

**RFP #06-FSP-01**

**PROPOSAL REQUIREMENTS**

**Part A - Proposal Letter**

Date: \_\_\_\_\_

To: GLORIA BUSBY  
SACRAMENTO TRANSPORTATION AUTHORITY  
901 F STREET, SUITE 210  
SACRAMENTO, CA 95814

In response to the Request for Proposals (RFP) #06-FSP-01 for the Sacramento Metropolitan Freeway Service Patrol, the undersigned hereby declares that he/she has carefully read and examined the RFP documents, including any plans and specifications, and hereby proposes to perform and complete the Work as set forth in the Scope of Services and sample Contract document.

The undersigned Proposer agrees to supply the services at the costs indicated in its cost proposal if it is selected as primary contractor or back up contractor within 90 days from the date specified in the RFP for receipt of proposals.

If awarded a Contract, the undersigned agrees to execute formal Contract Documents which will be prepared by the AUTHORITY for execution, within 10 calendar days following notice of selection, and will deliver to the AUTHORITY prior to execution of the Contract the necessary original Certificates of Insurance.

Incorporated herein and made a part of this Proposal is Attachment A which includes the Bid Submittal form; a Work Plan Description; Business, Financial, and Towing Service References; Resumes of Contractor and Authorized Representative(s); and Proposed Vehicle List.

The undersigned acknowledges receipt, understanding, and full consideration of the following Addenda to the RFP Documents:

Addenda No.: \_\_\_\_\_

Proposer represents that the following person is authorized to negotiate on its behalf with the AUTHORITY in connection with this RFP:

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(Name)(Title)(Phone)

The undersigned certifies that he/she has examined and is fully familiar with all of the provisions of the RFP Documents and is satisfied that they are accurate; that he/she has carefully checked all the words and figures and all statements made in the Proposal Requirements; that he/she has satisfied himself/herself with respect to other matters pertaining to the proposal which in any way affect the work or the cost thereof. The undersigned hereby agrees that AUTHORITY is not responsible for any errors or omissions in these RFP Documents.

Proposer's Business Address  
and Telephone/Fax Numbers:

BY: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Type or Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Company)

## **Part B - Contents of Proposal**

### 1. GENERAL FORMAT OF PROPOSAL

Proposal shall be prepared on 8-1/2" x 11" paper, with all text clear of binding. Use of 11" x 17" foldout sheets should be limited.

A complete original proposal package **and 3 copies** shall be submitted for each price proposal.

### 2. PROPOSAL CONTENT

The Proposal shall contain the following information:

#### A. Proposal Letter

Completed Proposal Letter from Part A of the Proposal Requirements

#### B. Completed Attachment A

Bid Submittal Form. The proposal price shall be based on an hourly cost for supplying the required number of FSP vehicles and operators for the beat's hours of operation as described in Attachment A of the Scope of Services as well as for all labor, materials, tools, fuel (operating as well as for motorists), equipment, operating costs, insurance, overhead, and incidentals as defined in the Request for Proposal.

The proposal price shall also take into consideration that operators are required to attend mandatory training classes and shall be paid by the contractor for attending said classes.

Work Plan Description. The proposal shall include a description of the work required to fulfill the Scope of Services. Proposer should refine and/or expand the Scope of Services in the RFP to reflect the particular plan they would use to implement the program. Proposer shall address any problems that he/she envisions to be associated with the work and provide specific suggestions for avoiding these problems.

Business, Financial, and Towing Service References. Each proposal shall be accompanied by letters of reference from individuals, financial institutions, creditors, towing services, law enforcement agencies, service clubs, etc., who are keenly aware of Proposer's experience and capabilities with regard to business practices, financial stability, and towing services provided. References from family members and/or relatives will not be considered.

Resumes of Contractor and Authorized Representative. Each proposal shall be accompanied by resumes of contractor and authorized representative listing pertinent information, i.e. name, driver's license number, years of experience, and references.

B. Completed Attachment B

Proposed Vehicle List. Each proposal shall include the year, manufacturer, model, current mileage, and vehicle identification number (VIN) of each truck that will be used for the project. This information should be entered on the table in Attachment B. If a potential proposer does not currently own the vehicles, but plans to acquire the vehicles, a statement as to how these vehicles will be acquired and the timeline for acquisition shall be provided.

B. Completed Attachment C

Contribution Disclosure Form. Each proposal shall include a completed STA Contribution Disclosure Form per Section 84308 of the California Political Reform Act.

## ATTACHMENT A

### 1. BID SUBMITTAL FORMS

THIS PROPOSAL IS FOR BEAT(S) # \_\_\_\_\_

TOTAL # OF TOW/SERVICE TRUCKS: \_\_\_\_\_ / \_\_\_\_\_

NAME:

TITLE:

COMPANY:

ADDRESS:

TELEPHONE #:

BUSINESS LICENSE #:

**OR** TAX CERTIFICATE AND TOW OPERATOR PERMIT #'S:

LICENSE CLASSIFICATION:

#### PROPOSAL:

Proposal should take into consideration all vehicles, equipment, operating cost, insurance, training classes, personnel, tools, fuel (for motorists as well as vehicles), supplies, expendable items, incidentals, etc. Please refer to the Scope of Services to ensure that all possible costs are covered in the proposal.

COST PER HOUR PER TOW TRUCK: \$ \_\_\_\_\_

COST PER HOUR PER SERVICE TRUCK: \$ \_\_\_\_\_

TOTAL COST PER HOUR FOR THIS PROPOSAL: \$ \_\_\_\_\_

AUTHORIZED SIGNATURE:

DATE:

## **ATTACHMENT A, *continued***

### **2. WORK PLAN**

Describe how you propose to perform the work contained in the Scope of Services as set forth in this RFP. Attach additional sheets as necessary.

## **ATTACHMENT A, *continued***

### **3. BUSINESS, FINANCIAL, AND TOWING SERVICE REFERENCES**

Attach letters of reference here from individuals, financial institutions, creditors, towing services, law enforcement agencies, service clubs, etc., who are keenly aware of Proposer's experience and capabilities with regard to business practices, financial stability, and towing services provided. Do not attach references from relatives.

**ATTACHMENT A, *continued***

**4. RESUMES OF CONTRACTOR AND AUTHORIZED REPRESENTATIVE**

Attach resumes here of contractor and authorized representative(s) listing pertinent information such as name, driver's license number, years of related experience, and references.



## ATTACHMENT B

### PROPOSED VEHICLE LIST

YEAR	MANUFACTURER	MODEL	CURRENT MILEAGE	VEHICLE IDENTIFICATION NUMBER (VIN)	GVWR	CURRENTLY OWNED? YES/NO*

\* If vehicle is not currently owned by Proposer, please attach additional sheets as necessary to explain vehicle procurement plan.

# CONTRIBUTION DISCLOSURE FORM

This form is to be completed and submitted to satisfy the specific condition of California's Political Reform Act (Section 84308) to disclose campaign contributions. This form is to disclose campaign contributions to any member of the Sacramento Transportation Authority Governing Board (as listed below).

**Sacramento Transportation Authority Governing Board** (as of July, 2006)

*Dan Briggs, Linda Budge, B. Teri Burns, Illa Collin, Steve Cohn, Ken Cooley, Roger Dickinson, Steve Eggert, Heather Fargo, Rob Fong, Lauren Hammond, Kerri Howell, Roberta MacGlashan, Kevin McCarty, Virginia Moose, Andy Morin, Don Nottoli, Bonnie Pannell, Barbara Payne, Susan Peters, Sophia Scherman, Sandy Sheedy, James Shelby, Randy Shelton, Jeff Slowey, Teresa Stanley, Ray Tretheway, and Robbie Waters*

**IDENTIFICATION OF VENDOR OR CONTRACTOR** (please print)

Company Name:

Authorized Representative:

Address:

Check ONE of the following:

- Our company, agents, or majority shareholders DID NOT make aggregated contributions to any STA Governing Board member totaling more than \$250.00 in the 12 months preceding the submission date of our proposal.
- Our company, agents, or majority shareholders made aggregated contributions to one or more of the STA Governing Board members totaling more than \$250.00 in the 12 months preceding the submission date of our proposal listed below. Contribution(s) made to:

\_\_\_\_\_ *Print Name*

\_\_\_\_\_ *Print Name*

\_\_\_\_\_ *Print Name*

\_\_\_\_\_ *Print Name*

\_\_\_\_\_ *Print Name*

\_\_\_\_\_ *Print Name*

\_\_\_\_\_ *Print Name*

\_\_\_\_\_ *Print Name*

*(attach additional sheets as necessary to complete disclosure)*

**CERTIFICATION**

\_\_\_\_\_  
*Signature of Authorized Representative*

\_\_\_\_\_  
*Date*

Print Name: