



**PASADENA UNIFIED SCHOOL  
DISTRICT  
PROCUREMENT SERVICES DIVISION**

**ADDENDUM NO.1**

June 10, 2021

*VIA EMAIL*

Request for Proposal: PASADENA USD  
SPED HOME TO SCHOOL TRANSPORTATION SERVICES  
(RFP) NO. 03-20/21

**This addendum forms part of the Contract documents and may modify the original Bidding Documents. Any revisions, clarification, deletions and/or additions shall be made to the bid documents for Request for Proposal (RFP) No. 03-20/21. It is mandatory to acknowledge receipt of this addendum.**

Q1: With regards to the bus parking referenced in the RFP(item C, page26), will you consider issuing an amendment that indicates your preferred lease rate so that the prices your receive from respondents can accurately reflect your desired monthly rent? Right now it says it is negotiable which makes it difficult to reflect this unknown in the pricing proposed. (A nominal fee of \$1/Month should yield the lowest rates from all respondents, as whatever fees are charged per month, would surely be reflected in the rates proposed by any and all respondents).

Response: **The parking area is negotiable and subject to the District fair market rental value fee rate, per square feet. The special provision should not be a misinterpret or included as additional charges to the RFP # 03-20/21 Transportation Services (Home-to-School) rates.**

Q2: Please provide copies of the complete monthly invoices for these services from the current provider for the months of December, 2019 and April, 2021. If these months are unavailable, please provide invoices for motnths that are close in time to those requested.

Response: **This information can be available after the closing of the RFP#03-2020/2021.**

Q3: Can the District schedule a job walk so that we may have an opportunity to see the District provided parking area? Or, as a minimum, a map outlining the area that will be provided?

Response: **Please see map (attachment).**

Q4: Can the District provide the Driver Daily Bus Reports for a recent school day so we can have a snapshot of the time and miles for the routes that are currently running?

Response: **A daily bus report can be provided.**

Q5: What was the total amount the District paid to the current contractor for transportation services from July 1, 2018 to June 30, 2019? What was the amount paid to the current Contractor for midday extracurricular trips during this time period?

Response: **This information can be available after the closing of RFP#03-2020/2021.**

Q6: Please provide a copy of the current contract for these services including all amendments, addenda and annual price increase letters.

Response: **This information can be available after the closing of RFP#03-2020/2021.**

Q7: It is important to know we would have sufficient time to prepare for the start of service. What is the anticipated contract award date?

Response: **As soon as possible.**

Q8: Please provide information on the daily gate-to-gate time and mileage for each route currently being operated and for each route that was operated prior to the closure of schools in March, 2020. If the detailed information requested is not available, please provide averages. This information is important for us to estimate our costs accurately and provide the best pricing.

Response: **No “gate-to-gate” time or mileage.**

Q9: Please provide Collective Bargaining Agreement and current pay scale of all current transportation personnel for 2020-21.

Response: **This information can be available after the closing of RFP#03-2020/2021.**

Q10: Please provide the dollar amount of liquidated damages assessed against the current provider for the 2017-18 and 2018-19 school years.

Response: **This information can be available after the closing of RFP#03-2020/2021.**

Q11: Is the District currently experiencing a driver shortage? If so, how severe?

Response: **This information can be available after the closing of RFP#03-2020/2021.**

Q12: Will the District accept alternate bids? The District will still have the final say on whether or not to accept or reject alternate bids.

Response: **The District may consider this option.**

Q13: Is the District considering any major bell time changes?

Response: **The District is considering a change in bell schedules, in accordance with SB 328. The changing of bell schedule is TBD.**

Q14: Page 5, section 3.b, the RFP does not appear to include a School Bus Inventory form. Can proposers provide this information as an attachment?

Response: **Refer to page 4; Section A-2g and page 5; Section C-3b and page 6; item 10.**

Q15: Page 7, section 20, a maximum age requirement of seven years is a very low maximum age and will increase the cost to the District as contractors have a shorter period of time to amortize the bus cost. Will the District consider a 10 year maximum age which is more in line with other districts' requirements?

Response: **No more than the 50% of the fleet can be used within our district at 7 to 10-year age group.**

Q16: Page 15, section B.3, we as the District to remove the no front engine requirement since the majority of the District's non-wheel chair buses are currently front engine buses and the only way to provide rear engine buses would be with large capacity transit style buses.

Response: **Front engine will be acceptable.**

Q17: Page 19, section 4.b, our drug and alcohol testing program is in compliance with the US Department of Transportation, the Federal Motor Carrier Safety Administration Regulations and CHP and we do not test drivers after every accident. For example, a driver sitting in a legally parked bus that is hit by a passing car is not sent for a drug test nor is a driver that is hit in the rear while stopped at a red light. Will the District change this requirement so that the Contractor must test in compliance with State and Federal regulations?

Response: **Refer to page 19; 4b. Substance abuse requirements.**

Q18: Pages 24 & 25, please confirm that all home to school routes are invoiced based on what is commonly referred to as "live time". For example, the morning route billable time starts at the first student pickup and runs straight through until the last school drop off for the morning route. Since all buses will be housed at the District facility, would the District consider making the billable time gate-to-gate which would result in lower pricing?

Response: **This question needs more clarification.**

Q19: Page 25, section H, how many summer school ESY routes have historically been operated and what is the ESY start date for 2021?

Response: **Approximately up to 55 routes. The start date for 2021 ESY begins June 10, 2021 to July 15, 2021.**

Q20: Page 26, section C, what will be the monthly rent for the District parking area for the 2021-22 school year? What is the approximate monthly cost for utilities?

Response: **The District parking rate is negotiable based on the square footage to host the appropriate number of buses toward RFP#3-20/21. Utilities costs can vary from month-to-month depending on usage.**

Q21: Page 26, section C, on what date will the parking area be available?

Response: **Approximately 60 days of contractor award and Board approval.**

Q22: Page 31, the District appears to be asking for a flat daily rate for the wheelchair buses. So we don't over-estimate usage, how many hours per day have these buses been used historically?

Response: **Approximately four hours per day for "Home-to-School."**

Q23: Page 39, since transportation contractors are not providing professional advice or professional services such as an architect, engineer, consultant or accountant would, they do not carry professional liability insurance because it does not cover the types of claims made in our industry. Will the District remove this requirement?

Response: **Please refer to page 50; Article 5 (Hold Harmless Agreement); and page 51; Article 7 (Insurance).**

Q24: Page 44, section 3.A, if awarded the contract for these services, upon contract award we would post the staff positions internally and externally to attract the best qualified individuals therefore we will not have the information requested in this section at the time of proposal submission. Can this information be

provided after contract award with the provision that the District has the right to approve the proposed staff members?

Response: **Yes; however, the information must be submitted to the District within 10 days upon hiring date.**

Q25: Page 48, bottom of the page, Section VII.A does not mention financial statements. Are they required to be submitted with the proposal or should this reference be disregarded?

Response: **Please refer to page 47; item 8a “Financial and Credit Data”**

Q26: Pages 50-51, Article 5, will the District in turn hold the Contractor harmless?

Response: **Yes. Please refer to page 50; Article 5.**

Q27: We request that District responses be provided no later than June 10, 2021 so we have adequate time to process the information provided before submitting a proposal.

Response: **Yes.**

Q 28: Does PUSD have an intent to award date for this RFP?

Response: **As soon as possible and agreed upon the awarded contractor.**

Q29: Will the Pasadena District consider contract language suggestions?

Response: **Yes; as appropriate and deemed “fair” to all parties; subject to legal counsel, as appropriate.**

Q30: Will the Pasadena District consider mutual termination for convenience language re: page 51 Article 7 of the contract?

Response: **Please refer to page 51; Article 7 – Termination.**

Q31: Will the Pasadena District accept 48 passenger buses for the 50 passenger buses stated in the RFP?

Response: **Yes.**

Q32: Will the district provide the minimum monthly lease charge for the parking as referred to in Sec C page 26 so all respondents can price the cost accurately in the RFP response?

Response: **The parking lease will be negotiable at a 12-month lease option. RFP #03-2020/2021; Special Provision, C. Parking.**

Q33: Will the Pasadena District consider changing the vehicle age requirements to match the industry standard of 10 years for vans and 12 years for Type C conventionals? This change could result in giving the district the lowest rate possible due to amortization of the vehicle over its useful life.

Response: **The maximum age the District will be 10 years for all transportation vehicles.**

Q34: Given the late anticipated award date from Pasadena will the district allow an exception to the age requirement until vehicles can be replaced, due to manufacturing unable to deliver due to issues associated with COVID-19 and shortages of materials?

Response: **The maximum age the District will be 10 years for all transportation vehicles.**

Q35: Will the Pasadena District do a public opening of the RFP responses via a Zoom meeting?

Response: **We will post information regarding Zoom meeting.**

Q36: Can the district clarify the correct email subject line for the RFP response should it be RFP #03-20/21 SPED Home to School Transportation Services and stated on page 2 or should the subject line read "PUSD RFP 03-20/21 as stated on page 5?"

Response: **RFP #03-20/21 SPED Home to School Transportation Services**

Q37: How much notice will the Pasadena District provide to the contractor when an attendant or monitor is required?

Response: **The District provides its own attendants and/or monitors.**

Q38: Is the District responsible for scheduling, routing, and assigning all Special Education home to school students to routes?

Response: **Yes.**

Q39: On page 7 section 20. Buses provided for athletics and band must have adequate storage, does the Pasadena District want prices for athletic and band trips?

Response: **No.**

Q40: What was the total number of routes that operated for Pasadena Unified in February of 2020?

Response: **73 routes**

Q41: Please clarify section 3 on page 15 "with the exception of wheelchair buses no front engine buses will be accepted", typical 20 passenger school buses have front engines, will these be accepted by the district?

Response: **The front engines buses are acceptable.**

Q42: On page 17 section 10 subsection a. can the district clarify the capacity for the "two van sized wheelchair buses to transport pupils living in remote areas, and are these two vans in addition to the number of buses required as stated on page 57?"

Response: **The vans will not be an addition to the number of buses.**

Q43: Will Pasadena Unified consider a three-year contract compared to a series of one-year renewals? Contractor may be able to provide better pricing by spreading cost over a set length of a contract.

Response: **Please refer to page 49, Article 2 – Term of Contract.**

Q44: On page 43 section E, listings of all contracts for pupil services will PUSD consider since the larger contractors have contracts with over 1,100 school districts across the United States. To provide a full listing of similar projects would be difficult, will the district accept a sampling in the LA area of similar projects?

Response: **Provide a listings within the State of California.**

Q45: Page 28 Section VII Proposal Form/Price Schedule BASED ON 180 SCHOOL DAYS: Is PUSD guaranteeing a minimum of 180 days regardless of page 21 Section L UNSCHEDULED CLOSING OF SCHOOLS?

Response: **Please refer to page 21; Section L: Unscheduled Closing of Schools, and page 49: Article 3 – Contract Price.**

Q46: Page 31 WHEELCHAIR BUS TRANSPORTATION: What is the historical route time, miles, and geographic location of routes that appropriate pricing can be provided?

Response: **This information can be provided after the closing of RFP#03-20/21.**

Q47: Page 49 ARTICLE 3 CONTRACT PRICE: What is the specific index that PUSD is referencing?

Response: **Page 49, Article 3 indicates “Consumer Price Index.”**

Q48: Given that the Pasadena area has a tough labor market will the district require each contractor to submit a wage scale?

Response: **Yes.**

Q49: Can you clarify on page 57 exhibit A states total of 79 buses needed, does this include route buses and spare buses or just 79 route buses?

Response: **Please refer to page 57; exhibit A.**

Q50: Will Pasadena Unified consider waiving the performance bond requirement?

Response: **No.**

Q51: Is the district intending to award the contract to multiple vendors?

Response: **Yes.**

Q52: Has the district worked with an alternate transportation (sedans and SUVs) vendor in the past?

Response: **Yes, alternate transportation is acceptable to the District.**

Q53: Please confirm contract start date.

Response: **The District reserves the right to ensure the RFP responses are acceptable and meet all criteria's. Upon acceptable RFP's submissions, the contract start date will be July submitted to the July Board.**

**END OF ADDENDUM**



## LOCATION OF PUSD BUS PARKING LOTS



# North Parking Lot





# South Parking Lot

