MURRIETA VALLEY
UNIFIED SCHOOL DISTRICT

Murrieta Valley Unified School District
41870 McAlby Court
Murrieta, CA 92562

DISTRICT RFP ADDENDUM NO. 1

Date: September 14, 2026

To: All Proposers

From: Jennifer Hanshew, Transportation Director

Re: 2026-27-01 Bus Charter Student Transportation Services

This addendum is issued for the purpose of amending and clarifying certain requirements of the RFP and is hereby made a part of and incorporated into the Contract Documents. Unless specifically stated otherwise herein, all other provisions of the RFP and Contract Documents remain unchanged and in full force and effect.

RFP ADDENDUM NO. 1 DESCRIPTION:

1. **Pre-Proposal Conference Questions and Answers**

    1. This RFP is for services on an "as-needed and as-available by the district, if contractor can't confirm trip, will it get offered to another provider without penalty?

    Answer: Yes, this RFP is for services on an "as-needed and as-available" basis. If the contracted provider cannot confirm a requested trip, the District will offer the assignment to an alternative provider without penalty to the contractor.

    2. Fleet size, what specific vehicle capacity are you looking for?

    Answer: We require 56-passenger buses (primarily for athletics) and 84-passenger buses (primarily for children). All capacity needs are listed in Attachment A.

    3. Are other sizes acceptable?

    Answer: No. The District requires the exact passenger capacity configurations that are listed in Attachment A to ensure student safety, mandatory chaperone seating ratios, and cost-efficient routing. Proposers must be able to provide the specific capacities listed in Attachment A to be considered for an award.

    4. What is the typical lead time on a trip request?

    Answer: Our standard lead time for trip requests is an average of 30 days prior. However, to accommodate unpredictable school schedules, athletic playoffs, and sudden itinerary adjustments, there will be exceptional circumstances where we will require same-day requests.

    5. How frequently do you need same day requests?

    Answer: On average, same day requests occur a couple of times per month. The volume increases

significantly during CIF playoff periods as athletic advancements require rapid turnaround times for transportation scheduling.

6. Does the District experience a similar volume of cancellations as it does same day requests?

Answer: Yes. Same day cancellations occur at a similar frequency, averaging a few times a month and generally align with the volume of same day requests. These occurrences are primarily driven by sudden athletic playoff eliminations during CIF tournament play, unforeseen weather delays, or sudden school event scheduling changes. All such occurrences will be handled in accordance with the cancellation policy outlined in this RFP.

7. Do those same day events /needs allow for a few hours of lead time?

Answer: Yes. There will be a few hours of lead time.

8. Will the District need transportation for mountain trips?

Answer: Yes. Mountain trips are included in the scope of work for certain athletic and educational events. Proposers must comply with all state regulations regarding mountain transit, including winter weather equipment readiness and appropriate driver training.

9. How many mountain trips does the District complete on average?

Answer: Mountain trips are minimal, averaging fewer than 12 occurrences per year. While these trips are rare, the selected contractor(s) must retain the capability to fulfill these requests safely with qualified drivers and properly equipped vehicles when scheduled.

10. For mountain trips, are those priced separately?

Answer: The Proposal Form has been updated to include dedicated pricing for Mountain Trip fees. Please refer to Item 2 of this addendum for full details.

11. Will the District have any out of state trips?

Answer: Yes. The District anticipates occasional out-of-state trips throughout the contract term.

12. Is the out-of-state travel expected to be frequent or occasional?

Answer: The District anticipates a minimal volume of out-of-state travel, averaging approximately two (2) trips per school year. Please note that this figure is a non-binding estimate provided for informational purposes only; actual trip volumes will fluctuate based on District needs and are not guaranteed.

13. Does the District use coach buses for the out-of-state trips?

Answer: Yes. The District prefers the use of coach buses for out-of-state travel. However, the final equipment selection will be determined on a case-by-case basis depending on trip distance, roster size, and the specific cost proposals submitted by the contractor.

14. Does the District schedule Graduation Night Trips? If so, are these trips serviced by school buses or motor coaches?

Answer: Graduation Night trips are typically serviced by school buses and are generally handled in-house by the District.

15. Is there a separate pricing structure for Graduation Night events?

Answer: No separate pricing structure for Graduation Night events is anticipated under this RFP.

16. Are there any specific or specialized billing data fields required on trip invoices beyond standard invoicing information?

Answer: Invoices must include standard data such as trip times, mileage totals, and other applicable billing information. Please refer to Section 19 (Invoicing and Payments) of the RFP for further information.

17. Are fuel surcharges permitted?

Answer: No. Per the terms of the RFP, Section 20 (Adjustment to the Rate (unit cost) Schedule), fuel surcharges will not be accepted under this contract, and the addition of any such charges shall not be permitted during the term of the agreement. All submitted flat and hourly rates must be completely all-inclusive, factoring in all anticipated regional fuel price fluctuations. Any proposal submitted that includes a variable fuel surcharge structure, index, or separate fuel add-on may be deemed non-responsive and rejected by the District.

18. If the District cancels, what is the window and cancellation fee?

Answer: The District does not establish a uniform cancellation notice period or cancellation fee. Each proposer shall identify its cancellation policy, including applicable notice periods and any cancellation fees, penalties, or other charges, using the Cancellation Policy Form attached to this Addendum. The cancellation policy submitted by the successful proposer and accepted by the District shall become part of the Contract Documents and shall apply to transportation services authorized under the Agreement.

19. If the bus we have scheduled for a trip, has a breakdown or maintenance issue, we might send multiple vehicles to add up to the capacity that is needed. For example, if you requested a type D vehicle, but we send 3 type A vehicles, but only charge for the type D, would you be open to that?

Answer: Yes. In the event of a vehicle breakdown, maintenance issue, or other unforeseen circumstance, the Contractor may provide multiple substitute vehicles, provided they collectively meet or exceed the required passenger capacity and all applicable RFP requirements. The District shall be charged no more than the rate for the vehicle type originally requested, with no additional charges for the substitute vehicles. Any substitution shall be communicated to and approved by the District prior to the trip when reasonably practicable.

20. Does the evaluation criteria include cost?

Answer: Yes. Cost is one of the evaluation criteria. Please refer to the Evaluation Criteria section of the RFP for the complete evaluation criteria and scoring methodology.

21. In years previous, how many vendors have you utilized to cover all your needs?

Answer: In previous years, the District has utilized approximately three to five vendors to meet its transportation needs.

22. Approximately how many lift-equipped trips has the District requested in the past year?

Answer: The District has requested no more than a handful of lift-equipped trips in the past year.

23. Are undercarriage requirements applicable to all trips?

Answer: No. Undercarriage requirements will be specified by the District when required for a particular trip and are not required for all trips.

2. **Revision to Attachment A - Proposal Form – Mountain Trip Add-on Fee (Per Trip)**. Attachment A - Proposal Form is hereby revised to add the following pricing item: Mountain Trip Add-on Fee (Per Trip). The revised Attachment A - Proposal Form is attached to this Addendum and replaces the previously issued Proposal Form in its entirety. Proposers shall use **Attachment A - Proposal Form** when submitting their proposals. All other pricing items and requirements contained in the original Proposal Form remain unchanged unless specifically revised by this Addendum.

3. **Addition of Cancellation Policy Form**. The RFP is hereby amended to require each Proposer to identify its cancellation policy for District-initiated cancellation of an authorized or scheduled trip. Proposers shall complete and submit the Cancellation Policy Form attached to this Addendum with their proposal. The cancellation policy submitted by the successful Proposer and accepted by the District shall be incorporated into the Contract Documents and shall apply to District-initiated cancellations during the term of the Agreement.

4. **Addition of Addendum Acknowledgment Form.** The following document is hereby added to the RFP documents

and shall be completed and submitted with the Proposer's proposal – Addendum No. 1 – Addendum Acknowledgment Form - 09/14/26. Proposers are required to complete and submit the Addendum Acknowledgment Form with their proposal. The form is intended to document receipt of all issued addenda.

ENCLOSURES TO ADDENDUM NO. 1:

- Attachment A - Revised Proposal Form
- Cancellation Policy Form
- Addendum Acknowledgment Form

END OF DISTRICT RFP ADDENDUM NO. 1

ATTACHMENT A
REVISED PROPOSAL FORM
ADDENDUM 1 – 09/14/26

TO: MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

FROM: _____
Name of Respondent

PROPOSAL FORM

Include all costs in your proposal. This proposal includes all items as indicated and as specified for the designated services for the District. The "Not to Exceed" proposal shall include all labor, materials, transportation and services necessary to complete said work excluding State or County Sales or Use tax. Do not leave any pricing cells blank. Enter "$0.00" if a specific charge does not apply.

Category	Passenger Capacity	Flat Rate (5 Hour Minimum)	Hourly Rate (After 5 Hours)	Mountain Trip Add-on Fee (Per Trip)
1	Coach Bus – 24-42 Maximum Passenger	$	/hr	$
2	Coach Bus – 43-51 Passenger	$	/hr	$
3	Coach Bus – 52-84 Maximum Passenger	$	/hr	$
4	School Bus – 24-42 Maximum Passenger	$	/hr	$
5	School Bus – 43-51 Passenger	$	/hr	$
6	School Bus – 52-84 Maximum Passenger	$	/hr	$

The Respondent is (Check One): ____ Corporation ____ Partnership ____ Proprietorship

If the Respondent is a Corporation, the proposal should be signed with the name of the Corporation by an officer authorized to execute a proposal on behalf of the Corporation. This Corporation is organized and existing under and by virtues of the Laws of the State of Federal Tax ID Number: _____.

If the Respondent is a Partnership, the proposal should be signed with the name of the partnership by one of the partners. Federal Tax ID Number: _____.

If the Respondent is unincorporated and a Sole Proprietorship, the proposal should be signed with the name of the Sole Proprietor by that person. Social Security Number: _____.

Dated: _____ , 2026

FIRM NAME: _____

BY: _____

MURRIETA VALLEY
UNIFIED SCHOOL DISTRICT

CANCELLATION POLICY FORM
Addendum 1 - 09/14/26

RFP No. 2026-27-01
Bus Charter Student Transportation Services

Proposer shall identify its cancellation policy for District-initiated cancellation of an authorized or scheduled trip.

☐ **No cancellation fee**
☐ **Cancellation fees apply as described below**

Cancellation Notice Period	**Cancellation Fee**
More than ___ hours/days before trip	**$_____**
___ to ___ hours/days before trip	**$_____**
Less than ___ hours/days before trip	**$_____**
Same-day cancellation	**$_____**

Additional Cancellation Charges or Conditions, if applicable:

_____

_____

Proposer: _____

Authorized Representative: _____

Signature: _____

Date: _____

The cancellation policy submitted by the successful proposer and accepted by the District shall become part of the Contract Documents and shall apply to authorized transportation services under the Agreement.

MURRIETA VALLEY
UNIFIED SCHOOL DISTRICT

ADDENDUM ACKNOWLEDGMENT FORM
Addendum 1 - 09/14/26

RFP No. 2026-27-01
Bus Charter Student Transportation Services

The undersigned Proposer acknowledges receipt of _____ addendum/addenda issued in connection with this RFP and confirms that all issued addenda have been reviewed and incorporated into the Proposer's proposal.

Number of Addenda Acknowledged: _____

Proposer: _____

Authorized Representative: _____

Signature: _____

Date: _____