

Attachment 4: Instructions for the Bid Rate Sheets home52 Transportation

General Instructions:

- Bidders are required to complete the Zones and Capacity worksheet.
- Bidders are required to complete the 5 bid rate sheets - (1) Year 1 Bid Rates, (2) Year 2 Bid Rates and (3) Year 3 Bid Rates (4) Year 4 Optional Renewable and (5) Year 5 Optional Renewable.

Please see Section Five: Pricing of the RFP for additional information.

Zones and Capacity:

- Bidders are encouraged to bid on both dedicated and non-dedicated options. Bidders are required to complete the Zone and Capacity worksheet (Attachment 4a) in order for the bid to be considered complete. Bidders who propose to bid on non-dedicated vehicles must complete Table 1 (Zones) and Table 2 (Non-Dedicated Capacity). Bidders who propose to assign dedicated vehicles must complete Table 3 (Fleet).

Table 1: Dedicated Vehicle Rates

• Dedicated Vehicle are contracted using a Rate per Revenue Vehicle Hour (RVH). Transportation will be purchased in blocks of time from 4-7.5 hours and 8 plus hours. Bidders are not required to submit bids for both blocks of time but may choose 4-7.5, 8 plus or both. The vehicle per hour is measured from the first client pick-up to the last client drop off. Transportation hours are 6 a.m. to 6 p.m. Monday – Saturday. The bidder must provide transportation in all 6 of the Hamilton County zones outlined in Attachment 2. The bid rate per RVH must include all costs associated with the following:

- o Providing through the door assistance when necessary;
- o Hands on assistance;
- o Equipment; and
- o Administrative costs

Bidders proposing to assign dedicated vehicles to home52 must complete the following:

1. Enter a RVH for each vehicle type available to furnish services from 4-7.5 hours

OR

2. Enter a RVH for each vehicle type available to furnish services from 8 plus hours

OR

3. Enter a RVH for 4-7.5 hours and a RVH for 8 plus hours

At a minimum, a dedicated vehicle must be available for 4-7.5 hours. Please remember there are 5 Bid Rates sheets - one for each year.

Tables 2a and 2b: Non-Dedicated Vehicle Rates

- Non-Dedicated Vehicle Rate - The rate must include all costs associated with a one-way trip to transport the client from their respective zone to their destination. The costs should include the following:
 - o Providing through the door assistance when necessary;
 - o Hands on assistance;
 - o Equipment; and
 - o Administrative costs
- Non-Dedicated Vehicle Base plus Mileage Rate -Table 2a: Please enter the base rate and per mile charge for each of the mileage options and for each type of trip you propose to bid upon.
- Non-Dedicated Vehicle Per Mile Rate - Table 2b: Please enter the per mile rate charge for each type of trip you propose to bid upon.
- Non-Dedicated Vehicle - Extended Wait Time: Bidders providing rates on non-dedicated vehicles are also required to provide an extended wait time rate per unit. One unit is the equivalent of 15 minutes. Please enter a wait time fee per each 15 minutes after the driver has waited the initial 15 minutes for a client. Bidders proposing to utilize non-dedicated vehicles for home52 must complete Table 2a and Table 2b in order for the bid to be complete. Please remember there are 5 Bid Rates sheets - one for each year.

**Please note non-dedicated vehicles will be contracted by either a base rate plus mileage OR a rate per mile option. If the base rate plus mileage option is selected, home52 will select one of the proposed tier structures (1, 5 or, 10 miles) for the rate proposed by each bidder.*