



Request for Proposals

Solicitation Number: **AB-2022-01203**

Jasper Public Transportation (Transit) System

RFP Issue Date:	2023-03-24
RFP Closing Date:	2023-04-14
RFP Closing Time:	16:00 Mountain Standard Time
Late submissions will not be accepted.	

Contact Person:	Bill Given
Title:	Chief Administrative Officer
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1. Introduction

Proponents are invited to submit proposals for the provision of the Jasper Public Transportation (Transit) System as specified in this Request for Proposal ("RFP").

This RFP will be conducted with the objective of maximizing the benefit to the Municipality of Jasper (the "Municipality"), while offering Proponents a fair and equitable opportunity to participate.

Proponents are advised to pay careful attention to the wording used throughout this RFP. Failure to satisfy any term or condition of this RFP may result in an unacceptable Proposal.

1.1. Definitions

Terms used in this RFP have the meaning set out below unless otherwise indicated.

- a) "Proponent" means an individual or a company that submits, or intends to submit, a submission in response to this RFP;
- b) "must", "shall", or "mandatory" means a requirement that must be met in order for a submission to receive consideration;
- c) "should" or "desirable" means a requirement having a significant degree of importance to the objectives of the RFP;
- d) "Contract" means the written agreement resulting from this RFP executed by the Municipality of Jasper.

2. Instructions

The following terms and conditions will apply to this RFP and to any subsequent Contract. Submissions in response to this RFP indicates acceptance of the terms that follow and any terms that are included in an addendum issued by the Municipality.

2.1. Inquiries and Addenda

All inquiries related to this RFP are to be directed, in writing, to:

Bill Given, Chief Administrative Officer
Box 520, 303 Pyramid Lake Road
Jasper, Alberta, T0E 1E0
Email: bgiven@jasper-alberta.ca

Information obtained from any other source is not official and should not be relied upon. Inquiries and responses will be recorded by the Municipality and may be

distributed to all Proponents at the Municipality of Jasper’s discretion and as time permits.

Written addenda are the only means of varying, clarifying, or otherwise changing any of the information contained in this RFP. Addenda will be posted to the Alberta Purchasing Connection (APC). It is the Proponent’s responsibility to ensure they have viewed all addenda prior to submitting their Submission. Proponents should acknowledge receipt of all addenda in the Submission Covering Form (**Appendix 2**).

2.2. RFP Schedule of Events

RFP Issue Date:	2023-03-24
RFP Closing Date:	2023-04-14
Evaluation of Proposals (projected):	04-24 Start to 05-01, 2023 End
Selection of Preferred Vendor (projected):	2023-05-02

2.3. Submissions

Submissions are to be submitted with the Submission Covering Form (**Appendix 2**) in an email with subject line marked Jasper Public Transportation (Transit) System containing the following:

a. Proponent Organization/Profile/Technical Skills/Experience

Proponents are requested to provide an overview of their organization and profile the key representatives who will be charged with this project.

Proponents are requested to identify at least three (3) relevant contracts undertaken within the last three (3) years that are consistent to the scope of this project.

b. Submission/Proposal Format

Proponents should submit their proposed response in the following preferred format:

- Letter of Introduction
- Table of Contents
- Related project experience
- Service Proposal
- Fleet Proposal
- Budget (pricing proposal and rationale)
- Appendices

c. Submission Specifics

Please submit by email only, if package is too large to send, please divide into size appropriate files.

- one (1) electronic PDF or Word copy of the proposal

Submissions should be emailed to bgiven@jasper-alberta.ca

Submission emails should have the subject line:

COMPANY NAME Submission - Jasper Public Transportation (Transit) System

2.4. Irrevocability

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its submission prior to the closing date and time. At the time of close all submissions become irrevocable. By submission of an RFP, the Proponent agrees that should its submission be successful, the Proponent will enter into a related Contract with the Municipality of Jasper.

2.5. Conflict of Interest Disclosure

Proponents must describe any conflict of interest, or potential conflict of interest that may be present for the Proponent, agents, or sub-contractors.

2.6. Ownership of Information

All documents submitted to the Municipality of Jasper become the property of the Municipality of Jasper. Proposals will be received and held in confidence by the Municipality of Jasper, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

3. Background

History

The Municipality of Jasper (MoJ) is seeking to contract public transportation operations in order to provide a 'turnkey' solution to be implemented in advance of the busy 2023 summer season. In 2022 the MoJ undertook a feasibility study of public transportation services and consulted with the public and key stakeholders. Recognizing the multiple entities that provide transport services in the Jasper area, it

is anticipated there is significant opportunity to integrate various local services over time. The new service proposed will be in a pilot stage and it is anticipated there will be adjustments and improvements to the service during the contract term. A flexible and responsive Proponent is required that understands the local transportation landscape.

In September 2022, the Municipality of Jasper and Parks Canada entered into a Memorandum of Understanding (MOU) for the provision of public transportation services. As stated in the MOU, this agreement enables the Municipality to operate in Jasper National Park in order to provide essential transportation services to the public. The goal is to provide visitors and residents with an affordable, accessible, and lower-carbon alternative to private vehicles and facilitate their movement around the Park.

The Municipality has a strong desire to pursue the most sustainable public transportation system possible and as such, zero emission fleet are a high priority. While it is preferred that Zero Emission Buses (ZEB) be used in delivery of services, it is understood that there are supply chain challenges in obtaining the required fleet vehicles and therefore both Internal Combustion Engine (ICE) and zero emission fleet options will be evaluated. Over time it is planned that the MoJ will acquire ZEB fleet vehicles suitable to provide high quality public transit services. The successful Proponent will demonstrate capacity for operation and maintenance of publicly owned fleet assets in the future.

4. Proposal Content

a. Objective

This RFP will be conducted with the objective of maximizing the benefit to the Municipality, while offering Proponents a fair and equitable opportunity to participate. Vendors are advised that failure to satisfy any term or condition of this RFP may result in an unacceptable Proposal.

The proposal will include those services as outlined in **Appendix 1** of this document.

b. Term

It is the intention of the Municipality of Jasper to contract operations of public transportation (transit) services for 3 years, beginning June 2023.

If the contract is satisfactorily carried out for the first 3-year term, the successful Proponent's contract may be extended by 1 additional year, a maximum of two times for a total duration to July, 2028.

5. Project Scope

a. Expectations

The proposal is expected to include an outline of services. Variance from the services as outlined in **Appendix 1** of this document are to be fully explained.

b. Mandatory Requirements

The relationship between the Municipality and the successful Proponent will be on a contract basis. The Proponent will be responsible to provide industry standard insurance coverage (minimum of Five Million (\$5,000,000) Dollars), verification of Workers' Compensation Board account status and any other normal employer related benefits for their staff.

c. Pricing

The Proponent will provide pricing for the entire cost required to be presented follows:

	Year 1 (2023/24)	Year 2 (2024/25)	Year 3 (2025/26)
Service Hour Rate			
Total Service Cost			

Pricing for operation of the fleet required for public transportation services should meet the following parameters:

- Rates will include the total cost of operation (including provision of driver and fuel), maintenance and storage
- Fleet will be maintained in a safe and reliable working order, and in accordance with safety requirements of the Province of Alberta
- Regular vehicle inspections are required
- All overhead and indirect costs are included

The total service cost will be calculated as an hourly cost per service hour multiplied by an estimated 3,710 services hours for each year of operation for the first three years of the agreement (1,568 Winter hours and 2,142 Summer hours). Two pricing options will be provided:

- A. Internal Combustion Option
- B. Electric Vehicle Option

The Proponent shall exclude G.S.T. from pricing.

Refer to **Appendix 1** of this document for a list of minimum required items and services.

6. Acceptance, Proposal Revisions and Disclosures

a. Acceptance of Proposal

The highest rated, lowest priced, or any proposal will not necessarily be accepted.

b. Proposal Revisions/Cancellation

Proposal revisions must be received prior to the RFP submission/closing date and time.

The Municipality of Jasper reserves the right to modify the terms of the RFP prior to the proposal submission date at its sole discretion. RFP amendments will be posted to APC. The Municipality of Jasper also reserves the right to cancel the RFP at any time prior to entering a contract with the successful Proponent.

c. Disclosure

All documents, including attachments, submitted by Proponents shall become the property of the Municipality of Jasper. Proposal information is proprietary and as such shall be treated as confidential. However, under the *Freedom of Information and Protection of Privacy Act*, some information may be accessed. Please identify any information within the scope of your proposal that you would not want to have disclosed. Information pertaining to the Municipality of Jasper obtained by the Proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from the Municipality of Jasper.

The information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Municipality of Jasper nor is it necessarily comprehensive.

7. Evaluation Criteria

Evaluation of proposals will be by a committee formed by the Municipality. The Municipality's intent is to enter into a Contract with the Proponent who has the highest overall scoring results from the evaluation process. The following criteria will be used to evaluate the proposals received.

- 10% Related project experience
- 30% Service (Appendix 1, Section A)
- 30% Fleet (Appendix 1, Section B)

- 30% Budget (pricing proposal and rationale)

8. General Conditions

8.1. Mandatory Requirements

Submissions not clearly demonstrating that they meet the mandatory requirements will receive no further consideration during the evaluation process.

8.2. Negotiation Delay

The successful Proponent will be required to enter into a contract with the Municipality of Jasper. Negotiation sessions may be held to finalize contract details and other expectations of the parties applicable to the services/work based on the RFP and the proposal submitted.

If a written Contract cannot be negotiated within 30 (thirty) days of notification of the successful Proponent, the Municipality of Jasper may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.

8.3. Alternative Solutions

If alternative solutions are offered, please submit the information in the same format, as a separate submission and clearly marked 'Alternate'.

8.4. Proponent's Expenses and Limitation of Damages

Proponents are solely responsible for their own expenses in preparing a submission and for subsequent negotiations with the Municipality of Jasper, if any. Any Proponent, or other party by responding to this RFP will be solely responsible for any expense, damage, loss or liability incurred by it, including loss of opportunity and loss of profits or potential profits, in connection with its consideration of and response to the RFP.

By submitting a Proposal, the Proponent absolutely waives any right, or cause of action against the Municipality of Jasper, its officers, employees, or agents by reason of the Municipality of Jasper's failure to accept the Proposal submitted by the Proponent, whether such right or cause of action arises in contract, negligence, bad faith or otherwise.

8.5. Sub-consulting

- a. Using a sub-consultant (who should be clearly identified in the submission) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one Proponent is required to take overall responsibility for successful performance of the Contract, and this must be clearly defined in the submission.
- b. Where applicable, the names of approved sub-consultants listed in the submission will be included in the Contract.

8.6. Acceptance of Submissions

- a. This RFP should not be construed as an agreement to purchase goods or services. The Municipality of Jasper is not bound to enter into a Contract with any Proponent. Submissions will be assessed in light of the Evaluation Criteria. The Municipality of Jasper will be under no obligation to receive further information after the closing date, whether written or oral, from any Proponent.
- b. Neither acceptance of a submission nor execution of a Contract will constitute approval of any activity or development contemplated in any submission that requires any approval, permit or license pursuant to any federal, provincial or municipal statute, regulation or bylaw.
- c. The Municipality reserves the right in its sole discretion to cancel the competition in whole or in part at any time for any reason; or to reject any or all submissions and to cancel this RFP, at any time and for any reason. The Municipality further reserves the right to accept or reject any submission, in whole or in part, or to waive any minor irregularities at its own discretion.
- d. The Municipality may, after reviewing the submissions received, enter into discussion with one or more of the Proponents without such discussions in any way creating a binding contract between the Municipality and any such Proponent. There will be no binding agreement with the Municipality until the Municipality has released an award letter to the successful Proponent.

8.7. Definition of Contract

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events. Further, the Municipality of Jasper will not be obligated in any

manner to any Proponent until a written agreement has been duly executed relating to an accepted submission.

The Municipality reserves the right in its sole discretion to award the contract in writing in whole or in part to one or more Proponents based upon overall best value to the Municipality. The Municipality of Jasper also reserves the right to, in its absolute discretion, to accept the application which it deems most advantageous to itself and the right to reject any or all applications in each case without giving notice.

8.8. Form of Contract

By submission of a RFP, the Proponent agrees that should it be identified as the successful Proponent, it is willing to enter into an agreement with the Municipality of Jasper. The Proponent's proposal is irrevocable and open for acceptance for a period of sixty (60) days from the date of closing of the RFP.

The Municipality is not under any obligation to award a contract and may elect to terminate the RFP at any time.

8.9. Liability for Errors

While the Municipality of Jasper has provided a reasonable and accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Proponents.

8.10. Modification of Terms

The Municipality of Jasper reserves the right to modify the terms of this RFP at any time at its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a Contract with the successful Proponent.

8.11. Extension of Closing Date

The Municipality reserves the right in its sole discretion to extend the Closing Date for any reason without notice to Proponents. The Municipality will endeavour to notify Proponents as soon as is practicable thereafter either by email or posting to APC or both.

8.12. Clarification of Submissions

The Municipality reserves the right in its sole discretion to seek clarification of any submission after the Closing Date without becoming obligated to seek clarification of any other bid. Any information received as a result may be used in evaluation of bids.

8.13. Use of this Document

This RFP, or any portion thereof, may not be used for any purpose other than the submission of this proposal.

8.14. Confidentiality of Information

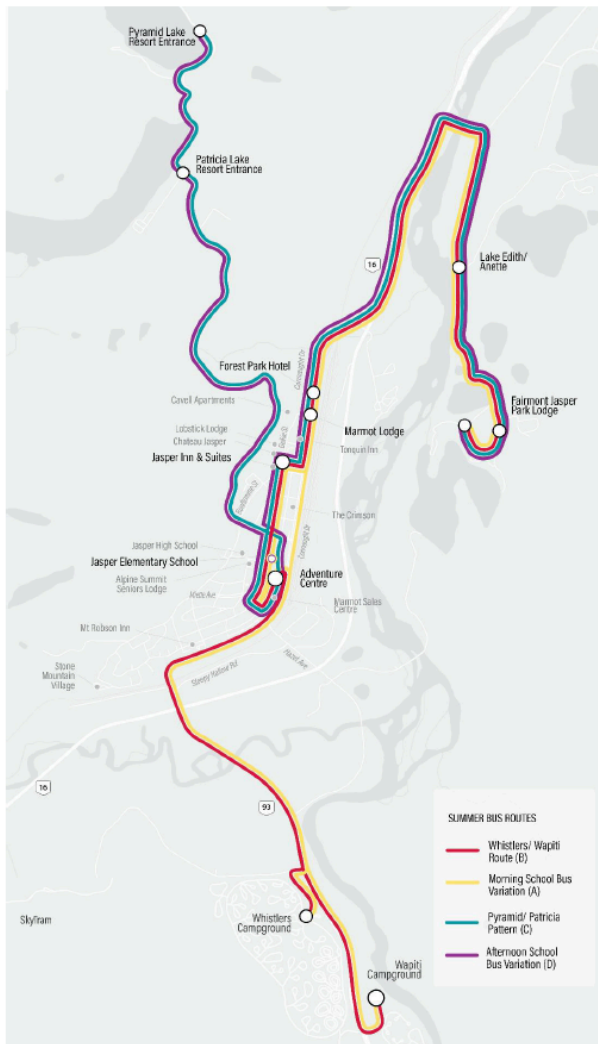
Information pertaining to the Municipality of Jasper obtained by the Proponent as a result of participation in this RFP or resulting contract is confidential and should not be disclosed without written authorization from the Municipality of Jasper.

Appendix 1 - Duties, responsibilities and deliverables of Service Provider

The successful Proponent will provide the following:

- Pricing for the delivery of a turnkey public transportation operation;
- Development of a service plan and schedule details for summer and winter operations in an alpine environment
- Daily service operations including staffing of operators, supervision, management, administration and other support functions
- Safety personnel for incident investigation and reporting
- Provision of vehicles and maintenance of all fleet requirements
- Monthly performance reporting on key performance indicators
- The option for operations and of a future MoJ-owned electric fleet
- The option to add additional routes as needed
- Other aspects that may be negotiated at the time of awarding the contract.

Section A - Service Details



The planned service for the Jasper area is a year round fixed-route bus that will serve both residents and visitors. There will be a summer schedule from early-May to mid-October and a winter schedule from mid-October to early-May.

Summer Service Pattern (10 round trips)

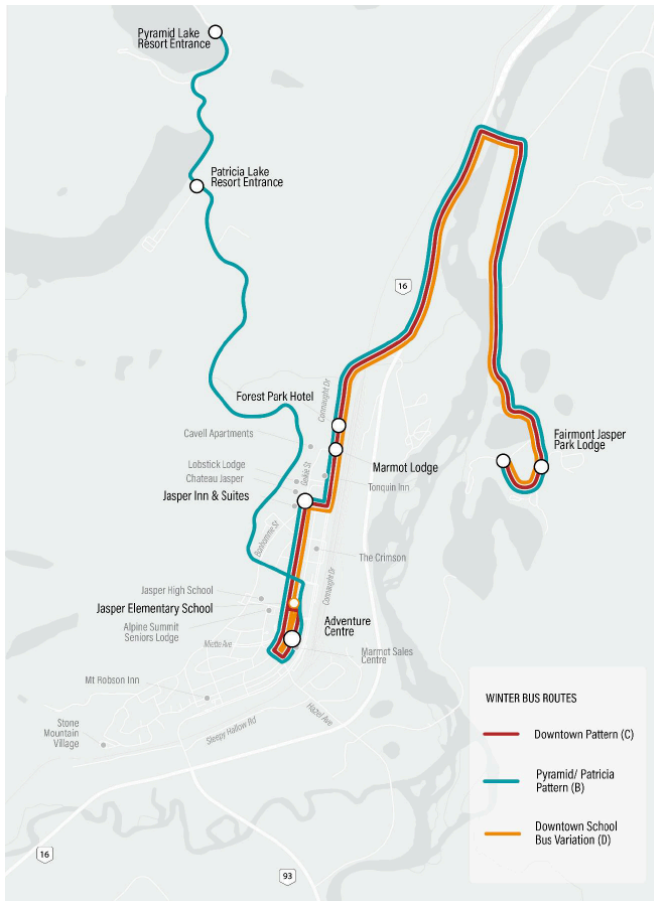
1. Fairmont Jasper Park Lodge – Residence
2. Fairmont Jasper Park Lodge – Main Building
3. Marmot Lodge
4. Jasper Inn and Suites
5. Jasper Adventure Centre (Downtown)
6. Southern Extension
7. Whistler’s Campground
8. Wapiti Campground
9. Northern Extension
10. Patricia Lake Resort Entrance
11. Pyramid Lake Resort Entrance

In addition, a school service overlay will be integrated into the service plan:

- Service from Jasper Park Lodge to Jasper Elementary School / Jasper High School
- Single trip in AM and PM to coincide with school travel needs
- Schooldays only

In total, 10 trips per day are planned from Jasper Park Lodge to Downtown Jasper in the Summer. The Southern and Northern extensions will alternate with 6 trips servicing to Whistler / Wapiti and 4 trips servicing Patricia / Pyramid Lakes. For the winter pattern, all seven trips are planned to travel between the

Jasper Park Lodge and Downtown Jasper with an alternating extension for four of the trips to Patricia and Pyramid Lakes.



Winter Service Pattern (7 round trips)

1. Fairmont Jasper Park Lodge – Residence
2. Fairmont Jasper Park Lodge – Main Building
3. Marmot Lodge
4. Jasper Inn and Suites
5. Jasper Adventure Centre (Downtown)
6. Patricia Lake Resort Entrance Extension
7. Pyramid Lake Resort Entrance Extension

The schedule transition dates will depend on the opening and closing dates for Whistlers Campground, as it is a primary destination for the

summer service. For the purposes of a cost estimate, 28 weeks are planned for winter service and 24 weeks are planned for summer service in each year of operation. The year-round service is planned to operate with a single transit vehicle with a midday break.

Service Span and Schedule

The service is planned to operate 7 days per week from approximately 7:45 am to 9:45 pm. The average frequency will be 75 minutes for the Summer Service and 60 minutes for Winter Service (alternating 45 and 75 minute).

Service will be reduced on Statutory holidays and through the months of July and August to remove the additional school service overlay. The MoJ reserves the ability to reduce or increase service levels depending on ridership.

Scheduling, Dispatch and Reporting

A detailed schedule (service blocks) and timing will be provided by the Proponent and may be updated from time to time through discussion with the Municipality. The schedule timings proposed should consider the schedule of other third party transport services to allow for reasonable transfers where possible. Detailed schedule will include the specific times for each block, in and out times, timing points along the route, and any other necessary operational details.

The Proponent will also provide the schedule in simplified "rider's guide" which will include a summary table and map format. This document will be published by the MoJ on its website according to its branding and design specifications.

During operation, the route terminus will be displayed on each vehicle. The MoJ will provide specifications for signs to be displayed on overhead banners, digital signs and windshields. The Proponent will supply signs accordingly and ensure that signs placed on buses and at stops are properly displayed.

The Proponent will be responsible for the publishing of the schedule in a suitable electronic format for public use via General Transit Feed Specification (GTFS). The Proponent will be responsible to post updated schedule tables inside the transit vehicle and at stop locations in coordination with the MoJ.

Once agreed to by the Municipality and the Proponent, the Proponent shall ensure that the directions and timing points in the published schedule are adhered to. The Proponent will ensure buses operate as scheduled and are no more than five (5) minutes late, ninety (90%) percent of the time. Failure to comply with this standard may result in reduction to rates paid, subject to the final agreement between the Municipality and the successful proponent.

The Proponent will make every effort to ensure that every scheduled service block is operated. If a bus does not enter service on time and in so doing misses a portion or the entire assigned schedule, the Municipality reserves the right to not pay the Proponent for the hours of service that are not provided. The

Proponent will advise the MoJ immediately of any disruptions, detours or abnormal circumstances that may contribute to interruption of service.

The Proponent will assign supervisory staff to monitor service and respond to any on-road issues or incidents. The Proponent shall report all issues relating to day-to-day Service activities to the Municipality.

This includes but is not limited to:

- Accidents/Incidents
- Emergency or security issues
- Acts of violence
- Equipment issues
- IT equipment issues
- Service delays and other disruptions
- Passenger information issues
- Bus stop and stop issues, including signage, waste/recycling, and vandalism

In order to ensure quality customer service and to provide a forum for addressing concerns within the Memorandum of Understanding, a regular meeting will be held monthly with the Proponent, the Municipality and a representative from Parks Canada. The Proponent will attend and be prepared to review issues related to service delivery including but not limited to details of service routing, schedule timings, the condition of equipment, and concerns expressed by customers regarding the quality of service. Issues may be raised by the Municipality of Jasper, Parks Canada, or the Proponent. Minutes will be provided by the Proponent as a record of issues raised, what action has been taken, and who is responsible for follow-up.

The Proponent will provide data and reporting to the Municipality on the delivery and demand of the service and ensure that all reports and data to be provided are complete and accurate to the satisfaction of the Municipality. The Proponents will submit a monthly including as a minimum:

- Ridership data
- On-time performance
- Summary of service issues

Service Branding, Education and Promotion

The Municipality of Jasper will be responsible for overseeing the branding and naming of the Service. The Municipality will be responsible for contracting for external advertising on the fleet and stop infrastructure and this will be facilitated by the Proponent as required. The Municipality will work with the Proponent to

create an education and outreach program to encourage use of the service by the public.

Staffing and Training

The Proponent will ensure that all transit equipment is operated safely and in accordance with all laws of the Province of Alberta governing the operation of a motor vehicle, including but not limited to, in a manner documented to pass a *National Safety Code* audit.

- The Proponent will demonstrate staffing and training practices that include:
Hiring process, including background checks
- Operator training program
- Safety program, including process for collision investigation
- Process for managing public feedback, concerns, and complaints

The Proponent will be responsible for providing operators that:

- are fully trained and qualified
- are well versed in the securement of mobility aids, transportation of, and assistance to people with disabilities
- are bondable and capable of meeting security clearance requirements, criminal record check and vulnerable sector checks, including providing proof of documentation to the Municipality as required
- are fit for duty in conformance with an approved Drug and Alcohol Policy
- are trained in the use of the appropriate software
- have a neat and professional appearance, who are readily identifiable as public transit personnel

The Proponent will also be responsible for supervisory staff responsible for the hiring and training of operators, personnel scheduling and all ongoing day-to-day contact with the operators.

Customer Support and Public Relations

The Proponent will be responsible for in-take of customer complaints and feedback including in-person, through the app, website, and by phone. The Proponent will report to the Municipality interactions received on a monthly basis. In addition, the Proponent is expected to:

Address customer complaints questions and concerns
Provide information to Municipality staff to respond to issues as required
Provide direct electronic communication (telephone and / or email) to address day-to-day questions from customers

Deal with the media only in concert with representatives from the Municipality
Provide an annual presentation to Council

Fare Collection

The Municipality of Jasper is responsible for setting all fare rates for passengers and specifying all valid payment methods which may include, but are not limited to tickets, passes, or electronic fares. The Proponent shall ensure correct fares are paid upon entry to the bus by passengers or that valid tickets or passes are presented in a manner satisfactory to the Municipality, and in accordance with the fare structure determined by the Municipality and subject to change.

Section B - Fleet and Facilities

The Proponent will be required to supply, operate, maintain and store transit fleet vehicles required for the provision of the public transportation service. The Proponent is responsible for the maintenance of all buses, including any vehicles provided by the Municipality, and to ensure that vehicles meet all the safety requirements of the Province of Alberta. The Proponent will be required to identify suitable garage facilities, including providing the following:

- Location and size of garage, including vehicle storage
- Description of maintenance facilities and equipment available
- Building ownership as it relates to the duration of this contract
- Staff available and expertise in maintaining similar vehicles
- Ability to accommodate electric vehicle charging (for ZEBs)

Fleet preference is for accessible community buses with a transition to Zero-Emission Buses (ZEBs). As a minimum standard, vehicles operating public transportation service will be fully accessible, equipped with a lift or ramp, and have a minimum of 2 wheelchair locations. Capacity for passengers is a minimum of 12 seats. The Proponent will provide pricing for an option using a vehicle with an Internal Combustion Engine (ICE) as well as an option for an electric vehicle.

The successful vendor will provide the following specification details for the vehicles proposed to operate service, in a table as shown below:

	Unit A	Unit B	Unit C	Unit D
New or used vehicle				
Vehicle make and model				
Engine hours and odometer				
Current location				
Timeline for procurement				
Fuel type				
Seating				
Wheelchair locations				
Additional storage				
Accessibility features				
Warranty duration				

The MoJ will be responsible for approval of the fleet of vehicles used for the Service. The Proponent may recommend upgrades to the fleet, but the final decision will be at the discretion of the Municipality.

The Proponent will be responsible for supplying a back-up vehicle and detailing its scheduled maintenance and contingency plans given that the service will

operate year round in an alpine environment. Back-up vehicles should meet the minimum requirement for public transit operations unless an exception is specifically authorized by the Municipality.

Fleet Operations and Management

The Proponent will be responsible for maintenance and ensuring roadworthiness of equipment. The Proponent will provide summary reports on a monthly basis of preventative maintenance activities.

The Proponent will train and supervise staff in order to ensure that buses are operated in a manner that does not contribute to increased servicing and premature wear. Operators are expected to report immediately mechanical or equipment defects which require urgent attention, and not to continue to operate a bus which is knowingly defective if continued operation would be unsafe or may cause further damage to the vehicle.

The Proponent will ensure that buses are operated in a manner that contributes to fuel efficiency. Driving behaviors that unnecessarily increase fuel consumption such as rapid acceleration and deceleration of buses are to be avoided and the Proponent will cooperate with the Municipality and take necessary actions that contribute to lowering of fuel consumption. The Proponent will abide by all policies established by the Municipality with respect to limiting "idling".

The Proponent will maintain a clean vehicle environment to encourage public ridership. All vehicles must be cleaned in accordance with the following schedule:

- Daily: Removal of garbage, interior vacuuming of seats and driver's area
- Exterior wash (body panels, windows, lights, mirrors and wheels); daily during summer; during winter washing should occur as frequently as possible with consideration of weather conditions
- Weekly: Cleaning of interior of windows
- Monthly: Thorough wipe down of all interior; and
- Semi-annually: Deep cleaning (detailing) and upholstery cleaning as required

Appendix 2 – Submission Cover Form



Municipality of Jasper,
303 Pyramid Lake Road
Box 520, Jasper, AB, T0E 1E0
Tel:780-852-6511

www.jasper-alberta.com

Attention: Bill Given

Request for Proposal	
RFP Number:	
RFP Project Name:	Jasper Public Transportation (Transit) System

Proponent Information	
Company Name:	
Name and Title:	
Company Address:	
Phone:	
Email:	

Date:	
Signature:	