



ROWLAND UNIFIED SCHOOL DISTRICT
1830 S. NOGALES STREET
ROWLAND HEIGHTS, CA 91748

ADDENDUM 1
STUDENT CHARTER BUS AND SHUTTLE TRANSPORTATION
SERVICES

MAY 4, 2017

TO ALL PROSPECTIVE BIDDERS:

Note: *The following Addendum shall become part of the contract documents and the bidder shall provide for all work as required by this Addendum. Acknowledge receipt of the Addendum on the Bid Proposal Form.*

Specifications/Clarifications:

This Addendum No. 1 extends the bid due date from May 18, 2017 to May 25, 2017, no later than 2:00 p.m. An additional mandatory bidder's conference will be held on May 18, 2017 at 1:00 p.m. for those who did not attend the mandatory bidder's conference on May 4, 2017. Bidders need only attend one of the mandatory bidder's conferences. Bid documents may be downloaded at www.rowlandschools.org

Questions:

1. Page 5, Contract Extension section, will the district consider making the annual extensions subject to the mutual consent of both parties? Since the district is asking the contractor to extend the contract at an unknown price for subsequent years, the Contractor should have the right to refuse an extension if the pricing is not satisfactory.

Answer: Yes, the District will consider making the annual extensions subject to the mutual consent of both parties.

2. Page 5, Contract Extension section, states the Contractor is to request an increase that is a "nominal amount and not excessive as measured by local conditions. A price increase shall be justified by vendor and proved by submission of economic data from independent sources." This statement seems to conflict with the rate increase methodology stated in the next section, "Extension Rates" which states that the rates will be adjusted up or down annually and "Rate increases shall not exceed the non-deficit Revenue Limit Cost of Living Allowance (COLA) ...". Please provide the COLA increases for the last 4 years so as a bidder we can have a historical perspective of

what we can expect for annual increases.

Answer: The following sentence is deleted from paragraph 10, page 5: Extension Rates: "Rate increases shall not exceed the non-deficit Revenue Limit Cost of Living Allowance (COLA) as determined by the State of California for that fiscal year."

3. Page 5, Extension Rates, COLA increases do not appear to keep up with the actual costs of a transportation operation. The tightening labor market for drivers and legislation such as minimum wage laws and fuel tax increases are examples of how our actual costs increase far more than COLA increases may provide. If the bid specifications remain as is in this area, we will need to raise our base bid price to compensate for the low annual increases that might be forced upon us in years 2 through 5. As an alternative, would the district allow bidders to state their Year 1 prices and then state the percentage increase their prices will be subject to in years 2 through 5 if the district elects to extend the contract for those years?

Answer: See response to Question 2.

4. Page 8, Liability Insurance, can the sexual abuse coverage be provided as a separate policy and not included within the general liability policy as long as the coverage limits are the same?

Answer: As long as the coverage limits are the same as the Liability Insurance coverage, the Sexual Abuse coverage may be submitted on a separate policy from a separate provider.

5. Please provide more information on the shuttle service routes. In order to quote a price, we need to be able to estimate the driver pay and the mileage and part of that calculation includes estimating the deadhead time and mileage in order to get to and from the pickup and drop off locations. Are all of the potential student addresses and school sites located within the Rowland USD district boundaries? If not, can you provide route sheets for the routes that have student addresses and school sites that are outside the District boundaries so that we can price them properly?

Answer: The District will provide a sample of our current student address and program locations. However, students and locations will change for the 2017-2018 school year depending on the program.

6. Page 14, line 1.1, the instructions state to fill in box 1.1.b but that box is shaded. Should box 1.1.c be filled in or box 1.1.b?

Answer: Please fill in box 1.1.c.

7. When does the District intend to award contracts?

Answer: The District intends to award contract(s) at the Board meeting on June 6,

2017.

8. Which contractors currently provide these services to the district and what prices are they currently charging?

Answer: Current providers vary in form and cost. This is the reason the District is going to bid for the 2017-2018 fiscal year.

9. Does the District intend to award each of the 5 bid categories to one Contractor or multiple Contractors? For example, page 17, line 3B.7, will the School Bus Charter work be awarded to one Contractor or multiple contractors?

Answer: The intention of the District is to award one or more contracts for each of the 6 categories. (See paragraph 11 below).

10. Page 10, Contractor Refusal to Provide Service, if the District intends to award each bid category to more than one Contractor, in recognition that one Contractor may not be able to provide all requested trips, we request that the following words from the end of this section be deleted or stricken "...or be charged the difference between their bid price and the price actually paid by the District for the refused trip." Or, perhaps this penalty would only apply if a Contractor accepts a trip request from the District and later informs the District it cannot provide the trip.

Answer: Paragraph 6, page 10 is deleted and replaced as follows:

"Contractor Refusal to Provide Service: Any contractor awarded a contract in accordance with the terms and conditions herein who accepts the trip request from the District and later informs the District it cannot provide the trip, the contractor shall pay the District the difference between their contract price and the price actually paid by the District to the replacement contractor for the service provided by the replacement contractor."

11. CHANGE IN CATEGORY NO. 5 AND ADDITION OF CATEGORY NO. 6:

The District deletes Category No. 5 (Shuttle Service – 9-15 Passenger Van) and replaces it with Category No. 5 (Shuttle Service – 1-9 Passenger Van).

The District adds Category No. 6 (Shuttle Service – 1-4 Passenger Car).

Delete Page 1 Table of Contents and replace with attached Page 1 Table of Contents.

Delete Page 30 of the Bid Form (Shuttle Service – 9-15 Passenger Van) and replace it with the attached Page 30 of the Bid Form Category No. 5 (Shuttle Service – 1-9

Passenger Van).

Add new Page 31 of the Bid Form: Category No. 6 (Shuttle Service – 1-4 Passenger Car). See attached new page 31. Note: Bid documents are now comprised of 36 instead of 35 pages.

Category Nos. 5 and 6 are not subject to SPAB requirements (Page 6 of the bid documents). However, these two Categories require drivers to maintain a valid California Driver's License, TB test, Drug Test, DOJ/FBI Fingerprinting Background Check and First Aid Certification.

12. BID FORM: Delete Page 13 Bid Form and replace with the attached Bid Form – Revised.
13. NOTICE TO BIDDERS: Delete Page 1 Notice to Bidders and replace with the attached Notice to Bidders.
14. INFORMATION FOR BIDDERS: Delete Paragraph 2.A., Page 2, and replace with:

"Bids shall be made upon the bid form provided in the bid documents and properly executed. Bids shall be written in ink or by typewriter before submission. Bids are to be verified, as they cannot be corrected after bids are opened. The signature of all persons signing shall be in longhand. The completed form shall be without interlineations, alterations, or erasures. Alternative proposals will not be considered unless requested in the specifications. No oral or telegraphic modifications will be considered.

Bidders may bid on one or more, or all, of the 6 categories of services specified in the bid documents; however, to the extent that a bidder submits a bid proposal for a category, the bidder must complete all line items in such category or categories. Failure of a bidder to submit complete pricing for a category for which the bidder intends to bid will render such proposed category non-responsive and bidder's bid will not be considered for that category. Bidders shall indicate "N/A" for any of the 6 categories for which the bidder does not seek to submit a proposal."

15. INFORMATION FOR BIDDERS: Delete the first paragraph of Paragraph 6 on Page 3 and replace with:

"AWARD CRITERIA OR REJECTION OF BIDS: The District intends to award one or more contracts to responsive and responsible bidder(s) for the services described herein. Because it is possible that the lowest bidder for each category may not be able meet all needs of the District on any given date/time, qualified contractors will be awarded contracts and may be given an opportunity to provide available trips in the order of their ranking for each category from lowest to highest price. Therefore, the District will offer available trips to the lowest bidder and, as the need arises and

in the District's discretion, progress to the next lowest bidder, third lowest bidder, etc.

16. INFORMATION FOR BIDDERS: Delete the second paragraph of Paragraph 6 on Page 3 and replace with:

"The District intends to award one of more contracts for the following 6 categories of services: 78-84/91 Passenger School Busses Services, 28-42 Passenger Coach Busses Services, 47-56 Passenger Coach Busses Services, 57+ Passenger Coach Busses Services, 1-9 Passenger Van Shuttle Services and 1-4 Passenger Car Shuttle Services."

17. CONTRACT SPECIFICATIONS: Delete the second paragraph on Page 7 and replace with:

"Pass Through Fees: Charter Service - Parking fees, entrance fees, tolls, hotel fees, aides (as determined necessary by District Transportation Department staff) and any additional time added to the pre-trip itinerary if approved or ordered by the trip chaperon, shall be expenses of the District and will be payable to the Contractor without mark-up or multiplier. Shuttle Service – Parking fees, entrance fees, tolls or aides (as determined necessary by District Transportation Department staff) shall be expenses of the District and will be payable to the Contractor with no mark-up or multiplier. Contractors should be prepared to prepay and add these expenses to the trip invoice."

18. INSURANCE FORM: Delete Page 33 Insurance Form and replace with the attached Insurance Form – Revised.

Rosana McLeod

Director of Purchasing

cc: Jim Burleson, Director of Transportation



BID NO. 2016/17:R10
STUDENT CHARTER BUS AND SHUTTLE TRANSPORTATION SERVICES

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All forms marked with an asterisk (*) shown above must be completed and returned by interested bidders prior to the bid deadline which is **not later than 2:00 p.m. on Thursday, May 25, 2017.**

A mandatory bidder's conference will be held on Thursday, **May 4, 2017, at 1:00 p.m.** and on Thursday, **May 18, 2017, at 1:00 p.m.** for the purpose of acquainting prospective bidders with the bid documents and bid requirements. Bidders are required to attend only one of the mandatory bidder's conferences.

If any person contemplating submitting a bid for the proposed contract is in doubt as to the true meaning of any part of the specifications, or other proposed contract documents, or finds discrepancies in, or omissions from the specifications, bidder is instructed to contact Rosana McLeod, Director of Purchasing, Rowland Unified School District to request an interpretation or correction thereof no later than 2:00 p.m. on May 17, 2017.

BID FORM (Continued)

Shuttle Service	a	b	c	d	e	f	g	h
	***Est No. of Trips Per Year	Flat Rate up to 25 miles	Flat Rate 25 mile +					Extension For Bid Comparison Purposes
13.1	200x							
13.2	200x							
13.3	200x							
13.4	200x							
13.5	TOTAL BID FOR SHUTTLE SERVICE (Add totals in 13.1 h with total in 13.4 h. Insert total in 13.5 h.)							
								\$

Bid 2016/17:R10 Charter and Shuttle Transportation Services Bid Submitted by: _____ Company Name

BID FORM (Continued)

Shuttle Service	a	b	c	d	e	f	g	h
	***Est No. of Trips Per Year	Flat Rate up to 25 miles	Flat Rate 25 mile +					Extension For Bid Comparison Purposes
14.0 Passenger Car 1-4 passenger car 1-4	200x							
14.1 passenger car 1-4	200x							
14.2 TOTAL BID FOR SHUTTLE SERVICE (Add totals in 14.0 h with total in 14.1 h. Insert total in 14.2 h.)								\$



ROWLAND UNIFIED SCHOOL DISTRICT
BID NO.2016/17:R10 - STUDENT CHARTER BUS AND SHUTTLE TRANSPORTATION SERVICES

BID FORM – REVISED

The undersigned hereby proposes and agrees to furnish, and deliver the goods and services in accordance with the terms, conditions, specifications and prices herein quoted.

Corporate Seal
(if a corporation)

Proper name Company or Corporation

Signature of Company's Authorized Agent

Type or Print Agent's Name

Title

Address

Telephone

Date

E-Mail Address

Company Website

References: (List the names and contact information of a minimum of three (3) school districts to which the bidder currently provides similar services). Use an additional sheet of paper if necessary.

Acknowledgment of Bid Addenda. The Bidder confirms that this Bid Proposal incorporates and is inclusive of, all items or other matters contained in Bid Addenda issued by or on behalf of the District. Received, acknowledged and incorporated into this Bid Proposal is/are the following Addenda:

(List Addenda Nos.)

(Initials of Bidder's Representative)

NOTICE TO BIDDERS

NOTICE IS HEREBY GIVEN that the ROWLAND UNIFIED SCHOOL DISTRICT, acting by and through its Board of Education, hereinafter referred to as **the District will receive up to, but not later than 2:00 p.m. on Thursday, May 25, 2017, sealed bids for the award of contracts for the following:**

STUDENT CHARTER BUS AND SHUTTLE TRANSPORTATION SERVICES Bid No. 2016/17:R10

Such bids shall be received at **Rowland Unified School District, District Purchasing Department Office, 1830 S. Nogales Street, Rowland Heights, CA 91748** and shall be opened at the stated time and place.

Each bid must conform and be responsive to this invitation, the Information for Bidders, the Specifications, and all other documents comprising the contract documents. Copies of the Contract Documents may be obtained in the Rowland Unified School District Purchasing Department by emailing Rosana McLeod at rmcleod@rowlandschools.org.

A mandatory bidder's conference will be held on Thursday, May 18, 2017, at 1:00 p.m. for the purpose of acquainting all prospective bidders with the bid documents and bid requirements. Potential Bidders are to meet at the Rowland Unified School District, Purchasing Department at the address shown above for the conference. **It is mandatory that all bidders attend this conference. Please call (626) 854-8387 to confirm your attendance at the pre-bid conference.**

Note: Bidders who attended the mandatory bidder's conference held on May 4, 2017 are not required to attend the mandatory bidder's conference on May 18, 2017.

The services for the contract are comprised of 6 categories of transportation services. Bidders may submit proposals for one or more, or all, of the 6 categories. The District intends to award one or more contracts to responsive and responsible bidder(s). Because it is possible that the lowest bidder for each category may not be able to meet all the needs of the District on any given date/time, qualified contractors will be awarded contracts and may be given an opportunity to provide services in the order of their ranking for each category from lowest to highest price.

The District reserves the right to reject any or all bids, to accept or to reject any one or more items of a bid, or to waive any irregularities or informalities in the bids or in the bidding.

No bidder may withdraw his bid for a period of sixty (60) days after the date set for the opening of bids.

Publication: San Gabriel Valley Tribune

Publication Dates: Monday, May 8, 2017 and Monday 15, 2017

Bid Conference: Thursday, May 18, 2017 at 1:00 p.m.

INSURANCE - REVISED

In accordance with paragraph 14 and 15 of this Independent Contractor Agreement dated _____ between _____ and Rowland Unified School District, for services to _____

the following coverage and proof thereof must be provided prior to commencing any services.

- Commercial General Liability Insurance
Limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage and:
 - Endorsement naming the District and its officers, agents and employees as additional insureds
 - Endorsement stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by District shall be excess and noncontributory"
- Professional Liability Insurance
Limit of Liability One Million Dollars (\$1,000,000)
- Automobile liability covers "any auto" (and/or non-owned)
Limits of Five Million Dollars (\$5,000,000) per occurrence combined single limit for bodily injury and property damage
- Worker's Compensation Insurance