



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

IFB No. **21-03 Special Needs and Early Childhood Transportation**

DATE: **October 20, 2020**

RE: **ADDENDUM NO. 1**

To All Bidders:

Included 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 2nd 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 the Director of Purchasing by email at purchasingdeptstaff@rps205.com.

ROCKFORD BOARD OF EDUCATION

CLARIFICATIONS

This addendum includes Requests for Information (RFI) to date, corresponding answers, the pre-bid opening statement and sign-in sheet, and a revised Bid Offer Form. Included with this addendum are also Excel files of the Bid Offer Form and our current routing data.

By: Dane Youngblood
Director of Purchasing

CLARIFICATIONS

Below are Requests for Information (RFI) to date and corresponding answers.

1. Please provide the pricing (bid offer forms) in excel for ease and clarity and filling out.
 - a. An Excel version of the Bid Offer Form is included with this addendum.
2. Can minivans be used in lieu of Suburban vehicles?
 - a. Vehicles must meet Illinois Vehicle Code – 625 ILCS 5/1-217 and 1-148.3a-5 with appropriate licensure of the vehicle being used. Lists of vehicles are what are currently being used but changes can be made.
3. Is the \$8 million district has budgeted for contracted transportation - the amount projected to cover the services in this IFB for the 20/21 SY?
 - a. This amount includes the services in this IFB and other purchased services for Transportation for the 20/21 school year.
4. Please provide last 3 years annual total paid to current vendor for the services identified in this IFB.
 - a. FY18 - \$5,064,907.61
 - b. FY19 - \$5,581,638.46
 - c. FY20 - \$4,306,166.97
5. How many aides/monitors are utilized by current vendor?
 - a. Current estimate is around 10.
6. Please provide office/maintenance staff in place for current vendor.
 - a. Minimum requirements for certain positions are listed in the bid specifications. It is incumbent upon the awarded contractor to determine what staff level they will require to meet the needs outlined in this IFB.
7. Would District consider mandating a minimum driver wage for these services? Current vendor appears to be offering according to job ad "up to \$11/hr" which seems extremely low for market wages.
 - a. No.
8. Does vendor current have adequate number of drivers? Does District currently have adequate number of drivers for inhouse services?
 - a. Yes, the current contractor has an adequate number of drivers.
 - b. Yes, the District has an adequate number of drivers.
9. Would District consider protecting vendor on unit volumes, student volumes, and # of days? If not, vendor will have to assume some volume loss and this could impact prices received.
 - a. No, the District will not consider language providing protections for fluctuations in unit volumes, student volumes and/or number of days. However, the District will agree that, in the event District operations cease for a period in excess of five (5) consecutive days, which days shall not include weekends, federal holidays, or days on which District operations were previously scheduled to be closed, (an "Unanticipated Shutdown") District shall reimburse Vendor a portion of Vendor's fixed operating costs. In order to receive reimbursement for an Unanticipated Shutdown, Vendor shall submit to District its request for reimbursement no later than sixty (60) days following the final day of the Unanticipated Shutdown, and must include a breakdown of the fixed operating costs in sufficient detail and particularity as reasonably requested by the District.

10. How many buses and days does summer school run?
 - a. Normal summer school is four weeks, but we have some students that go all summer/all year. Buses and days vary greatly.
11. Does vendor provide any field/athletic trip services? Or does current inhouse drivers/buses cover all trips?
 - a. The current contractor does not provide any services for Athletics and rarely for field trips.
 - b. The District has five wheelchair buses to provide these services in-house.
12. Is District pleased with current level of service? If not, what specific areas would you like to see improved?
 - a. Yes.
 - b. Not applicable.
13. Does current vendor own or lease current facility?
 - a. This is not information available to the District.
14. How many hours per day does current vendors drivers average?
 - a. This is not information available to the District.
15. Please provide copy of shuttle routes; vocational routes -- District has previously provided other routes.
 - a. An Excel version of our current routing information is included with this addendum.
16. Should the vendor fill out the pricing page by multiplying rate bid x how of students/miles x 172 days -- even though some items like summer school don't go 172 days?
 - a. Bid Offer Form has been revised to reflect 197 days for summer school routes. Please calculate totals based on number of students and days for that route.
17. Does the vehicle count listed in documents include spares?
 - a. No.
18. Please provide definitions for pricing items; what is double address, etc?
 - a. A double address is more than one pick-up or drop-off address. We normally only allow one pick-up and one drop-off address.
19. Are current drivers/monitors in a union? If so, which union and can we be provided CBA?
 - a. No.
 - b. Not applicable.
20. The provided current rates don't match the pricing on bid form in some circumstances -- could you please clarify and match these items? Homeless on the bid form is one line, and homeless on the current pricing is 13 lines. I was not able to find the current price for Menta, Chancelight.
 - a. We are asking for a base homeless price in our District. When students go out of District, we determine pricing based on the number of students and one or both ways. Those prices can be determined when we find out where students move to and go to school.
 - b. Menta would be considered Loves Park/Machesney Park/Caledonia on the Bid Offer Form. The current pricing is based on a moment in time, and students may not have needed that route at that time.
21. Documents state, "District may unilaterally extend the term of this contract for an option year, annually

by written notice to the Contractor..." p 31a. Please clarify at what pricing would this contract be extended for? School code states by "mutual agreement" for option years. Assuming the CPI based on Pricing/Economic Adjustments.

- a. The prices submitted on the solicitation for 3 base years will remain firm for each year. Price adjustments for the two additional years will be made in accordance with lesser of three percent or the percentage change in the U.S. Department of Labor Consumer Price Index (CPI-U) for All Urban Consumers, All Items.

22. Documents state District can terminate contract with 60-day notice for any reason. This is concerning since significant capital expense will go into purchasing vehicles for what is in essence a 60-day contract. Please consider changing this language.

- a. Section 21 of the General Terms and Conditions shall be deleted in its entirety and replaced with the following language:

21. TERMINATION WITHOUT CAUSE. Unless otherwise specified in the Invitation for Bid, a contract resulting from award of a bid may be unilaterally terminated by the District, for any reason or no reason, upon twelve (12) months written advance notice to the Bidder. Bidder may submit claims for actual work performed up to and including the day of notice of termination with appropriate documentation supporting such claim for materials, labor, or acquired inventory for equitable adjustment and any such material shall become the property of the District upon settlement.

23. Documents state, "If at any time bidder makes a general price reduction... an equivalent price reduction will need to be made." Please clarify and/ or change this language. In our business each contract is unique and to ask a vendor to make a price reduction on this contract if one is made somewhere else is concerning.

- a. Section 8 of the General Terms and Conditions shall be deleted in its entirety and replaced with the following language:

8. PRICING. The price quoted for each item is the full purchase price, **including delivery to destination**, and includes all transportation and handling charges, premiums on bonds, material or service costs, patent royalties and all other overhead charges of every kind and nature. Unless otherwise specified, prices shall remain firm for the contract period.

Option year pricing, if any, may include price increases as stated in the bid specifications.

24. Documents state, "District may terminate this contract, without liability, if deliveries are not made at the time and in the quantities specified "; please clarify and/or change this language to 30 day notice similar to other section.

- a. The first bullet point of Section 20.a. of the General Terms and Conditions shall be deleted in its entirety and replaced with the following language:
 - if deliveries are not made at the time and in the quantities specified, and Bidder fails to cure such breach within thirty (30) days of receipt of notice of such breach from the District,

25. Documents state, "District reserves the right to temporarily extend this contract for an additional ninety (90) days ...without exercising a full year; please clarify and/or change this language. Is this making a Contractor keep fleet for 90 days after the contract ends?"

- a. Yes, however Section 33 of the Supplemental Terms and Conditions shall be deleted in its entirety and replaced with the following language in order to require the District to provide prior notice to Contractor prior to exercising such temporary extension:

33. TEMPORARY CONTRACT EXTENSION. The District reserves the right to, upon sufficient notice to Contractor prior to the expiration of the contract's term, extend this contract for an additional ninety (90) calendar days from its original or any exercised option year expiration date without exercising a full option year for any reason and any and all pricing then in effect shall continue through the temporary extension period.

26. Currently alternate bids are not acceptable and will be rejected by the District. We urge the District to adjust this language to allow vendors to submit proposals that they feel are most beneficial to both parties.

- a. Section 34 of the Supplementary Terms and Conditions shall be deleted in its entirety and replaced with the following language:

34. ALTERNATE BIDS. Subject to the exception set forth below, alternate bids are not acceptable and will be rejected by the District. Alternate bids are defined as bids that do not comply with the bid terms, conditions, and specifications. Bidder may submit more than one bid providing that all such bids comply with the bid terms, conditions, and specifications.

Notwithstanding the foregoing, if the Bidder wishes to submit an alternate bid, Bidder shall provide District, no later than ten (10) days before the scheduled IFB Opening date, with a written description setting forth in sufficient detail the specific manner in which the Bidder's alternate bid deviates from the bid terms, conditions, and specifications such that the District can publish such deviations and provide all other prospective bidders with an opportunity to submit corresponding bids. If, in the District's sole discretion, Bidder fails to provide sufficient detail as to the manner in which the Bidder's alternate bid deviates from the bid terms, conditions, and specifications, District may reject the alternate bid.

27. Section 39a. Is District asking contractor to turn over profit and loss statements of contract upon District request?

- a. No, Section 39.a. of the Supplementary Terms and Conditions does not provide the District the authority to compel a Contractor to turn over its general profit and loss statements, however it does provide the District the ability to review the Records of the Contractor for the purposes of conducting an audit to assess the Contractor's compliance with the terms and conditions of the contract.

28. Will the data provided in addendum one be more comprehensive than the data provided in last year's bid?

- a. Yes.

29. Is the data being provided and should we expect changes due to COVID-19?

- a. The data being provided is from March of 2020, prior to any COVID-19 shut-downs. We are looking for pricing for a "normal" school year.

30. Will be able to ask additional questions and request additional information after we receive the student and routing data?

- a. Yes, requests for information may be submitted until November 10, 2020 at 12:00 PM.

31. Are there any changes in the bid from the last time it was issued?

- a. Yes, Force Majeure language has been updated, fuel calculation language has been removed and the route data being provided is more robust. We also edited the bid specifications for any inconsistencies.

32. Is the District considering changing the Force Majeure language? If not, it could be problematic with regards to the ability to submit bids.
- a. Any changes to language will be identified in addendum one.

PRE-BID CONFERENCE OPENING STATEMENT

Welcome to the mandatory pre-bid conference for IFB 21-03 Special Needs and Early Childhood Transportation for the Rockford Public Schools.

The purpose of this meeting is to receive input, comments, questions, clarifications and suggested changes relative to this solicitation. As a reminder, the only acceptable changes to the Bid/RFP are formal Addenda published by the RPS Purchasing department. Additionally, the Addendum may address other issues identified by the School District.

The goal of today's meeting is to increase your knowledge of the solicitation as it is written and provide an information mechanism in which you may advise the School District of any changes it should make. Consequently, any changes you wish the Rockford Public Schools to consider must be submitted in writing to the Purchasing department before the deadline as expressed in the solicitation.

We will try to answer as many of the questions as possible. If we cannot answer a question today, we will defer that answer to the published Addendum. Additionally, minutes from this pre-bid conference will be published in the Addendum.

- Bid Opening is scheduled for November 24, 2020 at 2:00 pm Rockford Board of Education, 6th floor Conference Room. Late bids will not be accepted. Faxed or emailed bids will not be accepted.
- Board Approval December 8, 2020.
- Bid RFI Procedures - All written correspondence during the bid process **MUST** be sent to Dane Youngblood, Director of Purchasing, via email at PurchasingDeptStaff@rps205.com. Last RFI will be accepted until November 10, 2020 at 12 pm. Last addendum will be issued by November 17, 2020 at 4:30 pm.
- Addenda will be emailed to all attendees at the pre-bid conference, posted on the RPS website and Demand Star.
- PLEASE reference the **REQUIRED FORMS CHECK LIST** for all documents that **must** be submitted with your bid offer form. All forms must be properly completed, signed and submitted or your bid will be deemed non-responsive.



PRE-BID MEETING SIGN-IN SHEET
 IFB 21-03 Special Needs and Early Childhood Transportation

PLEASE WRITE EMAIL ADDRESS SO THAT IT IS LEGIBLE IN ORDER TO RECEIVE ADDENDUM INFORMATION

	Printed Name	Company Name	Company Address	Telephone	E-mail
1	Don Kane	Krapf School Bus	1030 Andrew Dr West Chester PA, 19380	484-653-6426	dkane@krapfbus.com
2	Sam Singh	Safeway Transportation Services	550 N Green Bay Rd, Suite 1 Waukegan, IL 60087	847-599-1085	sam@safewayfirst.com
3	John Benish Jr.	Grand Prairie Transit/Cook-Illinois	2100 Clearwater Dr Oak Brook, IL 60523	708-560-9840	jbenish@cookillinois.com
4	Robert Hach Sue Berogan	Sunrise Transportation	2300 Warrenville Rd, Suite 160 Downers Grove, IL 60515	630-841-5458	rhach@sunrisebus.com sberogan@sunrisebus.com
5	Michael Ensign	First Student	600 Vine St, Suite 1400 Cincinnati, OH 45202	513-504-6610	Michael.ensign@firstgroup.com
6	Fred Smith	National Express	2601 Navistar Dr Lisle, IL 60532	630-441-7162	Fred.smith@nellc.com
7	Christine Robley	ALC Schools	1211 Puerta Del Sol, Suite 200 San Clemente, CA 92673	402-350-5880	crobley@alcschools.com
8	Dan O'Brien Tim Stieber	Illinois-Central	78 N Chicago St, 2 nd Floor Joliet, IL 60431	815-409-4007	d.obrien@illinois-central.com t.stieber@illinois-central.com

BID OFFER FORM - REVISED

13	Hazard/Homeless	23	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
14	504 Behavior Plan Student	20	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
15	Aides/Nurses Riding with Students	22	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
16	Tuition Student	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
17	Tuition Student – Easter Seals	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
18	C-8 Mobility (NR)	21	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
19	All Male Vehicle	0	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
20	Easter Seals	18	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
21	Goldie Floberg Sites	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
22	Goldie Floberg Sites – W/C	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
23	Menta	30	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
24	Camelot Gardien Prairie	33	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
25	SEAL	33	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
26	Chancelight	31	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	TOTAL COST			\$ _____		\$ _____		\$ _____
Item No.	Current Transportation Students	Students as of 03/15/2020	List Cost per Student 2021-22	Total Cost for 197 Days 2021-22	List Cost per Student 2022-23	Total Cost for 197 Days 2022-23	List Cost per Student 2023-24	Total Cost for 197 Days 2023-24
27	Summer School Students	144						
28	Tuition Summer School Students	1						
29	W/C Summer School	27						

BID OFFER FORM - REVISED

	TOTAL COST			\$ _____		\$ _____		\$ _____

BID OFFER FORM - REVISED

	<u>Current Transportation Buses</u>		<u>List Cost per Bus</u>	<u>Total Cost for 172 Days</u>	<u>List Cost per Bus</u>	<u>Total Cost for 172 Days</u>	<u>List Cost per Bus</u>	<u>Total Cost for 172 Days</u>
30	Allendale Woodstock	2 Bus/8 students	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
31	Parkland Prep	3 Bus/8 students	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
32	Parkland Prep - Lake in the Hills	1 Bus/1 student	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
33	Easter Seal - Own Bus	1 Bus / 1 student	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
34	Camelot Dekalb	3 Buses/ 9 students	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
35	S.E.A.L.	4 Buses/ 19 students	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
36	The Richardson	2 Buses/ 7 students	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	TOTAL COST			\$ _____		\$ _____		\$ _____
	<u>Current Transportation Shuttle Vocational Education</u>		<u>List Cost per Shuttle</u>	<u>Total Cost</u>	<u>List Cost per Shuttle</u>	<u>Total Cost</u>	<u>List Cost per Shuttle</u>	<u>Total Cost</u>
37	Shuttles Flat Rate	85 shuttles/83 students	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	<u>Current Transportation Shuttle Miles</u>	<u>Miles</u>	<u>List Cost per shuttle miles</u>	<u>Total Cost per shuttle Miles</u>	<u>List Cost per shuttle miles</u>	<u>Total Cost per shuttle Miles</u>	<u>List Cost per shuttle miles</u>	<u>Total Cost per shuttle Miles</u>
38	Vocational Ed. Miles Suburban	612	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
39	Vocational Ed. W/C	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
40	Vocational Ed. W/C Miles	17.4	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	TOTAL COST			\$ _____		\$ _____		\$ _____
	GRAND TOTAL FOR ALL SERVICES			\$ _____		\$ _____		\$ _____