

Specifications – Shuttle Service, Memphis, TN

1. The contractor shall provide shuttle service to State of Tennessee employees from MGLW Garage, located at 246 South Front Street, to One Commerce Square, located at 40 South Main Street, between the hours of 6:30 AM and 10:00 AM and between 3:30PM and 6:00PM, Monday through Friday except for designated state holidays.
2. The contractor shall provide free ridership to state employees. Riders shall verify their status as a state employee by presenting their official state employee identification card to the shuttle bus driver for inspection.
3. Estimated number of riders is between 150 and 300 per day.
4. The contractor shall provide a minimum of two shuttle buses with a minimum capacity of 20 passengers each, to meet the requirements.
5. The contractor shall have additional vehicles in fleet in case of break downs.
6. The contractor shall provide vehicles that are easily accessible by handicapped individuals. One vehicle must be ADA compliant for wheel chair lift and lockdown.
7. Pick up at designated locations every 15 minutes.
8. The contractor shall be responsible for obtaining and maintaining current permits, licenses, and certifications necessary to perform all services required under the contract.
9. At any time during the contract period, as a result of changing service needs or funding availability, the state, as it may deem necessary, may direct the contractor to:
 - a. Add or delete shuttle buses
 - b. Modify, add or eliminate service periods
 - c. Change the service route for any or all shuttle buses
 - d. Add, delete or change shuttle bus stop locations
 - e. Install or relocate shuttle bus shelters
 - f. Perform other service requests as may be mutually agreed upon by both the state and the contractor