

<p align="center">SUBMIT OFFER TO: Via Bonfire Web Portal UNIVERSITY OF CENTRAL FLORIDA Phone:(407) 823-2661 www.procurement.ucf.edu https://ucfprocurement.bonfirehub.com/opportunities/10988 Your submission must be uploaded, submitted, and finalized prior to the closing time on November 30, 2018 at 3:00PM. We strongly recommend that you give yourself sufficient time and at least ONE (1) day before the Closing Time to begin the uploading process and to finalize your submission. See Appendix V for submittal instructions.</p>		<p align="center">University of Central Florida INVITATION TO NEGOTIATE Contractual Services Acknowledgement Form</p>	
Page 1 of 63 Pages	OFFERS WILL BE OPENED: NOVEMBER 30, 2018 at 3:00PM and may not be withdrawn within 6 months after such date and time.		ITN NO: 1802MCSA
UNIVERSITY MAILING DATE: 10/15/2018		ITN TITLE: STUDENT TRANSPORTATION SERVICES	
FEDERAL EMPLOYER IDENTIFICATION NUMBER			
VENDOR NAME		REASON FOR NO OFFER	
VENDOR MAILING ADDRESS			
CITY - STATE - ZIP CODE		POSTING OF PROPOSAL TABULATIONS	
AREA CODE	TELEPHONE NO.	Proposal tabulations with intended award(s) will be posted for review by interested parties on the Procurement Services solicitation webpage and will remain posted for a period of 72 hours. Failure to timely file a protest or failure to timely deliver the required bond or other security in accordance with the Board of Governors' Regulations 18.002 and 18.003 shall constitute a waiver of protest proceedings.	
	FAX NO.		
	EMAIL:		

Government Classifications
Check all applicable

- | | |
|--|---|
| <input type="checkbox"/> African American | <input type="checkbox"/> American Women |
| <input type="checkbox"/> Asian-Hawaiian | <input type="checkbox"/> Government Agency |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> MBE Federal |
| <input type="checkbox"/> Native American | <input type="checkbox"/> Non-Minority |
| <input type="checkbox"/> Non-Profit Organization | <input type="checkbox"/> Pride |
| <input type="checkbox"/> Small Business Federal | <input type="checkbox"/> Small Business State |

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm or person submitting an offer for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this offer and certify that I am authorized to sign this offer for the vendor and that the vendor is in compliance with all requirements of the Invitation To Negotiate, including but not limited to, certification requirements. In submitting an offer to an agency for the State of Florida, the vendor offers and agrees that if the offer is accepted, the vendor will convey, sell, assign or transfer to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the state of Florida. At the State's discretion, such assignment shall be made and become effective at the time the procurement agency tenders final payment to the vendor.

GENERAL CONDITIONS

- SEALED OFFERS:** All offer sheets and this form must be executed and submitted as specified in Section 2.6. Offer prices not submitted on any attached price sheets when required shall be rejected. All offers are subject to the terms and conditions specified herein. Those which do not comply with these terms and conditions are either automatically rejected with respect to non-compliance with non-negotiable terms and conditions or may be rejected, at UCF's sole discretion, with respect to any other terms and conditions.
- EXECUTION OF OFFERS:** Offers must contain a manual signature of the representative authorized to legally bind the Respondent to the provisions herein. Offers must be typed or printed in ink. Use of erasable ink is not permitted. All corrections to prices made by vendor are to be initialed.

3. NO OFFER SUBMITTED: If not submitting an offer, respond by returning only this offer acknowledgment form, marking it "NO OFFER," and explain the reason in the space provided above. Failure to respond without justification may be cause for removal of the company's name from the solicitation mailing list. NOTE: To qualify as a respondent, vendor must submit a "NO OFFER," and it must be received no later than the stated offer opening date and hour.

AUTHORIZED SIGNATURE (MANUAL)

AUTHORIZED SIGNATURE (TYPED), TITLE

4. PRICES, TERMS AND PAYMENT: Firm prices shall be negotiated and include all services rendered to the purchaser.

Invitation to Negotiate Acknowledgment Form (revised 08/08/17)

(a) DISCOUNTS: Cash discount for prompt payment shall not be considered in determining the lowest net cost for offer evaluation purposes.

(b) MISTAKES: Offerors are expected to examine the conditions, scope of work, offer prices, extensions, and all instructions pertaining to the services involved. Failure to do so will be at the offeror's risk.

(c) INVOICING AND PAYMENT: All vendors must have on file a properly executed W-9 form with their Federal Employer Identification Number prior to payment processing.

Vendors shall submit properly certified original invoices to:

Finance & Accounting
12424 Research Parkway, Suite 300
Orlando, Florida 32726-3249

Invoices for payment shall be submitted in sufficient detail for a proper pre-audit and post audit. Prices on the invoices shall be in accordance with the price stipulated in the contract at the time the order is placed. Invoices shall reference the applicable contract and/or purchase order numbers. Invoices for any travel expenses shall be submitted in accordance with the State of Florida travel rates at or below those specified in Section 112.061, Florida Statutes and applicable UCF policies. Travel Reimbursement must be made using the UCF Voucher for Reimbursement of Traveling Expenses available on the web at <http://www.fa.ucf.edu/forms/forms.cfm#>.

Final payment shall not be made until after the contract is complete unless the University has agreed otherwise.

Interest Penalties: Vendor interest penalty payment requests will be reviewed by the UCF ombudsman whose decision will be final.

Vendor Ombudsman: A vendor ombudsman position has been established within the Division of Finance & Accounting. It is the duty of this individual to act as an advocate for vendors who may be experiencing problems in obtaining timely payments(s) from the University of Central Florida. The Vendor Ombudsman can be contacted at (407) 882-1040; or by mail at the address in paragraph 4, (c) above.

The ombudsman shall review the circumstances surrounding non-payment to:

- determine if an interest payment amount is due;
- calculate the amount of the payment; and
- ensure timely processing and submission of the payment request in accordance with University policy.



UNIVERSITY OF CENTRAL FLORIDA

INVITATION TO NEGOTIATE (ITN) NUMBER 1802MCSA

FOR

STUDENT TRANSPORTATION SERVICES

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1.0 INTRODUCTION

1.1 Statement of Objective

The objective of this Invitation to Negotiate (ITN) is to enable the University of Central Florida (UCF) to enter into an agreement with a vendor to provide student transportation services to, from, within, and in the vicinity of UCF's main campus in Orlando, Florida. UCF's ultimate objective is to provide the highest quality, alternate transportation service for its off-campus resident students at the most affordable cost to the University.

The Proposer should demonstrate proven success in providing transportation operations and management services in the university environment, as well as, proof of timely maintenance and repair services to support such a service. The Proposal's operations and cost plan should address and be consistent with transportation service trends for the next five years.

This document is intended to encourage qualified companies to propose, subject to and within the framework of the general and functional conditions and requirements of this ITN, a business plan for the provision of transportation operations and management services on campus, and surrounding student-resident communities, to UCF's commuting student constituents. It is intended that the successful Proposer, if any, will function not just as a provider of transportation services, but also, when and to the extent requested by UCF, as a consultant to, and administrative agent for UCF.

This ITN provides the Proposer with information regarding UCF's current transportation operations (See Appendix VI) and UCF's intentions to enhance such services provided by introducing convenient, multi-passenger, vehicular equipment that can be operated both on and off the University campus. UCF assumes that the Proposer will research, through client interviews, special interest (focus) groups, and/or campus surveys, what transportation service offerings will provide customer satisfaction in all areas. It is strongly recommended that each respondent take advantage of the opportunity to visit the campus, ride the buses, and view the routes and services. All respondents are expected to understand the geographical and operational requirements of the campus bus service, and this knowledge should be evident within the ITN response. This should be accomplished in light of the financial impact to ensure a reasonable price-value relationship for UCF, its off-campus student constituents, and the Proposer.

The Successful Respondent, if any, will enter into a contract with UCF that provides for the performance of all terms and conditions set forth in this ITN, unless UCF has agreed to accept or negotiate certain terms and conditions, as described in Section 2.3. Non-negotiable terms and conditions (as indicated on Appendix I) must always be performed by the Respondent.

1.2 Contract Award

UCF intends to award a contract or contracts resulting from this solicitation to the responsible Respondent(s) whose offer(s) represent the best interest to UCF, after evaluation in accordance with the criteria in this solicitation. The Contract will include this solicitation document and the Successful Respondent's proposal, and all the terms and conditions found in any resulting contract. A sample of UCF's standard terms and conditions can be viewed at <http://www.procurement.ucf.edu>. The Contract

will also incorporate any clarifications, and if negotiations are conducted, any additional terms and conditions that are negotiated.

- A. UCF may reject any or all offers if such action is in UCF's best interest.
- B. UCF reserves the right and sole discretion to reject any offer at any time on grounds that include, but are not limited to, Respondent's offer being found to be nonresponsive, incomplete, or irregular in any way, or when Respondent's offer is not in UCF's best interest.
- C. UCF may waive informalities and minor irregularities in offers received.
- D. UCF reserves the right to award a contract without negotiations. Therefore, the Respondent's initial offer should contain the best terms from a cost or price and technical standpoint.
- E. UCF reserves the right to conduct negotiations with the proposer(s) whose proposal may be deemed in the best interest of the university.
- F. UCF reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit cost or prices offered, unless the respondent specifies otherwise in the offer.
- G. UCF reserves the right to make multiple awards if, after considering the additional administrative costs, it is in UCF's best interest to do so.
- H. UCF is not obligated to make an award under or as a result of this solicitation.

1.3 UCF Environment

UCF operates on the semester system. Enrollment for fall 2017 was approximately 66,183 students on the main Orlando campus. The total campus enrollment projection for fall 2018 is 68,990 students.

By fall, 2018, approximately 6,907 students will reside on UCF's main Orlando campus residence halls, apartment, and fraternity and sorority houses. Approximately 17,509 additional students will be housed in off-campus, student-oriented resident communities within a one-mile radius of the campus, with the exception of three communities.

Service is also to be provided to the Health Sciences Campus at Lake Nona, and to the Rosen School of Hospitality Management, Creative Village Downtown Campus, which are approximately twenty (20) miles from campus.

APPENDIX VI is a listing of current student communities and/or apartment complexes, along with the calculated number of UCF students residing at each. Based on current passenger counts, UCF estimates the daily ridership to be approximately 10,000 boardings per day by the end of Calendar-Year 2018.

Additional information available at http://www.ucf.edu/about_ucf

2.0 GENERAL CONDITIONS

2.1 Authorized UCF Representative/Public Notices/UCF Discretion

Respondent's response to this ITN and any communications and/or inquiries by Respondent during this ITN process shall be submitted in writing to the individual and address stated below. **Inquiries are preferred via email.** UCF will consider only those communications and/or inquiries submitted in writing to the individual below on or before the date and time specified in Section 2.2, "Calendar of Events." To

the extent UCF determines, in its sole discretion, to respond to any communications and/or inquiries, such response will be made in writing in the form of an addendum. UCF shall not accept or consider any written or other communications and/or inquiries (except an offer) made between the date of this deadline and the posting of an award, if any, under this ITN.

Brian Sargent
Procurement Services Department
12479 Research Parkway, #600
Orlando, FL 32826-3248
Brian.Sargent@ucf.edu
PH: 407-823-2661
Fax: 407-823-5551

Advance notice of public meetings regarding this ITN, if UCF determines at its sole discretion whether any such meetings will be held, will be in writing and posted on UCF’s Procurement Services Website. Additionally, any portion of a meeting at which a negotiation with a vendor is conducted pursuant to a competitive solicitation at which a vendor makes an oral presentation or at which a vendor answers questions is exempt from s. 286.011 and s. 24(b), Art. I of the State Constitution. This also includes any portion of a team meeting at which negotiation strategies are discussed. All such meetings shall be conducted in accordance with Chapter 286 of the Florida Statutes. UCF also reserves the right and sole discretion to REJECT any offer at any time on grounds that include, without limitation, either that an offer is nonresponsive to the ITN or is incomplete or irregular in any way, or that a responsive offer is not in UCF’s best interest.

2.2 Approximate Calendar of Events

Listed below are the dates and times by which stated actions should be taken or completed. If UCF determines, in its sole discretion, that it is necessary to change any of these dates and times, it may issue an Addendum to this ITN. All listed times are local time in Orlando, Florida.

Date/Time	Action
10/15/2018	Invitation To Negotiate advertised and released
10/26/2018	Pre- proposal and Site Visit at 10:00 p.m. (Attendance highly recommended)
11/2/2018	Last day to submit communications and/or inquiries in writing only; preferably by e-mail to Brian.Sargent@ucf.edu by 5 p.m.
11/9/2018	Responses to inquiries and Addenda, if any, mailed to Respondents
11/30/2018	Deadline for Offer submission at 3 p.m. (ITN opening)

2.3 Respondent Communications and/or Inquiries

A. UCF is not liable for interpretations/misinterpretations or other errors or omissions made by the Respondent in responding to this ITN. The Respondent shall examine this ITN to determine if UCF’s conditions and requirements are clearly stated. If, after examination of the various conditions and requirements of this ITN, the Respondent believes there are any conditions or requirements which remain unclear or which restrict competition, the Respondent may request, in writing, that UCF clarify or change condition(s) or requirement(s) specified by the Respondent. The Respondent is to provide the Section(s), Subsection(s), and Paragraph(s), that identify the conditions or requirements questioned

by the Respondent. The Respondent also is to provide detailed justification for a change, and must recommend specific written changes to the specified condition(s) or requirement(s). Requests for changes to this ITN must be received by UCF not later than the date shown in Section 2.2., entitled “Calendar of Events,” for the submittal of written communications and/or inquiries. UCF shall not make any changes to any of the non-negotiable terms and conditions. The non-negotiable terms and conditions are indicated on Appendix I. Requests for changes to the non-negotiable provisions of this ITN shall automatically be rejected. Requests for changes to anything other than the non-negotiable provisions of this ITN may or may not be accepted by UCF and may or may not be negotiated by UCF, all at UCF’s sole discretion.

- B. Any Respondent disagreeing with any negotiable terms and conditions set forth in this ITN is to indicate on Appendix I, Terms and Conditions Supplemental Offer Sheet, the specific ITN section(s) the Respondent disagrees with and is to provide a clear and detailed reason for the disagreement and a solution to the disagreement, in his/her offer. UCF may or may not accept or agree to negotiate any of the terms and conditions that Respondents indicated as disagreeing with, all at UCF’s sole discretion. The indication of disagreement with any non-negotiable terms and conditions shall be automatically rejected.
- C. Failure to submit Appendix I and clearly indicating which terms and conditions the Respondent agrees and disagrees with (i.e. failure to initial the designated sections set forth on Appendix I, indicating that the Respondent has either understood and agreed to or disagreed with each particular section listed on Appendix I) and/or clear and detailed reasons for the disagreement, with the offer, may be grounds for rejection of that offer, at UCF’s sole discretion. UCF may or may not accept and/or negotiate any such terms and conditions that the Respondent disagreed with. If UCF decides not to accept any of the terms and conditions the Respondent disagreed with, UCF shall have the right, at UCF’s sole discretion to exercise its right to reject the tentative awardee’s offer and proceed to the next highest ranked respondent. As noted above, the disagreement with any non-negotiable terms and conditions by the Respondent shall be automatically rejected.
- D. UCF shall at its sole discretion determine what requested changes to this ITN and the resulting agreement are acceptable. Non-negotiable terms and conditions, as indicated on Appendix I will always stay as they are and any requested changes to such clauses shall automatically be rejected. UCF shall issue an Addendum reflecting the acceptable changes to this ITN, if any, which shall be sent to all known Respondents as specified in Section 2.1.
- E. Any communications, questions and/or inquiries from the Respondent concerning this ITN in any way are to be submitted in writing to the individual identified in Section 2.1 not later than **November 2, 2018 at 5:00** p.m. Eastern Time as set forth in the Calendar of Events. Written inquiries are to be legible and concise and are to clearly identify the Respondent who is submitting the inquiry. Questions directed to, or any responses received from any other department, person, agent, or representative of the university will not be considered valid or binding.

2.4 Proposers Conference and Site Visit

The proposer’s conference will be held October 26, 2018 at 10:00 a.m. in the Procurement Services Department conference room, 12479 Research Parkway, Bld 600, Orlando, FL 32826. This is highly recommended for all proposers to understand the full scope of this ITN, and the services to be provided.

The purpose of the conference is to familiarize prospective proposers, or their representatives with the specifications, clarify requirements, and unofficially answer questions that may arise prior to the proposal submission date.

No questions asked, nor any answers given shall be deemed official unless asked and answered in writing after the conference. Please submit all questions to Brian Sargent via email at Brian.Sargent@ucf.edu. Written questions will be answered in the form of an addendum to all parties.

2.5 Written Addenda

Written Addenda to this ITN along with an Addenda Acknowledgment Form will be posted on the Procurement Services Website. The Addenda Acknowledgment Form is to be signed by an authorized representative of the Respondent, dated and returned with the offer. All Respondents, including known interested Respondents, are solely responsible for checking the Procurement Services Website periodically to verify whether any such Addenda and forms were issued.

2.6 Offer/Proposal Opening Date

Proposals will be received and opened on November 30, 2018 at 3:00 p.m. via UCF's Bonfire Web Portal. For additional information, please refer to Appendix V: Submission Instructions for Suppliers. UCF shall in no way be responsible for or accept any proposals not uploaded prior to the closing date and time. Respondent's response to this ITN shall be prepared in accordance with Section 3.0 "Required Offer Format." Telephone, including facsimile and electronic mail, and telegraphic negotiations and/or amendments to offers shall not be accepted.

2.7 Section Not Used

2.8 Evaluation Criteria and Selection Process

- A. UCF reserves the right to conduct negotiations if the decision maker (Vice President/Dean or his/her written designee(s)) with the advice and consent of Procurement Services determines negotiations to be in the best interest of the university. Any portion of a meeting at which a negotiation with a vendor is conducted pursuant to a competitive solicitation is exempt from s. 286.011 and s. 24(b), Art. I of the State Constitution. Discussions with vendors after receipt of an offer do not constitute a rejection, counteroffer or acceptance by UCF.
- B. UCF reserves the right to conduct negotiations with the proposer(s) whose offer(s) may represent the best interest of the university. The following is a short overview of some of the decision makers' responsibilities during the solicitation and award process:
 1. Establish a group of evaluators tailored for the particular acquisition that includes appropriate expertise to ensure a comprehensive evaluation of offers. The evaluators will review all responsive offers;
 2. Develop the acquisition plan (strategy to award with or without negotiations) after review of offers;

3. Ensure consistency among the solicitation requirements, notices to proposers, offer preparation instructions, evaluation criteria, solicitation provisions or contract clauses, and data requirements;
4. Ensure that offers are evaluated based solely on the evaluation criteria contained in the solicitation;
5. Consider the recommendations of the evaluators or other boards (if any);
6. Select the proposer(s) whose offer(s) is the best value to the university;
7. Select the negotiation team, (only if award is not made outright). This can be the evaluators or any other individual(s) the decision maker deems necessary for the acquisition. The negotiation team will negotiate with those proposer(s) determined by the decision maker to have submitted a proposal that may be beneficial to the university.

C. All offers shall be initially evaluated based on weighted criteria set forth in the table below by the group of evaluators. The group of evaluators shall consist of three (3) or more individuals who have expertise regarding, or some experience with, the subject matter of the ITN or, if none, then individuals who could be characterized as recipients, beneficiaries, or users of the ITN's subject matter. The Vice President/Dean or his/her written designee(s) will appoint the evaluators. Evaluators, at the discretion of the Vice President/Dean or his/her written designee(s), shall have the option to meet as a group any time during formulation of the specifications and solicitation stage to discuss and correct any concerns and ambiguities of the solicitation and specifications. After offer opening, each evaluator shall function independently of all other persons including, without limitations, the other evaluators, and, throughout the entire evaluation process, each evaluator is strictly prohibited from meeting with or otherwise discussing this ITN and any aspect thereof including, without limitation, the offers and their content with any other individual whatsoever. Each evaluator shall conduct an independent evaluation of the offers in accordance with the weighted evaluation criteria set forth in the following Table A:

D. Decision Maker shall obtain approval from the BOT for recommendation of award of a contract exceeding UCF's BOT's materiality rule.

Table A – Evaluation of Responses

Evaluation Factors (See Section 4)	Max Points	Points Awarded
A. Experience and Qualifications	75	
B. Transit Service Requirements	75	
C. Vehicle Requirements	60	
D. Transit Technology	25	
E. Cost Proposal	250	
F. Innovative Ideas	15	
G. Additional Incentives	15	
H. Conformance to ITN	10	
Total	525	

Each evaluator must independently score, each offer in UCF's Bonfire Web Portal, in accordance with the criteria herein. Each evaluator is to enter comments, if any, regarding the offer and submit his/her evaluation via Bonfire. The assigned **Procurement Services Specialist identified in section 2.1**, will forward a summary to the **Decision Maker**, or his/her designee. At the time of such delivery to the

Procurement Services Specialist, the evaluator shall cease to participate further in this ITN process unless expressly requested otherwise by **Decision Maker**.

The **Decision Maker** shall review, in the manner and to the extent he/she deems reasonable under the circumstances, the ITN, the offers, and evaluators' scoring forms. While not bound to them, the **Decision Maker** may give deference to the scoring forms. Based on what the **Decision Maker** determines is in the best interest of UCF, the **Decision Maker** will then make the final decision whether or not to recommend the award of a contract to a Respondent to this ITN, negotiate with the respondent(s) whose offer(s) may be beneficial to the university or cancel the ITN.

The **Decision Maker** may, at any time during this ITN process, assign one (1) or more individuals to assist and advise the **Decision Maker** during his/her decision-making process. UCF is not obligated to make an award under or as a result of this ITN or to award such contract, if any, on the basis of lowest cost or highest commission offered. UCF reserves the right to award such contract, if any, to the Respondent(s) submitting an offer that UCF, at its sole discretion, determines is in UCF's best interest.

2.9 Posting of Recommended Selection

An intent to award will be posted within a reasonable time after the Procurement Services Department receives the decision maker's recommended award decision. The recommendation to award a contract, if any, to a Respondent(s) to this ITN will be posted for review by interested parties on the Procurement Services solicitations webpage and will remain posted for a period of seventy-two (72) hours (three (3) business days).

- A. If the Respondent desires to protest the recommendation to award a contract, if any, the Respondent must file with UCF:
 1. A written notice of intent to protest within seventy-two (72) hours (three (3) business days) of the posting of the recommended award. UCF shall not extend or waive this time requirement for any reason whatsoever.
 2. A formal written protest by petition within ten (10) calendar days of the date on which the notice of intent to protest is filed. UCF shall not extend or waive this time requirement for any reason whatsoever.
- B. Failure to timely file a protest or failure to timely deliver the required bond or other security in accordance with the Board of Governors' Regulations 18.002 and 18.003 shall constitute a waiver of protest proceedings.
 1. A formal written protest by petition must be accompanied by a Protest Bond payable to UCF in the amount equal to 10% of the estimated value of the protestor's bid or proposal; 10% of the estimated expenditure during the contract term; \$10,000; or whichever is less. The form of the Protest Bond shall be a cashier's check, bank official check or money order made payable to UCF.
 2. In addition to all other conditions and requirements of this ITN, UCF shall not be obligated to pay for information obtained from or through the Respondent.

2.10 Offer Validity Period

Any submitted offer, shall in its entirety, remain a valid offer for **6 months** after the offer submission date.

2.11 Disposition of Offers; Florida Public Records Law Compliance

All offers become the property of the State of Florida, and the State of Florida shall have the right to use all ideas, and/or adaptations of those ideas, contained in any offer received in response to this solicitation. Any parts of the offer or any other material(s) submitted to UCF with the offer that are copyrighted or expressly marked as “confidential”, “proprietary”, or “trade secret”, will only be exempted from the “open records” disclosure requirements of Chapter 119, Florida Statutes, if Florida law specifically recognizes these materials as exempt from disclosure. Thus, the mere designation as “confidential”, “proprietary”, or “trade secret” by a vendor does not ensure that such materials will be exempt from disclosure. Respondents must identify specifically any information contained in their bid which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exemption law. A generic notation that information is “confidential” is not sufficient. Failure to provide a detailed explanation and justification including statutory cites and specific reference to your bid detailing what provisions, if any, Respondent believes are exempt from disclosure, may result in the entire bid being subject to disclosure in accordance with Chapter 119 of the Florida Statutes. In the absence of a specific Florida statute exempting material from the public records law, UCF is legally obligated to produce any and all public records produced or received in the course of conducting university business, irrespective of any designation by the vendor of those same records as “confidential”, “proprietary”, or “trade secret.” The ultimate determination of whether a vendor’s claim of “confidential,” “proprietary” or “trade secret” will support an exemption from disclosure will be made by UCF or, potentially, a court. UCF’s selection or rejection of an offer will not affect this provision.

2.12 Economy of Presentation

Each offer shall be prepared simply and economically, providing a straightforward, concise description of the Respondent’s capabilities to satisfy the conditions and requirements of this ITN. Fancy bindings, colored displays, and promotional material are not desired. Emphasis in each offer must be on completeness and clarity of content. To expedite the evaluation of offers, it is desired and beneficial to evaluators that Respondents follow the format and instructions contained herein. UCF is not liable for any costs incurred by any Respondent in responding to this ITN including, without limitation, costs for oral presentations requested by UCF, if any.

2.13 Restricted Discussions/Submissions

From the date of issuance of the ITN until UCF takes final agency action, the Respondent shall not discuss the offer or communicate with any UCF employees, agents, representatives, Evaluation Committee members or representatives of UCF except as expressly requested by UCF in writing. Violation of this restriction may result in REJECTION of the Respondent’s offer.

2.14 Verbal Instructions Procedure

No negotiations, decisions, or actions shall be initiated or executed by the Respondent as a result of any discussions with any UCF employee. Only those communications that are in writing from the authorized UCF representative identified in Section 2.1. of this ITN that have been approved in writing by UCF’s

President or the President's designee shall be considered as a duly authorized expression on behalf of UCF. Only communications/inquiries from the Respondent that are signed in writing and delivered on a timely basis, i.e., not later than 5:00 p.m. on October 29, 2018, will be recognized by UCF as duly authorized expressions on behalf of the Respondent.

2.15 State Licensing Requirements

To the extent applicable, Respondent shall have all appropriate licenses to conduct business in the State of Florida and Orange County at or prior to award of a contract resulting from this competitive solicitation. Respondent is to provide proof of such to UCF as a condition of award of a contract. If Respondent contemplates the use of subcontractors, the Respondent is responsible for ensuring that all subcontractors are registered with the State of Florida in accordance with Chapter 607 or 620, Florida Statutes. For additional information, the Respondent should contact the Florida Secretary of State's Office.

2.16 Parking

Respondent/Vendor(s) shall ensure that all vehicles parked on campus for purposes relating to work resulting from an agreement shall have proper parking permits. This applies to all personal vehicles and all marked and unmarked company vehicles that will be on any University campus for one (1) day or more or on a recurring basis. All such vehicles must be registered with University's Parking Services Department, and parking permits must be purchased by the Respondent/Vendor. Respondent's/Vendor's vehicle(s) shall observe all parking rules and regulations. Failure to obtain parking permits, properly display them, and otherwise comply with all of University's parking rules and regulations could result in the issuance of a parking ticket and/or towing at the expense of Respondent/Vendor or Respondent's/Vendor's employees. For additional parking information or information regarding parking fees/rates, contact University's Parking Services Department at (407) 823-5812 or online at <http://parking.ucf.edu>.

2.17 Definitions

Addendum – Written or graphic instruments issued prior to the date for opening of proposals, which modify or interpret the proposal documents by additions, deletions, corrections or clarifications.

And/Or – The word “and” shall also mean “or”, and the word “or” shall also mean “and” whenever the contents or purpose so require.

Contract/Agreement - The formal bilateral agreement signed by a representative of the University and the Vendor which incorporates the requirements and conditions listed in this ITN and the Vendor's offer.

Invitation to Negotiate - A written solicitation, for goods or services, where factors other than price are to be considered in the award determination. These factors may include such items as vendor experience, project plan, design features of the product(s) offered, etc. ITN is used when the specifications cannot be identified; the end result is explained but we want qualified companies to offer their solutions for consideration.

May, Should – Indicates something that is not mandatory, but permissible, recommended, or desirable.

Minor Irregularities – Irregularities that have no adverse effect on UCF’s interest will not affect the amount of the ITN and will not give a Respondent an advantage or benefit not enjoyed by another Respondent.

Must, Shall, Will – The words “shall,” “must,” or “will” are equivalent and indicate mandatory requirements or conditions.

Project Manager - After contract award a liaison from the user department will oversee the Contractor’s performance and report as needed to the contract administrator. The Project Manager is **Krishna Singh**.

Proposal – An executed offer submitted by a Respondent in response to an ITN and intended to be used as a basis for negotiations for a contract.

Purchase Order/Contract – The Purchase Order (PO) or other form or format, provided to the awarded Respondent(s), UCF uses to make a purchase under the contract term, which includes a formal written PO, electronic PO, Procurement Card (P-card), or any other means authorized by Procurement Services and which incorporates the requirements and conditions listed in the ITN.

Renewal- Contracting with the same contractor for an additional period of time after the initial contract term, provided the original terms of the agreement specify an option to renew or the renewal is determined by UCF General Counsel to be in the best interest of the university.

Respondent/Offeror/Vendor/Contractor - Anyone who submits a timely offer in response to this ITN or their duly authorized representative. These may be used interchangeably within the ITN.

Response – The entirety of the Respondent’s submitted bid response to the ITN, including any and all supplemental information submitted.

Responsible Respondent – Respondent who has the capability in all respects to perform fully the contract requirements, and the experience, integrity, perseverance, reliability, capacity, facilities, equipment, and credit which will assure good faith performance.

Responsive Respondent – Respondent who has submitted an offer that conforms in all material respects to the solicitation.

Sole Point of Contact - The Procurement Services Representative or designee to whom Respondents shall address any questions regarding the solicitation or award process. The sole point of contact shall be the arbitrator of any dispute concerning performance of the Contract.

Successful Respondent/Contractor - The firm or individual who is the recommended recipient of the award of a contract under this ITN (also synonymous with “Payee”, “Offeror”, and “Vendor”). If a Respondent is a manufacturer, its certified dealers and resellers may also furnish products under the Contract; in choosing to do so, the dealers and resellers agree to honor the Contract and the term “contractor” shall be deemed to refer to them. Unless awarded the Contract as a direct Respondent, however, dealers and resellers are not parties to the Contract, and the Respondent that certifies them shall be responsible for their actions and omissions.

UCF'S Contract Administrator - The University' designated liaison with the Respondent. In this matter UCF's Contract Administrator will be **Brian Sargent**.

UCF or University – University of Central Florida

2.18 Procurement Rules

- A. UCF has established for purposes of this ITN that the words “shall”, “must”, or “will” are equivalent in this ITN and indicate a mandatory requirement or condition, the material deviation from which could be waived by UCF. UCF will, at UCF's sole discretion, determine whether a deviation is material. Any deviation found by UCF to be material shall result in the rejection of the offer.
- B. The words “should” or “may” are equivalent in this ITN and indicate very desirable conditions, or requirements but are permissive in nature. Deviation from, or omission of, such a desirable condition or requirement will not in and of itself cause automatic rejection of a offer, but may result in the offer being considered as not in the best interest of UCF. UCF will, at UCF's sole discretion, determine whether an offer is considered as not in the best interest of UCF and may or may not reject the offer, all at UCF's sole discretion.
- C. The Respondent must comply with the instructions cited in Section 2.3. Also, the Respondent must initial the designated sections set forth on Appendix I, indicating that the Respondent has either understood and agreed to or disagreed with each particular section listed on Appendix I. Failure to submit Appendix I with each area marked as set forth above and initialed by the Respondent shall constitute grounds for rejection of the offer by UCF and shall give UCF the right to reject the offer, at UCF's sole discretion.
- D. The Respondent is solely responsible for the accuracy and completeness of its offer. The Respondent's errors or omissions, if any, are solely at the risk of the Respondent and may be grounds for rejection of the offer and shall give UCF the right to reject the offer, at UCF's sole discretion.

2.19 Force Majeure

No default, delay or failure to perform on the part of UCF or the Respondent shall be considered a default, delay or failure to perform otherwise chargeable, hereunder, if such default, delay or failure to perform is due to causes beyond UCF's reasonable control including, but not limited to, strikes, lockouts, actions or inactions of governmental authorities, epidemics, war, embargoes, fire, earthquake, acts of God, default of common carrier. In the event of such default, delay, or failure to perform due to causes beyond UCF's or the Respondent's reasonable control, any date or times by which UCF or the Respondent is otherwise scheduled to perform shall be extended automatically for a period of time equal in duration to the time lost by reason of the cause beyond the reasonable control of UCF or the Respondent.

2.20 Limitation of Remedies, Indemnification, and Insurance

- A. The Attorney General of the State of Florida has rendered an opinion that agencies of the State of Florida cannot contractually limit the State's right to redress. Consequently, any offer by Respondent to limit the Respondent's liabilities to the State or to limit the State's remedies against the Respondent is unacceptable and will result in the REJECTION of the Respondent's offer.

- B. As an agency of the State of Florida, UCF's liability is regulated by Florida law. Except for its' employees acting within the course and scope of their employment, UCF shall not indemnify any entity or person. The State of Florida is self-insured to the extent of its liability under law and any liability in excess of that specified in statute may be awarded only through special legislative action. Accordingly, UCF's liability and indemnification obligations under this ITN and the resulting contract, if any, shall be effective only to the extent required by Florida law; and any provision requiring UCF to provide insurance coverage other than the State of Florida self-insurance shall not be effective.
- C. Respondent(s)/Vendor(s)/Payee(s)/Offeror(s) shall hold the University and the UCF Board of Trustees and the University's officers, employees, agents and/or servants harmless and indemnify each of them against any and all liabilities, actions, damages, suits, proceedings, and judgments from claims arising or resulting from the acts or omissions of Respondent(s)/Vendor(s)/Payee(s)/Offeror(s), its employees, its agents or of others under Respondent's/Vendor's/Payee's/Offeror's control and supervision. If any part of a delivery to the University pursuant to a contract resulting from this ITN is protected by any patent, copyright, trademark, other intellectual property right or other right, Respondent/Vendor/Payee/Offeror also shall indemnify and hold harmless the University of Central Florida Board of Trustees and the University's officers, employees, agents and/or servants from and against any and all liabilities, actions, damages, suits, proceedings and judgments from claims instituted or recovered against the University by any person or persons whomsoever on account of the University's use or sale of such article in violation of rights under such patent, copyright, trademark, other intellectual property right or other right.

Payee will have and maintain general liability insurance in an amount of no less than two (2) million dollars per occurrence and five (5) million dollars aggregate. Payee shall send a copy of Payee's Certificate of Insurance and Additional Insured Endorsement, both naming the University of Central Florida Board of Trustees, (prior to commencement of Payee's performance or delivery hereunder) to the following address by email or mail:

E-mail: Olivia.Escalona@ucf.edu
Mail: University of Central Florida
Risk Management
12601 Aquarius Agora Dr.
Orlando FL 32816-3500

The Payee/Vendor shall name UCF and its Board of Trustees as additional insured to Payee/Vendor's general liability insurance for the duration of this Agreement. UCF has the right to deviate from any of the above insurance requirements, if UCF, at UCF's sole discretion decides to do so. If UCF decides to deviate from the above noted insurance requirements, UCF will inform the Payee in writing in those particular circumstances. Unless UCF notifies a Payee in writing that UCF is willing to deviate from the insurance requirements noted above, all of the above insurance requirements shall apply to the Payee.

In addition to the general liability insurance required above, Payee shall also provide, at its sole expense, for the duration of this Agreement, worker's compensation insurance and employer's liability insurance in accordance with Chapter 440, Florida Statutes and all other applicable laws

and regulations, that a minimum cover the Payee's (or subcontractor's) exposure in performing this Agreement. The insurance policies required by this Section 12 shall cover all employees engaged in any work as part of this Agreement. If Payee operates any vehicles as part of performing this Agreement, Payee shall also have and maintain, at its sole expense, for the duration of this Agreement, adequate automobile liability insurance that covers the Payee's (or subcontractor's) exposure in performing this Agreement.

2.21 Term of Contract

The contract resulting from this ITN, if any, shall be for a term of 10 (ten) years commencing on July 1, 2020, and shall end on June 30, 2030. The University may, at its sole discretion, renew/extend a resultant contract, for up to two renewal periods of one year each.

2.22 Termination of Contract

The parties to a resultant contract may terminate the contract at any time by mutually consenting in writing. Either party may terminate a resultant contract immediately for breach by the other that remains substantially uncured after thirty (30) days' advanced written notice to the breaching party, which notice describes the breach in detail sufficient to permit cure by the breaching party. The University shall be liable only for payment for services satisfactorily rendered/goods satisfactorily delivered and accepted from the date of commencement until the effective date of termination. The thirty (30) days' advanced written notice shall start on the date sent out by UCF, e.g. date of email sent, date stamp on letter mailed, etc.

2.23 Assignment and Amendment of Contract

Neither the contract resulting from this ITN, if any, nor any duties or obligations under such contract shall be assignable by the Respondent without the prior written consent of UCF. Any contract resulting from this ITN may be amended only in writing signed by the Respondent and UCF with the same degree of formality evidenced in the contract resulting from this ITN.

2.24 Independent Parties

Except as expressly provided otherwise in the contract resulting from this ITN, if any, UCF and the Respondent shall remain independent parties and neither shall be an officer, employee, agent, representative or co-partner of, or a joint venture with, the other.

2.25 Performance Investigations

As part of its evaluation process, UCF may make investigations to determine the ability of the Respondent to perform under this ITN. UCF reserves the right to REJECT any offer if the Respondent fails to satisfy UCF that it is properly qualified to carry out the obligations under this ITN.

2.26 Records

The Respondent/Vendor/Payee/Offeror agrees to keep and maintain, separate and independent records, in accordance with generally accepted accounting principles, devoted exclusively to its obligations and

activities pursuant to a contract resulting from this ITN. Such records (including books, ledgers, journals, and accounts) shall contain all entries reflecting the business operations under a resultant contract. University or its authorized agent shall have the right to audit and inspect such records from time to time during the term of a resultant contract, upon reasonable notice to the Payee.

2.27 Public Records

Any contract resulting from this ITN may be canceled unilaterally by the University for refusal by the Respondent/Vendor/Payee/Offeror to allow public access to all papers, documents, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Respondent/Vendor/Payee/Offeror in conjunction with a resultant contract.

2.28 Public Records, Service Contracts, Compliance With Section 119.0701, F.S.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: Office of the General Counsel, (407) 823-2482, gcounsel@ucf.edu, University Of Central Florida, 4365 Andromeda Loop N., Millican Hall, Suite 360, Orlando, FL 32816-0015.

PUBLIC RECORDS, CONTRACT FOR SERVICES

To the extent that Contractor meets the definition of "Contractor" under Section 119.0701, Florida Statutes, in addition to other contract requirements provided by law, Contractor must comply with public records laws, including the following provisions of Section 119.0701, Florida Statutes:

1. Keep and maintain public records required by the public agency to perform the service.
2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the contractor of the request, and the contractor must provide the records to the

public agency or allow the records to be inspected or copied within a reasonable time.

If a contractor does not comply with the public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.

This Contractor and any subcontractors shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.

2.29 Severability

If any provision of the contract resulting from this ITN, if any, is contrary to, prohibited by, or deemed invalid by applicable laws or regulations of any jurisdiction in which it is sought to be enforced, then said provision shall be deemed inapplicable and omitted and shall not invalidate the remaining provisions of such contract.

2.30 Notices

All notices and all other matters pertaining to the contract resulting from this ITN, if any, to a party shall be in writing, hand delivered, or sent by email (receipt acknowledged), registered or certified U.S. Mail, return receipt requested, and shall be deemed to have been duly given when actually received by the addressee at the address listed in section 2.1 of this ITN.

2.31 Governing Law and Venue

This ITN and resulting contract, if any, and any disputes thereunder will be governed by the laws of the State of Florida and shall be deemed to have been executed and entered into in the State of Florida. Any such contract shall be construed, performed, and enforced in all respects in accordance with the laws and rules of the State of Florida, and any provision in such contract in conflict with Florida law and rules shall be void and of no effect. UCF and Respondent hereby agree that this ITN and resulting contract, if any, shall be enforced in the courts of the State of Florida and that venue shall always be in Orange County, Florida.

2.32 Liaison

UCF's liaison with the successful Respondent, if any, shall be the **Krishna Singh**.

2.33 Subcontracts

The Respondent is fully responsible for all work performed under the contract resulting from this ITN, if any. The Respondent may enter into written subcontract(s) for performance of certain of its functions under such contract, unless otherwise specified. The subcontractors and the amount of the subcontract(s) shall be identified in the Respondent's response to this ITN. No subcontract(s), which the Respondent

enters into under the contract resulting from this ITN, if any, shall in any way relieve the Respondent of any responsibility for performance of its duties under such contract. Respondent is responsible to fully notify any subcontractor(s) of their responsibilities under any subcontract. All payments to subcontractors shall be the sole responsibility of the Respondent.

2.34 Employment of UCF Personnel

The Respondent shall not, without UCF's prior written consent, knowingly recruit for engagement, on a full time, part time, or other basis during the period of this ITN and any resulting contract, any individuals who are or have been UCF employees at any time during such period, except for UCF's regularly retired employees, or any adversely affected State employees.

2.35 Conflicts of Interest

Acceptance of a contract resulting from this ITN shall certify that Payee is aware of the requirements of Chapter 112, Florida Statutes and in compliance with the requirements of Chapter 112, Florida Statutes and other laws and regulations concerning conflicts of interests in dealing with entities of the State of Florida. Payee certifies that its directors and/or principal officers are not employed and/or affiliated with the University unless a current Conflict of Interest (Report of Outside Activity/Employment) form has been completed, executed by such director or officer and approved in accordance with applicable University policies or rules. Violation of this section by Payee shall be grounds for cancellation of a contract resulting from this ITN.

2.36 Equal Opportunity Statement

The State of Florida and UCF subscribe to equal opportunity practices, which conform to both the spirit and the letter of all laws against discrimination and are committed to non-discrimination on the basis of race, creed, color, sex, age, national origin, religion, veteran or marital status, or disability. Respondent commits to the following:

- A. The provisions of Executive Order 11246, September 24, 1965, as amended by Executive Order 11375, and the rules, regulations and relevant orders of the Secretary of Labor that are applicable to each order placed against the contract resulting from this ITN, if any, regardless of value.
- B. The Respondent, if any, awarded a contract under this ITN shall agree to comply with the Americans with Disabilities Act (ADA) of 1990.
- C. If the Respondent anticipates receiving \$10,000 in orders during the first 12 months of the contract, if any, resulting from this ITN, Respondent must complete a Certificate of Non-Segregated Facilities form and attach the form to the offer. A sample certificate is attached as **APPENDIX II**.
- D. If the Respondent anticipates receiving \$50,000 in orders during the first 12 months of the contract, if any, resulting from this ITN, and employs more than 50 people, the Respondent must complete and file prior to March 1 of each year a standard form 100 (EEO-1).

- E. If the Respondent anticipates receiving \$50,000 in orders during the first 12 months of the contract, if any, resulting from this ITN, and employs more than 50 people, the Respondent must maintain a written program for affirmative action compliance that is accessible for review upon request by UCF.
- F. Respondents shall identify their company's government classification at time of offer submittal (See UCF Form ITN/CS: ITN acknowledgement cover page). Respondent's identity will not foster special consideration during this ITN process; this is only for informational purposes for reporting.

2.37 Waiver of Rights and Breaches

No failure or delay by a party hereto to insist on the strict performance of any term of a contract resulting from this ITN, or to exercise any right or remedy consequent to a breach thereof, shall constitute a waiver of any breach or any subsequent breach of such term. No waiver of any breach hereunder shall affect or alter the remaining terms of such a contract, but each and every term of such a contract shall continue in full force and effect with respect to any other then existing or subsequent breach thereof. The remedies provided in such a contract are cumulative and not exclusive of the remedies provided by law or in equity.

2.38 Headings Not Controlling

Headings used in any contract resulting from this ITN are for reference purposes only and shall not be considered to be a substantive part of such contract.

2.39 Employee Involvement/Covenant Against Contingent Fees

In accordance with Section 112.3185, Florida Statutes, the Respondent hereby certifies that, to the best of its knowledge and belief, no individual employed by the Respondent or subcontracted by the Respondent has an immediate relationship to any employee of UCF who was directly or indirectly involved in any way in the procurement of the contract, if any, resulting from this ITN or goods or services thereunder. Violation of this section by Respondent shall be grounds for cancellation of such contract. The Respondent also warrants that no person or selling agency has been employed, engaged or retained to solicit or secure any contract resulting from this ITN or any advantage hereunder upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, or in exchange for any substantial consideration bargained for, excepting that which is provided to the Respondent's bona fide employees or to bona fide professional commercial or selling agencies or in the exercise of reasonable diligence should have been known by the State to be maintained by the Respondent for the purpose of securing business for Respondent. In the event of the Respondent's breach or violation of this warranty, UCF shall, subject to Respondent's rights under Chapter 120, Florida Statutes, have the right, at its option, to annul any contract resulting from this ITN without liability, to deduct from the charges otherwise payable by UCF under such contract the full amount of such commission, percentage, brokerage, or contingent fee, and to pursue any other remedy available to UCF under such contract, at law or in equity.

2.40 Employment of Aliens

Payee's employment of unauthorized aliens, if any, shall be considered a violation of §§274(e) of the Immigration and Nationality Act. If the Payee knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of a contract resulting from this ITN by the University.

2.41 Site Rules and Regulations

Respondent shall use its best efforts to assure that its employees and agents, while on UCF's premises, shall comply with the State's and UCF's site rules and regulations, if any.

2.42 Travel Expense

Respondent shall not under this ITN or any resulting contract charge UCF for any travel expenses, meals, and lodging without UCF's prior written approval. Upon obtaining UCF's prior written approval, Respondent may be authorized to incur travel expenses payable by UCF to the extent and means provided by Section 112.061, Florida Statutes and applicable UCF policies. Any expenses in excess of the prescribed amounts shall be borne by the Respondent.

2.43 Annual Appropriations

The University's performance and obligations under a contract resulting from this ITN are subject to and contingent upon annual appropriations by the Florida Legislature and other funding sources.

2.44 Taxes

The State of Florida is a tax-immune sovereign and exempt from the payment of all sales, use and excise taxes. The Respondent shall be responsible to pay any such taxes imposed on taxable activities/services under the contract, if any, resulting from this ITN.

2.45 Contractual Precedence

The contract that results from this ITN, if any, and any attachments and/or addenda that are executed by University's duly authorized signatory constitutes the entire and exclusive agreement between the parties. Attachments and/or addenda may include, but are not limited to UCF's Invitation to Negotiate ("ITN") including all the University's ITN specifications, and the Payee's ITN response. In the event of any conflict or inconsistency between before mentioned documents, the order of precedence is:

- A. The Agreement/Contract;
- B. University's ITN and ITN specifications;
- C. Respondent's ITN response; and
- D. Any other attached documents signed by the University's official signatory at the time the Agreement/Contract is executed.

2.46 Use of Contract by Other Governmental Agencies

At the option of the Vendor/Contractor, the use of the contract resulting from this solicitation may be extended to other governmental agencies, including the State of Florida, its agencies, political subdivisions, counties, and cities. Each governmental agency allowed by the vendor/contractor to use this contract shall do so independent of any other governmental entity. Each agency shall be responsible for its own purchases and shall be liable only for goods or services ordered, received and accepted. No agency receives any liability by virtue of this offer and subsequent contract award.

2.47 Public Entity Crimes

A person or affiliate who has been placed on Florida's convicted vendor list following a conviction for a public entity crime may not submit an offer on a contract to provide any goods or services to a public entity, may not submit an offer on a contract with a public entity for the construction or repair of a public building or public work, may not submit offers on leases of real property to a public entity, may not be awarded, or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the offer limit for that public entity, for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

2.48 Work for Hire

Any work specifically created for the University under a contract resulting from this ITN by the Payee or anyone working on behalf of the Payee (the term Payee shall encompass both) shall be considered a "work for hire." All designs, prints, paintings, artwork, sketches, etchings, drawings, writings, photographs, or any other work or material or property produced, developed or fabricated and any other property created hereunder, including all material incorporated therein and all preliminary or other copies thereof, (the "Materials") shall become and remain the property of the University, and, unless otherwise specifically set forth herein, shall be considered specially ordered for the University as a "work made for hire," or, if for any reason held not to be a "work for hire," the Payee who created, produced, developed or fabricated the Materials hereunder assigns all of his/her right, title and interest in the Materials to the University.

The University shall own all right, title and interest in the Materials. The Payee agrees upon request to execute any documents necessary to perfect the transfer of such title to the University. The Materials shall be to the University's satisfaction and are subject to the University's approval. The Payee bears all risk of loss or damage to the Materials until the University has accepted delivery of the Materials. The University shall be entitled to return, at the Payee's expense, any Materials which the University deems to be unsatisfactory. On or before completion of the Payee's services hereunder, the Payee must furnish the University with valid and adequate releases necessary for the unrestricted use of the Materials for advertising or trade purposes, including model and property releases relating to the Materials and releases from any persons whose names, voices or likenesses are incorporated or used in the Materials.

The Payee hereby represents and warrants that, (a) all applicable laws, rules and regulations have been complied with, (b) the Payee is free and has full right to enter into this P.O. and perform all of its obligations hereunder, (c) the Materials may be used or reproduced for advertising or trade purposes or any commercial purposes without violating any laws or the rights of any third parties and (d) no third party has any rights in, to, or arising out of, or in connection with the Materials, including without limitation any claims for fees, royalties or other payments.

The Payee agrees to indemnify and hold harmless the University and those acting for or on its behalf, the UCF Board of Trustees, the State of Florida and the Florida Board of Governors and their respective officers, agents, employees and servants from and against any and all losses, claims, damages, expenses or liabilities of any kind, including court costs and attorneys' fees, resulting from or in any way, directly or indirectly, connected with (a) the performance or non-performance of the University's order by the Payee, (b) the use or reproduction in any manner, whatsoever, or (c) any breach or alleged breach of any of the Payee's contracts or representations and warranties herein.

2.49 Export Control

The parties shall comply with all applicable U.S. export control laws and regulations, including but not limited to the International Traffic in Arms Regulations (ITAR), 22 CFR Parts 120 through 130, the Export Administration Regulations (EAR), 15 CFR Parts 730 through 799 and/or other restrictions imposed by the Treasury Department's Office of Foreign Asset Controls (OFAC), in the performance of a contract resulting from this ITN. The parties agree that no technology, related data or information will be exchanged or disseminated under such a contract nor any collaboration conducted pursuant to such a contract, which are export controlled pursuant to the export control laws of the United States, including the EAR and the ITAR and any other applicable regulations.

The Parties agree that the Payee will not provide the University with any ITAR or EAR restricted technology and/or related data, and that any ITAR or EAR restricted technologies and/or data produced in furtherance of a contract resulting from this ITN will be in the exclusive possession of the Payee and at no time will any export controlled technologies, related data, or information be intentionally or inadvertently transferred to the University, its facilities, labs, staff, researchers, employees, officers, agents, servants or students in the performance of such a contract.

If the Payee wishes to disclose export controlled technology or technical data to the University, the Payee will, prior to disclosing any information, technical data or source code that is subject to export controls under federal law, notify the University in writing that the material is export controlled and shall identify the controls that apply. The University shall have the right to decline or limit (a) the receipt of such information, and (b) any task requiring receipt of such information. In the event the Payee sends any such technical data or product that is subject to export control, without notice of the applicability of such export control, the University has the right to immediately terminate a contract resulting from this ITN. The Payee understands and agrees that to the extent the Payee's personnel have access to work or materials subject to U.S. export controls while on University property, such personnel will meet all federal export control regulatory requirements or have the appropriate U. S. government approval.

2.50 Nonnegotiable Conditions and Requirements

The University seeks to award a contract from this ITN that complies with applicable law and will be both fair and reasonable to all parties, protecting the best interest of the University, its Board of Trustees, faculty, staff and students. With that goal in mind, we have developed a list of terms and conditions that are either required by law and are thus non-negotiable or have been deemed to be important to the University's interests and are thus non-negotiable. Any discussions seeking to alter or remove such a term or condition from any contract resulting from this ITN shall not be granted to any Respondent. The non-negotiable terms and conditions are listed on Appendix I of this document, and identified with ****non-negotiable****. Respondents that disagree with any of those "non-negotiable" terms and conditions should forego submitting an offer because said offer shall be rejected as nonresponsive to this ITN. Failure to submit Appendix I with the offer constitutes grounds for rejection of the offer and UCF shall have the right to reject said offer, at UCF's sole discretion.

2.51 Revised Quantities

The University reserves the right to increase or decrease total quantities as necessary. The University may place additional orders for the same or modified scope of the commodities/services solicited under this

ITN within 180 days after expiration of the contract resulting from this ITN. Total additional quantities/modified scope, if any, are unknown.

2.52 Family Educational Rights and Privacy Act

Licensors acknowledge that Licensee has a duty to maintain the privacy of student records, including without limitation education records as defined by the Family Educational Rights and Privacy Act (20 USC § 1232g; 34 CFR Part 99) (“FERPA”), and further acknowledges that as a contractor to whom Licensee has outsourced certain institutional services or functions:

- A. Confidential information about Licensee’s students is contained in records provided to and maintained by Licensors, and Licensors will protect the privacy of all student education records to the fullest extent required of Licensee under FERPA;
- B. Licensors are performing an institutional service or function that has been outsourced by Licensee and for which Licensee would otherwise use its employees;
- C. Licensors are under the direct control of Licensee with respect to the use and maintenance of education records, as defined by FERPA;
- D. Licensors are subject to all FERPA requirements governing the use and re-disclosure of personally identifiable information from education records, including without limitation the requirements of 34 CFR § 99.33(a);
- E. Even in circumstances that might justify an exception under FERPA, Licensors may not disclose or re-disclose personally identifiable information unless Licensee has first authorized in writing such disclosure or re-disclosure; and
- F. Licensors will not use any personally identifiable information acquired from Licensee for any purpose other than performing the services or function that are the subject of this agreement.

2.53 Smoke Free Policy

The University prohibits smoking on all university owned, operated, leased and/or controlled properties in order to maintain a healthy and safe environment for its faculty, staff, students, and visitors. All employees of operator will strictly adhere to the smoke free policy. Visit <http://www.ucf.edu/smokefree> for additional information.

2.54 Contact with Minor Children

To the extent that Vendor qualifies as a provider pursuant to the National Child Protection Act of 1993, as amended, or as a service provider in accordance with applicable Florida law/Statutes, who has direct contact with children receiving services or with adults who are developmentally disabled receiving services or who qualifies as a direct service provider to the elderly (as defined by Florida law/Statutes), Vendor hereby guarantees that Vendor and/or anyone acting on Vendor’s behalf (including, but not limited to Vendor’s employees, agents, subcontractors, etc.) has undergone/passed a Level II (two) background check with the State of Florida, as provided under Chapter 435 and hereby certifies that none of Vendor’s

employees, agents, subcontractors and/or anyone else acting on Vendor's behalf, has any disqualifying offenses, including, but not limited to those listed in Section 435.04, Florida Statutes.

2.55 Reporting of Child Abuse

Vendor hereby expressly agrees to instruct its employees, agents, subcontractors and/or anyone else acting on Vendor's behalf, to report to the University of Central Florida police any instance of child abuse, abandonment, or neglect witnessed or learned about that occurred on University of Central Florida property or during an event or function sponsored by the University of Central Florida.

3.0 STUDENT SHUTTLE SERVICE REQUIREMENTS

A. General Contractor Responsibilities

- A.1. The Contractor will work under the direction of UCF Transportation and shall be responsible for all day-to-day operations, administration, maintenance, and other tasks as assigned.
- A.2. Provide fixed route services as specified in the Service Overview included in this document. Meet all operations, equipment, and maintenance requirements established herein. Meet all performance, training and safety standards. Provide qualified personnel having management, operations, and maintenance expertise necessary. The Contractor shall be solely responsible for the satisfactory work performance of all employees/personnel related to the delivery and implementation of transit services.
 - A.2.1. Provide corporate support to local management staff including technical assistance in service planning, maintenance, safety, training, human resources and general operations to ensure compliance with contract requirements and federal, state and local laws.
 - A.2.2. Meet employee hiring and training standards as specified.
 - A.2.3. Maintain all equipment and vehicles (revenue and support) in accordance with generally accepted industry practices and the ITN requirements.
 - A.2.4. Supervise operations of fixed route services.
 - A.2.5. Comply with and/or assist with all transit technology systems procurement, management, maintenance, and operations.
 - A.2.5.1. Contractor shall provide Customer with full, real time (or as close as technologically possible) and unlimited access to all data captured from any transit technology on board vehicles.
 - A.2.5.2. Contractor will provide Customer with all software and credentials required to independently access data and reporting for all on board technology.
 - A.2.6. Assist with data collection, surveys and analysis of transit operations. Comply and/or assist with the University's monitoring and auditing programs.
 - A.2.7. Assist University staff in development and implementation of management direction and standards for the day-to-day administration of the transit service. Attend scheduled weekly, monthly, and special meetings with University staff.
 - A.2.8. Assist each semester with route and schedule reviews and planning of the next semester's services.

- A.2.8.1. Analyze changing conditions and AVL data to assess on time performance, running times, headway adherence, and make necessary recommendations to adjust schedules and routes or other potential cost savings for the University.
- A.2.8.2. The University shall approve all schedule and route changes.
- A.2.9. Respond promptly and precisely to UCF's requests for information. Promptly notify the University of any deficiencies in facilities and/or revenue vehicles, or in proposed fixed routes, services expansions, alterations, service reductions, and/or other service operations including but not limited to technology or software management systems.
- A.2.10. Provide operating, financial, and performance reports and invoices monthly as outlined in this ITN and as requested by the University.
- A.2.11. The contractor shall provide the services in compliance with all federal and state Environmental Protection Agency (EPA) requirements.
 - A.2.11.1. The contractor shall take whatever measures are necessary to prevent fuel spills or other environmental mishaps and be responsible for any clean up at the contractor's facility or on the routes operated by the contractor.
- A.2.12. Provide insurance coverage as required.
- A.2.13. Cooperate with campus and other law enforcement agencies with respect to security activities and emergency evacuation situations.
- A.2.14. Refer all University-related media inquiries to the University, and cooperate in providing public information through the University.

B. Route and Service Requirements

- B.1. Current Route Information for reference
 - B.1.1. <http://parking.ucf.edu/shuttles/>
 - B.1.2. http://parking.ucf.edu/files/2017/06/1704PKS1142-Shuttle-Brochure-Fall-2017_v2-1.pdf
- B.2. See Appendix VI for number of buses required on each route and the times of services.

C. Transit Service Requirements

- C.1. The University shall not be liable for any interruptions of services, which may result from damages of vehicles, injuries, or absences of Contractor's employees.
- C.2. Damages
 - C.2.1. The Contractor, if any, assumes full risk and responsibility for any loss, destruction or damages to the Contractor's vehicles or other equipment, unless caused by a University employee.
- C.3. Any damage(s) to UCF's property, grounds, or equipment caused by the Contractor, if any, or its employees, resulting from work performed under this contract, shall be repaired, at the expense of the Contractor, if any, to UCF's total satisfaction.
 - C.3.1. UCF shall not be responsible for any losses or damages to the successful Proposer's, if any, property to include supplies, tools, equipment, and vehicles.

- C.3.2. In the event of damages to the Contractor's property that it believes is caused by the University or its employees, the Contractor, if any, will seek recourse through normal UCF reimbursement channels.
- C.4. The University of Central Florida has extremely high standards. The Contractor is expected to meet or exceed those standards at all times.
- C.5. There are no known extreme roadway dips or depressions, overhead obstructions, severely sloping ingress/egress curb cuts, sharp turns, or any other obstructions along any of the proposed bus routes, or at any of the pick-up or drop-off points on the routes. However, most of the apartment complexes on the routes have installed speed bumps, which, as intended, serve to slow or impede the speed of moving, vehicular traffic. These speed bumps must be taken into consideration by all drivers in keeping to prescribed headways.
- C.6. Each route served is estimated to cover approximately 150 miles per day per bus.
 - C.6.1. The University will determine the number of buses required on each route needed to meet desired headways. Contractor shall assist UCF with this planning as requested.
- C.7. The current average daily ridership is approximately 12,000 boardings.
- C.8. Contractor may only bill for delivered route services hours. No deadhead time may be billed.
- C.9. Driver Break on Route
 - C.9.1. Continuously scheduled route service MAY NOT, IN ANY CIRCUMSTANCES, be interrupted for scheduled driver breaks. Service must continue uninterrupted using relief drivers who shall be scheduled as required to maintain this service level.
 - C.9.2. Drivers may be allowed short personal breaks, if needed, at designated stop locations during normal, continuous service. It is the Contractor's responsibility to ensure that on time performance levels are maintained even when personal breaks are required. UCF will include reasonable time to accommodate personal breaks in the schedule of service.

D. Personnel Management

- D.1. The Contractor, if any, is responsible for establishing effective management controls in the performance of the contract. The awarding of this contract will be determined in part by the amount and quality of control that the Contractor has over its representatives.
- D.2. The Contractor shall furnish all management, operators (drivers), mechanics, dispatchers, supervisors, administrative personnel, and other personnel services necessary for providing the transportation services in accordance with this contract.
- D.3. The Contractor will be required to provide project management, through a General Manager (or the equivalent), at a level of authority, and with capability sufficient to oversee its functions and employees under this contract.
 - D.3.1. The principal function of the General Manager will be to oversee the Contractor's employees and to monitor operational activities associated with the service required under this contract.
 - D.3.2. The General Manager will be responsible to the University for the safe and reliable provision of all services that are required under this contract.

- D.3.3. The General Manager will be expected to directly supervise the daily activities of all drivers, dispatchers, call takers, maintenance workers, and other personnel necessary to support the University's shuttle operation.
- D.3.4. The General Manager will work cooperatively with The University in matters of assuring service quality, providing operational data, responding to complaints and comments from passengers and/or the general public, and responding to specific requests for other assistance as necessary.
- D.4. The Contractor shall notify University personnel immediately upon the resignation or removal of any primary project personnel
- D.5. The University shall have the right to interview and evaluate any proposed replacement general manager, assistant general manager, or operations manager candidate prior to assignment at the University. The University may, at their sole discretion, require that a proposed candidate be unassigned to the University.
- D.6. General Manager/Key Staff
 - D.6.1. The University must approve the General (Site) Manager prior to assignment to the University of Central Florida service.
 - D.6.2. Minimum qualifications for the General Manager
 - D.6.2.1. Must have CDL with both air brakes and passenger endorsements.
 - D.6.2.2. 4-year Bachelor's Degree from an accredited college strongly desired.
 - D.6.2.3. 10 years relevant experience in public transportation or operations with a minimum of 3 years supervisory experience.
 - D.6.2.4. The GM shall have strong leadership and decision-making abilities and capability to understand the environment and make changes as needed in the field.
 - D.6.2.5. Technically proficient in using Internet applications, email, MS Word, MS Excel, MS PowerPoint, and general competence with technology.
 - D.6.3. The University reserves the right to approve any employee who is in a supervisory, key staff or support role prior to assignment to the contract.
 - D.6.4. The University reserves the right to review the qualifications, resume, work history, educational background, and references for any employee assigned to the service
 - D.6.5. The General Manager shall remain in his or her position for at least one year after commencement of this contract. Allowable exceptions include termination for cause, upon mutual agreement between the University and Contractor, or at the University's request.
 - D.6.6. Should the General Manager be temporarily unavailable to perform his or her duties, the Contractor will appoint a competent staff member, with equivalent delegated authority, to temporarily serve in the General Manager's place. The Contractor will notify the University's designated representative whenever such substitution will occur prior to such an occurrence.
 - D.6.7. If the General Manager will be unavailable for more than two consecutive weeks, the Contractor will be required to provide a qualified General Manager as a substitute, subject to the University's approval. The Contractor may **not** use staff personnel provided for this contract outside the University's service area without prior approval of the University.

- D.6.8. The Contractor will assure the University that the General Manager assigned to this project will not be replaced without a ninety (90)-day advance written notice, unless the departing employee does not provide the Contractor with such notice, or the Contractor removes the employee for cause.
- D.6.9. The General Manager or his/her designee may be required to serve as an extension of the University's contract oversight staff and, as such, may also be required to attend staff and performance meetings, upon request.
- D.7. Driver Wages
 - D.7.1. The University fully expects that the Contractor will pay adequate wages to employ qualified and reliable drivers. The starting wage shall be a minimum of \$12.00 per hour. Annual raises for qualified drivers shall be a minimum of 2.0% per year.
- D.8. Supervision
 - D.8.1. The Contractor shall provide continuous, daily supervision of its contracted service, including the monitoring of schedule adherence, on-street operation (s), and on-route compliance.
 - D.8.2. Supervision will include conduction of on-board "ride checks" to ensure driver adherence of established procedures, i.e. ADA compliance and passenger relations.
 - D.8.3. Such supervision will also include responses to investigation of accidents. The University reserves the right to provide similar investigations and adherence checks of its own without notice to ensure compliance with the terms of this contract.
- D.9. Drivers
 - D.9.1. All drivers must meet the following minimum requirements. Additional requirements for drivers may be included with the ITN response.
 - D.9.1.1. Drivers must be a minimum of twenty-one (21) years of age and have a Commercial Driver's License with appropriate endorsements.
 - D.9.1.2. Drivers must have a valid US driver's license for the past three (3) years.
 - D.9.1.3. A five (5)-year driving record must be obtained. UCF reserves the right to review any individual's driving record at their sole discretion.
 - D.9.1.4. No driver shall have had more than two (2) moving violations within the immediate past five (5) years prior to driving a bus under this contract.
 - D.9.1.5. The first, and only the first, Driving Safety Course taken for a moving violation that appears on a five (5)-year driving record will not be treated as a moving violation, and will not count against the record. Additional courses will not reduce the number of violations.
 - D.9.1.6. No more than two (2) accidents in the past five (5) years will be permitted for any driver. This includes "no-ticket" or "no-fault" accidents.
 - D.9.1.7. No driver may work on behalf of UCF if they have been convicted of any a serious traffic violation, i.e. DWI/DUI, Driving with Suspended License, etc. within the immediate past seven (7) years.
 - D.9.1.8. Drivers with two (2) or more convictions of serious traffic violations in their lifetime may not work at UCF.
 - D.9.1.9. No more than two (2) violations for No Liability Insurance in a five (5)-year period is allowed for any driver.
- D.10. Background Checks

- D.10.1. No driver may work at UCF until a full and complete background check has been completed and reviewed for full compliance.
- D.10.2. Any conviction or deferred adjudication of any employee for a felony offense within the past ten (10) years of the beginning date of this contract will result in disqualification of that employee driving under this contract.
- D.10.3. Any drug or alcohol related offense, theft, assault or other conviction of deferred adjudication of any employee with the past ten (10) years of the beginning date of this contract for a felony or misdemeanor offense will result in disqualification of that employee driving under this contract. Examples include, but are not limited to, murder, robbery, and sex offenses.
- D.11. Each driver must also:
 - D.11.1. Be full- or part-time employees of the Contractor.
 - D.11.2. Have the ability to read, write, and speak English.
 - D.11.3. Have and exercise sensitivity to the passengers' needs. Drivers may be required to attend University-sponsored Customer Service training courses at the Contractor's expense.
 - D.11.4. Be capable of handling complaints and problems as required.
 - D.11.5. Undergo and pass Federal Department of Transportation (DOT) physical exam and a comprehensive drug screen at required intervals.
 - D.11.6. Possess a valid, current Florida Commercial Driver's License (CDL).
- D.12. Additional Driver Requirements are:
 - D.12.1. Drivers should foster positive relations among the University students, faculty, staff, visitors and the surrounding community. They must conduct themselves in a professional manner at all times.
 - D.12.2. All complaints involving drivers, equipment, passengers, service, etc. must be investigated and corrective action taken immediately. The Contractor must notify all drivers of any complaint(s) filed against them.

E. Reporting

E.1. Ridership Reporting

- E.1.1. Contractor will provide passenger count data by route, stop, vehicle, time, date, and driver.
- E.1.2. Passenger count data shall be available in real time.
- E.1.3. Detailed ridership data shall be available for a minimum of three years.
- E.1.4. Aggregate ridership data (at the system, route and month level) shall be available for the duration of the contract, including all optional years.
- E.1.5. The Contractor will be required, at the University's request, to conduct, record, and report on manual audit of all boarding passengers on a particular bus or route. Installation of automatic passenger counters in real time will be required at the expense of the Contractor.
- E.1.6. Ridership counts, in real time, will be separated by route, stop, day, vehicle, driver, and time (hourly).

- E.1.6.1. The ridership counts will be aggregated daily, to weekly, monthly, and yearly reports.
- E.1.6.2. All reports will be available via a web-based reporting system that can be accessed by any user with authorized credentials.
- E.1.6.3. All data must be exportable in .CSV or XLS format at any time by the user (does not require any outside support to download data).
- E.2. Key Performance Indicator Reporting
 - E.2.1. Monthly Report (due by the tenth business day of the next month)
 - E.2.1.1. Missed or late departures, and reason(s) therefore
 - E.2.1.2. Number of complaints
 - E.2.1.3. Number of accidents
 - E.2.1.4. Number of wheelchair boardings
 - E.2.1.5. Maintenance inspections
 - E.2.2. Near Real Time Reports (required to be available within 24 (twenty-four) hours or less)
 - E.2.2.1. On Time Reports
 - E.2.2.2. Headways Reports
- E.3. Accident and Incident Reporting
 - E.3.1. The successful Proposer, if any, shall be responsible for immediately reporting all facts relating to accidents, injuries, damages, or losses incurred. UCF shall designate the authority that shall receive these reports.

F. Marketing and Public Relations

- F.1. The Contractor shall distribute, as required, all maps, schedules, surveys, passenger notices, and other printed materials that the University may deem necessary to market the service. The Contractor shall also cooperate and participate in marketing, promotions, advertisements, public relations, and related educational programs, and projects that the University may undertake from time to time during the term of the contract to enhance ridership.
- F.2. The University shall be the exclusive public media spokesman in connection with these services. Under no circumstances shall the Contractor or its employees be permitted to distribute any unauthorized printed or written materials pertaining to the University of Central Florida, or its affiliates, without the express, written permission of the University.
- F.3. The University shall retain the exclusive right to regulate and administer all information and advertising on the buses.
- F.4. The University may, during the course of this contract, require the Contractor to allow access to the buses assigned to this contract, or of others of its contracted vendors, to install and remove advertising material on the buses.
- F.5. If approved by the University, all advertising materials on the buses will meet uniform size and content requirements, and are subject to the University's approval prior to being installed.

G. Responsibilities

- G.1. The successful Proposer, if any, shall furnish all supplies, material equipment, management and labor necessary for the professional, efficient and sound operation of UCF's Student Transportation Services.
- G.2. The successful Proposer, if any, shall service, maintain and safely operate all revenue service and support vehicles provided for its use at UCF under the contract.
- G.3. The successful Proposer, if any, shall deliver all vehicles that it proposes for use under this contract, to a convenient, agreed upon location where UCF representatives can inspect them prior to their being placed into service. This includes initial ITN specifications review to include inspection of first and last assembled bus at manufacturer's facility.
- G.4. The successful Proposer, if any, shall maintain good public relations with UCF students, faculty and staff at all times.
- G.5. The successful Proposer, if any, shall maintain and service all vehicles on a frequent and continuous basis, and shall indicate in their proposal how the schedule will be implemented.
- G.6. The successful Proposer, if any, shall identify all vehicles it has proposed by make, model, and year of manufacture for the permanent files of UCF. It shall be the responsibility of the Proposer to keep this information current at all times during the term of the contract, if any.
- G.7. The successful Proposer, if any, shall provide the specific information as to malfunction reports, repairs, and operational comments, as may be directed by UCF.
- G.8. The successful Proposer, if any, shall display all information, including licenses, permits, and certifications, in an appropriate manner as required by applicable law and as approved by UCF.

H. Emergency Operations

- H.1. Contractor shall make the fleet and drivers available to UCF emergency operations during any UCF declared emergency situations regardless of date or time.
- H.2. Contractor shall not increase the billable rate for emergency services. Contractor may add a premium if they are required to pay their drivers overtime. This premium must be presented, in writing, to UCF transportation management prior to deployment.
- H.3. Additional costs for evacuation operations may be presented to UCF for reimbursement as well.
- H.4. UCF may request that buses be used to block roadways during special events and/or emergency operations. Contractor shall provide a separate hourly rate for buses used in this manner.

I. Maintenance and Appearance

- I.1. No vehicle maintenance shall be performed on the UCF campus.
- I.2. Contractor shall provide a maintenance facility within five to ten miles (5-10) miles of the UCF campus.
 - I.2.1. Preventative and scheduled maintenance shall be performed by Contractor's employees at this facility. Component repairs, warranty repairs, paint and body work, and dealer/manufacturer repairs may be outsourced as required.
 - I.2.2. Proposers shall provide location and detailed description of refueling facility as well as maintenance facility size, capabilities, and infrastructure, with bid response.

- I.2.2.1. Response evaluation may receive a higher rating for currently leased/owned facilities, or if proposer shows a commitment agreement to secure the facility if they are the successful respondent.
- I.3. The contractor will be wholly responsible for maintaining the buses, including tires, in the same operational condition and appearance in which they are accepted for use, subject to reasonable wear and tear, Recapped tires will not be permitted.
- I.4. All regular buses must be free of dents, with all body panels fully painted. Spare buses will be subject to inspection and approval by the University before going into temporary service.
 - I.4.1. Any vehicle with body damage will be repaired within 15 (fifteen) days of damage, or as soon as possible.
 - I.4.2. In the event that body damage remains for more than 30 (thirty) days after Contractor has been notified, in writing, by UCF transportation management to repair such damages, Contractor may be assessed Liquidated Damages up to \$500 per day per vehicle.
 - I.4.2.1. Contractor may request an extension, in writing, if parts, equipment, and/or qualified repair personnel are unavailable to complete repairs within 30 days.
 - I.4.2.2. Liquidated Damages are assessed or waived at the sole discretion of UCF.
- I.5. The contractor shall be responsible for complete maintenance of the buses keeping them clean and in neat condition, both inside and outside.
- I.6. The University reserves the right to perform unannounced, periodic inspections related to appearance, as well as to safety and cleanliness.
 - I.6.1. During the contract period, designated University personnel shall have immediate and unrestricted access to all buses in use by the contractor for this service, as well as to any and all maintenance records during planned or unannounced visits or inspections of the contractor's facilities and unrestricted access to all buses in use by the Contractor for this service, as well as to any and all maintenance records during planned or unannounced visits or inspections of the Contractor's facilities.
- I.7. All climate control system must be operable during the appropriate weather conditions.
- I.8. All buses will undergo daily safety and cleanliness inspections, and will remain FMVSS compliant at all times. Records of these inspections will be maintained and made available to the designated University personnel upon request. Any problem affecting the safe operation of the vehicle, or presenting a potential hazard to passengers must be corrected before the vehicle may be put into service.
- I.9. All buses placed into service by Contractor must, without exception:
 - I.9.1. Be cleaned daily, inside and outside.
 - I.9.2. Have vehicle floors swept and mopped daily.
 - I.9.3. Be wiped down entirely. Surfaces to be wiped down will include, but not be limited to dash controls, the area along the dashboard, and the headliner above the driver area.
 - I.9.4. Be "VIP" detailed, no less than once monthly.
 - I.9.5. Have fully operational air conditioning, wheelchair lifts, seat belts, radios, and destination signs.
 - I.9.6. Be free of body damage, have no missing or unpainted panels; with wheels and tires checked daily for any defects, flats or low inflation, or missing curbing lugs.
 - I.9.7. Be free of graffiti on the exterior and interior of the buses.

- I.9.8. Have all safety items, i.e. lights, brakes, horn, tires, wheelchair tie-downs, seat belts, etc., fully operational. All malfunctioning or non-operational safety-related items must be repaired, corrected, or replaced before the affected vehicle can be returned to service.
- I.9.9. Have no cannibalized parts.
- I.10. Regular cleanliness maintenance will be performed by the drivers at all times. Following is a list of interior maintenance items that must be performed regularly:
 - I.10.1. The interior of buses kept clean and free from damage.
 - I.10.2. Floors kept free of debris.
 - I.10.3. Trash containers kept emptied.
 - I.10.4. Seats checked regularly for spills and general cleanliness.
 - I.10.5. Upholstery checked for damage.
 - I.10.6. All surfaces kept free of graffiti, stains, etc.
 - I.10.7. Windows kept clean and free of any damage or obstruction to vision.
 - I.10.8. The exterior of each bus must also be kept clean and free of damage and rust. Buses will be washed at least once per week, or more frequently if needed.
- I.11. The windows of each bus will be cleaned no less than once weekly. This includes, both the inside and outside of each window.
- I.12. All buses shall be maintained properly, in accordance with the above, or as otherwise required by the University. Failure to do so may result in a bus being taken out of service until the Contractor has made the desired corrections.
- I.13. The Contractor shall maintain records for each bus, reflecting its mechanical operation history, including inspections and repairs. These records shall be available for inspection, during regular UCF business hours, by duly authorized UCF personnel.
- I.14. If any services performed or equipment provided herein do not conform with the requirements of this contract, the University shall have the right to require the Contractor to immediately take all necessary steps to ensure future performance of the services do conform with the requirements of the contract; and reduce the Contract price to reflect the reduced value of the actual scheduled vehicle hours performed.
- I.15. Any equipment, other than what has been previously mentioned, that is necessary for the safety and maintenance of the vehicles, must be maintained per industry standards.
- I.16. In the event the Contractor fails to promptly take necessary steps to ensure future performance of the services is in conformity with the requirements of the contract; the University shall have the right to terminate this contract for default.
- I.17. A preventative maintenance wheelchair lift or ramp inspection will be performed on each bus no less frequently than once every 6,000 miles, and a long-form preventative maintenance inspection will be conducted in no less frequency than each 2,400 miles. Wheelchair lifts or ramps must be cycled daily.
- I.18. A preventative maintenance air conditioning inspection will be performed on each bus no less frequently than once every 6,000 miles, and a long-form preventative maintenance inspection will be performed no less frequently than each 24,000 miles.
- I.19. The air-conditioning filters will be changed at the time of every inspection, or more frequently, as needed.

J. Graphics and Bus Wraps

- J.1. Vehicles shall be painted white with black trim.
- J.2. Contractor shall make vehicles available to UCF for wrapping and graphics upon request. The Contractor shall coordinate movement of vehicles to and from the graphics installation location at UCF's direction.
- J.3. UCF will wrap each vehicle in coordination with Lynx in Orlando. The cost of installation and graphics will be covered by UCF and should not be included in the pricing.
- J.4. The timing of bus wrap replacement due to normal wear and tear or for any other reason, will be at UCF's sole discretion. UCF will pay for the cost of graphics and installation.
- J.5. Contractor is fully responsible for damages to bus wraps and graphics. Contractor will be responsible for replacement and/or repair of any graphics that are damaged.
- J.6. All repairs to graphics must be made within 21 (twenty-one) days of occurrence. UCF will only approve extensions (which must be done in writing) if Contractor shows legitimate need for delay such as delivery of graphics or installer availability.
 - J.6.1. Unrepaired graphics are subject to Liquidated Damages up to \$200 per day per vehicle if the deadline is not met. Damages are assessed (and may be excused) at the sole discretion of UCF transportation management.
- J.7. All buses will be painted solid white prior to delivery. Decal placement and design on all buses will be determined by UCF. Once the buses are inspected, Contractor and a University designee will sign off on a checklist, including digital photographs for each bus inspected and approved for use. The University will retain copies of the checklists and photographs.

4.0 REQUIRED OFFER FORMAT

4.1 Introduction

The Respondent shall not alter the ITN in any way and shall not reproduce all or any part of the ITN in its offer document. The contract, if any, resulting from this ITN shall incorporate the entire ITN and proposal by reference.

To facilitate analysis of its offer, the Respondent is to prepare its offer in accordance with the instructions outlined in this section. If Respondent's offer deviates from these instructions, such offer may, at UCF's sole discretion, be REJECTED.

UCF EMPHASIZES THAT THE RESPONDENT CONCENTRATE ON ACCURACY, COMPLETENESS, AND CLARITY OF CONTENT. The Respondent is encouraged to use sections and tabs that are clearly identified and also number and label all parts, pages, figures, and tables in its proposal submittal/offer. Additional tabs may be appended which contain any other pertinent matters that the Respondent wishes UCF to take into consideration in reviewing the offer. Respondent's response to this ITN must be uploaded to the Bonfire web portal.

4.2 Respondent/Offer Submittal Sections

Each respondent shall provide, in their written response, confirmation that they will meet or exceed each

requirement in each section of the scope of services. Any exceptions must be noted and explained, and may result in a reduced score evaluation and/or disqualification of the bid response.

Respondent should provide descriptions, information, diagrams, or additional documentation for any item within the program requirements as specified.

A. Experience and Qualifications

A.1. Provide a 1-2 page descriptive narrative demonstrating proposer's proven success in providing transportation operations and management services in the university environment of similar size and scope. The narrative should include a description of timely repair and maintenance operations required to support operations.

A.2. Experience

A.2.1. Proposer should have a minimum of ten (10) consecutive years' experience providing bus and/or van passenger transportation services to a college, university, airport, military facility, corporate campus, municipality, hospital/healthcare facility, or public recreational facility.

A.2.2. Contractors should submit a minimum of three (3) qualified references with their response.

A.2.3. Active customer references are strongly desired. References for contracts that ended within the previous 24 (twenty-four) months will be considered but may be assigned a lower value during the evaluation stage.

A.2.4. Submitted references will be evaluated based on relevancy to service requirements and quality of service delivered.

A.3. Qualified References

A.3.1. Minimum of 20 (twenty) vehicles operating simultaneously during peak period of service.

A.3.2. Minimum average of 30,000 annual service hours per reference.

A.3.3. Minimum average of 1,000,000 unlinked passenger trips provided per year.

A.3.4. Bus and/or van passenger transportation services must have been provided to a college, university, airport, military facility, corporate campus, municipality, hospital/healthcare facility, or public recreational facility.

A.3.5. Provide the following information for each reference:

A.3.5.1. Contact name, title, email, fax, phone, and address

A.3.5.2. Name of company or organization

A.3.5.3. Description of service provided, who is transported and the geographic area of the transportation system, the number of buses and number of annual hours.

A.3.5.4. Date service began

A.3.5.5. Date service ended or future contract end date

A.3.5.6. Indicate if site visit will be allowed if requested by University.

A.3.5.7. Reason service ended (if applicable)

A.4. Terminated Contracts – provide a listing of all contracts that terminated prior to the contract end date, for any reason, during the last 60 (sixty) months.

- A.4.1. Include customer name, description of service, dates of service, reason for service termination.

B. Transit Service Requirements

B.1. Support Management Plan

- B.1.1. Describe support services, corporate organization chart showing individuals / positions assigned and resumes. The plan should include Quality Assurance Plan, Service Planning Capabilities, Safety and Compliance Program (including Audit Procedures), Human Resource Management, Environmental Compliance and Audit Procedures.

B.2. Staffing Plan

B.2.1. Site Organization Chart

- B.2.1.1. Include all management, supervisory, and support staff, titles, and job duties/responsibilities. Include General Manager, Asst. GM/Operations Manager, training, human resources, compliance, maintenance staff, and operations supervisors.

B.2.2. Site Staffing Plan

- B.2.2.1. Include a staffing plan that describes hiring plan and timeline, number of drivers to be hired. The staffing plan should include on-going hiring plans and contingency plan in the event of driver shortages.

B.3. Service Start Up Plan

- B.3.1. The Proposer should provide a Service Start-Up Plan that shows specific dates, deadlines and milestones of how the firm proposes to meet the service start date and accomplish tasks described in the Scope of Work, including, but not limited to, staffing plan for each area. The plan should include the following critical dates at a minimum. Additional relevant information regarding the start-up plan should be included as appropriate. The quality of the start-up plan will be evaluated on comprehensiveness and applicability to proposed operations and critical path schedule.

- B.3.1.1. Date General Manager is to be hired and/or assigned to the University.

- B.3.1.2. Hiring and/or assignment of all other management, administrative, and support personnel.

- B.3.1.3. Date drivers are to be hired and/or assigned to the University.

- B.3.1.4. Operator requirements and training dates for drivers.

- B.3.1.5. Vehicle acquisition, inventory and inspection dates.

- B.3.1.6. Dates that facilities, shop and office equipment are to be identified and confirmed, including maintenance, bus washing.

- B.3.1.7. Maintenance start-up programs including training and receipt of permits and licenses.

- B.3.1.8. If any of the operational facilities will be outsourced, the start date of the contracted service should be noted in the start-up plan.

B.4. Customer Service Plan

- B.4.1. Provide a copy of a standard or previously used customer service plan that addresses driver/passenger resolution, process for handling and resolving complaints, plan to meet American's with Disability Act requirements, standard/daily duties and requirements for

drivers, ongoing service quality training program, and training plan for UCF specific requirements.

B.4.2. Confirmation that an employee handbook will be provided to each employee and it will be periodically reviewed and updated as required.

B.5. Emergency Response Plan

B.5.1. Thirty (30) days prior to the start of service under this contract, the Contractor shall submit, for University approval, written procedures for responding to emergencies and routine problems that may occur during the course of the contract. Occurrences include, but are not limited to:

- B.5.1.1. Passenger injuries
- B.5.1.2. Disturbances
- B.5.1.3. Employee illness
- B.5.1.4. Vehicle failures
- B.5.1.5. Inclement weather
- B.5.1.6. Accidents
- B.5.1.7. Detours
- B.5.1.8. Employee injuries, and
- B.5.1.9. Union walkouts (if applicable)

B.6. Customer Feedback (Comments, Questions, and Concerns)

B.6.1. In the event of any complaint, the Contractor will be required to contact each complainant by telephone, or follow up the complaint with written correspondence relative to the complaint. If an investigation is required, the Contractor will conduct an investigation and the complainant will be contacted by telephone or written correspondence regarding the results of the investigation.

B.6.2. Within four (4) business days of receipt of any *passenger* complaint, the Contractor shall provide the University with copies of all written responses.

B.7. Proposers are to provide location and detailed description of maintenance facility size, capabilities, lease or ownership status, and infrastructure, with bid response.

B.8. Proposers are to provide the following for each vehicle type proposed (specific requirements are listed in paragraph C. (inclusive of seating, windows, lighting, communication equipment, electronic sign messaging, on board climate control, fuel type, etc.):

- B.8.1.1. Detailed drawings from the proposed bus manufacturer showing all dimensions and seating configurations
- B.8.1.2. Detailed specification listing of all vehicle components
- B.8.1.3. Color photographs or brochures showing interior and exterior views of the vehicle.

B.8.2. References

B.8.2.1. Respondent should provide a minimum of 3 (three) references from higher education institutions of comparable size and scope to UCF using the proposed fleet of vehicles.

C. Vehicle Requirements

Vehicle Types/Quantities

Vehicle Type	Seating	Doors	Quantity
12 Yr Transit Bus (Max 36')	29 Minimum Seats All perimeter Seats Maximum number of standees must be permitted based on vehicle GVWR.	2	31 Buses 27 Peak/4 Spares
12 Yr Transit Bus (Max 36')	33 Minimum Forward Facing Seats Maximum number of standees must be permitted based on vehicle GVWR.	2	13 Buses 10 Peak/3 Spares
12 Yr Transit Bus (Max 40')	39 Minimum Forward Facing Seats No standees permitted.	1	6 Buses 6 Peak/No Spares
7 Yr Medium Duty Bus	Min 20 Passenger Forward Facing Seats (Propane Fueled). Minimum of 10 standees required.	1	6 Buses 4 Peak/2 Spares
TOTAL VEHICLE FLEET (Includes Spares)			56 47 Peak, 9 Spares

C.1. General Requirements

- C.1.1. Forty-Seven (47) vehicles are required for peak service, and a minimum spare ratio of 20% is required. A total of Fifty-Six (56) buses are required to provide service for the University of Central Florida. All vehicles must be new and the current model year.
- C.1.2. All transit buses must be Altoona tested and meet 12 Year/500,000 Mile STURAA (Surface Transportation and Uniform Relocation Assistance Act) Certification. Medium duty buses must meet 7 Year/200,000 Mile STURAA Certification.
- C.1.3. All transit buses shall be of low floor design. School bus or activity bus types are not acceptable.
- C.1.4. All vehicles must be ADA (Americans with Disabilities Act) compliant and equipped with wheelchair ramps or wheelchair lifts
- C.1.5. All vehicles requiring 2 (two) doors must have two full sized automatic passenger doors, one in the front, and one mid body. Single door buses shall be full sized, automatic, and placed near the driver seat.
- C.1.6. All buses must be meet federal, state, and local requirements with respect to installed seatbelts.
 - C.1.6.1. Any vehicle with forward facing seats shall be considered eligible for highway transportation and should be outfitted with three-point seat restraints.
 - C.1.6.2. Vehicles with 100% perimeter seating are considered intercity transit vehicles and will not travel on highways.
- C.1.7. All buses shall be equipped with a 2 (two) position bicycle rack.
- C.1.8. Transit vehicles shall have a minimum GVWR of 35,000 lbs.
- C.1.9. UCF desires the shortest length buses that meet all requirements.
 - C.1.9.1. Respondent must certify that proposed vehicles WILL safely maneuver all routes, both on and off campus, and have a turning radius to meet all route requirements.
 - C.1.9.2. Contractor is fully and solely responsible for replacing any vehicles that do not meet these requirements.

- C.1.9.3. Each bus must be equipped with power steering so that the vehicle may negotiate tight turns and reversal directions easily.
- C.1.9.4. Reverse-direction backup cameras, alarms and lights are required.
- C.1.10. All buses must be inspected and licensed in accordance with applicable Federal and Florida Motor Vehicle laws and regulations.
- C.1.11. The engine compartment of each bus shall be insulated from the passenger compartment to minimize interior noise, heat, and fumes.
- C.1.12. Each vehicle must be equipped with an exhaust system that meets U.S government noise level and exhaust emission (smoke and noxious gases) requirements. The exhaust tail pipes shall extend to the rear of the vehicle and exit to the street side (not curb side) of the buses.
- C.1.13. All buses must be inspected and licensed in accordance with applicable Federal and Florida Motor Vehicle laws and regulations.
- C.1.14. The University shall be allowed to display signage on any of all buses directing UCF riders on procedures to follow for complaints, comments, or suggestions.
- C.1.15. The University reserves the right to restrict any music or audio programming on any or all buses, for any reason, at their sole discretion. The University may also require Contractor to disconnect hardware from playing music or audio programming at any time, for any reason, at their sole discretion.
 - C.1.15.1. The University may restrict music or audio programming for the passenger cabin and/or driver area.
- C.1.16. The contractor will not use a University identified bus for any transportation activity other than scheduled route service without prior written approval from the University.
- C.1.17. No open containers of food or beverages, music playing without headphones, bicycles, or animals (except for **certified** service animals) are permitted on buses at any time.
- C.1.18. At least one (1) overhead grab rail, running front-to-rear shall be installed inside each vehicle. The grab rails shall be securely fastened to the roof bows or to steel backers welded into the roof structure. All grab rails must be equipped with straps or handles.
- C.1.19. Vehicles must be equipped with the heaviest duty braking system available, including any redundant systems, recommended by the manufacturer.
- C.2. Acceptable Vehicles
 - C.2.1. Example of vehicles that meet specifications include but are not limited to New Flyer, Gillig, ElDorado, or approved equivalent.
- C.3. Seating
 - C.3.1. The seat shall be ergonomically designed and shaped to provide optimal lumbar, kidney area, and buttocks support. All seats must meet federal, state, and local guidelines.
 - C.3.2. Molded seats such as Gemini or Citiseat or approved equal shall be used in all buses. Cushions or seat inserts shall be included at the request of UCF.
 - C.3.2.1. Aisles must be a minimum of 20” wide at seated passenger hip height for 102” wide buses, and 16” wide for 96” wide buses.
 - C.3.3. Seating fabric will be LaFrance level 5 or above, or approved equivalent. UCF will select color and type during pre-production meetings.
 - C.3.4. Forward facing seats shall be equipped with a mounted grab rail/handhold on the back of each seat.

- C.3.5. All seating shall be in compliance with Federal Motor Vehicle Safety Standard (FMVSS) 207 (Seating Systems).
- C.3.6. Any seat belt assemblies shall be in compliance with FMVSS 209; 210 (Seat Belt Assembly; Seat Belt Assembly Anchorage). Certification of FMVSS compliance will be submitted with this proposal. Failure to do so will render the proposal unresponsive.
- C.4. Windows
 - C.4.1. All vehicles shall be equipped with T-Slider windows to allow passengers to open windows for fresh air ventilation.
- C.5. Vehicle Related Contractor Responsibilities
 - C.5.1. UCF will have the right to determine, at any time during the course of the contract, if any, whether the number of vehicles the Contractor provides shall be increased or decreased at any given time during the term of the contract.
 - C.5.1.1. Contractor will provide an updated quote for the additional or reduced services when requested.
 - C.5.2. The vehicles provided for this contract, if any, shall be in good condition and maintained to ensure compliance with applicable laws concerning mechanical conditions, cleanliness, and operational safety.
 - C.5.2.1. UCF agrees that any modifications or alterations to the vehicles that UCF deems necessary to comply with any University regulation or policy, State statute or other governmental regulation, shall be the responsibility of the successful proposer, if any.
 - C.5.2.2. The Proposer shall take reasonable and proper care of its vehicles, and shall notify UCF of any known deficiencies.
 - C.5.3. UCF may, from time to time, request the services of the successful Proposer, if any, to assist in the development of specifications for new or upgraded vehicles. These services shall be provided at no charge to UCF.
- C.6. Interior Lighting shall include:
 - C.6.1. A driver's compartment dome light.
 - C.6.2. Instrument panel light.
 - C.6.3. Switch panel backlighting.
 - C.6.4. Passenger compartment lighting that is non-glare for night time operations.
 - C.6.5. A step well light that adequately illuminates the step well area with the door open, and wired to automatically activate when the passenger door begins to open.
- C.7. Vehicle Communications Requirements
 - C.7.1. Each vehicle will be equipped with a mobile radio that has sufficient range for drivers to communicate with supervisors and dispatch throughout the entire operating area.
 - C.7.1.1. Drivers may use cell phones for intra-company communication, but such phones must also be of the hands-free variety. Drivers may not use cell phones while on route or operating the shuttles.
 - C.7.1.2. Drivers may not use cell phones for any personal reason while on duty.
- C.8. Electronic Sign Messaging
 - C.8.1. Each vehicle will be equipped with a minimum of two programmable digital message/route signs. Front mounted sign above the windshield and side mounted passenger sign near primary passenger entry door.

- C.8.1.1. Electronic signs must be J1708/J1939 compliant. Industry standard providers (Luminator, TwinVision, Hanover, TranSign, or approved equivalent) are strongly desired.
 - C.8.1.2. Electronic messaging signs must meet manufacturer's recommendations for visibility (I.e. font size, color, brightness, etc.) during all UCF route operations.
- C.9. On Board Climate Control
- C.9.1. All vehicles must be equipped with properly functioning climate control (heat and air-conditioning) systems for both the driver and passenger compartments.
 - C.9.2. The maximum size Air Conditioning system available for the proposed vehicle must be proposed. Respondent shall provide a letter of confirmation from the vehicle manufacturer confirming.
 - C.9.2.1. If dual A/C compressors are available and will increase cooling performance (as certified by the vehicle manufacturer), they shall be included with the proposed equipment.
- C.10. Fuel/Alternate fuel (CNG, Electric, Bio-diesel)
- C.10.1. It is strongly required that vehicle fuel capacity shall be adequate to conduct daily route operations without refueling.
 - C.10.2. All vehicles must contain fuel capacity to ensure uninterrupted route service.
 - C.10.3. Fuel costs shall not be included in the cost proposal. Fuel for passenger transporting vehicles will be paid directly based on usage.
 - C.10.3.1. Contractor will be required to provide detailed monthly reports by vehicle with invoice for fuel reimbursement.
 - C.10.3.2. The vehicle level reporting will be submitted electronically on a monthly basis. The report will include starting and ending mileage for each vehicle per day, number of gallons (or gallon equivalent) used per vehicle, the cost per gallon, miles per gallon, and the total cost of fuel by bus and for the month.
 - C.10.3.3. Report is due within 5 days of month end.
 - C.10.4. THERE WILL BE NO FACILITIES ON THE UNIVERSITY CAMPUS FOR THE REFUELING AND SERVICING OF ANY OF THE BUSES, WITH THE POSSIBLE EXCEPTION OF ELECTRIC CHARGING STATIONS FOR ELECTRIC-POWERED VEHICLES.
 - C.10.5. All buses must be fueled and serviced daily by the Contractor, within a five to ten (5-10) mile radius of the main campus. The fueling and service location must be identified in the proposal. Oil, transmission, coolant, and windshield washer fluid levels will be checked regularly, and fluids will be added as necessary.
 - C.10.6. Spare bus will immediately replace any bus that is taken out of service for refueling or service.

D. Transit Technology Requirements

- D.1. Real Time GPS/AVL Tracking System (required)

- D.1.1.1. Real time location updates for vehicles on all maps and smartphone applications shall be provided every 1-3 seconds.
- D.1.2. Passenger Website – Optimized for mobile phones, tablets, and PC/MAC browsers
 - D.1.2.1. Unique web link that may be accessed by anyone without login or password.
 - D.1.2.2. No software to load (pure HTML implementation) that displays vehicles laid over a 2D map.
 - D.1.2.3. Branded specifically for UCF.
 - D.1.2.4. Website shall have the ability to show the direction of travel and location in real time of each vehicle on each route. All routes are drawn in different colors.
 - D.1.2.5. Each route is separately selectable – user has the ability to show one, some, or all routes on the map.
 - D.1.2.6. The website shall allow customer to choose a stop and display the next arrivals for route(s) serving that stop.
 - D.1.2.7. Shared bus stops (those on multiple routes) are clearly identified as such.
 - D.1.2.8. An Icon for each in service vehicle shall be rendered on the web site. Bus icon positions should update without the need for refreshing.
 - D.1.2.9. Upon click of the bus icon, additional info is provided to the user:
 - D.1.2.9.1. Route Identifier.
 - D.1.2.9.2. Next Stop.
 - D.1.2.9.3. ETA to Next Stop.
 - D.1.2.10. Bus arrival real-time predictions are provided for each bus stop.
 - D.1.2.11. When a vehicle is selected, ETAs to at least three of the down-line stops should be displayed, this should be configurable to show as many stops as required by the agency.
 - D.1.2.12. ETAs are provided for each bus en route to a bus stop (e.g.: if two buses are on their way to a bus stop, there shall be two arrival time predictions).
 - D.1.2.13. There shall be a section of the screen that is reserved for public service announcements from UCF and allow for links to specified websites.
 - D.1.2.14. Integrated help system
- D.1.3. Mobile Applications
 - D.1.3.1. Native mobile application required for Apple (iOs) and Android.
 - D.1.3.2. Capability to provide a unique UCF mobile application that can be downloaded directly, is branded with UCF logos, text, and colors, and does not require any selection of agency. This may be offered as an upgrade.
 - D.1.3.3. Support for users to leave feedback.
 - D.1.3.4. Support for public service announcements.
 - D.1.3.5. Integrated help system.
 - D.1.3.6. Ability for users to save favorite route(s) and stop(s).
 - D.1.3.7. Ability for user to set reminders to alert them, within the app to bus arrivals at specific routes, stops, and times.
- D.1.4. Reports (at a minimum)
 - D.1.4.1. Public Site Usage Report.
 - D.1.4.2. Smart Phone App Usage Report.

- D.1.4.3. On time performance by route and stop.
- D.1.4.4. Headways reports.
- D.1.4.5. Alerts such as Speeding, Geofence Activities.
- D.1.4.6. On/Off Route Reports.
- D.1.5. Real Time API
 - D.1.5.1. Real time API must be provided. API shall include all information provided within the system.
- D.2. Automated Passenger Counting System (required)
 - D.2.1. Hella or Iris automated counters or approved equivalent shall be used. No mechanical device may be used to count passengers. Infrared devices are not desired.
 - D.2.2. Automated passenger counting with no interaction by driver or dispatch to count boarding or alighting passengers.
 - D.2.3. System must include automated reporting and data uploads.
 - D.2.4. APC System Operational Requirements:
 - D.2.4.1. The APC System shall accurately (96% or greater accuracy minimum, 98% desired) count passengers as they board and alight, recording the data as a function of individual stops, routes, and vehicle.
 - D.2.4.2. The Contractor shall demonstrate the APC System has the ability to discriminate valid passengers from non-passenger objects, and detect double-backs and re-crossings;
 - D.2.4.3. The APC system shall not interfere electronically with the operation of the transit vehicle or onboard electronic equipment.
 - D.2.4.4. The Contractor shall install the APC System according to industry standards and recommended industry practices. All cables, wiring, interconnections, switches, and circuit breakers/fuses will be heavy duty and specifically designed for the APC system. The selected wire sizes and insulation will be based on current carrying capability, voltage drop, and flexibility requirements. The Contractor shall install any component accessible by the public with tamper-proof fasteners.
 - D.2.4.5. The Contractor shall install a protective filtering device to protect the APC System, its memory and data from electrical fluctuation typically found in a transit bus, which may include, but is not limited to, over voltage, under voltage, transient power surge/dip during engine or other transit bus equipment startup and operation, and alternator noises.
 - D.2.4.6. The APC solution shall count all boardings and alightings associated with route and geolocation information, including real time clock / clock synchronization features for accurate time/date stamp mark of data.
 - D.2.4.7. The system shall have the capability to reduce or eliminate counting inaccuracies caused by passengers carrying items such as packages, boxes, backpacks or briefcases onto the vehicle; and the sensors shall differentiate between boarding and alighting passengers.
 - D.2.4.8. The APC system shall not retain any visual or audio data beyond the timeframe pertinent to gather data as required for accurate boarding or alighting of passengers.

- D.3. On Board Public Wi-Fi (propose as option on 12 buses)
 - D.3.1. Dual band transit grade cellular modem required.
 - D.3.2. Modem must have the capability to support a minimum of 40 simultaneous users.
 - D.3.3. 10GB per month per vehicle data capacity.
 - D.3.4. Management software to control content and data usage, including the ability to shut off data when maximum usage is met.

- D.4. Video Monitoring System (required)
 - D.4.1. Each bus shall be outfitted with a video surveillance/monitoring camera system.
 - D.4.2. System shall have a minimum of 4 channels and 4 cameras.
 - D.4.3. System must have the capability of storing 30 days of video from all cameras at a sufficiently high enough resolution to ensure clear viewing of all incidents. This includes the ability to clearly identify faces and any items carried or used by passengers.
 - D.4.4. Respondent must provide a minimum of 2 (two) references from a University or Municipal transit system with 20 (twenty) or more buses using a video system from REI, SEON, AngelTraxx, or Apollo. 4 (four) references are required if any other system is proposed.

E. Cost Proposal – The University desires three pricing options to seek the best fleet suited for its operations.

- E.1. Provide cost proposal for 50 diesel powered transit vehicles and 6 propane powered medium duty vehicles exclusive of fuel.
- E.2. Provide cost proposal for any combination of powered vehicles (CNG, Electric, Propane, Bio-diesel) exclusive of fuel.
- E.3. For any electric vehicle proposals, provide a list of the following as a minimum.
- E.4. Necessary infrastructure (on and off campus)
- E.5. Projected annual electricity costs
- E.6. Identify quantity of shuttles needed to fulfill service order and maintain headway times and range
- E.7. Respondent should provide a description of fueling/recharging infrastructure application for each proposal. This description should include the location of fueling/recharging stations, which exist, and which will be built or installed by the Contractor.

F. Innovative Ideas

- F.1. It is the University's desire to provide the most environmentally-friendly, efficient and cost effective transportation service without compromising service quality. If there are requirements that are included herein that could be modified to reduce cost or improve quality, it is incumbent upon the proposer to identify those areas, and submit them as an attachment to the proposal, with the potential savings specified.

G. Additional Incentives

Please outline any additional incentives to be provided including conversion incentives, student internships, student scholarships, etc.

H. Conformance to the ITN - Conformance To ITN's Preferred Conditions And Requirements

Identify any exceptions to the ITN that are included in your Proposal.

(Note: One of the University's Proposal evaluation criteria outlined in Section 2.8 of this ITN is "Conformance To ITN's Conditions And Requirements." Failure To Conform To ITN's General Conditions And Requirements May Result In Rejection Of Proposal.)

5.0 OTHER REQUIREMENTS

A sample copy of UCF's standard contractual agreement, which is the instrument used to bind the parties, can be viewed at <http://www.procurement.ucf.edu/>. Any concerns with the provisions and clauses of the offered agreement are to be addressed during the question and answer period sited in section 2.2.

**APPENDIX I
SUPPLEMENTAL OFFER SHEET
TERMS AND CONDITIONS**

The sections set forth below are to each be initialed, as YES for "understood and agreed upon" or NO for "not agreed to." Failure to complete and return this document with your offer could result in rejection of your offer, at UCF's sole discretion. Respondents shall not check sections as "understood and agreed upon" with the intent to negotiate a change to those sections/terms and conditions after tentative award of a contract resulting from this ITN. Respondents disagreeing with any negotiable term or condition of this ITN is to provide a clear and detailed reason for the disagreement and a solution to the disagreement, in his/her offer. A Respondent's disagreement with any non-negotiable section of this ITN shall be automatically rejected. Failure of the university and the tentative awardee to come to an agreement with respect to terms and conditions within a time frame UCF determines to be reasonable constitutes grounds for rejection of that offer and the University shall have the right, at its sole discretion, to award the contract to the next favorable respondent.

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>RESPONDENT INITIALS</u>
2.1 **Non-negotiable**	_____	_____	_____
2.2 **Non-negotiable**	_____	_____	_____
2.3 **Non-negotiable**	_____	_____	_____
2.4	_____	_____	_____
2.5	_____	_____	_____
2.6 **Non-negotiable**	_____	_____	_____
2.7 Section Not Used			
2.8 **Non-negotiable**	_____	_____	_____
2.9	_____	_____	_____
2.10	_____	_____	_____
2.11 **Non-negotiable**	_____	_____	_____
2.12	_____	_____	_____
2.13 **Non-negotiable**	_____	_____	_____
2.14 **Non-negotiable**	_____	_____	_____
2.15	_____	_____	_____
2.16	_____	_____	_____

2.17	_____	_____	_____
<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>RESPONDENT INITIALS</u>
2.18 **Non-negotiable**	_____	_____	_____
2.19	_____	_____	_____
2.20 **Non-negotiable**	_____	_____	_____
2.21	_____	_____	_____
2.22	_____	_____	_____
2.23	_____	_____	_____
2.24	_____	_____	_____
2.25	_____	_____	_____
2.26	_____	_____	_____
2.27 **Non-negotiable**	_____	_____	_____
2.28 **Non-negotiable**	_____	_____	_____
2.29	_____	_____	_____
2.30 **Non-negotiable**	_____	_____	_____
2.31 **Non-negotiable**	_____	_____	_____
2.32	_____	_____	_____
2.33	_____	_____	_____
2.34	_____	_____	_____
2.35 **Non-negotiable**	_____	_____	_____
2.36	_____	_____	_____
2.37	_____	_____	_____
2.38	_____	_____	_____
2.39 **Non-negotiable**	_____	_____	_____
2.40	_____	_____	_____

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>RESPONDENT INITIALS</u>
2.41	_____	_____	_____
2.42**Non-negotiable**	_____	_____	_____
2.43	_____	_____	_____
2.44	_____	_____	_____
2.45	_____	_____	_____
2.46	_____	_____	_____
2.47	_____	_____	_____
2.48	_____	_____	_____
2.49 **Non-negotiable**	_____	_____	_____
2.50	_____	_____	_____
2.51	_____	_____	_____
2.52 **Non-negotiable**	_____	_____	_____
2.53 **Non-negotiable**	_____	_____	_____
3.0	_____	_____	_____
4.0	_____	_____	_____
Appendix I	_____	_____	_____
Appendix I	_____	_____	_____
Appendix II	_____	_____	_____
Appendix III	_____	_____	_____
Appendix IV **Non-negotiable**	_____	_____	_____

Company: _____

Authorized Representative's Name: _____

Authorized Representative's Signature: _____

Date: _____

APPENDIX II

CERTIFICATE OF NON-SEGREGATED FACILITIES

We, _____ certify to the University of Central Florida that we do not and will not maintain or provide for our employees any segregated facilities at any of our establishments, and that we do not and will not permit our employees to perform their services, under our control, where segregated facilities are maintained. We understand and agree that a breach of this certification is a violation of the Equal Opportunity clause required by Executive order 11246, amended.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash room, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color or national origin, because of habit, local custom or otherwise.

We, further, agree that (except where we have obtained identical certifications from offered subcontractors for specific time periods) we will obtain identical certifications from offered subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause; that we will retain such certification in our files; and that we will forward the following notice to such offered subcontractors (except where the offered subcontractors have submitted certifications for specific time periods):

NOTE TO PROSPECTIVE SUBCONTRACTORS OR REQUIREMENTS FOR CERTIFICATIONS OF NON-SEGREGATED FACILITIES. A Certificate of Non-segregated Facilities, as required by the 9 May 1967 order on Elimination of Segregated Facilities, by the Secretary of Labor (32 Fed. Reg. 7439, 19 May 1967), must be submitted prior to the award of a sub-contract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity clause. The certification may be submitted either for each sub-contract or for all subcontracts during a period (i.e. quarterly, semiannually, or annually).

The Contractor and subcontractors shall abide by the requirements of 41 CFR, Section 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

NOTE: Whoever knowingly and willfully makes any false, fictitious, or fraudulent representation may be liable to criminal prosecution under 18 U.S.C. 1001.

APPENDIX II

CERTIFICATE OF NON-SEGREGATED FACILITIES SUBPART - CONTRACTOR'S AGREEMENTS

SEC. 202. Except in contracts exempted in accordance with Section 204 of this Order, all Government contracting agencies shall include in every Government contract hereafter entered into the following provisions:

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity or national origin. 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. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.
- (3) The contractor will send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965 and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoiced as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The contractor will include the provision of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase orders the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the contractor becomes involved in, or is threatened

with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

SEC. 402 Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era:

(1) The contractor agrees to comply with the affirmative action clause and regulation published by the US Department of Labor implementing Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended, and Executive Order 11701, which are incorporated in this certificate by reference.

Company: _____

Authorized Representative's Name: _____

Authorized Representative's Signature: _____

Date: _____

APPENDIX III

**COMPLIANCE AND
CERTIFICATION OF GOOD STANDINGS**

The parties shall at all times comply with all applicable ordinances, laws, rules and regulations of local, state and federal governments, or any political subdivision or agency, or authority or commission thereof, which may have jurisdiction to pass laws, ordinances, or make and enforce rules and regulations with respect to the parties.

Vendors shall certify below that they are in good standings to conduct business in the State of Florida. **The awardee of any contract resulting from this solicitation shall forward a certification of good standing. The certifications must be submitted to the UCF Procurement Services Department prior to providing any goods or services required under the resulting contract.** Noncompliance with this provision may constitute rejection of proposal or termination of a contract at UCF's sole discretion.

CERTIFICATION

I certify that the company submitting an offer under this solicitation is in compliance with all applicable laws to conduct business in the State of Florida, is in good standings and will provide a certificate of good standings from the State of residence prior to initiating any performance under any contract resulting from this solicitation.

Company: _____

Authorized Representative's Name: _____

Authorized Representative's Signature: _____

Date: _____

APPENDIX IV

SECURE HANDLING OF UCF DATA

The University requires Vendors and other third parties to review, accept, and integrate secure data handling requirements as part of any contract, agreement, or Service Level Agreement (“SLA”) that involves the storage, transmission, processing, or collection of UCF data, or access to UCF data, by the Vendor. This Agreement is intended to ensure that UCF’s security and compliance requirements are outlined and followed by the Vendor. Visit <http://www.Infosec.ucf.edu/vrm> for additional information.

APPENDIX V

BONFIRE SUBMISSION INSTRUCTIONS FOR SUPPLIERS

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement
Proposal	File Type: Any	Multiple	Required

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

2. Upload your submission at:

<https://ucfprocurement.bonfirehub.com/opportunities/10988>

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Nov 30, 2018 3:00 PM EST**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

University of Central Florida Procurement Services uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>



**Parking and
Transportation Services**
UNIVERSITY OF CENTRAL FLORIDA

Route #	Route Name	# of Shuttles	Days	Service Begins	Final Departure From UCF
Peak Transportation Service Order 2020					
	Shuttle Service Name				
	Location of Shuttle On Campus Stop				
	Shuttle Ridership Information				
1	Knights Circle	1	Monday - Thursday	6:30 AM	10:00 PM
	On Campus stop at Student Union	1	Monday - Thursday	6:30 AM	10:00 PM
	Students Residing: 2532	1	Monday - Thursday	7:00 AM	7:00 PM
	Average Daily Ridership: 1981	1	Monday - Thursday	8:00 AM	8:00 PM
		1	Friday	6:30 AM	8:00 PM
		1	Friday	6:30 AM	8:00 PM
		1	Friday	7:00 AM	7:00 PM
2					
	College Station / Boardwalk	1	Monday - Thursday	6:30 AM	10:00 PM
	On Campus stop at Millican Hall	1	Monday - Thursday	7:00 AM	8:00 PM
	Students Residing: 300 / 480	1	Friday	6:30 AM	8:00 PM
	Average Daily Ridership: 364	1	Friday	7:00 AM	7:00 PM
3					
	The Verge / The Place at Alafaya	1	Monday - Thursday	6:30 AM	10:00 PM
	On Campus stop at Lynx Transit Center	1	Monday - Thursday	7:00 AM	8:00 PM
	Students Residing: 936 / 680	1	Monday - Thursday	8:00 AM	7:00 PM
	Average Daily Ridership: 407	1	Friday	6:30 AM	8:00 PM
		1	Friday	7:00 AM	7:00 PM
		1	Friday	8:00 AM	5:00 PM

4	Mercury 3100 / Campus Crossing	1	Monday - Thursday	6:30 AM	10:00 PM
	On Campus stop at Millican Hall	1	Monday - Thursday	7:00 AM	8:00 PM
	Students Residing: 839 / 896	1	Friday	6:30 AM	8:00 PM
	Average Daily Ridership: 719	1	Friday	7:00 AM	7:00 PM
5	Village at Science Drive	1	Monday - Thursday	6:30 AM	10:00 PM
	On Campus stop at Health Center / Physical Sciences	1	Monday - Thursday	7:00 AM	6:00 PM
	Serves Research Pavilion on return trip only	1	Friday	6:30 AM	8:00 PM
	Students Residing: 728	1	Friday	7:00 AM	6:00 PM
	Average Daily Ridership: 453				
6	Northgate Lakes / Tivoli	1	Monday - Thursday	6:30 AM	10:00 PM
	On Campus stop at Research 1	1	Monday - Thursday	7:00 AM	8:00 PM
	Students Residing: 700 / 700	1	Friday	6:30 AM	8:00 PM
	Average Daily Ridership: 624	1	Friday	7:00 AM	7:00 PM

7	The Pointe at Central	1	Monday - Thursday	6:30 AM	10:00 PM
	On Campus stop at Millican Hall	1	Monday - Thursday	7:00 AM	8:00 PM
	Students Residing: 1224	1	Friday	6:30 AM	8:00 PM
	Average Daily Ridership: 700	1	Friday	7:00 AM	7:00 PM
8	Riverwind of Alafaya / The Station	2	Monday - Thursday	6:30 AM	10:00 PM
	On Campus stop at Research 1	1	Monday - Thursday	7:00 AM	8:00 PM
	Students Residing: 436 / Fall 2018	1	Friday	6:30AM	8:00 PM
	Average Daily Ridership: 262	1	Friday	7:00AM	7:00 PM
9	Knights Landing / Research Park	1	Monday - Thursday	6:30 AM	10:00 PM
	On Campus stop at Research 1	1	Monday - Thursday	7:00 AM	5:00 PM
	University Tech Center, Florida Institute of Government,	1	Friday	6:30 AM	8:00 PM
	University Marketing, Human Resources, University	1	Friday	7:00 AM	4:00 PM
	Tower, Partnership 2 (on call), Partnership 1, Research				
	Pavilion, and Biomolecular Research Annex				
	Students Residing: 155				
	Average Daily Ridership: 242				
10	The Lofts / Orion on Orpington	1	Monday - Thursday	6:30 AM	10:00 PM
	On Campus stop at Lynx Transit Center	1	Monday - Thursday	7:00 AM	8:00 PM
	Students Residing: 700 / 624	1	Monday - Thursday	8:00 AM	6:00 PM
	Average Daily Ridership: 477	1	Friday	6:30 AM	8:00 PM
		1	Friday	7:00 AM	7:00 PM
11	The Marquee	1	Monday - Thursday	6:30 AM	10:00 PM

	On Campus stop at Lynx Transit Center	1	Monday - Thursday	7:00 AM	8:00 PM
	Students Residing: 1500	1	Friday	6:30 AM	8:00 PM
	Average Daily Ridership: 583	1	Friday	7:00 AM	7:00 PM
12					
	University House of Central Florida	1	Monday - Thursday	6:30 AM	10:00 PM
	On Campus stop at Millican Hall	1	Monday - Thursday	7:00 AM	8:00 PM
	Students Residing: 995	1	Friday	6:30 AM	8:00 PM
	Average Daily Ridership: 410	1	Friday	7:00 AM	7:00 PM
13					
	Northview	1	Monday - Thursday	6:30 AM	10:00 PM
	On Campus stop at Research 1	1	Monday - Thursday	8:00 AM	3:00 PM
	Students Residing: 600	1	Friday	6:30 AM	8:00 PM
	Average Daily Ridership: 433				
14					
	Plaza on University	1	Monday - Thursday	6:30 AM	10:00 PM
	On Campus stop at Lynx Transit Center	1	Monday - Thursday	7:00 AM	8:00 PM
	Students Residing: 1300	1	Friday	6:30 AM	8:00 PM
	Average Daily Ridership: 664	1	Friday	7:00 AM	4:00 PM
15					
	Collegiate Village Inn / Arden Villas	1	Monday - Thursday	6:30 AM	10:00 PM
	On Campus stop at Lynx Transit Center	1	Friday	6:30 AM	8:00 PM
	Students Residing: 200 / 600				
	Average Daily Ridership: 163				
Publix					
	Grocery Shuttle	1	Tuesday	10:00 AM	8:00 PM
	4 On Campus stops: Marketplace, Nike Academic Village, CFE Arena, Lake Claire				
	Service days: 44				
	Average Ridership Based on Service Days: 348				

Main Campus	Park and Ride (Spring and Fall Semesters)	1	Monday - Thursday	8:45 AM	6:30 PM
	On Campus stop at Lot E-4 and Research 1	1	Monday - Thursday	8:45 AM	5:00 PM
	Service days: 162	1	Monday - Thursday	8:45 AM	3:00 PM
	Average Ridership Based on Service Days: 102				
On Campus	Pegasus Express (Formerly Black and Gold)	1	Monday - Thursday	7:00 AM	7:00 PM
	11 On Campus stops: Student Union, Lake Claire Community,	1	Monday - Thursday	7:00 AM	7:00 PM
	CFE Arena/Knights Plaza/Towers, Research 1, Health Center/Physical Sciences,	1	Monday - Thursday	7:00 AM	7:00 PM
	Nike/Neptune Academic Village, Ferrell Commons/Recreation & Wellnes Center,	1	Monday - Thursday	7:00 AM	7:00 PM
	Hercules Academic Village/Center for Multilingual Multicultural Studies,	1	Friday	7:00 AM	7:00 PM
	Millican Hall/Library/Apollo Community,	1	Friday	7:00 AM	7:00 PM
	Teaching Academy/Howard Philips Hall, Lynx Transit Center	1	Friday	7:00 AM	7:00 PM
	Average Daily Ridership: 214	1	Friday	7:00 AM	7:00 PM
RSN	Rosen School of Hospitality	1	Monday - Thursday	6:45 AM	9:15 PM
	On Campus stop at Student Union	1	Monday - Thursday	6:45 AM	9:15 PM
	Average Daily Ridership: 561	1	Monday - Thursday	6:45 AM	9:15 PM
		1	Friday	6:45 AM	9:15 PM
		1	Friday	6:45 AM	9:15 PM
		1	Friday	6:45 AM	2:00 PM

HSC	Health Sciences Campus	1	Monday - Friday	7:20 AM	8:50 PM
	On Campus stop at Health Center / Physical Sciences				
	Average Daily Ridership: 130				
CV	UCF Creative Village -Downtown Orlando	2	Depart from UCF Monday - Thursday	6:30 AM	10:00 PM
	Lynx Transit Entrance adjacent to Garage A	2	Friday	6:30 AM	8:00 PM
2017 Ridership	Total Student Residents: 17125				
	Total Average of Daily Ridership: 9837				