



## **Addendum No. 1**

October 23, 2018

### **Request for Proposal No. 03-10.24.18 Supplemental Pupil Transportation Services Torrance Unified School District**

This addendum supersedes, supplements and has precedence over all portions of the bidding documents with which it differs. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject the Bidder to disqualification.

**The following amends the RFP with additional requirements:**

1. Extension of Proposal Due date:  
**NOVEMBER 2, 2018, BEFORE 2:00 P.M.**
2. Supplementary General Conditions for Home-To-School (taxi-type services) only.
3. Additional Pricing Sheet for Home-To-School (taxi-type services) only
4. No changes to pricing sheet for charter and recliner buses – refer to original bid documents.

### **Response to Questions:**

1. Would you be able to provide specific routes for the passengers or example routes to provide accurate pricing in the Bid?
  - a. **Response:** This bid is for supplementary services. Also, if this is for taxi/special needs, please refer to page two of this addendum for pricing
2. Will a \$1,000,000 auto liability be fine for this RFP? (This auto liability is typically okay for taxi-school transports)
  - a. **Response:** Yes, taxi only. All requirements remain the same with a Certificate of Insurance naming Torrance Unified School District as additional insured with endorsement page(s).



3. Will this Supplemental Pupil Transportation Services have all kids, or will it also include those with special needs?
    - a. **Response:** All student population, as needed for various types of transportation services.
  
  4. Will we be required to submit just one copy of our bid with original signatures or multiple copies?
    - a. **Response:** One (1) original with signatures and one (1) identical copy on a thumb/flash drive.
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### **SUPPLEMENTARY SPECIAL CONDITIONS**

#### **FOR HOME TO SCHOOL PROVIDERS ONLY (“Taxi-type” Services)**

1. The following Supplementary Special Conditions are being added in this Addendum #1 for Home-To-School services only (i.e. taxi/vans) and does not apply for chartered or recliner buses.
2. This service will also be contracted on an as-needed basis.
3. Definitions for pricing:

**Trip:** A trip is defined as a one-way transportation event with a student or monitor continually onboard. Examples:

- Home to School:
  - Student 1: Pick-up, Student 2: Pick-Up
    - Both Student 1 & 2 dropped off at School A
  - Student 1: Pick-up, Student 2: Pick-up
    - Student 1 dropped off at School A
    - Student 2 dropped off at School B



- School to Home:
  - Student 1: Pick-up, Student 2: Pick-Up
    - Both Student 1 & 2 dropped off at Home A
  - Student 1: Pick-up, Student 2: Pick-up
    - Student 1 dropped off at Home A
    - Student 2 dropped off at Home B

The total number of trips the District is charged for is arrived at by adding together each one-way trip. The District will only be charged for miles incurred while a student or Monitor is onboard the vehicle. When no student or Monitor is onboard the vehicle, no mileage charges will be incurred.

**3. Additional Fees:** Additional fees are only incurred per the request of the District to provide additional services:

- Wheelchair Fee: A per student/per trip fee for students requiring a wheelchair vehicle.
- Car Seat/Safety Vest Fee: A per student/per trip fee for students requiring a car seat/safety vest.
- Wait Time Fee: Billed only when authorized by the District to wait for a student. Billed on an hourly basis in 15 minute increments.
- Monitor Fee: Billed only when the District requests that the Contractor provide a student Monitor for the trip. If needed, the Torrance Unified School District will usually provide the student's Monitor. When the District provides the Monitor, the District is not charged a "Monitor Fee." The mileage incurred while a Monitor (whether provided by the Contractor or the District) is onboard the vehicle without a student (transporting the Monitor to and from their pick-up location) will be considered part of the overall route mileage.

**4. Mileage Charges:** Mileage charges are based on driving distance calculations from a third party provider (e.g. Google, MapQuest, Bing, ESRI). The calculations are based on fastest route, and the total is rounded up to the next whole mile. Contractor shall be responsible for plotting the routes collectively. Under no circumstances will the District be required to pay for mileage to a pick-up or destination other than those authorized by the District.



5. Fuel Surcharges: When the average gasoline price exceeds \$5.00 per gallon, the mileage rate will be increased by calculating 30% of the price of gasoline that exceeds \$5.00 and adding it to the base mileage rate. Thus, if the price of gasoline, according to the gasoline price index, is \$5.20, the increase would be 30% of 20 cents, or 6 cents. The gasoline price index to be used shall be found under the category of California U.S. Regular Gasoline Prices\* (dollars per gallon)” on the following website:  
[http://www.eia.doe.gov/oil\\_gas/petroleum/data\\_publications/wrgp/mogas\\_home\\_page.html](http://www.eia.doe.gov/oil_gas/petroleum/data_publications/wrgp/mogas_home_page.html)

**These Supplementary Special Conditions are for Home-To-School services only (i.e. taxi/vans) and does not apply for chartered or recliner buses.**

**Continued....**



**Addendum No. 1 – Pricing for Home-To-School (taxi-type services only)**

**Contractor Name:** \_\_\_\_\_

*REFER TO ADDENDUM #1 SUPPLEMENTARY CONDITIONS*

<b>TRIP ITEMS</b>	<b>FEES</b>
Trip Fee (includes first 12 miles)	\$ -
Per Mile Fee (after the first 12 miles)	\$ -

<b>Additional Fees (only as needed or requested)</b>	
Wheelchair Fee (per student)	\$ -
Car Seat/Safety Vest (per student)	\$ -
Wait Time Fee (per hour, billed in 15 min. increments)	\$ -
Monitor Fee (per hour, 2-hour minimum)	\$ -
Other	\$ -
Other	\$ -
Other	\$ -

**END OF ADDENDUM**