

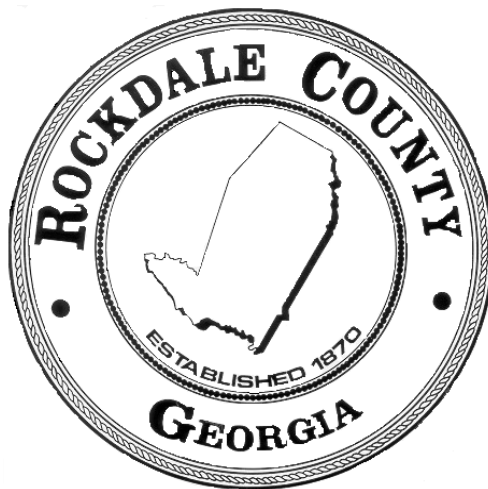
REQUEST FOR PROPOSALS

No. 25-05

ROCKDALE COUNTY, GEORGIA

April 23, 2025

ROCKDALE NON-EMERGENCY TRANSPORTATION SERVICES (RNET)



**ROCKDALE COUNTY FINANCE DEPARTMENT
PROCUREMENT OFFICE
958 Milstead Avenue
CONYERS, GA 30012
770-278-7552**

INTRODUCTION:

Rockdale County is requesting Competitive Sealed Proposals for the **Rockdale Non-Emergency Transportation Services (RNET)**. Instructions for preparation and submission of a proposal are contained in this packet. Proposals must be typed or printed in ink.

Rockdale County provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, handicap, or veterans' status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Rockdale County.

PURCHASING CONTACT FOR THIS REQUEST:

All questions concerning this RFP and all questions arising subsequent to award are to be addressed to the Purchasing Division via email to Adrienne Brown, at Adrienne.m.brown@rockdalecountyga.gov.

Rockdale County Finance Department
Purchasing Division
Attn: Adrienne Brown
958 Milstead Avenue
Conyers, GA 30012
Phone: (770) 278-7557, Fax: (770) 278-8910
E-mail: Adrienne.m.brown@rockdalecountyga.gov

To maintain a "level playing field", and to assure that all proposers receive the same information, proposers are requested **NOT** to contact anyone other than the contact above until after the award of the contract. Doing so could result in disqualification of the proposer.

PROPOSAL COPIES FOR EVALUATION:Technical Proposal:

One (1) hard copy, one (1) original hard copy, and one (1) USB Flash Drive in Adobe PDF format will be required for review purposes. (*Original must be clearly marked "Original" and the Copies clearly marked "Copies."*). Flash Drives that are blank or have incorrect information on them will not be acceptable and may be justification for disqualification. Check your Flash Drive(s) to ensure that they have the appropriate material on it before submitting.

Price Proposal:

One (1) hard copy of the price proposal form is required to be submitted in a separate sealed envelope labeled "Proposal Form". A copy of the Proposal Form must also be included on the USB Flash Drive.

CONTRACT TERM:

The Contract Term will be (1) year and will auto renew (2) additional one-year terms, unless cancelled in writing 30 days before the end of current term.

DUE DATE:

Sealed proposals will be received at the Rockdale County Finance Department, Procurement Division, 958 Milstead Avenue, Conyers, GA 30012 no later than **2:00 P.M., local time, Thursday, May 22, 2025**. Proposals received after this time will not be accepted.

QUESTIONS AND CLARIFICATIONS:

All questions and requests for clarifications concerning this RFP must be submitted to the Purchasing Division via email to Adrienne.m.brown@rockdalecountyga.gov no later than **2:00 p.m., local time, on Thursday, May 15, 2025**. It shall be the proposer's responsibility to seek clarification as early as possible prior to the due date and time. Written responses from the County to the questions it receives will be in an addendum and posted to the County's website at www.rockdalecountyga.gov, under Bid Opportunities. Questions or requests for clarifications received after this deadline will not receive a response.

ADDENDA:

Answers to questions submitted that materially change the conditions and specifications of this RFP will be issued in an addendum and posted to the County's website at www.rockdalecountyga.gov Bid Opportunities. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum.

It is the proposer's responsibility to check the Rockdale County website at www.rockdalecountyga.gov, Bid Opportunities for any addenda that may be issued, prior to submitting a proposal for this RFP.

QUALIFICATIONS OF OFFERORS:

Proposers must have a current business license from their home-based jurisdiction and provide a copy of that license with the submittal of their proposal response.

Proposals from any offeror that is in default on the payment of any taxes, license fees, or other monies due to Rockdale County will not be accepted.

Any contractor submitting a Proposal must complete the Contractor's Qualification Statement and Questionnaire if provided in this package.

In evaluating Proposals, the County may seek additional information from any contractor concerning such contractor's proposal or its qualifications to construct the Project.

DEBRIEFINGS:

In lieu of Post-Award debriefings, Rockdale County will provide the final evaluation Score Sheet. The Score Sheet will include the scores for all firms who responded and will typically be provided with a PDF file and e-mailed.

FINANCIAL STABILITY

The Offeror will provide financial information that would allow proposal evaluators to ascertain the financial stability of the firm.

- If a public company, the Offeror will provide their most recent audited financial report.
- If a private company, the Offeror will provide a copy of their most recent internal financial statement, and/or a letter from their financial institution, on the financial institution's letterhead, stating the Offeror is in good standing with that financial institution.

SELECTION PROCESS:

The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee.

This is a past performance/quality/price trade-off source selection in which competing offeror's past and present performance history and product quality will be evaluated on a basis approximately equal to price. Award will be made to the responsible offeror whose proposal represents the best value after evaluation in accordance with the factors listed below. Rockdale County Board of Commissioners may reject any or all proposals and to waive any technicalities or informalities if such action is in the county's interest.

Rockdale County may evaluate proposals and award a contract without discussions with offerors. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint. The County reserves the right to conduct discussions if the County later determines them to be necessary.

Proposers will be evaluated based on the following criteria and may be called in for an interview. The County intends to award the contract to the responsible and responsive contractor whose proposal is determined in writing to be the most advantageous to the County taking into consideration all of the evaluation criteria.

EVALUATION CRITERIA

Respondents will have their submissions evaluated and scored. Submissions will be evaluated to assess the respondent's ability to provide anticipated services. Rockdale County shall be the sole judge of the quality and the applicability of all statements of qualifications. Approach, scope, overall quality, local facilities, terms, and other pertinent considerations will be taken into account in determining acceptability. Selection Committee shall evaluate and rank the statements of qualifications based on the following point criteria:

Did the respondent demonstrate an understanding of PART I - NON-EMERGENCY TRANSPORTATION SERVICES PROPOSAL DESCRIPTION AND STANDARDS?	35
Did the respondent describe experience, qualifications per PART II-STATEMENT OF EXPERIENCE AND QUALIFICATIONS?	35
Did the respondent describe capacity to meet the set price in PART III-PRICE SUMMARY?	10
References - were the number of requested references provided? Did references meet the criteria stated in the CONTRACTOR'S QUALIFICATION STATEMENT AND QUESTIONNAIRE in SECTION: COMPANY EXPERIENCE – SIMILAR PROJECTS?	20
	100

INTERVIEWS

Interviews may be scheduled. Interviews will be informal and will provide respondents with an opportunity to answer any questions the selection team may have on a submission.

INSURANCE:

Before starting any work, the successful contractor must furnish to Rockdale County certificate(s) of insurance from companies doing business in Georgia. The Company shall maintain in full force and effect the following insurance during the term of the Agreement:

<u>Coverages:</u>	<u>Limits of Liability:</u>
Workers' Compensation	Statutory
Employers' Liability	\$1,000,000.00
Bodily Injury Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Property Damage Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Personal & Advertising Injury Limit	\$1,000,000.00
Products / Completed Ops.	\$2,000,000.00 aggregate
Automobile Bodily Injury	\$1,000,000.00 each person
Liability	\$1,000,000.00 each occurrence
Automobile Property Damage	\$1,000,000.00 each occurrence
Liability	
General Liability	\$1,000,000.00

All insurance shall be provided by an insurer(s) acceptable to the County and shall provide for thirty (30) days prior notice of cancellation to the County. Upon contract award, Contractor shall deliver to the County a certificate or policy of insurance evidencing Contractor's compliance with this paragraph. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

Rockdale, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies using ISO Additional Insured Endorsement forms CG 2010 or its equivalent. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of Rockdale County, Georgia.

The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best.

Certificates must contain policy number, policy limits, and policy expiration date of all policies. The Request for Proposals (RFP) number and project name must be inserted in the Description of Operations section of the certificate.

Certificates are to be issued to:

Rockdale County, Georgia
958 Milstead Avenue
Conyers, GA 30012

AWARD OF CONTRACT

The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee.

OPEN RECORDS

The contents of the proposals will not be made public until after an award and contract has been executed.

ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011

Vendors submitting a Qualification package in response to this RFP must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b)(1) which is provided with the RFP package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

- A. The form must be signed by an authorized officer of the contractor or their authorized agent.
- B. The form must be notarized.
- C. **The contractor will be required to have all subcontractors and sub-subcontractors who are engaged to complete physical performance of services under the final contract executed between the County and the contractor complete the appropriate subcontractor and sub-subcontractor affidavits and return them to the County a minimum of five (5) days prior to any work being accomplished by said subcontractor or sub-subcontractor. Format for this affidavit can be provided to the contractor if necessary.**

PIGGYBACKING

Rockdale County encourages and agrees to the successful bidder extending the pricing, terms and conditions of this solicitation or resultant contract to other governmental entities at the discretion of the successful bidder.

GENERAL INFORMATION

No proposals received after said time or at any place other than the time and place as stated in the notice shall be considered. No responsibility shall attach to Rockdale County for the premature opening of a proposal not properly addressed and identified.

WITHDRAWAL OF PROPOSAL:

A proposer may withdraw his proposal before the proposal due date, without prejudice to the proposer, by submitting a written request of withdrawal to the Rockdale County Procurement Office.

REJECTION OF PROPOSAL:

Rockdale County may reject any and all proposals and must reject a proposal of any party who has been delinquent or unfaithful in any formal contract with Rockdale County. Also, the right is reserved to waive any irregularities or informalities in any proposal in the proposing procedure. Rockdale County shall be the sole judge as to which proposal is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operations of the various proposers.

STATEMENT OF EXPERIENCE AND QUALIFICATIONS:

The proposer may be required, upon request, to prove to the satisfaction of Rockdale County that he/she has the skill, experience, necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any proposer is not satisfactory, the proposal of such proposer may be rejected. The successful proposer is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

NON-COLLUSION AFFIDAVIT:

By submitting a proposal, the proposer represents and warrants that such proposal is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, that the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from proposing and that the proposer has not in any manner sought by collusion to secure to that proposer any advantage over any other proposer.

INTEREST OF:

By submitting a proposal, the proposer represents and warrants that a Commissioner, Administrator, employee, nor any other person employed by Rockdale County has, in any manner, an interest, directly or indirectly, in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

DOCUMENTS DEEMED PART OF THE CONTRACT:

The notice, invitation to proposers, general conditions, and instructions for proposers, special conditions, specifications, proposal, and addenda, if any, will be deemed part of the contract.

STANDARD INSTRUCTIONS

1. The instructions contained herein shall be construed as a part of any proposal invitation and/or specifications issued by Rockdale County and must be followed by each proposer.
2. The written specifications contained in this proposal shall not be changed or superseded except by written addendum from Rockdale County. Failure to comply with the written specifications for this proposal may result in disqualification by Rockdale County.
3. All goods and materials shall be F.O.B. Destination Conyers, Georgia and no freight or postage charges will be paid by Rockdale County unless such charges are included in the proposal price.
4. The following number, RFP No. **25-05**, must be written clearly on the outside of each proposal envelope in order to avoid prior opening in error.
5. All proposals must be received and in-hand at proposal due date and time. Each proposer assumes the responsibility for having his/her proposal received at the designated time and place of proposal due date. Proposals received after the stated time and date may be subject to rejection without consideration, regardless of postmark. Rockdale County accepts no responsibility for mail delivery.
6. Unless otherwise stated, all proposals submitted shall be valid and may not be withdrawn for a period of 120 days from the due date.
7. Each proposal form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the proposal. When submitting a proposal to Rockdale County the Proposal Form must be submitted in a separate sealed envelope labeled "Proposal Form".
8. Rockdale County reserves the right to accept a proposal that is not the lowest price if, in the County's judgment, such proposal is in the best interest of the County and the public. The County reserves the right to reject any and all proposals.
9. Telephone, Emailed or Facsimile proposals will not be accepted.
10. No sales tax will be charged on any orders except for contracts that include construction materials being purchased through a third party.
 - i. Federal I.D. #58-6000882
 - ii. Sales Tax Exempt #308750008
11. If applicable, completed questionnaires must be signed manually. Rockdale County reserves the right to accept or reject any proposal on the basis of incomplete or inaccurate answers to the questionnaire.
12. If applicable, warranty information shall be provided.
13. Proposers shall state delivery time after receiving order.
14. Proposers shall identify any subcontractors and include an explanation of the service or product that they may provide.

PART I - NON-EMERGENCY TRANSPORTATION SERVICES PROPOSAL DESCRIPTION AND STANDARDS

I. Service Standards

The Rockdale County Board of Commissioners (BOC) is soliciting proposals from transportation providers to provide non-emergency transportation services for eligible clients. Trips are offered according to availability of grant funding and requirements. Dependable, prompt and courteous service is paramount to this contract. Award will be made to multiple providers to ensure adequate availability for clients.

II. Description of Services

Non-emergency transportation services will be provided at various times, including nights and weekends, within the State of Georgia as needed to Rockdale County program clients.

Non-Emergency Transportation – Adult Transport

Transportation to treatment services, employment, recovery support services and program required activities for authorized Rockdale County court-involved adults only.

Non-Emergency Transportation - Youth Transport

Transportation to treatment services and activities for Rockdale court-involved juveniles under 17 years old.

Transportation hours are to be from 7 am – 11 pm, seven days a week.

III. Description of Clients

Adult and Youth clients pre-approved for non-emergency travel services

Some clients may require an escort to assist them once they arrive at the medical appointment and/or parent to accompany them during the trip. Minor clients are prohibited from riding with adult clients during same ride.

IV. Driver Standards

The successful providers must comply with the following minimum driver requirements:

- Comply with all Federal, State and local policies with regard to confidentiality.
- Inform the appropriate County Staff of any difficulties experienced in transporting a client; whether related to safety, behavior, or any other reason.
- Submit vouchers and/or trip slips signed by driver and client as completed or by months end and payment for submitted vouchers is contingent upon the availability of grant funds.
- Provide a list of drivers with proof of training and certifications.
- Have sufficient resources to provide services under this contract.

V. Pick Up and Delivery Standards

The service providers must comply with the following minimum pick-up and delivery service requirements:

- Provide service as scheduled for pick-up and delivery to and from appointments on time, unless there are extenuating circumstances.
- Notify the client and appropriate County Staff in the event of problems or unavoidable delays as they occur.
- Advise scheduled clients of alternate pick-up arrangements. Excessive lateness or failure to keep scheduled transportation arrangements is a measure of poor performance and may lead to contract termination.
- Clients will be expected to respond and begin boarding the vehicle within five (5) minutes of arrival.

VI. Reporting & Monitoring Standards

- Problems and complaints called in to appropriate County Staff.
- Voucher/Billing information must be submitted by the end of month.
- Providers are required to respond to periodic surveys
- Trip logs
- County Staff shall monitor the successful Providers' performance
- County staff may ride on trips to monitor service
- Vehicles must be made available for inspection at any time

VII. Compliance and Training Standards

Top quality customer service is a key objective. All drivers utilized to deliver non-emergency transportation must have successfully completed the following training requirements:

- General Orientation
- Consumer Service, Courtesy, and Sensitivity Awareness
- Driver Conduct
- Vehicle Orientation, Pre-Trip inspections
- A Certified Defensive Driving Course
- Proper Handling and Securing of Mobility Aids
- Record Keeping Requirements
- Emergency Procedures
- A Certified Basic First Aid & CPR Course (current certification must be maintained)
- Drivers must pass the background investigation.
- Driver training will be held periodically by Rockdale County. Outside training will be considered. If approved, the driver/company is responsible for any outside training expenses.

VIII. Vehicle Standards

Vehicles and all components must comply with or exceed the manufacturer's state and federal safety and mechanical operating and maintenance standards for the particular vehicles and models used under this contract.

Vehicles must comply with all applicable federal laws. Any vehicle found non-compliant with Georgia Department of Motor Vehicle Safety (DMVS) licensing requirements, safety standards, RFP, or grant requirements must be removed from service immediately.

Provider(s) must make available:

- Vehicle for visual inspection by county staff
- Vehicle for photograph
- Copy of driver record for seven (7) years
- Copy of license
- Driver application and vehicle information sheet (VIN, year, model)
- Annual safety inspection by a certified mechanic

PART II-STATEMENT OF EXPERIENCE AND QUALIFICATIONS:

Please describe experience, qualifications, financial resources and an understanding of the PROPOSAL DESCRIPTION AND STANDARDS listed in Part I above.

Question	Answer
How will you provide the service identified? List the type of vehicle to be utilized.	
How will you address the needs (medical, physical, custodial, and psychiatric) of the client during the transport?	
How will you communicate non-medical emergencies such as car trouble, accidents to clients and staff?	
Describe your expertise in dealing with people that require patience at all times and may lead to unpredictable and crisis-laden situations.	
How will you handle any language barriers?	
Describe your experience in transporting individuals in wheelchairs or who use assistive devices.	
If applicable for the program, describe how your vehicle is equipped with child restraints in accordance with State law.	
How many vehicles are available for the transportation of clients?	

PART III-PRICE SUMMARY

ITEM #	APPROX. QUANTITY	DESCRIPTION	SET PRICE
1	1,800 rides	Transportation to treatment services, employment, recovery support services and program required activities for authorized Rockdale County court-involved adults only.	\$18.00 per trip including mileage and wait time
2	1,600 rides	Transportation to treatment services for Rockdale County court-involved juveniles under 17 years old who will be accompanied by a parent during the trip. The service provider will not charge any additional fees for client's escorts that have been approved.	\$18.00 per trip including mileage and wait time

PART IV- Addenda Acknowledgements (if applicable)

Each vendor is responsible for determining that all addenda issued by the Rockdale County Finance Department – Purchasing Division have been received before submitting a bid.

Addenda	Date Vendor Received	Initials
"1"		
"2"		
"3"		
"4"		
"5"		
"6"		

PART V- Vendor Information:

Vendor Information	
Company Name	
Address	
Telephone	
E-mail	
Representative (print name)	
Signature of Representative	
Date Submitted	

Affidavit Verifying Status for County Public Benefit Application

By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, County Georgia, I _____ . [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:

Date

Printed Name:

*

Alien Registration number for non-citizens

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _____, 202__.

Notary Public

My commission Expires:

***Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their registration number. Because legal permanent residents are included in the federal definition of “alien”, legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.

CONTRACTOR'S QUALIFICATION STATEMENT AND QUESTIONNAIRE

NAME OF PROPOSED CONTRACTOR: _____

I. INSTRUCTIONS

- A. All questions are to be answered in full. If copies of other documents will answer the question completely, they may be attached and clearly labeled. If additional space is needed, additional pages may be attached and clearly labeled.
- B. The owner, Rockdale County, Georgia, its agents and representatives, shall be entitled to contact each and every reference listed in response to this questionnaire, and each entity referenced in any response to any question in this questionnaire. By completing this questionnaire, the contractor expressly agrees that any information concerning the contractor in possession of said entities and references may be made available to the owner.
- C. Only complete and accurate information shall be provided by the contractor. The contractor hereby warrants that, to the best of its knowledge and belief, the responses contained herein are true, accurate, and complete. The contractor also acknowledges that the owner is relying on the truth and accuracy of the responses contained herein. If it is later discovered that any material information given in response to a question was provided by the contractor, knowing it was false, it shall constitute grounds for immediate termination or rescission by the owner of any subsequent agreement between the owner and the contractor. The owner shall also have and retain any other remedies provided by law.
- D. The completed form shall be submitted with contractor's proposals.
- E. This form, its completion by the contractor, and its use by the contractor, and its use by the owner, shall not give rise to any liability on the part of the owner to the contractor or any third party or person.

II. GENERAL BACKGROUND

- A. Current address of contractor: _____

- B. Previous Name or address of contractor: _____

- C. Current president or CEO and years in position: _____
- D. Number of permanent employees: _____
- E. Name and address of affiliated companies: _____

III. FINANCIAL STATUS

- A. Please attach financial statements for the past three years for which they are complete. If such statements are not available, please furnish the following information:

1. LAST COMPLETE FISCAL YEAR:

A. Revenues (Gross) _____

- | | | |
|----|--------------------------|-------|
| B. | Expenditures (Gross) | _____ |
| C. | Overhead & Admin (Gross) | _____ |
| D. | Profit (Gross) | _____ |

2. YEAR PRIOR TO “1” ABOVE:

- | | | |
|----|--------------------------|-------|
| A. | Revenues (Gross) | _____ |
| B. | Expenditures (Gross) | _____ |
| C. | Overhead & Admin (Gross) | _____ |
| D. | Profit (Gross) | _____ |

3. YEAR PRIOR TO “2” ABOVE:

- | | | |
|----|--------------------------|-------|
| A. | Revenues (Gross) | _____ |
| B. | Expenditures (Gross) | _____ |
| C. | Overhead & Admin (Gross) | _____ |
| D. | Profit (Gross) | _____ |

B. BANKRUPTCIES

1. Has the Contractor, or any of its parents or subsidiaries, ever had a Bankruptcy Petition filed in its name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).

2. Has any Majority Shareholder ever had a Bankruptcy Petition filed in his/her name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).

C. BONDING

1. What is the Contractor's current bonding capacity? _____
2. What is the value of the Contractor's work currently under contract? _____

IV. COMPANY EXPERIENCE – SIMILAR PROJECTS

- A. List three projects of reasonably similar nature, scope, and duration performed by your company in the last five years, specifying, where possible, the name and last known address of each owner of those projects:

Project #1:

Name and Address:

Date of Project:

Type of Project:

Contract Price:

Owner contact info:

Architect/Engineer contact info:
(if applicable)

Project #2:

Name and Address:

Date of Project:

Type of Project:

Contract Price:

Owner contact info:

Architect/Engineer contact info:
(if applicable)

Project #3:

Name and Address:

Date of Project:

Type of Project:

Contract Price:

Owner contact info:

Architect/Engineer contact info:
(if applicable)

V ARBITRATIONS, LITIGATIONS, AND OTHER PROCEEDINGS

Has your company been involved in any construction arbitration demands filed by, or against, you in the last five years? _____

Has your company been involved in any construction-related lawsuits (other than labor or personal injury litigation) filed by, or against, you in the last five years? _____

Has your company been involved in any lawsuits, proceedings, or hearings initiated by the National Labor Relations Board or similar state agency in the past seven years? _____

Has your company been involved in any lawsuits, proceedings, or hearings initiated by the Occupational Safety and Health Administration concerning the project safety practices of the Contractor in the last seven years? _____

Has your company be involved in any lawsuits, proceedings, or hearings initiated by the Internal Revenue Service, or any state revenue department, concerning the tax liability of the Contractor (other than audits) in the last seven years? _____

Have any criminal proceedings or investigations been brought against the Contractor in the last ten years? _____

If you answered yes to any of the questions above, please identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the proceeding (attach documentation if needed):

VI COMMENTS

Please list any additional information that you believe would assist the Owner in evaluating the possibility of using the Contractor on this Project. You may attach such additional information as an Exhibit to this Statement and Questionnaire.

I certify to the Owner that the information and responses provided on this Questionnaire are true, accurate and complete. The Owner, or its designated representative, may contact any entity or reference listed in this Questionnaire. Each entity or reference may make any information concerning the Contractor available to the Owner, or its designated representative.

Contractor:

Signature

Date

Title

Sworn to and subscribed before me

This _____ day of _____

Signature

Notary Public

My Commission Expires:

REFERENCES

Instructions: Type or clearly print all information.

Reference #1

Name of Project Owner: _____

Project Description and Location: _____

Contracted Dollar Amount: _____

Completed Dollar Amount: _____

Scheduled Completion Date: _____

Actual Completion Date: _____

Contact Person's Name: _____

Contact Phone: _____

Contact Fax: _____

Contact E-mail: _____

Reference #2

Name of Project Owner: _____

Project Description and Location: _____

Contracted Dollar Amount: _____

Completed Dollar Amount: _____

Scheduled Completion Date: _____

Actual Completion Date: _____

Contact Person's Name: _____

Contact Phone: _____

Contact Fax: _____

Contact E-mail: _____

Reference #3

Name of Project Owner: _____

Project Description and Location: _____

Contracted Dollar Amount: _____

Completed Dollar Amount: _____

Scheduled Completion Date: _____

Actual Completion Date: _____

Contact Person's Name: _____

Contact Phone: _____

Contact Fax: _____

Contact E-mail: _____

Representative's Signature: _____ Date: _____

NON-EMERGENCY TRANSPORTATION SERVICES AGREEMENT

The County reserves the right to advise this agreement as it is a sample

This Agreement is made as of the _____ day of _____, 2025, between _____ a Georgia limited liability company, ("Provider"), whose address is _____, and ROCKDALE COUNTY, GEORGIA, a political subdivision of the State of Georgia, whose address is 962 Milstead Avenue, Conyers, Georgia 30012 ("County").

1. Sale and Purchase

Provider hereby agrees to provide the County, and the County hereby agrees to procure from the Provider, non-emergency transportation services for eligible clients for the County.

2. Term and Termination

- 2.1 This Agreement shall be effective as of the date first set forth above. The term of this Agreement shall be for one (1) year ("Term"), from the date of this Agreement, unless and until terminated as provided below. This agreement has an option to renew two (2) additional 12-month terms.
- 2.2 Either party may terminate this Agreement by giving no less than thirty (30) days prior written notice to the other party.

3. Specifications

- 3.1 All transportation services provided by the Provider shall conform to the specifications set forth in Part I – Non-Emergency Transportation Services Description and Standards incorporated herein by reference, (hereinafter called "Services"), and attached as Attachment A hereto and made a part hereof.
- 3.2 Provider must furnish copies of licenses and permits prior to execution of this contract.
- 3.3 Provider must be licensed and insured during the term of the contract.

4. Services

- 4.1 Transportation services shall be provided to the County in accordance with the Services attached hereto as Attachment A and made a part hereof.
- 4.2 All work is subject to the availability of funds for this Agreement.

5. Price and Charges for Service(s)

- 5.1 All pricing is fixed through the term of this Agreement and shall be as set forth in, Part II- Price Summary, attached hereto as Attachment A and made a part hereof.
- 5.2 Contract pricing is as follows: _____ one-way trip per person or mileage at _____ per mile, whichever is greater, starting from the Rockdale County Courthouse to the location. County holiday, after hours, and last-minute requests rates are _____ one-way trip. One way out-of-county is _____. Out-of-county transportation will include all of Newton County (within a 12-mile radius from the courthouse). Also, included are Walton, DeKalb, and Henry counties (within a 5-mile radius of the Rockdale County border).
- 5.3 If there are any proposed price changes during any renewal of this Agreement, they must be submitted in writing to the Purchasing and Procurement Manager within sixty (60) days prior to Agreement expiration. Price changes may be proposed by either party no later than forty-five (45) days prior to Agreement renewal, based upon manufacturer price or industry price changes which must be supported with documentation. Price changes must be approved by the Purchasing and Procurement Manager and the representatives of the Courts.

6. Invoicing and Payment

- 6.1 Provider will be compensated for the services provided upon satisfactory and successful completion of the request at the costs set forth in in Part II-Price Summary attached as Attachment A and incorporated by reference. Provider must complete a form furnished by the courts accurately upon completion of each trip.
- 6.2 Provider shall invoice the County for the transportation services provided under this Agreement. All payments due Provider hereunder shall be made to Provider at the location indicated on the invoice. All invoices shall be payable net 30 days.
- 6.3 Invoice Delivery: Rockdale County Finance Department, P.O. Box 289, Conyers, GA 30012 and copy to: Accountability Court.
- 6.4 Invoice Submittal:

- a. Name and address of Provider
 - b. Detailed breakdown of all charges for the services or products delivered stating any applicable period of time
 - c. Invoices shall be based upon actual services rendered, and actual work performance.
- 6.5 Payment: Payment shall be tendered to the Provider upon acceptance and approval by the County for satisfactory compliance with the terms and conditions of the Contract and receipt of a valid, undisputed invoice.

7. Warranty

- 7.1 Provider warrants that the service shall conform to the specifications and express warranties set forth in the Attachment(s) and the time of delivery, Provider shall have good title and right to transfer the same and that the same shall be delivered free of encumbrances. THE FOREGOING WARRANTY IS THE SOLE WARRANTY AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, IN FACT OR BY LAW, INCLUDING, WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, ANY WARRANTY OF MERCHANTABILITY OF FITNESS FOR A PARTICULAR PURPOSE.
- 7.2. Provider warrants that it shall provide all transportation services in compliance with any applicable Federal, State and Local laws, rules, and regulations governing the providing of contract transportation services.
- 7.3. Provider is responsible to the County for acts and omissions of its employees, subcontractors, and agents. Provider shall maintain sufficient staff and personnel to provide the requested transportation services in a skilled and satisfactory manner so as not to delay transportation of Clients.
- 7.4 Neither payment nor any provision in this Agreement shall relieve the Provider of responsibility for providing services not in accordance with this Agreement and it shall remedy the same. The County shall give notice of defects or omissions with reasonable promptness. The Provider shall within ten (10) days and without expense to the County, correct, remedy, replace, or supply the omitted services. If the Provider does not make good the deficiency, correct, remedy or supply any omitted services within the time designated in notice from the County, the County may consider the failure to be an event of default and may terminate this Contract.

8. Indemnity

Each party hereby agrees to indemnify and hold harmless the other party from and form of action, lawsuit or claim brought by or on behalf of the indemnifying party's employees, agents or invitees and related in any way to Product or Equipment supplied by Provider under this Agreement. Each party expressly agrees that the obligation of indemnity under this Paragraph extends to an action, lawsuit or claim alleging negligence of the indemnitee. Provider shall comply with all insurance requirements set forth in Attachment B, Insurance Requirements, attached to this Agreement and incorporated by reference.

9. Limitation of Liability

- 9.1 No claim of any kind with respect to non-delivery of services shall be greater than the Unit Price payable hereunder for the service in respect to which such claim is made and County's sole and exclusive remedy (except for the remedy of cancellation for material default) for delivery of nonconforming service shall be replacement by Provider of a like quantity of conforming service at no additional cost to County.
- 9.2 Seller shall not be liable in contract or tort (including negligence and strict liability) for any other direct, or any direct, special, incidental or consequential damages arising out of its performance or non-performance hereunder.

10. Force Majeure

- 10.1 Neither party hereto shall be considered in default in the performance of its obligations hereunder (other than its obligation to make any payment of money hereunder), or be liable in damages or otherwise for any failure or delay or delay in performance which is due to strike, lockout, concerted act of workers or other industrial disturbance, fire, explosion, flood or other natural catastrophe, civil disturbance, riot or armed conflict whether declared or undeclared, curtailment, shortage, rationing or allocation or normal sources of supply of labor, materials, transportation, energy, or utilities, accident, act of God, delay of subcontractors or vendors, sufferance of or voluntary compliance with act of government and government regulations (whether or not valid), embargo, machinery or equipment breakdown, or any other cause whether similar or dissimilar to any of the causes or categories of cause describe above and which is beyond the reasonable control of the party claiming excuse hereunder.

- 10.2 Either party affected by an event described in Paragraph 10.1, shall, promptly upon learning of such event and ascertaining that it has or will affect its performance hereunder, give notice to the other party, stating the nature of the event, its anticipated duration and any actions being taken to avoid or minimize its effect.

11. Other Supply Source

- 11.1 Provider acknowledges that County may purchase such services from other qualified vendors during the term of this contract.

12. General Provisions

- 12.1 This Agreement is subject to acceptance by a duly authorized representative of Provider.
- 12.2 This instrument together with any terms and conditions of Provider's Attachments(s) hereto constitutes the entire agreement between the parties. No terms and conditions in any form of purchase order, order acknowledgment or other acceptance forms of County issued with respect to this transaction shall alter the terms hereof any objection is hereby made to all such additional or different terms. Acceptance is expressly limited to the terms offered herein. No modification or waiver of this Agreement shall bind Provider unless in writing and signed and accepted by a duly authorized representative of Provider.
- 12.3 Any dispute between the parties relating to this Agreement which cannot be resolved with reasonable promptness shall be referred to each party's senior manager in an effort to obtain prompt resolution. Neither party shall commence any action against the other until the expiration of 60 days from the date of referral to such senior managers; provided however, this shall not preclude a party from instituting an action seeking injunctive relief to prevent irreparable damage to such party.
- 12.4 Provider acknowledges that they will be working as a contractor of the County and that said relationship between Provider and County can be severed at any time. Provider acknowledges that they are an independent contractor with the County and not an employee or agent of the County, and consequently Provider shall be responsible for the procurement of their own health, liability and worker's compensation insurance policies while working as a contractor. The selection, retention, assignment, direction and payment of Provider's employees and subcontractors shall be the sole responsibility of the Provider.
- 12.5 Notice: Any notice or other communication required or permitted to be given under this Agreement must be in writing and must be mailed by overnight delivery or certified mail, postage prepaid, so that the notifying party can prove delivery of notice and the date thereof, and addressed as follows:

To the County:

Rockdale County Finance Department - Purchasing
Attn: Tina Malone
P.O. Box 289
Conyers, GA 30012

To the Provider:

The addresses stated in this paragraph may be changed by the respective parties upon a documented notice delivered in advance, pursuant to this paragraph.

- 12.6 If any provision of this Agreement is held invalid by any law and /or regulation, all other provisions hereof shall continue in full force and effect.
- 12.7 This Agreement shall be governed by and construed according to the laws of the State of Georgia without giving effect to its conflicts of laws provisions.
- 12.8 In the event of conflict between the terms of this Agreement and any of its Attachments, the terms of the Attachment shall govern.

By signing this Agreement, the parties acknowledge that they have read each and every page of this Agreement before signing same and that they understand and assent to all the terms thereof. In addition, by signing this Agreement, the parties acknowledge that they are entering into this Agreement freely and voluntarily and under no compulsion or duress. For purposes of executing this Agreement and any Change Orders, electronic/scanned/photocopied signatures shall be as valid as the original.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the date and year first written above.

Rockdale County, Georgia**Provider Information:**

By: _____
JaNice Van Ness, Chair & CEO

By: _____
Owner or Authorized Representative

Attest:

Witness:

Jennifer Rutledge, Executive Director
County Clerk

Approved as to form:

M. Qader A. Baig, County Attorney

Attachment A

PART I - NON-EMERGENCY TRANSPORTATION SERVICES PROPOSAL DESCRIPTION AND STANDARDS**IX. Service Standards**

The Rockdale County Board of Commissioners (BOC) is soliciting proposals from transportation providers to provide non-emergency transportation services for eligible clients. Trips are offered according to availability of grant funding and requirements. Dependable, prompt and courteous service is paramount to this contract. Award will be made to multiple providers to ensure adequate availability for clients.

X. Description of Services

Non-emergency transportation services will be provided at various times, including nights and weekends, within the State of Georgia as needed to Rockdale County program clients.

Non-Emergency Transportation – Adult Transport

Transportation to treatment services, employment, recovery support services and program required activities for authorized Rockdale County court-involved adults only.

Non-Emergency Transportation - Youth Transport

Transportation to treatment services and activities for Rockdale court-involved juveniles under 17 years old.

Transportation hours are to be from 7 am – 11 pm, seven days a week.

XI. Description of Clients

Adult and Youth clients pre-approved for non-emergency travel services

Some clients may require an escort to assist them once they arrive at the medical appointment and/or parent to accompany them during the trip. Minor clients are prohibited from riding with adult clients during same ride.

XII. Driver Standards

The successful providers must comply with the following minimum driver requirements:

- Comply with all Federal, State and local policies with regard to confidentiality.
- Inform the appropriate County Staff of any difficulties experienced in transporting a client; whether related to safety, behavior, or any other reason.
- Submit vouchers and/or trip slips signed by driver and client as completed or by months end and payment for submitted vouchers is contingent upon the availability of grant funds.
- Provide a list of drivers with proof of training and certifications.
- Have sufficient resources to provide services under this contract.

XIII. Pick Up and Delivery Standards

The service providers must comply with the following minimum pick-up and delivery service requirements:

- Provide service as scheduled for pick-up and delivery to and from appointments on time, unless there are extenuating circumstances.
- Notify the client and appropriate County Staff in the event of problems or unavoidable delays as they occur.
- Advise scheduled clients of alternate pick-up arrangements. Excessive lateness or failure to keep scheduled transportation arrangements is a measure of poor performance and may lead to contract termination.
- Clients will be expected to respond and begin boarding the vehicle within five (5) minutes of arrival.

XIV. Reporting & Monitoring Standards

- Problems and complaints called in to appropriate County Staff.
- Voucher/Billing information must be submitted by the end of month.
- Providers are required to respond to periodic surveys
- Trip logs
- County Staff shall monitor the successful Providers' performance
- County staff may ride on trips to monitor service
- Vehicles must be made available for inspection at any time

XV. Compliance and Training Standards

Top quality customer service is a key objective. All drivers utilized to deliver non-emergency transportation must have successfully completed the following training requirements:

- General Orientation
- Consumer Service, Courtesy, and Sensitivity Awareness
- Driver Conduct
- Vehicle Orientation, Pre-Trip inspections
- A Certified Defensive Driving Course
- Proper Handling and Securing of Mobility Aids
- Record Keeping Requirements
- Emergency Procedures
- A Certified Basic First Aid & CPR Course (current certification must be maintained)
- Drivers must pass the background investigation.
- Driver training will be held periodically by Rockdale County. Outside training will be considered. If approved, the driver/company is responsible for any outside training expenses.

XVI. Vehicle Standards

Vehicles and all components must comply with or exceed the manufacturer's state and federal safety and mechanical operating and maintenance standards for the particular vehicles and models used under this contract.

Vehicles must comply with all applicable federal laws. Any vehicle found non-compliant with Georgia Department of Motor Vehicle Safety (DMVS) licensing requirements, safety standards, RFP, or grant requirements must be removed from service immediately.

Provider(s) must make available:

- Vehicle for visual inspection by county staff
- Vehicle for photograph
- Copy of driver record for seven (7) years
- Copy of license
- Driver application and vehicle information sheet (VIN, year, model)
- Annual safety inspection by a certified mechanic

PART II-STATEMENT OF EXPERIENCE AND QUALIFICATIONS:

Please describe experience, qualifications, financial resources and an understanding of the PROPOSAL DESCRIPTION AND STANDARDS listed in Part I above.

Question	Answer
How will you provide the service identified? List the type of vehicle to be utilized.	
How will you address the needs (medical, physical, custodial, and psychiatric) of the client during the transport?	
How will you communicate non-medical emergencies such as car trouble, accidents to clients and staff?	
Describe your expertise in dealing with people that require patience at all times and may lead to unpredictable and crisis-laden situations.	
How will you handle any language barriers?	
Describe your experience in transporting individuals in wheelchairs or who use assistive devices.	
If applicable for the program, describe how your vehicle is equipped with child restraints in accordance with State law.	
How many vehicles are available for the transportation of clients?	

PART III-PRICE SUMMARY			
ITEM #	APPROX. QUANTITY	DESCRIPTION	SET PRICE
1	1,800 rides	Transportation to treatment services, employment, recovery support services and program required activities for authorized Rockdale County court-involved adults only.	\$18.00 per trip including mileage and wait time
2	1,600 rides	Transportation to treatment services for Rockdale County court-involved juveniles under 17 years old who will be accompanied by a parent during the trip. The service provider will not charge any additional fees for client's escorts that have been approved.	\$18.00 per trip including mileage and wait time

Attachment B

INSURANCE REQUIREMENTS

Before starting any work, the successful contractor must furnish to Rockdale County certificate(s) of insurance from companies doing business in Georgia. The Company shall maintain in full force and effect the following insurance during the term of the Agreement:

Coverages:

Limits of Liability:

Workers' Compensation	Statutory
Employers' Liability	\$1,000,000.00
Bodily Injury Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Property Damage Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Personal & Advertising Injury Limit	\$1,000,000.00
Products / Completed Ops.	\$2,000,000.00 aggregate
Automobile Bodily Injury	\$1,000,000.00 each person
Liability	\$1,000,000.00 each occurrence
Automobile Property Damage	\$1,000,000.00 each occurrence
Liability	
General Liability	\$1,000,000.00

All insurance shall be provided by an insurer(s) acceptable to the County and shall provide for thirty (30) days prior notice of cancellation to the County. Upon contract award, Contractor shall deliver to the County a certificate or policy of insurance evidencing Contractor's compliance with this paragraph. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

Rockdale, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies using ISO Additional Insured Endorsement forms CG 2010 or its equivalent. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of Rockdale County, Georgia.

The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best.

Certificates must contain policy number, policy limits, and policy expiration date of all policies. The Request for Proposals (RFP) number and project name must be inserted in the Description of Operations section of the certificate.

Certificates are to be issued to:

Rockdale County, Georgia
958 Milstead Avenue
Conyers, GA 30012