

ADDENDUM #2
RFP NO. 023-040-01

DECEMBER 9, 2022

The following are the clarifications, interpretations, corrections, changes and/or clarifications to RFP No. 023-040-01 Special Education Student Transportation Services.

CORRECTION TO RFP: On Page 11 of 67, LIST OF REQUIRED SUBMITTALS, it states Certificates of Insurance showing required coverage for General & Auto Liability, Workers' Compensation, Property Insurance and Sexual Misconduct, (Detailed **p. 37&38**) Attachment "F." Those details are instead on **p. 28-30.**

1. Question: On page 3 of the RFP, should the bid due date be 12.21.23?

Answer: Correction on page 3 of 67, TENTATIVE SCHEDULE OF EVENTS, is states the RFP bid due as **12/21/23** by 2:00pm. The correct bid due date is **12/21/22** by 2:00pm.

2. Question: Timely Receipt of Bid Proposal Package, page 4 – Will the bid proposal package be opened, and the pricing results read aloud at 2:00 PM on December 21, 2022?

Answer: The District will open proposals at 2pm on December 21, 2022, at the Ballena Conference Room located at 2060 Challenger Drive, Alameda, CA 94501. Items number 1 and 2 from attachment B of each submitted proposal will be read aloud, understanding there are five total evaluation criteria that will determine the District's selection.

3. Question: Will the district accept alternate proposals that deviate from original request for proposal specifications?

Answer: The Bid Proposal Package will be reviewed by the Contract Committee consisting of designated representatives of the DISTRICT. The Bid Proposal Package will be initially screened for completeness and responsiveness. Those bid proposals determined to be deficient in the opinion of the DISTRICT will be rejected.

4. Request: Per attachment C, page 62 - We would like to request a copy of the student list detailing student addresses, school addresses, bell schedules, etc.?

Answer: Pertinent data was provided to all potential bidders through email.

5. Question: Scope of Work, section R page 27 – Contractor required to install a system for tracking student attendance and must indicate if the student boarded the vehicle? Can you further clarify; are you requesting an automated student tracking system to be installed in all vehicles?

Answer: Yes. The CONTRACTOR shall supply and maintain a computerized student database that contains all pertinent information for each student served. This database shall be accessible remotely by Alameda Unified's Special Education Office staff. The Contractor will download this information twice daily and use it to route and schedule students. Upon completion of the routing process, Alameda Unified staff shall have "Read Only" access to routing information and bus times, in order to inform parents, school sites, and administrators of the most current information. This database

system is critical to the provision of timely, safe and reliable transportation for students. In the event of system failure, repairs must be made immediately and a reliable backup system, developed in advance by CONTRACTOR, shall immediately be placed into operation by CONTRACTOR. CONTRACTOR must also take steps to ensure that student data held in its database system is secure.

6. Question: Section 32 Fees. page 48 – Would the district consider allowing the contractor to indicate on the pricing page their proposed annual rate increase percentage for years 2 and 3? It is in the district's best interest for the contractor to know exactly what rate increase they will receive in the out years.

Answer: The proposal should include, if any, annual rate increases.

7. Questions: Pricing, page 60 (Rate Per Day)
- How many total hours is the per day rate based on?
 - How is the total daily time calculated, meaning what is the starting and ending point?
 - The contractor's facility or the first student pickup to the last student drop off?

Answer: For transportation within Alameda Unified's boundaries, CONTRACTOR shall provide sufficient vehicles and drivers to assure Alameda Unified that no student shall spend more than sixty (60) minutes in a vehicle during any one-way trip. Exceptions to this time limit include: (a) delays caused by conditions beyond the control of the CONTRACTOR, as determined by Special Education Student Transportation Services; and (b) medical and/or behavioral needs of the student that necessitate less travel time, as documented in the student's IEP. Trips that will regularly exceed this time limit need to be approved by Alameda Unified. Please consider the starting point – student pick-up and ending point – student drop-off.

8. Request: The sheet does not contain any bell schedule data. Can I get AM and PM bell schedules for each school?

Answer: Additional schedule data was provided to all potential bidders through email on 12-6-2022.

9. Question: Should we plan on all students requiring roundtrip transportation?

Answer: Yes

10. Request: It will also be helpful to understand if any of these students require special equipment (wheelchair, harness, aide etc.)

Answer: The District requires transportation for five (5) wheelchair dependent students. The District estimates up to five (5) students may require a harness, and estimates up to four (4) may require a 5-point seatbelt. Aides as required through the student IEP are provided by the District.

11. Request: Regarding page 60 of the RFP: Please provide the average number of vehicles used daily in the following categories:

- 1-5 passenger vehicle – average number utilized daily - **49**
- 6-7 passenger van – average number utilized daily – Currently not in use.
- 9 passenger van – average number utilized daily - Currently not in use.

4. Bus – average number utilized daily = 7
5. Please clarify if “Bus” refers to a type A bus. **Yes**

Answer: Average numbers and answers were indicated above.

12. Request: Please provide detailed route information that clearly identifies miles and time per route.

Answer: Additional pertinent information provided to all potential bidders through email.

13. Request: Please provide a list of current vehicles and buses utilized by the incumbent.

Answer: Additional pertinent information provided to all potential bidders through email.

14. Question: On page 22 the RFP states, “all vehicles must be SPAB certified.” Yet on pricing page 60 the District is requesting pricing for non-SPAB vehicles. Please clarify. Do the 1-5 passenger vehicles need to be SPAB certified? Do the others on page 60 also need to be SPAB certified?

Answer: All vehicles transporting students must be SPAB certified. However, the District would like pricing for non- SPAB in case required.

15. Question: On page 22 the RFP also states all vehicles transporting students in wheelchairs need to have hydraulic wheelchair lifts. Please confirm ramps are not adequate.

Answer: The District will consider alternatives that provide safe and reliable way of embarking and disembarking students with wheelchairs, however, drivers who are required to lift students in and out of vehicles shall have special training, including refresher in-service training, provided by the CONTRACTOR in lifting techniques and treatment of the handicapped children who must be lifted, including appropriate methods of securing wheelchairs within a bus/vehicle. Such personnel shall be physically capable of performing the required lifting.

16. Request: Please provide the total amount the District paid to the incumbent for transportation services from July 1, 2021 to June 30, 2022.

Answer: Total paid to providers in FY2021-22 was **\$2,224,213.71**.

17. Request: Please provide the most recent incumbent’s contract, any addendums, pricing pages and any other contractual updates with the incumbent.

Answer: Please see attachments 1, 2, 3 and 4 enclosed with this addendum.

18. Question: Have there been any driver shortages in the last 2 years? If so, to what extent?

Answer: Yes, the District’s current awarded Contractor has experienced driver shortages, therefore, we have contracted with other providers to fill routes as allowable per contract.

19. Question: Attachment F is blank. Did the District mean to include directions for Proof of Insurance and the amounts or is this just where the District would like us to attach our insurance certificates?

Answer: The District is requesting copies of Certificates of Insurance showing proof of required coverage.

20. Question: Have there been any disruptions to any students being transported to and from school? If so, how many daily events during the beginning of school and how many current?

Answer: Data is not available in presentable form.

21. Question: Does the District utilize GPS reports? If so, which ones?

Answer: No. Contractor shall supply and maintain a computerized database, accessible by DISTRICT, that contains all pertinent information for each student served. This system is to be accessed remotely by the DISTRICT Special Education Office staff. CONTRACTOR will download this information and use it to route and schedule students. This system is critical to the provision of timely, safe and reliable transportation for our students. In the event of system failure, repairs must be made immediately, and a reliable backup method placed into effect. The CONTRACTOR shall notify the DISTRICT in advance of any delay from normal schedule for any reason.

CONTRACTOR shall establish all routes, schedules, and bus stops for students, in compliance with all schedules and other requirements of the contract. Up-to-date route sheets and information, retained in the aforementioned electronic routing system, that include, at a minimum, full driver names, full student names, bus/vehicle numbers, route names/numbers, and pick up and drop off sites and addresses, shall be available to DISTRICT at any time upon request.

CONTRACTOR will install a system for student attendance and schedule accountability. This system will indicate whether the student boarded the vehicle and if the vehicle reached the school on schedule.

22. Question: As the RFP includes 1-5 passenger vehicles, would the district be interested in bids from cost-effective alternative transportation methodologies utilizing Vans, SUVs, and Sedans to support smaller groups and individual riders (special education, IEP, McKinney Vento, smaller clubs or teams like golf, debate or robotics) on an as-needed basis?

Answer: Yes.

23. Question: If this RFP is open to bids from sedan-based solutions provided on an as-needed basis, will the full \$50,000 bid bond required of higher-volume and higher-contract-value bids also be required of as-needed small vehicle-based bids?

Answer: Yes.

24. Question: Will the District consider adjusting vehicle and/or personnel requirements in cases where the requirements referenced in the RFP are explicitly non-applicable to non-commercial vehicles and personnel if vendors meet and exceed all pertinent criteria as well as all equivalent applicable standards? For example, sedan-based noncommercial transportation generally does not require first

aid kits for 10 or fire extinguishers, and SPAB requirements generally do not apply to operation of 1-5 passenger vehicle-based student transportation.

Answer: Yes.

25. Question: How often will contractors be required to share safety and performance data with the District? What type of data will be required?

Answer: Upon district request, not more than quarterly, including records of safety meetings, vehicle accidents, incidents with students, etc.

26. Questions: If operating as a transportation broker, who is responsible for checking that vehicle and drivers meet expected standards outlined on this RFP? Is it the transportation broker or the subcontracted transportation provider?

Answer: The contractor (transportation broker) will be responsible.

27. Question: What process or procedures do you require to ensure that subcontractors meet all regulatory insurance requirements?

Answer: The contractor is responsible for ensuring adherence to all requirements by their subcontractors.

28. Question: Does the District require contractors to maintain their own primary insurance in addition to those of their drivers?

Answer: Yes.

29. Question: Does the District require real-time GPS oversight for each ride?

Answer: No.

30. Question: As public funding often prohibits offshore outsourcing, does the District require customer support and dispatch staff to be located in the United States?

Answer: Yes.

31. Question: What is the required number of spare vehicles?

Answer: No requirement, however, CONTRACTOR shall provide standby vehicles, of appropriate sizes, that meet all of the noted requirements, which shall be located by the CONTRACTOR at points close enough to the District so they may be substituted for regularly assigned vehicles, if needed, for immediate use. Buses and vehicles designated as spare shall not be considered as part of the regular fleet necessary to provide spares for State-mandated safety inspections and/or preventative maintenance of the regular fleet.

32. Question: Should rates for years beyond year 1 be submitted?

Answer: Yes.

33. Questions:

- 1) In the Cost Proposal (Attachment B), is the “Rate per day” meant to be an unlimited rate (including all hours and miles needed per daily route)?

Answer: Yes, please submit rate per day, inclusive of all charges.

- 2) In the Cost Proposal (Attachment B), since there is only one line for “Bus” in the ‘Rate per day’ section, does that mean the district prefers to have only one “Bus” rate or can we submit different prices for different sized buses?

Answer: Yes.

- 3) In the Cost Proposal (Attachment B), Table 1 meant to represent one day of service of a full regular school year (180 days)?

Answer: Yes.

34. Question: Is there any fuel price protections or open to discussion on pricing adjustments mid-contract due to fuel prices?

Answer: The prices set forth may be adjusted on July 1, of each contract year beginning in 2023. The basis for such adjustments, upward or downward, shall be limited to proven changes in the cost increase or decrease in serving this contract. The adjustments will be computed from information provided to the District by March 1st of each year. In no event however, shall the rate of increase granted, exceed three percent (3%) in a given contract year.

35. Question: Are any aides/attendants needed?

Answer: Dependent on student IEP, when required aides are provided by the District.

36. Question: Do all the students provided in the student file attend Summer School? If not, what percentage of students attend summer school? For how many days is ESY?

Answer: Not all students attended summer school, in 2022 an estimate of 120 students required transportation for the 19 days of ESY.

37. Question: How many mid day field trips does the district anticipate in the 23-24 SY?

Answer: There are none anticipated.

38. Question: To allow for the most optimal service, will the district allow subcontractors so long as the subcontractors meet all the necessary requirements?

Answer: Yes.

39. Question: Due to the sensitive nature of business, will the county require the applicant to carry insurance with an A rating?

Answer: Yes.

40. Question: Does the district require drivers to complete pre-service training that specifically includes information regarding student/youth transportation?

Answer: Yes.

41. Question: Will the district consider lowering the performance bond to 25% percent or the amount of the bid bond (\$50,000)?

Answer: No.

42. Questions:

- 1) There are several references to “School Bus” in this RFP. Can a contractor only bid on small capacity vehicle routes?

Answer: The District is seeking the most cost effective and efficient transportation options. Bidders should submit their proposals based on their capacity and equipment to provide the services. The District will accept and review all bids with only small capacity vehicle routes submitted.

- 2) If so, shall we disregard “School Bus” specific requirements in the RFP?

Answer: No, the District intends to enter into contract for a three-year term with the option to renew at year 4 and 5 for an additional year.

- 3) Are current contractors for alternative transportation (small capacity vehicles) required/expected to submit a bid to continue service to the school district?

Answer: Yes, the bid is for all special education transportation.

43. Questions: **Page 5 indicates:** The DISTRICT may negotiate the terms of the contract, including but not limited to pricing, with the selected VENDORS prior to entering into a contract. **Page 6 indicates:** The check or bond shall be given as a guarantee that the bidder will enter into a contract to perform the required services according to the bid specifications and will be declared forfeited if the bidder refuses, neglects or otherwise fails to enter into a contract after the award is made.

- 1) If the district and contractor cannot come to agreement on negotiations, will the bid bond be returned to the contractor and therefore not be forfeited?

Answer: No.

- 2) Will the contractor be able to negotiate any aspects of the bid submission?

Answer: No.

44. Question: Page 6, Performance Bond: The RFP states that the District expects to have a multi-award. Without knowing volume, how should the proposing contractors calculate performance bond amounts?

Answer: The performance bond only becomes necessary once the bid is awarded to the contractor. At that time, awarded contractors will know the necessary amount.

45. Question: Page 19; FILING OF BID PROTESTS 1. Bidders may file a protest of a contract award with DISTRICT. The protest must be filed in writing within five (5) business days after DISTRICT issues a Notice of Intent to Award Contract.

- a. Will all vendors who submit a bid be notified on which vendor received the Notice of Intent to Award Contract? If not, how will proposal submitting vendors know when the five (5) business day clock starts?

Answer: As indicated on the tentative schedule, the Notice of Intent to Award will be released 01/11/23 by 2:00pm, and will be emailed to all bidders.

46. Question: Page 22; IO Vehicles: RFP States: "All vehicles shall also be equipped with two-way radios"

- a. For small capacity vehicles, would mobile phones be acceptable?

Answer: Yes.

47. Question: Would the district allow for a per trip fee if it is deemed more economical than a daily rate?

Answer: Bidders should submit the information as detailed in Attachment B of the RFP. Bidders may also include per trip fees in addition if deemed more economical than the daily rate.

48. Question: Would the district agree to negotiations on liquidated damages or consider a monthly cap on the amount of liquidated damages that can be assessed?

Answer: The District is willing to consider specific terms for damages and alternative remedy models but would not be open to a monthly cap on liquidated damages.

49. Question: Would the district consider a notice and cure period prior to assessing liquidated damage?

Answer: Yes.

50. Question: Can you please share if the District is happy with the current use of cars or would the District prefer more students ride type A school buses?

Answer: The District is seeking only the most cost effective and efficient services, without a particular preference to vehicle type.

51. Question: What are the District's goals with this RFP?

Answer: The District seeks a provider(s) to provide reliable and safe transportation to special education students as required through their IEP. Services should be at a reasonable cost and offer oversight to District staff.

52. Question: Why did the District decide not to renew?

Answer: In alignment with Public Contract Code Sections 20111, the District must competitively bid for services with expenditures exceeding \$99,100 in a fiscal year.

Please acknowledge receipt of this addendum by signing and including it with your bid submittal.

Company Name (Please Print)

Signature

Printed Name & Title