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## Header 9

## General Information | Contact | Default Values | Discount | Document Information | Clarification Request

Procurement Folder: 886402

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0803

Vendor ID: VS0000008175

SO Doc ID: DOT2200000032

Legal Name: AutoBase Inc.

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Solicitation Description: ADDENDUM NO\_4 STATEWIDE  
COURTESY PATROL -66210079 

Responded By User ID: Autobase

Total of Header Attachments: 9

First Name: Donna

Total of All Attachments: 9

Last Name: LaBella

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State of West Virginia  
Solicitation Response

**Proc Folder:** 886402  
**Solicitation Description:** ADDENDUM NO\_4 STATEWIDE COURTESY PATROL -66210079  
**Proc Type:** Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2021-08-30 13:30	SR 0803 ESR08272100000001356	1

**VENDOR**  
VS0000008175  
AutoBase Inc.

**Solicitation Number:** CRFQ 0803 DOT2200000032  
**Total Bid:** 5987109.599999999627470970153 **Response Date:** 2021-08-27 **Response Time:** 12:34:12  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**

John W Estep  
304-558-2566  
john.w.estep@wv.gov

Vendor Signature X	FEIN#	DATE
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	STATEWIDE COURTESY PATROL CONTRACT - 66210079				5987109.60

Comm Code	Manufacturer	Specification	Model #
90121800			

Commodity Line Comments:

Extended Description:

STATEWIDE COURTESY PATROL CONTRACT - 66210079



## 1. Experience

### A. The Largest Provider of Safety Service Patrols in the Country.

AutoBase Inc., a Certified Woman-Owned Business (WBE), is the leader in the management, development, and operation of regional and statewide Safety Service Patrol programs. Since 2000, AutoBase has been providing traffic incident management services throughout the nation. Our extensive experience in this area has given us the insight and expertise to cost effectively operate highly effective programs in some of the most heavily traveled areas of the nation. As the **largest provider of safety service patrols in the country**, we clearly understand the needs and services required by the State of West Virginia Division of Highways. Our successful partnerships with **nine (9) states' Department of Transportation agencies** and **six (6) Turnpike/Tollroad Authorities** proves we are uniquely qualified to not only meet but exceed West Virginia Department of Highway's requirements. We are committed to our services by supplying hands-on management principles, selecting the most qualified individuals, providing them with professional training, and implementing the best equipment in the industry. Our close working relationships with our partners over the years indicates our commitment to the highest quality of service. We currently operate more than **265 custom-built patrol trucks**, **employ 479+ patrol operators**, **patrol more than 14 million miles each year**, and provide over **15,000+ hours per week** of Traffic Incident Management services, making AutoBase the **largest independent, single-source provider of safety service patrols in the country**. We do not "broker" any of the services we provide. Additionally, **AutoBase is the only company that has successfully integrated a contract workforce working alongside state employees in a state-run program** (incident response patrols). As the most experienced, independent Safety Service Patrol operator in the country, AutoBase ensures total satisfaction of all stakeholders, including assisted motorists. As the leader in the industry, AutoBase is an originator, with many followers. **All information and language in this proposal originates from AutoBase.** The same would be true of any identical or similar language found in responses from competitors that WVDOH may receive. ([www.autobasecorp.com](http://www.autobasecorp.com))

	FLORIDA	IOWA	KENTUCKY	MAINE	MARYLAND	NEW YORK	OHIO	PENNSYLVANIA	WASHINGTON DC--VIRGINIA
Dates of Service	2015-present	2019-present	2015-present	2016-present	2012-present	1994-present*	2014-present	2013-present	2021-present
# Contracts	9	statewide	1	2	1	8	2-statewide	4	1
Types of Roadways	Toll/Express General Arterial	Express General	General Use/Toll	General Use/Toll	Toll/Express General Use	Toll/Express General Use	Toll/Express General Use	Toll/Express General Use	Express Lanes Express Gates Lane Reversal
Types of Vehicles	F-250 Pickup F-450 Tow F-650 IRT Flat Bed F-650 SIRV	F-250 Pick Up	F-250 Pick Up	F-250 Pick Up	F-250 Pick Up **Integration with State Employees**	F-250 Pick Up *1994-2000 Exec Mgmt.	F-250 Pick Up F-550 Wrecker	F-550 Wrecker	F-250 Pickup F-550 Tow
# Vehicles	105	14	7	4	6	40	41	27	20
Length	1350 miles	320 miles	150 miles	60 miles	210 miles	600 miles	795 miles	250 miles	60 miles
# Operators	215	31	10	3	10	65	70	39	34
Hrs./Month	28,000	3,725	878	500	1,080	6,150	9,500	4,150	4,230

#### Sampling of Services Provided

Maintenance of Traffic	Incident Command Post	First Aid Assistance	Assist 1 <sup>st</sup> Responders	Traffic Control Gates
Full Highway Closures	Post Incident Analysis	Unattended Vehicle	Cell Phone	After Action Reviews
Full Ramp Closures	Hazardous Spills	Vehicle Removal	Highway Maintenance	Lane Reversals
Express Lane Coverage	Scene Protection	Debris Removal	Infrastructure Damage	Live-Feed Cameras
Delineator Movement	Accident Resolution	Minor Repairs	Assist Law Enforcement	Data Analytics

AutoBase achieves consistently high quality through a combination of responsive senior management, the highest quality vehicles and equipment, and integration of the latest in GPS and video communications technology. The company's highly trained and certified staff, operational excellence, technological expertise, and sound financial record has allowed it to secure, develop and operate multiple successful TIM programs across the nation. In doing so, the company has established an unprecedented record of service and reliability, as evidenced by the following:

- AutoBase has successfully met all project schedules, project start dates, and budgeted costs in every contract it has ever been awarded. Target goals are set, progress is monitored through data analytics programs, and reports are generated and presented to the client for review to ensure their ongoing satisfaction.
- All AutoBase patrols currently average a faster response time than required by their contracts. This is due to the company's comprehensive review and analysis of the service area to ensure vehicles are strategically located and operators specifically trained to provide maximum coverage within a minimal response time.
- AutoBase uses data-driven analytics, reviews historical data on trends of location, incident types, time of day, etc. to help better understand the future probability of incidents. By reviewing this data, AutoBase structures its patrol programs to maximize performance. The company's metrics of success are aligned with federal and state objectives of safe, quick clearance as well as reducing its response time to motorists. AutoBase is committed to monitoring essential data to consistently deliver a custom approach to patrolling.



## 2. Key Personnel

Recognizing the importance of Courtesy Patrol operations, AutoBase has assembled a leadership team whose combined expertise is ideal to support **VWDOH** in this program. Our key team individuals are experts in their respective fields and have extensive experience in operations relative to traffic incident management. AutoBase has designated our most experienced executive managers to ramp up and begin operations on this project:

**Joseph LaBella Jr., Executive Vice President of Operations**

**David Snee, Project Manager**

**Tim Emington, Training Manager**

Key personnel allow our organization to immediately begin implementing our plan with highly qualified and experienced staff. AutoBase's services across many states demonstrate our pattern of success in working in new and dynamic environments. Currently serving multiple safety service contracts gives AutoBase a proven history of success working with DOT requirements and regulations.



### **A. Joseph LaBella Jr., Executive Vice President of Operations**

Executive Vice President of Operations, Joseph LaBella Jr., is an experienced Safety Service Patrol Project Director, bringing expert knowledge and practical start-up experience to **WVDOH**. He has successfully implemented more than **19** traffic incident management contracts, for State DOTs and Toll Road Authorities. He is a certified Traffic Incident Management Responder Trainer, licensed FAA UASs Pilot and previous FAA Air Traffic Controller. Joe has coordinated operations for the Florida Turnpike Enterprise, Florida Department of Transportation's Road Ranger and Severe Incident Response Vehicle (SIRV) Programs, and Service Patrol Programs in the States of Kentucky, Iowa, New York, Ohio, Pennsylvania, Virginia, and Washington DC. He is a subject-matter presenter at TIMs conferences and Task Force meetings across the nation.

### **B. David Snee, Project Manager**

AutoBase Director of Operations/Project Manager, overseeing the New York State HELP Program, Maine Turnpike Authority's Safety Service Patrol, Maine Department of Transportation's Safety Service Patrol, Maryland State Highway Administration's Emergency Service Patrol, and Pennsylvania's Emergency Service Patrol programs. Accomplished Safety Service Patrol Project Manager with over 30 years of proven team selection, development, and leadership skills. Respected technical advisor in developing and managing interagency relationships. Has mentored Patrol Operators to the highest levels of Traffic Incident Management performance. Provides technical advice to DOTs and Law Enforcement in developing "Best Practices" for Emergency Response technicians. Develops and implements numerous training programs in Traffic Incident Management. Serves on leadership working groups to provide expert advice and representation relating to Operations and Reliability. He works closely with numerous Traffic Managements team to integrate Patrol operations into a successful and safe deployment of incident management and roadside assistance along the roadways. David's efforts in building relationships with the TMC, TIM managers, and Law Enforcement has helped develop the program and enhance AutoBase partnerships with many different agencies.

### **C. Tim Emington, Training Manager**

Tim Emington is a public safety specialist with 42 years' experience in Traffic Incident Management and Law Enforcement. Tim has comprehensive leadership and management experience in areas of Administration, Operations, Investigations, Support, Traffic, and Training. He is a master instructor in SHRP2 and many other TIMs protocols. Tim routinely reviews SOPs, SOGs, and oversees the AutoBase Training Academy located in our brand-new state of the art regional headquarters. Being extremely knowledgeable in all training subjects, Tim assists in training during the on-boarding of new personnel, including CPR/First aid and SHRP 2 certification. He routinely reviews and provides input for operational and procedural directives.

Prior to his employment with AutoBase, Tim served as the on-site Project Manager (2008-2018) for Kentucky Transportation Cabinet's TRIMARC (Traffic Response and Incident Management Assisting the River Cities) Program, a \$63.4m ITS project. **He has served on the board of ITS Midwest as a Kentucky Director.** Tim also had a stellar 32-year career in law enforcement, retiring as the Assistant Chief of Police for the Louisville Metro Police Department.

## **3. Approach and Implementation**

AutoBase's approach is to implement an efficient and effective operation, which provides quick responses to accidents, incidents, traffic control for scene stabilization, debris removal and spill cleanups, along with detailed reporting and performance metrics. AutoBase will provide Program services, the ultimate scope of which is to promote the **quick clearance** for safety and mobility, the removal of vehicles, cargo, and debris from roadways, and to assist all responding agencies to restore the safe and orderly flow of traffic following a motor vehicle crash or other traffic incident, and to communicate, track and disseminate information to the appropriate agencies. AutoBase operates with the highest safety standards. The Program operators will, at all times, respond in a safe, efficient, and professional manner.

### **A. Area of Coverage**

Area of Coverage will be as listed in Exhibit 1, West Virginia Routes:

- **Interstate Routes: 9 routes serviced by 16 vehicles and 2 additional spare vehicles**
- **APD Routes:**
  - **Prior to the opening of US 33, Keren Rd in Randolph County to Parsons WV 6 Routes serviced by 11 vehicles with 2 additional spare vehicles**
  - **After the opening of US 33, Keren Rd in Randolph County to Parsons WV 7 Routes serviced by 12 vehicles with 2 additional spare vehicles**

### **B. Staffing**

AutoBase recognizes Program management and organization is critical to both the success of the Program as well as the day-to-day operations. Our experience has allowed us to develop multiple large programs requiring similar staffing needs and organization. AutoBase has equipped state-wide programs and maintained successful relationships and operational effectiveness using our staffing methodology and approach.

One way we ensure 100% coverage at all times is the method of hiring a hybrid of Full Time and Part Time staff. Part Time staff have the ability to cover for Full Time operators and provide additional flexibility when extra coverage is required. Our Program Managers will also be certified Program Operators and could cover routes in the most extreme cases. Additionally, given our experience with military veterans, we have developed a reserve staff that work minimum shifts to remain current and safe with operations, but can easily be called upon when we need to cover shifts, expand services, or any other short-term need

In each area where AutoBase operates, there are challenges in establishing and growing a labor force that meets our criteria. Individuals must be knowledgeable about modern vehicles and their operation, capable of making basic repairs, fully familiar with local roadways as well as major thoroughfares, aware of the typical hazards and seasonal issues occurring in the terrain, be fluent in traffic incident management (TIM) procedures and have the customer service approach that is a hallmark of our company.

AutoBase is committed to equal opportunity employment practices. As a certified Woman Owned Business Enterprise (WBE), AutoBase seeks to ensure diversity in our workforce. AutoBase Human Resources Manager advertises our openings in publications and on web-based job boards as well as on the AutoBase website, [www.autobasecorp.com](http://www.autobasecorp.com), where everyone has access to the information. Should a fully trained, seasoned employee request to transfer to a new location, AutoBase accommodates such needs for our 465+ safety patrol employees across nine (9) states.

**STARTING WAGES FOR PROGRAM OPERATORS WILL BE A MINIMUM OF \$18.00 PER HOUR**

**Do not be fooled by our competitors! A key factor in selecting AutoBase is that the project is staffed by actual career minded AutoBase employees. We do not broker or use employment agencies in any of our contracts.**

Our managerial team, focused on the needs of WVDOH, has established a recruiting program that reaches into communities we serve to attract the best, most capable individuals for our organization. In addition to web-based job boards and publications, AutoBase managers will work with:

- Current Program Employees
- Current/retired Law Enforcement and Fire Rescue Personnel
- Military and Veterans Organizations
- Local, Regional and State TIMs chapters
- West Virginia Welfare to Work Program
- Local Community Colleges, public agencies, and training academies that focus on automotive technology, traffic incident management and service management.



To deliver our staffing to WVDOH, AutoBase also plans to recruit, train, and deploy a team of Program operators who are veterans of the U.S. military; specifically, those who are transitioning out of service from West Virginia's military installations. For the purpose of presenting this effort as part of our proposal, what follows is a brief view into to the "why" and the "how" around this effort.

#### Why:

- It is well known that veterans maintain a strong desire to serve and remain as valued members of a team even after they hang up their uniform. Joining our West Virginia AutoBase team will provide veterans the opportunity to stick with these focus-areas that are so important to them.
- Veterans, specifically those from the post-9/11 era who have fought in the Global War on Terror, are:
  - very autonomous
  - always able to follow guidance
  - some of the most dynamic problem-solvers in employee candidate pools.

To best serve the residents of West Virginia, AutoBase wants these skills and more in our Program operators.

- The U.S. Department of Defense pays over \$1 billion in unemployment each year. The staggering number of unemployed veterans who have faithfully served our nation continues to grow. AutoBase is dedicated to employing many talented veterans transitioning into the private sector.

#### How:

- Our Regional VP, Matthew Frazier, is a veteran of the US Army who served in Afghanistan as an Infantry Officer. He has established and, in some cases, simply re-established relationships on military installations as well as national programs reaching a multitude of military bases seeking highly qualified veterans interested in working in the traffic incident management industry.
- Through his relationships at these installations and those with fellow veterans involved in both the State and the national governments, he has access to policy and programs containing an already functioning system that creates synergies amongst the installation's transition offices and the business sector. Having graduated from a similar program, he has the unique ability to leverage his experience in gathering some of the best applicants within the veteran force.
- In addition, he has established a relationship with decision-makers in the US Army's Soldier for Life Program-Transition Assistance Program, whose primary mission is working with the private sector in employing transitioning service members.



*AutoBase is a 2019, 2020 & upcoming 2021 recipient of the Department of Labor Honoring Investments in Recruiting and Employing American Military Veterans (HireVets) Platinum Medallion Award, recognizing job creators who demonstrate a strong commitment to recruiting, hiring, and retaining our Nation's veterans. By meeting the strict criteria required for a Platinum Medallion Award, AutoBase Inc. has demonstrated a model of patriotism, recognizing the value veterans bring to the workplace. AutoBase's current workforce is almost 28% veterans.*



### C. Scheduling

AutoBase is staffed nationally with numerous former police, firefighters, EMS, and military veterans. Our teams are intentionally comprised of people who serve others and have experience in emergency situations. AutoBase uses this experience to help build staffing plans and operations that can expand to cover additional services when requested. AutoBase often modifies operations for increased coverages due to special events, emergencies, weather, as well as the recent COVID-19 pandemic. AutoBase maintains an actively managed schedule with full time, part time, and reserve operators that allows for flexible coverage and the ability to quickly add coverage as needed. Our

staff can also support auxiliary functions of working alongside Emergency Operations Centers to help advise, organize, and execute emergency response plans.

AutoBase maintains an actively managed schedule with full time, part time, and reserve operators that allows for flexible coverage and the ability to quickly add coverage as needed. Program Management will continuously have open discussions with our operators to address their needs while simultaneously building schedules at least a month out to prepare for proper coverage.

#### D. Drug and Alcohol Testing

AutoBase subscribes to and practices a Drug-Free work environment program in compliance with West Virginia Statutes. AutoBase performs pre-employment, 6-month, and random drug screening on all employees at local medical centers. The results of the specimen must be in accordance with the applicable screening and confirmation cut-off levels established by statutes and the mandatory guidelines for Federal Workplace Testing Programs. These screenings are to verify negative and positive consumption for any illegal substances. The results are submitted with the background checks to WVDOH for review and approval. Random drug testing will occur with at least two (2) personnel being tested every quarter; any personnel involved in a motor vehicle accident will be tested within one (1) hour of the incident. **AutoBase has a zero-tolerance policy for any employee testing positive for substance abuse.** Our Drug and Alcohol-free Workplace Policy is discussed in detail during training sessions and is published in our employee manual. Every employee must acknowledge receipt and understanding of this policy before being placed on the work schedule.

#### E. Training

AutoBase has developed and copyrighted an intensive, comprehensive training program for all traffic incident response personnel, which includes testing upon completion of each chapter, utilized across all the states we provide service in. Classroom training consists of lesson objectives, power point and video presentations. Program trainees will receive a minimum of 40 hours of classroom instruction and an additional 40 hours of hands-on practical instruction utilizing AutoBase service vehicles and communications equipment before seeing live/highway action.

Interaction with the motoring public will be a daily occurrence as part of the training program AutoBase employees will receive guidelines for motorist assistance and maintenance services. This training will focus on ethics, behavior, customer-oriented services, safety, and appearance. All our employees are certified by the American Red Cross in Advanced Life Saving, Adult and Pediatric CPR/AED First Aid.

"A knight in shining armor-very polite, professional and great customer service-I broke down on the way to the airport and did not know where I was-my rescuer for the day-I was about to cry and his friendly face saved the day!" Customer Comment

Continual on-the job refresher and advanced training allows our staff to stay abreast of the latest safety and program enhancements.

- Advanced Awareness/Detection of Human Trafficking
- Advanced Awareness/Detection of Drug Trafficking
- Crisis Introduction (Suicide Prevention)
- Amber Alerts
- Alzheimer's/Silver Alert
- Law Enforcement Officer Liaison
- Contra Flow
- Guard Rail Cables
- Emergency Evacuation Training

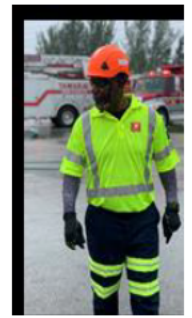




Nicole L. Forest, CSM, FCCM, District 4 TSM&O Resource Manager (February 2019):

"I would like to commend Road Ranger Avalon Campbell for the excellent and outstanding work he performed when up-righting a box truck on the Turnpike @ Griffin Road. He up-righted the vehicle with success and displayed that he knew what he was doing. More than that, he got out of the RR truck when he was done to put more cones out to adjust the MOT and then continued to sweep and clear debris. Avalon displayed amazing skills in clearing the roadway the best that he could and did not stop working until the scene was prepped for the tow company to come and tow the box truck away. What I saw was a Road Ranger well trained and very knowledgeable at what he was doing."

Our operators are offered competitive benefits, supplemental coverage and 401(k) enrollment with match options with their careers at AutoBase. AutoBase also has implemented programs that help provide incentives for employees to remain with the company. Some of these programs include car seats for newborns, healthy living incentives, tuition assistance, monthly Gift Card programs to help promote operators that perform well in their areas. Additionally, we provide AutoBase Ace awards at the end of the year which include certificates, challenge coins and large monetary bonuses. Complete uniforms are provided at **no cost** to the employee.



## F. Daily Work Plan

### (1) Patrol Operator

The typical workday of the Program operator will be to patrol their assigned sectors, making authorized stops and staying in communication with the Traffic Management Center:

- Respond to/ manage congestion and hazards causing traffic incidents.
- Provide basic mechanical assistance to motorists.
- Assist law enforcement at incident scenes and queue protection at major blocking incidents.
- Provide emergency temporary traffic control (TTC MOT).
- Safely clear congestion-causing incidents and debris or other hazards from the roadway.
- Stay in constant communication with the TMC, advising of traffic flow or congestion problems and providing updates from incident scenes.

### (2) Communications (Dispatch) Operator

We have strong relationships with all the Traffic Management Centers and Operations Centers we partner with across the nation. Our experience has allowed us to understand the primary roles and responsibilities of Communications Operators as well as other key attributes of successful Communications Centers Operations. Operators must have a strong knowledge and familiarization with all web-based applications and software, strong inter-personal skills, clear communicators, and a working knowledge of the Departments TM Operations SOP, SOG, and manuals. We provide the required WVDOH training and incorporate our own experience to help build strong relationships between the Communications Operators and the Patrol Operators.

AutoBase often provides cross training with our Patrol Operators and our Dispatch Operators in different programs. These ride-alongs substantially increase the understanding of both parties and add value to the department. This helps build a shared understating of each of the roles and builds a strong Traffic Incident Management team. AutoBase Dispatch Operators are well trained, professional, and add value to the Program services. We understand the challenges facing Dispatch Operators. In fact, there are few organizations who communicate more with TMC Operators throughout the nation than AutoBase.



AutoBase's experience also translates equally with the methods and approach we will use to manage the Dispatch Operators. We will ensure each Operator is fully trained on the WVDOH and TM Operations SOP, SOGs, Manuals, AutoBase standards of customer service, and are prepared to deliver exceptional service to WVDOH in support of the Statewide Courtesy Patrol services.

The typical workday of the Dispatch operator will be to act as the conduit in the field between Patrol operators and first responder agencies (Law Enforcement, Fire Rescue, EMS, WVDOH etc.), accurately and concisely relaying and receiving information regarding freeway and other incidents. Dispatchers will have advanced working knowledge and training of all systems, including GPS/AVL systems prior to being placed on the schedule.

- Fully trained on the Fleet Management System provided by AutoBase
- Responsible for monitoring the roadways and verifying roadway-impacting incidents
- Actively enter and maintain all incidents in the Fleet Management Database accurate traffic incident status
- Timely dissemination of information to the appropriate agencies
- Incident progression details relayed to responding agencies in real time manner
- Maintain continuous daily activities log of all patrol vehicles and patrol operators
- Thorough knowledge of all routes, patrol staff identification, and acronyms used in incident reporting
- Maintain communications with Patrol Operators, TMC, Law Enforcement/First Responders at all times
- Awareness and management of Special Events that impact the roadways
- Professional conduct at all times when communicating

## G. Safety Program

AutoBase currently holds an NCCI Workers Compensation Experience Modification Rating of .88, **an excellent measurement of our safety standards**. We have a formal Safety Program that meets Federal, State, OSHA, EPA, Workers' Compensation, etc., for ensuring the physical well-being of assigned Program personnel and the protection of property. The benefits of our Safety Committee are many; realization of a reduction on workers' compensation costs, creating policies and procedures resulting in fewer incidents and the creation of a safer work environment through reduced incidents. Included in our Safety Committee functions are hazard detection and inspection methods, accident and incident investigation techniques, basic awareness of drug and alcohol abuse/addiction. **AutoBase is proud of the fact that we have incurred no serious injuries or loss of life throughout our history of providing safety service patrols, due in part to our rigorous, comprehensive on-going safety training and performance monitoring.**

## H. After Action Reviews/Incident Analysis

After action reviews and incident analysis will be conducted with WVDOH. Additionally, post incident review will be offered at Traffic Incident Management (TIM) meetings. After action reviews are used to discuss what happened, what went well, and what can be improved upon. These reviews are an effective way to improve emergency response planning and procedures, and indirectly improve the Cost-Benefit and time-savings ratios.

## I. Established Relationships

To address the needs of Traffic Incident Management, AutoBase participates in, and supports Traffic Incident Management conferences and meetings in every state and district that we operate. We develop true partnerships with state and local police, fire, emergency medical service, hazardous material, and medical examiner field operatives. As subject matter experts in the field of safety service patrols, AutoBase shares its innovative designs, techniques, and experiences all to improve the program nationwide.





## J. Continuity Plan and Emergency Response

AutoBase currently provides over 265 Safety Service Patrol vehicles across the nation. Our large network of management, operators, and vehicles allows for a robust continuity plan at the local, state, and national level. We are not only able to support redundancy in management and operations but respond quickly to major changes such as the COVID-19 pandemic. We were able to preemptively support our staff and vehicles with additional masks, hand sanitizer and other resources to support the safety of the program and the general public.

AutoBase is committed to maintain a national presence that allows us to respond to emergencies in any of our areas of operation. AutoBase has continuity plans for manmade and natural disasters, as well as a dedicated disaster mobile relief team and fleet throughout every region we operate in. The large national fleet of AutoBase can support areas of need during emergency situations. The ability to quickly provide additional assets is crucial to the success of emergency response and coordination. AutoBase works closely with local and state partners and law enforcement ahead of a storm to plan and coordinate emergency response, staff augmentation of safety service patrols for additional traffic monitoring, contra-flow evacuation procedures, emergency response capabilities and assisting motorists in distress along major routes.

AutoBase has demonstrated our ability to quickly staff and resource operations in emergencies on multiple occasions. For example, in 2018, Hurricane Michael hit the northwest panhandle of Florida and caused devastating damage to the local communities. AutoBase quickly adjusted to staff the operation along I-10 with 24/7 coverage as well as deploy a Task Force from South Florida with our Severe Incident Response Vehicle teams. These teams allowed for continuous operation of Safety Service Patrols as well as extended coordination with local agencies, the U.S. Army National Guard, and served to provide aid and assistance to anyone in need. Our teams worked to provide water, fuel, ice, and food to local counterparts and continued to patrol the roads to clear incidents. This dynamic team was a clear indicator that AutoBase has the experience and desire to serve people in the most difficult situations. Our presence in the area helped local law enforcement, fire fighters, and EMS alike as we relieved some of their efforts in managing traffic incidents. Our teams also coordinated directly with the EOC. Given our experience and understanding of the situation we were able to quickly integrate our services, recommend solutions, and provide value from the day we arrived.



## K. Developmental Issues and Resolutions

AutoBase understands WVDOH's needs for a provider who will always address developmental issues and resolutions. Our experience in providing safety service patrols and traffic incident management across nine states and Washington DC has equipped us with extensive knowledge of how to develop a Courtesy Patrol program, both from scratch and transferred from an incumbent provider. Below are some issues we feel are important and resolutions for each:

### 1) Transition of Services from Incumbent Contractor:

After a rigorous bidding process, WVDOH may be in the process of transitioning from an incumbent contractor. This process raises many issues, including staffing the new contract, build-out the patrol vehicles, and establishing a working relationship with a new Project and Program Manager. AutoBase has performed all these tasks on multiple occasions in nine states without impacting any implementation or transition schedule. AutoBase senior management team clearly understands the need for the transition from your current contractor to be seamless. We will begin by meeting with our assigned contract and program manager and reviewing expectations and identifying dates for completion prior to contract start. Then, we will assign a seasoned, proven and AutoBase-tested manager

that understands our hiring practices, training procedures and best practices to manage the day-to-day operations for WVDOH as only a seasoned professional can.

Upon award, we will open the hiring process to existing Courtesy Patrol staff, should they meet our rigorous standards, as well as new candidates, extensively screen all applicants, and train those selected. We have already contacted all our vendors/suppliers and have a financial line of credit from Ford Motor Company. All of these, and many other activities will contribute to a smooth transition.

## 2) Training of Courtesy Patrol Operators During Implementation Phase:

AutoBase has a training plan in place to have the existing Courtesy Patrol operators that have been retained from the incumbent contractor, as well as newly hired operators, trained prior to contract start date.

We will train in shifts to accommodate drivers that are transitioning from the incumbent contractor to AutoBase. AutoBase has utilized this method in the hiring of incumbent contractor employees in several of the states where we operate. AutoBase trains transitioning contractor employees during split shift down time and prior to/after shift. This scheduling method has proven extremely effective and **enables the outgoing contractor to continue to provide uninterrupted service through the contract end date.**

## L. Legal Actions

**AutoBase has no history of any legal or administrative matters whatsoever, and none are pending.**

**NO SUBCONTRACTORS WILL BE USED ON THIS PROJECT.**

## 4. Fleet Management

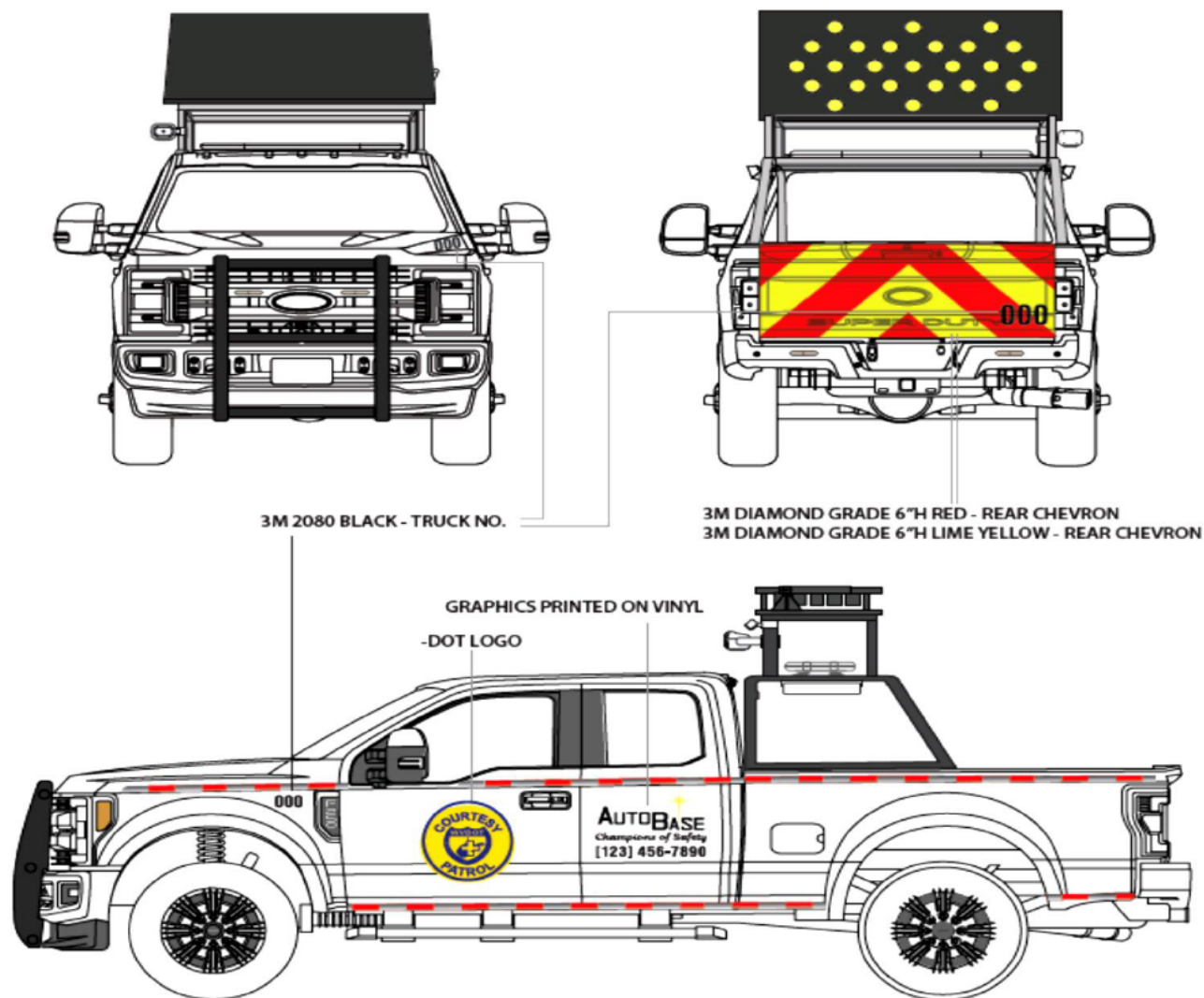
Our Approach to Fleet procurement, management, and maintenance is derived from a historical understanding of successfully maintaining a national fleet with over 265 vehicles distributed across 9 states and the District of Columbia. Along with an excellent Dun and Bradstreet rating, we are supported by **a \$10 million line of credit with Ford Motor Co. and are a preferred tier vendor, to resource and procure vehicles quickly and effectively.** We have developed long-term preferred customer partnerships with local Ford dealerships, commercial truck builders and upfitters, as well as custom graphic companies who support and stock our desired truck builds for each operation. This foundation of support and relationships allows AutoBase to secure and supply Program vehicles for WVDOH.

### A. Vehicle Fleet

Since our inception, AutoBase has used Ford F Series Super Duty Trucks as our vehicle platform. They are the workhorse for our fleet of Service Patrol vehicles and have logged millions of predictably dependable miles. AutoBase personally designs and up-fits all Patrol Vehicles at our own facilities. This allows us to accomplish our commitment of building and deploying vehicles of the highest quality that meet and exceed WVDOH expectations.

AutoBase proposes to supply a total of **thirty-two (32) Program vehicles.** All vehicles will be upfitted to WVDOH specifications with all additional equipment, tools, and expendables. For safety, a front-end collision warning with pedestrian detection system will be installed. These vehicles, along with our proprietary preventive maintenance program, has given us the confidence to expect that they will last for the initial five years of service and log close to 300,000 or more miles with limited down time due to major maintenance issues. AutoBase's fleet plan allows time daily for maintenance and repairs. AutoBase will always have enough trucks available to cover all beats safely and in compliance with the contract.





## B. Patrol Vehicle Technology

AutoBase remains an industry leader in Safety Service Patrol technology integration and implementation. Our efforts have reduced incidents, enhanced operational awareness, and help our partners further develop their Traffic Incident Management programs. Each Patrol Vehicle will be equipped with our own preparatory cloud based AVL (GPS), and a 4 channel DVR camera system providing live feed and GPS tracking systems. Our vehicle technology exists for two main purposes: Safety and Maintenance. Through our GPS system, remote vehicle diagnostics is also provided, allowing AutoBase managers to proactively address vehicle problems before they create operational issues. This helps to reduce down time of trucks, improve longevity of the patrol vehicles and boost reliability of performance. Reports can be generated that include the location of the Patrol vehicles, fuel usage and miles per gallon, speed violations and stop detail and idle time. AutoBase also staffs an IT team that helps monitor camera feeds and works directly in support of the operations team for troubleshooting and resolving any technology related issues. One challenge of managing a Courtesy Patrol operation is communicating and verifying operations simultaneously. Based on our experience, we have created a proprietary mobile fleet tracking application. This application guarantees operators perform daily inspections, reporting of maintenance, and communication of any issues immediately. By incorporating this application, it not only allows more accurate information to our Fleet Management team but allows local managers to ensure proper inventory of tools and functionality of all equipment on the trucks. With better managed fleets, AutoBase increases our vehicle life cycle and reduces any potential issues of equipment failure, resourcing of supplies, and ensures physical inspections are completed and recorded.

## 5. Program Innovations/Enhancements

Our experience has allowed us to see some of the best ideas in the industry and participate in generating innovative solutions to enhance programs. We prioritize safety in all that we do. Our teams are engaged in local, state, and national Traffic Incident Management discussions to ensure we are kept up to date on new technologies and tools that support our mission. AutoBase is prepared to implement additional support services that not only add value to WVDOH, but positively affect the safety of the travelling motorist and first responders, alike. These additional/optional services will complement our operational approach of decreasing response times, increasing operational efficiency, improving safety, and providing superior service to the traveling public.

### A. Data Dashboards

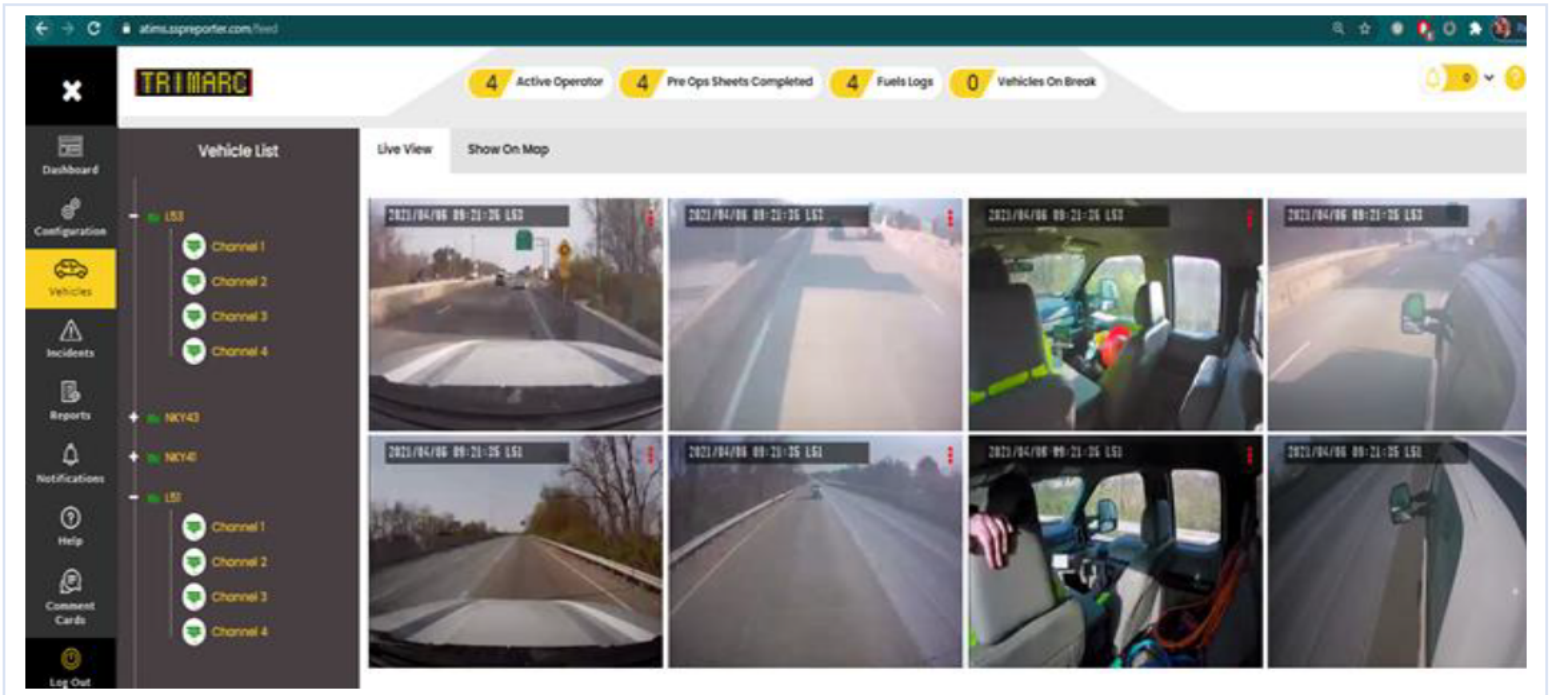
AutoBase currently partners with many different state DOTs to share valuable data collected on traffic incident management and Safety Service Patrol operations. Upon collecting this data, AutoBase has created interactive Data Dashboards to help identify and capture key performance indicators for our operations. These dashboards include interactive charts and maps that help us better understand our performance and allow better informed decisions.



### B. Live Video Integration

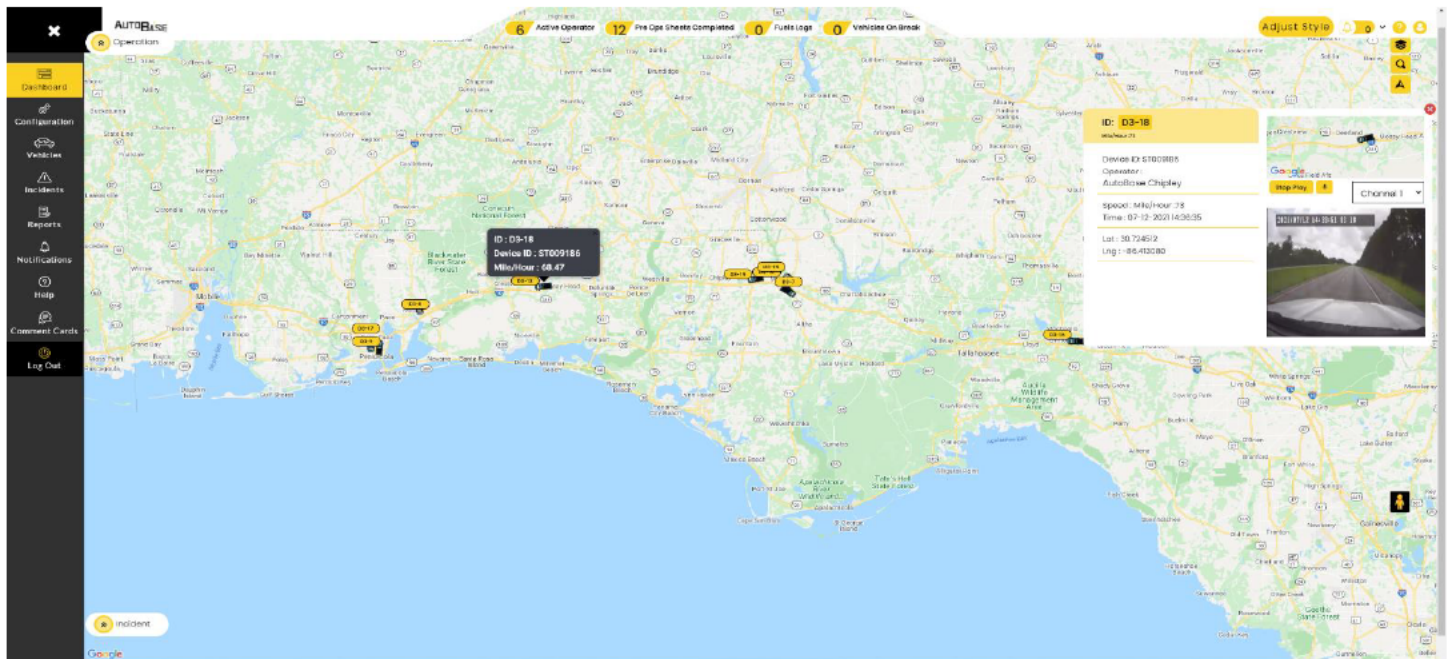
AutoBase has created propriety software (SSP Reporter and SSP Tracker) and applications which will extend the operational reach by integrating live-stream video from Patrol vehicles directly to AutoBase, allowing management personnel to monitor situations from ground-level in real time. AutoBase Patrol vehicles already include the hardware and technology to support live-video streaming for AutoBase management. Integrating live video into operations is a crucial part of developing capabilities that are aligned with National Next GEN TIM initiatives. These videos are also an essential part of monitoring and managing safety for Program services. This software also integrates a secondary AVL and has the capacity to push the live-stream video to current video software programs used by different ATMS throughout the country, allowing seamless integration of new video feeds into existing systems and software.

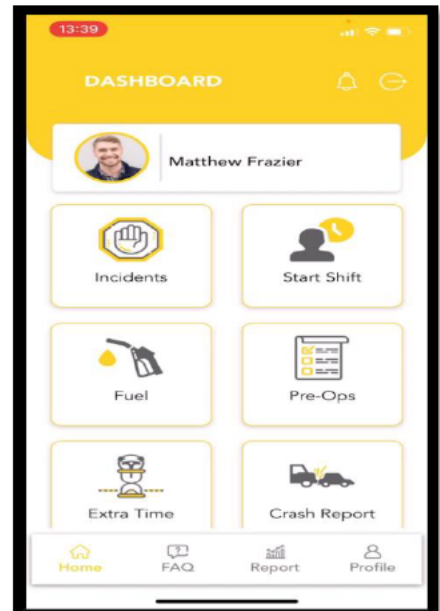
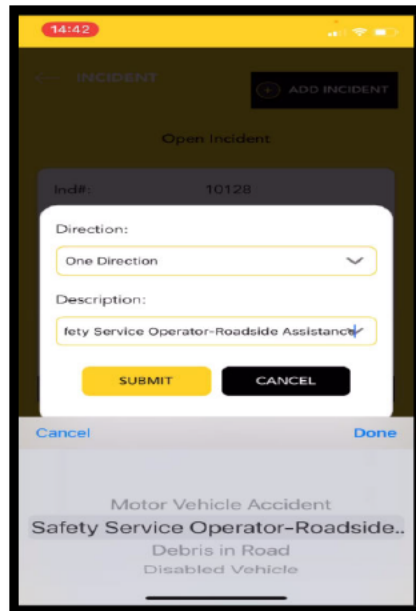
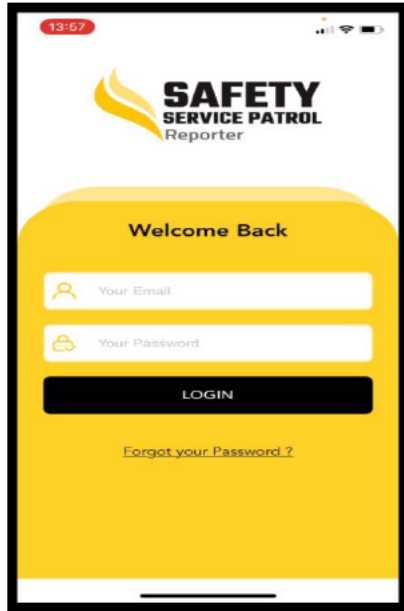




## M. Safety Service Patrol Reporter & Tracker

AutoBase has developed a proprietary software that assists in the management of Safety Service Patrol operations. Both the SSP Reporter and Tracker offer real solutions that allow AutoBase operators, managers, and partners to gain the necessary information to monitor operations safely and effectively. The SSP Reporter is a comprehensive Safety Service Patrol software that includes an online portal with a dashboard, live-video feed, AVL/GPS, Reports, communications, as well as optional survey and comment cards to support different operations. The SSP Reporter and SSP Tracker both allow online portal access as well as an integrate iOS and Android application for smart phone use. These applications have become critical in AutoBase's ability to manage our operations and share important data with our partners.





**Always going that extra mile, AutoBase patrols continuously clear obstructions from the travel lanes, even mechanically disabled airplanes!**





**Attachment A**

**Pricing Page**

Monthly Cost	Number of Months	Extended Annual Cost
\$498,925.80	12	\$5,987,109.60

Vendor's monthly cost shall be multiplied by 12 to arrive at the Extended Annual Cost

EIA Fuel Price	Fuel Price (As Supplied by Vendor)	Criteria for Adjustment
	\$2.80 per gallon Regular Gas	+/- 20%

Vendor shall supply the fuel price that was used to determine the monthly cost at the time of bid submission. EIA price will be established at award. Fuel consumed will be clearly noted on monthly invoice and listed as a separate charge from other operating expenses as only this expense will be adjusted annually.

Extended Annual Cost	Number of Hours	Number of Vehicles	Hourly Rate
\$5,987,109.60	5840	27	\$1,025.19

Vendor's Extended Annual Cost shall be divided by 5840 hours to arrive at the Program Hourly Rate. The Program hourly rate shall be divided by the number of vehicles in operation to determine the hourly cost per vehicle.

  
President, AutoBase Inc.

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Joseph C. LaBella, General Manager  
(Name, Title)  
Joseph LaBella, General Manager  
(Printed Name and Title)  
326 Bayview Avenue, Amityville, NY 11701  
(Address)  
877-642-5780 Fax 631-532-5544 Cell 516-754-5409  
(Phone Number) / (Fax Number)  
joe@autobasecorp.com  
(email address)

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

AutoBase Inc.  
(Company)  
Donna LaBella  
(Authorized Signature) (Representative Name, Title)  
Donna LaBella, President  
(Printed Name and Title of Authorized Representative)  
August 17, 2021  
(Date)  
877-642-5780 Fax 631-532-5544  
(Phone Number) (Fax Number)



**REQUEST FOR QUOTATION**  
**Statewide Courtesy Patrol Program**

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**17.2. Reimbursement:** Any route segment not receiving the full shift coverage must be reported to the WVDOT and the Vendor shall deduct the hours of non-coverage. The Vendor shall provide the non-coverage hours with their monthly invoice. The Vendor shall complete **Information Attachment Form B "Missed Patrol Shifts" (ATT B)**, and submit, with each monthly invoice. Each invoice is to be adjusted for the missed shifts of the previous month. The total invoice reduction amount shall be a single line item on the monthly invoice.

**17.3.** Vendor shall complete an **Attachment Form B "Missed Patrol Shifts" (ATT B)** and submit with each monthly invoice deducting the portion of US-33 that is under construction until such time that section is open to traffic.

**18. VENDOR DEFAULT:**

**18.1.** The following shall be considered a vendor default under this Contract.

**18.1.1.** Failure to provide Contract Items in accordance with the requirements contained herein.

**18.1.2.** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

**18.1.3.** Failure to remedy deficient performance upon request.

**18.2.** The following remedies shall be available to Agency upon default.

**18.2.1.** Immediate cancellation of the Contract.

**18.2.2.** Immediate cancellation of one or more release orders issued under this Contract.

**18.2.3.** Any other remedies available in law or equity.

**19. MISCELLANEOUS:**

**Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary Contract Manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract Manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract Manager and his or her contact information below.

**Contract Manager:** Joseph LaBella  
**Telephone Numbers:** 516-754-5409, 877-642-5780  
**Fax Number:** 631-532-5544  
**Email Address:** joe@autobasecorp.com

State of West Virginia  
**VENDOR PREFERENCE CERTIFICATE**

Certification and application is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

**1. Application is made for 2.5% vendor preference for the reason checked:**

- ☐ Bidder is an individual resident vendor and has resided continuously in West Virginia, or bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia, for four (4) years immediately preceding the date of this certification; **or**,
- ☐ Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; **or**,
- ☐ Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or**,

**2. Application is made for 2.5% vendor preference for the reason checked:**

- ☐ Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,

**3. Application is made for 2.5% vendor preference for the reason checked:**

- ☐ Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; **or**,

**4. Application is made for 5% vendor preference for the reason checked:**

- ☐ Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or**,

**5. Application is made for 3.5% vendor preference who is a veteran for the reason checked:**

- ☐ Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or**,

**6. Application is made for 3.5% vendor preference who is a veteran for the reason checked:**

- ☐ Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

**7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.**

- ☒ Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

**8. Application is made for reciprocal preference.**

- ☐ Bidder is a West Virginia resident and is requesting reciprocal preference to the extent that it applies.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) rescind the contract or purchase order; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

**Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.**

Bidder: AutoBase Inc. Signed: Dorinda J. Bella  
Date: 8/17/2021 Title: President

\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

West Virginia Ethics Commission  
**Disclosure of Interested Parties to Contracts**

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: AutoBase Inc. Address: 326 Bayview Avenue  
Amityville, NY 11701

Name of Authorized Agent: Donna LaBella Address: 326 Bayview Ave Amityville, NY

Contract Number: 66210079 Contract Description: Statewide Courtesy Patrol

Governmental agency awarding contract: West Virginia Division of Highways

☐ Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

**1. Subcontractors or other entities performing work or service under the Contract**

☒ Check here if none, otherwise list entity/individual names below.

**2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)**

☐ Check here if none, otherwise list entity/individual names below.

Donna LaBella 51%  
Peter Scotti 49%

**3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)**

☐ Check here if none, otherwise list entity/individual names below.

Signature: Donna LaBella Date Signed: 08/17/2021

**Notary Verification**

State of New York, County of Suffolk:

I, Donna LaBella, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 17<sup>th</sup> day of August, 2021.

Lauren Cloude

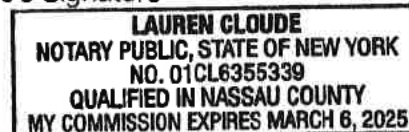
Notary Public's Signature

**To be completed by State Agency:**

Date Received by State Agency: \_\_\_\_\_

Date submitted to Ethics Commission: \_\_\_\_\_

Governmental agency submitting Disclosure: \_\_\_\_\_



STATE OF WEST VIRGINIA  
Purchasing Division  
**PURCHASING AFFIDAVIT**

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL CONTRACTS:** Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

**"Debt"** means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"Related party"** means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: AutoBase Inc.

Authorized Signature: Donna LaBella Date: 8/17/2021

State of New York

County of Suffolk, to-wit:

Taken, subscribed, and sworn to before me this 17<sup>th</sup> day of August, 2021.

My Commission expires March 6, 2025.

AFFIX SEAL HERE



NOTARY PUBLIC

Lauren Cloude

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFO DOT2200000032**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

<input checked="" type="checkbox"/> Addendum No. 1 8/17	<input type="checkbox"/> Addendum No. 6
<input checked="" type="checkbox"/> Addendum No. 2 8/23	<input type="checkbox"/> Addendum No. 7
<input checked="" type="checkbox"/> Addendum No. 3 8/24	<input type="checkbox"/> Addendum No. 8
<input checked="" type="checkbox"/> Addendum No. 4 8/26	<input type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

AutoBase Inc  
Company  
Donna Spibella  
Authorized Signature  
8/26/2021  
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.



Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

State of West Virginia  
Centralized Request for Quote  
Highways

Proc Folder: 886402

Doc Description: ADDENDUM NO\_4 STATEWIDE COURTESY PATROL -66210079

Reason for Modification:

ADDENDUM NO\_4  
Vendor Questions and responses

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2021-08-26	2021-08-30 13:30	CRFQ 0803 DOT2200000032	5

**BID RECEIVING LOCATION**

BID CLERK  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON ST E  
CHARLESTON WV 25305  
US

**VENDOR**

Vendor Customer Code: VS00000008175

Vendor Name: AutoBase Inc.

Address: 326 Bayview Avenue

Street:

City: Amityville

State: New York

Country: USA

Zip: 11701

Principal Contact: Donna LaBella

Vendor Contact Phone: 877-642-5780

Extension:

**FOR INFORMATION CONTACT THE BUYER**

John W Estep  
304-558-2566  
john.w.estep@wv.gov

Vendor  
Signature X

*Donna LaBella*

FEIN#

11-3538017

DATE

8/26/2021

All offers subject to all terms and conditions contained in this solicitation



# State of West Virginia



## Certificate

*I, Mac Warner, Secretary of State of the State of West Virginia, hereby certify that*

**AUTOBASE INC.**

a corporation formed under the laws of New York filed an application to be registered as a foreign corporation authorizing it to transact business in West Virginia. The application was found to conform to law and a "Certificate of Authority" was issued by the West Virginia Secretary of State on March 02, 2018.

I further certify that the corporation has not been revoked by the State of West Virginia nor has a Certificate of Withdrawal been issued to the corporation by the West Virginia Secretary of State.

Accordingly, I hereby issue this Certificate of Authorization

## CERTIFICATE OF AUTHORIZATION

**Validation ID:1WV5K\_3HWWP**



*Given under my hand and the  
Great Seal of the State of  
West Virginia on this day of*

*August 24, 2021*

*Mac Warner*

*Secretary of State*



# **NEW YORK STATE** **MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISE ("MWBE")** **CERTIFICATION**

Empire State Development's Division of Minority and Women's Business Development grants a  
**Women Business Enterprise (WBE)**

pursuant to New York State Executive Law, Article 15-A to:

**Autobase, Inc.**

Certification Awarded on: September 27, 2017  
Expiration Date: September 27, 2022  
File ID#: 54227



**Division of Minority  
and Women's  
Business Development**

A Division of Empire State Development



## Statewide Courtesy Patrol Contract Attachment D

### Joseph LaBella Jr., Project Manager's Program Experience

Business Name: New York State Department of Transportation  
Program Name: Highway Emergency Local Patrol (HELP) Program  
Contact Name: Christopher Cruz  
Phone Number: 631-904-3064  
Email Address: [Christopher.cruz@dot.ny.gov](mailto:Christopher.cruz@dot.ny.gov)  
Dates: 2013-present  
Dollar Value: Eight Current Contracts (Regions 1, 5, 8, 10) valued at \$23.5 million

Business Name: Ohio Department of Transportation  
Program Name: Freeway Safety Patrol  
Contact Name: John MacAdam  
Phone Number: 614-752-9695  
Email Address: [john.macadam@dot.ohio.gov](mailto:john.macadam@dot.ohio.gov)  
Dates: 2014-present (Statewide)  
Dollar Value: \$37 million

Business Name: Peraton/Kentucky Transportation Cabinet  
Program Name: TRIMARC Freeway Safety Patrols  
Contact Name: Vince Robison  
Phone Number: 502-376-7852  
Email Address: [vince.robison@peraton.com](mailto:vince.robison@peraton.com)  
Dates: 2015-present  
Dollar Value: Current Contract valued at \$4 million

Business Name: Florida Department of Transportation  
Program Name: Severe Incident Response Vehicle Services (SIRV)  
Contact Name: Nicole Forest  
Phone Number: 954-847-2631  
Email Address: [Nicole.forest@dot.state.fl.us](mailto:Nicole.forest@dot.state.fl.us)  
Dates: 2017-present  
Dollar Value: Current Contract valued at \$11 million

Business Name: Florida's Turnpike Enterprise  
Program Name: Road Ranger Safety Service Patrols  
Contact Name: Michael Washburn  
Phone Number: 954-934-1621  
Email Address: [Michael.washburn@dot.state.fl.us](mailto:Michael.washburn@dot.state.fl.us)  
Dates: 2017-present (Entire Turnpike System)  
Dollar Value: Two Contracts, valued at \$43 million



Business Name: Ohio Turnpike and Infrastructure Commission  
Program Name: Motorist Safety Patrol and Incident Response Services  
Contact Name: Bryan Emory  
Phone Number: 440-821-3322  
Email Address: [bryan.emery@ohioturnpike.org](mailto:bryan.emery@ohioturnpike.org)  
Dates: 2017-present (Entire Turnpike System)  
Dollar Value: Current Contract valued at \$4.5 million

Business Name: Florida Department of Transportation  
Program Name: District 5 Road Ranger Safety Service Patrols  
Contact Name: Sheryl Bradley  
Phone Number: 321-300-5846  
Email Address: [sheryl.bradley@dot.state.fl.us](mailto:sheryl.bradley@dot.state.fl.us)  
Dates: 2018-present  
Dollar Value: Current Contract valued at \$7.6 million

Business Name: Central Florida Expressway Authority  
Program Name: Road Ranger Safety Service Patrols  
Contact Name: Don Budnovich  
Phone Number: 407-690-5334  
Email Address: [donald.budnovich@cfxway.com](mailto:donald.budnovich@cfxway.com)  
Dates: 2017-present  
Dollar Value: Current Contract valued at \$8 million

Business Name: Iowa Department of Transportation  
Program Name: Highway Helper Program  
Contact Name: Andrew Lewis  
Phone Number: 515-237-3372  
Email Address: [Andrew.Lewis@iowadot.us](mailto:Andrew.Lewis@iowadot.us)  
Dates: 2019-present (Statewide)  
Dollar Value: Current Contract valued at \$11 million

Business Name: Florida Department of Transportation  
Program Name: District 4 Palm Beach Road Ranger Safety Service Patrols  
Contact Name: Nicole Forest  
Phone Number: 954-847-2631  
Email Address: [Nicole.forest@dot.state.fl.us](mailto:Nicole.forest@dot.state.fl.us)  
Dates: 2021-present  
Dollar Value: Current Contract valued at \$15 million

Business Name: Transurban  
Program Name: Express Assist Patrols (Virginia and Washington DC)  
Dates: October 1, 2021 - Start Date  
Dollar Value: Contract valued at \$19 million

## Statewide Courtesy Patrol Contract Attachment D

### David Snee, Project Manager's Program Experience

Business Name: New York State Department of Transportation  
Program Name: Highway Emergency Local Patrol (HELP) Program  
Contact Name: Sgt. David Shannon  
Phone Number: 914-403-9895  
Email Address: [David.Shannon@troopers.ny.gov](mailto:David.Shannon@troopers.ny.gov)  
Dates: 1998-present  
Dollar Value: Current Contracts (Regions 1, 5, 8, 10) valued at \$23.5 million

Business Name: Maryland State Highway Administration  
Program Name: Coordinated Highways Action Response Team (CHART)  
Contact Name: Scott Yinger, Director  
Phone Number: 410-582-5605  
Email Address: [syinger@mdot.maryland.gov](mailto:syinger@mdot.maryland.gov)  
Dates: 2011-present  
Dollar Value: Current Contract valued at \$4 million

Business Name: Pennsylvania Department of Transportation  
Program Name: District 6 Expressway Patrol Services  
Contact Name: Mathew Elliott  
Phone Number: 610-205-6982  
Email Address: [maelliott@pa.gov](mailto:maelliott@pa.gov)  
Dates: 2013-present  
Dollar Value: Current Contract valued at \$7.5 million

Business Name: Maine Turnpike Authority  
Program Name: Safety Service Patrol  
Contact Name: Gregory Stone  
Phone Number: 207-251-3426  
Email Address: [gstone@maineturnpike.org](mailto:gstone@maineturnpike.org)  
Dates: 2016-present  
Dollar Value: Current Contract valued at \$1.3 million

Business Name: Maine Department of Transportation  
Program Name: Safety Service Patrol  
Contact Name: Colby Fortier-Brown  
Phone Number: 207-441-5079  
Email Address: [colby.fortier-brown@maine.gov](mailto:colby.fortier-brown@maine.gov)  
Dates: 2018-present  
Dollar Value: Current Contract valued at \$1 million



Business Name: Pennsylvania Department of Transportation  
Program Name: District 5 Emergency Service Patrol  
Contact Name: Jose Lopez Rocha  
Phone Number: 610-871-4484  
Email Address: [jlopezroch@pa.gov](mailto:jlopezroch@pa.gov)  
Dates: 2019-present  
Dollar Value: Current Contract valued at \$1 million

Business Name: Pennsylvania Department of Transportation  
Program Name: District 8 Capital Beltway Patrol  
Contact Name: Travis McClain  
Phone Number: 717-783-1210  
Email Address: [tramccclain@pa.gov](mailto:tramccclain@pa.gov)  
Dates: 2020-present  
Dollar Value: Current Contract valued at \$1.5 million

Business Name: Pennsylvania Department of Transportation  
Program Name: District 11 Parkway Patrol  
Contact Name: Mark Rosenbaum  
Phone Number: 717-783-8837  
Email Address: [marrosenba@pa.gov](mailto:marrosenba@pa.gov)  
Dates: March 2022 Start Date  
Dollar Value: Current Contract valued at \$1.5 million



For best results, please use the Back button within the form below to go back to a previous screen.

**AutoBase Inc.**

**Corporate Member - ITS America**

## Membership Renewal

### Membership Type

Corporate Member - ITS America

#### MY ACCOUNT

 [Edit profile](#)

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 [Committee details](#)


#### MEMBERSHIP


Corporate Member - ITS Midwest Chapter

Expires Jan 1, 2022

#### ORGANIZATION

 Intelligent Transportation Society of the Midwest

 10435 Argonne Woods Drive  
Woodridge, IL 60517

 (630) 768-1006

 [bplum@tcc1.com](mailto:bplum@tcc1.com)

*ITS Midwest Chapter Membership*

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**TIMOTHY EMINGTON**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00230.e**

**Fundamentals of Emergency Management**

*Issued this 25th Day of August, 2021*



0.6 IACET CEU



Jeffrey D. Stern, Ph.D.  
Superintendent  
Emergency Management Institute  
Federal Emergency Management Agency



# Certificate of Completion



VIRTUAL ACADEMY®

This certificate is proudly presented to

# Timothy Emington

for the successful completion of

**AMBER and Silver Alert Initiatives (2)**



Completion Date:

**August 25, 2021**

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**JOSEPH LABELLA JR.**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00230.e**

**Fundamentals of Emergency Management**

*Issued this 19th Day of August, 2021*



0.6 IACET CEU

Jeffrey D. Stern, Ph.D.  
Superintendent  
Emergency Management Institute  
Federal Emergency Management Agency



# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**JOSEPH A LABELLA JR.**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00702.a**

**NIMS Public Information Systems**

*Issued this 10th Day of August, 2015*



0.3 IACET CEU

  
Tony Russell  
Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**JOSEPH A LABELLA JR**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00701.a**

**NIMS Multiagency Coordination System (MACS)**

*Issued this 17th Day of August, 2015*



0.5 IACET CEU

  
Tony Russell  
Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**JOSEPH A LABELLA JR.**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00700.a**


**National Incident Management System (NIMS)**

**An Introduction**

*Issued this 27th Day of July, 2015*



0.3 IACET CEU

  
Tony Russell  
Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**JOSEPH A LABELLA JR.**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

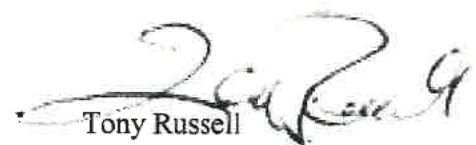
**IS-00200.b**

**ICS for Single Resources and  
Initial Action Incident, ICS-200**

*Issued this 29th Day of July, 2015*



0.3 IACET CEU

  
Tony Russell  
Superintendent  
Emergency Management Institute



# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**JOSEPH A LABELLA JR**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00100.b**

**Introduction to Incident Command System**

**ICS-100**

*Issued this 30th Day of December, 2014*

0.3 IACET CEU



Tony Russell  
Superintendent  
Emergency Management Institute

# National TIM Training Certificate

**Presented by:** The Emergency Responder Safety Institute, CVVFA  
under agreement with the Federal Highway Administration  
on The Responder Safety Learning Network



**Joe LaBella**

Completed a 10 hour online tested training program in  
Traffic Incident Management & Responder Safety



U.S. Department  
of Transportation

**Federal Highway  
Administration**

Tuesday, November 29, 2016

**Jack Sullivan**  
Director of Training

**Stephen P. Austin**  
Project Manager





U.S. Department  
of Transportation  
Federal Highway  
Administration

# National Highway Institute

## Certificate of Training

# Joseph LaBella



NATIONAL HIGHWAY INSTITUTE  
Training Institute for Transportation Education

*has participated in*

NHI Course No. FHWA-NHI-133126

**National Traffic Incident Management Responder Training • Web-Based**

*hosted by*

**National Highway Institute**

**Location:** *Web-Based Course*

**Hours of Instruction:** *4 hours*

**Date:** 12/9/2014

*Valerie Briggs*

Valerie Briggs, Director  
National Highway Institute



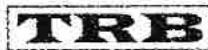
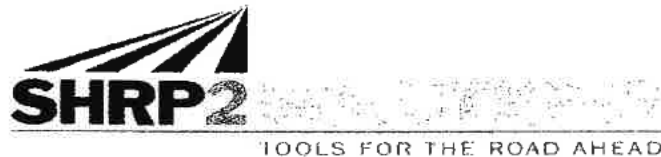
# NATIONAL TIM RESPONDER TRAINING

## COMPLETION CERTIFICATE

THIS ACKNOWLEDGES THAT

Joseph LaBella

HAS SUCCESSFULLY COMPLETED THE NATIONAL TRAFFIC INCIDENT  
MANAGEMENT RESPONDER TRAIN-THE-TRAINER COURSE AND EARNED  
10 PROFESSIONAL DEVELOPMENT HOURS (PDH).



DATE: May 14 - 15, 2013

SIGNED: Mark R. Kehrli

**MARK R. KEHRLI**

DIRECTOR, FHWA OFFICE OF TRANSPORTATION OPERATIONS



# NATIONAL TIM RESPONDER TRAINING

## COMPLETION CERTIFICATE

THIS ACKNOWLEDGES THAT

*David P. Snee*

HAS SUCCESSFULLY COMPLETED THE NATIONAL TRAFFIC INCIDENT  
MANAGEMENT RESPONDER TRAIN-THE-TRAINER COURSE AND EARNED  
10 PROFESSIONAL DEVELOPMENT HOURS (PDH).

DATE: May 14 - 15, 2013

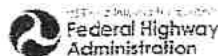
SIGNED: *Mark R. Kehrl*

**MARK R. KEHRLI**

DIRECTOR, FHWA OFFICE OF TRANSPORTATION OPERATIONS



TOOLS FOR THE ROAD AHEAD





## *Certificate of Achievement*

*David P. Snee*

*The individual named above has successfully passed the National Driver Certification Program®  
Level 1- Light Duty certification exam and earned the title of*

*Nationally Certified Tow Operator™.*

*NCTC* [REDACTED]

*ID Number*

A handwritten signature in black ink, appearing to read "Jeff Roskopf".

*Jeff Roskopf  
TRA President*

*4/24/2023*

*Expiration Date*

A handwritten signature in black ink, appearing to read "Elizabeth Martineau-Dupuis".

*Elizabeth Martineau-Dupuis  
Director of Certification*





# Certificate of Completion



to

*Dave Snee*

for

***Florida's Turnpike Enterprise***  
**3-Hour Joint Incident Management  
and Scene Safety Training**

*April 24, 2017*

Michael Washburn  
Program Manager

John R. Easterling IV, P.E., PTOE  
Turnpike Traffic Operations Engineer



# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**DAVID P SNEE**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

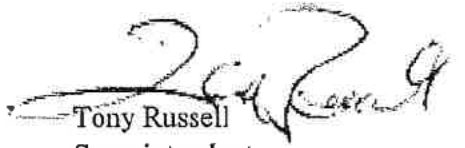
**IS-00200.b**

**ICS for Single Resources and  
Initial Action Incident, ICS-200**

*Issued this 13th Day of August, 2015*



0.3 IACET CEU

  
Tony Russell  
Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**DAVID P SNEE**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

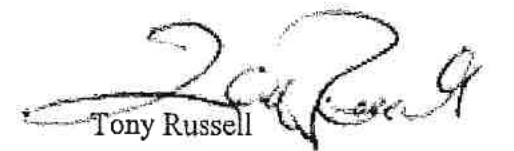
**IS-00100.leb**

**Introduction to the Incident Command System  
(ICS 100) for Law Enforcement**

*Issued this 8th Day of April, 2015*



0.3 IACET CEU

  
Tony Russell  
Superintendent  
Emergency Management Institute