

## TECHNICAL SUBMITTAL

### I-1. Statement of the Project.

- A. The Farm Show Complex is soliciting for requests for proposals for 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.

#### **Offeror Response**

### I-2. Qualifications.

- A. **Company Overview.** The potential offeror should be able to provide the necessary personnel, equipment and transportation services as outlined in this request for proposal. The Company Overview should outline the offeror's ability to meet these needs.

#### **Offeror Response**

- B. **Prior Experience.** Include past experience in all transportation services. Experience shown should be work done by individuals who will be assigned to this project as well as that of your company. Events or projects referred to must be identified and the name of the customer shown, including the name, address, and telephone number of the responsible official of the customer, company, or agency who may be contacted.

#### **Offeror Response**

- C. **Personnel.** Describe in narrative form the number of executive and professional personnel who will be engaged in the work and indicate where these personnel will be physically located during the time they are engaged in the project. For key personnel, the potential offeror should include the employee's name, and through a resume or similar document, the project personnel's education and experience in assisting with transportation management before, during, and after the show. Indicate the responsibilities each individual will have in this project and how long each has been with your company.

#### **Offeror Response**

- D. **Subcontractors:** Provide a plan for all subcontractors, including small diverse business and small business subcontractors, who will be assigned to the project. The selected offeror is prohibited from subcontracting or outsourcing any part of this project without the expressed written approval from the Commonwealth. Upon award of the contract resulting from this RFP, subcontractors included in the proposal submission are deemed approved. For each position included in your subcontracting plan provide the following.

1. Name of subcontractor
2. Primary contact name and email
3. Address of subcontractor
4. Description of services to be performed
5. Number of employees by job category assigned to this project
6. Resumes (if appropriate and available)

### ***Offeror Response***

- I-3. Training.** If appropriate, indicate recommended training of offeror's personnel as it relates to successfully accomplishing this transportation service. Include agency personnel to be trained, duration and location of the program, curricula, training materials to be used, number and frequency of sessions, and number and level of instructors.

### ***Offeror Response***

- I-4. Financial Capability.** Describe your company's financial stability and economic capability to perform the contract requirements. The Commonwealth reserves the right to request additional information to evaluate an offeror's financial capability.

### ***Offeror Response***

- I-5. Tasks.** Describe in narrative form your technical plan for accomplishing the work using the task descriptions set forth below as your reference point. Modifications of the task descriptions are permitted; however, reasons for changes should be fully explained. Indicate the number of personnel hours allocated to each task. Include a Program Evaluation and Review Technique (PERT) or similar type display, time related, showing each event. If more than one approach is apparent, comment on why you chose this approach.

The parking venues may include and are not limited to 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.

1. The 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 the 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.
2. Contractor shall provide transport availability during the hours of need according to the Farm Show Complex and Expo Center events schedule. The timeframe for usage shall be Monday through Sunday, 6:00 A.M. until 1:00 A.M.

Contractor shall have the availability to provide up to forty (40) transport units plus four (4) para-transit units per event. 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 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 sub-contractor agreement, valid during the contract period, to the Farm Show Complex and Expo Center management.

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 thirty (30) days prior to the event.

Please note: The total number of hours billed in the year 2018 was 7,236. 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.

3. Contractor must maintain PUC certification during the contract period.
4. Contractor shall provide requested services and equipment that comply with all ADA standards.
5. Contractor shall provide a means of communication between all busses while in on-the-clock-status meaning all on-the-clock drivers shall be able to communicate with each other. 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 or a cell phone number to the Farm Show Complex Chief of Security.
6. Contractor shall provide an equipment list, including service times, and the number of units for the designated times requested no later than one hour prior to the start of when the transportation services is to begin. 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.

Contractor shall provide an equipment list, including service times, no later than one hour before each event day to the Farm Show Chief of Security.

7. Contractor shall provide two on-site supervisors for large events including, but not limited to, the Farm Show event, Great American Outdoor Show, Horse World Expo, Motorama, etc. A list of events requiring an On-Site Supervisor will be provided by the Farm Show Complex and Expo Center Chief of Security. Additional staffing requirements will be agreed upon by the Farm Show Complex and Expo Center Chief of Security and contractor.

## **I-6. Reports and Project Control.**

- A. Status Report.** Contractor shall provide a list including equipment operating hours and GPS tracking data or comparable reports as backup to each invoice submitted for payment.

## **Offeror Response**

**B. Event Summary.** Completion of an event summary form (to be provided) must be submitted after each service offered.

## **Offeror Response**

### **I-7. Requirements.**

**A. Emergency Preparedness.** To support continuity of operations during an emergency, including a pandemic, the Commonwealth needs a strategy for maintaining operations for an extended period of time. One part of this strategy is to ensure that essential contracts that provide critical business services to the Commonwealth have planned for such an emergency and put contingencies in place to provide needed goods and services.

1. Describe how you anticipate such a crisis will impact your operations.
2. Describe your emergency response continuity of operations plan. Please attach a copy of your plan, or at a minimum, summarize how your plan addresses the following aspects of pandemic preparedness:
  - a. Employee training (describe your organization's training plan, and how frequently your plan will be shared with employees);
  - b. Identified essential business functions and key employees (within your organization) necessary to carry them out;
  - c. Contingency plans for:
    - i. How your organization will handle staffing issues when a portion of key employees are incapacitated; and
    - ii. How employees in your organization will carry out the essential functions if contagion control measures prevent them from coming to the primary workplace.
  - d. How your organization will communicate with staff and suppliers when primary communications systems are overloaded or otherwise fail, including key contacts, chain of communications (including suppliers), etc. and;
  - e. How and when your emergency plan will be tested, and if the plan will be tested by a third-party.

## **Offeror Response**

**I-8. Objections and Additions to Standard Contract Terms and Conditions.** The offeror will identify which, if any, of the terms and conditions contained in the **Buyer Attachments** section that it would like to negotiate and what additional terms and conditions the offeror would like to add to the standard contract terms and conditions. The offeror's failure to make a submission under this paragraph will result in its waiving its right to do so later, but the Issuing Office may consider late objections and requests for additions if to do so, in the Issuing Office's sole discretion, would be in the best interest of the Commonwealth. The Issuing Office may, in its sole discretion, accept or reject any requested changes to the standard contract terms and conditions.

The offeror shall not request changes to the other provisions of the RFP, nor shall the Offeror request to completely substitute its own terms and conditions for this RFP. All terms and conditions must appear in one integrated contract. The Issuing Office will not accept references to the offeror's, or any other, online guides or online terms and conditions contained in any proposal.

Regardless of any objections set out in its proposal, the offeror must submit its proposal, including the cost proposal, on the basis of the terms and conditions set out in the **Terms and Conditions** contained in the **Buyer Attachment** section. The Issuing Office will reject any proposal that is conditioned on the negotiation of the terms and conditions set out in the **Terms and Conditions** contained in the **Buyer Attachment** section or to other provisions of the RFP.

### ***Offeror Response***