

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 @ 2:00 P.M.



**ADDENDUM #2**  
Issued: April 15, 2020

**ADDENDUM FOR THE PURPOSE OF:**

1. In response to the COVID-19 Coronavirus, the proposal submission and delivery location has been changed to the following:

Montgomery College  
Central Receiving Department  
7602 Standish Place  
Rockville, MD 20855  
Opening Hours: 9:30 a.m. to 2:30 p.m., Monday to Friday, except for College Holidays  
Phone: 240-567-5282

2. To change the proposal closing time to **2:00 p.m. on May 1, 2020.**
3. To provide answers to additional vendor questions on the following four (4) pages. Click on the following link to access samples of ridership metrics and trip logs: [https://montgomerycollege0-my.sharepoint.com/:x:/g/personal/jpace11\\_montgomerycollege\\_edu/Efgr8a-HSO9FoD0pLkqmMyYBqXSQJNvSiWMYdCYVA6aQaw?rtime=oLwWWknh10g](https://montgomerycollege0-my.sharepoint.com/:x:/g/personal/jpace11_montgomerycollege_edu/Efgr8a-HSO9FoD0pLkqmMyYBqXSQJNvSiWMYdCYVA6aQaw?rtime=oLwWWknh10g)

**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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QUESTIONS	ANSWERS
<p>1.) The current operation hours for each Bus (Three (3) Separate Bus Routes) runs from 7:00 AM to 7:00 PM, Monday through Thursday equaling One Hundred and Forty-Four Service Hours (144) per Week and 8:00 AM to 4:30 PM on Friday equaling Eight and One Half (8.50) Service Hours per week for a total Service Hours required of One Hundred and Sixty-Nine and One Half (169.50) total Service Hours in a week. Section 2.3.1 identifies the total Service Hours in a week as One Hundred and Sixty-Eight (168) Service Hours. Please explain the discrepancies in the Service Hours stated and calculated in the RFP.</p>	<p>Friday only has eight service hours as the driver's thirty-minute unpaid lunch break is included in the schedule and the rest breaks are factored in as operating time. Monday to Thursdays breaks are part of non-service time charges.</p>
<p>2.) Section Five-Price Proposal identifies Shuttle #1 Service Hours per week as Forty (40) Five (5) days a week, Shuttle #2 Service Hours per week as Forty (40) Five (5) days a week and Shuttle #3 Service Hours per week as Thirty-Two (32) Four (4) days a week. That totals One Hundred and Twelve (128) Total Service Hours in a Week. We calculate that Shuttle # 1 has Fifty-Six and One Half (56.50) Service Hour in a Week, Shuttle # 2 has Fifty-Six and One Half (56.50) Service Hour in a week and Shuttle # 3 has Fifty-Six and One Half (56.50) Service Hour in a Week, for a Total Service Hours of One Hundred and Sixty-Nine and One Half (169.50) in a week. Your RFP totals the Total Service Hours in a week at One Hundred and Sixty-Eight (168). Please explain the Forty (40) discrepancy in the Service Hours stated and calculated in the RFP and Section Five-Price Proposal.</p>	<p>Each shuttle has an operating time of 56 hours per week. Garage time/non-operating time is up to the operator to propose for each route. Additional hours may be added upon request of the college each semester. Bus 1 and two operate from 7am to 7pm, Monday to Thursday. See #1 for Friday explanation.</p>
<p>3.) RFP lists One Hundred and Twenty-One (121) days for Monday through Thursday for Thirty (30) weeks. Where does the additional day come into the schedule?</p>	<p>Fall Semester is scheduled for 61 days Monday to Thursdays and Spring Semester has 60 days.</p>

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4.) Please define “Environmentally Responsible” as mentioned in 2.2 Scope of Work.	Maintaining to operate the buses as intended and making the more environmental choice of vehicles when financially feasible.
5.) Does the contractor own the buses?	Yes.
6.) Does MC have campus wide Wi-Fi? Can Contractor log into that Wi-Fi system for its buses?	No to both questions.
7.) If MC revokes Vehicle Storage, does MC pay for charges incurred by Contractor to secure alternate Vehicle Storage?	MC will not revoke vehicle storage.
8.) Does MC require a Supervisor and/Dispatcher to be in compliance?	Refer to 2.3.4 SHUTTLE MANAGEMENT
9.) Does MC provide maintenance facilities on site?	MC does not provide maintenance facilities on site.
10.) Does MC provide safe and secure parking lot for buses, and employee’s personal vehicles?	Parking is on surface lots and at the risk of the parker. MC Public Safety does patrol all lots and garages.
11.) Does MC provide fuel on site?	MC does not provide fuel on site.
12.) Are the Drivers Employees of Contractor?	Yes, shuttle bus drivers are employees of the Contractor.
13.) Are the current Drivers unionized?	The College has no knowledge of a Collective Bargaining Agreement for the drivers.
14.) Provide a copy of a current billing statement.	Not relevant to this RFP.
15.) Provide the Total Miles driven for all Three (3) routes annually.	The mileage of the routes is around 85,000 annually, but it can vary depending on the exact route taken as the best route per the traffic to be used between each campus is encouraged.
16.) Does MC have an existing “GPS Tracking and Web Application” App where passengers can track the shuttle? Can Contractor integrate into that App?	GPS Tracking and Web Application are provided by the contractor.
17.) Does MC require automatic annunciators within the vehicles to announce each stop, or may the drivers announce via public announcement system?	Automatic annunciators are not required.
18.) Provide example of monthly ridership metrics and trip logs as a reference for passenger volume daily.	See item #3. .
19.) Does MC require a manual, swipe or automatic rider count mechanism for student boarding?	3.2.1.9 Describe procedures for capturing and reporting rider headcount information. Up to contractor to determine how it is done.

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20.)What is the Preferred Method for verification for student boarding?	Montgomery College Student ID.
21.)Does MC require Low Floor Transit Buses or Truck Buses?	Not defined in the RFP and would be the operator's choice.
22.)Does MC require that the buses have a secondary midship door?	No.
23.)Does MC allow a "Made Whole Provision" regarding the Contractors capital outlay? Please provide acceptable language used in the contract.	No.
24.)Can you provide a copy of the Mid-Atlantic Purchasing Team Rider Clause (Attachment E) for our review and reference?	Please refer to the links provided at the bottom of page 40, ATTACHMENT E.
25.)Due to the timing of the bid as it relates to the start date of the contract, will MC allow contractors to utilize vehicles over the useful life and mile requirements while awaiting the arrival of new equipment?	No, any vehicle used should meet the requirement with the exception of the branding.
26.)Would MC allow a Thirty-Eight (38) Passenger plus a Driver Truck Bus to be utilized for this Contract?	The RFP requirement is 40 passengers when no wheelchairs are on the bus.
27.)Due to the timing of the RFP as it is related to the start time of the contract, does MC retain the ability to extend the current contractors agreement for an amount of time necessary for a successful bidder to procure the contracted capital assets?	Not with the new service start date. Refer to Addendum #1.
28.)The cost of uniforms borne by the Contractor? Can the uniform be limited to an embroidered shirt with the Contractor's logo and black and/or navy pants?	Yes.
29.)Please designate the parking location and address at Montgomery College for the buses. The location of the parking facility will help determine total mileage and possible deadhead times for the various bus routes.	Rockville Campus, 51 Mannakee Street, Rockville, MD 20850 in a campus lot for two shuttles. Takoma Park/Silver Spring Campus, 7600 Takoma Avenue, Takoma Park, MD 20912 on a surface lot off of King Street by the Morris and Gwendolyn Cafritz Foundation Arts Center (CF).
30.)Please clarify unit specifications. We take the specs referenced in 2.3.1 and 2.3.2 to mean there should be four fold-down seats in each unit that can be retracted to allow for wheelchair lockdown and then extended for additional seating if there are no wheelchair passengers. Is this correct?	Yes.

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31.) Is there a CBA in place that the vendor should be aware of?	Not that the College is aware of.
32.) Can we obtain a copy of the current/suggested Staffing Plan and/or Org Chart?	Not a requirement for the operator to provide. Meeting the requirement of the current schedule is the responsibility.
33.) Can Montgomery College provide a current Wage Schedule?	The College does not have that information.
34.) Can Montgomery College provide a detailed shuttle route with daily mileage?	The routes are campus to campus but can change based on the best route given traffic.
35.) Can the College provide the current Service Level Agreements?	Please refer to Section 1.16 of the RFP documents.
36.) MAPT, is the RFP requesting that we participate in the councils?	No.
37.) On page 30, A.3 the price adjustment is <b>or is NOT</b> necessary for other public agencies?	Pricing available to other public agencies should be consistent to MC pricing.
38.) Can you provide examples of needs that may be requested by other public agencies that may or may not determine if there will be price adjustments?	The College is unable to provide that information as it is up to the public agency to determine if it is a viable contract to ride.
39.) On page 24, section 3.2.1.4 the license and certification section. Are you looking for a specific business certificate or a W-9?	License from a government licensing authority.
40.) Regarding the buses and their route assignments, are each of the two 40 passenger buses assigned to each of the two routes, and then the 24-passenger bus is added to the Tacoma Park/Rockville route as an additional?	No, the two shuttles that service the TPSS-Rockville runs are forty passenger buses. The Rockville – CT – Germantown run is a 24 passenger.
41.) Are the current buses used by Reston Limo still valid to perform the new contract (i.e. less than 7 years old or no more than 100,000 miles each)? If so, wouldn't this pose a significant advantage for the incumbent, having vehicles that may very well already be paid off, already semi-wrapped. Would the college consider accepting only new vehicles, or 2018/2019 model year or newer to make all things equal?	The requirements of the vehicles in the RFP remain unchanged. The vehicle requirements should not be designed to discourage competition, as it is not in the best interest of the College to do so. If your firm has newer model vehicles, you are welcome to respond to this RFP.
42.) Would the college be able to provide any info on loss runs as it pertains to the shuttle over the last five years?	There is no information on loss runs available at this time.