



Township of East Brunswick  
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**TOWNSHIP OF EAST BRUNSWICK**  
**REQUEST FOR QUOTATION**

**NON-EMERGENCY MEDICAL TRANSPORTATION**

**QUOTE OPENING DATE: September 17, 2019 10:00 A.M.**

**FAIR AND OPEN PROCESS IN ACCORDANCE WITH  
N.J.S.A. 19:44A-20.4 et seq.**

## **A. PROJECT BACKGROUND:**

The Township of East Brunswick (“Township”) wishes to provide Registered Members of the Township Senior Center (“Member”) a subsidy for private car service for non-emergency medical / doctor’s appointments within the Township, 24 hours, 7 days per week, requested through the Township Department on Aging (“Department”). The Members make appointments by contacting the Department between the hours of 10am and 4pm Monday through Friday, excluding Township Holidays. The Department determines the Member’s eligibility and the need for transportation services. The Department sends the Provider by e-mail, fax or phone the Member(s) to be transported, the date and time of the appointment, the place and time of pick-up, the name and address of the destination. Appointments are scheduled by the Department two (2) business days in advance but no sooner than thirty days before said appointment. Members are 60 years of age and older. Members currently pay a co-pay of \$3.00 (Three Dollars) to the Department for each one way transport. Service is curb to curb. Drivers are not required to provide personal assistance for Members needing support services. The Provider provides a monthly invoice that includes the Member’s proof of visit. Provider invoices shall be paid monthly by the Township. In 2018 the total number of one way transports was 2,617 for an average of 218 per month. Peak month was May and transports in December were lower.

## **B. SCOPE OF WORK:**

The Township is issuing this request for quotation via a fair and open process in accordance with N.J.S.A 19:44A-20.4 et seq.

Furnish and Deliver Services based on the requirements listed below:

1. Provider shall maintain a functioning fax and e-mail to receive reservations and cancellations.
2. The Provider shall provide non-emergency transportation services 24 hours day, 7 days a week.
3. All transportation vehicles must have minimum New Jersey Motor Vehicle coverage and keep said insurance up-to-date as outlined in Section F, *Insurance Requirements*.
4. All transportation vehicles must be safe, well maintained, clean, odor free and have doors that open wide to permit riders with limited mobility easy access and have space (trunk) to hold a wheelchair or other walker equipment said Member may need.
5. All transportation vehicles must be equipped with either radio communication or cellular telephones.
6. Provider shall maintain a sufficient number of vehicles to ensure timely compliance with transportation requests.

7. All requests for Non-Emergency Medical Transportation (Transportation”) service will be requested through the Township Department on Aging. Members who are living in assisted living and rehabilitation/ long term care facilities are excluded from Transportation.
8. Transportation shall include pick-up from the Member’s residence within the Township allowing time for them to get to their medical appointment on time.
9. Upon completion of the medical / doctor visit the Member will call the Provider and request a return ride home. The Provider shall respond in a timely manner (no more than 30 minutes). If there is to be a longer delay the Provide will inform the Member, by phone.
10. The Provider shall require a doctor's note from the Member for proof of the visit which will be attached with the Provider’s monthly invoice.
11. Service is curb to curb and drivers are not required provide personal assistance for Members needing support services. Seniors needing personal assistance provide their own supportive services such as a home health aide.
12. The Provider shall bill the Senior Center of the Township once a month for each one way transport. Billing must include date of the trip, Member’s name, pick-up address and the address of the doctor / facility.

### **C. QUALIFICATIONS:**

The Provider should possess the following qualifications:

1. Provider must be a licensed transportation /car service with approved commercial vehicles.
2. All drivers should be familiar with the streets of the Township or have use of a G.P.S. to locate homes.
3. All dispatchers and drivers should have good communication skills, understanding the rider may have poor hearing.

### **D. FAIR AND OPEN CRITERIA:**

#### **STANDARDIZED SUBMISSION REQUIREMENTS & SELECTION CRITERIA**

1. The solicitation of qualifications for any contract to be determined in excess of \$17,500, and for which a bid solicitation shall not be required under the Local Public Contracts Law shall be advertised by the Township on the Township website at least ten (10) days prior to the date set for

the receipt of said quote. The published notice shall set forth a description of the requested goods or services, the time, date and place that proposals must be submitted, the contact information for obtaining a proposal document, and a statement that the proposals are being solicited through the fair and open process, in accordance with N.J.S.A. 19:44A-20.4 et seq.

2. The Township shall review the responses to the request for quotes and appoint or award a contract to a business entity for the goods or services advertised subsequent to such review. Contracts awarded under this process shall be publicly announced and awarded. The resolution awarding the contract shall state that the contract was awarded after a fair and open process and shall state the number of responses received.
3. Contracts subject to the fair and open process delineated herein are subject to additional Requirements and any other applicable laws including, but not limited to, the Local Public Contracts Law.

#### **E. SELECTION CRITERIA:**

Quotations will be evaluated by the on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Experience and reputation in the field;
- b. Knowledge of the Township of East Brunswick and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Township;
- d. Compensation proposal;
- e. Other factors if demonstrated to be in the best interest of the Township of East Brunswick.

#### **F. INSURANCE REQUIREMENTS:**

Provider shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Provider, his agents, representatives, employees or subcontractors.

##### **Minimum Scope and limit of Insurance**

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Coverage shall be on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: Coverage for all owned, non-owned and hired vehicles with limit no less than \$2,000,000 per accident for bodily injury and property damage.

3. Workers' Compensation: as required by the State of New Jersey, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
4. Professional Liability (Errors and Omissions) Insurance appropriate to the Vendor's profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.

If the Provider maintains broader coverage and/or higher limits than the minimums shown above, the Township requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Provider. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Township.

#### **Other Insurance Provisions**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

#### ***Additional Insured Status***

The Township, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Provider including materials, parts, or equipment furnished in connection with such work or operations.

#### ***Primary Coverage***

For any claims related to this contract, the Provider's insurance coverage shall be primary coverage as respects the Township, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Township, its officers, officials, employees, or volunteers shall be excess of the Provider's insurance and shall not contribute with it.

#### ***Notice of Cancellation***

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Township.

#### ***Waiver of Subrogation***

Provider hereby grants to Township a waiver of any right to subrogation which any insurer of said Provider may acquire against the Township by virtue of the payment of any loss under such insurance. Provider agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Township has received a waiver of subrogation endorsement from the insurer.

#### ***Acceptability of Insurers***

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Township.

#### ***Verification of Coverage***

Provider shall furnish Township with a Certificate of Insurance including all required amendatory endorsements. All certificates and endorsements are to be received and approved by the Township prior to commencement of activities.

#### ***Special Risks or Circumstances***

Township reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

## **G. OTHER REQUIREMENTS:**

### **1. Proof of N.J. Business Registration Certificate N.J.S.A. 52:32-44**

Pursuant to N.J.S.A. 52:32-44, the Township is prohibited from entering into a contract with an entity unless the bidder/respondent/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time of contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

(1) The contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.

(2) The contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.

(3) The contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the

Department of Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered in the State. Any questions in this regard can be directed to the Division of Taxation at (609) 292-6400. Form NJ-REG can be filed online at [www.state.nj.us/treasury/revenue/busregcert.shtml](http://www.state.nj.us/treasury/revenue/busregcert.shtml).

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses. Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25.00 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

### **2. Form W-9**

Successful contractor shall complete W-9 Form and submit to the Municipal Clerk prior to contract award. The form is available at the following link: [www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf)

### **3. Certification Of Political Contributions - Pay to Play – Notice of Disclosure Requirement**

Township Ordinance No. 06-13 Establishing Restrictions on the Award of Contracts to Professional Entities and Certain Other Entities Who Make Certain Political Contributions, and pursuant to Section 3 (a) thereof, requires that Respondents confirm that they have not made any contributions in violation of Section 1 of Ordinance No. 06-13.

Business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A.

19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year.

Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

## **H. PAYMENTS**

The Provider shall invoice the Senior Center of the Township once a month for each one way transport. Billing must include date of the trip, Member's name, pick-up address and the address of the doctor / facility as noted in Section B, 12.

## **I. QUESTIONS**

Any person who has questions or who needs additional information should contact Nennette Perry, Municipal Clerk, at (732) 390-6850.