PRICE PROPOSAL AND COST BREAKDOWN
GENERAL INFORMATION, EXPENSE DEFINITIONS
AND FORMS
PRICE PROPOSAL AND COST BREAKDOWN

Section 1: General Information

1.0 Price Proposal

Proposers shall provide price proposals for services described in the RFP and Contract for Senior Transportation Services using the Price Summary Forms provided by RTC. **Proposers are prohibited from altering the format of these forms.**

The price proposals should describe the cost to the RTC for the period of performance as described below for two (2) base years, one (1) two (2) year option period and one (1) one (1) year option period for a total of a five (5) year contracting opportunity. **Proposers are required to provide prices for the option periods.**

<table>
<thead>
<tr>
<th>YEAR</th>
<th>PERIOD OF PERFORMANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Year 1:</td>
<td>August 3, 2014 through August 2, 2015</td>
</tr>
<tr>
<td>Base Year 2:</td>
<td>August 3, 2015 through August 2, 2016</td>
</tr>
<tr>
<td>Option Period 1 Year 1:</td>
<td>August 3, 2016 through August 2, 2017</td>
</tr>
<tr>
<td>Option Period 1 Year 2:</td>
<td>August 3, 2017 through August 2, 2018</td>
</tr>
<tr>
<td>Option Period 2:</td>
<td>August 3, 2018 through August 2, 2019</td>
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</tbody>
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1.1 Price Proposal Form

A separate Price Proposal Form shall be completed that identifies total service prices, service hour rates for the base and option contract performance period of five (5) years. The Price Proposal Form must be signed and dated by an authorized representative of the firm submitting a proposal. This form shall be enclosed in a separate sealed envelope completed and properly labeled as “PRICE PROPOSAL”.
1.2 Detailed Base Year and Option Year Price Forms

The Detailed Base Year and Option Year Price Forms list pricing of services described in the RFP and Contract. Service costs are those that change depending on the number of vehicle hours provided. The RTC has listed on the Detailed Base Year and Option Year Price Forms the various expense categories.

Proposers shall provide specific detail on any entry to a line labeled “Other” on Detailed Base Year and Option Year Price Forms, denoted by an asterisk (*). Separate Detailed Base Year and Option Year Price Forms have been provided to specifically identify “Other” fixed and variable prices.

Proposers are required to complete Detailed Base Year and Option Year Price Forms for each base and option year of the contracting period. These forms shall be enclosed in a separate sealed envelope, completed and properly labeled as “DETAILED BASE AND OPTION YEAR PROPOSAL”. The Detailed Base Year and Option Year Forms of each unsuccessful Proposer will be returned; Detailed Base Year and Option Year Forms of the selected Proposer will be placed in escrow in accordance with Section 401G.

The RTC has the unilateral right to exercise the options and the Contractor shall be required to perform at the contracted rate.

1.3 Verification of Price Proposal Submitted

To verify cost information provided in the price proposal, all Detailed Base Year and Option Year Price Forms and Price Summary Form must be signed and dated by an authorized representative of the firm submitting a proposal. In addition to the signature, an authorized representative must initial all pages on the bottom right corner on each form. Failure to sign and date and initial all forms may result in disqualification.

Proposer is responsible for having read Section 1, which has important information applicable to each form, and Section 2, where expense definitions for each cost category are provided.
Section 2: Expense Definitions

2.0 Labor – Salaries & Wages

“Labor” is the pay and allowance due to employees in exchange for the labor services rendered on behalf of the transit system. The labor allowances include payments made directly to the employee arising from the performance of a piece of work, such as shift differentials, overtime premiums and minimum guarantees. It is necessary to distinguish these Labor payments from “Fringe Benefits”, which includes payments made directly to the employee, but not for the performance of a piece of work.

Proposed Labor cost shall include the following positions:

A. Management (1. Project Manager, 2. Operations Manager and 3. Safety & Security Manager). Proposed labor costs shall be identified separately for each of these named positions.

B. Other Management* - Provide detail of other proposed management labor costs excluding the named positions listed above.

C. Administrative/Clerical Support – List total proposed labor cost for all administrative/clerical support positions.

D. Vehicle Operators – List total proposed labor cost for all Vehicle Operator (Full and Part-Time) positions. Excludes Operations Manager and Supervisors.

E. Vehicle Support Staff – List total proposed vehicle support staff to keep the revenue vehicles adequately fueled and appropriately cleaned in the contract services. These vehicle support staff will deliver and retrieve the revenue vehicles to and from the maintenance contractor.

F. Dispatchers – List total proposed labor cost of dispatch positions excluding the position in charge of Dispatch, which would be included in “Other Management”.

G. Supervisors – List total proposed labor cost of all non-management supervisors working in the field on vehicle operations.

H. Other Labor* - Provide detail and list total proposed labor cost for any other job positions not identified above.

2.1 Payroll Taxes & Fringe Benefits

The Proposer shall list all payroll taxes and fringe benefit costs separated by job function consistent with Labor – Salaries and Wages job functions.

There are two kinds of Fringe Benefits, and both should be included under this heading. The first kind is payments made directly to the employee, but not arising from the performance of a piece of work. These include paid absence for illness, holidays, vacations, and jury duty. The second kind is payments or accruals to others (insurance companies, governments) made on the
behalf of an employee. These payments are costs over and above “Labor” costs, but still arising from the employment relationship.

**FICA** – Employer’s contribution of Social Security Tax and Medicare Tax for employees as required by law.

**Pension Plans** – Employer’s contribution based on requirements of pension plans for salaried and unionized employees.

**Hospital/Medical Plans** – Health and accident insurance for full-time employees and family coverage.

**Dental Plans** – Dental insurance for full-time employees and dependent.

**Life Insurance Plans** – Life Insurance premiums for full-time employees.

**Short/Long-Term Disability Insurance** – Premiums for short term and long term disability insurance for salaried employees.

**Unemployment Insurance** – Federal and State unemployment tax for employees as required by law.

**Worker’s Compensation** – Worker’s Compensation as required by law and pursuant to Section 405(1) of the Contract.

**Uniform and Work Clothing Allowance** – Projected allowance per negotiated union agreements and for dispatchers, road supervisors, security personnel, and all maintenance personnel, etc.

**Other Fringe Benefits** – Premiums for vision insurance for salaried personnel and dependents as required and by union labor agreements and for felonious assault insurance for all revenue vehicle operators.

### 2.2 Subcontracted Services

Proposed subcontracted services costs shall include the following expense line items:

A. **Other Subcontracted Labor and Supplies** – Payments made for any other subcontracted labor or supplies used to support transportation operations, or administrative activities. Examples would include computer repair and software support services. Provide detail and list total proposed cost on all other subcontracted labor or supplies not conducted directly or supplied by the Proposer.

Cost identified above shall include any applicable State of Nevada, Clark County, and any City sales taxes.
2.3 Materials and Supplies

Proposed materials and supply costs shall include the following expense line items:

A. Office Supplies – List total proposed cost of any office supplies used for supporting transportation operations, and administrative activities including computer supplies, promotional supplies, postage, printing, and Employee Identification/Security Badges.

B. Other Materials and Supplies – Provide detail and total proposed cost on all other materials and supplies not otherwise included in the line items above.

Cost identified above shall include any applicable State of Nevada, Clark County, and any City sales taxes.

2.4 Outside Services

These are outside professional services performed for the Proposer.

A. Professional Services – Provide detail and list total proposed cost of any legal, audit, National Transit Database (NTD), consulting, third-party payroll processing, advertising and promotional services performed.

B. Other Services – Provide detail and list total proposed cost of any other outside services to be used.

Cost identified above shall include any applicable State of Nevada, Clark County, and any City sales taxes.

2.5 Insurance

The Proposer shall identify all applicable insurance costs. Section 405 of the Contract outlines insurance requirements for:

A. General Liability Insurance

B. Automobile Liability Insurance

C. Automobile Physical Damage Insurance

D. Other Insurance Premiums - Any “other” insurance premium not listed that may be applicable and considered an expense used to support transportation operations, or administrative activities.

2.6 Taxes & Licensing

A. Corporate Tax - A tax that must be paid by a corporation based on the amount of profit generated. The amount of tax, and how it is calculated, varies depending upon region where
the company is located. List total proposed cost used to support transportation operations, or administrative activities for this Contract.

B. Licenses and registrations - The Proposer shall include any of the following license and registration costs that are used to support transportation operations, or administrative activities: (Section 513 of the Contract outlines the Contractors’ responsibility)

**Non-Revenue Vehicle Licensing and Registration** – Proposed licensing and registration costs for all non-revenue service vehicles provided by Proposer.

**Business Licenses** – These are permits issued by government agencies that allow individuals or companies to conduct business within the government's geographical jurisdiction. It is the authorization to start a business issued by the local government. A single jurisdiction often requires multiple licenses that are issued by multiple government departments and agencies. Business licenses vary between countries, states, and local municipalities. There are often many licenses, registrations and certifications required to conduct a business in a single location.

**Business Registration** – are required by most jurisdictions. A business license can be a business registration, but many jurisdictions require further licenses beyond registration.

The business activity and physical location (address) determines most license requirements. Other determining factors may include the number of employees and the form of business ownership, such as sole proprietor or corporation. Incorporation is not the same legal process as being licensed to do business. Government agencies can fine or close a business operating without the required business licenses.

C. **Nevada Modified Business Tax** – List any applicable taxes pursuant to NRS 363B.

D. Other Taxes, Licenses, Registrations and Permits - Provide detail and list total proposed cost of any other applicable taxes, licenses, registration and permits that are used to support transportation operations, or administrative activities.

### 2.7 Capital Outlay – Purchased Equipment, Leases and Rentals

Proposed capital outlay costs for purchased equipment, leases and rentals shall include the following expense line items:

A. Non-Revenue Vehicles – List total proposed cost to purchase or lease vehicles used by Contractor for non-revenue service. Examples of non-revenue or service vehicles would be Supervisor Vehicles, and Employee Shuttle Vehicles.

B. Office Equipment – List total proposed cost for office equipment used by Contractor. Examples of office equipment would include copy machines, office telephones, fax machines, shredders, etc.
C. Computer Equipment – List total proposed cost of any computer equipment to be provided by Contractor at facilities and on vehicles. Examples of computer equipment would include desktop and laptop computers, laser jet and ink jet printers, servers, rotors, etc.

D. Computer Software - List total proposed cost of any computer software, annual licensing fees utilized by Contractor that is not provided by RTC.

E. Other Equipment – Provide detail and list total proposed cost of any other equipment to be purchased, leased or rented used to support transportation operations, or administrative activities.

Cost identified above shall include any applicable State of Nevada, Clark County, and any City sales taxes.

2.8 Miscellaneous Expense

“Miscellaneous Expenses” are those that cannot be attributed to any other major expense category.

A. Membership Dues & Subscriptions – List total proposed costs for various professional memberships and general industry publications used to support transportation operations, or administrative activities of this Contract.

B. Relocation – List total proposed cost any employee relocation costs to Las Vegas that are associated with supporting transportation operations, or administrative activities of this Contract.

C. Employee Uniforms – List total proposed cost of employee uniforms worn by bus operators, supervisors, maintenance personnel, and dispatch not included under 2.1.

D. Employee Recruitment – List total proposed cost of any associated costs with employee recruitment used to transportation operations and administrative activities of this Contract. Examples would include newspaper, radio, and internet advertising and any fees related to participating in local job fairs. This includes Employee Background Check Expenses.

E. Non-Revenue Vehicle Fuel – List total proposed cost for fueling all non-revenue (service) vehicles such as supervisor vehicles and employee shuttle vehicles used to support transportation operations.

F. Non-Revenue Vehicle Maintenance – List total proposed cost for maintaining all non-revenue (service) vehicles such as supervisor vehicles and employee shuttle vehicles used to support transportation operations.

F. Field Communications – List total proposed cost for any field communication and radio system used to support transportation operations. Examples may include walkie-talkies for supervisors to communicate, and additional base station(s) for radio system used by dispatch in the Senior Transportation Bus Operations Center (BOC).
H. Telephone, Cellular Phone and Internet – List proposed total cost of office telephone and internet services used to support transportation operations.

I. Other – Provide detail and list total proposed cost of any other miscellaneous expense used to support transportation operations or administrative activities. This includes Drug and Alcohol testing expenses.

Cost identified above shall include any applicable State of Nevada, Clark County, and any City sales taxes.

2.9 Overhead and Profit

A. Corporate Overhead and Allocations – List total proposed corporate overhead costs as may be allocated to support transportation operations, and administrative activities performed under this Contract.

B. Profit – List total proposed profit applied to the period of performance of this Contract. All profit shall be listed in this line item.