



**REQUEST FOR PROPOSAL (RFP)
FY2026**

PROJECT: COUNTY CONNECTOR SHUTTLE

PROPOSAL DUE DATE / DEADLINE: APRIL 29, 2025, at 5:00 PM EDT

I. SUMMARY STATEMENT

This project consists of a free daily shuttle service, the County Connector Shuttle, for the workforce, job seekers, and the general community of Anne Arundel County. It is operated 365 days a year by The BWI Business Partnership (the "Partnership"), in conjunction with the Anne Arundel County Office of Transportation.

The duration of the contract and project period shall be from **July 1, 2025, through June 30, 2026**. All work must be performed in the designated areas.

The project, for which this RFP is intended, is conditional on the award of Local Development Council (LDC) grant funds, and only upon written agreement with the granting authority. No contract nor obligation is created with the acceptance, solicitation, and/or consideration of this proposal.

Additionally, membership with the BWI Business Partnership is not a guarantee of a favorable award of this RFP. Any promise or assurance made by any current or past board of director(s), board of trustee(s), officer, and/or employee of the Partnership, regardless of the receipt of any gift or benefit, to the contrary, is strictly prohibited, and of no binding effect.

II. ISSUING ENTITY and PROCUREMENT OFFICER (PO)

BWI Business Partnership, Inc.
1306 Concourse Drive, Suite 215
Linthicum Heights, MD 21090
Telephone: (410) 859-1000 ext. 213

PO: Lauren Garrett
Community Grants Manager
Email: lgarrett@bwipartner.org

III. PROPOSAL DUE DATE

Proposals must be emailed to Lauren Garrett (lgarrett@bwipartner.org), and carbon copied (cc) to Gina Stewart (gstewart@bwipartner.org), President, on or before April 29, 2025 at 5:00 PM EDT. ***No proposals will be accepted after April 29, 2025, at 5:00 PM EDT.***



Questions regarding this project must be submitted to and received by the PO in writing via email at least five (5) business days (April 23, 2025) before the RFP deadline. **Potential service providers are responsible for assuring that the final version of their proposals is received before the deadline on April 29, 2025, at 5:00 PM EDT.**

IV. DURATION OF PROPOSAL OFFER

Prices and scope of services submitted in response to this RFP are **irrevocable for ninety (90) days after April 29, 2025** (Monday, July 28, 2025). Once an RFP is accepted, all prices, terms, and conditions shall remain unchanged throughout the project period.

V. GENERAL TERMS & CONDITIONS

1. Termination for Non-Appropriation

If funds are not appropriated to commence the project or otherwise made available to support its continuation at any time during the project period, the awarded contract shall be terminated automatically as of the beginning of the month for which funds are not available. The potential service provider may not recover anticipatory profits or costs incurred after such termination.

2. Maryland Law Prevails

The law of Maryland shall govern the interpretation and enforcement of the awarded contract. Pending resolution of a dispute, the potential service provider shall continue to perform services under the awarded contract, unless otherwise directed by the PO.

3. Amendments

The awarded contract may be amended only with the written consent of the contract awardee and the Partnership.

4. Termination for Default

The Partnership may terminate the awarded contract by giving the potential service provider a written notice of termination if the potential service provider does not fulfill obligations under the awarded contract or if the potential service provider violates any provision of the awarded contract. Termination under this paragraph does not relieve the potential service provider from liability for any damage caused to the Partnership.

5. Termination for Convenience

The Partnership may terminate the awarded contract, in whole or in part, without cause, by providing 60 days' written notice to the service provider. The Partnership will cover all reasonable costs incurred up to the termination date and any direct termination costs. However, anticipatory profits not earned by that termination date will not be reimbursed.

VI. SCOPE OF POTENTIAL SERVICE PROVIDER SERVICES

1. Partnership Responsibilities for County Connector Shuttle Operations

In accordance with the Grant and the Services Agreement, the Partnership shall contract for the operation and management of the County Connector shuttle, with the primary goal of providing transportation services to the workforce, job seekers, and the general community in Anne Arundel County.



2. The County Connector Shuttle Route

The County Connector route shall be determined by the Partnership, with primary focus on the established stops listed below and as shown in Appendix A:

- A. BWI Light Rail/Airport terminal
- B. Mathison Way (Amazon facility)
- C. Arundel Mills Mall/Live! Casino
- D. Arundel Preserve
- E. Dorchester Woods
- F. BWI MARC/Amtrak Station, at Amtrak Way

Additionally, the Partnership reserves the right to change or modify the existing route.

3. Maximum Number of Service Hours

For FY26, the maximum number of Service Hours shall be 8,463. For purposes of this RFP, "Service Hour" is defined as the scheduled hours of service available to passengers for transport on the County Connector. The County Connector service schedule shall be determined by the Partnership.

4. The County Connector Route Schedule - See Appendix B County Connector Schedule

The County Connector Route schedule for the potential service provider will commence as follows:

- A. **Weekdays (Mondays through Fridays):** Starting at 5:30 AM and ending at 11:35 PM.
- B. **Saturdays:** Starting at 7:15 AM and ending at 11:35 PM.
- C. **Sundays and holidays:** Starting at 8:15 AM and ending at 10:25 PM.
- D. **Ad hoc Changes:** The County Connector Shuttle schedule is subject to change in the event of inclement weather, traffic delays, and/or shuttle breakdown.

5. County Connector Shuttle Peak Hours and Non-Peak Hours

- A. **Peak Hours:** Two (2) shuttle vehicles must operate on the County Connector route peak hours. The peak hours are 5:30 AM to 9:00 AM and 2:35 PM to 7:25 PM on weekdays (Mondays through Fridays). Additionally, peak hours shall be determined by the Partnership.
- B. **Non-Peak Hours:** For weekday non-peak hours, Saturdays, Sundays, and federal holidays (as listed under VIII. Proposal and Bid Content, Section C-Price Proposal), one (1) vehicle shall be in operation.

6. Fleet Requirements for County Connector Shuttle Service



The potential service provider shall allocate a minimum fleet of three (3) shuttle vehicles with a minimum capacity for 24 passengers for the County Connector. Should any vehicle become inoperable, the potential service provider must provide (a) back-up vehicle shuttle(s) that can accommodate a minimum of 24 passengers.

7. Fleet Compliance with the Americans with Disabilities Act (ADA)

The potential service provider must ensure that all shuttle vehicles – including back-up vehicle(s) – are always ADA compliant to promote accessibility and inclusivity in public transportation. Compliance includes features like wheelchair ramps, designated seating, and audio-visual announcements, allowing individuals with disabilities equal access to mobility and independence.

8. Security Measures for County Connector Shuttle Vehicles

- A. **Security Cameras:** The potential service provider shall have security cameras in shuttle vehicles – including back-up vehicle(s) – to enhance passenger safety and security. These cameras shall store data for extended periods in order to provide evidence for incidents. Real-time footage allows proper authorities to monitor behavior, respond to emergencies, and investigate complaints effectively. The stored data will also help analyze incident patterns, leading to improved safety measures and policies.
- B. **Security Officers:** The Partnership will contract a third party security company to provide an unarmed officer to ride the primary shift County Connector Shuttle Vehicle on Thursdays and Fridays from 3:00 PM to 11:00 PM and Saturdays from 3:30 PM to 11:30 PM.

9. Record Keeping and Audit Requirements

The potential service provider shall keep and maintain good and proper business records and passenger counts of all services and charges provided for under this Agreement. Further, it shall make all such books and records available to the Partnership and/or its representatives for the purpose of inspection and/or review and/or audit during normal business hours and upon reasonable notice.

10. Operational Expenses and Maintenance Responsibilities

The potential service provider shall be solely responsible for all expenses in the operation of the shuttle vehicles used for the County Connector, including but not limited to fuel, maintenance and repair, whether routine or otherwise. Furthermore, any safety items that are noted during routine maintenance and/or repairs must be prioritized and addressed immediately to uphold optimal fleet use and safety of all passengers.

11. Project Supervision and Shuttle Vehicle Driver Coordination

The potential service provider project supervisor will oversee, monitor, and coordinate the daily operations of the project. All shuttle vehicle drivers will receive instructions at the beginning of their shifts indicating any updates or necessary information to successfully accomplish the contract goals.

12. Shuttle Vehicle Driver Scheduling and Shuttle Vehicle Inspection Protocols

- A. **Shuttle Vehicle Driver Scheduling:** The potential service provider shuttle vehicle drivers will receive an electronic copy of the weekly schedule the week prior to their work shift. The schedule will be created by the potential service provider project supervisor. It will be available by both hard copy and email.



The potential service provider project supervisor will be responsible for ensuring the pre-and post-trip checks are completed by each shuttle vehicle driver.

- B. **Shuttle Vehicle Inspection Protocols:** The potential service provider project supervisor will solve any mechanical issues or switch shuttle vehicles in the event of mild to serious repairs that must be done before the shuttle vehicle can be used. Any defects are noted and recorded in the inspection log. A copy of the inspection log will be kept in the shuttle vehicle, a second one will be taken by the shuttle vehicle driver, and a third one will be retained by the supervisor.

13. Employee Training and Orientation Procedure

Training and on-site supervision will play an important role. All employees of the potential service provider will receive an orientation and tour from the potential service provider project supervisor. They will also receive a written Standard Operating Policies and Procedures manual covering acceptable and unacceptable behaviors and actions while employed with the County Connector contract.

14. Regulatory Compliance and Safety Responsibilities

The potential service provider will be responsible for communication with all appropriate State and County agencies, as well as retaining all appropriate permits to do the work. The potential service provider shall also be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the services. The potential service provider shall comply with all applicable laws and regulations of any public body having jurisdiction for the safety of persons or property or to protect them from damage, injury, or loss; and shall erect and maintain all necessary safeguards for such safety and protection.

15. Incident Reporting and Communication Protocols

The potential service provider will document and communicate with appropriate authorities, including the Partnership, concerning any passenger or driver incidents affecting passenger safety and route schedule.

16. GPS and Passenger Tracking System Installation

The potential service provider agrees to the installation of third-party GPS and Passenger Tracking systems on project vehicles (per Section VI, item 6), including necessary electrical connections and mounts. The Partnership will cover the cost of installation and equipment. Shuttle vehicles must be made available for installation by the approved third-party vendor. The service provider is responsible for any damage, loss, or theft of the installed equipment. The third-party vendor will enable real-time tracking of buses and provide a CAD/AVL system, as detailed in Appendix C.

17. Weekly Passenger Log Documentation Requirements

Each week, the potential service provider must provide documentation of passenger manual logs, in the absence of an electronic software application count provided by a third-party vendor. The manual log shall consist of daily total passenger numbers for each respective stop as shown in Appendix D. Passenger logs must be submitted every Monday by 11:00 AM (weekly) via email to the Community Grants Manager, Lauren Garrett (lgarrett@bwipartner.org). If the last day of the month falls before, or after Monday, passenger logs must be submitted via email on the first day of each month by 11:00 AM for the previous month.

18. Installation of County Connector Graphics on Shuttle Vehicles

The potential service provider agrees to the installation of County Connector graphics on the shuttle vehicles, including (a) spare shuttle vehicle(s) used for this project (per Section VI, item 6). The Partnership will be



responsible for the cost of the materials and installation and potential service provider will make available the vehicles for installation at the approved graphics vendor. See graphic locations in Appendix E.

19. Shuttle Vehicle Cleaning and Safety Compliance Standards

The potential service provider agrees to perform the highest level of cleaning vehicles in accordance with the Center for Disease Control and Prevention (CDC) recommendations. Potential service providers may supply Personal Protective Equipment (PPE) for shuttle vehicle drivers, project supervisor(s), and cleaning supplies to comply with Federal, State and Local regulations. For this RFP, please include a maximum budget of \$400.00 per month for cleaning and PPE supplies.

20. Liability and Indemnification

The potential service provider will assume all liability for its crew, employees, and/or agents and hold harmless the Partnership, the BWI Community Development Foundation, Inc., Arundel Community Development Services (ACDS), the Local Development Council (LDC), and Anne Arundel County.

21. Insurance Requirements and Liability Coverage

The potential service provider will be required to carry all the appropriate insurance, including and not limited to third party legal liability insurance necessary to cover claims arising from the potential service provider's operations under the awarded contract that may cause damage to the person and/or property of third parties. The insurance shall be kept in full force and effect until the end of the project period.

- A. **Minimum Coverage Requirements for Commercial General Liability Insurance:** Commercial general liability with minimum limits of coverage at \$1,000,000 Each Occurrence (Bodily Injury or Property Damage), \$2,000,000 General Aggregate that applies on a per occurrence basis, \$2,000,000 Products/Completed Operations Aggregate and \$1,000,000 Per Person or Organization (Personal and Advertising Injury);
- B. **Automobile Liability Insurance Requirements:** Automobile liability insurance with at least \$1,000,000 combined single limit coverage to include owned, non-owned and hired automobiles and in compliance with and as required by the laws of Maryland; and
- C. **Worker's Compensation and Employee Liability Insurance Requirements:** Worker's compensation statutory benefits as required by the laws of the State of Maryland and employee's liability coverage with limits of at least \$100,000 each accident, \$100,000 employee disease, and \$500,000 disease policy limits, and as required by the laws of Maryland.
- D. **Insurance Certificate and Additional Insured Requirements:** The potential service provider shall furnish the Partnership with the insurance certificate, evidencing the type, amount, class of operations and effective dates and dates of expiration of the insurance policies required, including a waiver of subrogation. The waiver of subrogation shall read: *"The BWI Business Partnership, BWI Community Development Foundation, Anne Arundel County, Maryland and officers, agents, and employees, are additional insureds with respect to the general liability and auto liability policies as required by written contract. Coverage is primary & non-contributory, a waiver of subrogation in favor of the additional insured is included on the general liability and auto liability policies."* The Partnership and its officers, agents, and employees shall be named as an additional insured in all insurance policies as required by the awarded contract. Additional insured status must remain in effect for the term of the awarded contract. The certificates will provide that the



Partnership be given at least thirty (30) days' written notice prior to any cancellation, intention not to renew, or material change in coverage. The certificates shall be mailed to: The BWI Business Partnership, Inc., 1306 Concourse Drive, Suite 215, Linthicum Heights, MD 21090.

- E. **Insurance Obligations and Liability Disclaimer:** Providing any insurance required herein shall not relieve the potential service provider of any of the responsibilities or obligations assumed by the potential service provider in this agreement or for which the Service Provider may be liable by law or otherwise. Failure to provide and continue in force insurance as required herein may be deemed to be a material breach of the awarded contract and may result in the termination of the awarded contract.

22. Shuttle Vehicle Driver Qualifications and Background Checks

- A. **Driving Experience:** The potential service provider will have shuttle vehicle drivers with at least three (3) or more years of driving experience of Commercial Motor Vehicle (CMV) transporting passengers in a professional capacity.
- B. **Commercial Driver's License:** All drivers must have a valid Commercial Driver's License with P (Passenger) Endorsement and valid DOT Medical Examination Card.
- C. **Driving Records:** Shuttle vehicle drivers must have a driving record with no more than one (1) safety violation or at-fault accident in the past one (1) year and no more than two (2) in the past three (3) years. Additionally, shuttle vehicle drivers will not have more than three (3) points currently on their licenses or have a Drinking Under the Influence (DUI(s)) or Driving While Intoxicated (DWI(s)) in the past five (5) years.
- D. **Shuttle Vehicle Driver Background Checks:** All personnel from the potential service provider will satisfy a three-tier records background check by not having any standing felony convictions or pending legal actions that could result in a felony conviction

23. Cost Proposal and Expense Inclusion

All normally anticipated expenses and materials which are related to the provision of the services must be included within the cost proposal.

VII. PAYMENT

Payment to the potential service provider to whom the contract is awarded shall be made upon receipt and availability of grant funds, for a period not exceeding forty-five (45) days from the date the Partnership receives the monthly invoice submitted by the potential service provider.

VIII. PROPOSAL & BID CONTENT

The Partnership is not responsible for any expenses which the potential service provider may incur in preparing and submitting the proposals called for in this RFP. By submitting a proposal, the potential service provider certifies that it fully read this RFP, comprehends the RFP, and has full knowledge of the scope, nature, and quality of work to be performed as outlined in this RFP.



Consistent with the requirements contained in this RFP, **the potential service provider is to provide a statement that it proposes to meet or exceed all the requirements of this RFP in its entirety.** A potential service provider's response to this RFP shall include the following information:

1. Previous Experience of the potential service provider

Submit evidence of the previous experience and ability of the team demonstrating the ability to successfully complete a project of this type. Specifically, the evidence should address the following areas.

- A. State experience, relevant dates, background, and knowledge of the potential service provider in providing shuttle services.
- B. Submit documentation of previously performed shuttle services of similar scope of this size and magnitude.
- C. Provide a list of at least two (2) prior clients where services similar to the ones identified in this RFP were provided. Provide a contact person name, title, daytime telephone number, and e-mail address.

2. U.S. Small Business Administration or Maryland Certification

The potential service provider must include its certification number if the potential service provider has any of the following certifications from the US Small Business Administration (SBA) or the State of Maryland:

- A. Small Disadvantaged Business (SDB) Certification.
- B. Women Owned Small Business (WOSB) Certification.
- C. Economically Disadvantaged WOSB Certification (EDWOSB).
- D. Minority Business Enterprise (MBE) Certification.

3. Price Proposal

The potential service provider must submit a proposal with an itemized price breakdown and the total lump sum for providing the services described in the Scope of Services. Any and all normally anticipated expenses, materials and subcontractor costs which are related to the provision of the services must be included within the lump sum proposal.

The itemized price breakdown must include, at the minimum, the following services:

- A. **The maximum numbers of service hours**, defined in Section VI(3).
- B. **Weekdays (Mondays through Fridays):** Service hours shall not exceed 26.75 hours.
- C. **Saturdays:** Service hours shall not exceed 16.25 hours.
- D. **Sundays and federal holidays:** Service hours shall not exceed 14.25 hours. For the purposes of this RFP, federal holidays are as follows:



- **Independence Day** (July 4, 2025).
- **Labor Day** (September 1, 2025).
- **Columbus/Indigenous Peoples Day** (October 13, 2025).
- **Veterans Day** (November 11, 2025).
- **Thanksgiving Day** (November 27, 2025).
- **Christmas Day** (December 25, 2025).
- **New Year's Day** (January 1, 2026).
- **Martin Luther King, Jr. Day** (January 19, 2026).
- **Presidents' Day** (February 16, 2026).
- **Memorial Day** (May 25, 2026).
- **Juneteenth** (June 19, 2026).

The itemized price breakdown will also be used to establish a cost for additional services that may be requested by Arundel Community Development Services (ACDS).

IX. RFP SELECTION AND PROCESS

1. RFP Evaluation and Selection Process

Proposals in response to this RFP will be evaluated by the Partnership staff and the BWI Community Development Foundation Board of Trustees. Interviews may be held with one or more potential service providers to clarify a proposal. The Partnership reserves the right to conduct pre-award discussion and negotiations with any or all responsive potential service providers who submit proposals determined to be reasonably acceptable of being selected.

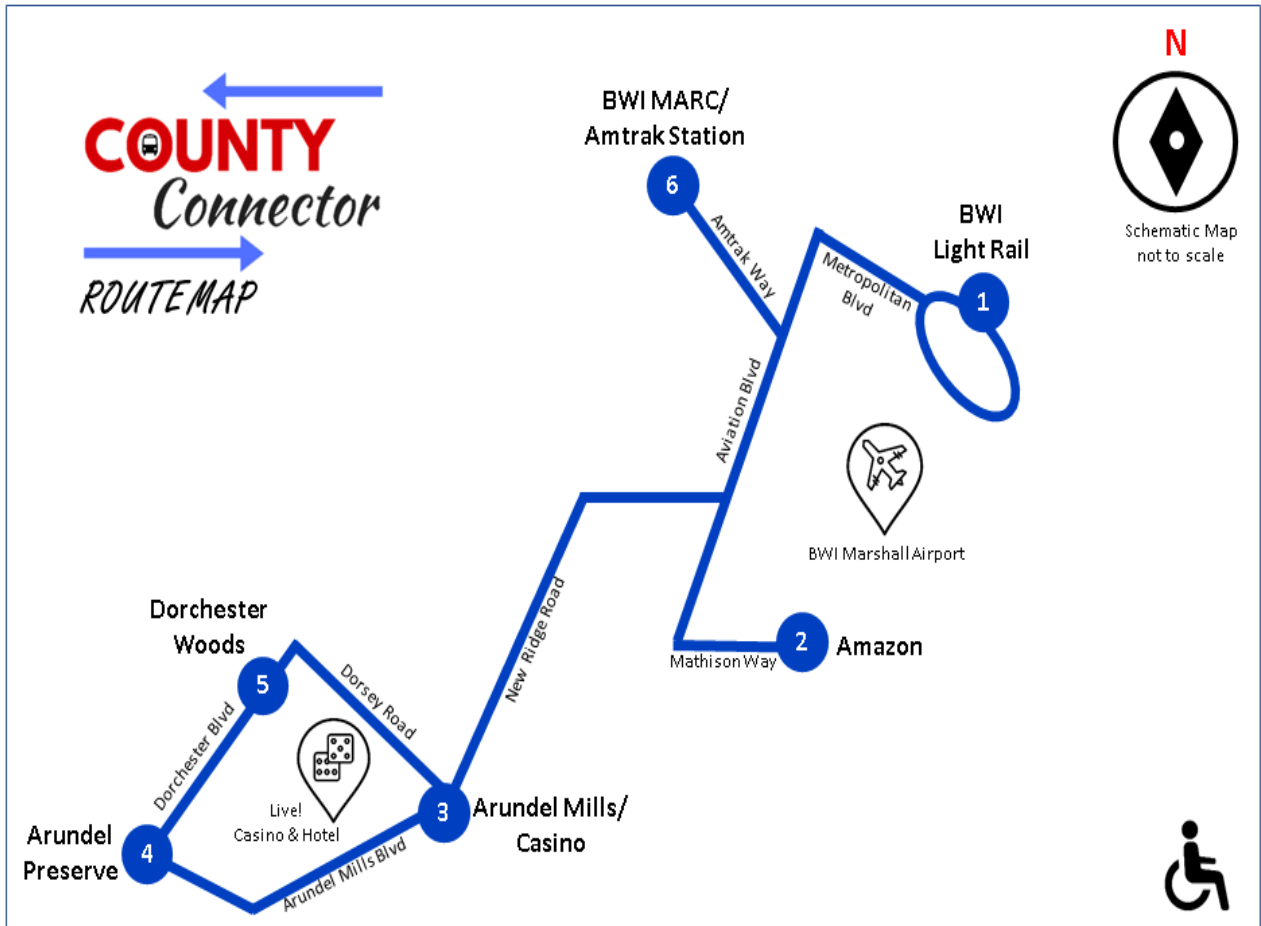
2. RFP Rejection and Negotiation Rights

Proposals determined to be unresponsive may be disregarded at the sole discretion of the Partnership. The Partnership reserves the right to reject any or all proposals and to waive informalities or irregularities in any proposal as may be determined in its sole discretion and to negotiate in any manner necessary to best serve its interest. The Partnership further reserves the right to seek new price proposals when such a procedure is reasonably in the best interest of the Partnership to do so.

3. RFP Selection Criteria and Service Providers

The Partnership will not necessarily select the potential service provider with the lowest price proposal. It will be in the sole discretion of the Partnership to determine which potential service provider will provide services in its best interest.

**APPENDIX A
 ROUTE MAP**



**APPENDIX B
COUNTY CONNECTOR SCHEDULE**

MONDAY-FRIDAY							SATURDAY						SUNDAY & HOLIDAYS					
Bus #	BWI Light Rail	Mathison Way (Bldg H)	Arundel Mills/ Casino	Arundel Preserve	Dorchester Woods	BWI MARC/ Amtrak	BWI Light Rail	Mathison Way (Bldg H)	Arundel Mills/ Casino	Arundel Preserve	Dorchester Woods	BWI MARC/ Amtrak	BWI Light Rail	Mathison Way (Bldg H)	Arundel Mills/ Casino	Arundel Preserve	Dorchester Woods	BWI MARC/ Amtrak
1			5:30 AM	5:33 AM	5:34 AM	5:45 AM	7:15 AM		7:40 AM	7:43 AM	7:44 AM	7:55 AM	8:15 AM		8:40 AM	8:43 AM	8:44 AM	8:55 AM
2	5:30 AM		5:55 AM	5:58 AM	5:59 AM	6:10 AM	8:10 AM		8:35 AM	8:38 AM	8:39 AM	8:50 AM	9:10 AM		9:35 AM	9:38 AM	9:39 AM	9:50 AM
1	6:00 AM		6:25 AM	6:28 AM	6:29 AM	6:40 AM	9:05 AM		9:30 AM	9:33 AM	9:34 AM	9:45 AM	10:05 AM		10:30 AM	10:33 AM	10:34 AM	10:45 AM
2	6:25 AM		6:50 AM	6:53 AM	6:54 AM	7:05 AM	10:00 AM		10:25 AM	10:28 AM	10:29 AM	10:40 AM	11:00 AM		11:25 AM	11:28 AM	11:29 AM	11:40 AM
1	6:55 AM	7:05 AM	7:20 AM	7:23 AM	7:24 AM	7:35 AM	10:55 AM		11:20 AM	11:23 AM	11:24 AM	11:35 AM	11:55 AM		12:20 PM	12:23 PM	12:24 PM	12:35 PM
2	7:20 AM		7:45 AM	7:48 AM	7:49 AM	8:00 AM	11:50 AM		12:15 PM	12:18 PM	12:19 PM	12:30 PM	12:50 PM		1:15 PM	1:18 PM	1:19 PM	1:30 PM
1	7:50 AM		8:15 AM	8:18 AM	8:19 AM	8:30 AM	12:45 PM		1:10 PM	1:13 PM	1:14 PM	1:25 PM	1:45 PM		2:05 PM	2:08 PM	2:09 PM	2:20 PM
2	8:15 AM		8:40 AM	8:43 AM	8:44 AM	8:55 AM	1:40 PM		2:05 PM	2:08 PM	2:09 PM	2:20 PM	2:35 PM		2:10 AM			
1	8:45 AM		9:00 AM				2:35 PM		12:10 AM				12:25 AM		12:10 AM			
2	9:10 AM		9:35 AM	9:38 AM	9:39 AM	9:50 AM	12:25 AM		12:10 AM				3:45 PM		4:10 PM	4:13 PM	4:14 PM	4:25 PM
2	10:05 AM		10:30 AM	10:33 AM	10:34 AM	10:45 AM	3:45 PM		4:10 PM	4:13 PM	4:14 PM	4:25 PM	4:40 PM		5:05 PM	5:08 PM	5:09 PM	5:20 PM
2	11:00 AM		11:25 AM	11:28 AM	11:29 AM	11:40 AM	4:40 PM		5:05 PM	5:08 PM	5:09 PM	5:20 PM	5:35 PM	5:45 PM	6:00 PM	6:03 PM	6:04 PM	6:15 PM
2	11:55 AM		12:20 PM	12:23 PM	12:24 PM	12:35 PM	5:35 PM	5:45 PM	6:00 PM	6:03 PM	6:04 PM	6:15 PM	6:30 PM	6:40 PM	6:55 PM	6:58 PM	6:59 PM	7:10 PM
2	12:50 PM		1:15 PM	1:18 PM	1:19 PM	1:30 PM	6:30 PM	6:40 PM	6:55 PM	6:58 PM	6:59 PM	7:10 PM	7:25 PM		7:50 PM			
2	1:45 PM		2:05 PM	2:08 PM	2:09 PM	2:20 PM	7:25 PM		7:50 PM				8:05 PM		8:30 PM			
1			2:35 PM	2:38 PM	2:39 PM	2:50 PM	8:05 PM		8:30 PM				8:45 PM		9:10 PM			
2	2:35 PM		3:00 PM	3:03 PM	3:04 PM	3:15 PM	8:45 PM		9:10 PM				9:25 PM		9:50 PM			
1	3:05 PM		12:10 AM				9:25 PM		9:50 PM				10:05 PM		10:30 PM			
2	3:30 PM		3:55 PM	3:58 PM	3:59 PM	4:10 PM	10:05 PM		10:30 PM				10:45 PM		11:05 PM			
1	3:40 PM		4:05 PM	4:08 PM	4:09 PM	4:20 PM	10:45 PM		11:05 PM				11:20 PM		11:35 PM			
2	4:25 PM		4:50 PM	4:53 PM	4:54 PM	5:05 PM												
1	4:35 PM		5:00 PM	5:03 PM	5:04 PM	5:15 PM												
2	5:20 PM		5:45 PM	5:48 PM	5:49 PM	6:00 PM												
1	5:30 PM	5:40 PM	5:55 PM	5:58 PM	5:59 PM	6:10 PM												
2	6:15 PM		6:40 PM	6:43 PM	6:44 PM	6:55 PM												
1	6:25 PM		6:50 PM	6:53 PM	6:54 PM	7:05 PM												
2	7:10 PM		7:25 PM															
1	7:20 PM		7:45 PM															
1	8:00 PM		8:25 PM															
1	8:40 PM		9:05 PM															
1	9:20 PM		9:45 PM															
1	10:00 PM		10:25 PM															
1	10:40 PM		11:00 PM															
1	11:15 PM		11:35 PM															

LOST & FOUND
Items left on the bus are turned in at the end of the day to the BWI Business Partnership.
410.919.9400

HOLIDAYS
New Year's Day
Martin Luther King Jr Day
President's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

GUARANTEED RIDE HOME
When you take the County Connector to work and you have an emergency, you may be eligible for the Guaranteed Ride Home Program through Commuter Connections. To register, visit commuterconnections.org or call 1.800.745.RIDE (7433).

INCLEMENT WEATHER
For information on route changes during inclement weather, contact us at 410.919.9400 or download the free PassioGo app.

Legend:

Gray	Bus 1
White	Bus 2
Red	Drop off only
	NO PICK UP

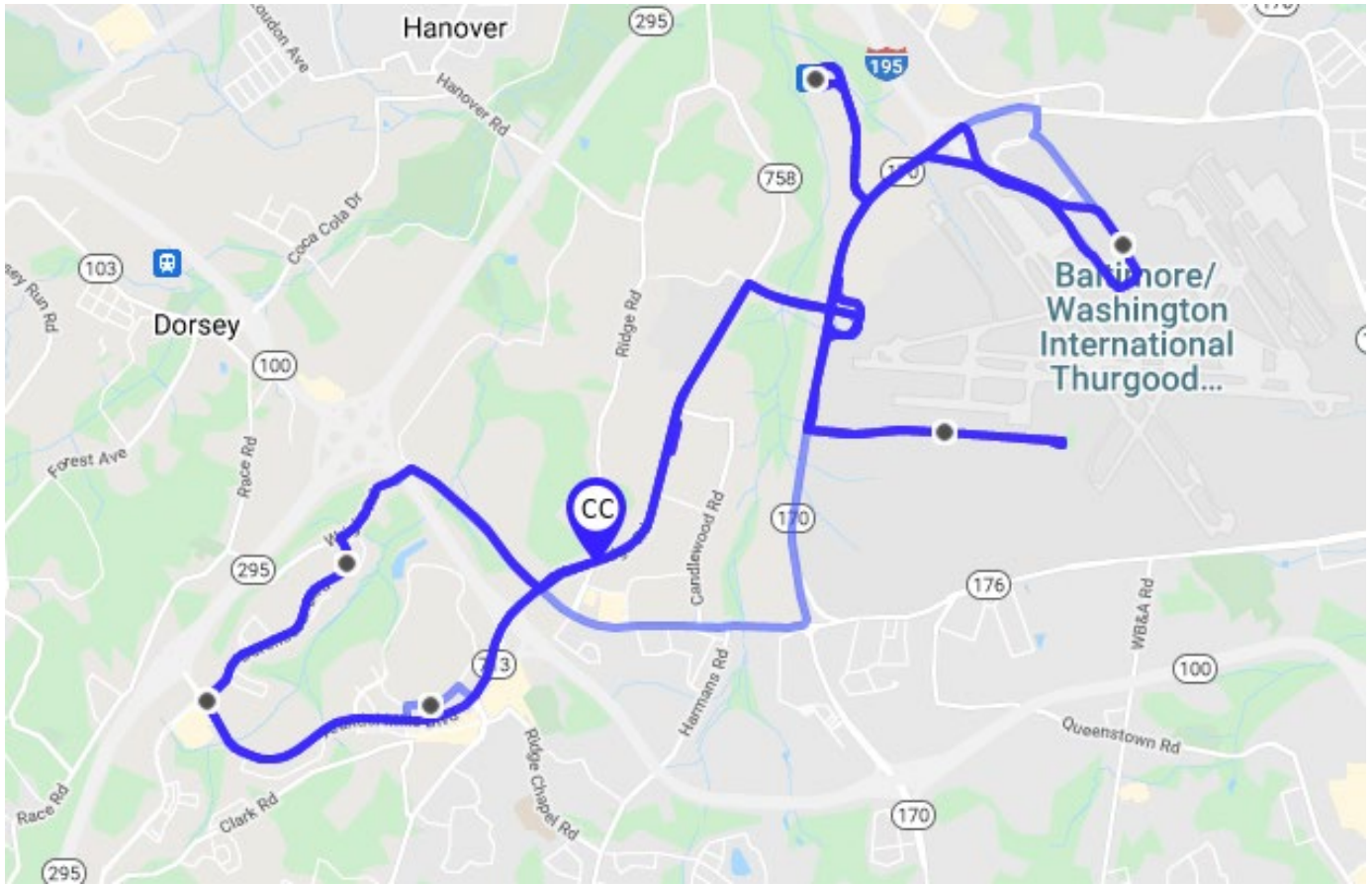
READING THE SCHEDULE & RIDING THE SHUTTLE

1. Find the schedule for the day of week you are traveling.
2. Find your closest boarding stop at the top of the schedule. Order of destinations are read from LEFT to RIGHT.
3. Read down the column to the time you want to board. TIMEPOINTS are estimated DEPARTURE TIMES, depending on optimal road and traffic conditions. Arrive at your bus stop 10 minutes early so that we don't miss you!

FOR MORE INFORMATION,
visit our website:
bwipartner.org/shuttle-schedule



**APPENDIX C
 REAL TIME GPS TRACKING**



Stop Name	GPS Latitude	GPS Longitude
Arundel Mills Mall	39.153669	-76.724738
Arundel Preserve	39.153859	-76.742571
BWI Light Rail	39.182123	-76.669385
BWI MARC/Amtrak	39.192403	-76.693971
Dorchester Woods	39.162397	-76.731408
Mathison Way (Amazon Building H)	39.170586	-76.683696



**APPENDIX D
SAMPLE DRIVER LOG**

Date: _____

**NEW SCHEDULE (STARTING August 05, 2024)
MONDAY-FRIDAY SCHED**

Bus #	BWI Light Rail			Mathison Way (Bldg H)			Arundel Mills/ Casino			Arundel Preserve			Dorchester Woods			BWI MARC/ Amtrak		
	P/U	D/O		P/U	D/O		P/U	D/O		P/U	D/O		P/U	D/O		P/U	D/O	
1							5:30 AM			5:33 AM			5:34 AM			5:45 AM		
2	5:30 AM						5:55 AM			5:58 AM			5:59 AM			6:10 AM		
1	6:00 AM						6:25 AM			6:28 AM			6:29 AM			6:40 AM		
2	6:25 AM						6:50 AM			6:53 AM			6:54 AM			7:05 AM		
1	6:55 AM			7:05 AM			7:20 AM			7:23 AM			7:24 AM			7:35 AM		
2	7:20 AM						7:45 AM			7:48 AM			7:49 AM			8:00 AM		
1	7:50 AM						8:15 AM			8:18 AM			8:19 AM			8:30 AM		
2	8:15 AM						8:40 AM			8:43 AM			8:44 AM			8:55 AM		
1	8:45 AM						9:00 AM											
2	9:10 AM						9:35 AM			9:38 AM			9:39 AM			9:50 AM		
2	10:05 AM						10:30 AM			10:33 AM			10:34 AM			10:45 AM		
2	11:00 AM						11:25 AM			11:28 AM			11:29 AM			11:40 AM		
2	11:55 AM						12:20 PM			12:23 PM			12:24 PM			12:35 PM		
2	12:50 PM						1:15 PM			1:18 PM			1:19 PM			1:30 PM		
2	1:45 PM						2:05 PM			2:08 PM			2:09 PM			2:20 PM		
1							2:35 PM			2:38 PM			2:39 PM			2:50 PM		
2	2:35 PM						3:00 PM			3:03 PM			3:04 PM			3:15 PM		
1	3:05 PM						3:25 PM											
2	3:30 PM						3:55 PM			3:58 PM			3:59 PM			4:10 PM		
1	3:40 PM						4:05 PM			4:08 PM			4:09 PM			4:20 PM		
2	4:25 PM						4:50 PM			4:53 PM			4:54 PM			5:05 PM		
1	4:35 PM						5:00 PM			5:03 PM			5:04 PM			5:15 PM		
2	5:20 PM						5:45 PM			5:48 PM			5:49 PM			6:00 PM		
1	5:30 PM			5:40 PM			5:55 PM			5:58 PM			5:59 PM			6:10 PM		
2	6:15 PM						6:40 PM			6:43 PM			6:44 PM			6:55 PM		
1	6:25 PM						6:50 PM			6:53 PM			6:54 PM			7:05 PM		
2	7:10 PM						7:25 PM											
1	7:20 PM						7:45 PM											
1	8:00 PM						8:25 PM											
1	8:40 PM						9:05 PM											
1	9:20 PM						9:45 PM											
1	10:00 PM						10:25 PM											
1	10:40 PM						11:00 PM											
1	11:15 PM						11:35 PM											

DROP OFF ONLY



**APPENDIX E
 SHUTTLE WRAPPING**

Qty: 2 ea.

24"W x 16.55"H 

36.27"W x 13.53"H 

30.83"W x 14.38"H 

58.88"W x 23.68"H 

83.24"W x 7.4"H **FREE SHUTTLE**

40.24"W x 3.76"H **MAJOR STOPS**



 Creative Bus Sales

Qty. 1 ea.

Window Perf Clear Focus:
 48"W x 24"H

Premium Cast vinyl and UV
 overlaminate: 95"W x 84"H



 Creative Bus Sales

**APPENDIX E (CONTINUED)
SHUTTLE WRAPPING**

Window Decals on both sides

