



**ROCKFORD BOARD OF EDUCATION  
INVITATION FOR BID ON SUPPLIES, MATERIALS, EQUIPMENT OR SERVICES  
FOR SCHOOL DISTRICT NO. 205  
ROCKFORD, ILLINOIS**

**IFB No. 17-12 Student Transportation Services**

**DATE: March 24, 2017**

**RE: ADDENDUM NO. 1 REVISION**

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To All Bidders:

Attached are modifications, clarifications and/or corrections for the Project Manual and are hereby made a part of the contract documents. Please attach this addendum to the Project Manual(s) in your possession. Please note the receipt of this addendum on the bid form. Bidders shall review changes to all portions of this work as changes to one portion may affect the work of another.

**If you plan to hand deliver your IFB submission on the due date, please note you must check in on the 3rd floor prior to coming to the bid opening. Please allow time for this as late submission will not be accepted.**

Refer all questions relative to the business aspect, Instructions to Bidders, Special Conditions, and questions concerning the technical aspect of the documents to Vicki Musa by email at [musav@rps205.com](mailto:musav@rps205.com).

PRE-BID CONFERENCE - IFB 17-12 STUDENT TRANSPORTATION SERVICES

March 10, 2017

10 a.m.

Attendees for District 205:

Todd Schmidt, Chief Operations Officer  
 Gregg Wilson, Director of Transportation  
 Bill Fare, Shop Manager

Vendor Representatives Present:

<b>FIRST STUDENT</b>	<b>Email Address</b>	<b>Telephone</b>	<b>City, State</b>
Fred Smith	<a href="mailto:Fred.smith@firstgroup.com">Fred.smith@firstgroup.com</a>	501.391.2724	Naperville, IL
Bob Rutkoski	<a href="mailto:Robert.rutkoski@firstgroup.com">Robert.rutkoski@firstgroup.com</a>	513.504.6610	Naperville, IL
Michael Ension	<a href="mailto:Michael.ensign@firstgroup.com">Michael.ensign@firstgroup.com</a>		
Scott Greenstreet	<a href="mailto:Scott.greenstreet@firstgroup.com">Scott.greenstreet@firstgroup.com</a>	630.688.9208	Naperville, IL
Diana Vakharia	<a href="mailto:Diana.vakharia@firstgroup.com">Diana.vakharia@firstgroup.com</a>	513.362.4696	
Ladel Cass	<a href="mailto:Ladel.cass@firstgroup.com">Ladel.cass@firstgroup.com</a>	815.378.3713	Belvidere, IL
<b>SUNRISE S.W.</b>			
Bob Hach	<a href="mailto:rhach@sunrise.com">rhach@sunrise.com</a>	630.841.5458	Lisle, IL
Sue Berogan	<a href="mailto:sberogan@sunrise.com">sberogan@sunrise.com</a>	815.860.0025	Rockford, IL
<b>DURHAM SCHOOL SERVICES</b>			
Justin Grygiel	<a href="mailto:Jgrygiel@durhamschoolservices.com">Jgrygiel@durhamschoolservices.com</a>	630.821.5647	4300 Weaver Pkwy Warrenville, IL 60555
Dan Sutherland	<a href="mailto:dsutherland@durhamschoolservices.com">dsutherland@durhamschoolservices.com</a>	608.302.8478	4300 Weaver Pkwy. Warrenville, IL 60555

Preliminary Information:

April 4 – Last Day RFI

Bid Opening - April 7, 2017 – 2 p.m., Rockford Board of Education, 6<sup>th</sup> floor Conference Room.

Board Approval – May 9, 2017

**1. Question/Comment – Pg. 23**

General Liability – The district requested \$10,000,000 which is low. It is typically set at \$20/25,000,000 liability.

**Answer** – The District requires \$10,000,000.00 in liability coverage. As the successful bidder will be responsible for any accident under this contract, the successful bidder may provide, but is not required to provide greater coverage.

**2. Question – Pgs. 26 & 33 Term of the Contract**

Page 26 states Term of Contract as July 1, 2017 through June 30, 2020 with two 1-year optional renewals through June 30, 2022.

Page 33 #10 Pricing & Economic Adjustments – reads “The prices submitted ... remain firm through June 30, 2018. Beginning July 1, 2018 renewal date, the Contractor may request an annual price adjustment....

Clarify the years for which this language applies.

**Answer** – Years 4 & 5, 2019-20 and 2020-21, can have price adjustments.

**3. Question – Pg. 27 – Prevailing Wage**

The District initiated its “last best and final wage offer”. Will there be any changes?

What is the district position regarding “prevailing wages” – are wages considered a “benefit” that needs to be matched?

**Answer** – Currently, the state does not have prevailing wages for bus drivers. To the extent the state later establishes prevailing wage for bus drivers the successful bidder will be required to pay prevailing wage. The school code requires the successful bidder to match a benefit package. Wages and benefits are separate under the school code dealing with outsourcing. The successful bidder must meet school code requirements.

**4. Question Pg.34**

What types of special equipment are required for transportation of regular students?

**Answer** – Parents who attend Roosevelt Alternative School provide car seats for their infants who ride the bus with them. Two dozen car seats/seat belts are also needed.

**5. Question – Will the current facility require a lease and what would be the cost? If the facility were made available without cost, the public might question that a vendor received special treatment. Would the vendor need to pay utilities?**

**Answer** – The facility could be made available. Costs would be negotiated. The cost of utilities is included in the rental formula.

**6. Question – Pg. 40, Items vii, viii, & ix.**

What is included in Bus Safety and Saturday Safety? What is done for Student Registration?

**Answer** – Bus drivers do safety presentations in the schools using “Buddy the Bus” to teach students how to behave around the buses. This is especially necessary with incoming kindergarten students. The Saturday Safety Class is a discipline tool used to teach students acceptable behavior on the buses. Parents are required to attend the class along with their student(s). During Registration for Schools, bus drivers pass out route schedules to parents/students and receive updated address information in the event that students have moved after the routes were assigned and information was printed.

**7. Question – Would it be possible to inspect the bus fleet and if so, what would be the best time of day to do so?**

**Answer** – Yes, the fleet may be inspected. The best time would be between 9 a.m. and noon.

**8. Question/Statement – Pg. 47, Y**

Could the language be changed from “Prior to assigning any driver to perform services under this Contract, Contractor shall provide” to “Contractor will make the following information available; ....”

**Answer** – Yes, the language can be changed from Contractor “shall provide” to Contractor “will make the following information available”.

**9. Question – Pg. 41, #3 Personnel & Staffing**

The Program Supervisors are listed as 4.50 full time equivalent positions and the Dispatchers are listed as 1.50 full time equivalent. Are the .5 positions shared or are they assumed by 2 separate individuals?

**Answer** – The positions are shared for a total FTE of 1.0.

**10. Question – Pg. 51, O**

Do you currently have GPS on the buses? What do you use?

**Answer** – Yes, we use Zonar. We used Edulog to track students riding the buses on a daily basis but, due to many lost student ID’s, we no longer check students on/off the buses using ID cards. We do have an electronic child check – child checkmate to check that students are not left on the buses (e.g. sleeping child). Lights flash and the horn sounds if the driver does not check.

**11. Question/Comment – Pg. 52 – Fuel Costs**

If the contractor pays for the fuel, the contractor will be required to pay taxes on the fuel. The tax cost would be passed along to the district in higher fees for services.

**Answer**

The contractor may operate other vehicles for purposes not associated with the transportation of district students and provide other services. We do have GasBoy to track fueling of buses. Contractors would not include the tax portion for District reimbursement. Taxes could be reimbursed from state/federal government.

**12. Question**

Would the option be available for the contractor to use the buses at no charge but purchase new buses as needed?

**Answer**

There are two options, A & B, one of which addresses the purchase of the fleet.

**13. Question – Pg. 55, 1 & 2**

Define “late”

**Answer**

“Late” does not include instances when weather/road conditions/road construction prohibit buses from arriving at their destinations on time. “Late” would be considered 10 minutes after designated pick up/drop times.

**14. Question/Comment – Pg. 55, 5**

As the language currently reads, the district could be considered as a “co-employer”. The language could be changed from “not to exceed \$1,000 per occurrence and termination of employee” to “removal of the employee from the contract”.

**Answer**

Noted.

**15. Question**

What technology is currently utilized on the buses? Who will replace the cameras?

**Answer**

The district uses 24/7 cameras. Most of the buses have 3 cameras, one facing toward the back of the bus, one facing toward the front of the bus, and one facing out the front window. A few older buses have 2 cameras, one in the front, and one in the back. Replacement of the cameras depends on which option, A or B, is accepted. If the buses are the property of the district, the district will replace the cameras as needed.

**16. Question**

What technology is used for routing? Who will do the routing?

**Answer**

The district currently uses Trapeze (Trip Spark) for routing. We've had excellent customer service from the company. The district will continue to perform the routing. The district is reviewing other software for routing.

**17. Question**

The drivers are guaranteed 5.25 hours of work time per day. Is that time divided into a certain number of hours/minutes in the am and a separate number of hours/minutes in the pm? What activities are covered under the time guarantee? Can we get a breakdown of driver costs?

**Answer**

Drivers are guaranteed 5.25 hours per day, there is no breakdown of specific times for the am/pm shifts which includes 15 minutes to do a pre-trip of the bus in the am and 10 minutes in the pm. They clock in and out. Activities are added to routes to ensure they are at least 5.25 hours in length. Field Trip drivers are guaranteed 2 hours of show up time if a field trip is cancelled (when the driver was not notified). We are working on preparing a breakdown of driver costs.

**18. Question**

On pages 91, 92, 93 in reference to Activities, time is notes as .59. Should it be 1?

**Answer**

Middle and high school activity routes are guaranteed 1 hour minimum.

**19. Question**

How are routes assigned to drivers?

**Answer**

Routes are assigned by seniority. The most senior driver chooses a route first, then the 2<sup>nd</sup> most senior driver, etc. Drivers are allowed to keep the bus they drove during prior year. Every 3 years, drivers may choose a new bus – we are purchasing 26 new buses this year. The District tries not to force late activities on drivers unless the total route time is under 5.25 hours.

**20. Question**

Are there any memos of understanding, in addition to the labor contract?

**Answer**

No, there are not any memos of understanding in addition to the labor contract.

**21. Question**

Could you provide line item information for data that was included on the district's Transportation Reimbursement claim?

**Answer**

Not applicable.

**22. Question**

Would you provide pay rate, cost of benefits, and employee contribution information to contractors as well as number of drivers who currently enroll in benefits and break out as to single coverage, spouse plus 1 and family?

**Answer**

Please see Attachment 1 and 2

**23. Question**

Can you please complete a fleet appraisal spreadsheet?

**Answer**

This information is included.

**24. Question**

Could contractors walk through the Shop?

**Answer**

Yes, Tuesday, March 28, 2017 between 8:00 am and 2:00 pm. Please contact Bill Fare at 815-966-3706.

**25. Question**

Will the contractor be given the tools in the Shop if they purchase the fleet?

**Answer**

The contractor will be able to purchase all district owned tools. The mechanics provide their own set of mechanics tools and their storage container.

**26. Question**

Does the shop provide services for district departments in addition to Transportation?

**Answer**

No, they provide service for only those vehicles operated by Transportation Department staff.

TRANSPORTATION Attachment 1

Pay Rates from Last & Final Offer	Scattergram	# of Drivers
Bus Driver 1 \$14.00	Bus Driver 1	30
Bus Driver 2 \$0.00	Bus Driver 2	0
Bus Driver 3 \$14.00	Bus Driver 3	19
Bus Driver 4 \$14.37	Bus Driver 4	17
Bus Driver 5 \$14.75	Bus Driver 5	14
Bus Driver 6 \$15.14	Bus Driver 6	13
Bus Driver 7 \$15.51	Bus Driver 7	5
Bus Driver 8 \$15.92	Bus Driver 8	8
Bus Driver 9 \$16.33	Bus Driver 9	14
Bus Driver 10 \$16.77	Bus Driver 10	2
Bus Driver 11 \$17.22	Bus Driver 11	10
Bus Driver 12 \$17.68	Bus Driver 12	8
Bus Driver 13 \$18.16	Bus Driver 13	10
Bus Driver 1402 \$18.65	Bus Driver 14	1
Bus Driver 1502 \$19.17	Bus Driver 1402	4 **includes 2 % longevity
Bus Driver 1602 \$19.85	Bus Driver 1502	2 **includes 2 % longevity
Bus Driver 1702 \$20.88	Bus Driver 16	1
Bus Driver 1802 \$20.88	Bus Driver 1602	8 **includes 2 % longevity
	Bus Driver 1702	4 **includes 2 % longevity
	Bus Driver 1802	10 **includes 2 % longevity
	Bus Driver 1804	27 **includes 4 % longevity
	Bus Driver 1806	9 **includes 6 % longevity
	Bus Driver 1809	4 **includes 9 % longevity
	Total	<u>220 *</u>

\* includes drivers on leave

Attachment 2

Health & Dental Plan	Coverage Level	# of Employees Currently Enrolled	Employee Annual Premium	Employer Annual Premium	Portion of Total Premium Paid by Employer	Employer Paid Contributions to Employee Health Savings Accounts
PPO1000	Employee Only	39	\$565.92	\$8,330.64	93.6%	
PPO1000	Employee Plus Spouse	21	\$1,583.91	\$17,403.57	91.7%	
PPO1000	Employee Plus Child	34	\$1,489.68	\$16,883.04	91.9%	
PPO1000	Employee Plus Family	21	\$2,509.29	\$24,628.35	90.8%	
PPO1000 Wellness	Employee Only	0	\$424.44	\$8,472.12	95.2%	
PPO1000 Wellness	Employee Plus Spouse	0	\$1,206.81	\$17,780.67	93.6%	
PPO1000 Wellness	Employee Plus Child	0	\$1,134.90	\$17,237.82	93.8%	
PPO1000 Wellness	Employee Plus Family	0	\$1,963.80	\$25,173.84	92.8%	
PPO500	Employee Only	17	\$1,696.59	\$6,714.21	79.8%	
PPO500	Employee Plus Spouse	14	\$3,632.04	\$14,330.40	79.8%	
PPO500	Employee Plus Child	4	\$3,419.01	\$13,970.19	80.3%	
PPO500	Employee Plus Family	10	\$5,259.60	\$20,356.68	79.5%	
PPO500 Wellness	Employee Only	5	\$1,484.46	\$6,926.34	82.4%	
PPO500 Wellness	Employee Plus Spouse	6	\$3,177.99	\$14,784.45	82.3%	
PPO500 Wellness	Employee Plus Child	7	\$2,991.60	\$14,397.60	82.8%	
PPO500 Wellness	Employee Plus Family	3	\$4,602.15	\$21,014.13	82.0%	
Health Savings Account	Employee Only	0	\$0.00	\$7,161.72	100.0%	\$400.00
Health Savings Account	Employee Plus Spouse	0	\$0.00	\$15,065.64	100.0%	\$700.00
Health Savings Account	Employee Plus Child	0	\$0.00	\$14,942.16	100.0%	\$600.00
Health Savings Account	Employee Plus Family	0	\$0.00	\$21,974.16	100.0%	\$800.00
Health Savings Account Wellness	Employee Only	0	\$0.00	\$7,161.72	100.0%	\$650.00
Health Savings Account Wellness	Employee Plus Spouse	0	\$0.00	\$15,065.64	100.0%	\$1,200.00
Health Savings Account Wellness	Employee Plus Child	0	\$0.00	\$14,942.16	100.0%	\$1,150.00
Health Savings Account Wellness	Employee Plus Family	0	\$0.00	\$21,974.16	100.0%	\$1,500.00

Employer Paid Contributions to Employee Health Savings Accounts