

ENLARGED CITY SCHOOL DISTRICT OF TROY

Troy, NY

TRANSPORTATION SPECIFICATIONS

Addendum #1

Attached please find Addendum #1 to the Transportation Specifications for the Enlarged City School District of Troy which has a Bid Due date of March 1, 2019. This addendum is 5 pages (including this cover page and one new pricing page). Please insure that you receive all elements of this Addendum.

Please acknowledge your receipt of this addendum by signing this cover memo in the space provided below and submitting this acknowledgement with your proposal documents on March 1, 2019. Also, please include this supplemental pricing sheet for Trips with your bid documents.

We appreciate your participation in this exciting contracting opportunity.

ACKNOWLEDGMENT:

Addendum #1 was received:

BY: _____ (Company Name)

NAME/TITLE: _____

SIGNATURE: _____

DATE: __/__/__

ENLARGED CITY SCHOOL DISTRICT OF TROY

Troy, NY

TRANSPORTATION SPECIFICATIONS

ADDENDUM #1

February 20, 2019

Pursuant to the terms of the Transportation Specifications issued by the Enlarged City School District of Troy with a Bid due date of March 1, 2019, this Addendum will clarify or modify certain identified aspects of the Specifications. This Addendum is made a part of the contract and is enforceable under the same terms and conditions as the original Specifications.

Whenever a page number, section or appendix is referred to in the following modifications/clarifications, the page, section or appendix refers to the Transportation Specifications as issued by the Enlarged City School District of Troy and as described above. In locations where paragraph numbers are identified, they are identified utilizing the paragraph symbol (§) and the paragraph number refers to the full paragraphs on the designated page (not carry-over paragraphs from the previous page).

The items included in this Addendum are a result of questions raised at the prebid meeting, or questions submitted subsequent to the meeting.

1) The following firms attended the *voluntary* pre-Bid meeting of February 15, 2019:

- First Student
- Birnie Bus
- Brown Transportation
- Student Transportation of America
- Durham School Services
- Star & Strand

2) The District provided significant information at the meeting on flash drives provided to each attendee. A copy of the materials contained on the flash drives can be obtained from the District.

Questions raised at the pre-bid meeting:

Q1. Are the number of vehicles shown in the specifications sufficient given the McKinney-Vento population, and the current number of vehicles being utilized?

A1. The District has reevaluated the vehicle needs based on the discussion held at the prebid meeting. It is important to realize that the number of vehicles required in the initial specification is based upon the District conducting a thorough re-routing of vehicles using the TransFinder software, including dedicating the vehicles to transport only Troy City School District students. The dedication of the runs, coupled with a fresh look at vehicle use, has allowed greater efficiencies.

However, after further consultation with the District's Homeless advocates, and a tracking of recent changes in population, the District has determined that increasing the vehicle needs would be prudent and justifiable. Therefore, the bid calculation chart on page 21 of the specifications, in Section 3.2.3, is hereby changed to the following:

	2 hrs	2.5 hrs	3 hrs	3.5 hrs	4 hrs	4.5 hrs	5 hrs	5.5 hrs	6 hrs	Excess Hours
20 Passenger	16	5	4	2	1	2			1	
20 Passenger W/C*	2	1	1							
5-7 Passenger Vans	4	1	7							
Additional Services:										
Bus monitors	94	Hours per day (based on 37 monitors)								

A corresponding change to the number of projected vehicles shown on page 40 of the specifications, Section 8.8.2.1, is hereby made, as follows:

- 20 passenger – 15 (current in-district runs)
- 20 passenger – 17 (current out-of-district runs)
- 20 passenger W/C* – 3
- 5-7 passenger vans – 12 (10 out-of-district and 2 in-district)

Q2. *The vehicles currently providing services are occasionally used to provide “Trip” services? How would these be priced?*

A2. Attached to this addendum is a price sheet for Trips. This sheet should be completed, signed, and submitted with the Bid along with the Excel price sheets that are included on the flash drive. Fuel will not be provided by the District for these trips. The prices included on this additional price sheet form will apply should the District require the use of a specialized vehicle for field or sports trips. The District has the right to use other contractors to provide these services, therefore there should be no assumption of exclusivity of services.

Q3. *Section 8.8.4.1 on page 43 stipulates fifteen (15) miles per gallon for unleaded fuel. Can this be changed?*

A3. After considering the comments, and analyzing the distribution of vehicles, the District hereby modifies the unleaded fuel reimbursement level to twelve (12) miles per gallon.

Q4. *How many monitors are required now that more vehicles are added to the fleet?*

A4. As stated on page 20, monitors are required on all special needs runs. Monitors may not be required on all McKinney-Vento or other runs. Therefore, the projected number of monitors, as shown on the above chart in “A1”, has not been changed. As stated on page 20, “the determination of the need for a bus monitor on any run rests solely with the District”.

Q5. *Can the charge be modified if there are weather delays or other changes to the routes?*

A5. It’s the District’s desire and intent to develop a standard time for the runs to facilitate the contractor’s billing and the District’s audit trail. Therefore, if runs are slightly delayed due to unforeseen changes, or slightly shortened due to small changes, the District does not expect any billing changes. If an adjustment of more than one (1) hour is experienced, the Contractor may request an adjustment from the District. The District will seriously consider the request; however, a final determination rests solely with the District.

- Q6. *Could you please provide us with the number of car seats, STAR seats, harnesses and any other required specialty equipment currently being used for the transportation of students and whether or not the district will provide?*
- A6. The District does not have the information relative to the specific number of items detailed in your question, and all items are the responsibility of the Contractor.
- Q7. *We understand that invoices from the current provider have been supplied, but can you also supply detailed invoices that show the per bus per day cost? If invoices that detail the cost per bus per day cannot be provided, can you provide the current rate sheets that are in place with a description of price per bus or student.*
- A7. The invoice copies that were provided on the flash drive are the only financial details that are available to the District.
- Q8. *Due to the possibility of current per student pricing, can you provide the number of students for each route provided for in the RFP?*
- A8. The usage analysis report included on the flash drive contains information on the estimated number of students for each of the runs. The District does not have current specific ridership information.
- Q9. *Regarding mileage in the RFP:*
- a. *Can you verify if the listed deadhead miles for the in-district and out-of-district routes in the route descriptions include the deadhead from both the beginning and the end of each AM and PM routes?*
 - b. *Can the first address and last addresses for each AM and PM route be provided for in-district and out-of-district routes? If the live miles don't start until the first pickup and go through to the last dropoff, then both addresses will need to be provided, especially since the entire route is not covered in Live Time in the out of district routes. Long distance routes with unknown travel locations will not be an accurate representation of the time the routes will take to complete.*
- A9. a. The deadhead miles are calculated from and to the District offices for both beginning and end of runs.
b. The runs provided in the usage analysis are estimated runs developed by the District. Specific information on student addresses is not known at this time.
- Q10. *If the questions from the pre-bid meeting and the above questions are not provided within the next 48 hours, will the bid due date be extended?*
- A10. This information is being submitted in a timely fashion and the bid submittal time and date will not be modified.

INCLUDE THIS TRIP PRICING FORM WITH YOUR BID DOCUMENTS

TROY CITY SCHOOL DISTRICT

Bid to provide special needs student transportation services pursuant to the specifications with a Bid submission date of March 1, 2019.

Bidder Name: _____

FIELD AND SPORTS TRIP SERVICES					
Rate per Hour					
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
20 Passenger Bus					
Rate Per Hour					
Rate Per Mile					
20 Passenger Bus - W/C					
Rate Per Hour					
Rate Per Mile					

Submitted by:

Company: _____

Name: _____

Title: _____

Signature: _____

Date: _____