



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

IFB No. **24-26 Special Needs Transportation**

DATE: **January 23, 2024**

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 1st 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.

CLARIFICATIONS

This addendum includes requests for information (RFI) to date and corresponding answers, a revised Bid Offer Form, a revised bid label, and copies of current contracts and invoices.

****The due date for this bid has been changed to Tuesday, February 13, 2024 at 2:00 PM CST****

ROCKFORD BOARD OF EDUCATION

By: Dane Youngblood
Director of Purchasing

CLARIFICATIONS

Below are requests for information (RFI) to date and corresponding answers.

****The due date for this bid has been changed to Tuesday, February 13, 2024 at 2:00 PM CST****

1. Please provide an electronic copy of the current transportation agreement, to include any addendums and the current daily rates for the 2023-24 school year.
 - a. [A link to these documents is included in the email this addendum is attached to.](#)
2. Please provide copies of September & October 2023 invoices for this service along with any back-up spreadsheets or other documents which would allow us to gain further knowledge about the transportation system.
 - a. [A link to these documents is included in the email this addendum is attached to.](#)
3. Does the district have a facility to perform dispatching and maintenance for this service?
 - a. No, we do not.
4. How many buses are currently being used in the morning for the following services: Early Childhood Transportation and Special Education Transportation?
 - a. [Our current providers do not use large buses. Sunrise currently uses about 120 suburban-type and 14-passenger minibus vehicles for EC, SPED, and Homeless. Ever Driven uses about 100 passenger vehicles for EC only.](#)
5. Can an alternative student transportation (TNC and/or transportation management companies) participate in this RFP opportunity or is it for the yellow bus only?
 - a. [Anyone can participate in this opportunity, but we are looking for efficiency – fewer vehicles is a plus.](#)
6. Who is your current transportation provider or providers?
 - a. [First Student \(general education only at this time\), Sunrise Southwest, and Ever Driven.](#)
7. What are the current rates with your current vendor? Any amendments or Addendums?
 - a. [Please reference provided agreements and invoices.](#)
8. Are you currently paying price increases for Fuel surcharges?
 - a. No.
9. Can you please provide a copy of the district's transportation agreement with the current vendor in addition to the certificate of insurance provided by your current vendor?
 - a. [Certificates of Insurance are included in the agreements with our current providers.](#)
10. Can you please provide samples of invoices from your current transportation provider?
 - a. [A link to these documents is included in the email this addendum is attached to.](#)
11. How many routes/vehicles are currently used to transport your students? What's the average number of students per vehicle?
 - a. [Sunrise uses 137 routes with about eight students each.](#)
12. Do you currently transport any students in wheelchair-accessible vehicles? If so, how many vehicles are currently being used?
 - a. [Yes, Sunrise currently uses ten lift buses.](#)

13. Do you require any special equipment to transport the students? eg. Safety Vest (Harness), Car Seat, Booster Seat, Buckle Guard, Partition etc? What's the number of students who need such equipment based on the current contract?
 - a. 140 harnesses (safety vest, Houdini vest, harness with leg straps)
 - b. 50 Buckle guards
 - c. 175 Car seats
 - d. 25 Booster seats
 - e. 60 students requiring lift bus.
 - f. 40 students requiring bus aides.
 - g. 25 students requiring special seat assignments in bus.
 - h. 10 students requiring air conditioning.
14. Can this BID be awarded to multiple vendors?
 - a. Yes, the District retains the right to provide multiple awards if it is to its benefit.
15. Can we submit our bid price form? Base fee plus mileage.
 - a. No, please provide pricing as instructed on the Bid Offer Form.
16. Does the district have Special Needs / McKinney Vento students to transport to school? If so, how many?
 - a. Yes, this is included in the data originally provided.
17. Is the District exceeding its transportation budget?
 - a. The Transportation budget for FY25 has not yet been fully developed.
18. What are the Insurance limits and requirements? The capacity of vehicles used by alternative student transportation companies is way smaller in comparison with the school yellow bus. Can the district make changes to the insurance limits and requirements to match what's required for alternative student transportation companies?
 - a. Insurance limits are set by the State of Illinois and are included in the original bid document. They are the same for any vehicle being used to transport students in the State of Illinois.
19. Do you have different bell schedules for your schools? Elementary, Middle, and High?
 - a. Yes, our bell schedules are included in the original bid document.
20. Who is the current transportation provider?
 - a. First Student, Sunrise Southwest, and Ever Driven.
21. Is the district open to a driver-owned vehicle model that uses sedans and vans?
 - a. Yes, if it is more efficient and cost-effective than buses.
22. Can you please define 'Early Childhood Transportation' as described on Pg 34?
 - a. Students that are three or four years of age.
23. Will the transportation requested be primarily home-to-school? After-school?
 - a. Primarily home to school.
24. Can you provide an expected route count?
 - a. Sunrise uses 137 routes with about eight students each.
25. Can you provide the current contract and all related addenda?
 - a. A link to these documents is included in the email this addendum is attached to.
26. Can you provide 3 months of invoices?
 - a. A link to these documents is included in the email this addendum is attached to.
27. Can you provide a current fleet list?
 - a. Sunrise currently uses about 120 vehicles for EC, SPED, and Homeless. Ever Driven uses about 100 vehicles for EC only.
28. Can you provide route sheets with times, mileage, passenger counts, and special accommodations (wheelchair, safety vest, car seat, etc)?
 - a. Route sheets our generated by our current contractor and the District does not have access to them. Special accommodation data can be found in the response to question #13.

29. How many contracts are they awarding?
 - a. The District retains the right to provide multiple awards if it is to its benefit.
30. Will they accept vans?
 - a. Yes, if it is more efficient and cost-effective than buses.
31. Will the special needs transportation be separated?
 - a. No, they can be combined if feasible.
32. Will the special needs transportation be door to door?
 - a. Yes.
33. When is the startup date?
 - a. July 1, 2024.
34. How much time from contract award to startup?
 - a. Board approval is currently scheduled for February 20, 2024, so a little more than four months.
35. How much are they looking for the performance bond?
 - a. Please provide pricing for a performance bond the amount of 100% of the contract value.
36. Will on-board attendants be needed?
 - a. Yes, if included in the student's IEP. We currently have 24 aides/paraprofessionals and three nurses.
37. Who is your current transportation provider or providers?
 - a. A link to these documents is included in the email this addendum is attached to.
38. What are the current rates with your current vendor?
 - a. A link to these documents is included in the email this addendum is attached to.
39. Can you please provide a copy of the district's transportation agreement with the current vendor in addition to the certificate of insurance provided by your current vendor?
 - a. A link to these documents is included in the email this addendum is attached to.
40. Can you please provide samples of invoices from your current transportation provider?
 - a. A link to these documents is included in the email this addendum is attached to.
41. Obtaining the insurance requirements for General Umbrella Excess Liability insurance coverage is likely to be cost prohibitive. Is the district willing to negotiate these requirements?
 - a. Insurance limits are set by the State of Illinois and are included in the original bid document. They are the same for any vehicle being used to transport students in the State of Illinois.
42. Does the rate per bus per day include all routes (AM, PM, midday, double address, out of town)?
 - a. The rate per bus includes most routes. Please list an hourly rate for short trips as well.
43. Does the rate per bus per day include all vehicle types (wheelchair, minibus, SUV, etc.)?
 - a. The rate includes all vehicle types.
44. Is there a breakdown on students by school between Early childhood Transportation and Special Education Transportation? Is there also a list of students by school that have specific bus requirements (i.e. must ride alone, require an attendant, need a specific type of bus, have a double address, only require AM or PM pick up, require midday transportation, require more than one seat, require a female or male only driver or certain sex students only on the bus, must ride on a specific type vehicle)?
 - a. Early Childhood and Special Education were on the lists provided. EC students are those being transported to Beyer, Fairview, Nashold, and Summerdale Early Childhood Centers. The remaining students are Special Ed.
45. Does the quantity on the bid sheet limit the buses we get paid for (i.e. if number of students needing transport changes during the year and we need to add a bus, can we bill for buses above the quantity on the bid sheet)?
 - a. Yes, if quantities change throughout the contract the contractor can bill for the actual number of routes.

46. Is the uninsured motorist insurance levels negotiable?
 - a. Insurance limits are set by the State of Illinois and are included in the original bid document. They are the same for any vehicle being used to transport students in the State of Illinois.
47. Is the rate schedule available in excel?
 - a. No.
48. Is there an expected number of buses per day?
 - a. No, we are looking for the awarded contractor to provide the most efficient and cost-effective solution.
49. Documents state district can terminate the contract with 60-day notice for any reason. Would the district consider changing this language?
 - a. Yes.
50. Currently alternate bids are not acceptable and will be rejected by the district. We urge the district to adjust this language and allow vendors to submit proposals that they feel are beneficial to both parties.
 - a. Please provide pricing as specified on the Bid Offer Form. If you can only submit an alternate bid, please request approval prior to 12:00 PM on Tuesday, February 6, 2024.
51. Can we get a list of which students require equipment (car seats, safety vest, wheelchairs)?
 - a. This was included in the original data provided to bidders.
52. Historically some schools have been known to unload children at the stated unload time, while others were expected to wait on the bus an additional 5-15 minutes at the same school. Will this practice continue and if so, which schools require this?
 - a. Each school operates separately and will dictate that at the beginning of the school year.
53. What is the district considering or using for the Prevailing rate of wage?
 - a. This is not prevailing wage work.
54. There are students that go to and from work programs during the day. Will these be discontinued? If not, will they just be included in the bus per day rate?
 - a. Work programs will still continue and will not be included in the bus per day rate.
55. Will the special education students and walker students be allowed on the same vehicle, or must those be split on different vehicles?
 - a. They can be combined if feasible.
56. Would the district consider a bid with an increase in rate per year to not incur the upfront cost on the 1st and 2nd year of the contract?
 - a. Yes, please specify the percent annual increase on the revised Bid Offer Form.
57. What is the protocol for a student that cannot be left alone and there is no parent there to receive the student? Is there a difference between a student that has an IEP and one that doesn't?
 - a. Students with IEPs and Early Childhood will need to be left with a parent or guardian. Regular Education students can be left without, and at this time there are no regular education students being transported under this contract.
58. Will there be after-school program transportation required for IEP students (i.e. Buddies Program, chess club, wrestling football)?
 - a. Yes.
59. Will there be early release days that students will need early rides home from school for High School or Middle School during the times that Pre-K and or Grade school are going home?
 - a. Currently we have some schools with early release on Wednesdays and we also have late starts on Thursdays.
60. Will the contractor still be required to pick up ill students and take them home?
 - a. Yes.

61. Will the district be providing aides or nurses for students that require either?

- a. These are to be contractor provided. We currently have 24 aides/paraprofessionals and three nurses.

62. Will the district be doing the routing or the contractor?

- a. The contractor will be routing.

63. Do you have a list of the out of district SPED schools and how many students attend?

- a. Allendale (Link Program) 7
- b. Chancelight 20
- c. Easter Seals 67
- d. High Road Garden Prairie 29
- e. High Road Genoa 7
- f. Menta 3
- g. Menta Northwest 42
- h. Parkland Lake in the Hills 2
- i. Richardson School 6
- j. S.E.A.L 7
- k. Summit Academy 203
- l. Summit in Elgin 4
- m. Winston Knolls Elgin 3
- n. Parkland Prep 20

BID OFFER FORM - REVISED

IFB 24-26 Special Needs Transportation

Rockford Public School District 205 (the District) will receive sealed bids from qualified firms or individuals to provide special needs transportation in accordance with the terms and conditions outlined in this document. These specifications are not intended to limit the products or services offered by the Contractor. The contractor shall perform, as required, all services described herein and/or all other services offered by the Contractor in its proposal and accepted by the District.

<u>Item No.</u>	<u>Qty</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Unit of Measure</u>
1	_____	Base Bid 1: Early Childhood Transportation	\$ _____	PER BUS/PER DAY
2	_____	Base Bid 2: Special Education Transportation	\$ _____	PER BUS/PER DAY
3	_____	Alt Bid 1: Walk Zone Transportation	\$ _____	PER BUS/PER DAY
4	_____	Alt Bid 2: Additional Early Childhood Transportation	\$ _____	PER BUS/PER DAY
		<u>OR</u>		
5	700	Alt Bid 2: Additional Early Childhood Transportation	\$ _____	PER STUDENT/PER DAY
6	TBD	Hourly Rate for Miscellaneous Bussing	\$ _____	PER HOUR
7	2	Annual Percentage Increase if Not Providing Fixed Initial Term	\$ _____	PERCENT

ADDENDA RECEIVED - The undersigned acknowledges receipt of Addenda ____ to ____ inclusive.

BID OFFER FORM

IFB 24-26 Special Needs Transportation

BID SUBMITTED BY:

Company Signature of Company Officer *(required)*

Address Typed Name & Title

City, State & Zip Code Date

Phone No. Fax No.

E-mail FEIN

REFERENCES:

Offeror to provide three references of similar type work that would qualify your firm for this project:

Company Name/Contact Person Phone Email

Nature and Size of Contract

Company Name/Contact Person Phone Email

Nature and Size of Contract

Company Name/Contact Person Phone Email

Nature and Size of Contract

ROCKFORD PUBLIC SCHOOL DISTRICT NO. 205

SEALED BID PROPOSAL

BID NO.: 24-26
OPENING DATE: TUESDAY, FEBRUARY 13, 2024
OPENING TIME: 2:00 PM (CDST or CST)
DESCRIPTION: Special Needs Transportation
ATTN: PURCHASING DEPT.

**NAME OF FIRM
SUBMITTING BID:**

DATED MATERIAL-DELIVER IMMEDIATELY

**PLEASE CUT OUT AND AFFIX THIS BID
LABEL TO THE OUTERMOST ENVELOPE
OF YOUR PROPOSAL (INCLUDING
UPS/FEDEX ENVELOPES) TO HELP ENSURE
PROPER DELIVERY!**

LATE OFFERS CANNOT AND WILL NOT BE ACCEPTED!