



Municipality of Princeton

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400 Witherspoon Street
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: Jitney - Commuter Shuttle Services with All-day Hours – Recommendation for Extension of Contract through May 2013: Stout's Transportation

Date: April 2, 2013

Contract services for the Jitney – Commuter Shuttle with All-day Hours have been in progress throughout the calendar year of 2012, and expired on December 31, 2012. Stout's Transportation, Inc. has provided these services in a most satisfactory manner.

Prior to the expiration of the agreement for shuttle services, the Borough Engineer's office had requested Stout's to consider an extension of the contract with the Borough through March 2013. Stout's agreed with this request and continued their services under the cost parameters of the 2012 contract.

When that invitation and acceptance occurred, there was an expectation that a task group on the freeB transit program would make recommendations to the new Mayor & Council for a scope of work that would be included in bid documents for new contract. Such a presentation did occur in late February of this year, and the Special Task Force on freeB Transit then directed the Engineering staff to prepare the necessary bid documents. An advertisement for bids has been published, so that a new contract is expected to be in place by the end of May.

Accordingly, this memorandum recommends that a contract extension with Stout's Transportation, Inc. be authorized to enable continued operation and maintenance of the freeB routes until the new anticipated contract can be properly executed after the public bidding process. The bid unit price of \$8,710.00 per month for these services, along with the bid unit price for Back-up Service of \$300.00 per occurrence and an estimated number of occurrences of five (5) would result in a cost not to exceed \$45,050.00. This would result in a new total not-to-exceed contract amount of \$100,310.00.

A Resolution and Certification of Funds are attached. Please contact me with any questions.

Enclosures

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

**RESOLUTION 2013-R-
OF THE MAYOR AND COUNCIL
OF THE MUNICIPALITY OF PRINCETON
EXTENDING CONTRACT FOR JITNEY – COMMUTER SHUTTLE SERVICES
WITH ALL-DAY HOURS**

WHEREAS, the Municipality has determined the need for jitney – commuter shuttle services with all-day hours in the Princeton service area; and

WHEREAS, the Borough of Princeton had solicited bid proposals for these services which were publicly opened on June 12, 2012, and two bids were opened and read; and

WHEREAS, the bids were reviewed by the Borough Engineer and found to be in order; the Borough Engineer recommended that a contract be awarded to Stout's II, Inc., 20 Irven Street, Trenton, NJ, 08638 as the lowest responsible bidder with a unit monthly price of \$8,710.00 per month; and

WHEREAS, on June 26, 2012, pursuant to Resolution 2012-R196, the Mayor and Council of the Borough of Princeton awarded the contract to Stout's II, Inc. from July 1, 2012 through December 31, 2012, for a unit price contract not to exceed \$55,260.00, based upon the bid unit price of \$8,710.00 per month, and a bid unit price for Back-up Service of \$300.00 per occurrence and an estimated number of occurrences of ten (10); and

WHEREAS, the Municipality of Princeton would like to execute a contract extension with Stout's II, Inc. for the continued provision of jitney – commuter shuttle services with all-day hours, as agreed to by Stout's, as confirmed in a letter dated December 14, 2012.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Municipality of Princeton as follows:

The Mayor and Clerk are hereby authorized to extend the contract for jitney – commuter shuttle services with all-day hours with Stouts' II, Inc., 20 Irven Street, Trenton, NJ 08638, from January 1, 2013 through May 31, 2013, for a unit price contract not to exceed \$45,050.00, based upon the bid unit price of \$8,710.00 per month, and a bid unit price for Back-up Service of \$300.00 per occurrence and an estimated number of occurrences of five (5). This would result in a new total not-to-exceed contract amount of \$100,310.00.

BE IT FURTHER RESOLVED, that the Mayor and Clerk are hereby authorized and directed

to execute said contract extension on behalf of the Municipality.

Councilperson	Absent	Present	1 st	2 nd	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 April 22, 2013.

IN WITNESS WHEREOF, I hereunto set my hand and affix the corporate seal of said Borough, this 23rd day of April, 2013.

Linda S. McDermott
Municipal Clerk

BOROUGH of PRINCETON
DEPARTMENT OF ENGINEERING

John M. West, P.E., P.P.
Borough Engineer

Witherspoon Building
400 Witherspoon Street
Princeton, New Jersey
08540
609-921-7077
609-688-2027 fax

Donald W. Mayer-Brown
Special Projects Engineer
Robert K. Pagan
Assistant Engineer

December 14, 2012

Jeff Kunkle - Stout's Transportation, Inc.
20 Irven Street
Trenton, NJ 08638

RE: Jitney Commuter Shuttle Service – Proposal to Extend Contract by Change Order

Dear Mr. Kunkle:

This letter is to confirm our telephone conversation of December 12, 2012 regarding the Borough of Princeton request to extend the current contract between Stout's and the Borough, which is due to expire on December 31, 2012. As we had discussed, the Borough and Township are preparing to consolidate into one municipality in 2013, and we are seeking to obtain an extension of this contract to operate and maintain the FreeB Jitney Shuttle for the commuter route and the daytime route in Princeton for up to three (3) months.

From what you mentioned to me on the telephone the other day, Stout's is prepared to continue the services for operation and maintenance of the Princeton Shuttle through the end of March 2013 for the same prices as included in the current contract. The Borough will now amend the current contract in order to reflect this proposal. This will enable the new municipality to then be able to advertise for bid proposals in February 2013, with a new longer-term contract anticipated to commence on or about April 1, 2013.

If you have any comments or questions regarding this matter, please contact our office at (609) 921-7077. Thank you for your cooperation.

Very truly yours,


Donald W. Mayer-Brown
Special Projects Engineer

cc: Robert W. Bruschi, Borough Administrator
John M. West, P.E., P.P., Borough Engineer
Delores A. Williams, Deputy Borough Clerk
Edwin W. Schmierer, Esq., Attorney
Timothy Stout, President – Stout's Transportation