

SKOKIE SCHOOL DISTRICT 69
PRE- PROPOSAL QUESTIONS ADDENDUM 2

- *On the bid form it mentions 128 days of clubs, does that mean the 2 overture routes in the am and the activity routes in the pm? If not that, what does that refer to?*

The activity routes in the PM run for approximately 128 days. Overture routes in the AM run for a bit less than 174 days, but for the purposes of costing should be counted to run at 174 days.

- *We respectfully request you extend the bid due date to at least Friday 8/12/24. Due to spring break, schedules and your short turn around it will be challenging to process and provide a compelling bid.*

Due to Board meeting dates we will not be able to change the bid due date.

- *Please provide a scan of any and all contracts or agreements pertaining for any and all contracted transportation services currently in effect and future time periods, including all exhibits, attachments, appendices, addendums, amendments or modifications thereto for all current contractors for each district.*

Link to the last Contract and extensions

- *Please provide a scan of the transportation invoices for any and all contracted transportation services including all line item billing details and backup spreadsheets noting volumes for each district. Please provide invoice from October 2022 and October 2023, and February 2023.*

Linked are the General Education K-8 and Special Education PreK - 8 invoices from the requested 3 months (Oct 22, Oct 23 and Feb 23). Invoices do not include charter and field trip routes.

- *Can you please provide a scan of the summer school transportation invoices for any and all contracted transportation services including all line item billing details and backup spreadsheets. Please provide invoices from June 2023, July 2023, and August 2023.*

Can you also provide a briefing as to the typical summer work contracted including number of routes, days, monitors, etc.

Linked are invoices from Jun 23, Jul 23 and Aug 23

The Summer Program runs for 5 weeks in the summer.

Summer 2024 dates are set as follows:

Location:

K-5: Edison Elementary School

6-8: Lincoln Jr. High School

Dates:

- Week 1: June 17-21 (no programming on June 19th)
- Week 2: June 24-28
- Week 3: July 15-19
- Week 4: July 22-26

Location:

Kindergarten: Madison Elementary School

3rd Grade: Edison Elementary School

6th Grade: Lincoln Jr. High School

Dates (only K, 3, 6th grades)

- Week 5: August 5th - August 9th

- *Can you provide a copy of the turn-by-turn directions including garage departure and return times and miles and stop locations for all current contractor routes, including regular education, in-district and out-of-district special education, homeless, shuttles, etc. We request that the district provide turn by turn direction as part of your information response in order for non-incumbent contractors to understand operating conditions and to formulate hypothetical routes for the bid response as this information is needed to calculate operating miles and hours.*

We will not be able to provide you with the exact route sheets. District 69 boundaries can be found [here](#).

- *For special needs, can you provide the route sheets with turn by turn directions or provide a spreadsheet listing of all students (names can be omitted), their route and school assignment, special equipment, pick up and drop off addresses, and any special instructions, etc.?*

We will not be able to provide you with the exact route sheets for Special Ed students. District 69 boundaries can be found [here](#).

We need accommodations based on the needs of the students- some accommodations we currently have are seat belts, 5 point harness, wheelchair lifts. Most special ed students are door to door stops.

We will need wheelchair buses based on the needs of the students and enrollment. We currently have 2 students with a wheelchair bus requirement at Lincoln Jr. High (1 bus).

- For special needs, can you clarify the vehicle type being used on each route. E.g. a division III mini-van (car) or SUV, a mini-yellow school bus, or mini-yellow school bus with lift.

SPED routes can be run on regular size buses, however we do have small roads or alleys in our district boundaries, where a regular bus will not be able to turn. We currently run special- ed routes on mini- yellow school buses.

- For special needs, can you please provide a spreadsheet listing of all schools and their addresses.

Our Special- education students are transported to our 3 schools

- **Madison Elementary School: 5100 Madison St Skokie, IL**
- **Edison Elementary School: 8200 Gross Point Rd. Morton Grove, IL**
- **Lincoln Junior High School: 7839 Lincoln Ave. Skokie, IL**

- Do you have any special education middays or needs for midday job trans as we do not see a line item or volume on the pricing form?

Only our Pre-K (SpEd) students have a midday route as mentioned on the bid form. The number of busses currently used is listed on the form (Appendix A-2)

- For special needs, do you operate any community based instruction trips on a regular recurring basis? If so, can you please clarify the schedules, number of days, days of week, vehicle types needed, etc. Are these billed as hourly trips or midday routes?

If billed as trips can you provide an estimate as to the number of trips and hours

We do not have community based instruction trips on a recurring basis

- For monitors are you expecting a daily rate?

Yes, we are requesting a per route or per hour rate for monitors (Appendix A-5). Most of the time when needed, we provide district staff to ride the buses with the students. Our staff will have to be picked up at the schools before the route and dropped off at school after the route.

- Do the athletic and field trip expenditures all reside in the transportation budget or are these paid at school building level? If provided for elsewhere, can you please provide the following:

Please provide a copy of the athletic transportation line item budgets for the current year past year.

Please provide a copy of the field trips line item budgets for the current and past year.

Please include school or program specific spend if at the building level.

These items can be retrieved by noting the spend with the current contractor.

All athletic and field trip expenditures reside in the transportation budget.

- *Can you please clarify the trip demands. Do you require extra drivers and buses for after school athletic trips that conflict with route service? If so, can you please clarify the typical and peak demands.*

As mentioned in the bid, based on the athletic activity we will need extra drivers and buses as they conflict with the regular service. We require the athletic buses to be available at the Lincoln Junior High School to depart at 3:50 PM.

- *Are the current contractor (s) unionized? Can you please provide a copy of the labor agreement, any amendments, or memorandums of understanding for current contractor(s) employees and any district employees performing transportation services that are unionized? Please include any amendment letters, memorandums of understanding, or modifications thereto.*

Transportation staff is the sole responsibility of the contractor. The district does not handle any labor agreements between the contractor and its staff.

- *Will the district allow the use of Vans for Special Education Transportation?*

Yes, vans can be used for special ed transportation. They need to follow the same State of IL requirements for Student Transportation. We will need pricing for routes if the contractor uses vans to complete routes.

- *Will the district allow the use of subcontractors to service this contract?*

No, Subcontractors cannot be used to service the contract

- *There is a very short time between when the Q and A results will be posted and the submission deadline. Would the district consider extending the submission deadline to give bidders an opportunity to make adjustments to our proposals after reviewing the Q and A results/*

Due to Board meeting dates we will not be able to change the bid due date.

- For companies providing services in vans only, would the district accept the following insurance limits?

Comprehensive Automobile Liability, including hired and non-owned vehicles, if any
Combined

Single Limit \$1,000,000 per occurrence

Uninsured/Underinsured Motorist \$1,000,000

Commercial General Liability Liability

\$1,000,000 per occurrence

General Aggregate \$2,000,000

Since the servicing of the full contract would require use of a regular size yellow school bus for student transportation, we cannot change insurance limits.

- There was no spot to put an annual increase. Were you looking for one set pricing across 3 years of the contract? Can we put in annual increases?

In Section 5- Page 28 and Page 29 we listed that contractors could use Fuel adjustment and then annual CPI for annual increase.

If you would prefer to use annual increases without Fuel adjustment, you can do so. Please indicate clearly which method of annual increase of the contract is preferred.

- Pg. 20, A. It indicates that a district aide may be required to be picked up and dropped off for a special ed. student. How many district aides are on routes? Also, how many contracted aides are on routes?

There are 9 district aides on routes. There are no contracted aides on any of our routes.

- Pg. 23, Force Majeure: If the contractor can not provide service because of our employee's strike, we understand that the district may hire other services and then the contractor could be responsible for additional cost. We do not agree that if service can not be provided for all other Force Majeure reasons that the contractor would be responsible for the difference in cost. Can you clarify?

The District and the Contractor shall be excused from performance hereunder during the time and to the extent that they are prevented from performing in the customary manner by Act of God, fire, strike (other than by Contractor's employees), loss of transportation facilities, lock-out (other than by Contractor), or commandeering of materials, products, plants or facilities by the Government, when satisfactory evidence thereof is presented to the other party, provided that it

is satisfactorily established that the non-performance is not due to the fault or neglect of the party not performing.

- Pg. 25. O. *There is a new law that indicates contractors are to be paid 100% if schools close for weather or any other reason (E-Learning) and the days will not be made up at the end of the year. Wouldn't that apply to this?*

District 69 does not utilize E-learning days and closure due to weather conditions (snow/ cold days) is made up at the end of the year.

- Pg. 26, I. *It indicates that the contractor will pay for safety vests or any other equipment that special ed. students might require. You have indicated that one wheelchair student is presently on a route. How many safety vests or star seats, car seats, etc. are presently being needed?*

There are approximately 6-15 safety harnesses needed.

- Addendum #1: *You indicate that currently 5 buses are required for sp. ed. 3 buses doing double runs and 2 doing single runs. It looks like the pre-k routes are at the same time in the AM as the sp. ed routes. If that is the case it looks like 6 buses would be required. Could you clarify?*

6 buses would be required.

- *Would the District be interested in bids from cost-effective alternative transportation solutions utilizing sedans and SUVs as a supplement in cases where transportation needs are most efficiently met by smaller vehicles (e.g. special education, IEP, McKinney Vento, and/or other small group and individual rides provided on an as-needed basis)?*
 - *If yes, will the District adjust vehicle and/or personnel requirements in cases where the requirements referenced in the RFP are explicitly non-applicable to non-commercial vehicles and personnel if vendors meet and exceed all pertinent criteria as well as all equivalent applicable standards? For example, sedan-based noncommercial transportation generally does not require first aid kits for 10 or fire extinguishers.*

Alternative solutions such as sedans or SUVs can be supplemented in cases of needs being met. However, we would need pricing per route or mile for the bid. We would need the vendors to meet and exceed all pertinent criteria as well as all equivalent applicable standards.

- *In order to offer the most price competitive and cost-effective transportation solution, our pricing is not based on a traditional bus route per day/hour pricing model. Rather, our pricing is a base price fee + a per-mile fee. May we adjust the proposal to reflect our pricing structure to ensure that the cost is evaluated appropriately?*

Yes, you can adjust the proposal to reflect the pricing structure. Please indicate the annual cost to the district.

- *What is the District's minimum expectation for time to service requests for transportation?*

The District expects new students to be added to current routes within 3 days of request. Timeline for establishing a new route and routing changes, if needed, should be communicated to the district representative within 24 hours of receiving the request.

- *Is there an anticipated number of vendors to be awarded through this solicitation?*

One Vendor who will fulfill the full contract

- *Please provide historical and/or estimated information on the following:*
 - *Monthly ridership*
 - *Average number of riders per one-way trip*
 - *Number of one-way trips per month*
 - *Average mileage per one-way trip*
 - *Total trip mileage per month*

Average number of Special-Ed riders is approximately 8

Average number of students on Regular transportation routes are approximately 30.

Average mileage for one way trip is 9 miles

- *How often will contractors be required to share safety and performance data with the District? What type of data will be required?*

Annually the Contractor will provide a listing of buses used along with the age, vehicle capacity, current mileage and serial number of the bus. Safety inspection certificate by the IL Dept of transportation for all buses used. Names of all regular and substitute drivers along with driver license numbers and expiration dates driving the district routes.

- *In order to assist proposers in offering competitive pricing, please provide the following information:*
 - *Current and/or previous contractor(s)*
 - *Current contractor rates*
 - *Sample invoice(s)*

Attached above

- *Is subcontracting allowed, and if so:*
 - *Do subcontractors have to carry the individual commercial insurance policies?*
 - *What process or procedures do you require to ensure that subcontractors meet all regulatory insurance requirements?*
 - *For vendors operating as transportation brokers, who is responsible for checking that vehicle and drivers meet expected standards outlined on this RFP? Is it the transportation broker or the subcontracted transportation provider?*

No, subcontracting is not allowed

- *What process or procedures do you require to ensure that subcontractors meet all regulatory insurance requirements?*

No subcontractors allowed

- *Does the District require contractors to maintain their own primary insurance in addition to those of their drivers?*

YES

- *Will the District require real-time GPS oversight for each ride?*

YES

- *As public funding often prohibits offshore outsourcing, does the District require customer support and dispatch staff to be located in the United States?*

YES, support and dispatch staff is to be located in IL.

- *Would the district have a place for parking of the vehicles / employee parking, if needed?*

The district does not have parking lots big enough for vehicle parking.

- *Please provide your current contract(s) for transportation.*

Attached above

- *Please provide this school year's invoice.*

Sample invoices attached above and in Addendum 1

- *In regard to the List of Contracts Terminated or Not Renewed – Would contracts that go out to RFP versus doing a 1-year extension count as the “Not Renewed” if they were called out? Also, assuming you are only looking for this list for IL contracts?*

No, “Not Renewed” means they went out to RFP and didn’t win the bid.

Only list of IL contracts needed

- *Please provide the current route information*

We will not be able to provide you with the exact route sheets. District 69 boundaries can be found [here](#).

- *Would the district be interested in an alternative proposal utilizing alternative transportation for the SPED routes?*

The contractor can submit alternative transportation for Sped routes however the transportation should meet and exceed all pertinent criteria as well as all equivalent applicable standards.