

Johnston Community School District
REQUEST FOR PROPOSALS
TO PROVIDE
STUDENT TRANSPORTATION SERVICES
ADDENDUM 1

The following is a list of all questions received by the deadline date for their submission followed by the Johnston Community School District response to each.

Questions from vendor 1

1. How many monitors are required to service this contract?

Answer: Currently monitors are being provided by the District but please provide pricing for monitors in your bid. There is currently a need for 15 monitors.

2. Please provide the amount of midday trips/shuttles and supplemental services (trips) that bidders should consider.

Answer: Vendors should refer to RFP Attachment C, which includes all currently scheduled shuttle and midday trips. The District is unable to quantify the number of field and athletic trips, but the total expenditure in the past year was \$33,559.72 for field trips, and \$46,230.99 for athletic trips.

3. Shall bidders propose on 2-tier or 3-tier system? What are you running now vs. next year?

Answer: The district is currently running a two-tier system and this will continue next year.

4. Is the requested 5-hour base inclusive of deadhead and driver pre and post trip?

Answer: It is scheduled time from gate to gate, inclusive of deadhead and layover time, but not pre-trip, post-trip, or other paid driver time.

5. Please provide last few months detailed transportation invoices (August-October 2022).

Answer: Vendors may request publicly available information via a freedom of information request submitted through proper channels.

6. Please provide summer school service estimates (number of vehicles, number of days, etc.)

Answer: ESY routes for 2022 were as follows. There is also a summer daycare program in the 5 ES that take field trips. The expenditure on these trips was \$18,689.

Jun-22

Description	Number of Days
Route 1-ESY	6
Route 2-ESY	8
Route 3-ESY	7
Route 4-ESY	2
Route 5- ESY	13
Route 6-ESY	7

Jul-22

Description	Number of Days
Route 1-ESY	6
Route 2-ESY	12
Route 3-ESY	14
Route 4-ESY	7
Route 5- ESY	13
Route 6-ESY	15

Aug-22

Description	Number of Days
Route 1-ESY	0
Route 2-ESY	10
Route 3-ESY	6
Route 4-ESY	2
Route 5- ESY	5
Route 6-ESY	2

7. Does the current vendor have sufficient number of drivers to service this contract? If not, how many routes are currently not properly serviced?

Answer: The district has not been immune to the driver shortage. Several routes have been affected, with the number of unserved routes decreasing as the year has proceeded. Vendors are to understand that a critical aspect of their proposal should address this issue, with the methods and techniques they are proposing to ensure full driver staffing being a prominent aspect of their proposed approach.

8. How many vans/alternative vehicles are being used today? Is this the number bidders should assume?

Answer: The district/current contractor has used a taxi service for a limited amount of routes as alternative vehicles. The pricing request is to enable the potential future use of alternative vehicles for route assignments, but none are currently being used.

9. We see most buses are 77-passenger. Do you have ridership reports matched to routes that you could share with us?

Answer: Assigned load counts by route and bus number are appended to this Addendum as Attachment A.

10. Are the current drivers represented by a union? If so, which one?

Answer: No

11. Please share the Performance Withholding totals for last year and so far this year.

Answer: There have been zero performance withholdings this year. Vendors are to note that performance withholding for measurable performance below standard is imposed at district's discretion.

12. Does the district currently provide the monitor/aides for this contract? If so, please advise on number of aides provided.

Answer: Yes. Currently the District provides 15 monitors.

13. Section 5 of the RFP references changes in operating days. Please advise on the number of expected operating days.

Answer: The baseline number of operating days is stated in Attachment A, section 1 c.

14. Please provide a summary of what facility costs are the responsibility of the contract and the amount of these items last school year.

Answer: The approach to determining facility needs for this contract are addressed in a separate question. For reference, the average costs incurred by the current contractor for its use of the District facility is averaging approximately \$4,750/year.

15. Also, just to confirm that the 77-passenger buses are the Type D. Likewise, just to confirm that Type C is ___ up to 72-passenger, and the rest would be Type A.

Answer: No, the 77 passenger capacity buses listed on Attachment C are all convention Type C buses. There are no Type D buses currently in the fleet.

Questions from vendor 2

1. The contract notes a 3-year term with annual extensions beyond the initial 3 years, however page 2 section 2(b) notes that a decision would be made January 31, 2023. Does that infer that District would inform Contractor annually by 1/31 of their intent to extend contract into the next year or not?

Answer: This is an error. The date in the Agreement to be executed will be January 31, 2026. A decision on the second annual extension, if applicable, will be made by January 31, 2027.

2. Please provide a copy of the Garage Lease to be used for this RFP.

Answer: The district desires to separate the terms of use for the district's garage facility from this solicitation. The vendors should state their minimum expectations and needs for an operating facility as part of their proposal submission. The district agrees to work cooperatively with the successful vendor to ensure that these requirements are met. The facility operating costs currently being incurred by the incumbent vendor are included in a separate question response and should be considered as a reasonable estimate of the vendor's future costs that should be considered as they construct their proposal response to this solicitation.

3. Please provide detail as to changes and explanations for such changes to the following documents, compared to the current contract documents:
- Transportation Contract
 - Bus Lease
 - Garage Lease
 - Data Security Agreement

Answer: The district does not consider the form and content of current contractual documents to be relevant to the terms and conditions for any new agreement resulting from this solicitation. Vendors are advised to consider the requirements of the RFP and its attachments as the governing requirements for a successful proposal and resulting contract for services.

4. Does the District plan to have District staff (bus aides) and Contractor staff (drivers) jointly use the one common area at the terminal for purposes of daily check ins, meetings, safety meetings, common area, etc.?

Answer: Yes

5. Does the District facility provide adequate office space / meeting area(s) for all staffing level positions commensurate for management of this contract, which may include secure office space, training area, dispatch area and office space for management level positions? If the current facility space and layout does not allow for such, does the District intend to modify, renovate or add the necessary space?

Answer: Vendors are referred to the answer to question 2 above.

6. On page 7 of the bus lease, it stipulates contractor will be responsible for "all other student transportation services requested." Can you please describe in more detail what that infers for scope and costing, such as use of taxi cabs, motor coaches, etc. and how that may relate to subcontracting approvals or is the Contractor required to provide all vehicles required for the service of this contract, which may include taxi cabs and motorcoaches. Is it the District's intent that contractor will provide vehicles and / or subcontracted support services for use such as taxi, motor coach, etc. at contractor's cost?

Answer: Yes, it is the District's intent that the successful contractor will provide all of the supplemental services requested. The District agrees to work cooperatively with the successful contractor to ensure its fleet is comprised of the optimal number and type of

vehicles required to support the District's needs and to minimize the use of subcontracted services. The successful contractor will be compensated for the use of subcontracted vehicles at the rates agreed to as a result of this solicitation.

7. Given the District's statement of "provided Contractor gives district adequate notice for trip fulfillment, District can then look at other options," is it the intent of the district to require Contractor to bear those costs? Is the District willing to mutually discuss a minimum and maximum number of daily and interfering trips that contractor would reasonably be expected to accommodate for purposes of identifying fleet needs and staffing needs?

Answer: It is the District's intent that the successful contractor will provide all of the supplemental services requested. The District agrees to work cooperatively with the successful contractor to ensure its fleet is comprised of the optimal number and type of vehicles required to support the District's needs and to minimize the use of subcontracted services. The successful contractor will be compensated for the use of subcontracted vehicles at the rates agreed to as a result of this solicitation.

8. Can the District please describe in greater detail the student management ridership system they are seeking pricing information for?

Answer: The District is not seeking pricing information for a student management ridership system.

9. For hours of service described, please reply back as to what time should be included or excluded in the contractor's calculations for pricing:
- a. HTS routes: listed as 5 hours – can you confirm if this should include all gate-to-gate time, as well as pre and post trip calculations?
 - b. Midday routes: listed as 2 hours – can you confirm if this should include all gate-to-gate time, as well as pre and post trip calculations?
 - c. Athletics / Extra Activities: listed as 2 hours – can you confirm if this should include all gate-to-gate time, as well as pre and post trip calculations?

Answer: For a. and b. it is scheduled time from gate to gate, inclusive of deadhead and layover time, but not pre-trip, post-trip, or other paid driver time. For c. it is scheduled time from gate to gate, inclusive of deadhead, but wait time is billed at the wait time rate.

10. Given the volatility in market conditions lately, would the District be willing to consider annual price adjustments to the contract based upon an index such as the All US Cities Less Energy for a period of time such as April to April annually versus a set increase amount to be provided by the Contractor, which may lock district into unfavorable pricing should CPI increases change?

Answer: No. Vendors are to provide pricing for each of the base years of the contract as specified.

11. During the RFP pre-proposal conference, the bus lease pricing was mentioned. Can the District please provide some information as to the provisions within IA law that allow for what costs to be included or specifically excluded from this segment of the pricing?

Answer: The District is unaware of any specific Iowa law or regulation governing this requirement. Vendors are advised to consider their total costs in determining their price proposal, and to divide this between the operating and lease rates based on their assessment of a fair split between their capital and operating costs.

Questions from vendor 3

1. Can you please provide current trip activity invoices for last year to help give us a sense of volume?

Answer: The District is unable to quantify the number of field and athletic trips, but the total expenditure in the past year was \$33,559.72 for field trips, and \$46,230.99 for athletic trips.

2. Can you please provide an estimate on activity trips that fall in the prime time window (e.g. during PM route times)?

Answer: The District is unable to quantify this.

3. Please provide current driver wage scale & monitor wage scale or starting rates.

Answer: The District does not have access to driver wage scale information. Monitors will be provided by the District and these costs are not relevant to this solicitation.

4. What is the current driver staffing status? How many drivers are you short? Are you cancelling or doubling up any routes?

Answer: The district has not been immune to the driver shortage. Several routes have been affected, with the number of unserved routes decreasing as the year has proceeded. Vendors are to understand that a critical aspect of their proposal should address this issue, with the methods and techniques they are proposing to ensure full driver staffing being a prominent aspect of their proposed approach.

5. Can you please provide a copy of this September & October's transportation invoices?

Answer: Vendors may request publicly available information via a freedom of information request submitted through proper channels.

6. Is there any facility costs that the contractor expected to cover?

Answer: The approach to determining facility needs for this contract are addressed in a separate question. For reference, the average costs incurred by the current contractor for its use of the District facility is averaging approximately \$4,750/year.

7. Can you please provide a current fleet list that services the district as of this school year?

Answer: The current fleet list is appended to this Addendum as Attachment B.

8. Can you please verify on Attachment C pg 9, the bus # list TAXI – is this route serviced by the current contractor and if so what type of vehicle?

Answer: Yes, there is currently a limited use of taxis that are subcontracted by the current vendor.

9. Is there any trip fleet or spare bus requirements?

Answer: The vendors are referred to RFP Attachment B, paragraph 13.

10. Does the district want us to include a certificate of insurance in the response?

Answer: No, proof of insurance meeting the requirements as specified will be required before any contract can be finalized but is not required as part of the proposal submission.

11. What routing system is the district currently utilizing? Will the contractor be provided a license or have to purchase that software?

Answer: The contractor must provide the routing software. The District has no requirement as to what software is to be utilized. The current vendor uses Versatrans RP from Tyler Technologies.

12. Can we please be provided with route information that covers the below details:

- a. Length of route in time
- b. Number of miles per route
- c. Load counts per route
- d. Special equipment (i.e. wheelchair lifts, harnesses, car seats, etc.)

Answer: The District advises the contractors to rely on the information provided as attachments to the RFP and to this Addendum.

13. Are there any afterschool routes, activity routes or late routes that are not specified on Attachment C?

Answer: All currently scheduled routes are included on Attachment C.

14. The RFP specs specify the need for cameras – how many camera points are required or preferred by the district?

Answer: The District has no standard and prefers that the vendors propose their optimal camera configuration.

15. Does the district want or require stop arm cameras?

Answer: No.

16. Is the district willing to see contract suggestions for Attachment A – Contract for Services? Below is language we would use followed by those suggestion:

- a. *Contractor* looks forward to a long, mutually beneficial, partnership with the District. We have identified some areas for discussion within the terms and conditions provided with the bid specifications and draft contract and are

suggesting some preferred language below. It is our intent that these items would be discussed with the District during contract negotiations and that the end product of these discussions provides clear expectations for our relationship, as well as appropriate protections for both parties.

Answer: No, any requested or suggested contract modifications were needed as part of the open question period. The District will not entertain any modifications submitted as part of the vendors' proposal.

17. What is the current local staffing supporting the district today? Number of dispatchers, safety, trainers, managers, and technicians.

a. Is the district seeing enough support from the current staff?

Answer: The District expresses no current concerns regarding the support provided by the current vendor staffing other than driver staffing levels. The District requests that each vendor propose an optimal staffing structure based on their experience.

18. Are graphics considered – “Excessive verbiage, marketing materials, or information not expressly required by this RFP”? Our bid responses often use visuals that help describe processes, etc. in a much more direct way than writing out. Our intent is to only use graphics where it helps to be more concise with the response.

Answer: Relevant visuals and graphics are not considered excessive.

Questions from vendor 4

1. Why is the district going out for RFP?

Answer: The District seeks to periodically reset expectations and requirements through a competitive solicitation for services.

2. What improvements is the district looking for?

Answer: The District has no specific improvements in mind. Rather, it seeks the best possible service delivery at the lowest reasonable cost.

3. Are there any current issues that need to be resolved or considered in our response?

Answer: No, with the exception of mitigating the ongoing driver shortage.

4. Can you provide recent invoices, contracts, extensions, and any addenda with the current provider?

Answer: Vendors may request publicly available information via a freedom of information request submitted through proper channels.

5. Can you confirm the current fleet make up used? Please include bus types (A, C, D).

Answer: The current fleet list is appended to this Addendum as Attachment B.

6. Can you provide routes with hours and miles and bus used?

Answer: Vendors are advised to use the information contained in the attachments to the RFP and this Addendum.

7. Is the district willing to negotiate contractual language or is it expected that the contract be accepted as is?

Answer: No, the District will not entertain contractual language changes other than as indicated in this addendum.