

DATE: 10/02/2024

NON-CONSTRUCTION CONTRACT SOLICITATION NOTICE

MTA- HQ IS NOW ADVERTISING FOR THE FOLLOWING:

SSE #: 3000002

OPENING/DUE DATE: 10/31/2024

TYPE OF SOLICITATION: RFP

DOCUMENT AVAILABILITY DATE: 10/02/2024

SOLICITATION TITLE: B&T CDL Training

DESCRIPTION: Triborough Bridge and Tunnel Authority (“TBTA” or “Authority”) requires the services of a Contractor who: i) has been in the business of providing New York Commercial Driver’s License (“CDL”) training for fifteen (15) or more years; and ii) is certified by the Federal Motor Carrier Safety Administrator (“FMCSA”) to provide the following Commercial Driver’s License CDL classroom and behind the wheel training to designated TBTA employees: Class A, Class B, and Class B Bus. The classroom training will be provided at TBTA New York City training facility on Randalls Island. All behind the wheel driver training will be conducted at the Contractor’s facility located within New York State and within fifty (50) miles of Randall’s Island New York. The Contractor shall provide qualified instructors with five (5) or more years of experience, and appropriate trucks and buses with automatic transmissions that are in good working order and condition and meet New York State Department of Motor Vehicles (“DMV”) requirements for the road test. The TBTA employees assigned by TBTA for training will have been vetted by TBTA as qualified for CDL training. The Contractor shall provide all training required to prepare TBTA employees to apply for and obtain, as applicable, a Class A, Class B and Class B bus, CDL in the state of New York.

Funding: 100% Operating

Goals: N/A

Est \$ Range: \$1M - \$5M

Contract Term: 3 Years

*****PLEASE SEE THE ATTACHED SCOPE OF WORK FOR ADDITIONAL INFORMATION*****

PRE-BID CONFERENCE

DATE:

TIME:

SITE TOUR N/A

DATE:

TIME:

PLACE:

FOR MORE INFORMATION, PLEASE CONTACT:

PROCUREMENT REPRESENTATIVE: Christopher Medina

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COMMERCIAL DRIVER LICENCE TRAINING TECHNICAL SPECIFICATIONS NEW YORK CDL TRAINING SERVICES

1. Overview

Triborough Bridge and Tunnel Authority (“TBTA” or “Authority”) requires the services of a Contractor who: i) has been in the business of providing New York Commercial Driver’s License (“CDL”) training for fifteen (15) or more years; and ii) is certified by the Federal Motor Carrier Safety Administrator (“FMCSA”) to provide the following Commercial Driver’s License CDL classroom and behind the wheel training to designated TBTA employees: Class A, Class B, and Class B Bus. The classroom training will be provided at TBTA New York City training facility on Randalls Island. All behind the wheel driver training will be conducted at the Contractor’s facility located within New York State and within fifty (50) miles of Randall’s Island New York.

The Contractor shall provide qualified instructors with five (5) or more years of experience, and appropriate trucks and buses with automatic transmissions that are in good working order and condition and meet New York State Department of Motor Vehicles (“DMV”) requirements for the road test.

The TBTA employees assigned by TBTA for training will have been vetted by TBTA as qualified for CDL training.

The Contractor shall provide all training required to prepare TBTA employees to apply for and obtain, as applicable, a Class A, Class B and Class B bus, CDL in the state of New York.

2. Scope of Work

- a) CDL Class A: In accordance with FMCSA requirements, the Contractor shall provide a minimum of eighteen (18) days of CDL training per student. The Contractor shall perform the following:
 - 1) Entry Level Driver Classroom Training (“ELDT”) minimum of eight (8) days including but not limited to permit preparation, defensive driving, logbook, hazardous materials, New York State Department of Transportation (“DOT”) rules and regulations, driving theory, and air brake systems.
 - 2) Driver Training Instruction - minimum of ten (10) days in vehicle training using Contractor owned vehicles including but not limited to vehicle inspection procedure, open road both city and highway driving, road test procedures, parallel parking, and straight backing. The last day shall include the DMV road test, which shall be scheduled by the Contractor and subject to the Project Manager’s approval.
- b) CDL Class B: The Contractor shall provide a minimum of thirteen (13) days of CDL training per student for Class B CDL. The Contractor shall perform the following:
 - a) ELDT, minimum of eight (8) days including but not limited to permit preparation, defensive driving, logbook, hazardous materials, DOT rules and regulations, driving theory, and air brake systems.

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- b) Driver Training Instruction - minimum of five (5) days in vehicle training using Contractor owned vehicles including but not limited to vehicle inspection procedure, open road both city and highway driving, road test procedures, parallel parking, and straight backing. The last day shall include the DMV road test, which shall be scheduled by the Contractor and subject to the Project Manager's approval.

3. General Requirements

- a) Classroom Training CDL - Entry Level Driver Training:
 - 1) The Contractor shall provide at a TBTA designated location on Randalls Island, eight (8) consecutive weekdays of entry level driver classroom training, with each day to consist of 8 hours per day including lunch generally running from 6:50 AM to 2:50 PM. The Contractor may be required to work various other weekday hours and tours based on the needs of TBTA.
 - 2) On an as needed basis, generally if the number TBTA trainees is small, at the TBTA discretion, the Contractor shall be required to provide the classroom training at its New York State facility within fifty (50) miles of Randalls Island. The classroom must have the capability to accommodate up to twenty-five (25) TBTA employees. The Contractor shall provide a minimum of (1) instructor for the classroom training.
- b) Driver Training Instruction CDL Class B – Required Endorsements: DMV test topics to be covered shall consist of General Knowledge and Air Brakes and:
 - 1) The Contractor shall provide no less than one (1) instructor for every two (2) or three (3) TBTA employees for two (2) days of behind the wheel driver training. The Contractor must be able to simultaneously provide up to three (3) instructors for six (6) to nine (9) Authority employees.
 - 2) The Contractor shall provide up to three (3) automatic transmission CDL Class B vehicles for the driver training and road test.
- c) Driver Training Instruction CDL Class A – Required Endorsements: DMV test topics to be covered shall consist of General Knowledge, Combination, Air Brakes, Tow Truck, Passenger, Tanker, Hazardous Materials;
 - 1) The Contractor shall provide one (1) instructor to train up to two (2) Authority employees for ten (10) days of behind the wheel driver training instruction and the last day shall include the DMV road test. Behind the wheel driver training shall be a minimum of three (3) hours per student per day. The Contractor shall provide up to two (2) automatic transmission CDL Class A vehicles.
- d) Driver Training Instruction CDL Class B - BUS: DMV test topics to be covered shall consist of the following, General Knowledge, Air Brakes, Passenger;
 - 1) The Contractor shall provide one (1) instructor to train up to four (4) Authority employees for five (5) days of behind the wheel driver training instruction and on the last day shall include DMV road test. The behind the wheel driver training shall

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be a minimum of two (2) hours per student per day. The Contractor shall provide the automatic transmission CDL Class B Bus.

- e) DMV Road Test: The Contractor shall provide a minimum of:
- 1) One (1) hour of refresher training on the day of the NY DMV road test. All New York DMV road tests will be scheduled at a test site authorized by the Project Manager. The Contractor shall schedule DMV road test appointments, subject to the approval of the Project Manager.
 - 2) In the event the employee fails the initial DMV road test, the Contractor shall provide at no additional cost a minimum of ten (10) hours of individual behind the wheel driver training, and the second DMV road test. If the person fails the second road test, TBTA may request one or more (if needed) additional road tests at TBTA expense.

4. Contractor Requirements

- a) The Contractor shall provide Class A, Class B, and Class B Bus (passenger) training vehicle(s) based on the needs of the TBTA and shall be responsible for all vehicle costs including tolls, maintenance, and fuel.
- b) The Contractor shall be responsible for all travel costs including all tolls to get to and from the TBTA classroom training facility (104 Sunken Garden Loop: Wards Island NY, 10035) at Randall's Island, NY 10035. The Contractor's instructor shall arrive no later than 30 minutes prior to the 6:50 AM start of training, to prepare for the presentation and driver training instruction.
- c) The Contractor shall provide electronic documentation for the participation of each TBTA employee including but not limited to attendance at training, schedule of training dates and times, DMV road test dates, and DMV pass/fail updates. The Contractor must use a work ticket that is time stamped in and out each day. This work ticket must list the instructor's name, the training service being performed, classroom number, and the names of the Authority employees being trained. This documentation must be provided at the time of invoicing.
- d) The Contractor shall be responsible for paying one (1) DMV skills test fee directly to the relevant DMV location.
- e) The Contractor shall have the ability to train both class A and class B Authority employees at the same time if required by the Authority Project Manager or their designee.
- f) The instructor shall be FMCSA certified and have a minimum of five (5) years of experience in providing CDL driver training instruction. The instructor providing the driver training and DMV Road test shall be licensed and qualified to drive the vehicle being used for training.
- g) The Contractor shall demonstrate a significant DMV road test passing rate with documentation to substantiate the passing rate. The Contractor shall be FMCSA certified and in good standing in providing accredited commercial driver training programs for CDL A (truck) and CDL B (truck/bus).

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- h) The Contractor shall have a minimum of fifteen (15) years of experience providing CDL classroom and driver training instruction.
- i) The Contractor's training facility must be within New York State and within fifty (50) miles from Randall's Island, New York.
- j) The Contractor's vehicles shall be registered and compliant with the FMCSA and in good working order and a state of good repair.

5. Authority Requirements

The Project Manager or their designee will coordinate all the scheduling of employees with the Contractor and provide a classroom for training purposes based on availability.

6. Contract Terms

- a) The contract shall be for three (3) years, with two (2) 1-year renewal options.
- b) Payment Terms: The Authority will approve invoices for CDL services after the employee's completion of the first round of training and first road test completion.

7. Authority Holidays

The Authority currently observes the following holidays. Classroom or driver training instruction will not be held on the following observed holidays:

New Year's Day
Martin Luther King Jr. Day
Lincolns Birthday
Presidents' Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Election Day
Veterans Day
Thanksgiving Day and Friday after Thanksgiving

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Christmas Day

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