

63432

DATE: May 24, 2018

TO: The Honorable Board of Acquisition and Contract

FROM: Hugh J. Greechan, P.E.
Commissioner of Public Works and Transportation

Evan Latiner, Director
Office for People with Disabilities

RE: **Authority to enter into a contract with Act Now Limousine Services, Inc. for the provision of For Hire Car Services within the City of Peekskill and specific outlying areas to supplement Westchester County's ParaTransit service, for the period from June 1, 2018 through May 31, 2020 in an amount not to exceed \$500,000.00, payable at approved rates, with the County's option to renew the contract for one (1) additional one (1) year period. (Agreement No. DOTOP06-17)**

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 Act Now Limousine Services, Inc. ("Act Now") pursuant to which Act Now will provide For Hire Car Services within the City of Peekskill and specific outlying areas to supplement Westchester County's ParaTransit service, for the period from June 1, 2018 through May 31, 2020 (the "Agreement"). In consideration for services to be rendered, the County will pay Act Now at the rates set forth in Schedule "A", attached hereto and made a part hereof, not to exceed the aggregate sum of \$500,000.00 for the initial contract term. The County, at its sole option, may renew the Agreement for one (1) additional one-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 March 23, 2018, the County issued a Request for Proposals (the "RFP") seeking proposals from qualified car service operators to provide For-Hire Car Service within the City of Peekskill and specific outlying areas 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)

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proposals in response to the RFP from the following entities: Act Now, Assisted Transportation, Sarina's Limo and Car Service and Anellie's Transportation. Proposers were asked to submit two (2) categories of price proposals: "Per Trip" and "Zonal" (See Schedule "C"). Sarina's Limo and Car Service was deemed by the review committee to be non-responsive to the solicitation because it failed to complete its price proposal and other information required in the RFP instructions. Anellie's Transportation was deemed unqualified for consideration because it lacked the experience, equipment or man power necessary to perform the services. As between the remaining two proposers, Act Now and Assisted Transportation, the review committee selected Act Now as the highest ranked proposer based upon its qualifications and having submitted the lowest rates (See attached Schedule "B").

It should be noted that the Department ultimately decided to use the "Zonal" rates as set forth in Schedule "A", as they were deemed to be the most cost effective for the County.

This contract will serve a public purpose by providing a safe and reliable transportation service for County residents to supplement the County's paratransit services. 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.

HJG/CA/EL/jpg
Attachment

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 Act Now Limousine Services, Inc. ("Act Now") pursuant to which Act Now will provide For Hire Car Services within the City of Peekskill and specific outlying areas to supplement Westchester County's ParaTransit service, for the period from June 1, 2018 through May 31, 2020 (the "Agreement"); and be it further

RESOLVED, that in consideration for services rendered, the County shall pay Act Now at the rates set forth in Schedule "A", attached hereto and made a part hereof, not to exceed the aggregate sum of \$500,000.00 for the initial contract term; and be it further

RESOLVED, that the County, at its sole option, may renew the Agreement with Act Now for one 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.

Agreement No. DOTOP06-17

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
ParaTransit	101	44	2100	4925		\$125,000.00 (2018)
	101	44	2100	4925		\$250,000.00 (2019)
	101	44	2100	4925		\$125,000.00 (2020)

Budget Funding Year(s): 2018-2020 Start Date: June 1, 2018 End Date: May 31, 2020
 (must match resolution)

Funding Source: Tax Dollars \$500,000.00
 State Aid _____
\$500,000.00 Federal Aid _____
 (must match resolution) Other _____

SCHEDULE "A"

(1 of 3)

Peekskill For Hire Car Service

(Package 1)

With reference to the annexed Peekskill Zone Map, for rides originating within and ending within the same Zone 1 each eligible Bee-Line ParaTransit passenger will be required to pay \$5.00 per ride and the County will contribute the balance of the fare

Please provide a per ride price below designating the County's portion of the fare:

Eligible Bee-Line ParaTransit passenger portion of fare per ride	\$5.00
Package 1 - County's portion of fare per ride (bid amt. to be provided by Operator)	\$3.00
Total fare per ride collected by Operator	\$8.00

NOTES:

The County shall pay **half** of the County portion of the fare under this contract for properly documented "No-Show" trips.

For informational purposes only, for the year 2017, there will be an estimated or **approximately** 6,503 ParaTransit total ambulatory trips provided within the City limits of Peekskill and an additional 14,821 ParaTransit trips in the surrounding areas of as per zoning map. There is **no guarantee** as to how many trips will be required under this contract as it will depend on a number of factors, including but not limited to the choice of the rider.

Nothing contained herein shall be construed to limit the right of the County to utilize other transportation providers to provide these services, it being the intent of the County to award a non-exclusive contract and no amount of work is guaranteed hereunder.

SCHEDULE "A"
(2 of 3)

Peekskill For Hire Car Services

(Package 2)

With reference to the annexed Peekskill Zone Map, for rides listed below, each eligible Bee-Line ParaTransit passenger will be required to pay \$5.00 per ride and the County will contribute the balance of the fare;

Please provide a per ride price below designating the County's portion of the fares above:

Eligible Bee-Line ParaTransit passenger portion of fare per ride \$5.00

All Fares submitted should be the same for the return trips within these zones

Pick up in zone 1 drop off in zone 2 \$7.00

Pick up in zone 1 drop off in zone 3 \$17.00

Pick up in zone 1 drop off in zone 4 \$21.00

**Package 2 - County's portion of fare per ride
(Bid amt. to be provided by Operator) \$21.00**

Pkg 2 - Total fare per ride collected by Operator \$26.00

NOTES:

The County shall pay **half** of the County portion of the fare under this contract for properly documented "No-Show" trips.

For informational purposes only, for the year 2017, there will be an estimated or **approximately** 6,503 ParaTransit total ambulatory trips provided within the City limits of Peekskill and an additional 14,821 the surrounding areas of Peekskill and vicinity as per zoning map. There is **no guarantee** as to how many trips will be required under this contract as it will depend on a number of factors, including but not limited to the choice of the rider.

Nothing contained herein shall be construed to limit the right of the County to utilize other transportation providers to provide these services, it being the intent of the County to award a non-exclusive contract and no amount of work is guaranteed hereunder.

SCHEDULE "A"

(3 of 3)

Peekskill For Hire Car Services

(Package 3)

With reference to the annexed Peekskill Zone Map, for rides listed below, each eligible Bee-Line ParaTransit passenger will be required to pay \$5.00 per ride and the County will contribute the balance of the fare;

Please provide a per ride price below designating the County's portion of the above fares:

Eligible Bee-Line ParaTransit passenger portion of fare per ride \$5.00

All Fares submitted should be the same for the return trips within these zones

Pick up in zone 2 drop off in zone 3 \$17.00

Pick up in zone 2 drop off in zone 4 \$21.00

Pick up in zone 3 drop off in zone 4 \$21.00

**Package 3 - County's portion of fare per ride
(bid amt. to be provided by Operator) \$21.00**

Pkg 3 - Total fare per ride collected by Operator \$26.00

NOTE: The County shall pay **half** of the County portion of the fare under this contract for properly documented "No-Show" trips.

NOTES:

The County shall pay half of the County portion of the fare under this contract for properly documented "No-Show" trips.

For informational purposes only, for the year 2017, there will be an estimated or **approximately** 6,503 ParaTransit total ambulatory trips provided within the City limits of Peekskill and an additional 14,821 trips in the surrounding areas of vicinity as per zoning map. There is no guarantee as to how many trips will be required under this contract as it will depend on a number of factors, including but not limited to the choice of the rider.

Nothing contained herein shall be construed to limit the right of the County to utilize other transportation providers to provide these services, it being the intent of the County to award a non-exclusive contract and no amount of work is guaranteed hereunder.

SCHEDULE "B"

RFP Rating results for "For Hire Car Services" Peekskill & Vicinity

<u>Proposers</u>	<u>Experience</u> (30%)	<u>Staff Qualifications</u> (15%)	<u>Understanding Scope of Work</u> (20%)	<u>Adherence to Requirements</u> (25%)	<u>Intangibles</u> (10%)	<u>Totals</u>
Act Now	35	35	36	35	37	178
Assisted Transportation	24	25	20	22	19	110

*Ratings were based on each category being worth 60 points and then translated into a percentile of each category value

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SCHEDULE "C"

Peekskill Car for Hire RFP results

Rates Submitted		Price offer option 1	Bid Sheet # 1	Bid Sheet # 2	Bid Sheet # 3
		<i>Per trip 2018,2019,2020</i>	<i>Zones</i>	<i>Zones</i>	<i>Zones</i>
Act Now Limousine	Zone 1	21.00, 21.00, 22.00	\$3	7.00, 18.00, 22.00	18.00, 22.00, 22.00
	Zone 2	21.00, 21.00, 22.00			
Revised Rates	Zone 1	20.00, 20.00, 21.00	\$3	7.00, 17.00, 21.00	17.00, 21.00, 21.00
	Zone 2	20.00, 20.00, 21.00			
Assisted Transportation	Zone 1	13.00, 13.45, 13.91	\$3	16.00, 29.00, 38.00	35.00, 42.00, 48.00
	Zone 2	29.00, 29.85, 40.18			
Revised Rates	Zone 1	12.64, 13.08, 13.53		15.58, 28.32, 37.14	34.20, 41.06, 46.94
	Zone 2				
Sarinas Limo & Car Service	Zone 1	6.00, 6.00, 6.00	\$6	7.00, 10.00, 13.00	7.00, 10.00 13.00
	Zone 2				
Revised Rates	Zone 1				
	Zone 2				
Anellie's Transportation	Zone 1		\$10	22.00, 42.00, 60.00	
	Zone 2				
		These rates do not include			
		the \$5 fare from the rider			

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