

Memorandum
Department of Public Works and Transportation

60241

DATE: December 12, 2017

TO: The Honorable Board of Acquisition and Contract

FROM: Vincent F. Kopicki, P.E.
Commissioner of Public Works and Transportation

Evan Latainer, Director
Office for People with Disabilities

RE: **Authority to enter into a contract with Guglielmo Limousine Services, Inc. for the provision of For Hire Car Services within the City of Yonkers to supplement Westchester County's ParaTransit service, for the period from January 1, 2018 through December 31, 2019 in an amount not to exceed \$250,000.00, payable at approved rates, with the County's option to renew the contract for one (1) additional one (1) year period (Contract No. DOTOP05-17)**

Authority is requested for the County of Westchester, acting by and through its Department of Public Works and Transportation and the Office for People with Disabilities (the "County") to enter into an Agreement with Guglielmo Limousine Services, Inc. ("Guglielmo") pursuant to which Guglielmo will provide For Hire Car Services within the City of Yonkers to supplement Westchester County's ParaTransit service, for a two (2) year period commencing on January 1, 2018 and continuing through December 31, 2019 (the "Agreement"). In consideration for services to be rendered, the County will pay Guglielmo at the rates set forth in Schedule "A", attached hereto and made a part hereof, not to exceed the aggregate sum of \$250,000.00. In addition, all fares collected, whether from eligible riders or their companions, will be credited to Guglielmo. The County, at its sole option, may renew the Agreement for one (1) additional one (1) year period at the rates set forth in Schedule "A", subject to the further approval of your Honorable Board.

The Americans with Disabilities Act mandates that Westchester County provide ParaTransit services for people whose disabilities prevent them from using fixed route buses. The County meets this obligation through its Paratransit Program. The Paratransit Program provides Bee-Line ParaTransit Van Service and Bee-Line Taxi Service for eligible riders. The For Hire Car Service is designed to supplement the van and taxi services.

The County has complied with the Westchester County Procurement Policy and Procedures. On September 25, 2017, the County issued a Request for Proposals (the "RFP") seeking proposals from qualified firms to provide For-Hire Car Service within the City of Yonkers to supplement the County's ParaTransit service, in compliance with the Americans with Disabilities Act of 1990, as amended, and Section 15-c of the New York State Transportation Law. The RFP was posted on the Westchester County website for RFPs. The County received four (4) proposals in response to the RFP from the following proposers: Guglielmo, Agape Transportation Management ("Agape"), All County Transportation ("All County"), and Paisano Transportation ("Paisano"). Following a review of the proposals with reference to the evaluation criteria set forth in the RFP, it was determined by the review committee that both Agape and Paisano did not meet the minimum qualifications set forth in the RFP (i.e. Agape does not own any of its own vehicles and deals only with subcontractors and

Board of Acquisition and Contract
Contract No. DOTOP05-17
Guglielmo Limousine Services, Inc.
For Hire Car Services within the City of Yonkers
Page 2

Paisano only does Medicaid work and didn't appear to understand the scope of work). The two other proposers, Guglielmo and All County, were asked to submit lower rates which they did. Guglielmo was ultimately selected as it was ranked the highest from among the other three proposers (see Schedule "B", RFP ranking) and has had satisfactory past experience providing these services for the County and has been found to meet the needs of the Paratransit Program as outlined in the RFP. Accordingly, the County seeks to award the contract to Guglielmo. Also attached is a chart depicting the rates submitted by all four proposers (see Schedule "C").

This contract serves a public purpose as it provides for the safety and welfare of County residents using paratransit services within the County. Performance of the Contractor will be monitored by the Department of Public Works and Transportation to ensure compliance with the contract terms. In view of the continuing importance of the Paratransit Program to the County's residents, I urge approval of the attached resolution.

VK/CA/EL/jpg
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACTS 12/21/2017 ESPIRITAJ, SECRETARY

RESOLUTION

Upon a communication from the Commissioner of Public Works and Transportation and the Director of the Office for People with Disabilities, be it hereby:

RESOLVED, that the County of Westchester, acting by and through its Department of Public Works and Transportation and the Office for People with Disabilities (the "County"), is authorized to enter into an Agreement with Guglielmo Limousine Services, Inc. ("Guglielmo") pursuant to which Guglielmo will provide For Hire Car Services within the City of Yonkers to supplement Westchester County's ParaTransit service, for the two (2) year period commencing on January 1, 2018 and continuing through December 31, 2019 (the "Agreement"); and be it further

RESOLVED, that in consideration for services rendered, the County shall pay Guglielmo at the rates set forth in Schedule "A", attached hereto and made a part hereof, not to exceed the aggregate sum of \$250,000.00; and be it further

RESOLVED, that in addition to paying Guglielmo at the rates set forth in Schedule "A", all fares collected, whether from eligible riders or their companions, will be credited to Guglielmo; and be it further

RESOLVED, that the County, at its sole option, may renew the Agreement with Guglielmo for one (1) additional one-year period at the rates set forth in Schedule "A", attached hereto and made a part hereof, subject to the further approval of the Westchester County Board of Acquisition & Contract; and be it further

RESOLVED, that this Agreement is subject to County appropriations; and be it further

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such releases(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to re-negotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his duly appointed designee is authorized to execute all documents associated with this agreement.

Contract No. DOTOP05-17

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
ParaTransit	101	44	2100	4925		\$250,000.00

Budget Funding Year(s): 2018 Start Date: January 1, 2018 End Date: December 31, 2019
 (must match resolution)

Funding Source: Tax Dollars \$250,000.00
 State Aid _____
\$250,000.00 Federal Aid _____
 (must match resolution) Other _____

SCHEDULE "A"

<u>2018</u>	<u>2019</u>	<u>2020</u>
Price per Served Trip	Price per Served Trip	Price per Served Trip
Zone 1 Approx <u>28,064</u>	Zone 1 Approx <u>28,906</u>	Zone 1 Approx <u>29,773</u>
Zone 2 Approx <u>2,441</u>	Zone 2 Approx <u>2,514</u>	Zone 2 Approx <u>2,589</u>
Zone 1 Amount <u>\$19.00</u>	Zone 1 Amount <u>\$19.00</u>	Zone 1 Amount <u>\$20.00</u>
Zone 2 Amount <u>\$18.00</u>	Zone 2 Amount <u>\$18.00</u>	Zone 2 Amount <u>\$19.00</u>

APPROVED BOARD OF ACQUISITION & CONTRACT 02/21/2017 - LISA MARIJA, SECRETARY

SCHEDULE "B"

PARA TRANSIT RFP "FOR HIRE CAR SERVICES"

Proposal rating Sheet

Respondent	Experience Category Value 30%	Staff Qualifications Category Value 15%	Understanding of Scope Category Value 20%	Adherence to Requirements Category Value 25%	Intangibles Category Value 10%	Totals Values
Agape Transportation	27	31	32	23	23	136
All County transportation	30	27	32	29	24	142
Guglielmo Limo Service	31	35	37	35	34	172
Paisano Transportation	19	20	17	20	18	94

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/21/2017 - LISA MARIJAJ SECRETARY

SCHEDULE "C"

Yonkers Car for Hire RFP results

(Cost per Trip)

<u>Zone 1</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
*Guglielmo	\$19	\$19	\$20
Agape	\$15	\$16	\$17
Paisano	\$15	\$15.50	\$16
*All County	\$22	\$22	\$22
<u>Zone 2</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
*Guglielmo	\$18	\$18	\$19
Agape	\$17	\$18	\$20
Paisano	\$15	\$15.50	\$16
*All County	\$22	\$22	\$22

* Represents the rates obtained following negotiation. The original rates proposed by Guglielmo were \$23, \$23 and \$24 respectively for both Zone 1 and Zone 2. The original rates proposed by All County were \$30, \$30 and \$30 respectively for both Zone 1 and Zone 2.