

**Manchester Public Schools  
45 North School Street  
Manchester, CT 06042**

**RFP #024-004  
Special Education Out of District Transportation Services**

**Addendum #1  
March 11, 2024**

**Below please find the questions submitted concerning the Special Education Out of District Transportation Services Request for Proposal and the associated answers.**

1. Please provide a complete list of all routes with start and end times and/or driver hours for the day including mileage. The list should include vehicle type, passenger count, monitor required, and any special equipment needed (Wheelchair lift; Air Conditioning). Most routing systems will produce a report with this information. – The routes are listed below the questions and answers as Addendum 1 Part A.
2. Please provide a list of the fleet being used by the current vendor including what type; Type II, Type II wheelchair, car (sedan), minivans, transit vans, lift van, along with the seating capacity for each. – There are 30 vehicles in use at this time, a combination of Caravans and Ford E350s. There are no lift vans, or Type II vehicles. The list of vehicles available for use is included as Addendum 1 Question 2.
3. Please provide a copy of the current contract including the rates charged for the current school year. – The current contract is included as Addendum 1 Question 3.
4. Please provide a 3-month sample of invoices that demonstrate how the rates are applied. – A 1-month sampling of invoices are included as Addendum 1 Question 4.
5. How many monitors are needed? – Currently, there are four (4) vehicles/routes that require bus monitors.
6. When will the district award the contract? – The intention is to award the contract in early April for a July 1, 2024, start day.
7. Estimated Summer School transportation needs including type of vehicles used, passenger counts, number of routes and number of days operated? When does Summer School start and end? – Out of District 2024 Summer School program dates are being finalized. Last year's Out of District Summer School programs ran Monday through Friday, between June 22, 2023, and August 11, 2023. Transportation services were provided to 32 students attending Out of District Summer School programs at 17 facilities using 18 vehicles.
8. Has the District charged Liquidated Damages to the current vendor? If so, how much annually? – No, the district has not charged Liquidated Damages to the current vendor.
9. Will the District consider providing fuel for this contract? – No, the District will not provide fuel for this contract.