

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: SHUTTLE BUS TRANSPORTATION SERVICES
RFP NUMBER: 420-008
RFP CLOSING DATE AND TIME: MAY 1, 2020 @ 3:00 P.M.



ADDENDUM #1
Issued: March 31, 2020

PURPOSE OF ADDENDUM:

1. To extend the proposal submittal due date to: **May 1, 2020 at 3:00 P.M.**
2. To extend the question submittal deadline to: **April 6, 2020 at 12:00 P.M.**
3. To revise the third sentence of section **1.17 (Contract Term)** to read:
"The service will start on January 25, 2021, when classes for the Spring 2021 semester begin."
4. To revise the third sentence of section **1.18 (Contract Pricing)** to read:
"All Offerors must hold their proposal prices for 180 days after the proposal closing date, but prior to the contract award."
5. To provide questions and answers on following two pages.

All other specifications, terms and conditions remain unchanged.

A handwritten signature in black ink, appearing to read 'Patrick Johnson', written over a horizontal line.

Patrick Johnson, MBA
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the proposal. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

NOTE: ACKNOWLEDGEMENT OF RECEIPT OF BID ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE OR E-MAIL.

Company Name

Authorized Signature

Date

Printed/Typed Signature

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QUESTION:	ANSWER:
1.) Do the vehicles currently in use meet the specifications of the RFP?	Not all specifications are on the current vehicles. More specifically, the 40-passenger vehicle currently in use is not wrapped and branded as it was later added to the service in response to demand for the route to which it is dedicated.
2.) What does the College expect in regards to spare vehicles? Would replacements be wrapped, branded, and dedicated to match the 3 in service or is a non-dedicated vehicle with the contractor's logo an acceptable spare?	Replacement vehicles do not have to be wrapped. However, an approved temporary route sign is required to be in place.
3.) There are 2 different vehicle specifications, does the College desire a spare for each vehicle type or will one spare suffice for both types? If one, which size?	One size spare will suffice for both types, preferably a 40-passenger vehicle.
4.) How many miles does the service cover per day?	Monday through Thursday @1,100 a day. Friday @400 a day.
5.) In light of Coronavirus (COVID-19), would you consider accepting a full electronic proposal copy via email in lieu of printed copies? Additionally, please advise if electronic copies of signatures/seals/notaries are acceptable, we are happy to provide hard copies if required at a future date. With offices closing around the nation, it will be difficult to produce hard copies during this time. Could this be addressed as soon as possible?	At this time, no electronic submissions will be accepted. Should that change, all vendors of record will be notified, via the issuance of an additional addendum.
6.) With many manufacturers and vendors also affected by Covid-19, would you consider a one-week due date extension till April 17th to accommodate this impact?	Refer to item #1.
7.) Would Montgomery College consider a 5-Year term of the agreement as opposed to a one-year base term, with 4, 1 year options?	No. Contract terms are consistent with College Policy.
8.) The RFP states that Montgomery College will provide parking for the buses while not in service. We assume that means the vendor is provided small office space as well, is that correct?	An office is not provided.
9.) What type of AVL technology is being used today?	Ride Systems is currently used.
10.) Who is the current provider of the services?	Reston Limousine & Travel Service, Inc. is the current provider.

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11.)What is the current hourly billing rate for the services?	Not relevant to the RFP.
12.)Are the drivers currently covered by a Collective Bargaining Agreement, if so, please provide a copy, or the name and contact of the local union.	The College has no knowledge of the vendor's Collective Bargaining Agreement.
13.)Please confirm the total annual estimated billing hours for the service.	Estimated billing @5,100 operational hours. Billing hours is up to the vendor to propose based on the operation.
14.)Will the College consider a longer initial contract term of 2 or 3 years?	No. Contract terms are consistent with College policy.
15.)Does the College want the operator to use the current GPS system or may we suggest our own?	Contractor can use their own GPS system.
16.)What are the required specifications for the security cameras?	The passenger access and seating areas should be recorded.
17.)Is there currently Manager/Supervisor dedicated to the shuttle bus program?	There is one main point of contact, but MC is not their only contract.
18.)Is an on-site manager required?	No on-site manager required.
19.)The Price Proposal sheet says three routes of 8 hours each, but based on the route schedule, there are 2 routes of 10-11 hours each (except Friday). Please clarify.	Four days a week three buses at 12 hours operational time and three buses for 8 operational hours each on Fridays.
20.)Price Proposal sheet asks for wrap price. This price will vary on design and area covered. Should the operator base the price on the wraps on the shuttles currently used?	Yes. Base price on the 24-passenger shuttle. The college marketing department may change the current design.
21.)What route is the 40-passenger shuttle assigned to?	The 40-passenger shuttle services the route that provides transportation between the Takoma Park/Silver Spring and Rockville campuses (two shuttles).

*****END OF QUESTIONS AND ANSWERS*****