

HAMILTON COUNTY DEPARTMENT OF EDUCATION

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Posted Date: November 16, 2022

Solicitation No.: 23-13

Solicitation Name: RFP 23-13 Student Transportation Management Services

Subject: Addendum Number 1

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases, or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded phrases or sentences represent additions to the original solicitation.

1. ARTICLE REVISIONS:

- A) Section XIII – Withdrawal of Routes shall be revised as follows – add the following language to the currently existing section details:
- a. In addition to the aforementioned withdrawal actions, HCS reserves the right to withdraw 10 routes from the Vendor each school year where the Vendor is unable to service routes due to driver shortages or equivalent performance obstacles that cause the Vendor to fail to meet performance expectations of HCS.
- B) Article 43 of the General Terms & Conditions shall be revised as follows: **RFQ, RFP, and Proposal Incorporated into Final Contract:** Any Request for Qualifications and/or Request for Proposal and the provider’s response to such, as amended between HCS and the successful provider, will be included as a part of the contract by reference. It should be understood that in the event of a discrepancy or ambiguity regarding the Proposer’s duties, responsibilities and performance under this contract, these documents shall govern in the following order of precedence: ~~Request For Qualifications and/or Request for Proposal and associated amendments, the Proposal/Bid Response and any amendments, technical specifications, clarifications and addenda made to the Proposal/Bid response, the Contract and its attachments.~~ Contract and its attachments, Clarifications and Addenda made to the Proposal/Bid Responses, Technical Specifications, Proposal/Bid Response, Request for Qualifications and/or Request for Proposal and associated amendments.
- C) Section 1 – District Overview as found on page 15 shall be updated as follows:
- a. 245 total buses in the system (Spare buses not included):
 - i. ~~404~~ 143 regular route buses and ~~64~~ 68 special education student buses for private Proposer (included in the scope of this RFP).
- D) Section III – Fuel Procurement shall be revised as follows: The Proposer shall be responsible for providing the fuel required during the performance of this agreement. The Proposer shall be responsible for all taxes on fuel used. The Proposer shall pay for all fuel used in regular, charter, activity, and athletic trips. The Proposer compensation for services rendered hereunder shall be adjusted monthly to reflect increases or decreases in the District’s wholesale cost of fuel plus transportation fees and state taxes. The contract “Base Fuel Cost” encompassing all fuel costs shall be \$2.50. Upon mutual Agreement of both parties the base fuel price per gallon may be adjusted. ~~based on United States Department of Energy Information spot prices for Ultra Low Sulfur Diesel for the Gulf Coast per gallon each month during the contract period. Should the average cost per gallon differ from the “Base Fuel Cost” by more than \$.10 cents per gallon plus or minus, the Proposer shall adjust to reflect the actual cost of fuel by providing a credit or invoicing for the change in cost.~~ The amount to be either credited or

invoiced for shall be based on an average of 6.5 miles per gallon and based on the loaded route miles as established each year by the Hamilton County Schools Transportation Department. The Proposer will be required to provide fuel storage.

E) Article E as found on page 19 and as part of Section II-Equipment shall be revised as follows: All buses shall be equipped with 800 MHz two-way Motorola radios on the P25 State System with identifiers in working condition and installed according to manufacturer specifications. The Proposer shall provide and own the mobile radios. Radios provided by Proposer shall be Motorola to ensure proper connection and continued supported service on the P25 system. Due to system performance requirements and to meet HCS standards, alternate radio manufacturers may not be utilized.

2. **NOTE:** The current Collective Bargaining Agreement between First Student, Inc and Teamsters, Chauffeurs, Warehousemen, Helpers, Misc. and Public Employees Local Union 327 has been provided as an attachment to this addendum for informational purposes.

3. **ATTACHMENTS:**

- a. Utility Expenses
- b. Current Contract
- c. HCS Standard Lease
- d. Invoices
- e. Collective Bargaining Agreement

4. **QUESTIONS/ANSWERS**

1.	<p>Staffing</p> <ul style="list-style-type: none"> a. Edgealog Specialist on staff – Is this an additional position? Not outlined in the staffing in this RFP b. Safety Supervisor no longer included in staffing, is this position now being removed c. Maintenance Staffing shows a reduction by one, is the Tech in Charge being removed? d. Clarify Staffing for the 3 Sites 2/2/1
Answer	<ul style="list-style-type: none"> a. Corporate Edulog staff is sufficient b. Only a safety manager is required. A safety supervisor is welcomed but not required c. Tech in charge is still needed d. Site supervisor and dispatcher is required at all 3 sites

2.	<p>Transportation Facilities - At present Service Center (Dodds), Tyner, and Hixson (Temp Location.) The RFP indicates all but Tyner, is that being moved to Sequoya? Is Hixson remaining at the Temporary Location (Red Bank).</p>
Answer	<p>Tyner is staying put at Tyner. Only the Hixson site will be moving to Sequoyah</p>

3.	Section III, page 16: Facilities are provided by the District, however Contractor must provide fencing, paving, and any office trailer needed. How many trailers will the Contractor have to provide?
Answer	There will be trailers at each site for offices. If the contractor wants more office space, they will need to provide a trailer
4.	What will be ran from Hixson HS Center?
Answer	No buses will be parked or ran from the Hixson High school campus.
5.	WIFI installation (will HCDE install and maintain?)
Answer	If HCDE requires WIFI we will install and maintain.
6.	Page 20, item III-Fuel Procurement : a. Is the Contractor required to provide fuel storage? b. There is a reference to base fuel cost. What base fuel price per gallon should the contractor plan to use for the proposal?
Answer	a. The Vendor is required to manage their own fuel needs such as storage or wet hose. The current provider utilizes a wet hose system. b. The base fuel price per gallon for this Agreement shall be \$2.50. Upon mutual Agreement of both parties the base fuel price per gallon may be adjusted. See article revision provided with this addendum for additional information.
7.	Page 19, item H: It states digital recordings must be automatically uploaded to the server at one of the three bus locations. Will the one site be the Dodds Avenue location, or is it required for all three lots?
Answer	All three sites need to have access to upload videos.
8.	Page 21, item G: It states that the Contractor will be responsible for all taxes and insurance for the use of the facilities. Is there an estimated cost for Taxes the Contractor is required to pay?
Answer	Please see below clauses from the HCS standard lease agreement related to this Agreement. Estimated costs are not available for these items from HCS. Taxes: The Contractor shall pay all applicable taxes arising from its use of the Facilities and equipment under this lease, including personal property taxes and real property taxes. The Contractor shall pay all of the mentioned taxes before any fine, penalty, interest, or cost may be added for nonpayment, and shall furnish to the District, on request, official receipts, or other satisfactory proof evidencing such payment.

	Insurance: The Contractor agrees to insure the leased Facilities against any loss, including the realty, buildings, fixtures, and equipment, in an amount satisfactory to the District's Risk Management Office and to name the District as an additional insured party under the terms of its insurance policy.
9.	Repair of District facilities (pg.20) who is responsible?
Answer	The Vendor shall be responsible for maintaining and repairing all facilities leased to the District's reasonable satisfaction. See page 20 section IV – Facilities use for more details.
10.	Page 21, section V Bus Routing: For the required Edulog Route Specialist on staff, could this be an existing staff member, supervisor, or manager, or is this additional staff position required
Answer	The Edulog Route Specialist may be an existing staff member of the Vendor conducting dual roles for the Vendor or may be a standalone staff member. This shall be at the discretion of the Vendor. The Vendor shall clearly identify to HCS who is the designated Edulog Route Specialist.
11.	Late arrival reporting (RFP indicates we will track all late arrivals, is the expectation that we will track the Contractor buses for OTP as well. This was previously a request from the district.
Answer	No independent contractor will need to be tracked.
12.	Pg 28 XIII need clarity on clause that discusses withdrawal of routes.
Answer	Section XIII-Withdrawal of Routes provides in-depth details regarding the parameters of route withdrawals. Where clarity is needed a question with specific concerns should be submitted to the DOE_Purchasing@HCDE.org prior to the question deadline. See article revision to Section XIII as provided within this addendum for additional details.
13	We currently invoice the district on a typical calendar month basis (bill matches the number of school days) please clarify further the expected changes in the billing process.

Answer	Invoicing shall be conducted in accordance with the solicitation package. Vendor shall ensure that when quoting and invoicing for services that documents clearly indicate contracted unit rates, quantities where applicable or necessary, and properly calculated totals. Failure to provide quotes or invoices that clearly depict contracted rates may result in delayed payments.
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14.	Please clarify whether the language in Section XXIII(A) on p. 32 of Standard Terms and Conditions takes priority over the language in Section 15.1 and 18.1 of Funding Provisions?
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Answer	The language of Section XXIII (A) on page 32 shall take priority over the language provided in Section 15.1 and 18.1 of the Funding Provisions package. All language remains eligible for use by HCS.
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15.	Note Section 12 on p. 7 regarding Awarding of Contracts. HCDE may award bids received on the basis of individual items, or groups of items or on the entire list of items. Please clarify what could/would be separated for bidding purposes.
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Answer	As an RFP solicitation HCS reserves the right to negotiate elements of service, fees, and terms with the qualified Vendor(s).
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16.	Order of Precedence: p. 10, Section 43 GTC – This section lists the order as 1. RFP; 2. Proposal; Technical Specs; Clarifications and addenda to the Bid; Contract and attachments. Please clarify that the order is the reverse of what is listed. The Contract should take priority.
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Answer	See article revisions provided as part of this addendum regarding Article 43 of the General Terms & Conditions.
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17.	our proposal envelope. It states on the last line of the label “COST PROPOSAL”. However, since the technical and price proposals are being submitted together as one document, may we change this to just say “PROPOSAL”?
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Answer	Yes, just Proposal is acceptable.
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18.	Would you be able to provide current route information (times of day, length of time, number of miles, etc)? The most helpful would be average mileage and hours (terminal to terminal) a bus typically travels per daily route. This greatly helps the accuracy of our pricing.
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Answer	The current provider is running 8988.36 miles per day. Routes are between 5.5 and 8 hrs. a day.
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19.	For the general education and special education routes, are the route rates submitted in the cost proposal meant to include unlimited hours and mileage per route day (10+ hours day)? Or is there a contractual maximum for hours or miles for each route/bus per day? If so, is there a place where we should enter excess hours and/or mileage rates for regular routes? The pricing form includes a sports/activity miles/hours rate, but we assume that is not meant to be used to document excess rates for regular school routes. Thank you for any clarification you can provide.
Answer	Flat rate for routes including unlimited mileage and hours. Sports/activity will be a separate rate and billed separately.

20.	What is the current amount budgeted for transportation for this year 22-23?
Answer	FY23 budget for these transportation services is approximately \$13,500,000.

21.	What is the projected budget for transportation for next year 23-24?
Answer	A future budget figure is not currently known. Budget discussions are currently ongoing and will be presented during HCS budget sessions for Board authorization. Please see question 20 for FY23 budget details.

22.	Would you please provide transportation invoices for 22-23 SY?
Answer	Attached Aug. and Sept. We do not have the Oct. yet.

23.	Would you please provide the most current contract and any pricing addendums?
Answer	See attached.

24.	How is route billings (hours and miles) calculated portal to portal (terminal to terminal), only on route time (first pickup to last drop off), etc?
Answer	Flat rate per route.

25.	The RFP states there are 101 regular route buses and 64 special education student buses included in the scope of this RFP. Does the 101 + 64 = 165 include the required 12% spare rate? If so can you please confirm the exact regular route count and the special education route count (before adding spares) to ensure we calculate the drive time and miles as accurately as possible.
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Answer	There are 75 regular routes and 68 SPED routes. We are asking for a 12% spare rate.
26.	Regarding field trip travel, are the 22,000 annual extracurricular miles (estimated) across all carriers? Is there an estimated number of field trip miles that would correspond to the scope of routes/schools in this RFP?
Answer	Our schools decide who they want to use for trips. We do have 102 independent contractors that can be chosen as well. We do not have an estimated number of trips currently.
27.	How many contracted carriers is the district currently utilizing to provide transportation services for field trips and extracurricular activities?
Answer	102 Independent plus First Student
28.	For the 64 special ed routes that require wheelchair lift and integrated seats, is 36 passengers the minimum seating capacity for these buses? Or would HCDE prefer pricing for both Type A and Type C buses for the special education routes?
Answer	68 SPED routes. HCDE prefers Type A only.
29.	Regarding the required 800 MHz two-way radios, would LTE cellular based radios be permitted in place of 800 MHz two-way radios?
Answer	No. Radios must be P25 on the state trucking system. See article revisions as provided with this addendum.
30.	Please estimate the sum of Liquid Damages levied upon the current contractor for 21-22 SY?
Answer	387,569.65
31.	In the bid the base pay for bus drivers was provided. Can you please provide the base pay for Bus Aides/monitors?
Answer	\$112.02 per day per monitor.
32.	Regarding the Cost Proposal form, please clarify the following: <ul style="list-style-type: none"> a. Number of Days per year (column) <ul style="list-style-type: none"> i. We assume this is only for Summer School - 50, After School -50 and Noon Day -25.

	ii. And the Regular Transportation, Aides, Special Education approximations for bus count, NOT the number of days. Is that correct?
Answer	Correct- This is an estimate.

33.	What is the approximate number of routes run each day for the 50 summer school route days, 50 after school route days, and 25 noon route days?
Answer	25

34.	What is the scope of the 25 noon day routes? Do those routes run concurrently to the regular routes or can they be served using the regular route bus fleet?
Answer	They can be serviced with the regular route bus fleet.

35.	Are 32 Bus aides and monitors needed for Regular Transportation Routes?
Answer	Correct.

36.	For the 68 approx. aides needed for the Special Ed routes, we notice the fields for pricing are grayed out. Is this an error or is a price for this field NOT requested?
Answer	HCS <i>is</i> requesting rates for Bus Aides/Monitors for <i>both</i> Regular Transportation and Special Education Transportation at a <u>full day rate</u> . Gray fill formatting at this mentioned line may be ignored.

37.	What information should be provided in the 3 blank fields below the Regular Transportation Bus Types: 84 Passengers? Is this district requesting all buses to be 84 Passenger capacity or should vendors include multiple types of buses within the 3 blank fields, including 84 Passenger pricing?
Answer	All 84 passenger

38.	Same Questions as above for Special education - here we assume we are to outline the types of bus we will provide for this package? Elsewhere in the Bid we saw "Type A wheelchair, C.E." Should we provide Type A and Type C pricing for special ed routes?
Answer	Type A

39.	Does the current vendor have a driver shortage? If so, what is the number or percentage of shortage compared to the required number of total drivers including stand by drivers?
Answer	Yes, 17 drivers short including standby drivers.

40.	Important date reminder:
Answer	As a reminder to all Vendor's, important dates regarding this solicitation can be found on page 5 of the solicitation.

41.	Does 143 routes represent what the current vendor is providing.
Answer	Yes.

42.	Are the route details provided on page 15 accurate or need updating?
Answer	See article revisions of Section 1 at page 15 provided herein.

43.	Can an inventory be provided, and current utility taxes and costs be provided?
Answer	HCS does not provide for any tools or lifts. All equipment needed must be provided by the Vendor and shall be the sole responsibility of the Vendor. HCS provides gas, electric, water, and phone. A costing of the expenses for the last fiscal year have been provided with this addendum for informational purposes. Under the current Agreement, custodial fees are reimbursed by the Vendor for our Dodds shared location with the last fiscal year Vendor reimbursement being \$5,990.30. Custodial fees at all other locations shall be borne by the Vendor.

44.	Can a current lease agreement and vendor contract be provided?
Answer	Requested documents have been provided as attachments to this addendum.

BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.

ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.

Debbie Jackson

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