

REQUEST FOR PARTICIPANT TRANSPORTATION BIDS

Troup County Board of Commissioner is soliciting bids for the transportation needs of the Troup County Accountability Courts participants. The successful bidder must provide proof of vehicle insurance as well as workers' compensation coverage. These coverages must be kept current throughout the duration of the contract with Troup County. The successful bidder must also complete a Troup County vendor package and include all the documents required by the package. This package can be found on our website at <https://www.troupcountyga.gov/Purchasing/Forms>.

The drivers will keep a log of all participants transported and the participant must initial each trip.

A bill for the month must be submitted to the Accountability Courts Manager on the last day of the month and payment will be issued by the 10th day of the following month.

All responses must be submitted on the bid response sheet provided with this request for bids no later than Monday, June 15, 2022.

Any questions regarding this request for bids must be submitted to Diana Evans, Purchasing Director, at devans@troupcountyga.gov. Requesting information from any other source could result in your being disqualified from submitting a bid. Questions must be submitted no later than 5:00 p.m., June 9, 2022.

Any addenda issued regarding this request for bids will be posted on our website www.troupcountyga.gov.

Accountability Court Transportation Contract RFP

Specs:

- 12 month term
- 25 slots on roster at a time
- 10 rides/person/week; 250 rides/month
- To/From Accountability Court related responsibilities only
- 3 different treatment providers (Pathways, Counseling Services, Inc., West Georgia Counseling) (several times/week depending on program), drug screens at courthouse (at least 2x/week), weekly case management sessions, self-help meetings (depending on program), court every other week
- Hours: 7:30am – 5pm
- Most appointments set by schedule; any changes must be submitted 3 days in advance
- Transportation vendor will provide documentation of all rides.
- Transportation vendor will be paid for rides where participant failed to be present as scheduled.

- Exception is random drug screens; participants must call by 8am to arrange transportation if required to screen that day
- Transportation vendor employs drivers
- Transportation vendor provides vehicles and absorbs all costs for gasoline and maintenance
- Transportation vendor maintains all insurance
- Transportation vendor provides method of communication (email and phone) between the accountability courts and vendor to convey participant information
- Transportation vendor is held to a standard of timeliness or their payment for that ride is withheld
- Transportation vendor is not paid for days they don't run their service (ie, holidays, training days, driver sick days, etc).

BID RESPONSE SHEET

Cost Per Trip _____

Date Available To Begin Contract _____

Company _____

Address _____

Telephone Number _____

Email Address _____

Signature _____

Print Name _____