



March 25, 2020

ADDENDUM No. 1 TO ALL OFFERORS:

Request for Proposal to Bid: RFP# 200032

Description: Transportation Services for Douglas MacArthur Elementary School

RFP Dated: March 12, 2020

For Delivery To: Alexandria City Public Schools (ACPS)

RFP Due: April 13, 2020

**THE RFQ IS HEREBY BEEN MODIFIED AS FOLLOWS:**

- THE RFP HAS BEEN MODIFIED TO INCLUDE ANSWERS TO THE FOLLOWING QUESTIONS PRESENTED March 17, 2020.
- THE RFP HAS BEEN MODIFIED TO EXTEND THE BID CLOSING DATE. **BIDS MUST BE RECEIVED BY OR BEFORE APRIL 21, 2020 AT 1:00PM.**
- THE RFP HAS BEEN MODIFIED TO INCLUDE DUE TO ACPS CLOSURES, **ALL USB DELIVERIES CAN ONLY HAPPEN ON APRIL 21<sup>TH</sup> 10AM - 1PM.**
- THE RFP HAS BEEN MODIFIED TO INCLUDE ATTACHMENT E - NON-DISCLOSURE AGREEMENT TO REQUEST STUDENT ADDRESSES (K-4) FOR ROUTE PLANNING. AGREEMENTS SHALL BE SENT TO [angea.queen@acps.k12.va.us](mailto:angea.queen@acps.k12.va.us) BY APRIL 8, 2020. NOTE: The K-5 address list in the addendum is to understand approximately where the majority of students live and the amount of students and acknowledge that this is for pricing estimates only and actual data will not be made available until July and will be updated daily after that.
- THE RFP HAS BEEN MODIFIED TO INCLUDE i. IN SECTION 4. RESPONSE FORMAT
  - i. RATE PER ROUTE IF A LIFT EQUIPPED SCHOOL BUS IS REQUIRED.

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**Note:** A signed acknowledgment of this addendum should be received at the location indicated on the RFQ either prior to the due date and hour or attached to your response. Signature on this addendum does not substitute for your signature on the original RFQ document. The original RFQ document must be signed.

Best Regards,

Angela Queen, VCA  
Buyer

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Name of Firm/Contractor

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Authorized Signature/Title

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Date

1. Should the cost of lift bus services be included?

**Answer: Yes, the rate should be included. Please see i. above.**

2. Is there potential McKinney Vento students living outside the division boundaries?

**Answer: There may be. There are no routes currently planned for outside the Division but an M-V student may be located there in the future. These students may be picked up in another mode such as a van.**

3. Is it a requirement for buses to be parked in Alexandria City?

**Answer: No. The location is not a requirement.**

4. Would a list of bus year and model be helpful?

**Answer: Yes. The year, make and model of buses provided will be taken into consideration to award.**

5. Are bus monitors required?

**Answer: Yes. We need an estimate if monitors are on a bus route (AM & PM).**

6. Are ACPS drivers getting benefits?

**Answer: Our drivers are on a contracted full time basis and thus eligible for ACPS benefits.**

7. Should we provide two options in our proposal response?

**Answer: Please provide all solutions options in your bid proposal response.**

8. Do you anticipate extending the bid due date?

**Answer: Please submit your concerns or issues with meeting the bid due date to [angela.queen@acps.k12.va.us](mailto:angela.queen@acps.k12.va.us)**

9. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

**Answer: No other details will be provided concerning how we identify the winning bid.**

10. Was this bid posted to the nationwide free bid notification website at [www.mygovwatch.com](http://www.mygovwatch.com)?

**Answer: ACPS does not post bids on mygovwatch.com**

11. Other than your own website, where was this bid posted?

**Answer:** Including ACPS website and our Vendor Self Service System, we also post bids on eVA.

12. Is the Home to School rate a daily rate per bus?

**Answer: The bid response indicates the number of daily bus routes (am & pm) for the school year.**

13. For the following route types (field trips, students not accommodated by an existing bus route) which type of per mile rate should we calculate:

- Standard mile rate per route?
- Actual miles per bus per day?

Are these miles to be calculated as “gate to gate” miles, or “live miles”?

e. Cost of extracurricular field trips required by DMES, shown in **rate per mile of travel** from DMES to the field trip site and return to DMES.

f. Cost to provide home-to-school and school-to-home transportation services for students approved to receive transportation to attend DMES via programs which cannot be accommodated on existing school bus routes and are assigned to another mode of transportation. Cost of these services will be shown in a **rate per mile of travel** from home-to/from-DMES-to-home.

**Answer: Bill for actual mileage from school to last official stop. Bid using the mileage rate you wish to bid for each of those miles.**

14. Is the Division asking for a rate for 15 routes and discounted rates for the *additional* routes above 15? Or, a rate for 15 buses and a new rate for 20 buses and another rate for 25 buses?

**Answer: ACPS expects to have a bus route rate for up to 15 bus routes and another rate for the next group (16-20 routes) and a third rate for more than 20 bus routes.**

15. Per RFP, vendor is not permitted to charge for additional miles (or time) in the event a Kindergarten student’s parent/guardian does not meet them at the bus stop and the bus is to be brought back to the school. Is this negotiable?

**Answer: Per the RFP instructions, please include your exceptions in our proposal response.**

16. Field Trips – RFP states that for each trip the District and Vendor must negotiate who will pay for misc. expenses such as tolls and parking. Will this be a one-time negotiation, or will it be negotiated for each trip?

**Answer: DMES funds from different sources, so there may be individual negotiations.**

17. Would the Division consider 30-day payment terms?

**Answer: ACPS is open to considering, but cannot commit on the term and language as proposed at this time. Per the RFP instructions, please include your exceptions in your proposal response.**

18. Would the division consider mutual termination for convenience? Would the division consider the following language:

- **Either party may terminate this agreement for convenience upon not less than 120 days prior written notice to the non-terminating party, (with any such termination being effective only at the end of a school year).**

**Answer: ACPS is open to considering, but cannot commit on the term and language as proposed at this time. Per the RFP instructions, please include your exceptions in your proposal response.**

19. Are there 180 days in the school year?

**Answer: Yes, for Fiscal Year 2020-21. Future years should be similar.**

20. Would the Division consider a contract exclusive of fuel?

**Answer: No.**

21. Please confirm that this statement is correct from the evaluation criteria:

- b. Reasonableness/competitiveness of proposed pricing of services, and/or benefits to ACPS. Total three year contract bid cost including initial set up, operation of twenty bus routes, additional bus routes, rate per mile for field trips and activity runs. **(25 points)**

**Answer:**

22. Is the initial contract for three (3) years, with two (2), one (1) year renewals?

### **AGREEMENT PERIOD**

The Contractor's performance under this Agreement shall commence upon execution of this Agreement by an authorized ACPS representative and will continue until \_\_\_\_\_ ("Initial Agreement Period"), with an option of two (2) one (1) year renewals from \_\_\_\_\_ to \_\_\_\_\_ (each period hereinafter referred to as "Subsequent Agreement Period"), subject to modifications as provided in the Agreement Documents.

**Answer: No. The initial contract term is for one (1) year, with an option of two (2) subsequent agreement periods. Total contract term will be for three (3) years.**

23. What is ACPS starting wage rate for bus drivers? (CDL)

**Answer: Wage rates are available on the ACPS Website for Fiscal Year 2019-20, but not approved for Fiscal Year 2020-21.**

24. What is the starting current wage rate for monitors?

**Answer: Wage rates are available on the ACPS website for Fiscal Year 2019-20, but no approved for Fiscal year 2020-21**