

MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT  
REQUEST FOR PROPOSAL TITLE: SHUTTLE BUS TRANSPORTATION SERVICES  
RFP NUMBER: E526-003  
RFP CLOSING DATE AND TIME: FEBRUARY 27, 2026 at 3:00 P.M.



**ADDENDUM #1**

Issued: February 12, 2026

**ADDENDUM FOR THE PURPOSE OF:**

1. To extend the RFP closing date and time to February 27, 2026 at 3:00 P.M.
2. To provide College response to vendor questions.

**All other specifications, terms and conditions remain unchanged.**

A handwritten signature in black ink, appearing to read 'Patrick Johnson'.

---

**Patrick Johnson, MBA, CPPB**  
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the proposal. If proposal has already been submitted, acknowledgement should be submitted separately. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

**NOTE:** All proposals MUST BE RECEIVED **electronically** by 3:00pm Eastern Standard Time (EST) on **February 27, 2026**.

Electronic proposal and addendum or addenda shall be sent to the following email address prior to the submittal deadline date and time: [vendor.proposals@montgomerycollege.edu](mailto:vendor.proposals@montgomerycollege.edu). **No responses will be accepted after this date.**

---

Company Name

---

Authorized Signature

---

Date

---

Printed/Typed Signature

**MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT**  
**REQUEST FOR PROPOSAL TITLE: SHUTTLE BUS TRANSPORTATION SERVICES**  
**RFP NUMBER: E526-003**  
**RFP CLOSING DATE AND TIME: FEBRUARY 27, 2026 at 3:00 P.M.**

<b>QUESTION:</b>	<b>ANSWER:</b>
1.) What was the previously awarded amount for this contract?  a. Was it the same route and number of shuttles used for the previous contract?  b. If so, what was the amount for each different shuttle route?	The amount awarded for the current contract was approximately \$412,600 per Academic Year.  a. The College's ECEC campus opened in the spring of 2024, after the initial award. Therefore, this route was an addition to the program.
2.) Who is the incumbent?	Reston Limousine & Travel Service, Inc. is the incumbent.
3.) Please confirm actual hours of service. Total days do not appear to align with fall and spring terms. According to the RFP, the following is listed:  • <b>Fall:</b> ○ <b>Monday-Thursday:</b> 121 days ○ <b>Fridays:</b> 30 days  • <b>Spring:</b> 168 days  As currently shown, the totals do not appear to align with the actual number of days in the fall and spring terms. For example, a Monday-Friday schedule over a four-month fall session (mid-August to mid-December) would total approximately 80 days.	<ul style="list-style-type: none"> <li>• <b>Fall:</b> <ul style="list-style-type: none"> <li>○ <b>Monday-Thursday:</b> 60 days</li> <li>○ <b>Fridays:</b> 15 days</li> </ul> </li>   <li>• <b>Spring:</b> <ul style="list-style-type: none"> <li>○ <b>Monday-Thursday:</b> 60 days</li> <li>○ <b>Fridays:</b> 15 days</li> </ul> </li> </ul>
4.) Pricing model versus the hours of service reflected in the schedule link do not account for the time it takes to travel from the last time on the schedule to the end point. Assumption based on shuttle schedule is the following. Please review and confirm.  Mon-Thurs: Silver Spring Shuttle 1: 6:00am-9:00pm (15 hours) Silver Spring Shuttle 2: 6:30am-9:30pm (15 hours) Rockville Shuttle 1: 6:30am-8:30pm (14 hours) ECEC Shuttle: 8:00am-5:00pm (9 hours)  Fri: Silver Spring Shuttle 1: 6:45am-4:30pm (9.75 hours) Silver Spring Shuttle 2: 7:15am-5:00pm (9.75 hours)	Monday - Thursday: TP Shuttle 1: 6:00am-9:00pm (15 hours) TP Shuttle 2: 6:30am-9:00pm (15 hours) RV Shuttle 1: 6:30am-8:45pm (14 hours) ECEC Shuttle: 8:00am-5:00pm (14 hours)  Friday: TP Shuttle 1: 6:45am-4:30pm (9.75 hours) TP Shuttle 2: 7:15am-5:00pm (9.75 hours) RV Shuttle 1: 7:15am-5:15pm (10 hours) ECEC Shuttle: 8:00am-5:00pm (10 hours)

**MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT**  
**REQUEST FOR PROPOSAL TITLE: SHUTTLE BUS TRANSPORTATION SERVICES**  
**RFP NUMBER: E526-003**  
**RFP CLOSING DATE AND TIME: FEBRUARY 27, 2026 at 3:00 P.M.**

Rockville Shuttle 1: 7:15am-5:15pm (10 hours) ECEC Shuttle: 8:00am-5:00pm (9 hours)	
5.) The link provided directs users to the <b>TransLoc tracking system</b> . Does Montgomery College intend to continue using this platform for shuttle tracking?  a. If Montgomery College plans to continue using the TransLoc tracking system, will the College maintain the TransLoc account and provide the required vehicle tracking devices to the contractor?  b. If TransLoc devices are to be used, could you please clarify the device type and installation requirements, specifically, will the devices require professional installation, or are they plug-and-play (e.g., cigarette adapter, OBD-II port, or tablet-based)??	Yes, unless another tracking app is provided from the shuttle company. Currently, the contractor manages the TransLoc account and devices.
<b>6.) Page 32, Section 6 – Additional Pricing:</b> Could you please clarify what activities should be included under “ <b>Hourly Rate for Non-Service Time?</b> ” (e.g., report preparation, planning meetings, administrative tasks etc.)?	Non-Service Time include special events during non-instructional days.
<b>7.) Section 5.3, Page 29:</b> The document states that “ <b>Offerors must submit the pricing of all line items to be considered for award.</b> ” Could you clarify whether Montgomery College is requesting:  a. A detailed breakdown of costs included within the firm fixed price, or; b. The specific dollar amount each individual line item contributes to the proposed rate?  ?	Yes, Offerors must submit pricing of all line items listed on price proposal to be considered for award.
<b>8.) Will a full-time, on-site transportation coordinator</b> be required as part of the work performed?  a. If so, will Montgomery College provide <b>office space</b> for the contractor, including access to a	Offerors are not required to provide a full-time on-site transportation coordinator for this program.

**MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT**  
**REQUEST FOR PROPOSAL TITLE: SHUTTLE BUS TRANSPORTATION SERVICES**  
**RFP NUMBER: E526-003**  
**RFP CLOSING DATE AND TIME: FEBRUARY 27, 2026 at 3:00 P.M.**

<p>copier and secure storage for keys, or will the contractor be responsible for providing these resources?</p>	
<p><b>9.) Scope:</b>          Confirm the <b>number of shuttle routes</b> and the <b>number of buses per route</b>.</p> <p>a. Is it correct that there are three routes, each operating one 24-passenger bus?</p> <p>b. The scope indicates that <b>three buses</b> are currently operating the route. Could you please clarify use of the <b>fourth bus</b>?</p> <p>c. Is it a requirement that the 4<sup>th</sup> bus be parked on-site?</p>	<p>No, there are four (4) shuttle routes operating 24-passenger buses. One bus per shuttle route. Yes, all four buses are required to park on-site.</p>
<p><b>10.)</b> Confirm whether the <b>first departure time</b> from the Takoma Park / Silver Spring Campus (TP/SS) to the Rockville Campus is <b>6:00 a.m. or 6:30 a.m.?</b></p>	<p>The first departure time is 6:00 a.m. The second departure time is 6:30 a.m.</p>
<p><b>11.)</b> Referring to the published shuttle schedule, confirm the <b>end time</b> for the <b>CT Germantown- CT Rockville Campus shuttle</b> Monday through Thursday.</p>	<p>The end time for this route is 5:30 p.m.</p>
<p><b>12.)</b> Please confirm the <b>designated parking or storage location</b> for the shuttle buses when they are not in service.</p>	<p>Three shuttles are parked at TP/SS campus, W1 parking lot. One shuttle bus parked at Rockville campus Lot 11.</p>
<p><b>13.)</b> Is Montgomery College considering relocating any of the classes on the routes included in the RFP to alternative facilities or consolidating classes into fewer buildings within the next five years?</p>	<p>Currently, the College has no plan to relocate any of the classes on the scheduled routes at this time.</p>
<p><b>14.)</b> Does the schedule allow for any drivers breaks, examples meals, restroom?</p>	<p>Drivers are allowed to take scheduled breaks.</p>

**MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT**  
**REQUEST FOR PROPOSAL TITLE: SHUTTLE BUS TRANSPORTATION SERVICES**  
**RFP NUMBER: E526-003**  
**RFP CLOSING DATE AND TIME: FEBRUARY 27, 2026 at 3:00 P.M.**

<b>15.)</b> Will the contractor be permitted to keep buses on property when services are not in use?	Buses are permitted to park on College property when services are not in use.
<b>16.)</b> Should the College elect to renew the contract for any of the additional one-year option periods beyond the initial base term, will the Contractor be required to honor the original base-year pricing, or will pricing for each renewal term be subject to mutual agreement between the College and the Contractor (e.g., negotiated adjustments, escalation, or CPI-based increases)?	Please refer to Section 1.20 <b><u>Contract Pricing</u></b> of the bid document.
<b>17.)</b> What current web application is the incumbent providing to Montgomery College for students to track the vehicles?	TransLoc App.
<b>18.)</b> What is the current year, make and model buses that are current being utilized?	Vehicles currently utilized for this program are: 2021 Ford Glaval 24 Passenger ADA buses.
<b>19.)</b> Can Montgomery College provide photos of the vehicles for the contractors to look at the current bus graphics for vehicle wrapping / bus wrapping?	Click on the following link to view a picture of a bus with wrapping: <a href="#">MC Shuttle Bus.jpg</a> .
<b>20.)</b> Please confirm the total route distance (one-way and round-trip) associated with the 35–45-minute shuttle trip referenced in the RFP.	One-way distance is approximately 14.1 miles. Round-trip is approximately 28.2 miles.

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