January 29, 2019

**Bid/RFP #20-001 Pupil Transportation**

Addendum No. C

**PLEASE NOTE THE BID OPENING DATE AND TIME AS IT HAS CHANGED TO THE FOLLOWING DATE AND TIME.**

**Opening Date: 2/21/2019**

**Opening Time: 11:00 a.m.**

Notice to Bidders:

A request to submit a proposal on the above was sent earlier to your firm.

Requests for additional information have been submitted to the Racine Unified School District. The following response is being provided to all vendors on our bid list to facilitate with your proposal submittal.

Q1. Please provide a copy of the current transportation contract(s) including any extensions with listing of rates for 18/19 SY.

A1. See Exhibit A posted with this addendum

Q2. Please provide copy of last 2 months detailed transportation invoices (in excel if possible).

A2. See Exhibit B posted with this addendum.

Q3. Please provide copy of all routes: AM, Midday, PM, Act's (in excel if possible)

A3. See Exhibit C posted with this addendum.

Q4. Please list total annual amount paid to transportation vendor over the last 3 years.

A4. See Exhibit D posted with addendum.

Q5. Please provide any information regarding current drivers/monitors wages and benefit.  Current pay range (starting pay to top pay)? Are they in a union?  If so, which union?  Can we be provided the CBA?

A5. Durham Drivers wages: $18.25-20.81

Attendant’s: $11.08

(7) paid holidays

No, they are not part of a union.

Q6. What is the current driver/monitor daily route guarantee?  What are the average hours for drivers/monitors?

A6. 4 hours, 2 morning and 2 afternoon

Drivers Avg. 6.82 hours

Attendant 6.12 avg. hours

Q7. Please provide current contractor fleet list: # of vehicles, passenger size, seat belts, wheel chairs, a/c, etc.

A7. See Exhibit E posted with this addendum.

Q8. Please provide current contractor's office and maintenance staff listing: # of managers, dispatchers, mechanics, etc.

A8. Old number will not match current RFP need. Use RFP numbers only.

Q9. Is District pleased with current level of service?  What areas would you like to see improvement in?

A9. This is not pertinent to this RFP. There are additional requirements in this RFP that were not in the current contract.

Q10. Does current vendor have full complement of drivers?

A10. Yes

Q11. Please provide last summer school transportation volume: # of days, buses, etc.

A11. Summer School Days: 24; Special Needs Buses: 15 per day

Q12: Currently, how many monitors and drivers are required to sufficiently service this contract?

A12. Currently 49 monitors - 140 route drivers - 18 Standby; Numbers can change based on individual student/route needs.

Q13: Please provide estimate of non-route field trips, shuttles, work programs, midday, etc.

A13. No Shuttles Red Ed; Reg Ed: 17 mid days; Sped: 43 Mid-day; 6 work programs

Q14. Please provide annual estimate of number of field and athletic trips, hours, and miles?

A14. Approximately $660,192.11 and 158,619 miles

Q15. How many conflicting trip vehicles are needed to cover athletic trips?

A15. 10 interfering trips

Q16. Does District anticipate any changes to transportation program (bell times, etc.) over the contract term?

A16. Not at this time, however the District maintains the right to do so in the future understanding that changes will need to be negotiated.

Q17. How is fuel handled in current contract?  Fuel peg?  Contractor purchases, etc.?

A17. The bus company is paying for the fuel and we are getting a credit on the bill for costs that are less than the $3.75. Please reference #18 in Exhibit A.

Q18. Please advise of any significant changes from the current contract to the one proposed in the RFP.

A18. Three camera buses and Student tracking.

Q19. Please advise of estimate regarding total annual mileage.

A19. 2,850,000 miles

Q20. Is the current transportation facility owned by the District? Contractor? or leased by Contractor?

A20. RUSD currently pays for the lease of the facility which is currently $128,376 annually. If the pupil transportation proposal requires expenses for upgraded or changed facilities, this should be included in your bid so we can assess the cost impact. Once again, we would like to partner with the vendor to obtain the most cost-effective pupil transportation as possible which includes the costs for the facility used by the pupil transportation contractor. 

Q21. Please consider delay of 1 week - to further prepare proposals.

A21. **Proposal are due February 21, 2019 at 11:00 a.m.**

Q22. Page 6, #10 says contract can be terminated by either party with 9 months written notice. Contract (Page 34) states RUSD has termination for Convenience with 30-day notice. Do both the Contractor and the District have termination for convenience?

A22. The contract is just a sample and will be edited to meet the requirements of the RFP.

Q23. Page 35, #27: Force Majeure

District is protected from paying contract during force majeure event. Can contractor be protected from providing service during force majeure event?

A23. Yes.

Q24. Could you please provide the following information?

A24.

* Current contract with your transportation provider
  + See A1.
* 3 months of invoices from current contractor
  + See A2.
* Detailed transportation budget
  + Our current financial system does not allow us to run reports that would provide detailed information to the extent you are asking however we’ve included what we have in Exhibit F posted with this addendum.
* Digital copy of routing data as well as hours and mileage for routes
  + See A3.
* Amount of liquidated damages assessed to current contractor per year
  + None
* Any major service issues with current provider.
  + This is not pertinent to this RFP.

Q25. RFP states that final questions are due January 31st at 3:30pm, then on page states, “All questions, clarifications or exceptions regarding the RFP document must be raised at least five (5) business days prior to the opening date and time identified on Page 1.” Can you please clarify if questions can still be asked up until 5 business days prior to opening and if exceptions can be included in the proposal or if they need to be submitted in advance?

A25. Due to the District Closing on 1/30 and 1/31/19, final questions are due no later than 10:00 a.m., February 4, 2019.

Q26. It appears the contractor will procure fuel, and the District will pay for it. Is this correct? If the contractor is responsible for the cost of fuel, will there be price protection? Please clarify the fuel aspect of this RFP.

A26. We expect our contractor for pupil transportation services to partner with us to provide busing in the most efficient and cost-effective manner. This includes acquiring fuel at the lowest possible cost. It was our understanding that in order to obtain the federal excise tax exemption, the District would need to pay for the fuel directly rather than have the contractor pay for it.  If there are alternatives to obtaining fuel in a cost-effective manner, we would expect to partner with the contractor to achieve those savings. Therefore, bids should reflect a pupil transportation pricing structure that has fuel costs paid directly by the District. As indicated in the RFP language, we expect the contractor to arrange for the cost-effective acquisition of fuel.

Our partnership must also include structures that provide overall cost-effective pupil transportation. As an example, just because the District is paying for fuel does not mean the contractor should acquire and use lower cost buses that consume higher levels of fuel at the District's expense.

If the busing company is proposing a different fuel option for buses or if they are Hybrid, the pricing in their bid would differ. For example, if they are proposing buses that use fuels that do not require the district to purchase the fuel to obtain the excise tax waiver, the bus company should include fuel costs in their price proposal. We would only pay for fuel in order to obtain tax waivers.

Q27. Can you provide Summer School data? Number of routes, hours and miles?

A27. We did summer school in Edlog last year.  We no longer have access to that data, what we have provided in Exhibit C is the best we can do.

Q28.  (pg 5, #8) Will award be made in total to a single provider, or possible split between/among multiple providers?

A28. One provider.

Q29. (pg 10-11, #21) Please provide “Employee Profile Sheet”. Explain district process and timing fully for approval of company employees before contact with RUSD students.

A29 The bus company is responsible for this.

Q30. (pg 11, Physical) 2nd Year license renewal drug screen and blood “chem screen” are not consistent with D.O.T. testing requirements.  Please describe required blood “chem screen” in detail.

A30. The District is asking that the physicals and drug screens are done every two years.

Q31. (pg 15, Video Cameras/GPS/Student Tracking) There is a requirement that “Digital equipment must have the ability to be electronically transferred.”  Please explain this requirement in detail.

A31. Must be able to be transfer and access data via email, CD, DVD

Q32. (pg 19, I. Ridership) Is it safe to assume that the student tracking requirement will only apply if selected by district in the optional price proposal?

A32. No, the student tracking system is a requirement in any proposal as state reporting will require its use.

Q33. (p 25, 26, Contractor Independence) Specifically what audit engagement does this section refer to?

A33. Section 26, Contractor Independence should read as follows:

Contractor agrees and stipulates that in performing this contract, it is acting as an Independent Contractor, and that no relationship of employer and employee, partnership or joint venture is created by contract. Contractor has exclusive control over work hours, location, and other details such services, and RUSD's sole interest is to ensure that said service shall be performed and rendered in competent, safe, efficient, timely and satisfactory manner in accordance with the terms of the contract.

Contractor has the sole obligation to provide for and pay any contribution or taxes required by federal, state or local authorities imposed on or measured by income. Contractor specifically covenant not to file any complaint, charge, or claim with any local, state or federal agency or court in which Contractor claims to be or to have been employee of RUSD during the period of time covered by this contract and that if any such agency or court assumes jurisdiction of any complaint, charge or claim against RUSD on Contractors behalf, Contractor will request such agency or court to dismiss such matter. RUSD shall not be charged any obligation or responsibility whatsoever of extending any fringe benefits which may be extended to RUSD's employees, including any insurance or pension plans.

Q34. When and why did the district switch from Edulog to Transfinder routing software?

A34. Moved to Transfinder 2/18. Vendor Selection committee choice.

Q35. Are there significant deficiencies being experienced with the current contractor?

A35. Not relevant to next year contractor selection.

Q36. Please provide liquidated damage amount assessed against current contractor in 2017-18 and current school years.

A36. None

Q37. Please provide route/run coordination for all current contracted AM/mid-day/PM district buses showing bus size, type, and runs for each route so that proposers may better understand cost when proposing bus pricing.

A37. Reference Exhibits C and E.

Q38. How many wheelchair students are currently being transported?  What are current wheel chair bus capacity for wheelchairs and ambulatory students?

A38. 49; See A7.

Q39. How many monitors are currently being used in the district? Are all monitors employed by the contractor?  Is this expected to continue at current levels?

A39. 49; District pays for SPED monitors. Durham selects aides based on individual route needs and it is at their cost.

Q40. Please provide last 4 months of invoicing for transportation (September – December) for all HTS, Special Ed and / or trips, as well as summer route and trip invoicing.

A40. See A2.

Q41. Please provide copies of all routes including information relating to tiering, stops, mileages and times.

A41. See A3.

Q42. Please provide fleet requirements including the following:

# of buses and seating capacity required

# of vans and seating capacity required

# of wheelchair lift equipped vans and seating capacity required

A42. See A7.

Q43. Please provide information of school bus facility requirements including current location of provider’s facility, as well as any locality requirements, etc.

A43. 1608 Oakes Rd, Racine, WI 53406. The vendor must be registered to do business in the State of WI.

Q44. Please provide a 2018-19 and 2019-20 calendar (if available) and bell times for all schools, public and private.

A44. RUSD can be found at <https://www.rusd.org/district/startend-times> and <https://www.rusd.org/district/calendars>. See Exhibit G for private schools. Please note that 19-20 are not finalized.

Q45. Please provide any information as to routing requirements, including system usage, system licensing, provision of routing as determined by the district or contractor, etc.

A45. RUSD uses Transfinder for all transportation services.

Q46. Does the district require the use of bus monitors?  If so are they provided by the district or the contractor?

A46. Bus monitors are at contractor discretion for behavior/security, billed to district. Bus aides for medical/SPED are assigned and paid by RUSD.

Q47. Does the district require harnesses or any other specialty equipment for students and whom are the provided by?

A47. Yes, and specifics are with the Information contained in the RFP.

Q48. Does the district request the ability to have all vehicles equipped with GPS tracking devices?

A48. Yes, and specifics are with the Information contained in the RFP.

Q49. Does the district request the ability to choose between greener, eco-friendly fuel alternatives to diesel such as Propane?

A49. The district is not requesting the ability to choose this area. However, it will be considered as a value-added area of review.

Q50. Please provide detailed information as to liquidated damages provisions?

A50. Specifics are with the Information contained in the RFP.

Q51. Please provide information as to the history and trends in past transportation contract renewals and negotiations.

A51. Negotiations have been quick and effective as the RFP and vendor response is incorporated into the contract. Renewals have been equally effective and quick.

Q52. Is the provider the exclusive provider of athletic and extra-curricular trips busing?  If not, how often do you use other providers for route coverage, field trip coverage and / or athletic trip coverage and why?

A52. Specifics are with the Information contained in the RFP. An exception would be for some athletic events that are for small groups of less than 10. The district will then provide transportation on its own.

Q53. Are you experiencing current service issues such as driver shortages, etc.?

A53. No, however it is understood that quality driver retention is an issue across America.

Q54. Please provide any detailed information as to driver training requirements?

A54. Specifics are with the Information contained in the RFP.

Q55. Please provide detailed information as to the needs and requirements of the student tracking needs of the district.

A55. The district will be required for all trips to know on a daily basis when a student is/if a student is picked up, time on bus, distance on bus and when they are dropped off.

Q56. Will you be clarifying in an amendment that the intentions of the district mentioned in the pre-bid meeting?

a. That district will continue to provide the current facility to the transportation vendor on a no-cost lease, with the vendor providing normal repairs of the property?

A56a See A20.

b. The current RFP asked for pricing not to exceed CPI in years two through five. This will cause the first year pricing to be inflated to cover costs (driver wages, number of buses replaced etc.) that exceed CPI, is this intention of the district? Would the district except a pricing schedule based on each year's actual increases instead?

A56b. Vendors may submit alternate proposals however for annual actual increases for the term of the contract.

**You must acknowledge any addendum(s) on the Bidder Information & Certification form A.01. Vendor’s who do not acknowledge the addendum may have their bids rejected.**

Thank you for your interest.



Diane Knoll, Purchasing Supervisor  
Purchasing Department