

## Questions & Answers for RFP#111920TJ Student Transportation Services

1. Can the District provide copies of the January 2020 and February 2020 invoices and associated back up, from the current provider? **Answer: Please submit an Open Record Request.**
2. Does the current MWBE transportation provider (ABC Charter Services) bill the District direct or do they bill the primary transportation provider? **Answer: The current MWBE transportation provider (ABC Charter Services) does not bill the District directly for home to school routes. The District pays the primary transportation provider directly for all home to school routes.**
3. Is the District changing the flat rate billing practices that the current contractor is following today? **Answer: No.**
4. Will all of the SPED routes be billed at a 5.5- and 7-hour base and Regular Education routes be billed at 4.5-hour base rate with an excess hour's charge? Please clarify what the billing will be based upon. **Answer: SPED routes will be billed at 5.5-and 7-hour base. Regular Education routes will be billed at 4.5-and 7-hour base. Excess charges will take place after the threshold exceeds the base according to the routes sent over to the transportation provider. Routes are calculated and set based on the route time shown using the District's Edulog routing software. If the Edulog route report does not show excess, the District does not pay excess.**
5. In regard to billing, how will routes be rounded up or down? For example, if a 4.5-hour route typically runs 5 hours, will it be billed at a 5.5-hour rate, or will it be billed at the 4.5-hour rate, plus 30 min. of "Excess Hour" charge. **Answer: Excess hourly rates will be applied when a route exceeds the route time based on the District's Edulog routing software time. If a 4.5-hour route typically runs 5 hours, it will be billed at the 4.5- hour rate, plus 30 min of "Excess Hour" charge based on the route sent to the Contractor.**
6. For Supplemental Transportation Services: Price per driving and downtime. Is the District expecting two different rates – one rate for driving and a different rate for downtime? Or is the District expecting one flat rate? **Answer: The District is expecting one flat rate.**
7. MWBE Goal: Will some first-year startup costs be counted towards the MWBE goal of 10%, if this value can be replaced with additional MWBE spend in future

years? Example: Office furniture spend in Year One could be replaced with additional bus parts in Year 2, to continue to meet the 10% goal. **Answer:**  
**In accordance with Board Policy 2010 and SCS MWBE Administrative Procedures: 1.7.2. Project Specific Subcontracting Goals:** The District shall establish a project MWBE goal that is a percentage of the dollar value of all services and goods the procurement contract requires. **2.5. Counting MWBE or Participation:** The District will only give bidders credit toward the MWBE and/or SBE goal(s) for those MWBEs and /or SBEs that:

- Are certified as of the bid or proposal due date.
- Will actually perform a Commercial Useful Function.
- Will perform within the area(s) for which they are registered with the District unless the bidder provides documentation satisfactory to the District or his/her designee showing that the MWBE and/or SBE has performed similar work in the past. The District will not give credit towards the goal for subcontracting to MWBEs nor SBEs that are found to be Affiliates of the bidder.
- Comply with the District's bid or proposal document requirements.

**Appendix J:**

8. Would the District be willing to adjust the Appendix J Pricing Schedule?

- A. Add an additional line item for excess hour charges. **Answer: Please add any additional cost on Appendix J Pricing Schedule Form.**
- B. Provide the estimated route count for each vehicle type per daily rate. (ie. Quantity of 'X' x 71/72 passenger for 4.5 hour routes and quantity of "Y" for 71/72 passenger for 7 hour routes etc.) **Answer: See chart below.**

**Home to School:**

Capacity	Quantity Needed: 4.5 Hour Day	4.5 Hour Day (Daily Rate)	Quantity Needed: 7.0 Day	7.0 Hour Day (Daily Rate)
71/72	15		15	
84	14		122	
84/w Undercarriage	10		20	

**Special Needs Home to School Services**

Capacity	Quantity Needed: 5.5-hour Day	5.5 Hour Day (Daily Rate)	Quantity Needed: 7.0 hour Day	7.0 Hour Day (Daily Rate)
37/38				
37/38 w/WC	5		5	

47/48	5		5	
47/48 w/WC	10		10	
71/72 w/WC	20		83	

C. Line item for the seatbelt retrofit, if still requested. **Answer: Please add any additional cost on Appendix J Pricing Schedule Form.**

D. Line item for performance bond, if required. **The successful Respondent may be required to submit a performance bond in the amount of one hundred percent (100%) of the total contract amount, to ensure the satisfactory completion of the services for which a contract is awarded. The bond, cashier or certified check must be made in favor of the SHELBY COUNTY BOARD OF EDUCATION, MEMPHIS, TENNESSEE 38112.**

E. Consider adding a year 2 pricing column – keeping rates fixed for 2 years when wage increases are anticipated may result in higher year 1 pricing. **Answer: Please add any additional cost on Appendix J Pricing Schedule Form.**

9. What type of seatbelts is the District looking to retrofit? ie. Lap Belts? **Answer:**

**If mandated by the State of Tennessee, lap belts will be required.**

10. What is the desired/optimum fleet mix, and how many of each type of bus will be required to run the current routes?

**Answer: 84 pac,(166), 71/72 pac,(30), 71/72 with wheelchair(103), 54 pac(10), 54 pac with wheelchair(20), 37/38 pac with wheelchair(10). Additional 10percent ratio is required for each bus type.**

11. In the first RFP, the ratio of Technicians to buses was relaxed from 15:1 to 25:1. The new RFP is back to the 15:1 ratio. Can this also be moved to at least 25:1 since the fleet age is much newer? **Answer: Yes.**

12. Will there be someone onsite at the Procurement Office at 160 S Hollywood St. Memphis, on November 19<sup>th</sup> to receive the proposals? **Answer: Yes, Staff will be available to receive the proposals on October 19<sup>th</sup>.**

13. The RFP states that signed proposals must be delivered in sealed, opaque envelopes. Will the district accept opaque binders in lieu of envelopes?

**Answer: All signed proposals must be sealed. Sealed envelopes or sealed boxes with proposals are also acceptable.**

14. The RFP states that all pages must be numbered consecutively from beginning to end. Is the District willing to make an exception for the signed forms/appendices? Otherwise, vendors may need to adjust/handwrite page numbers after forms are signed/notarized.

**Answer: Numbering is not required for SCS forms.**

15. On page 11 of the RFP, one of the forms required to be submitted by the vendor is Appendix A (Special Terms & Conditions for RFPs). There is no indication that Appendix A requires a signature or any sort of form filling. Are we to simply print pages 40-54 of the RFP and include them in our proposal? **No, signature is required, and form is not required to be submitted. Appendix A is Special Terms and Conditions for the RFP.**

16. In Part III: Proposal Format, the vendor is asked to submit Appendices B and C twice. Can you confirm that you want two copies of each Appendix in every proposal? If not, which tab would you like each appendix in?

- Appendix B is requested in Tab A (p 10) and Tab F (p 11)  
**Answer: Appendix B- Addenda Acknowledge Form can be placed in Tab A and submitted once.**
- Appendix C is requested in Tab C (p 10) and Tab F (p 11)  
**Answer: Appendix C- References Form can be placed in Tab C on the Appendix C References Form and submitted once.**

17. On page 11 of the RFP, one of the forms required to be submitted by the vendor is Appendix H (2011 Local Preference Purchasing). There is no indication that Appendix H requires a signature or any sort of form filling. Are we to simply print pages 62-64 of the RFP and include them in our proposal?

**Appendix H Local Preference Purchasing does not require a signature. It is information concerning Local Preference Purchasing.**

18. Page 68: Acknowledgement by Vendor – See Appendix L: What should we to include here?

**Answer: The Acknowledge by Vendor form is on the last page of the RFP Proposal. Please complete the form and have it notarized.**

19. Are alternate bids permitted?

**Answer: An alternate bid is not needed for this project.**

20. Could the district provide a copy of the existing contract?

The sample contract is attached on SCS website. The sample contract is a guide of the expected contractual language, but that nonetheless SCS Office of the General Counsel reserves the right to make additional changes pursuant to any guidance from the Superintendent or the Governing Body of Shelby County Schools.

21. "2.10 Performance Bond. The successful contractor(s) may be requested to submit a performance bond." – could the district define what the bond would require?

Answer: The successful Respondent may be **required** to submit a performance bond in the amount of one hundred percent (100%) of the total contract amount, to ensure the satisfactory completion of the services for which a contract is awarded. The bond, cashier or certified check must be made in favor of the **SHELBY COUNTY BOARD OF EDUCATION, MEMPHIS, TENNESSEE 38112.**

22. Page 5 – 2D – Please provide additional clarification around "another customer": "Should the awarded vendor, at any time during the life of the contract, sell materials or similar quality to another customer, or advertise special discounts or sales, at a price below those quoted within the contract, the lowest discounted prices shall be offered to Shelby County".

Answer: The award will be based on the terms and conditions stated in the RFP and executed contract.

23. Page 41, Section 2.k. – If one of the Municipalities decides to partner (piggyback) with SCS, do they automatically get the same pricing as SCS?

Answer: If a Municipal piggyback on SCS contract, services will be based on the same terms and conditions, and cost cannot exceed SCS' contract prices.

24. 2.21.5 *Operating Days* – could the district provide the average operating days/anticipated calendars?

Answer: 175.

25. 2.30 *Damages* – please provide the total damages assessed per year over the last 3-5 years of the contract.

Answer: 2016-17: \$410,857, 2017-18: \$196,556 and 2018-19: \$136,541

26. What is the current fleet mix and fleet age?

Answer: 90 pac, 84 pac, 71/72 pac, 54 pac, 37/38 pac, Type A. Fleet age range: 2007 – 2021

27. How many wheelchair positions are preferred in each type (37/38; 47/48; 72 pac) of wheelchair bus?

Answer: TBD. Wheelchair positions will be based on student enrollment and location.

28. How many wheelchair routes does the District anticipate?

Answer: 90.

29. Could the district provide current routing with hours and miles?

Answer: Yes.

30. Could the District provide a current list of drivers by tenure/years of service?

Answer: No.

31. Can the District provide the annual number of Student Charter trips? How many of these trips conflict with route times?

Answer: 5,000+. Approximately

32. Can the District provide a breakout of the expected route numbers for each of the given route times? (4.5 hours. 5.5 hours and 7.0 hours)

Answer: 4.5 hours (34), 5.5 hours (40), 7.0 hours (265).

33. For #54 above, can the District also provide the number of Special Needs routes for each route length?

Answer: 5.5 hours (40), 7 hours (103).

34. Section 2.3.1 – Can the 30 large buses with undercarriage storage be used for routes as well or are they considered “dedicated” for Supplemental Transportation?

Answer: Yes. The 30 large buses with undercarriage storage can also be used for routes.

35. Section 2.15.5.g. – what routing software does the District use?

Answer: Edulog

36. For the contractor-provided facilities, will the District provide fuel cards or is one required to find a property with fuel tanks?

**Answer: A fuel card will be provided for each bus to use at SCS District fuel tanks.**

37. Section 2.30.3 i – Who completes the Annual Customer Satisfaction Survey: Is it Administration, Building Principals, or Parents?

**Answer: Administration.**

38. **Bus Assistants:** The RFP states 160 bus assistants – could the district provide the routes these attendants are on and the associated route times?

**Answer: Yes.**

39. Do any buses have more than one monitor?

**Answer: Yes.**

40. **Middays:** Are the 43 Middays all separate from routes? Or do they include some middays that are part of normal routes?

**Answer: Middays are separate from routes.**

41. Do you have monitors on any of the middays?

**Answer: No.**

42. Could the District provide the route length and hours for Midday runs?

**Answer: Midday runs typically are approximately two hours and begin as early as 7:30 am and end by 1:30 pm.**

43. **Summer:** How many monitors/bus assistants are required?

**Answer: 40.**

44. How long are the summer routes?

**Answer: 4.5 hours and 5.5 hours.**

45. What buses will be required given the RFP statement regarding summer billing: 2.4 *“to be invoiced at the same rate(s) as submitted in this proposal”* – to be clear, the proposal does not have a summer specific rate, only rate by hours and bus type.

Answer: Summer billing will utilize the same rates utilized during the current regular school year.

46. How many days, on average, does your summer program run?

Answer: Approximately 30 days.

47. **Medical Benefits:** Drivers/Monitors – Could the district provide the number of drivers and monitors that are currently signed up for medical benefits? Could the medical plan details also be provided?

Answer: No.

48. **Supplemental Transport:** The district requests that supplemental transportation INCLUDE the cost of fuel and the district will then receive a credit of \$3.00 for each hour. Would the district consider alternatives to this approach?

Answer: No.

49. **Staffing:** Does the district require staffing minimums at each location (regarding management, maintenance, admin staff)?

Answer: Yes.

50. **Facilities:** Do both of the district facilities have maintenance bays (2.16 North Lot and East Lot)? How many maintenance bays are at each location?

Answer: North Lot (5), East Lot (6)

51. Will drivers be permitted to use **navigation tablets**?

Answer: No.

***Non-Performance Damages:***

52. Section 2.30.3 item c and gg: Please clarify the difference between student left on unattended bus, and student left on a bus at the end of the route.

Answer: Student left unattended on bus references a driver getting off the bus at a location and leaving student unattended. Student left on bus at the end of the route references driver has completed route for the morning or afternoon and left the bus, but the student is still on the bus. This could be prevented if child-check is properly completed.

53. In the event a sleeping student is found on a bus upon returning to the yard, and is safely returned to school upon notification, would liquidated damages still be assessed? Answer: Yes.

54. Are all of the questions and answers from RFP #100920TJ still valid (attached)? If not, we have all of the same questions. Answer: Yes, all questions and answers from RFP #100920TJ are still valid.



55. Does the Farmville location have adequate employee parking provided by the school district, or does the Contractor have to rent a parking area as is being done currently? **Answer: Some employee parking is provided by the District. If additional parking is needed, the Contractor will have to rent a parking area.**