RFP No. 506-14

Request for Proposal #506-14
Freeway Service Patrol Services

Issue Date: 4/22/2014
Response Deadline: 5/20/2014 @ 11:00am

Scope of Work

Pursuant to Ohio Revised Code 5501.71 et seq., ODOT is soliciting proposals for a public-private partnership between the State of Ohio and a private proposer. The proposer shall provide a Freeway Service Patrol (FSP) on designated routes at specified times in support of an Ohio Freeway Management System for the six metropolitan areas including Akron/Canton, Cincinnati, Cleveland, Columbus, Dayton, and Toledo. Detailed information of the coverage areas is attached in Appendix A. The purpose of the FSP is to provide congestion relief which may include assisting motorists and/or other service personnel in incident situations including, but not limited to: mechanically disabled vehicles, crashes, lost motorists, sick or injured motorists, pedestrians or animals on the roadway, removal of non-hazardous debris, vehicle or brush fires, fuel leaks, and assistance to law enforcement officers. All FSP services will be provided free of charge. FSP drivers shall not accept or solicit gratuities or favors of any sort, nor shall they recommend specific tow, repair, or body shop businesses unless specifically authorized by ODOT.

Contract Duration

The initial contract is for the period of November 1, 2014 through June 30, 2017. The contract may be renewed for periods of two years.

Preliminary Timeline

The following is a preliminary timeline for the procurement of services. These dates are subject to change at ODOT's discretion.

- April 22, 2014 – Issuance and Advertisement of RFP
- May 7, 2014 – Mandatory Pre-proposal Conference for all interested parties
- May 20, 2014 – Proposal Due Date (11:00am deadline)
- May 20, 2014 through May 28, 2014 – Scoring and proposal selection
- May 28, 2014 through June 10, 2014 – Negotiations with selected proposer
- June 10, 2014 – Execution of Freeway Service Patrol Contract with selected Program Manager

- November 1, 2014 – Selected Program Manager begins FSP operations statewide

Proposal Delivery
Sealed submissions for this Request for Proposal will be received until 11:00 am Eastern Time on **May 20, 2014** at the following location:

Ohio Department of Transportation
Office of Contracts, Purchasing Services
1980 W. Broad Street – Mail Stop 4110
Columbus, OH 43223

No proposals will be accepted after the time specified. No facsimile transmissions will be accepted. ODOT reserves the right to reject any or all proposals.

Timely receipt of proposals will be determined by the date and time the proposal is received at the address specified. Receipt of proposals in the ODOT Mail Room or any other ODOT office shall not be considered timely. Hand delivery is encouraged to assure timely receipt. Proposals received after the deadline will be stamped for time and date and returned unopened.

All materials submitted in accordance with this solicitation become the property of the State of Ohio and shall not be returned. All materials submitted in accordance with this solicitation shall remain confidential until a contract is executed with the selected Program Manager at which time all submitted information becomes a part of the public record.

The submitted materials shall be properly labeled on the **outside of the envelope** with the following specifics. If the materials do not contain the following listings, ODOT may reject the proposal.

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Pre-proposal Conference & Question Period
A **mandatory** pre-proposal conference will be held May 7, 2014, at 09:00 AM to answer questions related to this Request for Proposal. Those who will attend the conference are required to advise John MacAdam (john.macadam@dot.state.oh.us) and the Purchasing Services section (Contracts.Purchasing@dot.state.oh.us) via email at least 24 hours prior to the scheduled start of the meeting.

Participation in a video conference instead of live meeting can be arranged by calling John MacAdam at (614) 752-9695 to receive connection information.

Following the pre-proposal conference, prospective Program Managers will have until **May 13, 2014** to submit questions or request clarifications. All such requests shall be made via email to John MacAdam (john.macadam@dot.state.oh.us) and Contracts.Purchasing@dot.state.oh.us. Submitted questions/clarifications along with Department responses will be emailed to **every** prospective Program Manager who participated in the pre-proposal conference.

Based upon the pre-proposal conference and received questions/clarifications, proposal requirements may, solely at the discretion of ODOT, be modified, changed or deleted. Any such changes will be provided via e-mail to every prospective Project Manager who participated in the pre-proposal conference prior to the deadline for proposals to be submitted to ODOT.

Rejection of Proposals
The Director of ODOT reserves the right to reject any and all proposals received as a result of this request.

Additional Information
ODOT reserves the right to request additional information which, in ODOT's opinion, is necessary to assure that the proposer's competence, number of qualified employees, business organization, relevant experience, and financial resources is adequate to perform according to the contract that will be executed as a result of this RFP. ODOT may make such investigations as it deems necessary to determine the ability of the proposer to perform the work, and the proposer shall furnish to ODOT all such information and data for this purpose as requested by ODOT. ODOT reserves the right to reject any proposal if the evidence submitted by, or investigation of, such proposer fails to satisfy ODOT that such proposer is properly qualified to carry out the obligations of, and to complete the work specified in, the contract that will be executed as a result of this RFP.

Contract Information
ODOT is currently preparing the Freeway Service Patrol Contract draft that will be distributed to those who attended the mandatory pre-proposal conference. This Contract will be negotiated between the selected proposer and ODOT during the time period specified above. The Contract will incorporate the terms of the winning proposal into the terms of the Contract.

Incurring Costs
ODOT is not liable for any costs incurred by proposers prior to or after issuance of a contract.

Proposal Content
Any content received in a proposal may, at the discretion of ODOT, be included in the contract with the selected proposer. Proposals may include information in addition to the requirements that are laid out below. The proposal shall include as a minimum:

1. Implementation Plan

Provide a detailed implementation plan that demonstrates your understanding of the project and your approach to implementing the Freeway Service Patrol as described in this Request for Proposal. ODOT's goal is to have this program up and running under the new Program Manager on November 1, 2014. Also discuss your ability to implement the program earlier than November 1, 2014 (in full or partial capacity), in the event that early implementation is needed.

2. Management Plan

Provide a detailed management plan that demonstrates your understanding of the project and your approach to fulfilling the requirements identified in the Scope of Work and the other Procedures and Priorities.

3. Organization Structure

a. Description of Organization: ODOT desires to understand the ownership and organizational structure of the principal organization pertinent to this opportunity, and also gain an insight into the proposed business operation. The organizational structure must be described, identifying the entity that would enter as the proposer into any contract with ODOT. An organizational chart should be developed in sufficient detail to indicate a chain of executive authority from the president or comparable chief executive down through the person who will be directly responsible for project delivery and contract adherence. Identify the individuals occupying the positions shown and state the length of experience of officers and key executives in their respective fields as presented in the organizational chart. Resumes are to be included for those principals and key personnel who will be assigned and involved in managing, directing or supervising the work as presently contemplated.

Proposer must possess the necessary credentials to conduct business in Ohio. Proposers with out-of-state headquarters or corporations not incorporated in Ohio must include with each proposal a copy of their registration to do business in Ohio. If the project will be conducted under a joint venture arrangement, each party to the venture must be identified and the roles that each will have in the development and/or operation must be described. Letters of agreement to participate in the joint venture as well as the percentage of participation must be submitted from each of the joint venture partners.

b. Past Performance and Experience (Freeway Service Patrol): Proposer (as a company or as individuals) should have implemented and managed a program identical or substantially similar to the proposed Freeway Service Patrol. Describe proposer's experience in providing similar services to publically or privately owned companies. For projects of a comparable nature, provide examples of projects in progress or completed since 2000 that may include any of the following:

- Examples of implementing similar type service patrols, either public or private.
- Examples of successful project completion emphasizing the ability to meet project schedules and costs.
- Do not include general towing experience as this is not sufficient to demonstrate experience relating to this project.

Proposer must demonstrate its experience in managing, developing and operating the type and style of services that will be offered under this Request for Proposal. The qualifications and experience of proposer's key personnel must be described. The following information must be presented for all key personnel according to their respective roles in the project:

- Experience operating roadway service programs.
- Past performance in implementing, managing and/or operating roadway service programs with similar volume to ODOT.

- References (Contract Related) - Proposer must provide at least three references for all key personnel that may be called upon to obtain first-hand information to assist ODOT in its evaluation. Include the name of the organization as well as the name, address, e-mail address, and telephone number of a contact person.

4. Financial Information

a. References (Financial Related): Proposer must provide at least three business references for all organizations that will be principally involved in providing the services requested by this Request for Proposal. References may be called upon to discuss such matters related to financial strength, stability, credit history and general business reputation. Include the name of the organization as well as the name, address and telephone number of a contact person.

b. Financial Plan: Proposer must demonstrate its ability to finance or obtain financing from credible sources to undertake and successfully complete the planning, implementation, operation and management of the Freeway Service Patrol. If proposer intends to finance any portion of the project through a lender, the response should indicate the potential lender and expected terms and conditions.

c. Financial Statements (all participating companies): Proposer shall furnish complete audited financial statements for the two most recent operating years, including 10K statements, if prepared. Financial statements should include income statements, balance sheets and cash flow statements, along with accompanying notes. This information is required for each participant company comprising the principal organization. Companies should also furnish a review of the operations of the business for the two most recent operating years or annual reports to owners or stockholders. ODOT recognizes the sensitive nature of the financial information requested. If desired by the submitting organization, sensitive material may be marked "CONFIDENTIAL" and submitted in a separate envelope. Such information will be used solely by ODOT for the purpose of evaluation and will be kept confidential to the extent allowed by Ohio law.

d. Cost Proposal: The proposer shall use the form in Appendix C to indicate proposed costs. Proposal price(s) shall be a base hourly rate that includes but is not limited to all direct costs, indirect costs, equipment, fuel, supplies, wages, materials, overhead, and profit. Different base hourly rates may be submitted for routine patrol, special events, and emergency routes. The base hourly rate(s) will be adjusted (increased or decreased) on a monthly basis in accordance with the Fuel Price Adjustment procedure described in Appendix B.

e. Sponsor’s logo application: The proposer shall indicate the cost to apply sponsor’s logos per vehicle in accordance with the typical arrangements in Appendix E.

f. Lump Sum Payment: The proposer may indicate a lump sum payment in the form in Appendix C to cover start-up costs. This lump sum payment will be paid to the Program Manager when statewide FSP operations begin on November 1, 2014 (or earlier, if proposed).

5. Legal Actions (all participating companies)

Proposer must list a brief description of all legal actions for the past three (3) years in which any participating company has been involved, including but not limited to:

- A debtor in bankruptcy; or
- Circumstances surrounding any contract defaults; or
- A defendant in a lawsuit for deficient performance under a contract; or
- A respondent in an administrative action for deficient performance on a project; or
- A defendant in a criminal action; or
- A principal in any action taken against an insurance or bonding company.

6. Exceptions/Deviations

Proposers shall specify their requests for any exceptions/deviations from the terms and conditions of this Request for Proposal. Any exceptions or deviations taken must contain sufficient amplification and justification to permit evaluation. Descriptions of no more than one-half page of each exception and deviation, if any, shall be consolidated in the appropriate section of the proposal. An exception to specific items or provisions of this Request for Proposal implies that the proposer cannot or does not intend to meet the requirements of that item or provision. An alternative to that item or provision shall be included in the proposal and the impact, if any, of the exception shall be reflected in proposal pricing considerations. Proposers are advised that their proposals may be rejected as non-responsive upon consideration of the exceptions taken.

A deviation from a specific item or provision in this Request for Proposal is a suggested change that, in the proposer's opinion, would enhance its ability to perform the work and/or would provide a benefit to ODOT. Each proposed deviation shall be noted in the appropriate section of the proposal and shall adequately and concisely describe its advantages and/or reasons for proposal.

Basis of Award

Once the proposals are received, ODOT will rank proposers. ODOT will use the criteria identified in the Evaluation Criteria section below in ranking the proposers. This ranking shall be done by a team of ODOT employees. ODOT will provide a contract to the highest ranked proposer. If ODOT is unable to reach an agreement with the highest ranked proposer, ODOT will provide a contract to the second highest ranked proposer. This process will continue until ODOT is capable of successfully executing a contract.

Evaluation Criteria

The award will be made to the proposer proposing the best quality and value to ODOT. The selection committee will use the following factors weighted as shown:

1. Responsiveness to Proposal Requirements – 5%
   a. Completeness of the submission in detailing requirements identified as required proposal content.

2. Implementation/Management Plans – 20%
   a. Quality, completeness and comprehensiveness of the proposed implementation plan and management plan.
   b. A clearly defined and well organized training plan.

c. As ODOT encourages the inclusion of Ohio based firms, responding proposers should be creative in identifying Ohio based firms whom they expect to utilize in the performance of this contract.

3. Organizational Structure/Experience/Company Financials - 30%

a. Experience of key personnel on the management team, including the extent and relevance of qualifications and experience related to the specific assignment under consideration.

b. Staffing configurations and other documentation to support team credentials and performance.

c. Does the proposer have the financial capacity to successfully complete this project?

d. Projects of a comparable nature completed successfully by the proposer, and any team members; Evidence showing that the proposer has the expertise to complete the project successfully.

e. Special consideration will be given to public agency experience.

4. Cost proposal - 30%

a. Competitiveness of proposer's pricing plan. This includes consideration of the hourly rate cost breakdown.

5. Overall value to ODOT – 15%

a. How does the overall value of the plan meet ODOT's needs?
b. Reasonableness, feasibility and benefits of any exceptions or deviations submitted by the proposer to the stated business terms of the Request for Proposal and/or the future Contract.
c. Was consideration given to starting earlier than November 1, 2014?
d. Does the implementation plan clearly identify additional features, functions, or services that add value to the Program above and beyond the scope provided?

<u>Procedures and Priorities</u>

The priorities of the FSP shall be to:

- Confirm traffic conditions (incidents, blocked lanes, etc.) when dispatched by the Statewide Traffic Management Center or as otherwise needed.
- Provide traffic control for the safety and well-being of the people at an incident scene.
- Provide for the rapid clearing of vehicles, debris, animals and equipment from the travel lanes.
- Serve as permanent vehicle probes, reporting on a routine schedule to the Statewide Traffic Management Center about traffic conditions, confirming sensor data, link speeds, message sign content, and other equipment performance.
- Document all activities as required herein.

Incident response shall take precedence over motorist assistance.

When and where conditions permit, minor repairs may be performed on the highway shoulders. If conditions inhibit effective service, the vehicle may be removed from the highway (pushed by the FSP vehicle) to a non-system interchange exit ramp within a reasonable distance. Vehicles shall be serviced according to the following guidelines:

- If the vehicle is mechanically disabled and the problem is apparent, perform the needed service on the highway shoulder. This includes, but is not limited to: providing fuel, oil, coolant, or providing other essential automotive fluids; repairing, changing, or inflating flat tires; securing loads; wiring-up or removing portions of damaged exhaust systems; or replacing or repairing other mechanical or electrical components that may be quickly serviced on site.
- If the vehicle is mechanically disabled, the problem is not readily apparent or the repair time and/or estimated time of arrival for a tow truck exceeds 15 minutes, the vehicle may be removed from the freeway (pushed by the FSP vehicle), with the owner's permission, to the nearest non-system interchange exit ramp or if the shoulder width permits to the furthest point away from the travel lane to permit a tow truck to remove the vehicle from the roadway. The vehicle owner/driver shall be required to sign a waiver before the vehicle is pushed by the FSP vehicle. The owner/driver is responsible for arranging for towing of the vehicle.
- If the vehicle(s) has been involved in a crash, no attempt shall be made to repair the vehicle(s). The vehicle(s) should be removed as soon as possible to the highway shoulder or nearest non-system interchange exit ramp. The owner/driver is responsible for arranging for towing of the vehicle. The FSP cell phone should be provided for use as needed.

There will be instances where FSP personnel may be requested to assist law enforcement authorities with traffic control or other scene requirements. In these instances, the FSP personnel shall follow the instructions of the incident commander.

Note that in all cases, it is expected that the Statewide Traffic Management Center be notified as to the FSP vehicle's status since all FSP operations are to be coordinated with the Statewide Traffic Management Center.

During the specified and contracted hours of operation, the FSP vehicles will be exclusively dedicated to the Freeway Service Patrol and shall not be removed from their specified routes except for moving a vehicle to a non-system interchange exit ramp, replenishment of expendable items (e.g. fuel or fire extinguisher), or as directed by the Statewide Traffic Management Center control room. There will be certain situations where it is more reasonable for the districts to direct FSP operations. In such instances, the hand-off between the Traffic Management Center and the appropriate district will be developed to accommodate each district.

Timeline

All regions need to be fully operational on November 1, 2014. All managers and supervisors should meet with ODOT and OSP in each region prior to implementation to answer questions and gather expectations. Proposers may request an extension, but this could negatively affect the proposal score. Proposers should also explain their abitility to begin operations early, if this need arises. The ability to begin operations early could positively affect the proposal score.

Days of Operation
Days of operation shall be Monday through Friday year-round, except Christmas Day (December 25) and New Year's Day (January 1).

Route Requirements
There shall be a minimum of one vehicle patrolling each route. The awarded vendor shall establish the vehicle routes for each region and submit them to ODOT's Program Manager for approval. The routes shall cover the region based on time, distance and the number of vehicles required in Appendix A. Equitable coverage for each region and route shall be established. The vehicles shall operate such that all routes are covered according to the times required in Appendix A. A shift may be extended beyond the specified time if the FSP is involved in an active emergency scene. Payment for the extra time will be at the routine patrol rate. FSP vehicles shall also be available to support special events (e.g. baseball games, football games, Riverfest, etc.) as required. The ODOT Program Manager shall provide a request for special events at least ten (10) business days in advance of an event. Emergency routes shall be requested by the ODOT Program Manager on an as-needed basis. Specific route requirements for each service area are identified in Appendix A.

ODOT may request additional FSP coverage during major construction projects. These will be addressed on a case-by-case basis with the Program Manager.

Level of Service
The proposer shall meet the requirements as specified herein during operation. If route coverage, hours of operation, vehicle requirements, or any other specification listed herein is not in compliance, the proposer may be found in non-material breach of contract. A "non-material breach of contract" will be defined in the public-private Contract and will include all deviations by the proposer from the specifications listed in this RFP. Penalties for non-material breach are meant to serve as an incentive to keep vehicles in compliance with specifications during the operational period. If the proposer is discovered to be in a "non-material breach of contract", the proposer shall forfeit twice the amount of money to be billed for the vehicle in breach.

If the route coverage is not met and the proposer is found to be in non-material breach for a period lasting more than ten consecutive operational days, ODOT may terminate the Contract with the proposer and collect all available damages available at law and equity. These penalty and termination provisions are subject to change at ODOT's sole discretion.

Corporate Sponsorship
ODOT has obtained a corporate sponsor for the FSP program to reduce the monetary cost of this program to the State of Ohio. The proposers acknowledge and agree that ODOT's intention is to minimize the cost of providing FSP services and acknowledge and agree that the proposer shall have no right to share in the fees paid by the sponsor to ODOT. Any private sponsorships received by ODOT shall not reduce the proposal amount hereunder.
Additionally, each proposer acknowledges and agrees as follows:

- There is no maximum to the number of sponsors or sponsorship fees that ODOT may obtain for the FSP program. It is ODOT's expectation that all sponsors will be included in the program and have their logo displayed on FSP vehicles, uniforms and response cards as defined by the sponsorship agreements.

- Under no circumstances is ODOT required to share any revenue generated from sponsors, whether such revenue from sponsors is identified by ODOT before or after the contract is awarded. ODOT will not be required to split any sponsor's revenue with the winning proposer.
- ODOT will have the exclusive right to display a sponsor's logo on FSP vehicles, response cards, and uniforms of dedicated vehicle operators, as directed by ODOT. The winning proposer agrees to cooperate with sponsors in displaying sponsor's logos. The costs of applying the sponsor's logos will be borne by the sponsor(s), **except that the Program Manager shall be responsible for bringing the minimum number of vehicles identified below, and any additional vehicles the Program Manager determines necessary for initial implementation into service, with logos applied as directed by ODOT in a manner substantially similar to Appendix E. The Program Manager will be paid based on the unit cost in Appendix C.** In the event that Proposers intend to use a vehicle type not represented in Appendix E, Proposer may contact ODOT and ODOT will provide specifications for additional vehicle types. The Program Manager shall not be responsible for the cost of subsequent logo application made necessary by a change in fleet or otherwise.
- It will be the winning proposer's responsibility to provide response cards. The response cards shall display the ODOT logo and OHGO URL (www.OHGO.com). The response cards shall also display sponsor's logos. The response cards are distributed at the time of service.
- It will be the proposer's responsibility to maintain in good condition all sponsorship logos on the FSP vehicles, response cards, and uniforms of dedicated vehicle operators.
- ODOT may direct the placement, size, color, and design of any logos placed on any FSP vehicle. ODOT is not responsible for any damages that occur during application or removal of the logos.
- Logos may include the current FSP logo, the OHGO logo, and any other logo ODOT deems necessary.
- Signage indicating the corporate sponsor, if applicable, shall be included on each side of the vehicle as directed by ODOT. All titles and logos are to be kept clean and readable throughout the vehicle's operation. Any change in the vehicle paint scheme or logos shall be approved by the ODOT Program Manager.
- Vehicles shall not be dispatched or otherwise directed by corporate sponsors.
- ODOT reserves the right to approve placement and design of all sponsorship logos. The Program Manager shall make any ODOT directed revisions to the sponsor's logo.
- ODOT will provide all advertising materials for the FSP vehicles and drivers.
- Proposer shall be aware that ODOT may submit reasonable requests to accommodate sponsorship opportunities as they arise. However, special events proposed by the sponsor shall be a separate agreement between the Proposer and sponsor. The Proposer and sponsor shall agree upon payments and payment schedule for all special events. It is anticipated that approximately 3 to 6 special events will be proposed by the sponsor per year.

Vehicle and Equipment Requirements

Each vehicle to be used in the FSP program shall be new at the time of contract execution. FSP vehicles must have a minimum rating of ¾-tons, and be capable of pushing a typical passenger car, van or SUV. In addition to the number of vehicles required in each region in Appendix A, a total of four additional back-up FSP vehicles are required. A minimum of 24 FSP vehicles is required for this program. The four back-up vehicles shall be available for use in the event that one or more of the FSP vehicles are out of service for reasons such as breakdown or maintenance. Back-up vehicles may also be used for additional FSP opertation during major construction projects. Back-up vehicles may also be used for special sponsor events. One back-up vehicle shall be kept in each of the Toledo, Cleveland, Columbus, and Cincinnati regions.

Each vehicle shall be equipped, at a minimum, with the following items provided by the awarded proposer:

GPS location device: The ODOT Statewide Traffic Management Center must be able to track FSP vehicle locations via commercially available cell phone mapping systems or other web based mapping system. Tracking shall be made available to ODOT central office and district personnel. A mapping website or program shall be provided to ODOT. ODOT must be able to see the FSP vehicles on a map with street names and exit numbers visible (preferably Google Maps or Bing Maps). The system must export GPS coordinates (lat/long, direction, and vehicle number) via an XML feed that updates at a minimum once a minute. At least 20 copies of the software/license shall be made available to ODOT. The FSP Program Manager shall provide at his or her cost all equipment, software and pay any required monthly bills to provide this functionality to ODOT.

Rope – ¼ inch nylon (100 ft min.)
28 inch reflective safety cones (12 min.)
Two 48 inch retroreflective fluorescent pink roll-up warning signs, meeting ASTM D 4956, Type VI, with legend “EMERGENCY SCENE AHEAD”
Two wind resistant temporary sign supports meeting NCHRP 350 requirements
Flares (6 min.)
Push bar attached to front of vehicle
PA system and external speaker (minimum of 120 watts)
Front & rear 12 volt jump start system
Minimum of five gallons each of gasoline, diesel, and coolant
Funnels
Air compressor
Smart cellular phone
CB radio
Two-way radio compatible with the TMC and police frequencies
Equipment lighting as per ODOT Policy No. 19-002 (See Appendix F)
One copy of the ODOT Guidelines for Traffic Control in Work Zones (“Flipbook”) to be provided by ODOT
Emergency lights

Type B directional arrow board meeting the minimum size, legibility distance, number of elements, and other specifications included in Section 6F.61 and Figure 6F-6 of the 2012 Ohio Manual of Uniform Traffic Control Devices
Fire extinguishers - CO2, ABC, & H2O
Street broom and flat shovel
Paper towel dispenser & hand cleaner
Nuts, bolts, cotter pins, springs, etc.
Wire & electrical repair components
Minimum 6 quarts oil and 6 quarts transmission fluid
Complete set of mechanic's hand tools
Gas line antifreeze (in season)
Brake fluid, hydraulic fluid
Bucket of sand or clay absorbent material
Inflatable pool for diesel spills
Patrol area service directory
Electrical and duct tape
Mechanics wire
Hydraulic jacks (20 ton capacity - floor and bottle)
Trash bags
Potable water
Blankets
10 Ohio state maps, provided by ODOT

MARCS radio(s) will be provided by ODOT for FSP use. These radios operate on State of Ohio owned frequencies that allow communication with multiple agencies. The Program Manager will not be charged for use of MARCS radios.

Each vehicle shall only have ODOT-approved exterior lighting. Proposer agrees to obtain ODOT permission before installing any exterior lighting on Freeway Service Patrol vehicles.

Personnel Requirements
All FSP drivers shall:

- Have a minimum of a high school education or equivalent;
- Possess a valid, current driver's license;
- Be able to lift 80 pounds;
- Pass an ODOT background check;
- Pass an annual random drug test;
- Be certified in first-aid;
- and be trained in basic automotive mechanics.

ODOT reserves the right to disapprove drivers if the requirements are not met.
A minimum of two supervisors are required. The supervisors will act as a liason between the FSP drivers and the Statewide TMC. The supervisors shall be available to attend meetings (not to exceed once a month) as requested.
FSP drivers shall in no way be considered employees of ODOT.

Insurance Requirements

The provider of FSP services shall have as a minimum a general liability insurance policy of $1,000,000. Proof of insurance shall be provided in full detail to ODOT prior to commencement of statewide operations.

Legal Representation
The provider of FSP services shall be financially responsible for their own legal representation. The State of Ohio will provide its own legal representation, if necessary, for any suits or actions against the State of Ohio or the Department.

Uniform requirements
All FSP drivers shall have a common uniform. These uniforms, at a minimum, shall be identified with the driver's name and photo identification, and the provider's name (or other identifying mark). Protective shoes or boots shall be worn. All outer clothing (e.g. vests, rain gear) shall be reflectorized and meet ANSI Class 3 Standards. Uniforms shall be presentable at all times. Each driver's uniform shall clearly identify him or her as an FSP driver and a representative of the Ohio Department of Transportation. A picture/signature ID will be provided to all drivers to be carried on their person at all times when patrolling. All picture/signature IDs shall also include a badge number, in large bold print, as a unique identifier for each individual FSP operator.

Training Requirements
Each driver shall have a minimum of 8 hours of traffic control training, incidental to the hourly proposal price. Traffic control training will be provided by the ODOT Office of Traffic Operations after contract award. Each driver may be required to complete up to 24 hours of training each year as directed by ODOT. This training may include but not be limited to incident command training, safety, and dealing with the public. Each driver should be familiar with Part 6 of the OMUTCD and the Work Zone Flipbook It shall be solely ODOT's discretion if and how much training is required.

Vehicle storage
ODOT will provide parking for up to seven FSP vehicles at each of the locations listed below. ODOT will also provide appropriate access (e.g. keys) to these facilities. ODOT will provide access to electrical outlets and the electrical energy for vehicles equipped with engine block or similar heaters. ODOT will not provide fuel, oil or any other supplies. Other parking arrangements will be considered if it will improve the responsiveness of the service. If such arrangements are made, they shall be approved in advance by the ODOT Program Manager.

District Location

2	Northwood Garage, 200 Lemoyne Road, Northwood, OH 43619
4	District Headquarters, 2088 South Arlington Road, Akron, OH 44306
6	Central Office Test Lab, 1600 West Broad Street, Columbus, OH 43223
7	Montgomery County Garage, 300 Smith Drive, Clayton, OH 45315
8	Hamilton County Garage, 1400 East Seymour Avenue, Cincinnati, OH 45237
12	Warrensville Garage, 25609 Emery Road, Warrensville Heights, OH 44128

Reporting requirements

Daily activity logs shall be maintained by each driver indicating each day's starting and stopping times by vehicle and the mileage covered. In addition, these logs shall include the time, problem, problem location, resolution, time required to assist, and wait time.

On a monthly basis, statistical reports (e.g. sum totals, averages) based upon the above information shall be provided to the ODOT Program Manager. At least once per day, a list of the abandoned vehicles shall be provided to the Statewide Traffic Management Center. A Web-based application (or FTP site) shall be developed to provide ODOT with access to the data collected on a daily basis. The application should include monthly, yearly, and year-to-date reports. The application/site will not be required until 45 days after the selected Program Manager begins FSP operations statewide. The required report items are listed below.

- Driver's Name
- Date
- Start Time
- End Time
- Location (Route & location)
- Type of Repair/Assistance
  - Provided Traffic Control
  - HazMat Incident
  - Debris on Roadway
  - Motor Vehicle Accident
  - Car Fire
  - Disable Vehicle
  - Abandoned Vehicle
  - Jump Start
  - Tire Changed
  - Fuel (Gasoline, Diesel)
  - Muffler/Exhaust repair
  - Oil
  - Water/Coolant
  - Radiator Problem
  - Fan Belt
  - Radiator Hose Repair
  - Medical Emergency
  - Brush Fire
  - Dead Animal
  - Pedestrian in Roadway
  - Lost Motorist Re-directed
  - Road/Travel Information
  - Response Cards Returned Total
  - Response Cards Distributed Total
  - Miles Patrolled Total

A response card shall be provided to individuals assisted by the FSP. The response card shall include an email address or URL for the individual to provide feedback on the program. All responses shall be collected by the Program Manager(s). Cost for the response cards shall be borne by the Program Manager(s).

The Program Manager also agrees to report any additional information ODOT requests.

Alternate Duties and Patrols
ODOT reserves the right to require FSP drivers/trucks to divert from their normal patrols for other purposes within the region. These other events can include but are not limited to:

- Special events, athletic events, civic functions, etc.
- Emergencies on other routes
- Homeland Security
- Patrolling work zones
- Media events
- Others as determined solely by ODOT

Invoicing and Financial Accounting
The Program Manager shall invoice ODOT monthly for FSP services, using the form in the contract that results from this RFP. Invoices shall be received by ODOT by the 15th of the following month. Invoices shall show hours worked per the provided route/schedule information. The FSP proposer shall utilize standard accepted accounting practices. ODOT reserves the right to perform an audit of the program at any time. Proposers shall provide any requested information should an audit be performed. ODOT shall only be invoiced for vehicle hours on patrol.

GENERAL DEFINITIONS
When used in this Request for Proposal or any ensuing contract ,the following definitions shall apply. If a conflict exists between these definitions and any definition listed in the proposal specifications, the proposal specifications shall prevail.

1. AGENCY: Ohio Department of Transportation.
2. PROPOSER: The company and/or authorized representative of the company who has signed and is submitting the signed proposal response and who will be responsible to ensure proper performance of the contract awarded pursuant to the proposal. Also referred to as Offeror.
3. EQUIPMENT: Items, implements and machinery with a predetermined and considerable usage life.
4. REQUEST FOR PROPOSAL/CONTRACT: All documents, whether attached or incorporated by reference, utilized for soliciting proposals.
5. INVOICE: An itemized listing showing delivery of the commodity or performance of the service described in the order, and the date of the purchase or rendering of the service, or an itemization of the things done, material supplied, or labor furnished, and the sum due pursuant to the contract or obligation.
6. MATERIALS: Items or substance of an expendable or non-expendable nature from which something can be made, improved or repaired.
7. PURCHASE: To buy, purchase, installment purchase, rent, lease, lease purchase or otherwise acquire equipment, materials, supplies or services. “Purchase” also includes all functions that pertain to obtaining of equipment, materials, supplies or services, including description of requirements, selection and solicitation of sources, preparation and award of contracts, and all phases of contract administration.

8. RENEWEL TERM: A period of two years, beginning with each biennium and ending with the following biennium.
9. SERVICES: The furnishing of labor, time or effort by a person, not involving the delivery of a specific end product other than a report which, if provided, is merely incidental to the required performance. "Services" does not include services furnished pursuant to employment agreements or collective bargaining agreements.
10. SPECIFICATION: Any description of the physical or functional characteristics or of the nature of supplies, equipment, service, or insurance. It may include a description of any requirements for inspecting, testing, or preparing supplies, equipment, services, or insurance.
11. SUPPLIES: Provisions and items normally considered expendable or consumable.
12. UNBALANCED: Any unit price contained in the proposal schedule which is obviously unbalanced either above or below reasonable cost analysis and or unreasonably disproportionate to current market prices as determined by the Director of ODOT, or if such unbalanced prices are contrary to the interest of the department.
13. VENDOR: The proposer who, upon awarding of a contract, becomes the prime Vendor who is considered to be the primary source for providing the goods or services listed in the awarded contract and the party to whom payment will be made upon delivery of the goods and/or completion of the contract. Also referred to as Program Manager.
14. SUBVENDOR: An individual, firm or corporation to whom the Vendor sublets part of the contract to be performed.

GENERAL TERMS AND CONDITIONS

A. All expenses incurred by Offeror in responding to this RFP shall be borne by Offeror. In no event shall ODOT be responsible for any such expenses.

B. Addenda may be issued in response to changes in the RFP. Addenda must be acknowledged in a cover letter attached to the response. Failure to properly acknowledge any Addenda may result in a declaration of non-responsiveness by ODOT.

C. In order to protect the integrity of the RFP process, proposals shall not be prepared, completed or altered on ODOT premises. Any proposal which is prepared, completed or altered on ODOT premises may be disqualified.

D. Responses to this RFP will not be opened publicly. Offerors will be notified of advancement through the RFP process as described in this RFP.

E. Responses may not be amended after they are received by ODOT.

F. ODOT is exempt from federal excise taxes and all state and local taxes. Proposer shall not charge or withhold any taxes on commodities, goods, or services provided to ODOT.

G. The Director of ODOT reserves the right to reject any and all proposals and cancel this RFP at any time.

H. Any of the following reasons may be considered sufficient for rejection of a proposal:

1. Offeror or any subsidiary or related company submits more than one proposal for the same RFP under the same or different name.

2. Offeror colludes in any manner in responding to this RFP.
ODOT will not award a contract for goods or services to a Proposer who has been suspended or debarred from doing business with the State of Ohio or who appears on the Federal List of Excluded Parties Listing System.

I. ODOT will not enter into a contract with any Offeror who has provided material assistance to any organization on the United States, Department of State's terrorist exclusion list. The Successful Offeror will be required to complete a Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) form prior to executing a contract pursuant to this RFP.

J. ODOT will not enter into a contract with any Offeror who is subject to a finding for recovery under Ohio Revised Code Section 9.24. The successful Offeror will be required to affirm that it is not subject to a finding for recovery prior to executing a contract pursuant to this RFP.

K. Offeror may be disqualified from consideration if, as applicable to it, any party listed in Division (I) or (J) of Section 3517.13 of the Revised Code or spouse of such party has made, as an individual, within the two previous calendar years, one or more contributions totaling in excess of $1,000.00 to the Governor or to his campaign committees.

L. Proposer shall comply with all applicable state and federal laws regarding drug-free workplace. The Proposer shall make a good faith effort to ensure that its employees, while working on state property, will not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.

M. Proposer shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, disability, sexual orientation, gender identity, genetic information or age. Proposer will ensure that applicants are hired and that employees are treated during employment without regard to their race, religion, color, sex, national origin, disability, sexual orientation, gender identity, genetic information or age. Such action shall include, but not be limited to, the following: Employment, Upgrading, Demotion, or Transfer; Recruitment or Recruitment Advertising; Layoff or Termination; Rates of Pay or other forms of Compensation; and Selection for Training including Apprenticeship.

N. Proposer shall post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Proposer will, in all solicitations or advertisements for employees placed by or on behalf of Proposer, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, disability, sexual orientation, gender identity, genetic information or age. Proposer shall incorporate the foregoing requirements of this paragraph in all of its contracts for any of the work prescribed herein (other than subcontracts for standard commercial supplies or raw materials) and will require all of its subcontractors for any part of such work to incorporate such requirements in all subcontracts for such work.

O. Proposer agrees to fully comply with Title VI of the Civil Rights Act of 1964, 42 USC Sec. 2000. Proposer shall not discriminate on the basis of race, color, or national origin in its programs or activities. The Director of Transportation may monitor the Proposer's compliance with Title VI.

P. Proposer shall comply with the requirements of Ohio Ethics law as provided by Section 102.03 and 102.04 of the Ohio Revised Code.

Q. Proposer shall comply with Executive Order 2011-12K issued by Ohio Governor John R. Kasich and shall abide by those requirements. Necessary forms shall be completed at the time of contracting.

R. Proposer shall maintain all records and files generated as a result of this RFP. All records are to be considered the property of ODOT and shall be made available to ODOT staff on or off of Proposer's premises for review and audit. Upon completion of the contract, the Proposer shall deliver all records and files to ODOT in a format to be determined by ODOT (allowing for electronic vs. paper) or otherwise shall dispose of them as directed by ODOT.

S. Proposer shall permit ODOT or its designee access to all original books, records, invoices, and accounting procedures and practices of the proposer relevant to this RFP. The proposer's financial records shall be kept in accordance with Generally Accepted Accounting Principles (GAAP). The proposer shall retain all records for three years after the termination of a contract with ODOT.

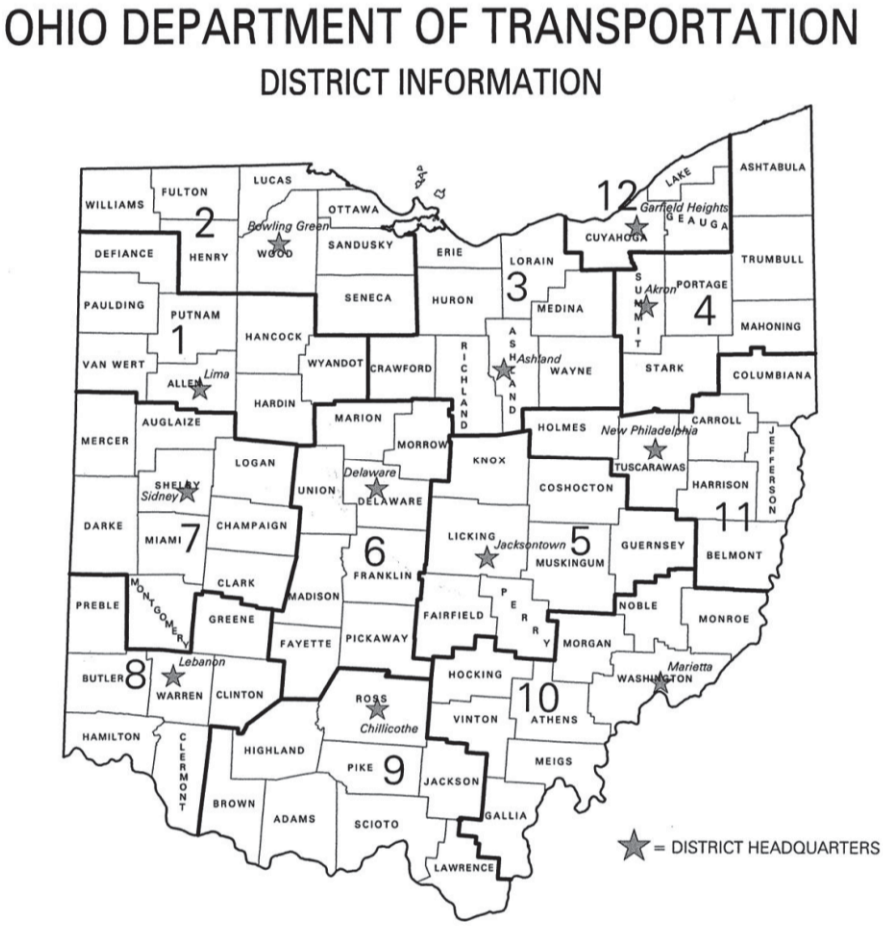
T. Proposer shall provide the name and version of all financial software, program software, and inventory software to be used by the proposer for this RFP. The proposer must also demonstrate sound IT security and data retention policies, and comprehensive data recovery and back up plans to prevent unauthorized access or destruction of data.

U. ODOT reserves the right to request an on-site inspection of the Offeror's facilities. This on-site inspection may occur at any point of the RFP process and may be considered as a factor in Offeror selection.

V. No person, broker or selling agency shall be employed, retained or given anything of monetary value to solicit or secure this contract, except bona fide employees of ODOT. For breach or violation of this provision, ODOT shall have the right to reject the proposal or annul this Contract.

RFP No. 506-14

DISTRICT MAP



District	District Address	Telephone No.
1	1885 N. McCullough, Lima, Ohio 45801	419-222-9055
2	317 East Poe Road, Bowling Green, Ohio 43402	419-353-8131
3	906 North Clark St., Ashland, Ohio 44805	419-281-0513
4	2088 S. Arlington Rd., Akron, Ohio 44306	330-786-3100
5	9600 Jacksontown Road., P.O. Box 306, Jacksontown, Ohio 43030	740-323-4400
6	400 East Williams St., Delaware, Ohio 43015	740-363-1251
7	1001 St. Mary's Ave, P.O. Box 969, Sidney, Ohio 45365	937-492-1141
8	505 South State Rt. 741, Lebanon, Ohio 45036	513-932-3030
9	650 Eastern Ave., P.O. Box 467, Chillicothe, Ohio 45601	740-773-2691
10	338 Muskingum Drive, Marietta, Ohio 45750	740-373-0212
11	2201 Reiser Ave SE, New Philadelphia, Ohio 44663	330-339-6633
12	5500 Transportation Boulevard, Garfield Heights, Ohio 44125-5396, Mail: Box 258003, Garfield Heights, Ohio 44125-8003	216-581-2100

RFP No. 506-14

Sealed replies to this invitation must be received at the following address on or before **11:00 a.m. on May 20, 2014.**

State of Ohio, Department of Transportation
Office of Contracts, Purchasing Services
1980 W. Broad Street, 1st floor
Mail Stop 4110
Columbus, Oh 43223
Office Hours: 7:00 a.m. to 4:30 p.m., M-F

SIGNATURE PAGE
Invitation No: 506-14

Title: Freeway Service Patrol Services

Failure to **return all the pages** of this RFP and sign on this page as indicated shall render your proposal non-responsive and ineligible for award.

Your signature indicates that you attest to all statements made in this Request for Proposal, including but not limited to the Buy Ohio Statement, and that you have read, understand and hereby agree to be bound by all Department of Transportation terms, conditions, specifications, requirements and addenda relating to this invitation.

Date:_____

By:_____
Authorized signature by Officer of the Company (Signature must be in a color other than Black)

_____
Type or print name shown above

_____
Title of Officer Signing

_____
Name of Company

NOTICE: The Department will no longer provide proposers or other interested parties an opportunity to review proposals on the day of the proposal opening. This prohibition is necessary in order to facilitate the opening and reading of the proposals in a timely and professional manner.

Pursuant to Section 149.43 of the Ohio Revised Code, interested parties may, however, request to view previously submitted proposals by sending a Public Records Request to ODOT:

Attn: P. Brad Jones
Deputy Director, Division of Construction Management
1980 W. Broad Street, 1st floor
Mail Stop 4110
Columbus, Ohio 43223

Ohio Department of Public Safety
Division of Homeland Security
http://www.homelandsecurity.ohio.gov

GOVERNMENT BUSINESS AND FUNDING CONTRACTS

In accordance with section 2909.33 of the Ohio Revised Code

DECLARATION REGARDING MATERIAL ASSISTANCE/NONASSISTANCE TO A TERRORIST ORGANIZATION

This form serves as a declaration of the provision of material assistance to a terrorist organization or organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List (see the Ohio Homeland Security Division website for a reference copy of the Terrorist Exclusion List).

Any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided. Failure to disclose the provision of material assistance to such an organization or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree.

For the purposes of this declaration, "material support or resources" means currency, payment instruments, other financial securities, funds, transfer of funds, and financial services that are in excess of one hundred dollars, as well as communications, lodging, training, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

LAST NAME	FIRST NAME		MIDDLE INITIAL
HOME ADDRESS			
CITY	STATE	ZIP	COUNTY
HOME PHONE	WORK PHONE		

COMPLETE THIS SECTION ONLY IF YOU ARE A COMPANY, BUSINESS OR ORGANIZATION

BUSINESS/ORGANIZATION NAME			
BUSINESS ADDRESS			
CITY	STATE	ZIP	COUNTY
PHONE NUMBER			

DECLARATION

In accordance with division (A)(2)(b) of section 2909.32 of the Ohio Revised Code

For each question, indicate either "yes," or "no" in the space provided. Responses must be truthful to the best of your knowledge.

1. Are you a member of an organization on the U.S. Department of State Terrorist Exclusion List?
   ☐ Yes ☐ No

2. Have you used any position of prominence you have with any country to persuade others to support an organization on the U.S. Department of State Terrorist Exclusion List?
   ☐ Yes ☐ No

GOVERNMENT BUSINESS AND FUNDING CONTRACTS - CONTINUED

3. Have you knowingly solicited funds or other things of value for an organization on the U.S. Department of State Terrorist Exclusion List?
☐ Yes ☐ No

4. Have you solicited any individual for membership in an organization on the U.S. Department of State Terrorist Exclusion List?
☐ Yes ☐ No

5. Have you committed an act that you know, or reasonably should have known, affords "material support or resources" to an organization on the U.S. Department of State Terrorist Exclusion List?
☐ Yes ☐ No

6. Have you hired or compensated a person you knew to be a member of an organization on the U.S. Department of State Terrorist Exclusion List, or a person you knew to be engaged in planning, assisting, or carrying out an act of terrorism?
☐ Yes ☐ No

In the event of a denial of a government contract or government funding due to a positive indication that material assistance has been provided to a terrorist organization, or an organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List, a review of the denial may be requested. The request must be sent to the Ohio Department of Public Safety's Division of Homeland Security. The request forms and instructions for filing can be found on the Ohio Homeland Security Division website.

CERTIFICATION

I hereby certify that the answers I have made to all of the questions on this declaration are true to the best of my knowledge. I understand that if this declaration is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this declaration. I understand that failure to disclose the provision of material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List, or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree. I understand that any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided by myself or my organization. If I am signing this on behalf of a company, business or organization, I hereby acknowledge that I have the authority to make this certification on behalf of the company, business or organization referenced on page 1 of this declaration.

X _____ _____

Signature Date

STATE OF OHIO
DEPARTMENT OF TRANSPORTATION

STANDARD AFFIRMATION AND DISCLOSURE FORM
EXECUTIVE ORDER 2010-09S
Banning the Expenditure of Public Funds on Offshore Services

All of the following provisions must be included in all invitations to proposal, requests for proposals, state term schedules, multiple award contracts, requests for quotations, informal quotations and statements of work. This information is to be submitted as part of the response to any of the procurement methods listed.

CONTRACTOR/SUBCONTRACTOR AFFIRMATION AND DISCLOSURE:

By the signature affixed to this response, the Proposer/Offeror affirms, understands and will abide by the requirements of Executive Order 2010-09S issued by Ohio Governor Ted Strickland. If awarded a contract, the Proposer/Offeror becomes the Contractor and affirms that both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States. The Executive Order is attached and is available at the following website: (http://www.governor.ohio.gov/Default.aspx?taproposal=1495).

The Proposer/Offeror shall provide all the name(s) and location(s) where services under this Contract will be performed in the spaces provided below or by attachment. Failure to provide this information as part of the response will deem the Proposer/Offeror not responsive and no further consideration will be given to the response. Proposer/Offeror's offering will not be considered. If the Proposer/Offeror will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Contractor:

_____ _____
(Address) (City, State, Zip)

Name/Principal location of business of subcontractor(s):

_____ _____
(Name) (Address, City, State, Zip)

_____ _____
(Name) (Address, City, State, Zip)

2. Location where services will be performed by Contractor:

_____ _____
(Address) (City, State, Zip)

Name/Location where services will be performed by subcontractor(s):

(Name)	(Address, City, State, Zip)
(Name)	(Address, City, State, Zip)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor:

(Address)	(Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by subcontractor(s):

(Name)	(Address, City, State, Zip)
(Name)	(Address, City, State, Zip)

4. Location where services to be performed will be changed or shifted by Contractor:

(Address)	(Address, City, State, Zip)

Name/Location(s) where services will be changed or shifted to be performed by subcontractor(s):

(Name)	(Address, City, State, Zip)
(Name)	(Address, City, State, Zip)
(Name)	(Address, City, State, Zip)

Appendix A

Hours of operation shall be according to this appendix for each region. Days of operation shall be Monday through Friday, except for Christmas Day (December 25) and New Year's Day (January 1). A minimum of one vehicle and driver shall be used to provide continuous route coverage during the periods specified. These hours are subject to change at the sole discretion of ODOT. If any of the days, hours, or locations of the required vehicles should change, ODOT will notify proposer as soon as possible.

Toledo

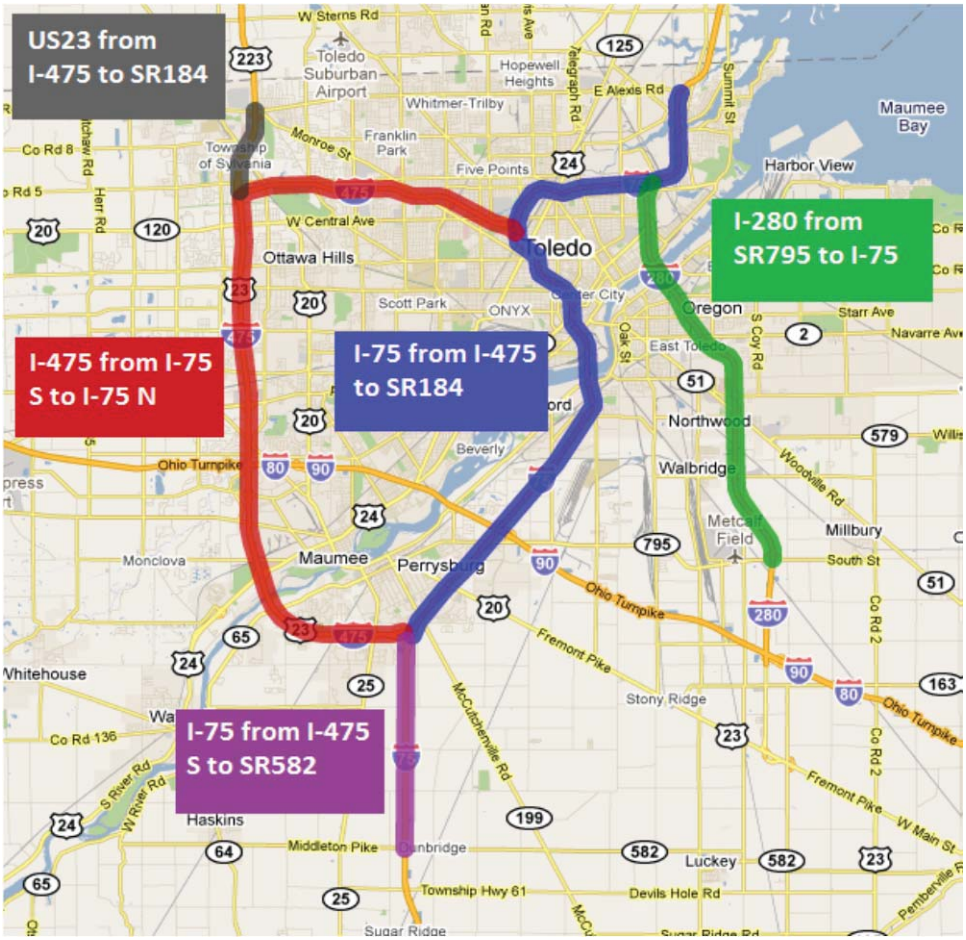


Figure A-1: Map of Toledo FSP coverage routes

Region	TOLEDO	2 FSP			
		On	**From**	**To**	**Miles**
	Normal Hours of Operation	I-75	1-475 S	SR184	18
	M-F 6:00AM – 7:00PM	I-475	I-75 S	I-75 N	20
		I-280	SR795	I-75	10
		I-75	I-475 S	SR582	5
		US23	I-475	SR184	2
					55

Dayton

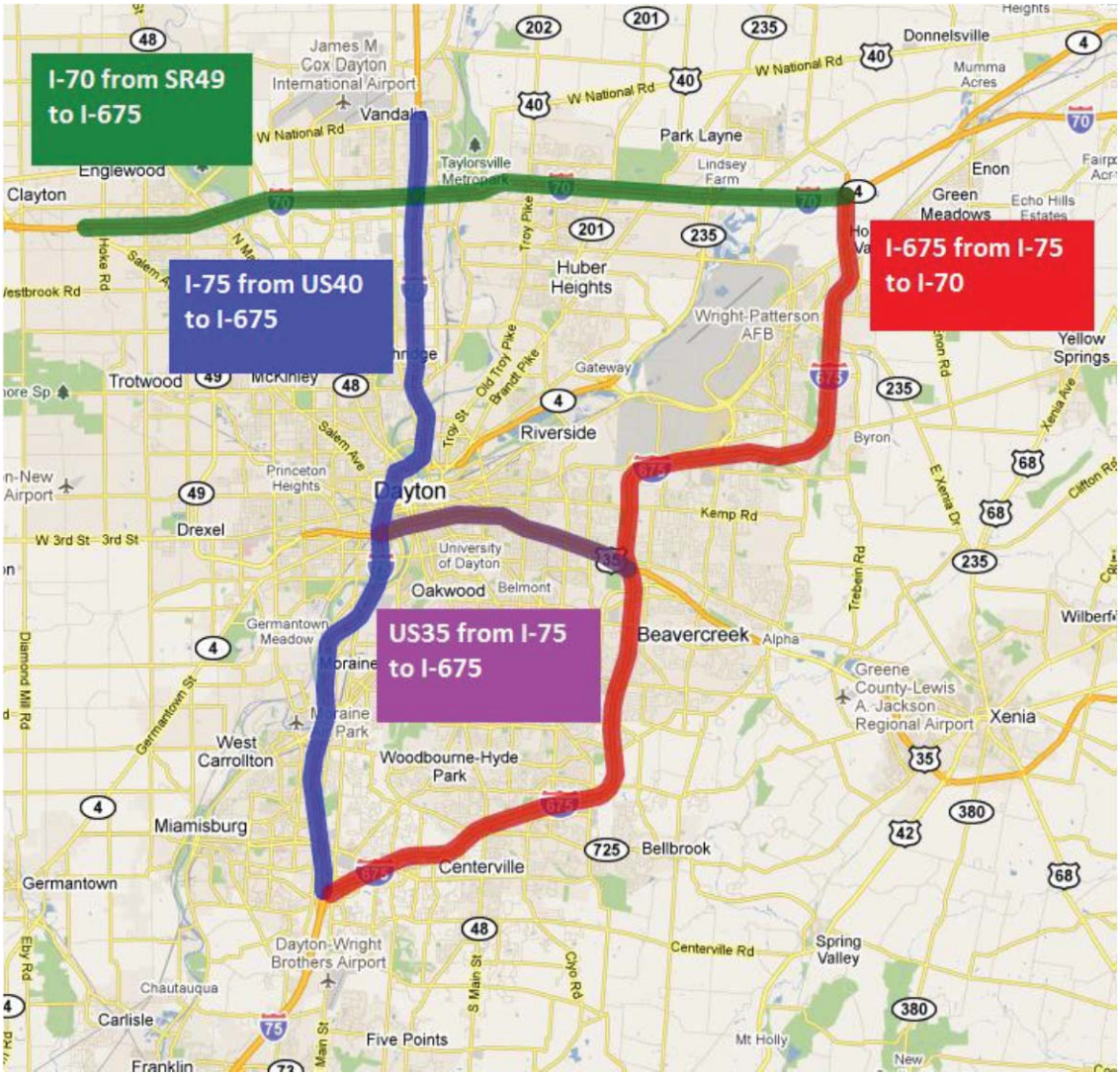


Figure A-2: Map of Dayton FSP coverage routes

Region	DAYTON	2 FSP			
		On	**From**	**To**	**Miles**
	Normal Hours of Operation	I-75	US40	I-675	20
	M-F 6:00AM – 7:00PM	I-675	I-75	I-70	26
		I-70	SR49	I-675	18
		US35	I-75	I-675	7
					71

Columbus

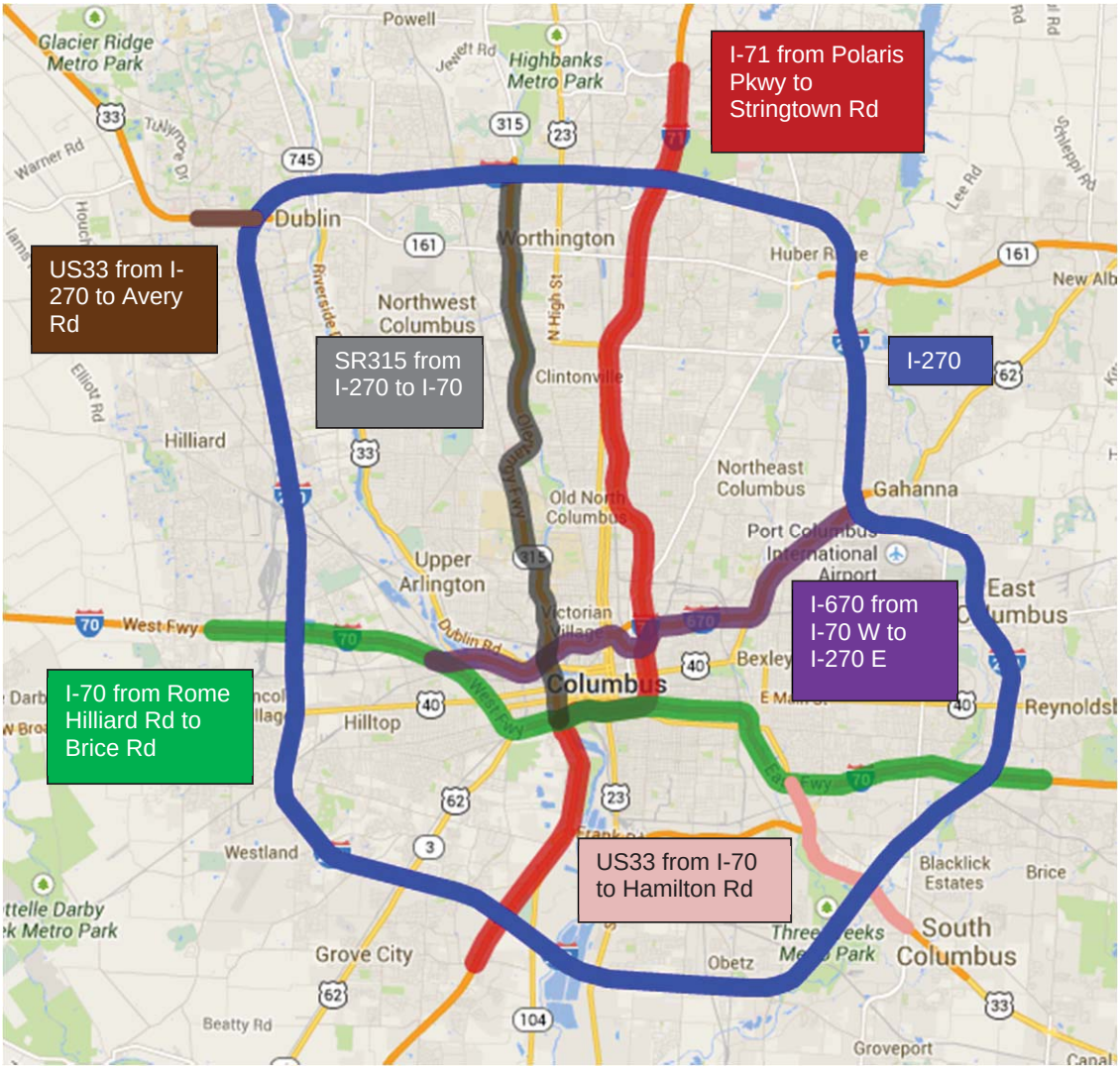


Figure A-3: Map of Columbus FSP coverage routes

Region	COLUMBUS	5 FSP			
		On	**From**	**To**	**Miles**
	Normal Hours of Operation	I-270			55
	M-F 6:00AM – 7:00PM	I-71	Polaris Pky	Stringtown Rd	21
		I-70	Rome Hilliard Rd	Brice Rd	17
		I-670	I-70	I-270	10
		SR315	I-270	I-70	12
		US33	Avery-Muirfield Dr	I-270	1
		US33	I-70	Hamilton Rd	4
					120

Akron

Figure A-4: Map of Akron FSP coverage routes

Region	AKRON	2 FSP			
		On	**From**	**To**	**Miles**
	Normal Hours of Operation	I-77	SR21	I-76	7
	M-F 6:00AM – 7:00PM	I-76	I-77	I-277	2
		I-277	I-76	I-77	4
		I-77	I-277	I-76/SR8	3
		I-76	SR8	I-77 W	3
		I-77	CR15	I-76	5
		SR8	I-76	SR59	6
		I-76	SR8	SR91	4
					34

Cleveland

Figure A-5: Map of Cleveland FSP coverage routes

Region	CLEVELAND	5 FSP			
		On	**From**	**To**	**Miles**
	Normal Hours of Operation	I-90	SR252	SR91	29
	M-F 6:00AM – 7:00PM	I-480	I-80	I-271	27
		I-77	I-271	I-90	19
		I-71	Snow Rd.	I-90	10
		I-490	I-90	I-77	2
		I-271	I-90	SR82	21
		SR176	I-480	I-71	3
					111

Cincinnati

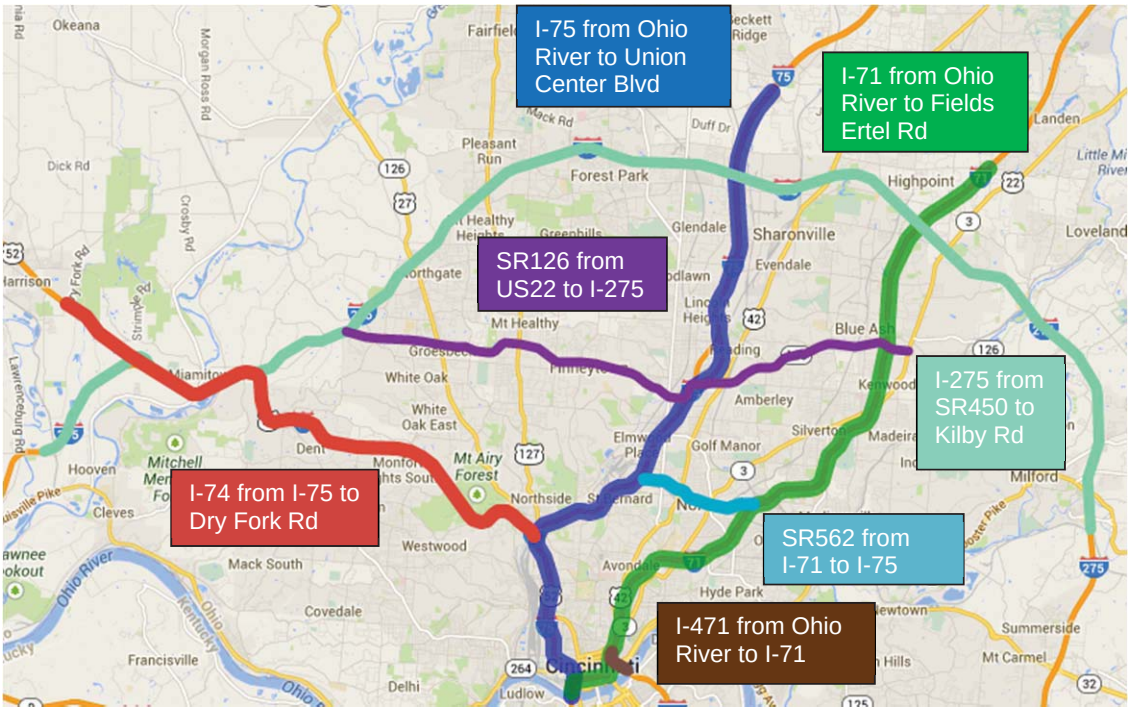


Figure A-6: Map of Cincinnati FSP coverage routes

Region	CINCINNATI	4 FSP On	From	To	Miles
OH	Normal Hours of Operation	I-75	Ohio River	Union Center Blvd	19
OH	M-F 6:00AM – 7:00PM	I-275	SR450	Kilby Rd	38
OH		I-74	I-75	Dry Fork Rd	16
OH		SR562	I-71	I-75	3
OH		I-71	Ohio River	Fields Ertel Rd	20
OH		SR126	US22	I-275	16
OH		I-471	Ohio River	I-71	1
					113

Appendix B
Fuel Price Adjustment Procedure

To compensate for fluctuations in fuel prices while the contract that results from this RFP is in effect, the procedure described in this appendix will be used to adjust the base hourly rate as well as the special events and emergency route hourly rate paid to the Program Manager.

The base fuel prices for this RFP are $3.500 per gallon for gasoline and $4.000 per gallon for diesel. For the purposes of this appendix, the base fuel usage rate for gasoline-powered FSP vehicles is 2.5 gallons of fuel per hour of FSP operations, and the base fuel usage rate for diesel-powered FSP vehicles is 2.0 gallons of fuel per hour of FSP operations. Adjustments to the base hourly rate to be paid to the Program Manager will be applicable whenever the price of fuel changes by increments of $0.250 per gallon.

For each month, fuel prices for the purposes of this appendix will be as shown in the U.S. Energy Information Administration (EIA) Gasoline and Diesel Fuel Update on the first Monday of the month, which is found at the following web site:

http://www.eia.gov/petroleum/gasdiesel/

The prices that will be used are the "U.S. Regular-Gasoline Price" and the "U.S. On-Highway Diesel Fuel Price" for the "Midwest" region.

The tables in this appendix can be used to quickly determine the appropriate fuel price adjustment based on fuel costs found on the EIA web site for that month. For fuel price fluctuations outside the limits of the tables, fuel price adjustments should be calculated as per the information in the following two paragraphs.

Based on the fuel usage rate of 2.5 gallons per hour for gasoline-powered FSP vehicles, the fuel price adjustment will be $0.625 per hour for each fuel price change of $0.250 per gallon above or below the base fuel price of $3.500 per gallon of gasoline.

Based on the fuel usage rate of 2.0 gallons per hour for diesel-powered FSP vehicles, the fuel price adjustment will be $0.500 per hour for each fuel price change of $0.250 per gallon above or below the base fuel price of $4.000 per gallon of diesel.

The tables in this appendix can be used to quickly determine the appropriate fuel price adjustment based on fuel costs found on the EIA web site for that month. For fuel price fluctuations outside the limits of the tables, fuel price adjustments should be calculated as per the information in the preceding two paragraphs.

The fuel prices used are the prices shown on the EIA web site on the first Monday of the month for which an invoice is being submitted by the Program Manager to ODOT. For instance, the fuel prices posted by EIA on November 3, 2014 would be used in the preparation of the invoice for the month of November, 2014, which is due to be received by ODOT by December 15, 2014.

Gasoline Fuel Price Adjustment Table

EIA Fuel Update Price (dollars per gallon)	Base Hourly Price Adjustment (dollars per FSP operation hour)
2.500 to 2.749	- 1.875
2.750 to 2.999	- 1.250
3.000 to 3.249	- 0.625
3.250 to 3.749	0.000
3.750 to 3.999	+ 0.625
4.000 to 4.249	+ 1.250
4.250 to 4.499	+ 1.875
4.500 to 4.749	+ 2.500
4.750 to 4.999	+ 3.125
5.000 to 5.249	+ 3.750
5.250 to 5.499	+ 4.375
5.500 to 5.749	+ 5.000
5.750 to 5.999	+ 5.625
6.000 to 6.249	+ 6.250
6.250 to 6.499	+ 6.875
6.500 to 6.749	+ 7.500
6.750 to 6.999	+ 8.125
7.000 to 7.249	+ 8.750
7.250 to 7.499	+ 9.375

Diesel Fuel Price Adjustment Table

EIA Fuel Update Price (dollars per gallon)	Base Hourly Price Adjustment (dollars per FSP operation hour)
3.000 to 3.249	- 1.875
3.250 to 3.499	- 1.250
3.500 to 3.749	- 0.625
3.750 to 4.249	0.000
4.250 to 4.499	+ 0.625
4.500 to 4.749	+ 1.250
4.750 to 4.999	+ 1.875
5.000 to 5.249	+ 2.500
5.250 to 5.499	+ 3.125
5.500 to 5.749	+ 3.750
5.750 to 5.999	+ 4.375
6.000 to 6.249	+ 5.000
6.250 to 6.499	+ 5.625
6.500 to 6.749	+ 6.250
6.750 to 6.999	+ 6.875
7.000 to 7.249	+ 7.500
7.250 to 7.499	+ 8.125
7.500 to 7.749	+ 8.750
7.750 to 7.999	+ 9.375

Appendix C
Cost Proposal

Base Hourly Rate (See page 5 section 4d)	
Special Events and Emergency Route Hourly Rate (See page 9 Route Requirements)	
Cost to apply sponsor's logos per vehicle (See page 5 section 4e and page 10)	
One Time Lump Sum Payment on November 1, 2014 (See page 5 section 4f)	

Appendix D
Proposal Checklist

When submitting a proposal, please use this checklist as a guide for the contents of submission. The checklist is to be used as reference only and does not change the requirements contained in the RFP. If there are any conflicting terms between this Appendix and the RFP, the RFP will control. Failure to submit the appropriate documents may cause the proposal to be deemed unresponsive.

1. Be sure the Proposal is labeled properly before submitting. Information can be found on page 2.
2. Be sure to call and schedule attendance at the MANDATORY pre-proposal conference on May 6, 2014.
3. Be sure to submit questions/clarifications by May 13, 2014.
4. Be sure the Proposal is responsive to all the sections listed in the Proposal Content section.
5. Be sure to sign the signature page with the appropriate information.
6. Be sure to return ALL pages of the RFP with the Proposal.
7. Be sure to complete the two forms at the end of the RFP. The Declaration regarding material assistance/nonassistance to a terrorist organization and Executive Order 2010-09S Banning the expenditure of Public Funds on Offshore Services must be completed and submitted with the proposal.

Appendix E
Typical Sponsor's Logos

Material
• All applied vinyl is reflective.
• Use only approved 3M™ Scotchlite™ Removable Graphic Film with Comply™
- 3M™ 680CR-72 red, 85 black, and 10 white
• Use only approved 3M™ Diamond Grade™ Red/White block pattern 983-326 - 6”/6” Conspicuity Tape
• Rear Chevrons (if used): Use only approved 3M™ Diamond Grade™
- 3M™ 983-72 Red
- 3M™ 983-23 Yellow/Green

Production and Installation
• Proportions of logos, word marks or other design elements cannot be distorted in any way
• All vehicle graphics must be done in a single piece and cannot be seamed
  - Upper cab windows must be done as one piece.
  - The only acceptable break points on the vehicle are at a termination of a body part (e.g. between the front fender and door).
  - Lower side white striping must be cut in a single piece and cannot be spaced by hand.
• Additional production and installation information will be made available to operator.

Prior to production and installation, art files will be provided by Bach-Lees Design. Contact: Eric Lees, 617-499-3350.

Appendix F

Approved:

Gordon Proctor

Gordon Proctor
Director

Policy No. 19-002(P)
Effective: November 22, 2002
Responsible Division: Facilities & Equipment Management
Supercedes Policy 232-001(P)
Dated: August 18, 1997

EQUIPMENT LIGHTING, MARKING AND CONSPICUITY POLICY

POLICY STATEMENT:
It is the policy of the Ohio Department of Transportation to assure the districts and Central Office maintain a uniform lighting array, equipment lighting, marking and conspicuity. It is ODOT's policy to maximize safety when vehicles and the work force are in highway construction and maintenance operations.

The policies for equipment lighting are:

1. Equipment lighting and marking will be arrayed in such a way to easily distinguish ODOT vehicles. Distinguishing lighting arrays, particularly on dump trucks, allows the public to quickly identify vehicles parked or working in highway maintenance, snow removal and construction zones.

2. All safety lighting will be flashing lights, amber in color, composed of photo strobes or LED's or a combination of both. Photo strobes discharge a high intensity flash that can be readily seen. Photo strobes have proven to be reliable and inexpensive to buy. LED systems are low power draw and high longevity, although not as intense or with as wide a field of vision as photo strobes. The amber color lighting is to differentiate between ODOT vehicles and emergency and safety services vehicles (e.g., police, fire, emergency medical) and as required in the Ohio Revised Code. {Ref.: ORC 4513.17 (C)(1)}

3. The specific number of safety lighting devices per piece of equipment and the location of such devices comprises the minimum standard of 360 degrees of visibility on a horizontal plane when a vehicle, associated car or passenger vehicle is used in the maintenance, repair, construction and snow removal activities within highway right-of-ways. The 360 degree horizontal visibility will allow the vehicle safety lighting to be seen regardless of the angle of the vehicle in relation to the direction of the traveling public.

4. Dump truck and ancillary equipment safety lighting will be the responsibility of, and issued from, the Office of Equipment Management which will determine the lighting styles and arrangements. The dump truck lighting will conform to EMS Procedure EIP-2022, Dump Truck Lighting. The lighting array used on ODOT dump trucks is the result

of testing several arrays to determine the pattern which provides a 360 degree lighting pattern. By installing this pattern of lighting, a signature provides a unique 360 lighting pattern provided for the traveling public to easily identify an ODOT dump truck during limited and night time visibility.

5. All other equipment safety lighting will be the responsibility of the districts and will conform to the specifications set forth in this policy. Safety lighting will be positioned on the equipment so as to not interfere with the ability to see standard vehicle lighting.

6. Vehicle marking will be consistent to allow for maximum public awareness. EMS Procedure EIP-2021, Equipment Color, Marking and Identification, is on the OEM intranet website and will be followed to ensure consistent marking of all ODOT equipment.

AUTHORITY:
Sections 4513.03 through 4513.18 (Vehicle Lighting), 5501.01, 5501.03, 5501.31 of the Ohio Revised Code.

REFERENCES:
- Ohio Manual of Uniform Traffic Control Devices
- Work Zone Traffic Control Standard for ODOT Operations, AS 7A-1
- EMS Guideline EIP-2021
- EMS Guideline EIP-2022
- Society of Automotive Engineers Standards J575 (Rev. June 1992), J578 (Rev. June 1995), - J592 (Rev. December 1994), J2139 (Issued November 1994)
- Federal Motor Vehicle Safety Standard 108

SCOPE:
This policy is applicable to all field districts, regions, divisions and offices within the Ohio Department of Transportation. Prime responsibility lies with personnel having charge for the management of equipment in their area, including but not necessarily limited to District Highway Managers, Roadway Service Managers, Equipment Managers and County Managers.

BACKGROUND AND PURPOSE:
This policy provides a set of standards for equipment lighting, marking and identification. This is to ensure a statewide consistent identification of ODOT owned vehicles and equipment to provide a greater margin of safety by providing easy identification. By providing a signature lighting arrangement for dump trucks and a minimum standard for other equipment, this policy

will provide a greater margin of safety during snow and ice control and in work zones and provide a professional public image for the traveling public.

Policy No. 19-002(P)
Effective Date: November 22, 2002
Page 3 of 3

DEFINITIONS:

Strobe Light: A warning light consisting of an arc-discharge flash lamp inside an enclosure with an amber lense or filter and a high voltage power supply.

LED: Light Emitting Diode

TRAINING:

Training will be limited to that which is required to properly install and maintain strobe light systems. Training will be provided by the lighting vendor or manufacturer.

FISCAL IMPACT:

Implementation of this policy will have fiscal impact on the district dependent on the safety lighting as required by the Office of Equipment Management (for dump trucks) and the district management for other equipment. The fiscal impact will vary depending on the amount and type of lighting. The cost of safety lighting ranges from $100 to $600 per vehicle and affects approximately 8000 pieces of fleet equipment.