternatively, the highest scoring proposer or proposers may be requested to submit final and best offers. If final and best offers are requested, they will be evaluated against the stated criteria, scored and ranked. The award will then be granted to the highest scoring proposer.

2.7 Notification of Intent to Award

As a courtesy, the County may send a notification of award memo to responding vendors at the time of the award.

3.0 PROJECT OVERVIEW AND SCOPE OF SERVICES

3.1 Definitions and Links

The following definitions and links are used throughout the RFP.

County: Dane County

County Agency: Dane County Human Services Department

Proposer/Vendor/Firm/Contractor: a company submitting a proposal in response to this RFP.

Dane County Purchasing website: www.danepurchasing.com

Fair Labor Practices websites: www.nlr.gov and <http://werc.wi.gov>

3.2 Scope of Services/Specification Overview

Service A. Rural Senior Group Transportation (RSG): Scheduled group specialized transportation services for seniors and persons with disabilities to the following geographical service areas. (See Appendix A.1 and A.2)

- Northwest Dane Senior Services (Black Earth/Cross Plains/Mazomanie area),
- Northcentral (Waunakee/Deforest area).
- Northeast (Sun Prairie/Cottage Grove/Deerfield/Marshall area).
- Southeast (McFarland/Stoughton/Cambridge area).
- Southcentral (Fitchburg/Oregon/Verona area).
- Belleville/Montrose.
- Southwest Dane Senior Outreach (Blue Mounds/Mount Horeb area).

Service B. County Coordinated Group Rides (CCGR): Scheduled specialized transportation for persons with disabilities to the following service destinations.

- Madison
- Greater Dane County including Mt Horeb and Stoughton.

3.3 Rural Senior Group Transportation (RSG)

3.3.1 Program Description

- a. This program provides routed, scheduled specialized transportation services to groups of older adults and persons with disabilities. Dane County Department of Human Services (DCDHS) administers the contract for the project.
- b. Trip Purposes: Trips are provided to designated locations, including congregate meal sites (nutrition sites), grocery and discount stores, shopping malls, pharmacies, public libraries, food pantries and special events. Other destinations, such as banks or post offices may be approved occasionally. Rides to Adult Day Centers are specific to Mt Horeb, Northwest Dane and Oregon. Medical trips are not provided. Medical Assistance is not billed for these services. Rides are provided to individuals not eligible for Family Care or IRIS.
- c. Eligible Riders: Eligible riders are adults sixty (60) years or over or persons with disabilities who live in their own homes or apartments.

SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

- d. Service Area: Shopping, nutrition trips and food pantries are locality-based, and service is provided within senior service areas (see Appendix A.1. and A.2). Adult Day Center rides are provided to seniors living in the same senior service area as the Day Centers. Some Special Events are organized directly with the PROVIDER and designated senior service areas. These trips are offered in the morning, afternoon or evening to various locations within and around Dane County. Special events may also be all day events.
- e. Service Hours: Nutrition trips are provided at approximately 11:00 a.m. - noon and 1:00 - 2:00 p.m., but may be extended for special programs. Shopping trips vary by service area, but are generally provided mid-morning and mid-afternoon. The Adult Day Center trips occur between approximately 7:30 – 9:30 a.m. and 2:00 – 3:30 p.m. Services are provided approximately 254 days per year.
- f. Service Usage: (see Appendix B and Appendix C): These examples are based upon current usage. Ridership may change, or service levels may be adjusted up or down with 30 days notice to Provider.

3.3.2 Service Description

- a. Ride Arrangements: Area senior service organizations, congregate meal sites and adult day centers work cooperatively with DCDHS, and arrangements vary slightly by service area/facility. Ride reservations and cancellations to meal sites are made to the PROVIDER by the local senior service organization or meal site staff. Ride reservations and cancellations for shopping trips and Adult Day Centers are made to the PROVIDER by the rider or local senior service organization staff. Rider pickup and drop-off times are scheduled by the PROVIDER and communicated to the rider/family or senior services staff by the PROVIDER.
- b. Service Scheduling: The DCDHS sets service boundaries, approves trip destinations and service schedules, and creates capacity and waiting list policies. Local senior service organizations or congregate meal site staff may negotiate directly with the PROVIDER in the event of temporary schedule adjustments. The PROVIDER is responsible for daily routing and scheduling.

3.3.3 Ride Scheduling and Routing

- a. Nutrition and Shopping: The DCDHS establishes start times for the congregate meals and adult day centers, by which time all riders will arrive at the site. The senior service organizations work cooperatively with the DCDHS to establish schedules for shopping and social trips.
- b. At the time the ride is scheduled, the PROVIDER shall designate and communicate to the rider (or individual arranging ride on behalf of the rider) a range of time not to exceed 30 minutes during which the rider will be picked up at his/her home. PROVIDER shall return for riders at pre-arranged times.
- c. Trip schedules may be changed occasionally by mutual agreement of the PROVIDER and the senior service organization or meal site director, in order to

SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

accommodate special events. The PROVIDER will make reasonable attempts to accommodate requests from senior service providers and meal site staff for occasional schedule changes. Changes which increase the number of contracted hours in excess of the monthly average, or which are ongoing, require approval of the Contract Manager.

- d. Special Events occur monthly for each senior service organization. This is transportation in addition to the nutrition, shopping and adult day center trips. The events are scheduled by mutual agreement of the PROVIDER and the senior service organization. The events may be morning, afternoon, evening or a day trip.
- e. Adult Day Programs: Adult day facilities establish start and end times for programming, by which all riders will have arrived or been picked up. DCDCHS works cooperative with the adult day programs to establish arrival and departure times. PROVIDER designs route and schedules.

3.3.4 Passenger Assistance

- a. Drivers will provide passengers with door-to-door service. Drivers will go to the door to announce their arrival (e.g., face-to-face or intercom). Honking at the curb will not be accepted as sufficient notification of arrival. “Door” as used herein refers to the first entry encountered upon approaching the building, not apartment or other interior doors. The driver will open or close the first door of the building if requested by the rider. Drivers will not be responsible for locking or otherwise securing the door.
- b. Drivers will provide assistance which will ensure the passengers’ safe passage to and from the door of their origin or destination, and to and from the vehicle seat. Assistance for ambulatory passengers is required with curbs and stairs to a maximum of 3 stairs at any origin or destination. In cases where the rider states that she/he does not require assistance, the driver shall still attend sufficiently to the rider’s progress to ensure the passenger’s safe passage.
- c. For shopping and nutrition trips, the drivers will assist frail passengers with a small number of packages.
- d. Attendants and service animals may ride with the registered passenger.

3.3.5 Fare Collection

- a. The PROVIDER will collect fares from each passenger in accordance with the fee structure established by the County and as amended from time to time. The current fare structure per one way trip is: \$0.50 for nutrition trips, \$1.00 for local shopping, and \$1.50 for out-of-town shopping and adult day program trips. Passengers will not be expected or requested to pay a gratuity to drivers. Drivers shall be prohibited from accepting gratuities. The PROVIDERS will forward monthly fare totals to DCDHS in the form of a check.

SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

- b. Riders to congregate meal sites and grocery shopping shall not be denied service because of inability to pay.
- c. Attendants and service animals may ride with the registered passenger free of charge.

3.3.6 Performance Standards

- a. The maximum amount of travel time for each passenger is 60 minutes per one-way trip. Any variation from this standard, except in emergencies, must be approved by the DCDHS prior to provision of the service.
- b. Schedule adherence is defined as 90% of passengers picked up and dropped off within 15 minutes and 100% within 30 minutes of scheduled pick-up and drop-off time.
- c. The standard for service provision shall be not more than 0.2% missed trips, defined as scheduled rides where the PROVIDER failed to show up to pick up the passenger; and not more than 0.1% of passengers dropped off at an incorrect address.
- d. Safety standards shall be defined as more than 25,000 miles per non-injury accident and 60,000 miles per injury accident.
- e. Passenger safety standards shall be 100% of wheelchair passengers properly secured according to the current Code of Federal Regulations 49 CFR 37.165.
- f. Maintenance standards shall be defined as more than 4,500 mile per road call. A road call shall mean mechanical vehicle failure requiring a mechanic to inspect the vehicle while still in service.

Failure to attain these standards (a-f) in any given month will result in a one-percent reduction in the monthly compensation for each standard not met. Failure to attain one standard for four months in a row or four standards in any given month will be considered default of the contract, as defined in Section 9, below. Performance standards may be waived by the County in emergency situations such as inclement weather.

3.3.7 Other Service Standards

Service issues such as rude operators or personnel, inadequate passenger assistance, unsafe or uncomfortable vehicle conditions, or other circumstances or behaviors which have a substantial adverse effect on the passengers will be negotiated between the County and the PROVIDER so as to achieve an agreement consistent with satisfactory performance. Repeated failure to adequately resolve such service problems in any given month will be consideration for financial penalty not to exceed 5% of monthly compensation.

SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

3.3.8 Operators

- a. The PROVIDER will recruit, hire, train, and supervise the drivers who are to operate the contracted service. These operators will be employees or agents of the PROVIDER, not the County, and will not act as, or represent themselves as, employees or agents of the County.
- b. The PROVIDER is responsible for paying these operators' wages and benefits.
- c. The PROVIDER is responsible for the accuracy of any vouchers, billings, manifests, logs, or invoices submitted by operators pursuant to this Contract, including errors which result in over-billings.
- d. Operators will be required to possess a valid driver's license. The PROVIDER shall be responsible for monitoring operators' driver's licenses and permits to ensure that all operators providing services under this contract possess the appropriate licenses and permits.
- e. The PROVIDER agrees to comply with all Wisconsin Department of Transportation drug and alcohol testing requirements applicable to any operators providing service under this contract. Cost of compliance with said requirements are the responsibility of the PROVIDER.
- f. The PROVIDER must provide driver training for each operator providing services under this contract. Minimum training must include defensive driving techniques, first aid including current standards of cardiopulmonary resuscitation (CPR) or approved compression-only resuscitation, proper use of restraint systems and securement devices, passenger assistance techniques, emergency procedures during the transport of passengers, and sensitivity training for working with elderly and disabled passengers.
- g. The PROVIDER shall complete an operator driving abstract from the Department of Transportation, a Wisconsin Department of Justice Crime Information Bureau criminal conviction record and a national criminal background check on all employees prior to employment and shall supply the County with these records upon request. Nothing in Section 9 of this proposal related to Affirmative Action shall affect the County's right to refuse to permit a particular operator to drive for services covered by this proposal, if the County determines that the operator is unacceptable to the County for reasons including, but not limited to, the following:
 - Involvement in more than two accidents in any 12 month period, whether on or off duty;
 - Operating a vehicle under the influence of, or the use of, a controlled substance or under the influence of any other drug, or operating with a prohibited alcohol concentration;
 - More than two moving violations in any two year period (please note: this relates to conviction of violations, as opposed to involvement in accidents, covered above);
 - Permitting unauthorized persons to perform operation duties;

SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

- Any felony, misdemeanor, or other offense, the circumstances of which related to vehicle operation, service provision or working with vulnerable persons.

3.3.9 Vehicles

- a. The PROVIDER shall have access to a sufficient number and capacity of scheduled and back-up vehicles to ensure meeting usual capacity for each service area (see Appendix B), for both ambulatory and non-ambulatory (wheelchair) passengers, within 15 minutes of the scheduled pick-up and drop-off times.
- b. Extra or special programming which may result in a significant increase in ridership must be communicated to the PROVIDER by the senior service organization, and the PROVIDER will make reasonable attempts to accommodate such requests from senior service providers and meal site staff for occasional schedule changes. However, use of additional vehicles is only permissible with the prior approval of the County contract manager. In each case of vehicle breakdown, the PROVIDER may invoice for only one replacement vehicle. Sufficient vehicle space will be provided for monthly special event trips.
- c. Replacement vehicles must be provided within 30 minutes of the scheduled pick-up or drop-off time. The PROVIDER must have access to sufficient back-up vehicles to provide adequately for preventive and repair maintenance and vehicle breakdowns.
- d. Any change in the number of vehicles and/or equipment used to provide transportation services requires prior approval from the DCDHS. Replacement of vehicles listed in the Vehicle Inventory (see Section 4.9) for a period of time greater than two weeks must be reported in writing to the County contract manager.
- e. All vehicles used in these services shall have a current Certificate of Inspection by the State Patrol in compliance with Wisconsin Department of Transportation Administrative Rule Chapter TRANS 301 or have a City of Madison Department of Transportation (Traffic Engineering Division) taxicab vehicle permit and inspection.
- f. The contractor shall comply with all applicable mobility and accessibility requirements in the current Code of Federal Regulations 49 CFR 38.23.
- g. The Contractor's vehicle seats shall comfortably accommodate adults and each bus or van-type vehicle must have adequate aisle space to allow for passenger movements. Adequate space shall be provided in each vehicle for the storage of passenger packages, walkers, canes, and folding wheelchairs, if necessary. Use of yellow school buses is not permitted in services covered by this proposal.
- h. Every vehicle must have a 100% operating heating and air conditioning system.

SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

- i. Every vehicle must have 100% operative radio, telephone or tablet equipment capable of immediate communication with a base dispatch center. The dispatch center shall have 100% operative radio or communications equipment capable of immediate communication with all vehicles in service at all times. If cellular phones or tablets are used for communications, all vehicle phones must have a push-to-talk communications or equivalent feature which enables immediate contact with dispatch.
- j. The PROVIDER will provide storage and maintenance space for its vehicles. The PROVIDER will supply tires, fuel, tools, and spare parts, and will maintain the vehicles in good working order through a program of prompt repair and routine maintenance. Vehicles shall be maintained in a safe and sanitary manner. The PROVIDER will keep the vehicles clean through a program of daily cleaning of the interior and at least quarterly major cleaning.
- k. The PROVIDER shall maintain accurate vehicle maintenance records and shall provide copies of these records to the County upon request.
- l. The County reserves the right to inspect vehicles utilized by the PROVIDER for services covered by this proposal and the PROVIDER'S maintenance facilities during normal working hours as the County deems appropriate, and to require the removal from service of any revenue vehicle not in compliance with the standards set forth herein.

3.3.10 Fuel Efficiency

Additional points in the evaluation of responses to this RFP will be given for the use of vehicles with higher-than average fuel efficiency (minimum 15% higher than industry standard for vehicle class), or for the use of alternative fuels such as waste vegetable oil, biodiesel, electricity, ethanol or propane or for equipment practices/policies which increase fuel efficiency.

3.3.11 Customer Satisfaction

- a. The PROVIDER will immediately forward to the County contract manager a copy of all complaints which it may have directly received concerning services provided under this contract, and any resolution of them. It is the policy of the DCDHS to first encourage consumers to discuss their complaint with the PROVIDER. If this does not resolve the problem to the satisfaction of the consumer, the County contract manager will receive complaints from riders regarding services covered by this proposal. Customer complaints which the contract Manager deems appropriate for response will be forwarded to the PROVIDER. The PROVIDER is required to respond orally or in writing within five business days to all rider complaints received, The PROVIDER shall notify County contract manager of response, and corrective action, if applicable, within ten business days of resolution of complaint.
- b. DCDHS reserves the right to conduct observation rides on any of the routes covered by this proposal, for the purpose of assessing quality of service. Such observation rides may be conducted without notification to the PROVIDER.

SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

DCDHS reserves the right to perform a consumer satisfaction and service efficiency survey. The Department of Human Services will notify the PROVIDER within ninety (90) days of any change in the PROVIDER's responsibility related to this survey. The PROVIDER will cooperate with implementation of this survey.

3.3.12 Reporting

- a. The PROVIDER shall report within 24 hours in writing to the DCDHS all accidents; all passenger injuries; all police contact; any occasion in which a scheduled passenger cannot be found for a return trip; any medical problems occurring in route which require emergency medical attention; all illegal activity, inappropriate behavior; or any other problem or event which affects or could affect the physical well-being of a passenger. For some trips, such as adult day care trips, the County contract manager will supply additional party (ies) to whom such reports must be made.
- b. The PROVIDER shall report in writing to the County contract manager within 5 (five) working days all passenger loading problems, repeated passenger lateness or failure to load or other problems which affect the quality of service for other riders, or which increase the cost of the service.
- c. The PROVIDER shall complete all vehicle and passenger data reports requested by the DCDHS. These reports will include:
 - Daily manifest of riders by route, including name, pickup and destination addresses, scheduled and actual pickup time, scheduled and actual drop-off time, ambulation capability of rider and no-show/cancellation record;
 - Daily trip record by route, including beginning time and odometer reading, end time and odometer reading, time and odometer reading of first passenger pickup and last passenger drop-off, number of passengers by route, passenger fares collected and number of service hours; and
 - Monthly service summary, including number of service days, number of group routes per day by trip purpose, number of service hours and miles per day per route type, number and ambulation capability of passengers per day per route type, cash fares collected per day, and pre-paid fares collected per month.
- d. Reports are subject to audit by the County contract manager, which may include the use of other sources of passenger information, such as meal site or daycare attendance logs. In cases of incomplete or inaccurate reports, or undocumented rides, the County may at its sole discretion refuse payment for affected hours of service.

SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

3.4 County Coordinated Group Rides (CCGR)

3.4.1 Program Description

- a. The CCGR service provides routed, group specialized transportation services to disabled adults living in Dane County and attending a work or day program.
- b. Trip Purposes: Trips are provided to designated rehabilitation/day programs.
- c. Eligible Riders: Riders are adults eighteen (18) or over who attend supported work or day programs, who live in Dane County, and who have a developmental or mental health disability.
- d. Service Area: The service covers all of Dane County. (Refer to Appendix D.)
- e. Service Hours: In general, service hours are the hours listed below.

8:00 am - 9:15 am Monday-Friday
2:45 pm - 3:30 pm Monday-Friday
A few riders travel midday; see Appendix D.

CCGR is provided approximately 250 days of the year.

- f. Service Usage: Example ridership is described in Appendix D. Ridership may change, or service levels may be adjusted up or down with 30 days notice to the provider.

3.4.2 Service Description

- a. Ride arrangements: CCGR riders are referred to DCDHS by Family Care and IRIS. DCDHS will receive written authorization from these organizations. Rides are coordinated by DCDHS with area transportation PROVIDERS. The PROVIDER shall not schedule new passengers without prior approval from the DCDHS Ride cancellations are made directly to the PROVIDER by the rider or rider's support staff.
- b. Service Scheduling: DCDHS, in cooperation with its transportation PROVIDERS and rehabilitation/day centers establishes the start times by which time all riders will arrive at the site. The PROVIDER is responsible for daily routing and scheduling. The County Contract Manager may negotiate more flexible pick-up and drop-off times to accommodate routing efficiencies or reduce costs.

3.4.3 Ride Scheduling and Routing

The PROVIDER shall establish routes for the CCGR vehicles. Passengers shall have specific individual daily schedules for pick-up and drop-off. Riders and Day Program staff shall be informed of all passengers' a.m. and p.m. pick-up and drop-off times.

SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

3.4.4 Passenger Assistance

Passenger Assistance Standards shall be as set forth in Section 3.3.4.a.and b.

In addition, at drop-off, riders must be attended until their arrival is acknowledged by support staff or family.

3.4.5 Fare Collection

Shall not apply.

3.4.6 Performance Standards

Performance Standards shall be as set forth in Section 3.3.6, above, except that:

Section 3.4.6(a) shall be as follows:

- a. The maximum amount of travel time for each passenger is **75** minutes per one-way trip. Any variation from this standard, except in emergencies, must be approved by the DCDHS.

3.4.7 Other Service Standards

Other Service Standards shall be as set forth in Section 3.3.7, above.

3.4.8 Operators

Operator Standards shall be as set forth in Section 3.3.8, above, except that:

In addition Section 3.4.8(h) shall be as follows:

1. PROVIDER will also perform checks with the Wisconsin Caregiver Misconduct Registry maintained by the Wisconsin Department of Health Services, as appropriate, and will repeat this check every four years for each employee in connection with provision of contracted services. The requirement for WCMR shall not be construed to mean that that drivers for contracted services are considered caregivers as defined by 48.685(1) (ag) (1-2) of the Wisconsin Statutes.

3.4.9 Vehicles

Vehicle Standards shall be as set forth in 3.3.9, above, except that:

Section 3.3.9.a, shall read The PROVIDER shall have access to a sufficient number and capacity of scheduled and back up vehicles to ensure meeting usual capacity for each service area (See Appendix D), for both ambulatory and non-ambulatory passengers within 15 minutes of the scheduled pick-up and drop-off times; and

3.3.9.b shall not apply.

SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

3.4.10 Fuel Efficiency

Fuel Efficiency shall be as set forth in 3.3.10.

3.4.11 Customer Satisfaction

Customer Satisfaction measures shall be as set forth 3.3.11.

3.4.12 Reporting

Reporting shall be as set forth in 3.3.12, above, except that:

Section 3.4.12(c) shall be as follows:

The PROVIDER shall complete all vehicle and passenger data reports requested by the DCDHS. These reports will include:

- Daily manifest of riders by route, including name, pickup and destination addresses, scheduled and actual pickup time, scheduled and actual drop-off time, ambulation capability of rider and no-show/cancellation record;
- Monthly service summary, The PROVIDER shall invoice DCDHS for the cost of rides provided. The invoice must include the name of the rider, type of CCGR service (ambulatory or non-ambulatory) and the number of one-way trips provided.

SECTION 4 – PROPOSAL PREPARATION REQUIREMENTS

4.0 PROPOSAL PREPARATION REQUIREMENTS

Proposals should be organized to comply with the section numbers and names as shown below. Each section heading should be separated by tabs or otherwise clearly marked. Hardcopies shall be bound in an 8½" x 11" format, but 11"x17" pages for graphics may be included. The RFP sections which should be submitted/responded to are:

4.1 Required Form – Attachment A – Vendor Information

4.2 Table of Contents

Provide a table of contents that, at a minimum, includes all of the sections as identified below. Listings of sub-sections and graphics/tables also may be included. Section dividers are encouraged.

4.3 Tab 1: Organization Capabilities

Describe the firm's experience and length of experience:

- As a transportation provider
- Serving older adults and persons with disabilities
- Serving the geographic area/s to be served
Be specific and identify projects, dates, and results.

Describe the organizational capabilities and structure, decision-making authority, supervisory roles and accountability, specifically with regard to the following:

- Ride reservations and cancellations
- General route design
- Daily (as needed) route adjustments
- Road supervision for emergencies, safety issues, problem-solving, etc.
- Quality assurance, including procedure adherence, timeliness, and voucher/manifest auditing
- Customer complaints
- Liaison with Contractor

4.4 Tab 2: Vehicle Inspection & Maintenance Procedures

Describe your organization's vehicle inspection and maintenance procedures, including:

- Pre- and post-trip vehicle inspection procedure
- Vehicle and equipment maintenance policies, including inspection schedule, inspection procedures, routine maintenance and cleaning policies.
- Emergency procedures, vehicle breakdown procedure and response time, accident and driver emergencies (illness on duty, etc.) policies.

4.5 Tab 3: Dispatch & Communication Capability

Summarize your organization's capability to dispatch and communicate with all vehicles, and to provide on-the-road supervision if necessary. Describe vehicle-to-base communications capabilities.

4.6 Tab 4: Data Collection Capabilities

Describe your organizational data collection capabilities with regard to the following:

SECTION 4 – PROPOSAL PREPARATION REQUIREMENTS

- Daily manifest of riders by route, including name, pickup and destination addresses, actual pickup time, actual drop-off time, ambulation capability of rider and no-show/cancellation record
- Daily trip record by route, including beginning time and mileage, end time and mileage, time and mileage of first passenger pickup and last passenger drop-off, number of passengers per route, and number of revenue hours
- Monthly service summary, including number of service days, number of service hours, average hours per day, average passenger per day per route type, cost per ride, and productivity per hour.

4.7 **Tab 5: Staff Qualifications**

Provide resumes describing the work experiences for each of the key staff who would be assigned to the service/s you propose to provide. Be specific with regard to length of experience, level of authority and accountability, and projects completed. Describe the experience, training and certification/s of maintenance staff.

4.8 **Tab 6: Insurance Coverage**

Submit evidence of current insurance coverage to service this contract (please review Section 9, Standard Terms & Conditions, for insurance requirements). Please note that the County must be designated a named insured party, and must be designated to receive notification of Intent To Cancel on insurance policies, upon award of contract.

4.9 **Tab 8: Vehicle Inventory**

Submit a complete inventory of all vehicles to be used in the project, including backup vehicles. The inventory must list for each vehicle:

- Vehicle manufacturer
- Vehicle model and year
- Vehicle Identification Number
- Fuel Type (i.e., diesel, gasoline, propane, plug-in electric, etc.)
- Actual mileage
- Seating capacity (Amb/WC). Note configuration, e.g., “5/0”, “10/2”, and options, if applicable, eg. “5/0 or 2/1”.
- Lift or ramp
- Vehicle communication equipment, e.g., two-way radio, cell phone, etc.
- Raised roof (yes/no)
- Seat Belts (yes/no)
- Refurbished or re-equipped vehicle (yes/no)

Clearly designate and distinguish vehicles used exclusively for this program, backup vehicle(s) and dual use vehicles(s) (those used for other transportation services, including other services funded by Dane County which are not covered in this RFP).

SECTION 4 – PROPOSAL PREPARATION REQUIREMENTS

If implementation includes future vehicle acquisition, indicate acquisition plan and timetable.

4.10 **Tab 9: Dispatch and Communications Equipment Inventory**

Identify and describe communication equipment to be used in providing service. If cell phones are used for vehicle/dispatch communication, verify push-to-talk capability or equivalent feature.

4.11 **Tab 10: Project Policies**

Submit copies of the following policies which apply to employees who will have direct client contact:

- a) Screening: Criminal conviction and caregiver (if required – see Section 1.2.B.8.h) records checks, driver's record checks, AODA screening and periodic rescreening.
- b) Training: Training policies and copy of training agenda, including topics related to passenger safety and assistance, client sensitivity, defensive driving, etc.

Summarize your method of measuring and ensuring consumer satisfaction. Submit copies of your complaint and grievance procedures.

4.12 **Tab 11: Proposer References**

Proposers must include in their responses to the RFP a list of organizations, including points of contact, which can be used as references for work performed in similar services. Selected organizations may be contacted to determine the quality of work performed and expertise of personnel assigned to the project.

4.13 **Required Form – Attachment B – Designation of Confidential & Proprietary Information**

5.0 COST PROPOSAL

5.1 **General Instructions on Submitting Cost Proposals**

Proposers must submit an original and the required number of copies of the cost proposal as instructed on the **cover page of the RFP** (Special Instructions).

Cost Proposal Form (Attachment C) should be submitted in a separate envelope labeled **Cost Proposal** with the written proposal.

The proposal will be scored using a standard quantitative calculation where the most cost criteria points will be awarded to the proposal with the lowest cost.

5.2 **Format for Submitting Cost Proposals**

Proposers may bid on any single, any combination, or all of the services and geographical service areas in Attachments A.1 and A.2.

Cost proposals for Service A, the Rural Senior Group Transportation Program, shall be expressed in dollars per service hour.

Cost proposals for Service B, County Coordinated Group Rides (CCGR) shall be expressed in dollars per one-way trip. Proposers may submit separate prices for peak and off-peak hours. If this option is selected, please specify the definition of peak and off-peak hours.

Use Required Forms – Attachment C – Cost Proposal

5.3 **Fixed Price Period**

All prices, costs, and conditions outlined in the proposal shall remain fixed for 180 days.

5.4 **Fuel Escalator /De-escalator Clauses**

Any Fuel Escalator Clause shall be stated as a separate condition of the cost proposal and include an equal and reciprocal De-escalator Clause. Use the base price of \$2.00 per gallon for gasoline and \$2.50 for diesel. Specify base price of other types of fuel, if appropriate. Fuel clauses shall be applied only after a 45-day period of sustained prices at the escalator or de-escalator level and shall only be applied at the beginning of the monthly billing period. Please note that Sections 1.2.A.9.d and 1.2.B.9.d require notification of replacement of any vehicles listed in the Vehicle Inventory. Changes in the ratio of vehicles of one fuel type for another (for example, substitution of significant numbers of diesel for gasoline-powered vehicles) may, at the discretion of the County, require renegotiation of the Fuel Escalator/De-escalator Clause.

5.5 **Payment Requirements**

The Contractor shall submit invoices monthly in a format supplied by the County. The Contractor shall submit on a monthly basis all donations collected from passengers.

5.6 Liquidated Damages

The contractor acknowledges that damages will be incurred by the County, in the amount of \$75.00 per contracted service hour per scheduled vehicle or route, not to exceed one-half of the total of the contract, for every day in which service is not provided as contracted, except in the case of inclement weather or other civil emergency. The contractor agrees that the contractor's invoices, in the amount equal to the damages incurred, or by direct billing County shall have the right to liquidate such damages, through deduction from any payment due the contractor.

VENDOR INFORMATION	
VENDOR NAME:	

Vendor Information (address below will be used to confirm Local Vendor Preference)			
Address			
City		County	
State		Zip+4	
Vendor Rep. Name		Title	
Email		Telephone	
Dane County Vendor #			

Fair Labor Practice Certification (check only 1)	
<input type="checkbox"/>	Vendor has not been found by the National Labor Relations Board (“NLRB”) or the Wisconsin Employment Relations Commission (“WERC”) to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this bid submission is signed.
<input type="checkbox"/>	Vendor has been found by the National Labor Relations Board (“NLRB”) or the Wisconsin Employment Relations Commission (“WERC”) to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this bid submission is signed.

Local Vendor Purchasing Preference	
Are you claiming a local purchasing preference under DCO 25.08(7)?	<input type="checkbox"/> No <input type="checkbox"/> Yes (complete remainder of this section)
Preference as a Dane County Business:	<input type="checkbox"/> Dane
Preference as a business located in a county adjacent to Dane County:	<input type="checkbox"/> Columbia <input type="checkbox"/> Sauk <input type="checkbox"/> Iowa <input type="checkbox"/> Green <input type="checkbox"/> Dodge <input type="checkbox"/> Rock <input type="checkbox"/> Jefferson

Cooperative Purchasing	
<input type="checkbox"/>	I <u>agree</u> to furnish the commodities or services of this bid to other municipalities.
<input type="checkbox"/>	I <u>do not agree</u> to furnish the commodities or services of this bid to other municipalities.

Addendums – this vendor hereby acknowledges receipt/review of the following addendums, if any.				
Addendum #1 <input type="checkbox"/>	Addendum #2 <input type="checkbox"/>	Addendum #3 <input type="checkbox"/>	Addendum #4 <input type="checkbox"/>	None <input type="checkbox"/>

Signature Affidavit			
<p>In signing this bid, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a bid; that this bid has been independently arrived at without collusion with any other bidder, competitor or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor; that the above statement is accurate under penalty of perjury.</p> <p>The undersigned agrees to hold the County harmless for any damages arising out of the release of any material unless they are specifically identified on Attachment B. The undersigned, submitting this bid, hereby agrees with all the terms, conditions, and specifications required by the County in this Request for Bid, and declares that the attached bid and pricing are in conformity therewith.</p>			
Signature		Title	
Name (Printed)		Date	

DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION

The attached material submitted in response to this Proposal includes proprietary and confidential information which qualifies as a trade secret, as provided in Sect 19.36(5), Wisconsin State Statutes, or is otherwise material that can be kept confidential under the Wisconsin Open Records law. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval. Attach additional sheets if needed.

Section	Page #	Topic

Proposer is not designating any information as proprietary and confidential which qualifies as trade secret.

Prices always become public information when proposals are opened, and therefore cannot be designated as confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in Sect. 134(80)(1)(c) Wis. State Statutes, as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

In the event the Designation of Confidentiality of this information is challenged, proposer hereby agrees to provide legal counsel or other necessary assistance to defend the Designation of Confidentiality.

Failure to include this form in the proposal response may mean that all information provided as part of the proposal response will be open to examination or copying. The County considers other markings of confidential in the proposal document to be insufficient. The undersigned agrees to hold the County harmless for any damages arising out of the release of any material unless they are specifically identified above.

**COST PROPOSAL –
NORTHWEST DANE
RURAL SENIOR GROUP TRANSPORTATION**

VENDOR NAME:

SERVICE DESCRIPTION

COST

Proposers may bid on any one, any combination or all of the geographical service areas in Appendix A.1 and A.2

**Northwest Dane Senior Services:
Town/Village
Black Earth, Cross Plains and
Mazomanie. Town of Berry, Roxbury and
Vermont.
Includes Adult Day Center in Cross
Plains.**

Cost per Service Hour:

2020:

2021:

2022:

2023:

2024:

**COST PROPOSAL –
NORTHCENTRAL DANE
RURAL SENIOR GROUP TRANSPORTATION**

VENDOR NAME:

SERVICE DESCRIPTION

COST

Proposers may bid on any one, any combination or all of the geographical service areas in Appendix A.1 and A.2

Northcentral: Village of DeForest and Waunakee. Town of Windsor, Springfield and Westport. Town/Village of Dane. Town of Vienna within the DeForest and Poynette Area School District.

Cost per Service Hour:

2020:

2021:

2022:

2023:

2024:

**COST PROPOSAL –
NORTHEAST DANE
RURAL SENIOR GROUP TRANSPORTATION**

VENDOR NAME:

SERVICE DESCRIPTION	COST
----------------------------	-------------

Proposers may bid on any one, any combination or all of the geographical service areas in Appendix A.1 and A.2

Northeast: Town of Bristol and Burke (east/west of Hwy 90/94). Town/Village Cottage Grove, Deerfield, Medina, Marshall and York. City/Town Sun Prairie.

Cost per Service Hour:

2020:

2021:

2022:

2023:

2024:

**COST PROPOSAL –
SOUTHEAST DANE
RURAL SENIOR GROUP TRANSPORTATION**

VENDOR NAME:

SERVICE DESCRIPTION	COST
----------------------------	-------------

Proposers may bid on any one, any combination or all of the geographical service areas in Appendix A.1 and A.2

Southeast: Village of McFarland, Cambridge and Rockdale. Town of Dunn, Pleasant Springs, Christiana Albion, and Dunkirk. City of Stoughton.

Cost per Service Hour:

2020:

2021:

2022:

2023:

2024:

**COST PROPOSAL –
SOUTHCENTRAL DANE
RURAL SENIOR GROUP TRANSPORTATION**

VENDOR NAME:

SERVICE DESCRIPTION	COST
----------------------------	-------------

Proposers may bid on any one, any combination or all of the geographical service areas in Appendix A.1 and A.2

Southcentral: City of Fitchburg. Town/City of Verona. Village/Town of Oregon. Town of Rutland. Village of Brooklyn that is in Dane County. Includes Adult Day Center in Oregon.

Cost per Service Hour:

2020:

2021:

2022:

2023:

2024:

**COST PROPOSAL –
BELLEVILLE - MONTROSE
RURAL SENIOR GROUP TRANSPORTATION**

VENDOR NAME:

SERVICE DESCRIPTION	COST
----------------------------	-------------

Proposers may bid on any one, any combination or all of the geographical service areas in Appendix A.1 and A.2

Village of Belleville/Town of Montrose

Cost per Service Hour:

2020:

2021:

2022:

2023:

2024:

**COST PROPOSAL –
SOUTHWEST DANE
RURAL SENIOR GROUP TRANSPORTATION**

VENDOR NAME:

SERVICE DESCRIPTION	COST
----------------------------	-------------

Proposers may bid on any one, any combination or all of the geographical service areas in Appendix A.1 and A.2

**Southwest Dane Senior Outreach:
Town/Village of Blue Mound. Village of
Mount Horeb. Town of Perry, Primrose
and Springdale.**

Cost per Service Hour:

2020:

2021:

2022:

2023:

2024:

**COST PROPOSAL –
GREATER MADISON AREA
COUNTY COORDINATED GROUP RIDES**

VENDOR NAME:

SERVICE DESCRIPTION	COST
----------------------------	-------------

Proposers may bid on any single, any combination, or all of the service destinations listed below.

CCGR

Cost per One-Way Ride:

Madison Area

2020

Specify Service Destinations:

Amb:

MARC-East

W/C:

MARC-South

2021

MARC-West

Amb:

Opportunities Inc.

W/C:

Pathways

2022

Amb:

W/C:

2023

Amb:

W/C:

2024

Amb:

W/C:

**COST PROPOSAL –
GREATER DANE COUNTY AREA
COUNTY COORDINATED GROUP RIDES**

VENDOR NAME:

SERVICE DESCRIPTION	COST
----------------------------	-------------

Proposers may bid on any single, any combination, or all of the service areas listed below.

CCGR

Cost per One-Way Ride:

Greater Dane County

Specify Service Areas:

- Greater Dane Group 1
- Greater Dane Group 2
- Mt. Horeb
- Stoughton

2020

Amb:

W/C:

2021

Amb:

W/C:

2022

Amb:

W/C:

2023

Amb:

W/C:

2024

Amb:

W/C:

STANDARD TERMS AND CONDITIONS

Request for Bids/Proposals/Contracts

Rev. 03/2018

1.0 **APPLICABILITY:** The terms and conditions set forth in this document apply to Requests for Proposals (RFP), Bids and all other transactions whereby the County of Dane acquires goods or services, or both.

1.1 **ENTIRE AGREEMENT:** These Standard Terms and Conditions shall apply to any contract, including any purchase order, awarded as a result of this request. Special requirements of a resulting contract may also apply. Said written contract with referenced parts and attachments shall constitute the entire agreement, and no other terms and conditions in any document, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the County. Unless otherwise stated in the agreement, these standard terms conditions supersede any other terms and/or conditions applicable to this agreement.

1.2 **DEFINITIONS:** As used herein, “vendor” includes a provider of goods or services, or both, who is responding to an RFP or a bid, and “bid” includes a response to either an RFP or a bid.

2.0 **SPECIFICATIONS:** The specifications herein are the minimum acceptable. When specific manufacturer and model numbers are used, they are to establish a design, type of construction, quality, functional capability or performance level, or any combination thereof, desired. When alternates are proposed, they must be identified by manufacturer, stock number, and such other information necessary to establish equivalency. Dane County shall be the sole judge of equivalency. Vendors are cautioned to avoid proposing alternates to the specifications that may result in rejection of their bid.

3.0 **DEVIATIONS AND EXCEPTIONS:** Deviations and exceptions from terms, conditions, or specifications shall be described fully in writing, signed, and attached to the bid. In the absence of such statement, the bid shall be accepted as in strict compliance with all terms, conditions, and specifications and vendor shall be held liable for injury resulting from any deviation.

4.0 **QUALITY:** Unless otherwise indicated in the request, all material shall be first quality. No pre-owned, obsolete, discontinued or defective materials may be used.

5.0 **QUANTITIES:** The quantities shown herein are based on estimated needs. The County reserves the right to increase or decrease quantities to meet actual needs.

6.0 **DELIVERY:** Deliveries shall be FOB destination freight prepaid and included unless otherwise specified. County will reject shipments sent C.O.D. or freight collect.

7.0 **PRICING:** Unit prices shown on the bid shall be the price per unit of sale as stated on the request or contract. For any given item, the quantity multiplied by the unit price shall

establish the extended price, the unit price shall govern in the bid evaluation and contract administration.

7.1 Prices established in continuing agreements and term contracts may be lowered due to market conditions, but prices shall not be subject to increase for the term specified in the award. Vendor shall submit proposed increases to the Purchasing Division thirty (30) calendar days before the proposed effective date of the price increase. Proposed increases shall be limited to fully documented cost increases to the vendor that are demonstrated to be industry wide. Price increases may not be granted unless they are expressed in bid documents and contracts or agreements.

7.2 Submission of a bid constitutes bidder’s certification that no financial or personal relationship exists between the bidder and any county official or employee except as specially set forth in writing attached to and made a part of the bid. The successful bidder shall disclose any such relationship which develops during the term of the contract.

8.0 **ACCEPTANCE-REJECTION:** Dane County reserves the right to accept or reject any or all bids, to waive any technicality in any bid submitted and to accept any part of a bid as deemed to be in the best interests of the County. Submission of a proposal or a bid constitutes the making of an offer to contract and gives the County an option valid for 60 days after the date of submission to the County.

8.1 Bids **MUST** be dated and time stamped by the Dane County Purchasing Division Office on or before the date and time that the bid is due. Bids deposited or time stamped in another office will be rejected. Actual receipt in the office of the purchasing division is necessary; timely deposit in the mail system is not sufficient. **THERE WILL BE NO EXCEPTIONS TO THIS POLICY.**

9.0 **METHOD OF AWARD:** Award shall be made to the lowest responsible responsive bidder conforming to specifications, terms, and conditions, or to the most advantageous bid submitted to the County on a quality versus price basis.

10.0 **ORDERING/ACCEPTANCE:** Written notice of award to a vendor in the form of a purchase order or other document, mailed or delivered to the address shown on the bid will be considered sufficient notice of acceptance of bid. A formal contract containing all provisions of the contract signed by both parties shall be used when required by the Dane County Purchasing Division.

11.0 **PAYMENT TERMS AND INVOICING:** Unless otherwise agreed, Dane County will pay properly submitted vendor invoices within thirty (30) days of receipt of goods and services. Payment will not be made until goods or services are delivered, installed (if required), and accepted as specified. Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order.

SECTION 7 – STANDARD TERMS AND CONDITIONS

11.1 **NO WAIVER OF DEFAULT:** In no event shall the making of any payment or acceptance of any service or product required by this Agreement constitute or be construed as a waiver by County of any breach of the covenants of the Agreement or a waiver of any default of the successful vendor, and the making of any such payment or acceptance of any such service or product by County while any such default or breach shall exist shall in no way impair or prejudice the right of County with respect to recovery of damages or other remedy as a result of such breach or default.

12.0 **TAXES:** The County and its departments are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise taxes as described below. The State of Wisconsin Department of Revenue has issued tax exempt number ES41279 to Dane County.

12.1 The County is required to pay the Wisconsin excise or occupation tax on its purchase of beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel and general aviation fuel. The County is exempt from Wisconsin sales or use tax on these purchases. The County may be subject to other states' taxes on its purchases in that state depending on the laws of that state. Vendors performing construction activities are required to pay state use tax on the cost of materials.

13.0 **GUARANTEED DELIVERY:** Failure of the vendor to adhere to delivery schedules as specified or to promptly replace rejected materials shall render the vendor liable for all costs in excess of the contract price when alternate procurement is necessary. Excess costs shall include administrative costs.

14.0 **APPLICABLE LAW AND VENUE:** This contract shall be governed under the laws of the State of Wisconsin, and venue for any legal action between the parties shall be in Dane County Circuit Court. The vendor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work or its conduct.

15.0 **ASSIGNMENT:** No right or duty in whole or in part of the vendor under this contract may be assigned or delegated without the prior written consent of Dane County.

16.0 **NONDISCRIMINATION/AFFIRMATIVE ACTION:** During the term of this Agreement the vendor agrees, in accordance with sec. 111.321, Wis. Stats., and Chapter 19 of the Dane County Code of Ordinances, not to discriminate against any person, whether an applicant or recipient of services, an employee or applicant for employment, on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs. The vendor shall provide a harassment-free work environment. These provisions shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, including apprenticeships, rates of pay or other forms of compensation.

16.1 Vendors who have twenty (20) or more employees and a contract of twenty thousand dollars (\$20,000) or more must submit a written affirmative action plan to the County's Contract

Compliance Officer within fifteen (15) working days of the effective date of the contract. The County may elect to accept a copy of the current affirmative action plan filed with and approved by a federal, state or local government unit.

16.2 The vendor agrees to post in conspicuous places, available for employees and applicants for employment, notices setting forth the provisions of this Agreement as they relate to affirmative action and nondiscrimination.

16.3 Failure to comply with these Terms and Conditions may result in the vendor being debarred, termination of the contract and/or withholding of payment.

16.4 The vendor agrees to furnish all information and reports required by Dane County's Contract Compliance Officer as the same relate to affirmative action and nondiscrimination, which may include any books, records, or accounts deemed appropriate to determine compliance with Chapter 19, D.C. Ords. and the provisions of this Agreement.

16.5 **AMERICANS WITH DISABILITIES ACT:** The vendor agrees to the requirements of the ADA, providing for physical and programmatic access to service delivery and treatment in all programs and activities.

17.0 **PATENT, COPYRIGHT AND TRADEMARK INFRINGEMENT:** The vendor guarantees goods sold to the County were manufactured or produced in accordance with applicable federal labor laws, and that the sale or use of the articles described herein do not infringe any patent, copyright or trademark. The vendor covenants that it will, at its own expense, defend every suit which shall be brought against the County (provided that such vendor is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent, copyright or trademark by reason of the sale or use of such articles, and agrees that it will pay all costs, damages, and profits recoverable in any such suit.

18.0 **SAFETY REQUIREMENTS:** All materials, equipment, and supplies provided to the County must fully comply with all safety requirements as set forth by the Wisconsin Department of Commerce and all applicable OSHA Standards.

18.1 **MATERIAL SAFETY DATA SHEET:** If any item(s) on an order(s) resulting from this award(s) is a hazardous chemical, as defined under 29 CFR 1910.1200, provide one (1) copy of the Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy with the invoice(s).

19.0 **WARRANTY:** Unless specifically expressed otherwise in writing, goods and equipment purchased as a result of this request shall be warranted against defects by the vendor for one (1) year from date of receipt. An equipment manufacturer's standard warranty shall apply as a minimum and must be honored by the vendor.

20.0 INDEMNIFICATION & INSURANCE.

20.1. Vendor shall indemnify, hold harmless and defend County, its boards, commissions, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which County, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by

SECTION 7 – STANDARD TERMS AND CONDITIONS

reason of vendor furnishing the services or goods required to be provided under this Agreement, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused by or resulting from the acts or omissions of County, its agencies, boards, commissions, officers, employees or representatives. The obligations of vendor under this paragraph shall survive the expiration or termination of this Agreement.

20.2. In order to protect itself and County its officers, boards, commissions, agencies, agents, volunteers, employees and representatives under the indemnity provisions of the subparagraph above, vendor shall, at vendor's own expense, obtain and at all times during the term of this Agreement keep in full force and effect the insurance coverages, limits, and endorsements listed below. When obtaining required insurance under this Agreement and otherwise, vendor agrees to preserve County's subrogation rights in all such matters that may arise that are covered by vendor's insurance. Neither these requirements nor the County's review or acceptance of vendor's certificates of insurance is intended to limit or qualify the liabilities or obligations assumed by the vendor under this Agreement. The County expressly reserves the right to require higher or lower insurance limits where County deems necessary.

20.2.1. Commercial General Liability.

Vendor agrees to maintain Commercial General Liability insurance at a limit of not less than \$1,000,000 per occurrence. Coverage shall include, but not be limited to, Bodily Injury and Property Damage to Third Parties, Contractual Liability, Personal Injury and Advertising Injury Liability, Premises-Operations, Independent vendors and Subcontractors, and Fire Legal Liability. The policy shall not exclude Explosion, Collapse, and Underground Property Damage Liability Coverage. The policy shall list DANE COUNTY as an Additional Insured.

20.2.2. Commercial/Business Automobile Liability.

Vendor agrees to maintain Commercial/Business Automobile Liability insurance at a limit of not less than \$1,000,000 Each Occurrence. Vendor further agrees coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event vendor does not own automobiles, vendor agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

20.2.3. Environmental Impairment (Pollution) Liability

Vendor agrees to maintain Environmental Impairment (Pollution) Liability insurance at a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, and environmental cleanup costs caused by pollution conditions, both sudden and non-sudden. This requirement can be satisfied by either a separate environmental liability policy or through a modification to the Commercial General Liability policy. Evidence of either must be provided.

20.2.4. Workers' Compensation.

Vendor agrees to maintain Workers Compensation insurance at Wisconsin statutory limits.

20.2.5. Umbrella or Excess Liability.

Vendor may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability under an Umbrella or Excess Liability policy. There is no

minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for the Commercial General Liability and Business Auto Liability. Vendor agrees to list DANE COUNTY as an "Additional Insured" on its Umbrella or Excess Liability policy.

20.3. Upon execution of this Agreement, vendor shall furnish County with a Certificate of Insurance listing County as an additional insured and, upon request, certified copies of the required insurance policies. If vendor's insurance is underwritten on a claims-made basis, the retroactive date shall be prior to or coincide with the date of this Agreement, the Certificate of Insurance shall state that professional malpractice or errors and omissions coverage, if the services being provided are professional services coverage is claims-made and indicate the retroactive date, vendor shall maintain coverage for the duration of this Agreement and for six (6) years following the completion of this Agreement. Vendor shall furnish County, annually on the policy renewal date, a Certificate of Insurance as evidence of coverage. It is further agreed that vendor shall furnish the County with a 30-day notice of aggregate erosion, in advance of the Retroactive Date, cancellation, or renewal. It is also agreed that on claims-made policies, either vendor or County may invoke the tail option on behalf of the other party and that the extended reporting period premium shall be paid by vendor. In the event any action, suit or other proceeding is brought against County upon any matter herein indemnified against, County shall give reasonable notice thereof to vendor and shall cooperate with vendor's attorneys in the defense of the action, suit or other proceeding. Vendor shall furnish evidence of adequate Worker's Compensation Insurance. In case of any sublet of work under this Agreement, vendor shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of vendor. In case of any sublet of work under this Agreement, vendor shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of vendor.

20.4. The parties do hereby expressly agree that County, acting at its sole option and through its Risk Manager, may waive any and all requirements contained in this Agreement, such waiver to be in writing only. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by County's Risk Manager taking into account the nature of the work and other factors relevant to County's exposure, if any, under this Agreement.

21.0 CANCELLATION: County reserves the right to terminate any Agreement due to non-appropriation of funds or failure of performance by the vendor. This paragraph shall not relieve County of its responsibility to pay for services or goods provided or furnished to County prior to the effective date of termination.

22.0 PUBLIC RECORDS ACCESS: It is the intention of the County to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities. Bid openings are public unless otherwise specified. Records are not available for public inspection prior to issuance of the notice of intent to award or the award of the contract. Bid results may be obtained by visiting the Dane County Purchasing Office Monday – Friday, between 8:00 a.m. and 4:00 p.m. Prior appointment is advisable.

SECTION 7 – STANDARD TERMS AND CONDITIONS

22.1 PROPRIETARY INFORMATION: If the vendor asserts any of its books and records of its business practices and other matters collectively constitute a trade secret as that term is defined in s. 134.90(1)(c), Wis. Stats., County will not release such records to the public without first notifying the vendor of the request for the records and affording the vendor an opportunity to challenge in a court of competent jurisdiction the requester's right to access such records. The entire burden of maintaining and defending the trade secret designation shall be upon the vendor. The vendor acknowledges and agrees that if the vendor shall fail, in a timely manner, to initiate legal action to defend the trade secret designation or be unsuccessful in its defense of that designation, County shall be obligated to and will release the records.

22.2 Any material submitted by the vendor in response to this request that the vendor considers confidential and proprietary information and which vendor believes qualifies as a trade secret, as provided in section 19.36(5), Wis. Stats., must be identified on a designation of Confidential and Proprietary Information form. Pricing will not be held confidential after award of contract.

22.3 Data contained in a bid, all documentation provided therein, and innovations developed as a result of the contracted commodities or services cannot be copyrighted or patented. All data, documentation, and innovations shall be the property of the County.

23.0 RECYCLED MATERIALS: Dane County is required to purchase products incorporating recycled materials whenever technically and economically feasible. Vendors are encouraged to bid products with recycled content which meet specifications.

24.0 PROMOTIONAL ADVERTISING: Reference to or use of Dane County, any of its departments or sub-units, or any county official or employee for commercial promotion is prohibited.

25.0 ANTITRUST ASSIGNMENT: The vendor and the County of Dane recognize that in actual economic practice, overcharges resulting from antitrust violation are in fact usually borne by the Purchaser. Therefore, the successful vendor hereby assigns to the County of Dane any and all claims for such overcharges as to goods, materials or services purchased in connection with this contract.

26.0 RECORDKEEPING AND RECORD RETENTION-COST REIMBURSEMENT CONTRACTS: Where payment to the vendor is based on the vendor's costs, vendor shall establish and maintain adequate records of all expenditures incurred under the contract. All records must be kept in accordance with generally accepted accounting procedures. The County contracting agency shall have the right to audit, review, examine, copy, and transcribe any pertinent records or documents relating to any contract resulting from this bid/proposal held by the vendor. The vendor will retain all documents applicable to the contract for a period of not less than three (3) years after final payment is made.

27.03 COMPLIANCE WITH FAIR LABOR STANDARDS. During the term of this Agreement, vendor shall report to the Controller, within ten (10) days, any allegations to, or findings by the National Labor Relations Board (NLRB) or Wisconsin Employment Relations commission (WERC) that vendor has violated a statute or regulation regarding labor standards or

relations within the seven years prior to entering this Agreement. If an investigation by the Controller results in a final determination that the matter adversely affects vendor's responsibilities under this Agreement, and which recommends termination, suspension or cancellation of this agreement, the County may take such action.

27.04 VENDOR may appeal any adverse finding by the Controller as set forth in sec. 25.08(20)(c) through (e).

27.05 VENDOR shall post the following statement in a prominent place visible to employees: "As a condition of receiving and maintaining a contract with Dane County, this employer shall comply with federal, state and all other applicable laws prohibiting retaliation for union organizing"

Northwest Dane Senior Services

To be eligible for this service, a client must reside in the Town of Berry, Town or Village of Black Earth, Town or Village of Cross Plains, Town or Village of Mazomanie, Town of Roxbury, or the Town of Vermont.

Northcentral

DeForest Area Community & Senior Center

To be eligible for this service, a client must reside in the Village of DeForest, Town of Windsor, or the portion of the DeForest Area School District and the Poynette Area School District within the Town of Vienna.

Waunakee Senior Center

To be eligible for this service, a client must reside in the Town or Village of Dane, Town of Springfield, Village of Waunakee, Town of Westport, or the portion of the Waunakee Area School District within the Town of Vienna.

Northeast

Colonial Club Senior Activity Center

To be eligible for this service, a client must reside in the Town of Bristol, Town of Burke (east & west of Hwy 90/94), Town or Village of Cottage Grove, Town or Village of Deerfield, Town or Village of Medina, Town or Village of Marshall, City or Town of Sun Prairie, or Town or Village of York.

Southeast

McFarland Senior Outreach Services

To be eligible for this service, a client must reside in the Village of McFarland, Village of Cambridge, Village of Rockdale, Town of Dunn, Town of Pleasant Springs, or Town of Christiana.

Stoughton Area Senior Center

To be eligible for this service, a client must reside in the Town of Albion, Town of Dunkirk, or City of Stoughton

Southcentral

Fitchburg Senior Center

To be eligible for this service, a client must reside in the City of Fitchburg. Includes Town and City of Verona.

Oregon Area Senior Center

To be eligible for this service, a client must reside in the Village or Town of Oregon, the portion of the Village of Brooklyn that is in Dane County, or the Town of Rutland.

Belleville and Montrose

Sugar River Senior Center

To be eligible for this service, a client must reside in the Village of Belleville and Town of Montrose,

Southwest Dane Senior Outreach

To be eligible for this service, a client must reside in the Town or Village of Blue Mounds, Village of Mount Horeb, Town of Perry, Town of Primrose, or Town of Springdale.

**Rural Senior Group
Service Areas Usage and Vehicle Capacity**

Data: Averages from 2018

1. Northwest Dane Senior Services

Towns of Berry, Roxbury and Vermont. Town or Village of Back Earth, Cross Plains and Mazomanie.

Vehicle Capacity needed: average 6-16 passengers.

Service Usage:

Average hours per month: 98

Average miles per month: 1270

Average ambulatory passenger rides per month: 80

Average non-ambulatory passenger rides per month: 5

2. Northcentral (Waunakee/DeForest)

Waunakee Includes: Town or Village of Dane, Town of Springfield and Westport, Village of Waunakee and the portion of the Waunakee Area School Districts within the Town of Vienna. .

DeForest Includes: Village of DeForest, Town of Windsor and the portion of the DeForest/Poynette Area School Districts within the Town of Vienna.

Vehicle Capacity needed: average 10-20 passengers.

Service Usage:

Waunakee/DeForest

Average hours per month: 110/113

Average miles per month: 909/939

Average ambulatory passenger rides per month: 257/292

Average non-ambulatory passenger rides per month: 10/12

3. Southeast (McFarland/Stoughton/Cambridge)

McFarland Includes: Village of McFarland, Cambridge and Rockdale. Town or Dunn, Pleasant Springs and Christiana

Stoughton Includes: Town of Albion and Dunkirk. City of Stoughton.

Vehicle Capacity needed: average 10-20 passengers.

Service Usage:

McFarland/ Stoughton/Cambridge

Average hours per month: 20/115/18

SECTION 10 – APPENDIX B SERVICE AREA USAGE

Average miles per month: 270/1449/439
Average ambulatory passenger rides per month: 45/244/21
Average non-ambulatory passenger rides per month: 0/4/2

4. Southcentral (Fitchburg/Oregon/City and Town of Verona

City of Fitchburg.

Oregon includes: Village or Town of Oregon. The portion of the Village of Brooklyn that is in Dane County. Town of Rutland.

City and Town of Verona.

Vehicle Capacity needed: average 10-13 passengers.

Service Usage:

Fitchburg/Oregon/Verona

Average hours per month: 114/46/112

Average miles per month: 962/507/835

Average ambulatory passenger rides per month: 387/103/299

Average non-ambulatory passenger rides per month: 50/2/5

5. Oregon Adult Daycare

Town of Dunn, Pleasant Springs, Rutland and Dunkirk. Village of Oregon.

Vehicle Capacity needed: average 4-6 passengers.

Service Usage:

Average hours per month: 18

Average miles per month: 366

Average ambulatory passenger rides per month: 95

Average non-ambulatory passenger rides per month: 0

6. Belleville/Montrose

Vehicle Capacity needed: average 4-6 passengers.

Service Usage:

Average hours per month: 7

Average miles per month: 111

Average ambulatory passenger rides per month: 10

Average non-ambulatory passenger rides per month: 0

SECTION 10 – APPENDIX B SERVICE AREA USAGE

7. Southwest Dane Senior Outreach

Town of Perry, Primrose and Springdale, Town or Village of Blue Mounds. Village of Mount Horeb.

Vehicle Capacity needed: average 6-16 passengers.

Service Usage:

Average hours per month: 86

Average miles per month: 677

Average ambulatory passenger rides per month: 90

Average non-ambulatory passenger rides per month: 1

8. Northeast

Colonial Club which includes: Town of Bristol, and Burke. Town or Village of Cottage Grove, Deerfield, Medina, Marshall and York. City or Town of Sun Prairie.

Vehicle Capacity needed: average 4-6 passengers.

Service Usage:

Cottage Groove-Deerfield/Marshall

Average hours per month: 13/2

Average miles per month: 253/30

Average ambulatory passenger rides per month: 27/3

Average non-ambulatory passenger rides per month: 0/0

SECTION 10 – APPENDIX C NUTRITION SITES

Rural Senior Group Nutrition Sites

Nutrition Site	Address	Meals Served MTWRF	Meal Time
Cambridge	200 Spring St., Cambridge	T & F	Noon
DeForest Area Community and Senior Center	505 N. Main St., DeForest	M, T, W, R & F	11:30 AM
DeForest Family Restaurant	505 W. North St., DeForest	W	9 am - 1 PM
Fitchburg Senior Center	5510 E. Lacy Rd., Fitchburg	M T W R & F	Noon
Marshall EMS Building	226 Madison St., Marshall	T	11:30 AM
McFarland Outreach	5915 Milwaukee St., McFarland	M W & F	Noon
Mt Horeb Senior Center	107 N. Grove St., MT Horeb	M T W R & F	11:15 AM
MT Horeb Fink's Restaurant	204 W. Main St., MT Horeb	W	9 am - 1 PM
Northwest Dane Senior Services	1837 Bourbon Rd., Cross Plains	M T W R & F	11:30 AM
Oregon Area Senior Center	219 Park St., Oregon	M T W R & F	11:45 AM
Oregon Ziggy's BBQ Smoke House	135 S. Main St., Oregon	R	11:30 am - 1 PM
Stoughton Area Senior Center	248 W. Main ST., Stoughton	M T W R & F	Noon
Sugar River Senior Center	130 S. Vine St., Belleville	T&R	Noon
Waunakee Senior Center	333 S. Madison St., Waunakee	M T W R & F	11:30 AM

SECTION 10 – APPENDIX D CCGR BY SERVICE AREA

CCGR BY SERVICE AREA

1. Madison

Riders who are traveling within the City of Madison (See Appendix D) and go primarily to/from these Madison area locations:

MARC South—901 Post Road, Madison
MARC West—805 Forward Drive, Madison
MARC East—66 Buttonwood Court, Madison

Pathways of WI—14 W. Mifflin Street, Suite 316, Madison
Opportunities Inc.—930 Stewart Street, Madison

2. Greater Dane County

Riders who are traveling from outside the City of Madison to/from these and similar Madison area locations:

MARC South—901 Post Road, Madison
MARC West—805 Forward Drive, Madison
MARC East—66 Buttonwood Court, Madison
MARC Mount Horeb—225 S. Blue Mounds Road, Mt. Horeb
MARC Stoughton—932 Page Street, Stoughton

Pathways of WI—14 W. Mifflin Street, Suite 316, Madison
Opportunities Inc.—930 Stewart Street, Madison
Community Support Network-1736 Roth Street
Walgreens Distribution Center-4400 Hwy 19, Deforest

SECTION 10 – APPENDIX D.1 CCGR MADISON AREA

Street	City	State	Zip		Destination	Schedule	Rides
Piccadilly Drive	Madison	WI	53711	AMB	MARC EAST	M, T, W, F , 8:30/2:30	8
Dawn Road.	Madison	WI	53704	AMB	MARC-East	Mon-Fri AM and T, W, F PM, 8:30/2:30	8
N Thompson Dr	Madison	WI	53704	AMB	MARC-East	Mon-Fri, 8:30/2:30	10
Hoover Dr	Madison	WI	53714	AMB	MARC-East	Mon-Fri, 8:30/2:30	10
Independence Ln	Madison	WI	53713	AMB	MARC-East	Mon-Fri,8:30/2:30	10
Twin Pines Drive	Madison	WI	53704	AMB	MARC-East	Mon-Fri, 8:30/2:45	10
Emma Ct	Madison	WI	53716	AMB	MARC-East	Mon-Fri, 2:30 only	5
Carpenter Street	Madison	WI	53704	AMB	MARC-East	Mon-Fri AMs only 8:15	5
Independence Ln	Madison	WI	53713	AMB	MARC-East	Mon-Fri,8:30/ 2:30	10
N Thompson Dr	Madison	WI	53704	WC	MARC-East	Mon-Fri, 8:30/2:30, M,T add 9:00	12
N Gammon Road	Madison	WI	53717	WC	MARC-EAST	Mon-Fri 245pm only	5
Schofield St	Monona	WI	53716	WC	MARC-East	M, T, R, F 8:30/2:30	8
Turner Ave	Madison	WI	53716	WC	MARC-East	Mon-Fri, 8:30/2:30	10
Spicebush Lane	Madison	WI	53714	WC	MARC-East	Mon-Fri, 8:30/2:30	10
N. Thompson	Madison	WI	53714	WC	MARC-East	Mon-Fri, 8:30/2:30	10
Turner Ave	Madison	WI	53716	WC	MARC-East	Mon-Fri, 8:30/2:30	10
Dawes St	Madison	WI	53714	WC	MARC-East	Mon-Fri, 8:30/2:30	10
N. Thompson	Madison	WI	53704	WC	MARC-East	Mon-Fri, 8:30/2:30	10
N Gammon Road	Madison	WI	53717	WC	MARC-EAST	Mon-Fri 245pm only	5
Buchner Court	Madison	WI	53718	AMB	MARC-South	Mon-Fri, 8:30 only	5
Topaz Lane	Madison	WI	53714	AMB	MARC-South	Mon-Fri, PM only	5
Maple Valley Dr	Madison	WI	53719	AMB	MARC-South	Mon-Fri, 8:30/2:30	10
Bradford Lane	Madison	WI	53714	WC	MARC-South	Mon-Fri 8:30/2:30	10
Broadcreek	Madison	WI	53718	WC	MARC-South	Mon-Fri 8:30/2:30	10
Greenway View	Madison	WI	53713	WC	MARC-South	Mon-Fri, 2:30 only	5
Sawmill Rd	Madison	WI	53717	WC	MARC-South	M,T,R,F 8:30 only; W 8:30/2:30	6
Hammersley Road	Madison	WI	53711	WC	MARC-South	Mon-Fri 8:30/2:45	10
Troy Drive	Madison	WI	53704	WC	MARC-South	T, R 2:30 PM Only	2
Dungarvin Road	Fitchburg	WI	53711	WC	MARC-South	Mon-Fri 8:30/2:30	7
Schroeder Road	Madison	WI	53711	WC	MARC-South	Mon-Fri 8:30/2:30	10

SECTION 10 – APPENDIX D.1 CCGR MADISON AREA

Street	City	State	Zip		Destination	Schedule	Rides
N Nine Mound Road	Verona	WI	53593	AMB	MARC-West	Mon-Fri AM	5
Hammersley Rd	Madison	WI	53711	AMB	MARC-West	Mon-Fri, 8:30/2:45	10
Hammersley Rd	Madison	WI	53711	AMB	MARC-West	Mon-Fri AM, & Mon, Wed, Fri PM	8
S Kenosha Dr	Madison	WI	53705	AMB	MARC-West	Mon-Fri, 8:30/2:45	10
Allied Drive	Madison	WI	53711	AMB	MARC-West	M, W home from MARC; T, R roundtrip	6
Keswick Court	Madison	WI	53719	AMB	MARC-West	Mon-Fri, 8:30	5
N Sherman Ave	Madison	WI	53705	AMB	MARC-West	Mon-Fri, 8:30/2:45, NO STEPS	10
Nautilus Dr	Madison	WI	53705	AMB	MARC-West	M, T, R, F 9:15/2:00 W9:15/2:00 3110 Churchill Dr	10
S Midvale Blvd	Madison	WI	53705	AMB	MARC-West	Mon-Fri, 8:30/2:45	10
Kennedy Rd	Madison	WI	53704	AMB	MARC-West	Mon-Fri, 8:30/2:45	10
Putnam Road	Madison	WI	53711	AMB	MARC-West	Mon-Fri, 8:30/2:45	10
Tolman Terrace	Madison	WI	53711	AMB	MARC-West	Mon-Fri 8:30/2:45	10
Churchill Dr	Madison	WI	53713	AMB	MARC-West	Mon-Fri, 8:30/2:45	10
Camden Road	Madison	WI	53716	AMB	MARC-West	Mon-Fri, 2:30 only	5
Oak Crest Pl	Madison	WI	53705	AMB	MARC-West	Mon-Fri, 8:30/2:45	10
Tolman Terrace	Madison	WI	53711	AMB	MARC-West	Mon-Fri, 8:30/2:45	10
Brompton Circle	Madison	WI	53711	AMB	MARC-West	T, R only 8:30	2
Greenway View	Madison	WI	53713	AMB	MARC-West	Mon-Fri, 8:30/2:45	10
Bradford Ln	Madison	WI	53714	AMB	MARC-West	Mon-Fri, 8:30/2:45	10
Silverton Dr	Madison	WI	53719	AMB	MARC-West	Mon-Fri, 8:30/2:45, R drop 2001 W Broadway	10
Hammersley Rd	Madison	WI	53711	WC	MARC-West	Mon-Fri, 8:30/2:45	10
Schroeder Rd	Madison	WI	53711	WC	MARC-West	M, W, R, F, 8:30/2:45	8
Dale Ave	Madison	WI	53705	WC	MARC-West	Mon-Fri, 8:30/2:45	10
Old Sauk Rd	Madison	WI	53711	WC	MARC-West	Mon-Fri 8:30	5
Schroeder Rd	Madison	WI	53711	WC	MARC-West	Mon-Fri 8:30/2:45	10

SECTION 10 – APPENDIX D.1 CCGR MADISON AREA

Street	City	State	Zip		Destination	Schedule	Rides
Hoover Drive	Madison	WI	53714	AMB	Opportunities Inc.	Mon-Fri 8am/3pm	10
N Franklin St	Madison	WI	53703	AMB	Opportunities Inc.	M, R 9:30/3:00	10
Hoover Dr	Madison	WI	53714	AMB	Opportunities Inc.	Mon-Fri, 8:00/3:00	10
Schroeder Rd	Madison	WI	53711	AMB	Opportunities Inc.	Mon-Fri, 3:00 only	5
E Hill Pkwy	Madison	WI	53718	AMB	Opportunities Inc.	Mon-Fri, 8:00/3:00	10
Merrill Crest	Madison	WI	53705	AMB	Opportunities Inc.	Mon-Fri, 3:00 pick up to home	5
Onyx Lane	Madison	WI	53714	AMB	Opportunities Inc.	Mon-Fri, 8:00/3:00	10
Emma Ct	Madison	WI	53716	AMB	Opportunities Inc.	Mon-Fri, 8:00/3:00	10
N. Segoe Rd.,	Madison	WI	53705	AMB	Opportunities Inc.	Mon-Fri, 8:00/3:00	10
Kingston Dr	Madison	WI	53711	AMB	Opportunities Inc.	W, F only 8:00/12:00	4
Daystar Court	Madison	WI	53704	WC	Opportunities Inc.	Mon-Fri 8:00am/3:00PM only	5
Topaz Ln	Madison	WI	53714	AMB	Pathways	M, W, R, F 8:30; every afternoon	10
Maple Valley Dr	Madison	WI	53719	AMB	Pathways	Mon-Fri, 8:30/2:45	10
Turnberry Road	Madison	WI	53719	AMB	Pathways	T, R 8:30/2:30	4
Kennedy Rd	Madison	WI	53704	AMB	Pathways	Mon-Fri, 8:30/2:45	10
Ashford Ln	Madison	WI	53713	AMB	Pathways	Mon-Fri, 8:30/2:45	10
Ardsley Lane	Madison	WI	53713	WC	Pathways	Mon-Fri 8:30/2:30	10

SECTION 10 – APPENDIX D.2 CCGR DANE COUNTY AREA

Street	City	State	Zip		Destination	AM Schedule	Rides/Wk
Greater Dane Group 1							
Saeman Street	Cross Plains	WI	53528	AMB	Advanced Employment	Mon-Fri AM/PM to/from AE, 6515 Watts Rd	10
Evergreen Blvd	Marshall	WI	53559	AMB	MARC-East	M, W, F to 2920 Commerce Park Dr M, W, F fr MARC-East at 2:30/2:45	6
Oconto Drive	Sun Prairie	WI	53590	Amb	MARC-East	W to MARC-East , M, W, F from MARC-East to home at 2:30	4
Tam O'Shanter Trail	Sun Prairie	WI	53590	AMB	MARC-East	2:45 M thru F from MARC-East	5
Tam O'Shanter Trail	Sun Prairie	WI	53590	AMB	MARC-East	7:40 Mon-Fri to MARC-East	5
Oconto Drive	Sun Prairie	WI	53590	Amb	MARC-West	T, R to/from MARC-West (lv 2:00)	2
South Hill Road	DeForest	WI	53532	AMB	Opportunities Inc.	Mon-Fri from Opportunities Inc. at 3:00	5
South Street	Sun Prairie	WI	53590	Amb	Opportunities Inc.	M, W, F 10:30 Am home to Opp Inc. 3:00 return	6
Schuster Rd	Sun Prairie	WI	53590	AMB	Opportunities Inc.	M, W, to/from Opp. Inc.	4
Maynard Dr	Sun Prairie	WI	53590	AMB	Opportunities Inc.	Mon-Fri to/from Opp. Inc.	10
Shady Dr	Sun Prairie	WI	53590	AMB	Opportunities Inc.	M, T, W, R to/from Opp.Inc.	8
Harrington Dr.	Madison	WI	53718	WC	CSN	Mon-Fri 7:40 to CSN 1736 Roth St.	5
W Main	Madison	WI	53703	WC	CSN	M, W to CSN at 1736 Roth St at 12:15 F to Badger Bowl, 12:15; M,T, W, R 1736 Roth St to home at 3:00 F Badger Bowl to Home at 2:45	6
Cimarron Trail	Madison	WI	53719	AMB	Natus	Mon-Thurs from home to Natus to arrive by 8:00; Natus is at 3150 Pleasant View Rd	4
Sylvan Lane	Monona	WI	53716	WC	Work Plus	M, T 12:30/3:30 Work Plus, 2318 Vondron Road	4
Greater Dane Group 2							
Signature Drive	Middleton	WI	53562	AMB	Other	T, R, to/from 6515 Watts Rd, Madison 8:00/3:00; M, F 2529	4

SECTION 10 – APPENDIX D.2 CCGR DANE COUNTY AREA

						Allen Blvd. Middleton 8:45/2:00	
Haas St	Madison	WI	53704	AMB	Other	T, R, F from 3416 University Ave.3:30	3
Sunfield St	Madison	WI	53711	AMB	Other	M Goodwill, 1302 Mendota St. 10:00/2:00	2
Dawes Street	Madison	WI	53714	AMB	Other	Walgreens DC T, R, F 9:15/2:00	6
Camden Road	Madison	WI	53716	AMB	Other	Mon-Fri, 9:00 am (solo ride) to MARC-West	5
Williamson St	Madison	WI	53716	AMB	Other	Tues 4:30 from 2001 W Broadway	1
Mt. Horeb							
Short Distance							
County Hwy JG	Mt Horeb	WI	53572	AMB	MARC-MH	Mon-Fri Home to/from MARC-MH 8:45/2:45	10
E Lincoln St	Mt Horeb	WI	53572	AMB	MARC-MH	M thru F Home to/from MARC-MH 8:45/2:45	10
Military Rd	Cross Plains	WI	53528	AMB	MARC-MH	Mon-Fri Home to/from MARC-MH 8:45/2:45	10
Hwy S	Mt. Horeb	WI	53572	AMB	MARC-MH	Mon-Fri Home to MARC-MH 8:45	5
Long Distance							
Sandridge Court	Verona	WI	53593	AMB	MARC-MH	M, W, R E. Garfield St., Mt. Horeb to home at 4pm	3
Webb Street	Black Earth	WI	53515	AMB	MARC-MH	T, W, R to/from MARC- MH 8:45/2:45	6
Stoughton							
Wood View Dr	Stoughton	WI	53589	WC	MARC-Sto.	Mon-Fri to/from MARC- Sto.8:45/2:45	10
W. Milwaukee St	Stoughton	WI	53589	WC	MARC-Sto.	Mon-Fri to/from MARC- Sto.8:45/2:45	10