

City of San José - Purchasing



BID DOCUMENT

Shuttle Bus Services

Bid Number: PUR-RFP2024.04.10043

Closing Date: 05/31/2024 12:00:00 PT

200 E. Santa Clara St.
San José, California, 95113

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REFERENCE ONLY

0 COVER PAGE

REQUEST FOR PROPOSAL (RFP)

PUR-RFP2024.04.10043

Shuttle Bus Services

Release Date:	04/10/2024 PT
Procurement Contact: Address:	Vijay Uppin 200 East Santa Clara Street San José, CA 95113-1905
E-mail Address:	Vijaykumar.Uppin@sanjoseca.gov
Deadline for Questions and Objections: <ul style="list-style-type: none"> • Written Questions/Clarifications • Objections to Specifications/Requirements 	<ul style="list-style-type: none"> • 04/25/2024 12:00:00 PT • Objections to specifications and/or questions must be submitted in writing using the Biddingo Question and Answer utility at http://www.biddingo.com/sanjose.
Proposal Due Date and Time: Location:	05/31/2024 12:00:00 PT Proposal responses must be submitted online through Biddingo prior to the proposal due date and time.

1 INTRODUCTION AND OVERVIEW

The City of San José ("City") is soliciting proposals from qualified vendors for the products and/or services specified herein. See all solicitation documents, attachments, and forms for further details.

This solicitation package contains all of the information and documents necessary to prepare and submit a responsive proposal. Vendors are cautioned to read all of the documentation provided and are responsible for complying with all requirements identified herein.

The City, in its sole discretion, may reject any or all proposals received.

2 BACKGROUND

- A. The City of San José (hereinafter "City") is soliciting proposals from qualified Contractors to provide shuttle bus services at the San José Mineta International Airport, including related services such as general shuttle bus upkeep and cleanliness.
- B. The City needs to comply with the Federal Aviation Administration's guidance regarding Airport Concession Disadvantaged Business Enterprise programs as set forth in 49 Code of Federal Regulations, Part 23. The guidance prohibits airports from entering into an agreement "that has a term of more than five years in duration" for the operation of concessions in the transportation category.

3 SCOPE OF WORK

See Attachment A, Scope of Services and Requirements, for further details.

4 TERM OF AGREEMENT

It is anticipated that the initial term of the agreement resulting from this solicitation will be one year with four one-year options to extend for a total of five years. After the initial term, the City may consider price adjustment requests if justified pursuant to changes in applicable living/prevaling wage requirements and/or industry index.

5 HOW TO OBTAIN THIS RFP

This solicitation may be downloaded from the Biddingo solicitation posting system at <http://www.biddingo.com/sanjose>. You may also access this solicitation, along with other City of San José solicitations at <https://www.sanjoseca.gov/your-government/departments-offices/finance/purchasing/bid-opportunities>.

Vendors wishing to respond to this solicitation must register with Biddingo at

<http://www.biddingo.com/sanjose>. If you have a problem registering, contact Biddingo directly at (800) 208-1290 or by email to info@biddingo.com.

All addenda and notices related to this procurement will be posted by the City on Biddingo. In the event that this solicitation is obtained through any means other than Biddingo, the City will not be responsible for the completeness, accuracy, or timeliness of the final solicitation document.

Prospective subcontractors should note that once registered with Biddingo, they may view all organizations (with name and contact information) who download the solicitation document.

There is no cost to the vendor to register, receive notifications, or submit responses for City of San José solicitations using Biddingo.

6 PROCEDURE FOR SUBMITTING QUESTIONS AND INQUIRIES

All questions and inquiries regarding this solicitation (including, but not limited to, questions about the products or services to be procured, any discrepancies or omissions, or requests for clarifications) must be made through the Question and Answer portal on Biddingo. The City will provide a written response to all questions in the form of an Addendum. Questions answered on the Biddingo Question and Answer portal shall be considered addenda to this solicitation.

The City shall not be responsible for nor be bound by any oral instructions, interpretations, or explanations issued by the City or its representatives. Should discrepancies or omissions be found in this solicitation or should there be a need to clarify this solicitation, requests for clarification should be submitted online through Biddingo.

7 OBJECTIONS

Any objections as to the structure, content, or distribution of this RFP must be submitted through the Question and Answer portal on Biddingo. Objections must be as specific as possible and must identify the RFP section number and title, as well as a description and rationale for the objection.

All objections, questions, and inquiries pertaining to this RFP must be received by the Deadline for Questions and Objections specified on the cover sheet.

8 PROPOSAL SUBMITTAL REQUIREMENTS

To expedite the evaluation process, each proposal response should be organized in accordance with the

information included in this bid document. Proposals that do not follow the specified format or fail to provide the required documentation will receive lower scores or, if found to be non-responsive, may be disqualified. In the event of a conflict between any of the proposal documents, resolution thereof shall be in the City's sole discretion.

Vendors shall use the forms provided by the City to provide RFP responses in the areas indicated. Do not attempt to override or bypass spreadsheet functionality or modify City-provided forms in providing responses.

Delivery/Electronic Submission:

All responses to this solicitation must be submitted electronically through Biddingo. Bid responses are secure and are not accessible by anyone but the bidder until after the bid end date and time indicated in this solicitation.

Proposers must submit all required documentation. Upload required forms and documentation through Biddingo and submit with your solicitation response.

All documents attached to your bid submittal will be scanned for viruses upon upload. The time required to scan uploaded documents may vary depending on document type, size, etc. and can take up to a few minutes for very large files. It is the sole responsibility of the vendor to ensure that their entire solicitation response is uploaded and submitted prior to the specified solicitation closing date and time so please allow sufficient time to complete this process and/or seek assistance from Biddingo if necessary.

Any questions regarding how to upload attachments or submit a response through Biddingo should be directed to Biddingo at (800) 208-1290 or by email to info@biddingo.com.

Please note: Attaching documentation to the bid will not automatically submit your bid. You must click the SUBMIT button before your bid response will be submitted.

Proposers may modify their electronic responses prior to bid close; however, please note that if you modify a submitted response, be sure that you **resubmit** it prior to the bid closing date and time. It is the sole responsibility of the vendor to ensure that their entire solicitation response is submitted prior to the solicitation closing date and time.

The City is not responsible for any late or incomplete submissions, including those due to technical issues with Biddingo. It is recommended that bidders allow sufficient time to seek assistance from Biddingo in the event there are unforeseen issues that affect the bidder's ability to upload and submit their solicitation response.

The City must receive your response to this RFP electronically through Biddingo by the specified proposal due date and time for your proposal to be considered.

Until you receive an electronic receipt for your bid submission, you have not submitted your bid.

Formatting: Proposals must be in Times New Roman, Arial, or some similar, easily readable font. The size of the font cannot be smaller than 11 point, and margins should be 1 inch or more. If applicable, include a table of contents that identifies the page numbers for each section of the proposal. All pages should be consecutively numbered and correspond to the table of contents.

RFP & Submittal Checklist: See the RFP & Submittal Checklist Section for additional details and response requirements.

9 SELECTION PROCESS AND EVALUATION CRITERIA

9.1 SELECTION PROCESS

- A. Proposal responses will be evaluated as outlined in this Section.
- B. **Proposal Responsiveness:** Proposals will be examined to ensure that the proposer submitted all required elements and is responsive to any technical specifications and minimum qualifications (if applicable).
- C. As part of the responsiveness check, the City will also review each responding **vendors' compliance with the City's current Council Policy 0-44, Wage Theft Prevention Policy**. Vendors found to be in violation of the Policy may be disqualified from further consideration, at the City's sole discretion.
- D. **Vendor Responsibility:** Responders must have attributes of trustworthiness, quality, fitness, capacity, and experience demonstrating that they can satisfactorily provide the specified goods and services. This may be verified by the City through multiple sources, including, but not limited to, customer references.
- E. City staff will evaluate and score proposal submissions in accordance with the Evaluation Criteria and Weightings specified below. Subject matter experts from outside the City may also be on the evaluation team or participate during oral interviews/system demonstrations (if applicable).
- F. The City reserves the right to rely on information from sources other than the information provided by the respondents.
- G. The City reserves the right to interview (oral interviews/system demonstrations) the top proposers based on the interim proposal scores (Total Score Without Oral Interview). If the City elects to conduct oral interviews, the final scoring and ranking will be based on the Total Score With Oral Interview. If the City elects not to conduct oral interviews, the final scoring and rankings will be based on the Total Score Without Oral Interview.
- H. The City also reserves the right to conduct a Technology, Security, and Privacy Review with some or all respondents, at its sole discretion, to confirm compliance with the City's IT, Security, and Privacy policies and requirements as applicable. This review, if required, may be conducted at any time during the evaluation process.
- I. Award will be made to the highest scoring/ranking **best value**, responsive, and responsible proposer(s) in accordance with this Section.
- J. Final award shall be contingent upon the selected vendor(s) accepting the City's Standard Terms and Conditions as set forth in this RFP.
- K. The selected vendor(s) shall provide proof of insurance (certificate of insurance) meeting the specified Insurance Requirements prior to contract execution.
- L. Should the selected vendor(s) fail to execute the agreement or provide proof of insurance as required herein, the City shall have the right to seek legal remedies against the vendor, including forfeiture of any proposal bond, for damages. The City shall also have the right to terminate negotiations with the selected vendor(s) and commence negotiations with the next highest ranked responsive and responsible proposer(s).

9.2 EVALUATION CRITERIA AND WEIGHTING

		Score Without Oral Interview	Score With Oral Interview
Proposal Responsiveness	Pass/Fail		
Technology, Security, and Privacy Review	Pass/Fail		
General Requirements		5%	5%
Experience and Qualifications		20%	10%
Project Approach / Schedule		5%	5%

Technical Capabilities		40%	25%
Cost Proposal*		20%	20%
Oral Interview / System Demonstration			25%
Local Business Enterprise		5%	5%
Small Business Enterprise		5%	5%
TOTAL SCORE		100%	100%

* The Cost Proposal Score will be calculated based on (Lowest Proposed Cost / Proposer's Cost) x (Max Price Points Possible). Under this stated formula, for example, if the Cost Proposal points available are 20% and the lowest Proposed Cost is \$50,000, the lowest priced vendor will receive the full 20 points, and a Proposer who submits a Proposed Cost of \$60,000 will be awarded cost points based on $\$50,000/\$60,000 \times 20 = 16.67$ points or rounded to 17 points.

10 BEST AND FINAL OFFER (BAFO)

A Best and Final Offer (BAFO) may be held with one or more finalist(s) if additional information or clarification is necessary to make a final decision. The BAFO may allow finalist(s) to revise some or all of their original submittals based on additional information provided by the City.

The City will send out the request for a BAFO with instructions addressing the areas to be covered and the date and time by which the BAFO is to be submitted. After receipt of BAFO responses, scores may be adjusted based on the new information received.

The City will request only one BAFO unless the City's Purchasing Officer determines that another BAFO is warranted.

Proposers are cautioned that the issuance of a BAFO is optional and at the sole discretion of the City. Therefore, Proposers should not assume that there will be an additional opportunity to amend their Technical or Cost Proposals after the original submission. Proposers may not request an opportunity to submit a BAFO.

11 GROUNDS FOR DISQUALIFICATION

All solicitation respondents are expected to have read and understand the "Procurement and Contract Process Integrity and Conflict of Interest," Section 7 of the Consolidated Open Government and Ethics Provisions adopted on August 26, 2014. A complete copy of the Resolution 77135 can be found at: <https://www.sanjoseca.gov/home/showdocument?id=19565>.

Any vendor who violates this policy will be subject to disqualification. Generally, the grounds for disqualification include:

Contact regarding this procurement with any City official or employee or evaluation team member other than the Procurement Contact or Purchasing Officer from the time of issuance of this solicitation until the end of the protest period.

Evidence of collusion, directly or indirectly, among vendor respondents in regard to the amount, terms, or conditions of this solicitation or their respective responses.

Influencing any City staff member or evaluation team member throughout the solicitation process, including the development of specifications.

Evidence of submitting incorrect information in response to a solicitation or misrepresenting or failing to disclose material facts during the evaluation process.

In addition to violations of the Process Integrity Guidelines, the following conduct may also result in disqualification:

Offering gifts or souvenirs, even of minimal value, to City officers or employees.

Existence of any lawsuit, unresolved contractual claim, or dispute between Proposer and the City.

Evidence of respondent's inability to successfully complete the responsibilities and obligations of the proposal.

Respondent's default under any City contract resulting in termination.

Evidence of any wage theft judgements as described in the Certification Form.

12 CONFLICT OF INTEREST

In order to avoid a conflict of interest or the perception of a conflict of interest, proposer(s) selected to provide goods and services under this RFP will be subject to the following requirements:

The proposer(s) selected under this RFP will be precluded from submitting proposals or bids as a prime contractor or subcontractor for any future procurement with the City if the specifications for such procurements were developed or influenced by the work performed under the agreement(s) resulting from this RFP.

Proposer(s) may not have any interest in any potential proposers for future City procurements that may result from the work performed under the agreement resulting from this RFP.

13 GENERAL INFORMATION

The City reserves the right to waive any informality or irregularity in any response. Additionally, the City may, for any reason and at its sole discretion, decide not to award a contract as a result of this solicitation or to cancel the solicitation altogether. The City shall not be obligated to respond to any proposal submitted nor be legally bound in any manner by submission of the proposal.

The City is not required to accept the lowest submitted priced. Responses will be evaluated to determine the most advantageous (best value) proposal on a variety of factors including, but not limited to, price, design, quality, features, and performance.

The City reserves the right to accept or reject any item(s) or groups of items in a response and may elect to award by line item(s) if it is found to be in the City's best interest to do so.

The City also reserves the right, in its sole discretion, to make multiple awards. In the event the City elects to make multiple awards, awards will be made in rank order starting with the highest ranked vendor based on the selection criteria established for this solicitation.

In the event any respondent to this solicitation cannot meet a specified budget requirement, the City reserves the right to award to the next highest ranked vendor in accordance with the selection criteria set forth for this solicitation.

Freight and/or shipping charges shall be provided at no additional cost to the City, i.e., "FOB Destination Prepaid," unless specified as a separate line item in this solicitation.

Vendors should not include sales tax in their submitted pricing. The City will work with the selected vendor to add sales tax as appropriate and will incorporate it into the final contract.

The City of San José is exempt from federal excise tax, including federal transportation tax. The City will provide an exemption certificate as appropriate.

Statistical information contained in this solicitation is for informational purposes only. The City shall not be responsible for the complete accuracy of said data.

Any estimated quantities provided are for quoting purposes only and are not to be interpreted as a guarantee to purchase any amount. Any variations from the estimated quantities do not entitle the vendor to an adjustment in unit pricing or rates.

The City reserves the right to verify any information provided during the solicitation process and may contact any provided references or any other persons or entities known to have contracted with the

responding vendor.

The City may require audited financial statements as certified by an independent Certified Public Accountant. Do not submit these documents unless they are requested.

The laws of the State of California shall govern this solicitation process and any resulting agreements, including any required vendor agreements for subscriptions, licensing, maintenance, support, hosting, etc.

All goods and services provided to the City by the successful vendor shall comply with all City policies, rules, and regulations which may be in effect during the term of the agreement, as well as all applicable federal, state, and local statutes, ordinances, and regulations. The successful vendor is also required to comply with all applicable equal opportunity laws and regulations.

The City shall not be liable for any pre-contractual expenses incurred by prospective vendors or selected contractors, including, but not limited to, costs incurred in the preparation or submission of solicitation responses. The City shall be held harmless and free from any liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this solicitation.

All products (if applicable) must be of new, unused condition, unless otherwise requested in this solicitation.

Failure to carefully read and understand this solicitation in its entirety, including all accompanying documentation, may cause response submittals to be out of compliance or rejected by the City or may legally obligate the respondent to more than it intends or realizes.

Information obtained by any vendor respondent from any officer, agent, or employee of the City shall not affect the risks or obligations assumed by the vendor or relieve the vendor from fulfilling any of these solicitation conditions or any subsequent contract conditions.

Only the response format specified in this solicitation will be accepted as compliant for submitted responses. Failure to fully complete and submit all required forms and documentation may result in disqualification.

14 LABOR & WAGE COMPLIANCE

Living and/or Prevailing Wage are required for this procurement. The City's Office of Equality Assurance (OEA) implements and enforces the City's various wage policies and verifies and ensures that City contractors, subcontractors, and employers pay their employees the mandated wage and benefit rates and comply with related City, state, and federal regulations.

Awarded vendor(s) will be required to complete, sign, and submit an Employee Work Environment and Labor Peace Questionnaire and a Labor Compliance Addendum within **10 calendar days** after notice of award. The Questionnaire and Addendum will be provided to the awarded vendor by the Procurement Contact, and the signed Questionnaire and Addendum will be forwarded to the OEA.

Any vendors, including subcontractors, performing work for the City on projects requiring prevailing wage must be registered with the Department of Industrial Relations (DIR) in accordance with California Labor Code Sections 1725.5 and 1771.

Vendors and subcontractors must provide the City with their DIR Public Works Contractor (PWC) registration number within **10 calendar days** after notification of award. More information is available at <http://www.dir.ca.gov/Public-Works/Contractors.html>.

15 CONTRACTOR BONDS FOR PROJECTS

This solicitation requires a performance bond. The successful vendor must submit a payment bond executed by a surety naming the City of San José as beneficiary for 100% amount mentioned in the Cost Proposal Form within ten (10) calendar days after award. Performance bonds must be obtained from a surety using the Performance Bond Attachment.

16 LOCAL AND SMALL BUSINESS ENTERPRISE PREFERENCE (LBE/SBE)

[Chapter 4.12 of the San José Municipal Code](#) provides a preference for Local and Small Businesses in the procurement of goods and services that are not specifically precluded from these preferences.

If the basis of an award is price determinative (awarded to the low bidder), the amount for the preference shall be 2.5% of cost for local and an additional 2.5% of cost for small.

If the basis of an award is evaluative (awarded to the best value respondent), the amount of preference shall be 5% of total points for local and an additional 5% of total points for small.

To be considered for Local and Small Business Enterprise Preference, you must complete the Request for Local and Small Business Enterprise Preference Form and submit it with your solicitation response. Vendors who fail to complete and submit the Request for Local and Small Business Enterprise Preference Form with their solicitation response will not be considered for the preference. This information cannot be submitted after the specified solicitation response submittal deadline.

To receive the LBE preference, you must have both of the following:

A valid San José Business Tax Certificate Number. The business tax certificate number below

should match to the address and business name for which the preference is being claimed and must be current as of the proposal due date. Vendors should verify their information through the [City's Business Tax Lookup](#) prior to submittal.

A legitimate business presence in Santa Clara County with at least one full time employee:

The City has interpreted a legitimate business presence to require:

the local address for which the preference is being requested is of a commercial nature and the primary purpose of the location is to serve as a principal, regional, branch, or satellite business office; or

in the case of a business located in a residential dwelling, the business must either be a valid home occupation as an incidental use of the business owner's primary dwelling, or the residential dwelling is exclusively used for a commercial nature and the primary purpose of the location is to serve as a principal, regional, branch or satellite business office.

The City reserves to right to request additional documentation and supporting information to confirm that the preference should be applied, including, but not limited to, lease agreements, proof of payments, employee information, signage, website, and location.

You must first qualify as an LBE to qualify for the SBE Preference. If you receive the LBE preference and the total number of employees for your firm (regardless of where they are located) is 35 or fewer, you also qualify to receive the SBE preference.

The preference shall only be considered for the prime respondent(s). However, in the event that the responding firm is a Joint Venture (JV) or Partnership as indicated on the Response Certification Form, the local preference shall apply if any one of the firms in the JV or Partnership meets the definition for a Local Business Enterprise. In order for a JV or Partnership to be considered for the Small Business Enterprise Preference, the aggregate of all of the employees that make up the JV or partnership must meet the definition for a small business.

Refer to the Request for Local and Small Business Enterprise Preference Form for additional details.

17 PUBLIC NATURE OF PROPOSAL MATERIAL

All materials submitted in response to this solicitation shall become a public record and retained as property of the City of San José. These materials are subject to disclosure under the State of California Public Records Act (California Government Code Section 7920 et seq.). There are limited and narrow exceptions to this disclosure requirement.

Do **NOT** include confidential or proprietary information in your response material as it may be disclosed if requested by any member of the public.

If you must include confidential or proprietary information that you believe is exempt from disclosure, you must (1) clearly mark the specific information as "Confidential," "Trade Secret," or "Proprietary;" (2) state the specific provision in the Public Records Act that provides the exemption; and (3) provide the factual basis for claiming the exemption in each specific instance.

In the event you claim such an exemption, you must include a redacted version of your submission and state in the submission the following: ***"[insert Respondent Name] shall indemnify the City and the City's officers, employees, and agents and hold them harmless from any claim or liability and defend against any action brought against the City for City's refusal to disclose trade secrets or other proprietary or confidential information contained in [insert Respondent Name]'s solicitation response to any person making a request. This indemnification obligation shall be through the term of the City's Records Retention Schedule which is four (4) years after the date of award or cancellation of this solicitation for non-awarded vendors and four (4) years after contract termination for awarded vendors."***

Failure to meet the requirements set forth in Sections C and D above shall constitute a waiver of your right to exemption from disclosure.

Any material which contains language purporting to render all or significant portions of the submission "Confidential," "Trade Secret" or "Proprietary," or fails to provide the exemption information required above will be considered a public record in its entirety.

Although the California Public Records Act recognizes that certain confidential or proprietary information may be protected from disclosure, the City of San José may not be able to establish that the information is a trade secret or otherwise proprietary. If a request is made for information marked "Confidential," "Trade Secret," or "Proprietary," the City will provide the respondent who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction.

The City will not disclose any part of any response before it announces a Recommendation of Award or Notice of Intended Award on the grounds that there is a substantial public interest in not disclosing responses during the evaluation process. After the announcement of a Recommendation of Award or Notice of Intended Award, all responses received to this solicitation will be subject to public disclosure.

18 PROTESTS

If an interested party wants to dispute the award recommendation, they must submit their protest in writing to the City's Purchasing Officer no later than 10 calendar days after the Recommendation of Award is

published, detailing the grounds, factual basis, and providing all supporting information. Protests will not be considered for disputes of requirements or specifications, which must be addressed in accordance with the Objections Section above. Failure to submit a timely written protest to the contact listed below will bar consideration of the protest.

Protests must be addressed to the following:

City of San José
200 East Santa Clara Street, 13th Floor
San José, CA 95113
Attention: Purchasing Officer

Protests should be submitted by email to purchasing@sanjoseca.gov, with a copy to the Procurement Contact specified for this solicitation.

19 CITY BUSINESS TAX

The awarded vendor(s) must comply with [San José Municipal Code Chapter 4.76](#) with respect to the payment of any applicable City Business Tax prior to the commencement of work. You can verify your current status at [Business Tax Lookup](#). Contact Finance/Revenue Management by phone at (408) 535-7055 or businesstax@sanjoseca.gov if you have questions or to determine applicable tax costs. Additional information about the City's business tax and registration process can be found on the City's website at <http://www.sanjoseca.gov/businesstax>.

20 CALIFORNIA SECRETARY OF STATE REGISTRATION

Awarded vendor(s) must have and maintain an active registration and be in good standing with the [California Secretary of State](#) to conduct business with the City of San José or provide a letter to the City citing the provisions under California law upon which they are exempt from registering with the California Secretary of State. This will be verified by the City prior to contract execution.

21 ENVIRONMENTALLY PREFERABLE PRODUCTS AND SERVICES

The City has adopted an "Environmentally Preferable Procurement" (EPP) policy. The goal is to encourage the procurement of products and services that help to minimize the environmental impact resulting from the use and disposal of these products. The EPP policy may be found on the City's website at <https://www.sanjoseca.gov/home/showpublisheddocument/93172/638070472572000000>.

In accordance with the EPP policy, vendors are encouraged to offer Energy Star, Green Seal, EcoLogo, or EPEAT certified products as applicable. The City also suggests that proposers offer products and services that are produced or delivered with minimal use of virgin materials, maximum use of recycled materials, and reduced waste, energy usage, water utilization, and toxicity in the manufacture and use of products.

Vendors are encouraged to offer Energy Star certified products, products that meet FEMP (Federal Energy Management Program) standards for energy consumption, and products that are produced with recycled materials, where appropriate, unless otherwise specified in this solicitation.

22 AIRPORT TITLE VI SOLICITATION NOTICE

The City of San José, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4), hereby notifies all vendors that it will affirmatively ensure that disadvantaged business enterprises will be afforded full and fair opportunity to submit responses to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. See the Compliance with Nondiscrimination Requirements Attachment for further details.

23 OTHER PUBLIC AGENCY PURCHASES

It is intended that other public agencies be permitted to purchase under the same terms resulting from this procurement. Any participating public agency shall accept sole responsibility for placing orders, arranging deliveries and/or services, and making payments to the vendor. The City of San José will not be liable or responsible for any obligations, including but not limited to, financial responsibility in connection with participation by other public agencies.

24 RFP DOCUMENTS & SUBMITTAL CHECKLIST

A Scope of Services and Requirements

This document provides details regarding the City's scope of services and specifications for this solicitation.

Original attached file(s)

Seq.	File	Description	Required
1	Attachment A -1 - Airport Shuttle Bus Service Area.docx		Optional
2	Attachment A -2 - Airport Shuttle Bus Schedule.docx		Optional
3	Attachment A - Shuttle Bus Services - Scope of Services and Requirements.docx		Optional

B City's Exemplar Agreement - RFP

City's Exemplar Agreement that will be the basis for any agreement resulting from this RFP.

Original attached file(s)

Seq.	File	Description	Required
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1	Attachment B-1 - License for Use of Airport Premises.docx		Optional
2	Attachment B - Exemplar Agreement - Shuttle Bus Services RFP.docx		Optional

C Insurance Requirements

The City's Insurance Requirements for which the successful vendor(s) will be required to provide proof of coverage prior to contract execution. These requirements are included in the City's Standard Terms and Conditions that will be the basis for the agreement resulting from this solicitation.

Original attached file(s)

Seq.	File	Description	Required
1	Attachment C - Insurance Requirements.docx		Optional

D Wage Requirements and Information

D-1 - Wage Requirements and Information

D-2 - Classification and Wage Determination

These attachments include wage requirement information. These requirements are included in the City's Standard Terms and Conditions that will be the basis for the agreement resulting from this solicitation.

Original attached file(s)

Seq.	File	Description	Required
1	Attachment D-1 - Wage Requirements and Information.docx		Optional
2	Attachment D-2 - Living Wage Determination.docx		Optional

E Compliance with Nondiscrimination Requirements (Title VI)

This document details compliance requirements for awarded vendor(s) with regards to Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4). These requirements are included in the City's Standard Terms and Conditions that will be the basis for the agreement resulting from this solicitation.

Original attached file(s)

Seq.	File	Description	Required
1	Attachment E - Compliance with Nondiscrimination Requirements (Title VI).docx		Optional

F Performance Bond Attachment

Original attached file(s)

Seq.	File	Description	Required
1	Performance Bond.doc		Optional

1 Response Certification Form

Complete, sign, and submit with your response (in Adobe pdf or similar format). This Certification Form must be submitted with your solicitation response.

Original attached file(s)

Seq.	File	Description	Required
1	Form 1 - Response Certification Form.docx		Required

2 Request for Local and Small Business Enterprise Preference

Complete and submit (in Adobe pdf or similar format) with your solicitation response if requesting the preference. This form will not be accepted after the solicitation submittal deadline.

Original attached file(s)

Seq.	File	Description	Required
1	Form 2 - Request for Local and Small Business Preference.docx		Optional

3 Acknowledgement Form (Terms and Conditions)

Complete, sign, and submit with your solicitation response (in Adobe pdf or similar format).

Original attached file(s)

Seq.	File	Description	Required
1	Form 3 - Acknowledgement Form (Terms and Conditions).docx		Required

4 Customer Reference Form

Complete and submit (in Adobe pdf or similar format) 3 customer references (using this form) with your solicitation response.

Original attached file(s)

Seq.	File	Description	Required
1	Form 4 - Customer Reference Form.docx		Required

5 Proposer Questionnaire

Complete and submit (in Adobe pdf or similar format) with your solicitation response.

Original attached file(s)

Seq.	File	Description	Required
1	Form 5 - Shuttle Bus Services - Proposer Questionnaire.docx		Required

6 Cost Proposal Form

Complete and submit Form 6 - Cost Proposal Form (in Microsoft Excel format) with your solicitation response. Refer to Attachment 6-1 - Cost Proposal Instructions for additional information required to complete Form 6 - Cost Proposal Form.

Original attached file(s)

Seq.	File	Description	Required
1	Attachment 6-1 - Cost Proposal Instructions.docx		Optional
2	Form 6 - Cost Proposal Form.xlsx		Required