



CITY OF ROCKVILLE
ROCKVILLE, MARYLAND

Addendum #1
Request for Proposal (RFP) # 07-24
SCHOOL BUS TRANSPORTATION SERVICES
March 18, 2024

ATTENTION ALL PROPOSERS:

The following addendum is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Proposers who respond to this RFP. Specific parts of the RFP have been amended. Proposers are required to acknowledge receipt of the addendum by signing in the appropriate space at the end of the addendum. Failure to do so may subject your proposal to disqualification. No provided answer to a question may in and of itself change any requirement of the RFP. The following revisions /deletions / additions are listed below; new language has been double underlined and marked in red bold (ex: **new language**) and language deleted has been marked with a double strikeout (ex. ~~language deleted~~).

The following questions were asked during the question period:

1. **Q: Page 8(I.C) States a term of 1 year with 4 one-year renewal options at the sole discretion of The City of Rockville... Since there is no guaranteed price increase year after year can the renewal terms be changed to upon mutual agreement?**
 - A. The renewal is upon mutual agreement.
 - C. Term of the Agreement.** The contract term shall be effective from the date of contract award for a period of one year. The City retains the option to extend the contract terms for up to four additional one-year periods. Extension of the contract is contingent upon and subject to funding appropriations and program approval by the Mayor and Council. The decision to extend this contract will be made ~~at the sole discretion of the City.~~ **upon mutual agreement by the City and awardee(s).**
2. **Q: Page 11(II.B.xii) and several other locations... RFP states toll charges will be the responsibility of the contactor... However, there is no trip schedule provided so toll expenses are impossible to be estimated for during bidding... Can the RFP be amended to include reimbursement for tolls?**
 - A: Yes, Section II.B. xii and Section II.D.v is amended as follows:

The Vendor is responsible for paying all ~~toll charges~~, licenses, fees, taxes, violation fines, fuel, and other operating costs incurred by the Vendor as a part of this contract. The City will not reimburse the Vendor for these expenses. The City will reimburse parking fees **and toll charges** to the Vendor at cost upon submission of original receipts for such items by the Vendor to the City. There shall be no other add-on charges of any kind.

3. **Q: Page 11(II.C.iv) state contractor should provide a bus with retractable bottom step or ramp... This vehicle does not appear to fit the scope of school bus transportation... Can this vehicle type be removed from the RFP?**

A. Yes. Section C, subsection iv is deleted as follows:

~~iv. If the City requests, the Vendor must provide a minimum of at least one bus with a retractable bottom step or ramp to allow senior citizens and/or disabled passengers to board. When requested, these buses must have swivel seats or seats that can be turned around.~~

4. **Q: Page 27 General terms and conditions (23)... States a CPI adjustment is only eligible for consideration after 2 years... Our industry has experienced year over year cost increases in excess 15% year over year the last few years... It is impossible to predict costs for a year from now... Can this be changed to fixed pricing for the first year only with CPI request for all extension years?**

1. Yes. Please see edits below for General Terms and Conditions Item 23 (page 27 in the RFP):

23 PRICE ADJUSTMENTS (CPI) Unless otherwise stated in the RFP document, rates quoted are to be firm for ~~two (2) years~~ **one year** after award of a contract. These rates will apply to additional work, change orders and contract modifications. A request for price adjustment after the ~~2-year period~~ **one-year period** is subject to approval or rejection by the Purchasing Agent. The Consultant shall submit to the Purchasing Agent sufficient justification to support the Consultant's request. A request for price adjustment may not be approved which exceeds the amount of the annual percentage change of the Consumer Price Index (CPI) for the twelve-month period immediately prior to the date of the request.

5. **Q: What information does the District require in their invoice to deem it a complete invoice?**

A: The City of Rockville's invoice policy can be found at:

<https://rockvillemd.gov/234/Invoicing-Payments>

6. **Q: General Terms, Sections 45 and 51: Will the City agree to allow assignment of the contract without the City's prior written consent to an affiliate of the Contractor, or in connection with a reorganization of the Contractor?**

A: No.

7. **Q: Will General Terms, Section 40: Will the City agree to limit the claims subject to indemnification hereunder to unaffiliated third-party claims?**

A: No.

- 8. Q: General Terms, Section 16: This section indicates that a sample agreement to be entered into by the winning Contractor(s) and the City is attached, but no such document was attached to the RFP. Please provide such sample agreement for the Contractor's review.**
A: A contract will be made available to the prospective awardee(s) for their review upon award.
- 9. Q: General Terms, Sections 12 and 53: Please confirm that this section will not be applicable to Contractor's proprietary technology that it may use in order to provide the services under the contract.**
A. These two Sections are applicable to this solicitation. Thank you.
- 10. Q: Attachment C, Request 3: We treat our financial statements as extremely confidential. Will the City of Rockville be able to hold them confidentially if they are requested?**
A: Please only provide financial data if requested by the City. Yes, that information will remain confidential.
- 11. Q: Have there been any service issues with the current vendor?**
A: This is the City's first time doing a direct solicitation of this need.
- 12. Q: Will the Contractor need to provide monitors? If so, please provide how many per bus?**
A: Neither electronic nor physical (people) monitors are required for this work scope.
- 13. Q: Can the school provide pickup and off locations for the requested scope of services? This will be used to determine mileage between pickup and off. If not, please provide the average trip mileage from pickup to off.**
A: Please refer to Attachment F (pages 35 & 36) in the RFP for examples of destinations, number of buses, and pick-up locations used in the past.
- 14. Q: Are all the camps located in a single area, allowing the bus to make multiple pickups for the different camps? Or does the school prefer students to ride the same bus for their respective camps?**
A: Yes, all the camps are in Rockville corporate limits and would allow the bus to make multiple pickups for the different camps if the schedule allows. However, there may be a situation where one or two busses will be needed solely for one camp.
- 15. Q: How many trips are there on average per day? And how many days of service are expected to be needed? We will use this information to provide pricing.**
A: Camps run from 6/24 to 8/16. Depending on the camp and the City's needs, there could be 3 to 4 trips on average per day.
- 16. Q: Will the district please share its anticipated budget for the requested scope of services?**
A: The budget range total (not necessarily per awardee – in the event there are multiple awardees) is not to exceed \$150,000.00 per annum.
- 17. Q: Please provide current transportation rates and a copy of the current contract.**

A: This is the first time the City has done a direct solicitation for this service, as such, we do not have rates or a contract to share.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME IN THE REQUEST FOR PROPOSAL (RFP).

Additionally, please be sure to submit all required forms with your proposal per this addendum and the solicitation instructions.

ACKNOWLEDGE RECEIPT OF ADDENDUM NO. 1 BY SIGNING BELOW AND RETURNING A COPY OF THE ADDENDUM WITH YOUR PROPOSAL OR ACKNOWLEDGING IN YOUR PROPOSAL.

ISSUED BY: PAT RYAN, PRINCIPAL BUYER, 03/18/2024

NAME OF PROPOSER: _____

PROPOSAL DUE DATE: (UNCHANGED) 2:00PM (ET),

TUESDAY, MARCH 26, 2024