

**MICHIGAN DEPARTMENT OF
TRANSPORTATION**



**OFFICE OF PASSENGER
TRANSPORTATION**

**STATEWIDE MICHIVAN COMMUTER
VANPOOL PROGRAM**

REQUEST FOR PROPOSAL

MAY 23, 2012

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SECTION I – GENERAL INFORMATION

SECTION I – GENERAL INFORMATION

Issuing Office

This Request for Proposal (RFP) is issued by the Michigan Department of Transportation (MDOT), which is the procuring agency on this project.

Bid Proposal Deadline

Responses to this request for proposal must be received at the following address, on or before Friday, June 15, 2012. The selected contractor must assume service on October 1, 2012.

Elaine Luo, Federal Program Manager
Office of Passenger Transportation
Michigan Department of Transportation
Mailcode: B425
Van Wagoner Building
425 W. Ottawa
P.O. Box 30050
Lansing, MI 48909
E-mail: luoy@michigan.gov

Project Administration

The project coordinator is Elaine Luo.

Any questions on this RFP and the procuring process should be transmitted in writing to the address above and must be postmarked by Friday, June 1, 2012. Electronically submitted questions are preferred. Responses to questions received will be posted on MDOT's website at <http://www.michigan.gov/mdot> (from the left side select "Doing Business" then "Vendor Consultant Services" then from the body of the page select "Request for Proposal" then scroll down to "Multi-Modal Transportation Services") on or before Friday, June 8, 2012.

Terminology

Project Coordinator: MDOT's authorized representative for the MichiVan Commuter Vanpool Program who will direct the contractor.

Statewide: For purposes of this document, statewide means existing MichiVan commuter vanpools currently in operation. See Appendix A – MichiVan Commuter Vanpools Currently in Service.

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Vanpool Service: Defined on this proposal as a vanpool consisting of a minimum number of riders and a designated driver with set pick up and drop off points per day to work or work training.

User: A person participating in a vanpool as the driver or a rider.

Objective of the Proposal

To secure a vanpool service provider to operate and market a statewide commuter vanpool program, known as MichiVan. The MichiVan Program may expand in FY 2013 by approximately 10 vans. Services will not be provided in the Washtenaw county using expansion vans unless it is agreed upon by the Ann Arbor Transportation Authority.

The cost of the program (as described in this RFP) will be covered by MDOT and user fees. The contractor is responsible for all costs incurred to deliver the MichiVan Program. Capital and marketing costs (as specifically described in this RFP and as approved by MDOT) are eligible for reimbursement under the contract. All other costs are the responsibility of the selected contractor and can be covered by user fees. As described in more detail in this RFP, both the costs to be borne by MDOT **and** the costs to be borne by the vanpool users will be used to evaluate the cost effectiveness of each bid.

Service shall start on October 1, 2012.

Incurring Costs

MDOT is not liable for any cost incurred by the bidders prior to execution of a contract to proceed with the project.

Project Duration

The project duration will be for one year upon execution of the contract. MDOT reserves the right to extend the duration of the contract for three additional years for all or a portion of the vanpools, if conditions warrant. Any extension is to be agreeable to both MDOT and the contractor and will be as described in the contract terms and conditions and shall be mutually negotiated at a reasonable time (at least 60 days) and rate prior to contract expiration.

Prime Contractor Responsibilities

The selected contractor will be required to assume responsibility for all services offered in this proposal. Primary responsibilities include, but are not limited to, fleet procurement, fleet maintenance, fleet insurance, organization of vanpools, reporting, and statewide promotion of the MichiVan Program with assistance to local rideshare offices (LROs). Appendix B provides a

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map of the LRO service areas. For details, go to <http://www.michigan.gov/mdotptd>, Programs & Data, Rideshare Program, Rideshare Office Map and Contacts. Demonstration of superior customer service and the ability to efficiently respond to program changes is required. Strong emphasis will be placed on the ability to continue service with minimal interruption to existing customers.

Further, MDOT will consider the selected contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. If any part of the work is subcontracted, the prime contractor must provide a complete description of the work to be subcontracted and descriptive information about the subcontractor's organization and capabilities to perform the work. The prime contractor is responsible for adherence of the subcontractor(s) to all provisions of the contract.

The selected contractor will be required to establish and maintain accurate records, in accordance with generally accepted accounting principles, of all revenues and expenses incurred for which payment is sought. Separate accounts shall be established and maintained for all costs incurred. In addition, the selected contractor will be required to permit MDOT, or its representative to inspect, copy, or audit the records pertaining to this project at any time.

Bidder Qualifications

The bidder must have experienced personnel and past performance of work very similar in nature. The bidder must demonstrate, at a minimum, the ability to maintain human resources to operate and market the vanpool service, collect data and complete necessary reporting.

The bidder must demonstrate the financial ability to sustain operational expenses and maintenance of the program at the present level. Financial information submitted in response to this RFP is considered confidential and would be exempt from disclosure under the Michigan Freedom of Information Act, as amended, by 1996 Public Act 553.

The bidder must provide and maintain the vehicles specified in this proposal needed to provide the service. The vehicles must be maintained in accordance with federal and state safety laws as well as the manufacturer's scheduled maintenance plan. The selected contractor may perform work at its own facility or subcontract with a maintenance provider. Qualifications of the contractors' maintenance staff or of subcontractor must be included in the proposal.

The bidder must have the ability to purchase and maintain liability insurance coverage for protection of the company, MDOT, and the LROs and their employees against loss or damage to vehicles in the program and from claims which may arise out of or result from the use, operation, or maintenance of the vehicles. Minimum insurance coverage and limits of liability for vanpool services must be included in the proposal.

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Non-Performance Penalty

Failure to comply with the contract document shall be grounds for breach and will result in contract termination upon 30 days written notice.

Work Specifications

Fleet Procurement and Management

At a minimum, the bidder must demonstrate the ability to plan for the procurement and delivery of vehicles to maintain the existing program; the provision of backup vehicles for emergency and replacement use; the procurement and delivery of vehicles for new vanpools statewide; and a preventative maintenance and inspection program.

The selected contractor is responsible for supplying all vehicles. A combination of new or used vehicles may be used; however, all vans must be less than five years old and have less than 125,000 miles. A combination of contractor owned or leased vehicles may be used.

The current fleet mix is summarized below. (See Appendix A for more detailed information)

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MichiVan Commuter Vanpools Currently in Service, as of March 30, 2012

NUMBER OF RIDERS PER VAN INCLUDING DRIVER	VANPOOL ONE WAY MILES			
	UP TO 30 MILES	UP TO 60 MILES	UP TO 90 MILES	
	7 PASSENGER VANS			
3	0	2	0	
4	3	0	1	
5	48	12	0	
6	56	20	0	
7	33	109	0	
9	0	1	0	
Total	140	144	1	285
	10 PASSENGER VANS			
6	1	2	0	
7	7	5	0	
8	4	11	0	
9	2	7	0	
10	5	6	0	
11	1	3	0	
Total	20	34	0	54
	12 PASSENGER VANS			
7	0	1	0	
8	0	1	0	
9	1	4	0	
10	2	4	1	
11	0	1	0	
13	0	2	0	
14	0	1	0	
Total	3	14	1	18
	15 PASSENGER VANS			
7	0	1	0	
9	0	1	0	
10	0	4	0	
11	0	7	0	
12	1	5	0	
13	0	6	2	
14	0	6	2	
15	5	3	1	
16	1	2	0	
17	0	1	0	
18	0	1	0	
Total	7	37	5	49
GRAND TOTAL	170	229	7	406

SECTION 1 – GENERAL INFORMATION

At the present time there are no riders in need of an accessible vehicle and there are no accessible vehicles in service. However, the selected contractor must provide an accessible vehicle within 30 days upon request from a rider.

Program Eligibility

For a vanpool to be eligible for capital costs it must have a minimum number of riders as shown below. If ridership for a van drops below this level for more than 60 consecutive days within this one year contract period, monthly capital costs will not be eligible. The selected contractor shall have a process to identify a van that drops below this level and ensure the van operates no more than 60 consecutive days within this one year contract period below this level. Through the marketing program, the selected contractor shall aggressively assist the users in soliciting replacement riders when an existing van falls below the minimum number of riders including drivers.

7 passenger van:	no less than five users
10 passenger van:	no less than seven users
12 passenger van:	no less than nine users
15 passenger van:	no less than eleven users

The selected contractor shall establish and enforce driver eligibility requirements including but not limited to:

- Driver has a valid driver's license
- Driver is 25 years of age or older
- Driver has a minimum of five years current and uninterrupted licensed driving experience
- Driver does not have more than one moving violation or at-fault accident in the past 12 months

Fare Collection

The selected contractor shall have a system of collecting passenger fares for all vanpools in service. The fare structure may allow the price per user (or van) to increase with the increase of one-way mileage of the daily commute, changes in the number of riders, and the size of the van. In addition, the fare structure and fare collection system should accommodate, upon majority vote of the riders in a vanpool, a provision for permitting the equivalent of one volunteer vanpool driver per vanpool to ride free of charge, with the cost being shared among the other riders.

While variations in the fare per user or per van depending on the number of riders, the commute mileage, and whether the driver is paying a fare can be a useful tool to encourage the most effective use of vanpool service, it can also complicate the fare structure. The bidder is encouraged to propose the simplest, most effective structure possible.

Once a contract has been executed with the selected contractor, monthly fares may not exceed the amounts established in the contract unless specifically authorized in writing by MDOT.

SECTION 1 – GENERAL INFORMATION

Vanpool users should pay directly (i.e., not via the contractor) the costs of fuel and washing vans.

The selected contractor shall have a system in place for providing passenger rosters to drivers.

Marketing Program

Marketing Program activities may include only the following:

1. **External Marketing:** Promotional activities in accordance with an MDOT approved external marketing plan needed to solicit potential riders for existing vanpools and for up to 10 expansion vanpools.

The proposal must include an external statewide marketing plan to add riders to existing vanpools when there is excess capacity and add riders to new vanpools. The external marketing plan shall include the specific media that will be used, the frequency and the content, marketing strategies and events, and a website that shows current routes and user fees.

2. **Internal Marketing:** Organizational and communications activities to retain existing riders and provide riders and drivers with the information they need for the vanpool to successfully operate.

The proposal must include an internal marketing plan to retain the existing customer base statewide. This includes, but is not limited to, a quarterly newsletter and annual customer recognition plan based on driving safety and years of participation, as well as efforts to address low-ridership issue. Internal marketing includes the staff and material costs associated with enrolling users, assigning them to a vanpool and maintaining routine communications to support their participation in the vanpool.

Additional Marketing Program Requirements

The selected contractor shall maintain a database (or work with the LRO) of potential riders that can be added to existing vanpools as capacity becomes available.

MDOT will retain the first right of refusal to develop and print promotional material, such as folders and brochures, and to procure promotional items for the program. The project coordinator will coordinate these efforts to the mutual satisfaction of MDOT and the selected contractor.

The selected contractor will be required to seek pre-approval from the project coordinator for any marketing expense that exceeds \$5,000.

The selected contractor must coordinate with MDOT and LROs to promote and coordinate vanpooling or other transportation alternatives.

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3. Guaranteed Ride Home (GRH)

The selected contractor must provide a GRH program to provide for the reimbursement of user's emergency transportation costs. Eligible uses for vanpoolers include, but are not limited to, unexpected overtime at a supervisor's request, personal or family illness or emergency, and unexpected departure of the vanpool.

Reporting

Vanpool Reports

The selected contractor shall have a system of distributing and collecting quarterly vanpool reports for all vans managed. The sample report format and content is shown in Appendix C. The selected contractor will make available to MDOT, upon request, copies of quarterly vanpool reports. The bidder shall provide a summary of the distribution and collection procedures and provide a copy of the proposed policy, contract clause, or plan that will successfully result in user compliance with this provision.

Operating and Marketing Report

The selected contractor will provide an operating/marketing report to MDOT within 40 days of the end of the quarterly operating period that will include, but is not limited to, detailed budget information; changes in the vehicle fleet mix over the previous reporting period; a listing of existing vanpools with vacancies; summary of communication with LROs; customer retention activities; efforts to address low capacity issues; and summary of marketing efforts.

Reports to LROs

The selected contractor will provide a quarterly report to each LRO that lists MichiVan Commuter Vanpools that are operating with a destination in the LRO's region; the report will identify vans that are low on riders and will include van identifiers.

Annual Report

The selected contractor will prepare and submit to MDOT a written final summary report at the end of each fiscal year that summarizes the results of the MichiVan Commuter Vanpool services with respect to the success of the promotional activities in increasing the use of MichiVan Commuter Vanpools. Program growth and/or decline as compared to the previous fiscal year will be noted in the report.

National Transit Database Reporting

The selected contractor will be responsible for collecting and analyzing all required data to report to the National Transit Database (NTD) annually. The data must be audited by an independent auditor before submission to NTD. The selected contractor will be granted rights by MDOT to

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submit all the required information directly to NTD. MDOT will work with the contractor to assure accuracy of data submitted.

Incident Reports

The selected contractor will have procedures in place that requires the driver or a designated rider in each vanpool to report unusual incidents such as accident, theft, driver/passenger complaint, or injury to the contractor within specified time frames indicated and for the contractor to report to MDOT within specified time frames.

Selection Criteria

A team of MDOT staff will evaluate responses to the RFP based upon the following factors as presented in the bidder's proposal. These are listed in order of importance and a scoring factor has been provided for each category.

Fleet Procurement and Management (30 points)

- Ability to provide the number and type of vehicles required as of October 1, 2012.
- Ability to provide up to 10 expansion vans if needed.
- System for fare collection from individual users or employers for vanpool service.
- Simplicity and effectiveness of the fare structure.
- Maintenance and repair program in place that provides for timely preventative maintenance and repair with minimal disruption to users.
- Plan for providing accessible vehicles for individuals with disabilities.
- Ability to provide vouchers, or coordinate with a third party administrator, to promote the use of the federal Commuter Choice Program as provided for in Section 132(f) of the Internal Revenue Code.

Past Performance/Experience in Providing Vanpool Services (25 points)

- Capability and qualifications of key individuals including previous work on similar projects, technical experience, education, and training.
- Records of past performance including such things as quality of work, ability to meet deadlines/schedules, and control costs.
- Understanding of vanpooling concepts and objectives demonstrated in this RFP.
- Demonstrate ability to provide all required reports.

Financial Capability (20 points)

- Ability to provide for and maintain vans and effectively operate and market the service to be determined by evaluating the bidder's working capital (current assets to current liabilities).
- Demonstrated ability to purchase and maintain adequate insurance at all times.
- Proof that the contractor is current with all federal and state tax obligations.

Marketing Program (15 points)

- Ability to present and implement a general plan for promoting the program statewide through standard marketing efforts to:

SECTION 1 – GENERAL INFORMATION

- Secure new riders in existing vanpools in order to increase ridership in vans with excess capacity.
- Replace riders that leave the program.
- Communicate with users for purposes of fleet and ridership retention.
- Recruit potential riders for up to 10 expansion vans.
- Ability to share information in a timely manner with LROs concerning vehicles that are added, switched, or terminated.
- Ability to provide a GRH Program.
- Ability to coordinate with LROs to address riders' needs.

Quality of Proposal (5 points)

- Quality of information submitted in the proposal based on the completeness, relevance, conciseness, and organization of material submitted.

Disadvantaged Business Enterprise (DBE) (5 points)

- If the bidder is a DBE and/or there are any plans to use a qualifying DBE in the operation of the service it should be noted in the proposal.

Cost of Service

Only proposals that receive 70 points will be considered qualified. Among qualified bidders, bid price will be the determining factor. Lowest bid, with a complete project budget and required documentation will determine selection.

MDOT's Reserved Rights

MDOT reserves the right to reject all bids.

A contract will only be offered if MDOT receives federal funds sufficient to cover the capital and marketing expenses.

Award of a contract is subject to final agreement on the scope of service, contract provisions, and availability of funds.

MDOT may conduct a pre-award evaluation to ensure that the selected contractor has adequate facilities, staff, and financial capability to provide the proposed service. MDOT may also perform a compliance review regarding safety, maintenance, and vanpool driver policies, as well as the price and condition of the fleet.

MDOT may require bank statement verification, an aging accounts receivable statement, an aging accounts payable statement, and/or current tax statements. MDOT will also have final approval of the marketing plan. MDOT reserves the right to examine the reasonableness of any costs included in this proposal.

SECTION II – PROPOSAL REQUIREMENTS

SECTION II - PROPOSAL REQUIREMENTS

Four copies of the bid proposal should be provided to the project coordinator, Elaine Luo. The following items need to be submitted:

Description of Service

- Detailed description of vanpool services to be provided.
- Plan of action for assuming service and any proposed impact that it may have on existing vanpools.
- Proposed Driver eligibility criteria and methods for ensuring compliance.
- Copies of vanpool application(s), inspection report(s), and automatic payment agreements to be used.
- Methods for coordinating with LROs to promote ridership retention and ridership expansion.

Fleet Procurement

- Inventory of vehicles to be used to provide service including detailed vehicle specifications as shown in the Vehicle Budget List on P. 15.
- If reasonable accommodations are requested for individuals with disabilities, detail how the need will be met within 30 days.
- Provide detail how requests for expansions will be accommodated.

Fleet Management

- Description of overall fleet operation including
 - Provisions for routine scheduled maintenance and repair services.
 - Provisions for emergency roadside assistance.
 - Provisions for replacing disabled or out-of-service vanpool groups with a backup vehicle, when required.
- Procedures for mileage reporting procedures by users.
- Procedures and compliance monitoring to ensure driver, users, and vehicle safety.
- Fare collection process for individual users and employer sponsored vans.
- Policy for handling user past due accounts. Include a description of any miscellaneous or late fees that are imposed.
- Criteria and process for short term and long term replacement of existing vans that must be taken permanently out of service during the contract period.

Reporting Requirements

- Commitment to fulfill operating and marketing, vanpool, NTD and incident reporting requirements to be submitted in writing within 40 days of the end of the quarterly reporting period (unless otherwise noted in writing), to include, but is not limited to, those items referenced starting on page 9.

SECTION II – PROPOSAL REQUIREMENTS

Marketing Program

- The goal and objectives of the marketing program.
- Description of type and frequency of media that will be utilized.
- General summary of marketing concepts and strategies that will be incorporated.
- Description of marketing efforts to be utilized for purposes of fleet and ridership retention and expansion.
- Description of efforts to address low-ridership issue.
- Plan for providing information and reimbursement to vanpool passengers under the GRH Program.
- Percent of marketing budget that is dedicated to contractor staff.
- User complaint resolution process.
- Process to provide vouchers, or coordinate with a third party administrator, to promote the use of the federal Commuter Choice Program as provided for in Section 132(f) of the Internal Revenue Code.

Bidder Qualifications

Experience Providing Vanpool Services

- Description of bidders prior experience with providing vanpool or equivalent service, including the ability to maintain existing vanpools and manage potential new vanpools, and the ability to take over and manage the existing/new vanpools without the interruption of daily service, if applicable.
- Identify persons in the organization that are authorized to negotiate/expedite the proposed contract.
- Provide an organizational chart of staff assigned to the provisions of the service and maintaining equipment. Include position descriptions outlining the roles and responsibilities for key staff involved in the day to day activities of the program.
- Description of how staffing plan will fulfill customer service needs including ability to coordinate with LROs.
- Description of mechanic's qualification, contractors or a subcontractor.

Financial Capability

- Proof of a line of credit or up-front performance bond for the project at a minimum amount of fifty thousand dollars (\$50,000).
- Last three years of audited financial statements illustrating the provider's ability to sustain the service and maintain the vehicles. Financial statements include: balance sheet, statement of revenue and expenses, and cash flow statement. In the event that the bidder has not been in business for three years, financial statements covering the period of operation would be acceptable.
- Financial data indicating that the bidder is current with payment of federal and state taxes.

SECTION II – PROPOSAL REQUIREMENTS

Insurance

- Detailed itemization of minimum insurance requirements and limits of liability that would be provided for vanpool services according to Michigan insurance requirements.
- Proof that the provider can secure and maintain the liability insurance needed to operate vanpool service. This can be accomplished by providing a copy of the provider's insurance policy or a letter from an insurance agency stating that it will issue insurance to the bidder upon application that contain the provisions set forth above.

Disadvantaged Business Enterprise (DBE)

- Identify if the bidder is a DBE and/or if a qualifying DBE will be used in the operation of the service.

Other

- List a minimum of three references including names, addresses, phone numbers, fax numbers, and e-mail addresses.
- Additional information to be considered pertinent but not specifically requested in the RFP.

Project Budget

Four copies of the proposed project budget and supporting detailed sheets, using the formats provided in Section III, pages 15 – 20, must be submitted in a sealed envelope, separate from the proposal.

Notice to Bidders

Each bidder shall file a notarized affidavit executed by, or on behalf of the person, firm, association, or corporation, that verifies that the bidding parties have not either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action, in restraint of free competitive bidding in connection with the submitted bid. Failure to submit the notarized affidavit as part of the bid proposal will result in rejection of the bid.

SECTION III – FORMS AND INSTRUCTIONS

SECTION III – FORMS AND INSTRUCTIONS

Project Budget Proposal

Submit a budget for FY 2013 services to include the items described below.

PROJECT BUDGET SUMMARY	FY 2013
CAPITAL BUDGET (Total from all the attached Vehicle Capital List)	
MARKETING PROGRAM BUDGET	
Salaries and Wages – Selected Contractor	
Direct Overhead- Labor	
Other Expenses (itemize as needed)	
Guaranteed Ride Home	
In-State Travel	
Out-of State Travel	
USER FEE BUDGET (Total from all the attached User Fee Structure charts)	

Capital Budget

The Capital Budget is limited to the vehicle costs for the number and types of vehicles specified in this request.

Attach a list that provides the following information for each van currently owned or leased by the bidder. Vehicles the bidder intends to purchase or lease prior to October 1, 2012 should be listed separately using the same information below. Bidder must also show in this format an estimated cost for 10 expansion vans.

Vehicle Capital List									
						<u>Complete Columns 7 and 8 OR 9 and 10</u>			
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
ID#	Make/ Model	Year and Mileage	Passenger Capacity	Condition(a)	Date of Purchase (b)	Original Purchase Price (c)	One Year of Depreciated Value (d)	Date of Lease (e)	Annual Lease Cost (f)

(a) Use the following terms to indicate condition.

- Excellent – New or like new; no visible defects.
- Good – Minimal signs of wear, some slightly defective or deteriorated components.

SECTION III – FORMS AND INSTRUCTIONS

- Adequate – Reached midlife, some moderately defective or deteriorated components.
- Fair - Reaching useful life; increasing number of deteriorating components (all vehicles with mileage over 100,000 should be identified as fair or poor condition).
- Poor – past useful life, in need of replacement.

Also, in this column indicate YES or NO if the vehicle has been subject to major repairs or rehabs and if YES, attach a description.

(b) If the vehicle is not yet owned by the bidder, enter estimated date of purchase.

(c) Do not include license plate and vehicle registration in the purchase price because these should be covered by the user fees.

(d) Use straight line depreciation: $\text{purchase price}/5$ (years of useful life) = annual depreciation. For example, the one year depreciation value for a van less than five years old that was purchased for \$30,000 is \$6,000. If the van is more than five years old, it can only be used in provision of the contract services if it has less than 125,000 miles but is not eligible for inclusion in the capital budget.

(e) If the vehicle is not yet leased by the bidder, enter estimated date of lease.

If the bidder does not currently own or lease all the necessary vehicles, include a signed certification that if selected, the contractor can acquire and place the vehicles into service to meet the October 1, 2012, operational date.

The total annual capital budget will be the total of columns 8 and 10 for all vans.

Marketing Program Budget

Provide breakdowns of the Marketing Program (External and Internal Marketing Plans and GRH) for each of the following categories.

Salaries and Wages:

Only the contractor's staff delivering and overseeing the marketing program should be included in this line item. Provide each employee's title, actual hourly rate of pay, and actual hours of performance on delivery and oversight of the marketing program. Also provide any allocated salary expense along with the methodology used to calculate such expense. Project and support staff should be reflected. The selected contractor must have methods in place to track, document and report to MDOT that only eligible salaries and wages are charged to the Marketing Program.

Direct Labor Overhead:

This will be billed as a percentage of the salaries and wages delivering and overseeing the marketing program (i.e., the Salaries and Wages line item). The following items may be included in the direct labor overhead (employee fringe benefit) percentage: vacation, retirement, social security, unemployment compensation, sick leave, workers' compensation, hospitalization/life insurance, and holidays.

SECTION III – FORMS AND INSTRUCTIONS

Other Expenses:

Include items used to conduct the marketing program only. Cost may include rental of office space, purchase or rental of general office equipment, purchase or rental of computer equipment and software, local and toll free telephone, cellular telephones or answering/paging service, utilities. Provide direct and allocated expenses. Any allocated expense must include the methodology used to calculate the expense.

Guaranteed Ride Home:

Expense directly related to the potential GRH payments to users.

Travel:

Actual costs in accordance with and not to exceed the amounts to be set forth in the current State of Michigan Standardized Travel Regulations. In-state travel includes statewide travel and gasoline to attend conferences, meetings, or training directly related to the program. MDOT does not foresee a need for out-of-state travel to fulfill this contract obligation; however, MDOT will consider out-of-state travel requests to attend conferences directly related to the marketing program. Out-of-state travel will be contingent on approval by the project coordinator. Current State of Michigan Standardized Travel Regulations can be found on the Internet at:

<http://www.michigan.gov/dmb> - Service & Facilities – Travel

Marketing Program Material Costs:

Eligible costs include brochures, broadcast advertising, direct mail, outdoor advertising, telephone advertising, interactive video, web site, flyers, newsletters, posters, other educational materials, audio/visual presentations, promotional signs, promotional items, and special events. Additional uses may include market research, advertising agency fees, items used for the purposes of dispensing or holding of marketing material, and gasoline directly related to the marketing of the program, such as delivery of vehicles.

MDOT will retain first right of refusal to develop and print promotional material such as folders and brochures, and procured promotional items for the program. The project coordinator will coordinate these efforts to the mutual satisfaction of MDOT and the selected contractor.

User Fees Budget

The bidder shall propose user fees for FY 2013. Provide a list of the type of expenses to be covered by the user fees, such as:

- Van insurance
- Van repair and maintenance

SECTION III – FORMS AND INSTRUCTIONS

- All of the following other than those eligible under Marketing
 - Salary and wage costs
 - Direct Labor Overhead
 - Direct Expenses
 - General Office Equipment, Materials and Supplies In-State Travel
 - Out-of State Travel
- Training of contractor staff
- Reporting (collecting information from vanpool users, reporting to MDOT, reporting to NTD)
- Profit
- All other expense not considered Capital or Marketing

Provide a chart similar to the one shown below to define the user fees for all vehicles in the program. This chart assumes three mileage ranges: 0-30, 30-60, 60-90 for a 7-passenger van. It is also populated with the current number of vans, as shown in the table on page 6. If the fare structure changes for different size vans or for employer sponsored vans, separate tables should be included.

SAMPLE CHART						
MONTHLY PRICING						
<input checked="" type="checkbox"/> PER PERSON						
<input type="checkbox"/> Per VAN (Employer Sponsored Vans)						
Van Size: 7 Passenger						
One-Way Mileage Category (The bidder may propose fewer mileage categories, but not more)	Number of Users – Includes Driver (Fares may differ for each of the following user levels. The bidder may propose fewer categories but not more)					
	3	4	5	6	7	9
Range of Miles (0-30) – Fare per Van	\$	\$	\$	\$	\$	\$
Number of Vans in Service	0	3	48	56	33	0
A. Subtotal	\$	\$	\$	\$	\$	\$
Range of Miles (30-60) – Fare per Van	\$	\$	\$	\$	\$	\$
Number of Vans in Service	2	0	12	20	109	1
B. Subtotal	\$	\$	\$	\$	\$	\$
Range of Miles (60-90) – Fare per Van	\$	\$	\$	\$	\$	\$
Number of Vans in Service	0	1	0	0	0	0
C. Subtotal	\$	\$	\$	\$	\$	\$
D. TOTAL MONTHLY USER FEE BUDGET FOR 7 PASSENGER VANS (A+B+C)	\$	\$	\$	\$	\$	\$

SECTION III – FORMS AND INSTRUCTIONS

Note: Total in row D of all charts is the monthly User Fees. Multiply that total by 12 (months) to calculate the Annual User Fees.

Also provide information on these items:

- Additional fees to be paid by users to the contractor, such as excess mileage fees, late payment fees, late reporting fees.
- A list of monthly costs that each user will incur directly (i.e., that the user will pay out-of-pocket, not through the contractor) that are not included in the monthly fee such as fuel and parking.

Derivation of Cost Proposal

The total cost included in the Derivation of Cost Proposal should equal the Project Budget Summary above. A sample form is provided in Appendix D.

Costs are broken out into direct labor, overhead, capital cost of the vans, direct costs, fixed fee, and conclude with a total proposed cost. You should request the selected offer or to complete the attached form.

Direct Labor: Indicate each labor classification, the hours for that classification, the related hourly rate for that classification and the dollar total for that classification. At the bottom of the Direct Labor portion of the sheet, indicate the total hours and dollars for direct labor.

Overhead: Indicate the overhead rate being applied against direct labor. At the right, indicate the total overhead in dollars that results from the multiplication of the rate times the direct labor cost shown on this page.

Capital Cost of Vans: Indicate the annual capital cost of the replacement vans.

Direct Expenses: List the direct expenses with a brief description and purchase price for the item. Indicate the total of these direct expenses at the bottom right of this portion of the sheet.

Fixed Fee: Indicate the fixed fee percentage for this project. This fee is to be applied against direct labor and overhead only, not against direct expenses or FCC. At the right, indicate the total of this calculation.

Total: At the bottom of the page, indicate the sum of the direct labor, overhead, capital cost of vans, direct expenses and fixed fee as calculated on this page.

SECTION IV - APPENDIXES

Destination City	Destination County	Current Fare Type	Active Riders Including Drivers	Passenger Capacity	Capacity	Mileage Category
Warren	Macomb	Individual Fare	5	7	71%	0-30
Warren	Macomb	Individual Fare	5	7	71%	0-30
Warren	Macomb	Individual Fare	5	7	71%	0-30
Warren	Macomb	Individual Fare	5	7	71%	0-30
Warren	Macomb	Individual Fare	5	7	71%	0-30
Warren	Macomb	Individual Fare	5	7	71%	0-30
Warren	Macomb	Individual Fare	5	7	71%	0-30
Warren	Macomb	Individual Fare	5	7	71%	0-30
Warren	Macomb	Individual Fare	5	7	71%	0-30
Warren	Macomb	Individual Fare	5	7	71%	0-30
Warren	Macomb	Individual Fare	5	7	71%	0-30
Warren	Macomb	Individual Fare	5	7	71%	0-30
Warren	Macomb	Individual Fare	5	7	71%	0-30
Milan	Washtenaw	Individual Fare	5	7	71%	0-30
Milan	Washtenaw	Individual Fare	5	7	71%	0-30
Belleville	Wayne	Individual Fare	5	7	71%	0-30
Belleville	Wayne	Individual Fare	5	7	71%	0-30
Detroit	Wayne	Individual Fare	5	7	71%	0-30
Detroit	Wayne	Individual Fare	5	7	71%	0-30
Detroit	Wayne	Individual Fare	5	7	71%	0-30
Detroit	Wayne	Individual Fare	5	7	71%	0-30
Detroit	Wayne	Individual Fare	5	7	71%	0-30
Detroit	Wayne	Individual Fare	5	7	71%	0-30
Detroit	Wayne	Individual Fare	5	7	71%	0-30
Detroit	Wayne	Individual Fare	5	7	71%	0-30
Detroit	Wayne	Individual Fare	5	7	71%	0-30
Detroit	Wayne	Individual Fare	5	7	71%	0-30
Detroit	Wayne	Individual Fare	5	7	71%	0-30
Romulus	Wayne	Individual Fare	5	7	71%	0-30
Belleville	Wayne	Individual Fare	5	7	71%	0-30
Harrison Township	Macomb	Individual Fare	6	7	86%	0-30
Warren	Macomb	Individual Fare	6	7	86%	0-30
Warren	Macomb	Individual Fare	6	7	86%	0-30

SECTION IV - APPENDIXES

Destination City	Destination County	Current Fare Type	Active Riders Including Drivers	Passenger Capacity	Capacity	Mileage Category
Warren	Macomb	Individual Fare	6	7	86%	0-30
Warren	Macomb	Individual Fare	6	7	86%	0-30
Warren	Macomb	Individual Fare	6	7	86%	0-30
Warren	Macomb	Individual Fare	6	7	86%	0-30
Warren	Macomb	Individual Fare	6	7	86%	0-30
Warren	Macomb	Individual Fare	6	7	86%	0-30
Warren	Macomb	Individual Fare	6	7	86%	0-30
Warren	Macomb	Individual Fare	6	7	86%	0-30
Warren	Macomb	Individual Fare	6	7	86%	0-30
Warren	Macomb	Individual Fare	6	7	86%	0-30
Warren	Macomb	Individual Fare	6	7	86%	0-30
Milan	Washtenaw	Individual Fare	6	7	86%	0-30
Detroit	Wayne	Individual Fare	6	7	86%	0-30
Detroit	Wayne	Individual Fare	6	7	86%	0-30
Detroit	Wayne	Individual Fare	6	7	86%	0-30
Detroit	Wayne	Individual Fare	6	7	86%	0-30
Detroit	Wayne	Individual Fare	6	7	86%	0-30
Detroit	Wayne	Individual Fare	6	7	86%	0-30
Detroit	Wayne	Individual Fare	6	7	86%	0-30
Detroit	Wayne	Individual Fare	6	7	86%	0-30
Detroit	Wayne	Individual Fare	6	7	86%	0-30
Detroit	Wayne	Individual Fare	6	7	86%	0-30
Detroit	Wayne	Individual Fare	6	7	86%	0-30
Romulus	Wayne	Individual Fare	6	7	86%	0-30
Warren	Macomb	Individual Fare	7	7	100%	0-30
Warren	Macomb	Individual Fare	7	7	100%	0-30
Warren	Macomb	Individual Fare	7	7	100%	0-30
Warren	Macomb	Individual Fare	7	7	100%	0-30
Warren	Macomb	Individual Fare	7	7	100%	0-30
Warren	Macomb	Individual Fare	7	7	100%	0-30
Warren	Macomb	Individual Fare	7	7	100%	0-30
Warren	Macomb	Individual Fare	7	7	100%	0-30
Warren	Macomb	Individual Fare	7	7	100%	0-30

SECTION IV - APPENDIXES

Destination City	Destination County	Current Fare Type	Active Riders Including Drivers	Passenger Capacity	Capacity	Mileage Category
Warren	Macomb	Individual Fare	7	7	100%	0-30
Warren	Macomb	Individual Fare	7	7	100%	0-30
Warren	Macomb	Individual Fare	7	7	100%	0-30
Warren	Macomb	Individual Fare	7	7	100%	0-30
Warren	Macomb	Individual Fare	7	7	100%	0-30
Warren	Macomb	Individual Fare	7	7	100%	0-30
Warren	Macomb	Individual Fare	7	7	100%	0-30
Warren	Macomb	Individual Fare	7	7	100%	0-30
Warren	Macomb	Individual Fare	7	7	100%	0-30
Warren	Macomb	Individual Fare	7	7	100%	0-30
Warren	Macomb	Individual Fare	7	7	100%	0-30
Warren	Macomb	Individual Fare	7	7	100%	0-30
Warren	Macomb	Individual Fare	7	7	100%	0-30
Warren	Macomb	Individual Fare	7	7	100%	0-30
Warren	Macomb	Individual Fare	7	7	100%	0-30
Warren	Macomb	Individual Fare	7	7	100%	0-30
Warren	Macomb	Individual Fare	7	7	100%	0-30
Warren	Macomb	Individual Fare	7	7	100%	0-30
Troy	Oakland	Individual Fare	7	7	100%	0-30
Ann Arbor	Washtenaw	Individual Fare	7	7	100%	0-30
Detroit	Wayne	Individual Fare	7	7	100%	0-30
Detroit	Wayne	Employer Sponsored	7	7	100%	0-30
Detroit	Wayne	Employer Sponsored	7	7	100%	0-30
Detroit	Wayne	Individual Fare	7	7	100%	0-30
Detroit	Wayne	Employer Sponsored	7	7	100%	0-30
Detroit	Wayne	Individual Fare	7	7	100%	0-30
Lansing	Ingham	Individual Fare	3	7	43%	31-60
Lansing	Ingham	Individual Fare	3	7	43%	31-60
Lansing	Ingham	Individual Fare	5	7	71%	31-60

SECTION IV - APPENDIXES

Destination City	Destination County	Current Fare Type	Active Riders Including Drivers	Passenger Capacity	Capacity	Mileage Category
Detroit	Wayne	Individual Fare	6	7	86%	31-60
Detroit	Wayne	Individual Fare	6	7	86%	31-60
Detroit	Wayne	Individual Fare	6	7	86%	31-60
Detroit	Wayne	Individual Fare	6	7	86%	31-60
Detroit	Wayne	Individual Fare	6	7	86%	31-60
Lansing	Ingham	Individual Fare	7	7	100%	31-60
Lansing	Ingham	Individual Fare	7	7	100%	31-60
Warren	Macomb	Individual Fare	7	7	100%	31-60
Warren	Macomb	Individual Fare	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer	7	7	100%	31-60

SECTION IV - APPENDIXES

Destination City	Destination County	Current Fare Type	Active Riders Including Drivers	Passenger Capacity	Capacity	Mileage Category
		Sponsored				
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60

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Destination City	Destination County	Current Fare Type	Active Riders Including Drivers	Passenger Capacity	Capacity	Mileage Category
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Individual Fare	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60

SECTION IV - APPENDIXES

Destination City	Destination County	Current Fare Type	Active Riders Including Drivers	Passenger Capacity	Capacity	Mileage Category
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer	7	7	100%	31-60

SECTION IV - APPENDIXES

Destination City	Destination County	Current Fare Type	Active Riders Including Drivers	Passenger Capacity	Capacity	Mileage Category
		Sponsored				
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60

SECTION IV - APPENDIXES

Destination City	Destination County	Current Fare Type	Active Riders Including Drivers	Passenger Capacity	Capacity	Mileage Category
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Ann Arbor	Washtenaw	Employer Sponsored	7	7	100%	31-60
Detroit	Wayne	Individual Fare	7	7	100%	31-60
Detroit	Wayne	Employer Sponsored	7	7	100%	31-60
Detroit	Wayne	Employer Sponsored	7	7	100%	31-60
Detroit	Wayne	Employer Sponsored	7	7	100%	31-60

SECTION IV - APPENDIXES

Destination City	Destination County	Current Fare Type	Active Riders Including Drivers	Passenger Capacity	Capacity	Mileage Category
Detroit	Wayne	Employer Sponsored	7	7	100%	31-60
Detroit	Wayne	Individual Fare	7	7	100%	31-60
Detroit	Wayne	Employer Sponsored	7	7	100%	31-60
Detroit	Wayne	Employer Sponsored	7	7	100%	31-60
Detroit	Wayne	Employer Sponsored	7	7	100%	31-60
Battle Creek	Calhoun	Individual Fare	9	7	129%	31-60
Battle Creek	Calhoun	Individual Fare	4	7	57%	61-90
Detroit	Wayne	Individual Fare	6	10	60%	0-30
Warren	Macomb	Individual Fare	7	10	70%	0-30
Warren	Macomb	Individual Fare	7	10	70%	0-30
Warren	Macomb	Individual Fare	7	10	70%	0-30
Troy	Oakland	Individual Fare	7	10	70%	0-30
Milan	Washtenaw	Individual Fare	7	10	70%	0-30
Detroit	Wayne	Individual Fare	7	10	70%	0-30
Romulus	Wayne	Individual Fare	7	10	70%	0-30
Mt. Clemens	Macomb	Individual Fare	8	10	80%	0-30
Mt. Clemens	Macomb	Individual Fare	8	10	80%	0-30
Detroit	Wayne	Individual Fare	8	10	80%	0-30
Detroit	Wayne	Individual Fare	8	10	80%	0-30
Battle Creek	Calhoun	Individual Fare	9	10	90%	0-30
Warren	Macomb	Individual Fare	9	10	90%	0-30
Detroit	Wayne	Employer Sponsored	10	10	100%	0-30
Detroit	Wayne	Employer Sponsored	10	10	100%	0-30

SECTION IV - APPENDIXES

Destination City	Destination County	Current Fare Type	Active Riders Including Drivers	Passenger Capacity	Capacity	Mileage Category
Detroit	Wayne	Employer Sponsored	10	10	100%	0-30
Detroit	Wayne	Employer Sponsored	10	10	100%	0-30
Detroit	Wayne	Employer Sponsored	10	10	100%	0-30
Warren	Macomb	Individual Fare	11	10	110%	0-30
Lansing	Ingham	Individual Fare	6	10	60%	31-60
Ann Arbor	Washtenaw	Individual Fare	6	10	60%	31-60
Flint	Genesee	Individual Fare	7	10	70%	31-60
Lansing	Ingham	Individual Fare	7	10	70%	31-60
Mt. Clemens	Macomb	Individual Fare	7	10	70%	31-60
Warren	Macomb	Individual Fare	7	10	70%	31-60
Warren	Macomb	Individual Fare	7	10	70%	31-60
Flint	Genesee	Individual Fare	8	10	80%	31-60
Flint	Genesee	Individual Fare	8	10	80%	31-60
Warren	Macomb	Individual Fare	8	10	80%	31-60
Warren	Macomb	Individual Fare	8	10	80%	31-60
Warren	Macomb	Individual Fare	8	10	80%	31-60
Warren	Macomb	Individual Fare	8	10	80%	31-60
Warren	Macomb	Individual Fare	8	10	80%	31-60
Warren	Macomb	Individual Fare	8	10	80%	31-60
Southfield	Oakland	Individual Fare	8	10	80%	31-60
Ann Arbor	Washtenaw	Individual Fare	8	10	80%	31-60
Detroit	Wayne	Individual Fare	8	10	80%	31-60
Romulus	Wayne	Individual Fare	8	10	80%	31-60
Battle Creek	Calhoun	Individual Fare	9	10	90%	31-60
Lansing	Ingham	Individual Fare	9	10	90%	31-60
Lansing	Ingham	Individual Fare	9	10	90%	31-60

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Destination City	Destination County	Current Fare Type	Active Riders Including Drivers	Passenger Capacity	Capacity	Mileage Category
Lansing	Ingham	Individual Fare	9	10	90%	31-60
Lansing	Ingham	Individual Fare	9	10	90%	31-60
Warren	Macomb	Individual Fare	9	10	90%	31-60
Warren	Macomb	Individual Fare	9	10	90%	31-60
Warren	Macomb	Individual Fare	10	10	100%	31-60
Detroit	Wayne	Employer Sponsored	10	10	100%	31-60
Detroit	Wayne	Employer Sponsored	10	10	100%	31-60
Detroit	Wayne	Employer Sponsored	10	10	100%	31-60
Detroit	Wayne	Employer Sponsored	10	10	100%	31-60
Detroit	Wayne	Employer Sponsored	10	10	100%	31-60
Lansing	Ingham	Individual Fare	11	10	110%	31-60
Lansing	Ingham	Individual Fare	11	10	110%	31-60
Detroit	Wayne	Individual Fare	11	10	110%	31-60
Warren	Macomb	Individual Fare	9	12	75%	0-30
Battle Creek	Calhoun	Individual Fare	10	12	83%	0-30
Warren	Macomb	Individual Fare	10	12	83%	0-30
Detroit	Wayne	Individual Fare	7	12	58%	31-60
Warren	Macomb	Individual Fare	8	12	67%	31-60
Lansing	Ingham	Individual Fare	9	12	75%	31-60
Lansing	Ingham	Individual Fare	9	12	75%	31-60
Warren	Macomb	Individual Fare	9	12	75%	31-60
Troy	Oakland	Individual Fare	9	12	75%	31-60
Mt. Clemens	Macomb	Individual Fare	10	12	83%	31-60
Warren	Macomb	Individual Fare	10	12	83%	31-60

SECTION IV - APPENDIXES

Destination City	Destination County	Current Fare Type	Active Riders Including Drivers	Passenger Capacity	Capacity	Mileage Category
Detroit	Wayne	Individual Fare	10	12	83%	31-60
Detroit	Wayne	Individual Fare	10	12	83%	31-60
Warren	Macomb	Individual Fare	11	12	92%	31-60
Lansing	Ingham	Individual Fare	13	12	108%	31-60
Warren	Macomb	Individual Fare	13	12	108%	31-60
Lansing	Ingham	Individual Fare	14	12	117%	31-60
Warren	Macomb	Individual Fare	10	12	83%	61-90
Milan	Washtenaw	Individual Fare	12	15	80%	0-30
Battle Creek	Calhoun	Individual Fare	15	15	100%	0-30
Detroit	Wayne	Employer Sponsored	15	15	100%	0-30
Detroit	Wayne	Employer Sponsored	15	15	100%	0-30
Detroit	Wayne	Employer Sponsored	15	15	100%	0-30
Detroit	Wayne	Employer Sponsored	15	15	100%	0-30
Dearborn	Wayne	Individual Fare	16	15	107%	0-30
Lansing	Ingham	Individual Fare	7	15	47%	31-60
Warren	Macomb	Individual Fare	9	15	60%	31-60
Mt. Clemens	Macomb	Individual Fare	10	15	67%	31-60
Warren	Macomb	Individual Fare	10	15	67%	31-60
Warren	Macomb	Individual Fare	10	15	67%	31-60
Detroit	Wayne	Individual Fare	10	15	67%	31-60
Flint	Genesee	Individual Fare	11	15	73%	31-60
Lansing	Ingham	Individual Fare	11	15	73%	31-60
Warren	Macomb	Individual Fare	11	15	73%	31-60
Warren	Macomb	Individual Fare	11	15	73%	31-60

SECTION IV - APPENDIXES

Destination City	Destination County	Current Fare Type	Active Riders Including Drivers	Passenger Capacity	Capacity	Mileage Category
Warren	Macomb	Individual Fare	11	15	73%	31-60
Warren	Macomb	Individual Fare	11	15	73%	31-60
Lake Orion	Oakland	Individual Fare	11	15	73%	31-60
Lansing	Ingham	Individual Fare	12	15	80%	31-60
Warren	Macomb	Individual Fare	12	15	80%	31-60
Warren	Macomb	Individual Fare	12	15	80%	31-60
Warren	Macomb	Individual Fare	12	15	80%	31-60
Detroit	Wayne	Individual Fare	12	15	80%	31-60
Lansing	Ingham	Individual Fare	13	15	87%	31-60
Lansing	Ingham	Individual Fare	13	15	87%	31-60
Lansing	Ingham	Individual Fare	13	15	87%	31-60
Lansing	Ingham	Individual Fare	13	15	87%	31-60
Lansing	Ingham	Individual Fare	13	15	87%	31-60
Lansing	Ingham	Individual Fare	13	15	87%	31-60
Battle Creek	Calhoun	Individual Fare	14	15	93%	31-60
Lansing	Ingham	Individual Fare	14	15	93%	31-60
Lansing	Ingham	Individual Fare	14	15	93%	31-60
Lansing	Ingham	Individual Fare	14	15	93%	31-60
Dearborn	Wayne	Individual Fare	14	15	93%	31-60
Detroit	Wayne	Individual Fare	14	15	93%	31-60
Lansing	Ingham	Individual Fare	15	15	100%	31-60
Warren	Macomb	Individual Fare	15	15	100%	31-60
Detroit	Wayne	Employer Sponsored	15	15	100%	31-60
Lansing	Ingham	Individual Fare	16	15	107%	31-60
Warren	Macomb	Individual Fare	16	15	107%	31-60
Warren	Macomb	Individual Fare	17	15	113%	31-60

SECTION IV - APPENDIXES

Destination City	Destination County	Current Fare Type	Active Riders Including Drivers	Passenger Capacity	Capacity	Mileage Category
Lansing	Ingham	Individual Fare	18	15	120%	31-60
Lansing	Ingham	Individual Fare	13	15	87%	61-90
Lansing	Ingham	Individual Fare	13	15	87%	61-90
Lansing	Ingham	Individual Fare	14	15	93%	61-90
Warren	Macomb	Individual Fare	14	15	93%	61-90
Lansing	Ingham	Individual Fare	15	15	100%	61-90

SECTION IV - APPENDIXES

Appendix B – Local Rideshare Office Map



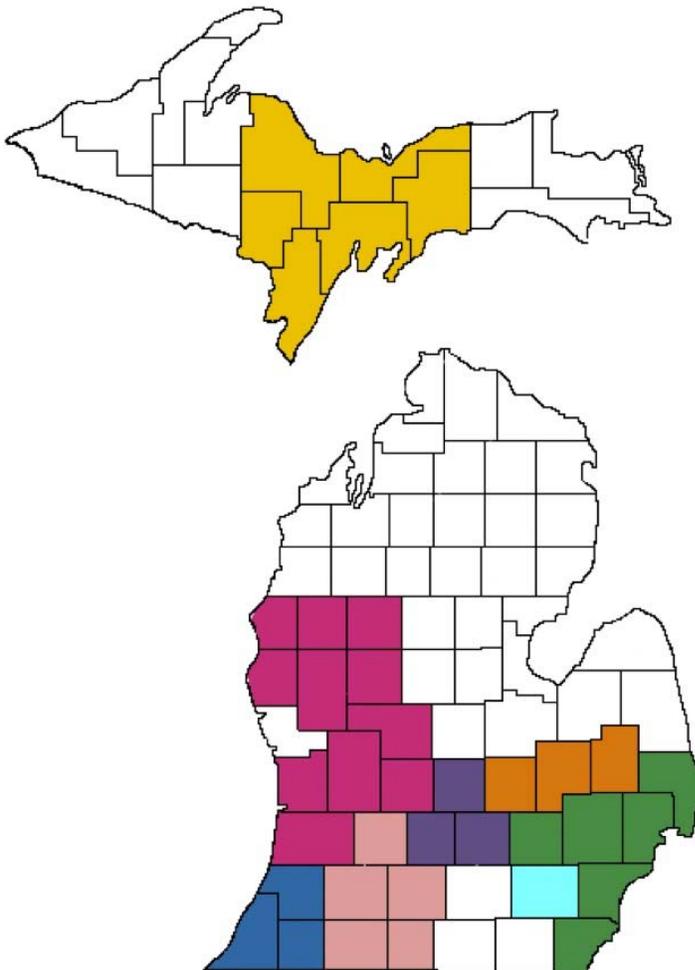
[Michigan.gov Home](#)

[Rideshare Home](#) | [MDOT Home](#)

Find Your Local Rideshare Office

Local Rideshare Offices (LRO) help commuters find vacancies in existing vanpools, or match people who are interested in forming a new carpool or vanpool group.

Learn about the [Guaranteed Ride Home Program](#)



To find your Rideshare office:

Click on the map area where your employer is located (your destination). You can also [list all local Rideshare Agencies](#)

Counties shown in white are not currently served by a Local Rideshare Office, but do offer [MichiVan](#) service for groups of five or more.

- [The Rapid](#)
- [Kalamazoo Metro Transit](#)
- [Southeast Michigan Council of Governments](#)
- [Alternative Commute Programs](#)
- [Southwestern Michigan Commission](#)
- [Ann Arbor Transportation Authority](#)
- [Capital Area Transportation Authority](#)
- [Central Upper Peninsula Planning & Development](#)
- [Regional Commission](#)
- [Genesee County Metropolitan Planning Commission](#)

MichiVan Commuter Vanpools, contact VPSI, inc:
Toll Free Phone Number: 800-VAN-RIDE
Local Phone Number: 248-539-0627
Fax Number: 248-539-0961
E-mail: michelle.romano@vpsiinc.com
Website: www.michivan.com

SECTION IV - APPENDIXES

Appendix C – MichiVan Commuter Vanpool User Quarterly Report

REPORT FOR THE QUARTER ENDING: _____, 20 _____

VAN # _____

A. MILEAGE

	Assigned Van	Loaner Van #	Loaner Van #
Ending Odometer			
Beginning Odometer			
Total Miles Traveled			
Total Quarterly Miles			

B. VEHICLE INSPECTION

YES	NO	
		Seatbelts operational and in working condition?
		Heater, defroster, and air conditioner in working condition?
		Gauges registering properly?
		Proper coolant/anti-freeze level in surge tank?
		Engine hoses in good condition (free of cracks and bulges)?
		Proper engine oil level?
		Battery with proper water level and free of corrosion?
		Brake pedal feels firm and van stops in straight line when brakes are applied?
		All emergency equipment in working condition?
		Free of exterior body damage?
		Free of fluid leaks under van (green, black, red, pink)?
		Proper power steering reservoir fluid level?

SECTION IV - APPENDIXES

Please explain each "NO" response:

C. EXPIRATION/DUE DATES

Month/Mileage preventative maintenance due:

Month/Year fire extinguisher re-certification due:

D. ACCIDENTS/INCIDENTS/BREAKDOWNS

Any accidents/incidents during the reported month? No Yes
(Circle One)

Any service disruptions during the month? No Yes
(Circle One)

Please provide explanation of service disruption and the frequency if more than one.

E. GENERAL COMMENTS

F. FUEL EXPENSES

Please provide the monthly cost of fuel to operate the vehicle. This is for informational purposes only and is not subject to reimbursement.

\$ _____

G. RIDERSHIP

Please provide the average daily ridership you experienced during this reporting period.

_____ Riders per Day

Prepared by: _____
Signature Date

Printed Name

SECTION IV - APPENDIXES

Appendix D – Derivation of Cost Proposal

DERIVATION OF COST PROPOSAL					
DIRECT LABOR:					
Classification	Person Hours	x	Hourly Rate	=	Labor Costs
Total Hours _____			Total Labor		\$
OVERHEAD:					
(Total Labor) x		_____ %	=	Total Overhead \$	
CAPITAL COST OF VANS:					
(Total Labor) x		_____ %	=	Total C.C.V. \$	
DIRECT EXPENSES:					
(Listed by Item at Actual Cost to you - NO MARKUP)				Total Direct Costs \$	
FIXED FEE:					
(Total Labor + Total Overhead)		x _____ %	=	Total Fixed Fee \$	
TOTAL COSTS					\$