

**BIDDING SPECIFICATIONS
FARM SHOW COMPLEX**

SHUTTLE BUS SERVICE

1. NATURE OF WORK:

This work shall include all necessary labor, material, equipment, etc. required to successfully complete the work as further outlined in this Invitation For Bid. This work will include the shuttle bus transport of individuals to/from the Farm Show Complex and Expo Center to/from parking venues owned, operated or leased by the Commonwealth of Pennsylvania, Department of Agriculture, Bureau of Farm Show. Directions for completion of this work shall be distributed by the Director, Bureau of Farm Show or his/her designated representative.

The parking venues may include the on-site parking lot, the off-site parking lot located at Elmerton Avenue and Sycamore Drive, the Harrisburg Area Community College Parking Lots and/or the Industrial Road/Railroad Property or any other areas designated by Farm Show Complex and Expo Center management.

A mandatory site visit has been scheduled to take place on June 4, 2015 at 10:00 AM. Arrangements have been made by Shiree Woodford, Chief of Safety and Security Operations, Pennsylvania Farm Show Complex, 2300 North Cameron Street, Harrisburg, Pennsylvania, 17110-9443, (717) 787-5373.

2. SUCCESSFUL CONTRACTOR RESPONSIBILITY:

It shall be the responsibility of the Successful Contractor to provide the following:

1. Qualified and certified drivers to safely complete the requirements of this contract.
2. A means of communication between any and all busses while in on-the-clock-status – meaning all on-the-clock drivers shall be able to communicate with each other. The means of communication shall be provided by either radio or cell phone systems. Additionally, a means of communication between the Successful Contractor On-Site Supervisor at the designated parking areas and the Farm Show Security Chief of Security – meaning the Successful Contractor shall provide a radio to the Farm Show Complex Chief of Security or shall provide a cell phone number to the Farm Show Complex Chief of Security in order to fulfill this communication requirement.
3. An equipment list, including service times, one hour before each event day to the Farm Show Chief of Security.
4. Transport availability during the hours of need according to the Farm Show Complex and Expo Center events schedule.
5. Please note: The usage requirement is dependent upon the number of events scheduled at the Farm Show Complex and Expo Center and the anticipated/actual attendees requiring transport, at the varied events. Farm Show Management will make every attempt to provide a bus usage schedule two (2) weeks prior to the event.

6. Up to forty (40) transport units plus four (4) para-transit units per event. Most events, as scheduled, will require less transport units and may only require one (1) para-transit unit. Hours of operation (billable hours) will begin when the transport unit departs the Successful Contractor's property and will end when the transport unit returns to the Successful Contractor's property. This departure and arrival time period shall not exceed thirty (30) minutes before service begins or thirty (30) minutes after the service ends. To ensure event coverage, the Successful Contractor will provide a copy of a sub-contractor agreement, valid during the contract period, to Farm Show Complex and Expo Center management

Please note: For the period July 1, 2014 through June 30, 2015 the total number of hours was 7,909. For bidding purposes, these hours are provided as an estimate in determining the amount of usage hours required and, therefore, may serve as a guide in determining the price per hour to provide this service. The actual hours may be more or less than stated. Events may be added or deleted from this schedule during the term of this agreement.

7. An On-Site Supervisor for large events such as the Farm Show event, Great American Outdoor Show, Horse World Expo, etc. The On-Site Supervisor hours are not billable hours under the terms of this contract. A list of events requiring an On-Site Supervisor will be provided by the Farm Show Complex and Expo Center Chief of Security.
8. PUC certification during the contract period.
9. Services that comply with all ADA standards.
10. An equipment list including equipment hours and GPS tracking data (or comparable reports) as backup to each invoice submitted for payment.
11. The Successful Contractor at its own expense, shall provide and maintain for the benefit of the Commonwealth of Pennsylvania, Department of Agriculture, Pennsylvania Farm Show Complex and Expo Center ("Commonwealth") and itself, as their respective interest may appear, adequate insurance with insurance companies authorized to do business in Pennsylvania, providing liability coverage on an occurrence basis in the minimum amounts of \$1,000,000 per individual, \$5,000,000 per occurrence, personal injury and property damage combined, with the Commonwealth of Pennsylvania, Department of Agriculture, Pennsylvania Farm Show Complex and Expo Center named as additional insureds with respect to Contractor's operations for events held at the Pennsylvania Farm Show Complex & Expo Center. Contractor will provide a certificate of insurance to Commonwealth immediately upon the effective date of this agreement and at each yearly anniversary thereof, as well as upon any request of Commonwealth. Contractor shall notify Commonwealth thirty (30) days prior to the cancellation or any material change in the aforementioned insurance policies. Contractor agrees to indemnify, defend and hold Commonwealth of Pennsylvania, Department of Agriculture, Pennsylvania Farm Show Complex and Expo Center, its officers, agents and employees harmless from and against any and all suits and judgments for damages for personal injury including death or damage to real or tangible personal property arising out of or in connection with the performance of the services hereunder in so far as caused by the negligence or other wrongful act or omission of Contractor, its employees, agents, assignees or sub lessees, contractors or subcontractors.

12. Contractor shall provide the number of units requested by, and at the times and in accordance with the daily schedule provided by, Farm Show Complex management and written verification of compliance, subject to the penalties for unsworn falsification to authorities, shall be supplied upon request. Failure to supply units as requested by the Commonwealth and as represented by Contractor shall result in a -25% surcharge deducted from the contract rate for each unit billed on that service date.

BID AWARD:

This contract will be awarded based on the lowest total amount per hour rate provided by the bidder for completion of this service for the period July 1, 2015 – June 30, 2016. The Department of Agriculture has the right to reject any and all bids that are not considered advantageous to the Commonwealth.

RENEWAL CLAUSE:

All work required shall be performed during the period July 1, 2015 – June 30, 2016. However, provided at the end of the primary term of this Contract, if the Successful Contractor is not in default of any Terms or Conditions, at the sole discretion of the Commonwealth, this Contract may be renewed for four (4) additional one (1) year periods, by at the following submitted percentage increases, not to exceed 3% per year.

Renewal Option – Year 1
July 1, 2016 – June 30, 2017

The Successful Contractor agrees to complete the work as described during Renewal Option Year 1 at a _____% over the Original Contract period.
(Bidder must submit a percentage increase at time of bidding)

Renewal Option – Year 2
July 1, 2017 – June 30, 2018

The Successful Contractor agrees to complete the work as described during Renewal Option Year 2 at a _____% over the Renewal Option – Year 1 amount.
(Bidder must submit a percentage increase at time of bidding)

Renewal Option – Year 3
July 1, 2018 – June 30, 2019

The Successful Contractor agrees to complete the work as described during Renewal Option Year 3 at a _____% over the Renewal Option – Year 2 amount.
(Bidder must submit a percentage increase at time of bidding)

Renewal Option – Year 4
July 1, 2019 – June 30, 2020

The Successful Contractor agrees to complete the work as described during Renewal Option Year 4 at a _____% over the Renewal Option – Year 3 amount.
(Bidder must submit a percentage increase at time of bidding)