

BIDDERS COMPANY NAME

Request for Proposal # 6076

Transportation Services

Prepared By:

Washtenaw County Purchasing
Administration Building
P.O. Box 8645
220 N. Main B-35
Ann Arbor, MI 48107

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WASHTENAW COUNTY

Finance Department

Purchasing Division

P.O. Box 8645, 220 N. Main, Ann Arbor, MI 48107-8645

Phone (734) 222-6760, Fax (734) 222-6764

REQUEST FOR PROPOSAL# 6076

June 5, 2003

Washtenaw County is accepting bids for transportation services to customers of **Community Support and Treatment Services, Employment Training and the Foster Grandparent programs of Washtenaw County**. These customers all live within Washtenaw County and need to be transported to and from various sites for appointments, work assignments and other commitments around Washtenaw County, with most rides from the Ypsilanti and Ann Arbor area. There will be approximately 6,000-10,000 rides per year.

The number of transports will vary from month to month depending on the needs of Community Support and Treatment Services, Employment Training and the Foster Grandparent Programs. The contract term for this bid is from October 1, 2003 to September 30, 2006.

Sealed Proposals: Vendor will deliver one (1) original and two (2) copies to the following address:

**Washtenaw County
Administration Building
Purchasing Division
220 N. Main St. Room B-35
P.O.Box 8645
Ann Arbor, MI. 48107**

By 3:30 pm on Thursday, June 26, 2003.

This submission shall include the entire Request For Proposal document and any amendments if issued.

Proposals received after the above-cited time will be considered a late quote and are not acceptable unless waived by the Purchasing Manager.

- Please use the attached self-addressed label or the envelope must be clearly marked "SEALED RFP # 6076.
- Please direct purchasing and procedural questions regarding this RFP to Anne Strieter (734) 222-6760 or strietera@ewashtenaw.org
- Please direct specific technical questions regarding this RFP to Susan Sweet Scott at (734) 544-3048 or Coral Lehman at (734) 544-6717.

I. GENERAL INFORMATION

Definitions: “**County**” is Washtenaw County in Michigan.

“**Bidder**” is an individual or business submitting a bid to Washtenaw County.

“**Contractor**” One who contracts to perform work or furnish materials in accordance with a contract.

Purpose of Proposal:

Washtenaw County is accepting bids for transportation services to customers of **Community Support and Treatment Services, Employment Training and the Foster Grandparent programs of Washtenaw County**. These customers all live within Washtenaw County and need to be transported to and from various sites for appointments, work assignments and other commitments around Washtenaw County, with most rides from the Ypsilanti and Ann Arbor area. There will be approximately 6,000-10,000 rides per year.

The number of transports will vary from month to month depending on the needs of Community Support and Treatment Services, Employment Training and the Foster Grandparent Programs. The contract term for this bid is from October 1, 2003 to September 30, 2006.

It is expected that Washtenaw County Program riders will be picked up and dropped off at the scheduled times and dropped off as close to the entrance of the door of the building they are to enter as possible.

Each transportation vehicle must have a communication radio or a device to communicate with a home base station. It is expected that the most direct route will be utilized.

All transportation vehicles must meet all state and federal requirements.

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Proposal Terms

- A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, Vendor's qualifications and capabilities to provide the specified service, and other factors which Washtenaw County may consider, including past performance in providing service to Washtenaw County under contract.
- B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interest of the County even if it is not the lowest bid.
- C. The price quotations stated in the bidders proposal will not be subject to any price increase from the date on which the proposal is opened at the County Purchasing Office to the mutually agreed to date of bid.
- D. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the bid may result in the cancellation of any award.
- E. In the event it becomes necessary to revise any part of the RFP, addenda will be provided to all bidders. Deadlines for submission of the RFP's may be adjusted to allow for revisions. The entire proposal document with any amendments should be returned in triplicate to the Washtenaw County Purchasing Department on or before the time specified.
- F. Proposals should be prepared simply and economically providing a straight forward, concise description of the vendor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. NO erasures are permitted. Mistakes may be lined through and corrected and must be initialed in ink by the person signing the proposal.

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Table of Contents:

A completed Bid will consist of:

- A. The vendor's qualifications, years in business, staff profile and experience qualifying them to provide safe, reliable transportation. **(Attach as addenda A)**
- B. References: List three (3) references from current corporate or government customers. Include name, contact name and phone number. **(Attach as addenda B)**
- C. Describe your transportation fleet. Include the number, and types of vehicles. **(Attach as Addenda C)**
- D. Review Terms and Conditions Section (p. 3) and concur that these provisions will be met. **(Attach as Addenda D)**
- E. Review Contract Provisions Section (p. 5-8) and concur that these provisions will be met. **(Attach as Addenda E)**
- F. State how background checks are made of your drivers. Briefly outline your process for training and orienting new drivers. **(Attach as Addenda F)**
- G. Statement of a policy and practice for drug screening. Identify your measures of tolerance. **(Attach as Addenda G)**
- H. Outline your process for responding to customer complaint. **(Attach as Addenda H)**
- I. Outline scheduling and arrival time frames. **(Attach as Addenda I)**

Failure to include all of the following information may result in disqualification of the proposal.

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Terms and Conditions

Award:

Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Vendor's qualifications and capabilities to provide the specified service, and other factors which the County may consider. The County does not intend to award a bid fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a bid would be awarded and negotiations would be undertaken with that Vendor whose proposal is deemed to best meet the County's specifications and needs.

The county has a right to use more than one vendor for each department requirements.

Term of Bid:

The bid will be in effect from October 1, 2003 through September 30, 2006.

For price increases to be considered, information justifying the price increase must be submitted to the Purchasing Division at least 60 days prior to the increase effective date and must be approved by the Departments and the Purchasing Manager.

Inspection of Facilities:

Community Support and Treatment Services, Employment Training, Foster Grandparent program and the Purchasing Division reserves the right, before making an award to have the premises of the bidder inspected, or to take any other action necessary to determine fitness, reliability and ability to perform. The inspection could check the physical location, facilities, equipment, vehicles, spare parts and/or equipment for ability to comply with the conditions of the bid.

Invoicing:

Invoices should be documented in writing with date of service, and number of miles as details of each trip. Invoices will be mailed to the address and attention of the authorized department site liaison. Community Support and Treatment Services, Employment Training and the Foster Grandparent program will only reimburse the Vendor for trips requested for which an authorized Cab Voucher has been completed by authorized department staff. The Vendor receiving the award will receive a list of authorized requestors for each site and the names and addresses of the persons to whom billings are to be forwarded.

Drivers will not be allowed to solicit monetary or other tips from the customers they are transporting. On each invoice, the purchase order number should be indicated.

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Insurance Requirements:

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage. Insurance companies, named insureds and policy forms shall be subject to the approval of the Washtenaw County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to:

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Contract Provisions

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions, which will become a part of any formal agreement. These provisions are general principles, which apply to all contractors of service to Washtenaw County:

SERVICE CONTRACT (**NAME OF CONTRACTOR**)

AGREEMENT is made this _____ day of _____, 2003, by the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107 ("County") and (**NAME OF CONTRACTOR**) located at (**CONTRACTOR'S ADDRESS**) ("Contractor").

In consideration of the promises below, the parties mutually agree as follows:

ARTICLE I - SCOPE OF SERVICES

The Contractor will (**SPELL OUT SCOPE OF SERVICE**)

ARTICLE II - COMPENSATION

Upon completion of the above services and submission of invoices the County will pay the Contractor an amount not to exceed (**SPELL OUT DOLLAR AMOUNT**).

ARTICLE III - RECIPIENT RIGHTS PROVISION

The CONTRACTOR agrees:

1. To strictly comply with all Recipient Rights provisions of the Michigan Mental Health Code (Public Act 290 of 1995) and Michigan Department of Community Health Administrative ("MDCHA") Rules.
2. To post a copy of a Washtenaw Community Health Organization "WCHO" provided Summary of Rights as guaranteed by the Mental Health Code and Administrative Rules ("AR") in a conspicuous place at the service site.
3. To (a) develop and implement policies and procedures as required by MHC 752, and to provide such to the County which shall have the documents reviewed and approved by the WCHO-ORR per MHC 755(5); or (b) to comply with and adhere to WCHO policies and procedures as required by MHC 752, which are attached and incorporated by reference. (See Attachment A)

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To comply with the mechanisms established by WCHO for protecting recipient rights and shall

Accept the final jurisdiction of the WCHO Recipient Rights Office. To implement appropriate

Remedial action for substantiated violations of rights guaranteed by the MDHCA and AR.

4. Those WCHO Rights Office representatives shall have access at any time to all staff, recipients, service records, and services of the CONTRACTOR in order to fulfill its monitoring function of that office or to conduct a thorough investigation. CONTRACTOR's employees are required to cooperate with the rights officer during an investigation.
5. To provide or assure that appropriate action is taken to ensure protection for complainants and rights staff if evidence of harassment or retaliation occurs regarding an alleged rights violation or rights complaint.
6. To monitor the safety and welfare of recipients while they are under its service supervision pursuant to this contract. To provide immediate comfort and protection to and assure immediate medical treatment for any recipient who has suffered physical injury. To verbally report the death, serious injury, suspected abuse, neglect, or sexual abuse, or any other serious alleged rights violation of a recipient, to the WCHO Rights Office/designee immediately if possible but no later than the next working day. To document on designated forms, within 24 hours of the alleged occurrence. To report all other alleged right violations of a recipient to the Supports Coordinator/designee by telephone as soon as possible but no later than the start of the next working day, and shall document in writing on an incident report form within 24 hours of the occurrence.
7. To notify the appropriate public agency as required by law regarding any suspected abuse, neglect, sexual abuse, or death of any service recipient (Family Independence Agency, Protective Services - Adults and Children, CIS Licensing, Law enforcement and other public agencies as applicable). The CONTRACTOR shall post a copy of said laws in a conspicuous place.
8. To allow individuals, who properly identify themselves as representatives of Michigan Protection and Advocacy, access to program premises, recipients, and service records in compliance with Sections 748(8) and 931 of the Mental Health Code. Such access will be utilized in a reasonable manner so as not to interfere with the program participants planned activities.
9. To maintain the confidentiality of information regarding recipient in compliance with Sections 748 and 750 of the Mental Health Code.

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10. That all employees receive training on recipient rights within 30 days of hire. Employees shall not work alone with recipients until they have completed this immediate rights orientation on definitions of abuse, neglect, and mandated reporting requirements. Such training shall be the responsibility of the CONTRACTOR. New employees shall receive a complete rights training by a Recipient Rights Officer within one quarter of the date of hire. The WCHO-ORR shall provide rights training monthly for CONTRACTOR'S new employees, or more frequently if necessary as determined by the WCHO-ORR. All employees are to retake the rights class offered by a Recipient Rights Officer, every two years. It is the responsibility of the CONTRACTOR to keep track of their employees' rights training, assure employees retake the rights class every two years, to maintain clear and easily accessible records of all rights training received by staff, and those training records shall be subject for review by the WCHO-ORR.

11. To comply with WCHO mechanisms required by the MDCH Managed Specialty Supports and Services Contract for recipient's/applicant's to pursue resolution of complaints regarding services and supports managed and/or delivered by WCHO. Specifics of these mechanisms (rights complaints, Medicaid grievances, disputes, DCH fair hearings) are set forth in the attached document (WCCMH Livingston/Washtenaw Substance Abuse Coordinating Agency Consumer Grievances and Appeals policy) and incorporated by reference into the contract To be in compliance with the Bullard-Plawecki Employee Right to Know Act, PA 397 of 1978, assuring that employees are given written notice under the conditions and as detailed in that Act.

County, through its Agreement with the WCHO agrees:

1. To provide the CONTRACTOR with copies of Chapter 7 of the Michigan Mental Health Code, Michigan Department of Community Health Administrative Rules and WCHO's Recipient Rights related policies.

2. To ensure that WCHO's Recipient Rights Officer notifies the CONTRACTOR and Rights Advisor of complaints received regarding clients of the CONTRACTOR within twenty-four hours when client abuse or neglect is alleged, and within one week for all other complaints.

3. To provide training, technical assistance and consultation to the CONTRACTOR as necessary to develop and maintain a recipient rights protection system.

4. To reserve the rights to terminate this contract for failure to comply with recipient rights policies and/or remedial actions, if client abuse and/or neglect is substantiated and to remove any client, placed pursuant to this contract, whom County deems is in immediate danger at the Agency.

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ARTICLE IV - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to (DEPARTMENT HEAD TITLE) and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE V - TERM

This contract begins on **(MONTH, DAY, YEAR)** and ends on **(MONTH, DAY, YEAR)**.

ARTICLE VI - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

ARTICLE VII - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VIII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insureds and policy forms shall be subject to the approval of the Washtenaw County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the County Administrator, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

ARTICLE IX - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE X - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any

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personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE XI - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XII - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XIII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XIV - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XV - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XVI - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XVII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XVIII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XIX – LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$9.09 per hour with benefits or \$10.66 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 30, 2003 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees

ARTICLE XX - CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XXI - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXII - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

ARTICLE XXIII –POLICIES, PROCEDURES, ADMINISTRATIVE DIRECTIVES AND HIPPA

The CONTRACTOR agrees to follow those polices, procedures and administrative directives or other documents as specified by the CSTS. During the term of this Contract, CSTS shall be responsible for advising the CONTRACTOR of any applicable modifications to the Mental Health Code and any changes in the CSTS Policies and Procedures or to the MDCH Administrative Rules promulgated according to the Michigan Administrative Procedures Act of 1969, PA 306 of 1969, as amended which shall have a bearing on the performance of this Contract. The CONTRACTOR shall expressly acknowledge receipt of any such changes during the period of this Contract. The CONTRACTOR shall ensure compliance with all provisions and directives listed in the CSTS Provider Manual.

The CONTRACTOR shall be in compliance with all of the aspects in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Administrative Simplification section, Title II, Subtitle F, regarding standards for privacy and security of PHI (protected health information) as outlined in the Act.

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COST SHEET

Inclusive rate per mile \$ _____

Inclusive rate with additional adult passengers \$ _____

Any other additional charges:

SIGNATURE PAGE

Signature	Company Name		
Print Name	Company Address		
Title	City	St.	Zip
Telephone #	Fax #		
Federal Tax ID #	<u>CHECK ONE</u> Partnership _____ Non Profit Corp. _____ Profit Corp. _____ Other _____		

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.