

**HURON COUNTY DEPARTMENT OF JOB & FAMILY SERVICES
REQUEST FOR PROPOSAL**

Notice is hereby given that separate, sealed bids will be received by The Huron County Job & Family Services at The Huron County Department of Job & Family Services, 185 Shady Lane Drive, Norwalk, Ohio where bids will be publicly opened for Transportation Services and read aloud at 10:00 a.m., local time on June 1, 2011 at 185 Shady Lane Drive, Norwalk, Ohio.

Bids will be subject to the Specifications, General Requirements and General Terms and Conditions set forth by the Huron County Department of Job & Family Services contained in the bid packet which is available by contacting Judy Loughton, Huron County Department of Job & Family Services at 419-668-8126, Extension 3108.

Bids will be awarded to the vendor with the lowest total price that adequately addresses the requested service requirements.

Huron County Department of Job & Family Services reserves the right to reject any and all bids not in compliance with this proposal.

All costs directly or indirectly related to this request will be the sole responsibility of the applicant. This request does not constitute an offer. Acceptance of pricing does not commit Huron County Department of Job & Family Services to award a Bid.

Bids must be accompanied by a certified check, cashier's check or letter of credit drawn to the order of the Huron County Treasurer, or a bid bond with a company satisfactory to the Board of Huron County Commissioners, for the total amount of the bid, in accordance with Ohio Revised Code section 153.54.

A PRE-BID MEETING will be held at the Huron County Department of Job & Family Services, 185 Shady Lane Drive, Norwalk, Ohio 44857 on May 25, 2011, at 1:00 p.m. local time.

Notice is hereby given that separate sealed Bids will be received by **the HURON COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES** at 185 Shady Lane Drive, Norwalk, Ohio on June 1, 2011 at 10:00 a.m., local time, when Sealed Bids will be opened publicly and read out loud.

The closing date and time of receipt of Bids is June 1, 2011 at 10:00 a.m., local time. Any Sealed Bid not received by that time and date will not be considered.

SERVICE REQUIREMENTS:

Proposed services to be addressed:

1. To provide transportation to:
 - a. TANF, Medicaid and Title XX eligible individuals and families so that children may be cared for in their own home or in the homes of relatives.
 - b. TANF, Medicaid and Title XX eligible individuals for medical or counseling services to promote coordination of care and collaboration with medical providers.
 - c. TANF, Medicaid and Title XX eligible individuals and families for the purpose of promoting job preparation and employment.
2. Ability for transportation to be arranged by either HCDJFS or the customer depending on the type of program eligibility.
3. Transportation will be provided using a prepaid voucher or ticket system with a minimum of ten (10) punches or trips.

PROVIDER RESPONSIBILITIES:

1. Provider will provide vehicles that must have wheel chair accessibility.
2. Provider will be responsible for providing necessary information for audit purposes.
3. Provider will follow guidelines established by HCDJFS.
4. Provider will be responsible for providing Comprehensive and Liability Insurance.
5. Maintenance and upkeep of vehicles will be sole responsibility of the Provider.
6. Provider will provide all fuel.
7. Provider will pick up and drop off at locations that the customer or HCDJFS designates.
8. Provider will make available broad riding hours to enable customers access to required services.
9. Drivers will be employees or sub-contractor of the Provider.

BID GUIDELINES:

Sealed Bids must be submitted with one (1) original (clearly marked as such), and two copies of all proposed materials, in one sealed package.

Proposals may be submitted via regular mail or in person. The envelope must be clearly marked **Request for Proposal for Huron County Dept of Job & Family Services, Transportation Proposal**. Faxed or E-Mail proposals will not be accepted.

Bids must be assembled according to the following outline and format.

- All items in the bid must be submitted in the same order as listed in bid packet, including same format. All attachments must be completed and returned with bid.
- Bids must be typewritten (not smaller than 12 pt. Font), single-spaced, single sided, on standard 8 ½ x 11 plain white paper.
- Bid Cover Page, with name of entity submitting proposal, Federal I.D. number, contact person and telephone number.
- Non-Collusion Affidavit

- Representations, Assurances, and Certifications
- Americans with Disabilities Act and Compliance Statement
- Drug Free Workplace Requirement Certification
- Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion lower tier-covered transactions.
- Non-Discrimination and Equal Opportunity Certification
- Certificate of Liability Insurance
- Delinquent Personal Property Tax Form completed
- Findings for Recovery Database Search completed
- Describe in detail your proposed services and how the services will work
- Describe how you expect to staff this program or service

Bids shall be addressed to:

Huron County Department of Job & Family Services
 Judy Loughton, Fiscal Specialist
 185 Shady Lane Drive
 Norwalk, Ohio 44857

Bids will be subject to General Requirement and the General Terms set forth by the Huron County Department of Job and Family Services. Huron County Department of Job and Family Services will have the final decision making authority. They also have the right to reject any and all proposals and to make selections on a discretionary basis.

BID POLICY:

Providers may withdraw a proposal by submitting a written request for withdrawal to Huron County Department of Job & Family Services within 72 hours after the proposal due date.

All proposals become the property of Huron County Department of Job & Family Services and will be a matter of record.

ANTICIPATED TIME FRAMES:

Release of bid	May 18, 2011
Pre-Bid Meeting	May 25, 2011
Bid due date	June 1, 2011

If you have any questions about the requirements of this bid or feel that special circumstances apply to your bid, please submit questions in writing to loughj@odjfs.state.oh.us Attention: Transportation and it will be posted and answered on the Huron County Department of Job & Family Services website. www.huroncountydjfs.org These questions must be received prior to or presented at the scheduled pre-bid conference.