



LBJ Tropical Medical Center
PO Box LBJ
Pago Pago, American Samoa 96799



REQUEST FOR QUALIFICATIONS (RFQ)
FOR
LBJTMC EMPLOYEE TRANSPORTATION SERVICES

Project #: RFQ No. LBJ-RFQ24.03

Issuance Date: Friday, May 03, 2024

Closing Date: Thursday, May 23, 2024

Closing Time: 2:00 PM – AS Time

APPROVED FOR ISSUANCE BY:

Dr. Akapusi Ledua
LBJ Chief Executive Officer
Notice to Offerors



American Samoa Medical Center Authority
LBJ Tropical Medical Center
P.O. Box LBJ Pago Pago AS 96799



May 3, 2024

**REQUEST FOR QUALIFICATIONS
LBJ-RFQ24.03**

LBJTMC Employee Transportation Services

This document outlines the scope of work required by LBJ (henceforth referred to as "the Client") for the provision of transportation services for its employees. The transportation services are to be offered by a vendor (henceforth referred to as "the Contractor") who must meet the requirements and adhere to the schedule as outlined below.

SCOPE OF WORK

I. Vendor Qualifications and Requirements

- A. The Contractor must be a registered company with the Department of Commerce (DOC), providing a valid registration number upon contract initiation.
- B. The Contractor must possess valid business liability insurance, with coverage amounts to be specified in the contract agreement.
- C. A list of all drivers employed for this service must be provided. Each driver must hold a valid driver's license and must be legally permitted to operate the vehicles as described in this SOW.
- D. The Contractor must conduct thorough background checks on all drivers to ensure there are no traffic violations or related issues. Documentation verifying the background checks must be provided to the Client upon request.

II. Vehicle Requirements

- A. All buses provided by the Contractor must be fully enclosed and equipped with a functional air conditioning system to ensure comfort for all passengers preferably.
- B. Buses must be maintained in a clean condition, with a focus on good hygiene. This includes regular cleaning and sanitization of the interior and exterior of the vehicles.
- C. The Contractor is prohibited from using open buses or vehicles with known maintenance issues. Any faults must be promptly rectified before the vehicle is used for service.
- D. The Contractor must ensure that all buses undergo regular maintenance checks and services to prevent breakdowns or service disruptions.
- E. LBJ Logo be presented alongside Busses when picking and dropping employees to and from the Hospital

III. Transportation Schedule

- A. The Contractor is responsible for maintaining a consistent transportation schedule, ensuring that buses are present at the hospital for employee drop-off at 7:00 AM in the morning coming from the West, Central and the East, leaving the hospital at 4:00 PM, and then again at 9:00 PM, Monday through Friday.
- B. On weekends, the buses are to be available for employee drop-off at the hospital at 7:00 AM and for leaving the hospital at 9:00 PM.
- C. The Contractor must provide a detailed schedule to the Client and adhere to it strictly unless changes are requested by the Client and agreed upon in writing.



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IV. Route and Stops

A. The Contractor is responsible for coordinating with the Client to establish the routes and designated bus stops for picking up and dropping off employees.

B. The Contractor must ensure that all buses follow the predetermined routes unless road conditions, traffic, or safety concerns dictate a temporary change, in which case the Client must be notified immediately.

C. The Contractor shall ensure that employees are picked up and dropped off at the designated bus stops only, maintaining a log of pick-ups and drop-offs for verification purposes.

D. Contractor will only pick up and drop off employees of LBJ that have an employee LBJ Badge, no families or friends are allowed on employee busses, contractor is to strictly obey these guidelines or be penalized for each infraction on 10% charge of the total fee of the month.

V. Monitoring and Reporting

A. The Contractor must provide the Client with monthly reports detailing the transportation services provided, including but not limited to, adherence to the schedule, maintenance of vehicles, driver performance, and any incidents or feedback from employees.

B. The Contractor must implement a system for monitoring the real-time location of buses to ensure adherence to the schedule and for safety purposes. This system must be accessible to the Client upon request.

VI. Compliance and Safety

A. The Contractor is required to comply with all American Samoa Law, and Federal transportation regulations and safety standards.

B. The Contractor must provide regular safety training for all drivers and ensure that each vehicle is equipped with necessary safety features and emergency equipment.

VII. Term of Contract

The term of the contract will be specified in the contract agreement, along with provisions for renewal, termination, and any penalties for non-compliance with the scope of work.

VIII. Acceptance of Scope of Work

The Contractor must acknowledge and accept this Scope of Work as part of the contract agreement. Any deviations from this SOW must be documented and approved by the Client in writing.

This Scope of Work is intended to ensure that the Client's employees are transported in a safe, reliable, and comfortable manner in accordance with the highest standards. The Contractor's adherence to this SOW is critical to the success of the service and the well-being of the Client's employees.

IX. RFQ SUBMISSION

The above information should be submitted no later than 2pm on May 23, 2024, to the Chief Procurement Officer of the LBJ Tropical Medical Center. For more information, contact Frederick Ledoux at (684) 633-1222; Email: frederick.ledoux@lbj.as

Date: 05/02/2024

Authorized Representative: 