



# Municipality of Princeton

Municipal Building  
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Princeton, NJ 08540-3496

Department of Community Development  
Office of the Engineer  
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**ROBERT V. KISER, P.E.**  
Municipal Engineer

**To: Mayor & Council  
Robert W. Bruschi, Administrator**

**From: Robert V. Kiser, P.E., Municipal Engineer** *RVK*

**Subject: Recommendation to Award a Contract to Low Bidder: Jitney – Community Shuttle Service (Commuter & Daytime Routes)**

**Date: May 7, 2013**

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This memorandum recommends that a contract be awarded to Stout's II, Inc. for Jitney – Community Shuttle Service for the Commuter and Daytime freeB routes. These services are for the operation and maintenance of the NJ TRANSIT-owned mini-bus that has been used to provide transit options for the community.

Following the approval by Mayor & Council at the February 25, 2013 meeting to prepare bid documents for these services, the Municipal Task Force on freeB Transit (Task Force) and the staff completed the documents and advertised for bids, resulting in the receipt and public opening of three bids on April 30, 2013. The Engineering staff, the Municipal Attorney, and the Task Force have reviewed the bid proposals received from three bidders, and have found the proposals to be satisfactory and responsive. These bid proposals have been summarized on the attached Bid Tabulation.

According to the bid specifications, the Commuter Route is operated from approximately 5:30 a.m. to 9:00 a.m. and 5:00 p.m. to 9:00 p.m. on the five weekdays. The Daytime Route is being expanded from three (3) days to six (6) days per week, excluding Sunday, and will run continuously from 9:30 a.m. to 4:30 p.m., including the 11:30 a.m. to 12:30 p.m. hour which had been a driver's lunch break.

From the low bidder's proposal, the Base Bid cost (Item #1A) for operation and maintenance of the freeB bus would be \$8,325.00 per month, and a total of \$258,075.00 for the minimum contract period of 31 months from June 1, 2013 to December 31, 2013. This monthly cost is \$385.00 less per month than the current contract cost.

For the second Base Bid cost (Item #2A), the Provider would employ their own Back-up Bus, if the Municipality's vehicles are not operable or available. The low bidder's cost of \$300.00 per

day when this is necessary, is the same rate currently charged. The estimated total cost of this item for the minimum contract period would be \$15,000.00

The third Base Bid item involves provision of a driver for Emergency or Special Event Use for either a 4-hour period (Item #3Ai) or an 8-hour period (Item #3Aii). This enables the freeB to be used during public emergencies, and for transporting participants of municipally-based programs to special events, such as concerts or plays. The low bidder's cost of \$240.00 per 4-hour event and \$480.00 per 8-hour event, results in a total estimated cost of \$10,800 for the minimum contract period.

A comparison of the bids received with the above options is as follows:

Item Description	Stout's	Raphael	A-1 Limosine
Base Bid Item #1A	\$258,075.00	\$307,176.83	\$494,264.00
Item #2A	15,000.00	45,000.00	33,350.00
Items #3Ai & 3Aii	10,800.00	12,000.00	8,280.00
TOTAL	\$283,875.00	\$354,176.83	\$535,894.00

The Alternate Bid items relate to elimination or reduction of the Commuter Route service, by totally cutting the eight (8) hours per day or by reducing by four (4) hours per day. The low bidder's proposal would deduct \$172.67 per 8-hour day, or a deduction of \$3,626.07 per month if the service is eliminated. The low bidder's proposal for reduction by 4 hours per day is a deduction of \$91.33 per 4-hour day, \$1,917.83 per month, should that service be eliminated.

In consideration of the above, it is recommended that a contract be awarded to Stout's II, Inc. for a 31-month contract, including Base Bid Item #1A, Back-up Service Item #2A, and Emergency / Special Event Use Item #3Ai and #3Aii for a total cost of \$283,875.00, with a provision to consider accepting the Alternate Bid items at a later date, pursuant to the bid specifications.

A Resolution, an Agreement, and the Bid Tabulation are attached. Please contact me with any questions.

Enclosures

Cc: Linda S. McDermott, Clerk  
Sandra Webb, CFO

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**RESOLUTION 2013-R-  
OF THE MAYOR AND COUNCIL  
OF THE MUNICIPALITY OF PRINCETON  
AWARDING CONTRACT  
FOR JITNEY – COMMUNITY SHUTTLE SERVICE  
(COMMUTER & DAYTIME ROUTES)**

**WHEREAS**, the Municipality of Princeton has determined the need for services in connection with a Jitney - Community Shuttle Service with Commuter and Daytime Routes; and

**WHEREAS**, the Municipality has solicited bid proposals for same; and

**WHEREAS**, all bid proposals were publically opened on Tuesday, April 30, 2013; and three bids were opened and read; and

**WHEREAS**, the bid results are summarized on the attached Bid Tabulation spreadsheet; and

**WHEREAS**, the bid proposals were reviewed by the Municipal Engineer and the Municipal Attorney, and found to be satisfactory; and

**WHEREAS**, it is the recommendation of the Municipal Engineer that the contract be awarded to Stout's II, Inc. as the lowest responsible bidder, and the bid be awarded for the minimum contract period from, utilizing Base Bid Item #1A of Commuter Shuttle & Daytime Service at \$258,075.00; along with Base Bid Item #2A for 50 days of Back-up Vehicle Service, at \$300.00/day, or \$15,000.00; and Base Bid Item #3Ai for 15 days of Emergency/Special Event Use at 4 hours each, at \$240.00/use; and Base Bid Item #3Aii for 15 days of Emergency/Special Event Use at 8 hours each, at \$480.00/use; each with a thirty-one month service period from June 1, 2013 through December 31, 2015; and

**WHEREAS**, the Municipality's Chief Financial Officer has certified that funds are

available for the purposes set forth herein.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Municipality of Princeton that a thirty-one month contract be awarded for Jitney – Community Shuttle Service to Stout’s II, Inc., 20 Irven Street, Trenton NJ 08638, in the amount of \$283,875.00, as set forth in the bid specifications, and recommended by the Municipal Engineer.

**BE IT FURTHER RESOLVED**, that the Mayor and Municipal Clerk are hereby authorized and directed to execute said Contract on behalf of the Municipality.

Councilperson	Absent	Present	1 <sup>st</sup>	2 <sup>nd</sup>	Yea	Nay	Abstain	Disqualified
Ms. Butler								
Mrs. Crumiller								
Ms. Howard								
Mr. Liverman								
Mr. Miller								
Mr. Simon								
Mayor Lempert								

I, Linda S. McDermott, Clerk of the Municipality of Princeton, do hereby certify that the above is a true and complete copy of a resolution adopted by the Mayor and Council of said Municipality at a meeting held May 13, 2013.

IN WITNESS WHEREOF, I hereunto set my hand and affix the corporate seal of said Municipality, this 14th day of May, 2013.

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Linda S. McDermott  
Municipal Clerk

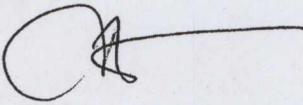
**MEMORANDUM**

To: Donald Mayer-Brown, PE  
Princeton Engineering Department  
*via e-mail & hand-delivery*

From: Edwin W. Schmierer, Esq.  
Princeton Attorney

Date: May 2, 2013

Re: **Princeton - Jitney/Community Shuttle Service (Commuter and Daytime Routes)  
Contract**



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On April 30, 2013, pursuant to a notice to bidders issued by Princeton, three bids were received to provide Jitney/Community Shuttle Service for a period of two years and seven months commencing June 1, 2013.

I have had an opportunity to review the bid documents submitted by the lowest responsible bidder, Stouts II, Inc. with a monthly charge of \$8,325.00.

All of the bid documents submitted by Stouts II, Inc. are in compliance with the bid documents.

Consequently, I would recommend that Princeton enter into a contract with Stouts II, Inc. to provide the above referenced Jitney/Community Shuttle Services.

EWS:sd

cc: Robert W. Bruschi, Administrator  
Kathy Monzo, Assistant Administrator  
Linda S. McDermott, Clerk  
Robert V. Kiser, P.E., Princeton Engineer

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**BIDDING DOCUMENTS CHECKLIST**

Item #	Description	QTY.	UNIT	A-1 Limousine 2 Emmons Drive Princeton NJ 08540		First Transit 175 Klockner Rd. Hamilton NJ 08619		Irvin Raphael, Inc. 550 Old Stage Road East Brunswick, NJ 08816		Stout's Transportation 20 Irvan Street Trenton NJ 08638		Golden Arrow Transportation 743 North Avenue Plainfield, NJ 07062	
				UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL
	BID PROPOSAL												
	BID GUARANTEE												
	CONSENT OF SURETY												
	ACKNOWLEDGEMENT OF OWNERSHIP												
	ACKNOWLEDGEMENT OF ADDENDA												
	COPY OF NJ BUSINESS CERTIFICATE												
	BIDDERS QUALIFICATION STATEMENT												
	NON-COLLUSION AFFIDAVIT												
	AFFIRMATIVE ACTION AFFIDAVIT												
	EEO CERTIFICATION												
	COPY OF DRUG & ALCOHOL TESTING POLICY												
	CERTIFICATION REGARDING LOBBYING												
	DISCLOSURE OF LOBBYING ACTIVITIES												
	FEDERAL FISCAL 2013 CERTIFICATIONS & ASSURANCES FOR												
	FEDERAL TRANSPORT ADMINISTRATION ASSISTANCE PROGRAM												
	ANNUAL AFFIDAVIT OF COMPLIANCE WITH NJ TRANSIT CODE OF												
	ETHICS FOR VENDORS & STATE OF NJ ETHICS LAW												
	ANNUAL AFFIDAVIT OF COMPLIANCE WITH THE AMERICANS WITH												
	DISABILITIES ACT												
	<b>BID PROPOSAL ITEMS</b>												
1	Item #1A: Commuter Shuttle & Daytime Service - 6/1/13 to 12/31/15	31	MO.	\$15,944.00	\$494,264.00			\$9,908.93	\$307,176.83	\$8,325.00	\$258,075.00		
2	Item #1B: Commuter Shuttle & Daytime Service - 1/1/16 to 12/31/16	12	MO.	\$17,080.08	\$204,720.96			\$10,156.65	\$121,879.80	\$8,325.00	\$99,900.00		
3	Item #1C: Commuter Shuttle & Daytime Service - 1/1/17 to 12/31/17	12	MO.	\$17,913.08	\$214,956.96			\$10,410.57	\$124,926.84	\$8,325.00	\$99,900.00		
4	Item #2A: Back Up Service: 6/1/13 to 12/31/15	50	DAYS	\$667.00	\$33,350.00			\$900.00	\$45,000.00	\$300.00	\$15,000.00		
5	Item #2B: Back-up Service: 1/1/16 to 12/31/16	25	DAYS	\$713.69	\$17,842.25			\$925.00	\$23,125.00	\$300.00	\$7,500.00		
6	Item #2C: Back-up Service: 1/1/17 to 12/31/17	25	DAYS	\$747.37	\$18,684.25			\$935.00	\$23,375.00	\$300.00	\$7,500.00		
7	Item #3A1: Emergency / Special Event Use @ 4 hrs.: 6/1/13 to 12/31/15	15	EA.	\$184.00	\$2,760.00			\$280.00	\$4,200.00	\$240.00	\$3,600.00		
8	Item #3A1: Emergency / Special Event Use @ 8 hrs.: 6/1/13 to 12/31/15	15	EA.	\$388.00	\$5,820.00			\$520.00	\$7,800.00	\$480.00	\$7,200.00		
9	Item #3B1: Emergency / Special Event Use @ 4 hrs.: 1/1/16 to 12/31/16	15	EA.	\$713.69	\$10,705.35			\$300.00	\$4,500.00	\$240.00	\$3,600.00		
10	Item #3B1: Emergency / Special Event Use @ 8 hrs.: 1/1/16 to 12/31/16	15	EA.	\$1,427.38	\$21,410.70			\$540.00	\$8,100.00	\$480.00	\$7,200.00		
11	Item #3C1: Emergency / Special Event Use @ 4 hrs.: 1/1/17 to 12/31/17	15	EA.	\$749.37	\$11,240.55			\$300.00	\$4,500.00	\$240.00	\$3,600.00		
12	Item #3C1: Emergency / Special Event Use @ 8 hrs.: 1/1/17 to 12/31/17	15	EA.	\$1,488.74	\$22,481.10			\$550.00	\$8,250.00	\$480.00	\$7,200.00		
13	Item #4A: Deduction of Commuter Shuttle @ 8 hrs./day: 6/1/13 to 12/31/15	21	DAYS	\$345.00	\$7,245.00			\$150.00	\$3,150.00	\$172.67	\$3,626.07		
14	Item #4B: Deduction of Commuter Shuttle @ 4 hrs./day: 6/1/13 to 12/31/15	21	DAYS	\$184.00	\$3,864.00			\$75.00	\$1,575.00	\$91.33	\$1,917.93		

**JITNEY – COMMUNITY SHUTTLE**  
**COMMUTER & DAYTIME ROUTES – BID ANALYSIS**

**Given:**

Commuter Route: Ridership in 2012 was 32 per day; in 2013 thus far 35.3 per day.

Daytime Route: Ridership in 2012 for regular service was 35.8 per day; in 2013 thus far 45.3 per day

Commuter Route runs 5 days per week (each weekday).

Daytime Route runs 3 days per week (Monday, Wednesday, and Saturday).

Current Contract Amount – Commuter Route: \$5,350 per month (\$64,200 per year)

Current Contract Amount – Daytime Route: \$3,360 per month (\$40,320 per year)

**Bid Summary (bids opened 4/30/13):**

**Base Bid (minimum contract period of 31 months through Dec. 2015)** provides for Commuter Route weekday service, and Daytime Route 6-days per week service (excluding Sunday).

Low bidder's proposal for Base Bid: \$8,325.00 per month (\$99,900 per year)

**A second Base Bid item** was a Back-up Bus when mechanical repairs are needed. For bidding purposes, Bid estimated 50 days during contract period.

Low bidder's proposal for Back-up Bus: \$300.00 per day when needed, and resulting bid proposal during term of minimum contract of \$15,000.

**A third Base Bid item** was provision of a driver for Emergency or Special Event Use. For bidding purposes, Bid estimated 15 8-hour events and 15 4-hour events.

Low bidder's proposal for Emergency or Special Event Use: \$480 per 8-hour event (\$7,200 total), and \$240 per 4-hour event (\$3,600 total).

**Alternate Bid during minimum contract period** was for a Deduction from Base Bid if Commuter Route is eliminated (8-hours) or Commuter Route is reduced (4-hours) each weekday.

Low Bidder's proposed Deduction per 8-hour weekday: \$172.67 per day or \$3,626.07 per month.

Low Bidder's proposed Deduction per 4-hour weekday: \$91.33 per day or \$1,917.93 per month.