

# San Francisco Superior Court

## RFP 38-23-006

### Shuttle Service

#### FAQs

Note: The San Francisco Superior Court is not part of the City or County of San Francisco; it is part of the Judicial Branch of state government. Any reference to the Court being part of the County is corrected to '[Court].'

QUESTION	ANSWER
Is there a page limit/recommendation for the proposal response?	While there isn't a stated page limit for a proposal, an ideal response begins with concise, pertinent information followed by explanations or examples.
What is the name of incumbent? <i>Note: this question is the only one included in this FAQ even though it was asked in many different ways.</i>	None. This is a new service for the San Francisco Superior Court ('Court').
What is the existing annual budget for this service?	The Court does not have an existing budget for this service but will formulate one based on the chosen vendor's cost proposal.
What are the daily ridership numbers?	The Court anticipates 60 daily riders, in each direction. (Section 2.0 of the RFP document.)
What is the monthly ridership report?	The Court anticipates 60 daily riders in each direction each workday. (Approximately 22 workdays per month.)
How many passengers must the shuttle accommodate?	The Court is anticipating the need for an 18-20-passenger vehicle.
Does the [Court] prefer a specific type of vehicle for this contract (diesel, gasoline, hybrid, EV, etc.), or is the selection of the vehicles at the bidder's discretion?	There is no score advantage to the type of vehicle used.
Is the award of the contract subject to the [Court's] inspection of the vehicles? Please provide a timeline for this inspection.	The Court does not employ anyone qualified to inspect the shuttle vehicle, however, the RFP document has been revised to add required submission of documentation of vehicle inspection and maintenance reports in the Technical Proposal. See section 9.1 of RFP Revision No. 1 that is posted on <a href="#">Court's procurement webpage</a> .
Does the vehicle need to be ADA compliant?	Yes. See RFP Revision No. 1 for ADA information in section 3.2.

Are there any policies or guidelines for blocking the first row of seats for passengers who may need additional assistance, or who need to be seated near the entry door?	A policy will not be necessary as the Court staff will accommodate each other accordingly.
Are diesel shuttles a requirement?	No.
Is there bus parking and/or office space available to the contractor?	No.
The auto liability insurance is below the minimum state requirements. Is this acceptable?	The San Francisco Superior Court is part of the Judicial Branch of state government and has different rules and process than other California state government branches. The minimum requirement is not changed, but the language of that section has changed to address <u>Commercial Automobile Insurance</u> . As such, Revision No. 1 of the RFP has been issued and is posted on the Court procurement webpage found <a href="#">here</a> .
Are drivers required to be exclusive to this contract?	Drivers are not required to be exclusive to the San Francisco Superior Court Shuttle Service contract.
Will restrooms be available to drivers?	The Hall of Justice is a public building and has restroom facilities. (Please note that depending on the time of day, there could be long lines to get into the building.)
Are the personnel under this contract subject to a Union or Collective Bargaining Agreement?	No.
Please clarify if billable time continues past scheduled hours on the last trip due to external factors (traffic, weather, incidents, etc.).	<p>In San Francisco, traffic, weather, incidents, will be a usual occurrence during commute hours. Therefore, additional billable time is not allowed.</p> <p>Vendor should expect to make at least one pickup every 30 minutes for a <u>minimum</u> of 6 pickups per shift. The last pick up time should be within 15 minutes of the stated end time, otherwise, the driver should make one more pickup. Court staff will be informed that if the are not at the pick up spot at 8:45a or 6:45p, then they cannot be guaranteed to be picked up that day.</p> <p>See RFP Revision No. 1, Section 2.0 for additional information.</p>
Would the [Court] consider more notice than 48 hours to change the service? If not, could the pricing model include a fixed monthly fee to cover operating costs and a per-hour fee for variable costs?"	<p>The Court would only change the pick up/drop off location if there is a compelling reason to do so like road construction; a major blockage of a pick up/drop off location; a pick up/drop off location becomes unsafe; etc., therefore, the Court believes 48 hours is ample time for vendor to accommodate. And as stated in the RFP, 48 hours-notice is not always possible, like when a stop is blocked due to an accident.</p> <p>See RFP Revision No. 1, Section 2.1 that includes clarifying language.</p>

<p>Will we be asked to operate special route requests?</p>	<p>The San Francisco Superior Court does not anticipate any additional route (aka special routes) requests in the Shuttle Service contract.</p>
<p>Do we have to register with the San Francisco tax collector for a license before approval for the contract?</p>	<p>Section 9.1, subsection G, part vi of the Bid document states to be included in bid proposal: "Copies of the Proposer's (and any subcontractors') current business licenses including license to conduct business in San Francisco."</p>
<p>Is a bid or performance bond required?</p>	<p>No, but Vendor would not be able to terminate the contract without cause.</p>
<p>Is there a DVBE requirement percentage?</p>	<p>The requirements of DVBE are stated in the RFP Attachment 9a.</p>
<p>What is the name of the DVBE utilized under the current agreement?</p>	<p>There isn't a current agreement.</p>
<p>Is there any TACPA preference offered for this bid?</p>	<p>The Target Area Contract Preference Act (TACPA) pertains to contracts with the California Department of General Services which is part of the Executive Branch of state government. Although the San Francisco Superior Court is also a state agency, we are governed by the state's Judicial Branch and our competitive procurement rules do not include TACPA.</p>