



MT. DIABLO UNIFIED SCHOOL DISTRICT
Purchasing Department
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ADDENDUM NO.: ONE

DATE: September 11, 2024

PROJECT: RFP #1943 2024 PASSENGER VEHICLE SPECIAL EDUCATION PUPIL TRANSPORTATION SERVICES

RFP DUE DATE: 9/18/24 at 10:00 a.m.

NOTICE TO ALL VENDORS SUBMITTING RFPs FOR THIS WORK:

You are hereby notified of the following changes, clarifications or modifications to the original Contract Documents, Specifications and subsequent Addenda. This Addendum shall supersede the original Contract Documents, and previous Addenda wherein it contradicts the same and shall take precedence over anything to the contrary therein. All other conditions remain unchanged.

Receipt of this addendum shall be acknowledged by inserting the addendum number and its date on the RFP form.

CONFORMANCE WITH CONTRACT DOCUMENTS AND SPECIFICATIONS:

All addenda work shall be in strict conformance with the Contract Documents and Specifications as they pertain to work of a similar nature.

REVISIONS/CLARIFICATIONS TO THE RFP DOCUMENTS AND SPECIFICATIONS

Q#1	Is the district open to contracting with companies that have smaller capacity vehicles Like sedans, SUVs, and Wheelchair accessible vehicles or this opportunity is for yellow buses only?	A#1	This RFP is requesting bids from businesses that provide transportation in passenger vehicles such as sedans, SUVs, and wheelchair accessible vehicles.
Q#2	Are students allowed to ride in the front of the vehicle?	A#2	No.
Q#3	Who is your current transportation provider or providers?	A#3	Pawar Transportation and HopSkipDrive
Q#4	What are the current rates with your current vendor? Any amendments or Addendums?	A#4	Please see Electronic School Boards for all current contracts https://www.mdusd.org/about/board-meeting-information - Monthly

Q#5	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#5	Please see Electronic School Boards for all current contracts. (https://www.mdusd.org/about/board-meeting-information) - 6/28/23, Item #15.65 - 9/13/23, Item #13.31
Q#6	Can you please provide samples of invoices from your current transportation provider?	A#6	Please see Electronic School Boards for all vendor warrants.
Q#7	How many Special Needs / McKinney Vento students to transport to school does the district have?	A#7	Currently have 54 students using Private Transportation
Q#8	How many routes/vehicles are currently used to transport your students? What's the average number of students per vehicle?	A#8	1 - 3 passengers
Q#9	How many routes are guaranteed under this contract? Or can you give an estimated value of the contract?	A#9	No Guarantees. Overall we contract 1.3M for our contracted services.
Q#10	Do you currently transport any students in wheelchair-accessible vehicles? If so, how many vehicles are currently being used?	A#10	Not at this time, but we would like the flexibility to extend those services at a future date.
Q#11	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#11	Yes, all of those could be used and are in the RFP.
Q#12	Can we submit our own bid price form? Our pricing structure is a base fee plus mileage.	A#12	Bidders must use the structure included. The information is on Attachment A - Pricing Sheet
Q#13	Can the insurance limits be negotiable?	A#13	No.

Q#14	<p>Will subcontracting be allowed if it's approved by the school district and the primary Contractor oversees the subcontractor(s) to ensure compliance, performance, etc.? This is a common practice to help ensure all routes are covered and costs are as low as possible without jeopardizing safety.</p>	A#14	<p>Subcontracting is allowed. The guidelines are outlined within the request for proposal.</p> <p>Please refer to Page 21-22 Item 3 (A-E) for Contractor's compliance and responsibility for subcontractors.</p> <p>Contractor's are responsible for their employees or subcontractors.</p>
Q#15	<p>Can the district provide the estimated number of students who require transportation as part of the program? If the District's needs are currently undefined, can the District provide the number of students that required similar transportation last year?</p>	A#15	<p>Currently have 54 students using Private Transportation</p>
Q#16	<p>Can the district please provide historical and/or estimated information on the following:</p> <ul style="list-style-type: none"> -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 	A#16	<p>At this time, all trips are to and from home to school.</p> <p>Mileage varies due to where the student lives and where they are attending school - longest one right now is approx. 49 miles one way and the shortest is approx. 3 miles one way.</p>
Q#17	<p>Can the district clarify the number of Wheelchair Accessible Vehicles that will be required as part of this program? If the District's Wheelchair Accessible Vehicle needs are currently undefined, can the District please provide the number of students that required Wheelchair Accessible Vehicles last year?</p>	A#17	<p>The district does not currently use passenger vehicles for Wheelchair Accessible transportation, but the district anticipates a future need. It could be two vehicles at a later date.</p>

Q#18	In the event of award, we will immediately hire drivers and source vehicles. Would the district be open to a complete list of the drivers and vehicles following award and prior to start of service at a mutually agreed upon time?	A#18	We do not need the list prior to service. The hiring, vetting and training of drivers is the responsibility of the vendor. Vendors must meet State, Federal rules and regulations as well as Districts requirements.
Q#19	Could the District please allow the use of verified e-signatures for this submission?	A#19	E-Signatures are okay, but District still requires a hardcopy Response package on 9/18/24 by 10:00am.
Q#20	Can the District please clarify when they intend to launch the services resulting from this RFP?	A#20	We are looking to launch services on October 1, 2024, or soon thereafter.
Q#21	Would the district be open to a one-week RFP due date extension?	A#21	The District is not looking to extend, Proposals are due September 18, 2024.
Q#22	Per page 24, section G., ‘all prices must be in whole dollars (no cents).’, would the District allow pricing to include cents in order to allow potential contractors to submit competitive pricing? If not, is the District willing to allow an exception to be applied to the ‘Per Mile fee or Mileage brackets’ section in Attachment A, Pricing Sheet?	A#22	Cents are okay
Q#23	Per page 5, section 1 under ‘Instructions to RFP Bidders’, instructions state ‘The RFP must be submitted on this form, in its entirety, (attachments accepted) in a sealed envelope...’. Can the District clarify if this means that all pages (1 through 72) of this RFP document must be included or only the documents listed in bold on page 3?	A#23	Please submit pages 19-54 of the RFP as your Response (this would include all documents in Bold listed on the Table of Contents.
Q#24	Does each driver need to complete a drug test before providing service?	A#24	Yes, Has to be SB 88 Compliant.

Q#25	Has there been any performance concerns with the current vendor/s?	A#25	Performance issues are addressed directly with each vendor, as they arise.
Q#26	Is the current vendor/s SB88 compliant?	A#26	The District expects all vendors to comply with laws as applicable.
Q#27	Could the district share the historical Liquidated Damages that they've assessed to their current provider(s)?	A#27	In the last five years, the District has not had a reason to assess Liquidated Damages for contracted transportation.
Q#28	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)?	A#28	This is permissible. This RFP outlines the use of passenger vehicles such as sedans, small vans, and SUV's.
Q#29	How often will contractors be required to share safety and performance data with the District? What type of data will be required?	A#29	Any and all information required by SB 88 or State and federal regulations
Q#30	<p>In regards to subcontracting:</p> <ul style="list-style-type: none"> -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? 	A#30	<p>The information regarding insurance coverage for subcontractors is referenced in Attachment D and page 22 of the RFP.</p> <p>Please refer to Page 21-22 Item 3 (A-E) for Contractor's compliance and responsibility for subcontractors.</p> <p>Contractor's are responsible for their employees or subcontractors.</p>

Q#31	Will the District require real-time GPS oversight for each ride?	A#31	Not at this time
Q#32	As public funding often prohibits offshore outsourcing, does the District require customer support and dispatch staff to be located in the United States?	A#32	Yes, the district requires staff and resources to be located in the United States.

A = Answer, Q = Question, R = Revision/Clarification to Bid

Elizabeth McClanahan
 Director of Purchasing and Warehouse

END OF ADDENDUM