



**North Iowa Area Council of Governments**  
525 6th Street S.W. • Mason City, Iowa 50401  
641-423-0491 • 641-423-1637 fax  
niacog@niacog.org

## MEMO

DATE: March 15, 2018  
TO: Interested Parties  
FROM: Kevin Kramer, Transit Administrator  
RE: Transit System Proposals

The North Iowa Area Council of Governments, which serves as the Region 2 Transit System, is seeking proposals for transit service in the following areas:

Cerro Gordo County, Iowa  
Clear Lake, Iowa  
Franklin County, Iowa  
Floyd County, Iowa  
City of Charles City, Iowa  
Hancock County, Iowa  
Kossuth County, Iowa

City of Algona, Iowa  
Winnebago County, Iowa  
City of Forest City, Iowa  
City of Lake Mills, Iowa  
City of Northwood, Iowa  
Worth County, Iowa

These services are currently operated and are on a three year competitive bidding cycle.

General information, is enclosed, on the systems, as well as, a format for proposals. Detailed "Bid Packets" are available, upon request. Proposals must be submitted by 4:30 p.m., April 16, 2018 and sent to the attention of: Kevin Kramer, Transit Administrator, North Iowa Area Council of Governments, 525 Sixth Street S.W. Mason City, Iowa 50401-5058. Proposals must be placed in a sealed envelope and clearly marked; "**Transit System Proposal**".

If you have any questions or need further information, contact Kevin Kramer, Transit Administrator by calling (641) 423- 0491 ext 17 or by email at: [kkramer@niacog.org](mailto:kkramer@niacog.org).

## **PUBLIC NOTICE**

Proposals will be accepted at the office of the North Iowa Area Council of Governments (NIACOG) until 4:30 p.m., on April 16, 2018 for the provision of transit service for the period from July 1, 2018 through June 30, 2021, in the following areas:

The North Iowa Area Council of Governments, which serves as the Region 2 Transit System, is seeking proposals for transit service in the following areas:

Cerro Gordo County, Iowa  
Clear Lake, Iowa  
Floyd County, Iowa  
City of Charles City, Iowa  
Franklin County, Iowa  
Hancock County, Iowa  
Kossuth County, Iowa

City of Algona, Iowa  
Winnebago County, Iowa  
City of Forest City, Iowa  
City of Lake Mills, Iowa  
City of Northwood, Iowa  
Worth County, Iowa

These services are currently operated and are on a three year competitive bidding cycle.

Proposals must be delivered, in a sealed envelope, clearly marked; “TRANSIT SYSTEM PROPOSAL”, to the attention of: Kevin Kramer, Transit Administrator. Information concerning the specific service to be provided in each of these areas and the requirements of the proposal may be obtained by contacting the North Iowa Area Council of Governments, 525 Sixth Street S.W., Mason City, Iowa 50401-5058, phone: (641) 423-0491; FAX: (641) 423-1637; E-mail: [kkramer@niacog.org](mailto:kkramer@niacog.org).

**CERRO GORDO COUNTY**

**REQUESTED TRANSIT SERVICE**

**FISCAL YEAR 2019-21**

**March 15, 2018**

**Cerro Gordo County Transit**

The provider will operate a demand-response transit service, available to all residents of Cerro Gordo County, for travel within the County. Service will operate Monday through Friday during the hours of 7:00 a.m. - 5:00 p.m., except holidays. This service will not be available for travel within incorporated cities where accessible service is established.

Five (5) vehicles for this service are provided through the Region 2 Transit System.

**Clear Lake Transit (*a.k.a C.A.R.T.*)**

The provider will operate a demand-response transit service within the city limits of Clear Lake, Iowa. Service will operate Monday through Friday, during the hours of 7:00 a.m. - 5:00 p.m., except holidays.

The provider will coordinate with the Cerro Gordo County provider to facilitate travel for passengers within Clear Lake and the surrounding area to travel to/from Mason City.

Two (2) vehicles for this service are provided through the Region 2 Transit System.

**North Iowa Commuter Express (N.I.C.E.) Shuttle**

The provider will operate a fixed route transit service from Mason City, Iowa to Forest City, Iowa and return. Service will operate Monday through Friday, during the hours of 5:00 a.m. to 7:00 a.m. and 2:30 p.m. to 4:30 p.m., except holidays.

Two (2) vehicles for this service are provided through the Region 2 Transit System.

**FLOYD COUNTY, IOWA**  
**REQUESTED TRANSIT SERVICE**  
**FISCAL YEAR 2015-17**  
May 6, 2014

**FLOYD COUNTY TRANSIT**

Operate a demand - response service within the County of Floyd County, Monday through Friday, from 8:00 a.m. - 5:00 p.m., except holidays. Daily service is provided to Mason City and other points within Region 2 on an as needed basis.

Two (2) vehicles for this service are provided through the Region 2 Transit System.

**CHARLES CITY TRANSIT**

Operate a demand - response service within the City of Charles City, Monday through Friday, from 8:00 a.m. - 5:00 p.m., except holidays.

Three (3) vehicles for this service are provided through the Region 2 Transit System.

**COMPREHENSIVE SYSTEMS, INC.**

Provide transportation for consumers of services offered by Comprehensive Systems, Inc., in a coordinated manner with other services offered in Floyd, Mitchell and Cerro Gordo Counties and make backup or supplemental vehicles available, as needed to other services.

Twenty two (22) vehicles for this service are provided through the Region 2 Transit System.

**FOSTER GRANDPARENTS PROGRAM, INC.**

Provide transportation for participants in the Foster Grandparents Program on a subscription service basis, operating approximately seven hours per day, Monday through Friday throughout the school year. Coordinated service to the general public, will be made available on space availability basis.

Two (2) vehicles are provided through the Region 2 Transit System.

**FRANKLIN COUNTY**  
**REQUESTED TRANSIT SERVICE**  
**FISCAL YEAR 2019-21**  
**March 15, 2018**

**Franklin County Transit**

The provider will operate a demand - response transit service, within and outside of Franklin County from 8:00 a.m. - 5:00 p.m., Monday through Friday, except holidays. Service will operate in a coordinated manner with other transit providers within the Region to serve all parties in need of transportation within Franklin County.

The provider will operate transit services for the Access, Inc. Work Activity Center and Adult Day Services at the Meadows Group Home and or the Hampton Center.

The provider will operate transit service for consumers of Access, Inc. for other scheduled activities outside of the 8:00 a.m. to 5:00 p.m., Monday - Friday service window.

Nine (9) vehicles are provided through the Region 2 Transit System.

**HANCOCK COUNTY**  
REQUESTED TRANSIT SERVICE  
FISCAL YEAR 2019-21  
March 15, 2018

**Hancock County Transit**

The provider will provide transportation service available to all residents of Hancock County, for travel within the eight county Region. The service will be open and available to the public at all times. Service will operate in a coordinated manner with other transit providers within the Region to serve all parties in need of transportation within Hancock County from 8:00 a.m. - 5:00 p.m., Monday through Friday, except holidays.

Two (2) vehicles are provided through the Region 2 Transit System.

**KOSSUTH COUNTY**  
REQUESTED TRANSIT SERVICE  
FISCAL YEAR 2019-21  
March 18, 2018

PROVIDERS

**City of Algona**

Transit service is provided for public transit service within the city limits of Algona, from the hours of 8:00 a.m. - 4:30 p.m., Monday through Friday, holidays excepted.

**Kossuth County Transit**

The provider will operate a demand-response transit service, available to all residents of Kossuth County, for travel within the eight county Region. Service will operate Monday through Friday during the hours of 8:00 a.m. - 5:00 p.m., except holidays. Additional service is provided daily to Mason City and return.

Two (2) vehicles are provided through the Region 2 Transit System.

**MITCHELL COUNTY**  
REQUESTED TRANSIT SERVICE  
FISCAL YEAR 2019-21  
March 18, 2018

**Mitchell County Transit**

The provider will operate a demand-response transit service, available to all residents of Mitchell County, for travel within the eight county Region. Service will operate Monday through Friday during the hours of 8:00 a.m.- 5:00 p.m., except holidays.

Three (3) vehicles for this service are provided through the Region 2 Transit System.



**WINNEBAGO COUNTY, IOWA**  
**REQUESTED TRANSIT SERVICE**  
**FISCAL YEAR 2018-21**  
**March 15, 2018**

**WINNEBAGO COUNTY TRANSIT**

Operate a demand-response service within Winnebago County, for the general public, Monday through Friday, from 8:00 a.m. - 5:00 p.m., except holidays. Daily service is provided to Mason City and other points within Region 2 on an as needed basis.

Two (2) vehicles are provided through the Region 2 Transit System.

**FOREST CITY TRANSIT**

Operate a demand - response service within the City of Forest City, Monday through Friday, 8:00 a.m. - 4:00 p.m., except holidays.

One (1) vehicle for this service is provided through the Region 2 Transit System.

**MOSAIC - NORTH CENTRAL IOWA**

Provide transportation for consumers of services offered by Mosaic – North Central Iowa, in a coordinated manner with other services offered in Winnebago County and make backup or supplemental vehicles available, as needed to other services.

Six (6) vehicles for this service are provided through the Region 2 Transit System.

**LAKE MILLS TRANSIT**

Operate a transit service within the City of Lake Mills on a demand - response basis, Monday through Friday, 8:15 a.m. - 4:15 p.m. Sunday service will operate seasonally from October through April.

One (1) vehicle for this service is provided through the Region 2 Transit System.

**WORTH COUNTY**

**REQUESTED TRANSIT SERVICE  
FISCAL YEAR 2019-21  
March 15, 2018**

**NORTHWOOD TRANSIT**

The provider will operate a transit service within the City of Northwood on a demand response basis, 8:00 a.m. - 4:30 p.m., Monday through Friday, except holidays.

One (1) vehicle is provided through the Region 2 Transit System.

**WORTH COUNTY TRANSIT**

The provider will operate a demand-response transit service available to all residents of Worth County for travel within the county. Service will operate Monday through Friday, 7:30 a.m. - 5:00 p.m., except holidays. Service will be available during the same days and hours to/from any destination within Region 2 to/from any destination within Worth County in a coordinated manner with other transit providers within the Region.

Two (2) vehicles are provided through the Region 2 Transit System.

## FORMAT FOR PROPOSAL

The following items must be included in your proposal for the provision of transit service. Please follow this format to complete your proposal. Failure to submit all the required information will be cause for disqualification.

- County or city in which Transit Services will be Provided:
  
- Service Area:
  
- Name of Owner/Operator:
  
- Address:
  
- Telephone Number:
  
- FAX Number:
  
- E-mail:
  
- Describe, in detail, how service will be provided.
  
- Do you propose any changes to the service as explained in the background materials? If so, what are these changes?
  
- The days of operation shall be:
  
- The hours of operation shall be:
  
- Describe the method of dispatching that will be used:
  
- Transportation shall be provided by the use of the following vehicle(s):

- The maintenance program for the fleet shall consist of. Provide sample documents of maintenance history records
  
- Specific staffing/personnel/hiring policies shall include (attach personnel policy if applicable):
  
- Describe the experience which you have in operating transit services:
  
- As described, in the current contracts, specific insurance requirements apply. How shall you meet these requirements?
  
- Total Cost of Operation, broken down by category of expenditures, such as salaries, benefits, fuel, maintenance, insurance, telephone, dispatching, accounting, supervision, etc. using enclosed budget worksheet.
  
- Fee charged to NIACOG for services and/or subsidy amount, would be:
  
- List two professional references:

Signature of Owner/Operator:

This proposal is a true indication of the transit services I/this agency intend to provide if my proposal is accepted:

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

The successful bidder for each service area will complete contract negotiations with the NIACOG staff.

**IOWA TRANSIT VENDOR/SERVICE PROVIDER CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The \_\_\_\_\_ as a  
*(Name of Vendor or Service Provider)*

Participant in an FTA grant, certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department of agency;
2. Have not within a three (3)-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public *(Federal, State, or local)* transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicated for or otherwise criminally or civilly charged by governmental entity *(Federal, State, or Local)* with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions *(Federal, State, or Local)* terminated for cause of default.

*If the transit vendor or service provider is unable to certify to any of the statements in this certification, the vendor/service provider shall attach an explanation to this certification.)*

The \_\_\_\_\_ certifies or  
*(Name of Vendor or Service Provider)*

affirms the truthfulness and accuracy of the contents of the statement submitted on or with this certification and understands that the provisions of 31 U.S.C. Sections 3801 Et. Seq. Are hereby applicable.

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

By \_\_\_\_\_  
*(Name)*

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

**CERTIFICATION OF COMPLIANCE  
WITH BID SPECIFICATIONS**

I hereby certify that all services which may be provided under attached bid proposal shall meet or exceed the minimum specifications dated March 15, 2018 issued by the North Iowa Area Council of Governments.

By: \_\_\_\_\_  
(signature)

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE \_\_\_\_\_

FAX \_\_\_\_\_

Webpage \_\_\_\_\_

Email \_\_\_\_\_

**NON-COLLUSION BIDDING CERTIFICATION**

I hereby swear (or affirm) under the penalty for perjury:

- 1. That I am the bidder (if the bidder is an individual), a partner in the bid (if the bidder is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the bidder is a corporation);
- 2. That the attached bid(s) have been arrived by the bidder independently and have been submitted without collusion and without any agreement, understanding, or planned common course of action with any other vendor or materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition;
- 3. That the contents of the bid(s) have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid(s), and will not be communicated to any such person prior to the official opening of the bid(s); and
- 4. That I have fully informed myself regarding the accuracy of the statements made in the affidavit.

Signature\_\_\_\_\_

Firm Name\_\_\_\_\_

Date\_\_\_\_\_

**BUDGET WORKSHEET**

<b>ITEM</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>
<b>Salaries</b> (see salary sheet)			
<b>Withholdings</b>			
<b>Unemployment</b>			
<b>Work Comp</b>			
<b>Med/Dental Benefits</b>			
<b>Pension Benefits</b>			
<b>Fuel</b>			
<b>Maintenance</b>			
<b>Insurance</b> (liab. D&O,etc.)			
<b>Telephone</b>			
<b>Postage</b>			
<b>Advertising</b>			
<b>Training</b>			
<b>Drug/Alcohol Testing</b>			
<b>Dispatching</b> (see salary sheet)			
<b>Accounting</b> (see salary sheet)			
<b>Supervision</b> (see salary sheet)			
<b>Other</b> (identify)			
<b>TOTAL COST</b>			
<b>Revenues</b>			
<b>OPERATING DEFICIT</b>			



