

ADDENDUM 1

DATE: May 10, 2017
PROJECT: Shuttle Bus Services
RFP NO: 744-R1714 Shuttle Bus Services
OWNER: The University of Texas Health Science Center at Houston
TO: Prospective Proposers

This Addendum forms part of and modifies Proposal Documents dated, April 17, 2017, with amendments and additions noted below.

1. Questions & Answers

QUESTION 1:

Can you provide any load averages by day and hour?

ANSWER 1:

See attached spreadsheet labeled **Exhibit A - Ridership**.

QUESTION 2:

Can you provide a copy the last two months billing?

ANSWER 2:

This information is not available during to RFP process.

QUESTION 3:

Can you verify the current hourly rate and any other charges for services?

ANSWER 3:

This information is not available during the RFP process.

QUESTION 4:

Will the Agreement Exhibits need to be completed for the RFP?

ANSWER 4:

No; those will be completed during the contracting process if awarded the contract.

QUESTION 5:

Do we need to address every item in Section 5 in our RFP?

ANSWER 5:

Yes, all questions in Section 5.3 are required to be answered in your proposal response. Section 5.4 is the Scope of Work that awarded Contractor will be obligated to perform; you should familiarize yourself with this section.

QUESTION 6:

What is the due date of the Addenda Checklist?

ANSWER 6:

The Addenda Checklist is due the same day as you submit your proposal; just indicate with initial which addenda you received and sign the page.

QUESTION 7:

What is the current hourly Rate and past 5 years being paid to the current transportation contractor?

ANSWER 7:

This information is not available during the RFP process.

QUESTION 8:

Section 5.3.25 and Section 5.4.64 reference performance metrics – what are the current performance metrics with the current transportation contractor – provide examples of all performance metrics.

ANSWER 8:

This is a new requirement per UT System; the current contract does not have this requirement.

QUESTION 9:

Section 5.4.6 – LED route destination sign – clarify max characters to be displayed in front, side and rear.

ANSWER 9:

'UTHEALTH' and when not in service 'Out of Service'.

QUESTION 10:

Section 5.4.10 – seating style – clarify if the seats need to be a mid or high back seat?

ANSWER 10:

Mid is preferred.

QUESTION 11:

Section 5.4.12 – states contractor will pay penalties for leaving early or late, what dictates early versus late; how can you manage this when there are no specific time points during the hours of service per section 5.4.57.1?

ANSWER 11:

Service starts at 6am at 7900 Cambridge, if the bus shows up at 6:45am (this is late). Service ends at 8:30 at 7779 Knight Road, if bus misses this stop (service ended early). Supervisor is to report service deficiencies and GPS reports run daily will provide reports by bus, by stop, arrival time, departure time, etc.

QUESTION 12:

Section 5.4.20 – Proximity cards – clarify how is the data to be collected from the proximity card, are you wanting it to automatically transmit to a certain server, will UTH download the data from a local hard drive on-board? Please explain all aspects on the process and requirement including exact data that should be captured and reported.

ANSWER 12:

This is not a requirement of the RFP. As an alternate bid, please provide if possible. We would like all riders to scan their badge when boarding the bus. The badge reader will determine if the badge is an activate badge to allow the person on the shuttle. The badge reader will be connected to via WiFi or cellular service to access the UTH server where the ID badge data is stored. The badge reader will need to access the UTH server weekly to download the current data of ID badge records.

QUESTION 13:

Section 5.4.29 – what is the current contractor approved uniform? Is this same style the desire that UTH would like to keep or change to a different image?

ANSWER 13:

Polo style shirt and docker style pants. Contractor can provide another uniform option, we are open to suggestions.

QUESTION 14:

Section 5.4.30 – Where is the current approved driver swapping out locations during the day?

ANSWER 14:

East Road near the School of Dentistry location.

QUESTION 15:

Section 5.4.33 – will you be providing to the new contractor the approved badges of the other institutions for verification?

ANSWER 15:

Yes, we provide a sheet with approved badges to be left on the bus.

QUESTION 16:

Section 5.4.60 – Passenger satisfaction survey – how is this being handled currently and how do you want this process to occur?

ANSWER 16:

Auxiliary Enterprises has an online customer satisfaction survey that all UTHealth students and employees have access. All results are provided to the shuttle company for feedback and/or comments.

QUESTION 17:

Section 5.4.62 – How much for the office space rental?

ANSWER 17:

\$452 plus \$98.25 for three phone lines (two office and one fax line) Phones are optional.

QUESTION 18:

Section 5.4.63 – How much for the bus parking space rental?

ANSWER 18:

No charge.

QUESTION 19:

Can drivers park their car in the bus space when bus is being driven by them and if so is there a cost?

ANSWER 19:

Drivers could park along the north fence which is close to where the buses are parked. Parking rate is \$24.90 per month. Street parking is available but the area is prone to flooding.

QUESTION 20:

Will alternative bids be accepted which include different proposed vehicle types?

ANSWER 20:
Yes.

QUESTION 21:
What is the size of the parking space that will be provided for bus parking?

ANSWER 21:
Approx. 3,300 SQ.FT, enough to allow five buses to park, at this time.

QUESTION 22:
Is it permissible to wash the buses after hours in the parking space provided?

ANSWER 22:
Yes, but water capture is a requirement.

QUESTION 23:
Is there enough space provided to place equipment and/or supplies related to bus maintenance?

ANSWER 23:
NO

QUESTION 24:
Elaboration/Explanation for section 5.4.20 regarding Proximity Card Reader for each vehicle. Is the following a requirement for students to scan ID cards while entering the bus?

ANSWER 24:
Currently, there is not a badge scanning system on the shuttles. As an 'alternate bid' please provide us with information if you have a badge scanning system. We would like to scan all ID badges before a person can ride the shuttle.

QUESTION 25:
Are there any additional specification or elaboration to Appendix 6 and 7?

ANSWER 25:
These Appendix are required regarding the Proximity Card Reader and GPS App requirement and must be reviewed by UHealth before any award decision is made.

QUESTION 26:
Appendix 8- Form 1295 is due with the bid or after the contract has been awarded to a vendor?

ANSWER 26:

Only the awarded Contractor will be required to submit the TEC Form 1295 during the award process.

QUESTION 27:

When would the selected firm be notified of awarded contract?

ANSWER 27:

The expectation is a decision in early to mid- June.

QUESTION 28:

Our firm performed business under a different name before the merger of both past and present names, which includes some past references that will be provided. Should both company names or an explanation be included in the proposal to avoid confusion?

ANSWER 28:

An explanation should be included to avoid any confusion.

QUESTION 29:

What are the insurance requirements for the buses and worker compensation?

ANSWER 29:

These should be industry standard for this type of service.

QUESTION 30:

Section 11.1.2 – General Liability – Damage to Rented Premises \$300,000 limit required. Is \$100,000 limits acceptable?

ANSWER 30:

This will be negotiated with the awarded supplier for the service.

QUESTION 31:

Section 11.1.5 – Liquor Liability not less than \$1,000,000 with a \$2 million aggregate. This must be optional unless you are providing, serving or selling alcoholic beverages.

ANSWER 31:

This item will be deleted in the Agreement as it is not applicable for this service.

QUESTION 32:

Professional Liability (or Errors & Omissions) Insurance \$1,000,000 limit with a \$3,000,000 aggregate. This is applicable if you are providing advice (i.e. Doctor or Lawyer or service like a travel agent). Not applicable providing transportation to and from. Let me know if we can delete this liability?

ANSWER 32:

This can be omitted.

QUESTION 33:

Regarding the \$100,000 Performance Bond, will you accept another form like Letter of Credit (LOC)?

ANSWER 33:

No; a Performance Bond is required for this services contract which can be renewed annually.

QUESTION 34:

It is stated that vendor's should provide "New Buses" in the RFP. Are used buses not allowed?

ANSWER 34:

Used buses are allowed during the transition period. New buses are required for the contract.

QUESTION 35:

Employee Dishonesty, they show 2 limits (\$500,000 and \$1,000,000). What limit should we use?

ANSWER 35:

These limits will be negotiated if necessary during the contract award process.

END OF ADDENDUM 1