



Golden Crescent Regional Planning Commission

Solicitation Guidelines: Choose My Ride Program-city of Victoria

About Us:

The Golden Crescent Regional Planning Commission (GCRPC) is a voluntary association of local governments and special districts located in the area encompassed by Calhoun, DeWitt, Goliad, Gonzales, Jackson, Lavaca, and Victoria counties. GCRPC is one of twenty-four Regional Planning Commissions, also known as Councils of Government, in Texas.

Objective:

The Golden Crescent Regional Planning Commission (GCRPC) is seeking qualified Taxi or Transportation Vendors to provide same day local transportation services within the city of Victoria for the Choose My Ride Program. The Choose My Ride Program is a voucher program funded by the Texas Department of Transportation and provides services to Seniors 65+ and Individuals with Disabilities.

Project Scope and Technical Specifications:

The Golden Crescent Regional Planning Commission (GCRPC) received a grant through the Texas Department of Transportation and the Federal Transit Administration's Enhanced Mobility of Senior and Individuals with Disabilities Program. The program targets a specific Population that is to be served by addressing gaps in service that would not otherwise be available. This service performance period ends August 31, 2023.

Senior: an individual who is **65** years of age or older.

Individual With a Disability: an individual who, because of illness, injury, age, congenital malfunction, or other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use effectively, without special facilities, planning, or design, public transportation service or a public transportation facility. 49 U.S.C. 5302(a) (5).

GCRPC developed the CHOOSE MY RIDE SERVICE, to address the special needs of this target population. The service has been operating in the city of Victoria for six years and the results have been very successful. This service not only gives the target population Choices on what service provider they can call for service, but it allows for same day service Monday through Sunday from 7:00 am to 10:00 pm.

GCRPC has partnered with over 45 social, health, and human service agencies specifically serving this target group to distribute the Choose My Ride Vouchers. The area of service is within the city of Victoria, TX.

Statement of Work/Technical Specifications:

- Application of Interest Completed-**Attachment A**
- Obligation Certification Signed-**Addendum A**
- Consolidated Certification Form Signed-**Addendum B**
- W-9 Completed and Signed-**Reference Checklist on Page 2**
- Business Licensing Information Attached-**Reference Checklist on Page 2**
- Insurance Information Attached-**Reference Checklist on Page 2**

Designated Contact Information:

Mary Sanchez, Mobility Manager
1908 N. Laurent Street, Suite 600
Victoria, Texas 77901
(361) 578-1587 ext. 210
marys@gcrpc.org

Review Criteria:

This is an open and competitive process for all qualified Taxi or Transportation Vendors.

The Golden Crescent Regional Planning Commission has a right to reject any and all applications if it is in the best interest of GCRPC to do so. Multiple Vendors may be chosen for services in the city of Victoria, as the service is based on client choice.

Submissions and Designated Contact Information:

All bids must be received **no later than 12:00PM on November 16, 2021.**

Send Bids to:

Method: Bids by mail/delivery/email. Bids received after the deadline will not be accepted.

Golden Crescent Regional Planning Commission
Attention: Mary Sanchez, Mobility Manager
1908 N. Laurent Street, Suite 600
Victoria, Texas 77901

The mailed bid package or email must be clearly marked “IFB – Choose My Ride Program-city of Victoria.”

For questions regarding this Invitation For Bid (IFB), please contact Mary Sanchez at (361) 578-1587 ext. 210 or by email at marys@gcrpc.org.

Invitation For Bid Schedule (IFB):

- Invitation For Bid (IFB) Released: October 8, 2021
- Pre-Bid Conference: October 15, 2021 @ 10:00AM CST (if necessary)
- Last day to submit questions and clarifications: October 22, 2021
- Response to questions and clarifications: October 26, 2021
- Appeals and Request for Reconsideration: November 2, 2021
- Bids Due: November 9, 2021, by 12:00PM CST
- Bid Opening: November 9, 2021 @ 1:00PM CST
- Notification of Award: November 16, 2021

Written Standards of Conduct:

GCRPC requires GCRPC requires the practice of ethical, responsible, and reasonable procedures related to purchasing, agreements and contracts, and related forms of commitment. The policies in this section describe the principles and procedures that all staff shall adhere to in the completion of their designated responsibilities. These policies seek to ensure that goods and services are obtained in an effective manner and in compliance with the requirements of Chapter 252 of the Texas Local Government Code, as well as the requirements of OMB Uniform Grant Guidance Super Circular 2 CFR 200, and the Texas Uniform Grant and Contract Management Standards.

Certain GCRPC departments may require more stringent procurement standards to be followed regarding certain purchases for their programs. The standards regarding these purchases must be followed and shall be maintained as an annex in this Financial Management Manual.

In the event of conflicts between the terms of this section and any applicable state, local or federal statute, code, or regulation; or the procurement procedures of the applicable grantor agency; the stricter applicable statute, code, regulation, or grantor/grantee procurement policy shall control.

For those purchases that do not require special procurement procedures, the following policies shall be adhered to.

Protest Procedures:

Bid Protest Procedures

The Golden Crescent Regional Planning Commission's (GCRPC) has established the following procedures for handling protests of capital equipment and contract awards. A protest may be made at any time during a bidding process, including pre-award, award, and post-award periods. Things, which may be protested, include but are not limited to:

Pre-Award: Conditions of bid, exclusions, specifications that require sole source procurement, unreasonable bonding requirements, or other procedures, which limit a vendor's ability to participate.

Award: Closed meeting at award opening, opening awards early, allowing a bid to be changed after opening of any bid, failure of GCRPC to require same action on the part of all bidders.

Post-Award: Bid process was not complied with by GCRPC.

A protest must be filed within 3 working days of the initial knowledge of the fact being protested. A request for reconsideration must be filed within 3 working days of receipt of the answer to the protest. A working day is defined as one working period not to include weekends, national holidays, or declared natural emergencies. GCRPC will provide an initial response within 10 working days of receipt of the protest or request for consideration. A final report will be made within 20 working days of receipt of the protest or request for consideration.

The protest must contain the name and address of the protestor (corporate or individual), the solicitation or contract number or a description of the invitation to bid, and a statement of the grounds for which a protest is made. Please include the individual to be contacted and a telephone number in case clarification of the protest is needed.

A protest must be received at GCRPC, 1908 N. Laurent, Suite 600, Victoria, Texas 77901 to be honored. If not, hand delivered and a receipt supplied, it is recommended it be sent via certified mail or courier, with a return receipt requested by the protestor.

Bid Protest Response Procedures

GCRPC will respond in detail to each substantive allegation raised in the protest. The protest will be reviewed by a committee consisting of a representative of the transportation department, and a representative from the administration department. The Executive Director of GCRPC will make the final decision on any protest filed with GCRPC. All determinations are considered final 3 working days after a protestor's receipt of our final report, not to exceed 30 days from bid opening date.

Only when life is at risk will procurement be made when a protest is pending. Under no conditions will an award be made prior to the resolution of a protest, nor will we open bids if protest is filed before bid opening. All potential vendors will be informed if a protest is filed prior to award of a bid.

Bid Protest Appeal and Reconsideration Procedures

A request for reconsideration will be granted only when a protestor acquires data not previously known or available, or there has been an error of law or state bidding regulations.

If there is a question of the merits of a protest, GCRPC will hold an informal conference. At a minimum GCRPC representatives and the protestor will attend. All other interested parties are welcome to attend.

Violations of Federal law or regulation will be handled by the complaint process stated within that law or regulation. Violations of state or local law or regulations will be under the jurisdiction of state or local authorities.

Public Notice:

This Invitation For Bid (IFB) will be solicited on our company website www.gcrpc.org.

Addendums, Modifications, and Clarifications:

Any bidder in doubt of the true meaning of any part of the specifications or other documents may request an interpretation from GCRPC's Procurement Officer. If the Procurement Officer finds that the interpretation is substantive or that a mistake has been made, the Procurement Officer will issue a written addendum to all bidders that received the original IFB or RFP. The addendum will become a part of the

IFB or RFP and will have the same binding effect as provisions in the original document. No verbal explanation or interpretations will be binding. For a request for interpretation be considered, the request must be submitted in writing and must be received by GCRPC's Procurement officer no later than five (5) days prior to the bid or proposal due date. GCRPC does not assume responsibility for the receipt of addendum sent to bidders or proposers. A copy of all addenda issued must be signed and returned with the bidder's bid or proposal. The bidder must also acknowledge receipt of the addenda by initialing the appropriate place on the IFB or RFP cover sheet.