

Addendum No. 1

August 27, 2018

Request for Proposal No. 01-08.30.18 Pupil Transportation Services Torrance Unified School District

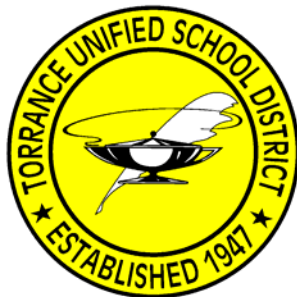
This addendum supersedes, supplements and has precedence over all portions of the bidding documents with which it differs. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject the Bidder to disqualification.

The following amends the RFP with additional requirements:

1. **Response to questions** that were submitted prior to the RFI deadline, August 24, 2018, 8:00 AM.
2. **New Bid Proposal Calculation Sheet** – Available online through Vendor Registry only. This Microsoft Excel sheet must be included with your response and replaces page 13 of the Bid Proposal Form. There are two (2) Sections, I and II.
Section I replaces the bid proposal form on page 13
Section II is for bidders that would like to submit proposals as described in the Supplementary Special Conditions in this Addendum.
3. **Supplementary Special Conditions for Home-To-School Services only** (i.e. taxi/vans) are being added in this Addendum #1 (does not apply for chartered buses for field trips, extracurricular activities).

Response to Questions:

1. When is the anticipated date of the Board Award for this RFP?
 - a. **Response:** [September 17, 2018](#)
2. Many Districts are now awarding contracts for this type of work to multiple vendors provided they meet the District's qualifications. District's then offer trips to the lowest



cost provider first and if there is no availability, they go to the next lowest priced company until the trip is reserved. Is this TUSD's intent or is the District seeking a sole provider for these services?

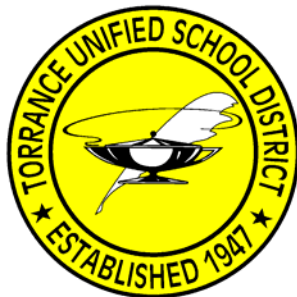
- a. **Response:** As specified in the solicitation on Vendor Registry: "AS-NEEDED, no minimum, no maximum charter bus services." The RFP document in the Instruction for Bidders specifies that "[t]he District reserves the right to make multiple awards.

3. Reference page 14, is the District asking for the Bidder's total fleet available for athletic and extracurricular trip work or is the District asking for a description of buses that would be dedicated to TUSD?
 - a. **Response:** Please provide the fleet available for Torrance Unified School District that meets the safety requirements stipulated in the Scope of Work and Special Conditions contained in the RFP document.

4. Reference page 42, would the District prefer that we provide data for 2017 in place of 2012?
 - a. **Response:** Please provide data from 2013 through 2017, instead of 2012 through 2016, which was an inadvertent typographical error.

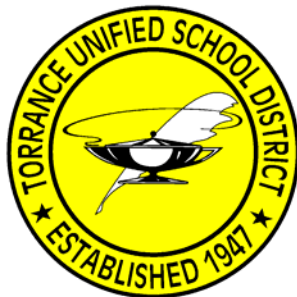
5. Reference page 43, section C, this section states a requested increase in years 2 - 5 of a contract cannot exceed the CPI using the data from the month of June. June CPI data is not published until mid-July so the Contractor would not have that information by the time the Contractor must notify the District of its intent to extend the contract (90 days prior to the anniversary date of the contract or June 1st). Will the District consider using the data from March instead of June so that the Contractor will know the CPI percentage before agreeing to an extension?
 - a. **Response:** Maintain CPI data from June, but change notification to the District "60 days prior" to the anniversary date.

6. Reference pages 49-50, will the District accept sexual abuse and molestation insurance coverage provided with a policy that is separate and apart from the Bidder's general liability policy? The amount of coverage would be the same as listed.



- a. Response: Yes
7. Reference page 51, section 0, in order to increase the number of buses available to the District for work under a resulting contract, will the District remove the requirement that no front engine transit buses may be used? Secondly, since not every trip requires under floor storage compartments, will the District change this requirement to "When requested, transit buses shall have under floor or rear storage compartments"?
- a. Response to first part of question: The District maintains that no front engine transit buses may be used.
 - b. Response to second part of question: Approved, "when requested, transit buses shall have under floor or rear storage compartments."
8. Bid bond: Is it ok to give you a cashier's check to hold for the bond
- a. Response: Please refer to Instructions for Bidders (page 5) Section 1.02 – Bid Security. Additionally, you may issue a corporate check.

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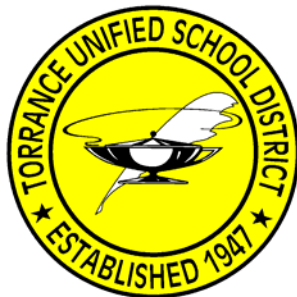
**SUPPLEMENTARY SPECIAL CONDITIONS
FOR HOME TO SCHOOL PROVIDERS ONLY**

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 buses.
2. This service will also be contracted on an as-needed basis.
3. Definitions for pricing (included as Section II of Bid Proposal Calculation Sheet, available on Vendor Registry only):

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.

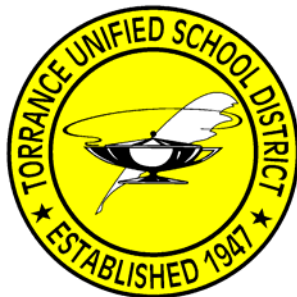
3. Additional Fees: Additional fees are only incurred per the request of the District to provide additional services:

- **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

Once again, **these Supplementary Special Conditions are for Home-To-School services only (i.e. taxi/vans) and does not apply for chartered buses.**

END OF ADDENDUM