



BOARD OF EDUCATION OF THE CITY OF ST. LOUIS

RFP TITLE: Daily Transportation Bus Services RFP 040-2021

Addendum #1: Questions and Answers

1. Why is the department bidding the service? **A: The current contract ends on June 30, 2022. The District is being proactive as this is a large endeavor. When was the last time this bid? June 30, 2016.**
2. Who is the current contractor(s)? **First Student Inc.**
3. What service changes may be anticipated during the initial term of the contract are any funding changes anticipated? **Student enrollment and eligibility for transportation would be the determinant for funding.**
4. What changes to the service parameters or provisions are being changed in this RFP? **Not Applicable**
5. Please provide a scan of any and all contracts or agreements pertaining to Daily Transportation Services or any other contractor transportation services currently in effect and future time periods, including all exhibits, attachments, appendices, addendums, amendments or modifications thereto. **Sunshine Request.**
6. If not reflected in the contracts or agreements requested above, any documents that reflect rate changes or the rates at which vendors or other providers are compensated or reimbursed by the agency for transportation services rendered. **Sunshine Request.**
7. Scan of the transportation invoices for any and all contracted transportation services including all line item billing details and backup spreadsheets. Please provide invoices from October 2019, October 2020, and January 2021. **Sunshine Request.**

8. Can you provide a briefing of the summer school transportation services needed. **As detailed in the RFP, Summer School transportation is a four (4) hour live time transportation service for a period of 4-5 weeks of school.**
9. Did summer school transportation operate at typical volume during the summer of 2020 or was it reduced due to Covid closure? **Reduced due to COVID closure.**
10. If summer ran a typical volume during 2020 can you please provide a scan of the transportation invoices for any and all contracted transportation services including all line item billing details and backup spreadsheets for summer school transportation. Please provide invoices from June 2020, July 2020, and August 2020. If summer did not run a typical volume during 2020, can you please provide the invoices from June 2019, July 2019, and August 2019. **Sunshine Request.**
11. Can you provide a staffing list of the contracted full time staff currently assigned to the district and call center program and current time shifts that each of contractor's staff are on duty each day of week. **Sunshine Request.**
12. Can you please provide a list and quantity of the existing vehicles used to service the routes and seating capacity? Please provide the vehicle age, seating capacity, configuration of wheelchair buses (seated and wheelchair capacity), if they require air-conditioning and if any are non-yellow buses or cars. **Sunshine Request.**
13. Page 20 item 4. Notes the maximum hourly route length. Is this for live service time or does it include the deadhead travel time to/from contractor facility and pre and post trip bus inspections? **Live service time without the deadhead.**
14. Page 20 item 4. Can you please provide a listing of all current routes, start and end times, miles, garage departure times, etc? **Sunshine Request.**
15. Page 20 item 4. Can you please provide a copy of the turn-by-turn directions for all current routes? **Sunshine Request.**
16. Page 23, item d. Can you please clarify the current routing staff organization of both the district and contractor? Do the contractor employee office at the district or contractor facilities? **Sunshine Request.**
17. Page 23, item e. Can you please clarify the staffing expectations for the Call Center? Does the contractor provide additional staff during the weeks leading up to school startup and for some weeks after and then ramp down once startup is over? If so,

can you please provide details about the staffing levels anticipated? The district will compensate the contractor for the temporary staff for the Call Center for the week leading to school startup and two (2) weeks after the startup. The Contractor shall provide additional staff at no cost to the district to answer calls during regular school hours when buses are in operation. The district determines the number of temporary staff to be hired. The Contractor will provide the tools and equipment to the temporary staff to perform their duties.

18. Page 29, item k, l. Items k and l note a maximum number of buses which is in excess of the count of current buses and routes noted in the RFP. Does the district anticipate route growth necessitating the volume? Pre-COVID, the district operated 276 buses (Regular and Special).
19. Page 29, item m. There is a trigger of 15% change in the number of buses where the parties would negotiate a price adjustment for increased volume. Will the maximum number of buses be based on the current buses or the maximums noted in item k and l? The maximum number of buses will be based on the number of buses at the beginning of the contract.
20. Page 30 item w. Notes contractor is to provide a web platform for families to access Edulog routing data. Is this provided currently by the contractor? Yes, If so what system is used? FirstView and the district uses Edulog Tracking System. If not, does the district have experience with a platform and preferences for system to be used? The district has no preference as long as the tracking application or system is compatible with the Edulog scheduling software.
21. Page 32 item g. Regarding routing services. Does the current contractor own the license and maps to the Edulog program being used today? Yes. How many licenses will be needed for the district? The district has its own licenses.
22. Page 34, item d. Can you please provide a copy of the monthly operations report for the months of October 2019, October 2020, and January 2021 and the corresponding summer school months that you provide invoices for? Also can you provide a copy of the most recent report submitted. Sunshine Request.
23. Page 34, item e. Can you please provide a copy of the daily operations report for three recent days. Sunshine Request.

24. Page 34, item f. Can you please provide a copy of the monthly MJR presentation for most recent 3 months. **Sunshine Request.**
25. Page 36, item 2. Does the contractor purchase the fuel or does the district? **The Contractor.**
26. Page 36. Item VII. Please provide a summary of penalties/liquidated damages charged/incurred to the contractor for the 2018-19, 2019-20, and 2020-21 school years. **Sunshine Request.**
27. Page 39, section III. Regarding performing the routing and scheduling. What is the practice today? Who performs the routing and scheduling using Edulog? District or contracted employees? **The contractor is responsible for routing and scheduling as detailed in the RFP.**
28. Exhibit G. How many days of service will be used to calculate the school year and summer school bids submitted? **The school calendar year.** Also are you able to provide volumes of each of the line items here so all contractors are bidding the same? **No.**
29. Are the contractor employees unionized? **Yes** If so, can you please provide a scan of the labor agreement for transportation employees performing services to the agency (contractor and/or agency employees) and any amendment letters, memorandums of understanding, or modifications thereto. **Sunshine Request.**
30. Given the desire to maintain continuity, can you please provide the wage rates, benefits offered, guaranteed minimum daily pay, bonuses, etc. and provide the wage rates, count of employees at pay steps of current drivers, attendants, and support staff. **No.**
31. Has the current contractor been able to keep up with finding sufficient drivers and been able to keep up with peak needs? **No.**
32. Can you please provide a summary of all shuttles, after school learning, work programs, vocational, etc. routes operated including pick-up and drop-off times, number of one way trips per shuttle, days of week or estimated annual days, and the assignment in the current route package. Please note if service is connected with and operated by a daily route bus or if separate vehicle is required. **Sunshine Request.**
33. Please provide a copy of the transportation line item budgets for the current year and the past two years. **Sunshine Request.**

34. Do the athletic and field trip expenditures all reside in transportation budget or are these paid at school building level? **All Transportation line items reside in the transportation budget.** If provided for elsewhere, can you please provide the following:
35. Please provide a copy of the athletic transportation line item budgets for the current year and the past two years. **Sunshine Request.**
36. Please provide a copy of the field trips line item budgets for the current year and the past three years. **Sunshine Request.**
37. Please provide the total cost spent with current contractor (s) for the past two school years. **Sunshine Request.**
38. Can you please clarify the typical demand for trips that conflict with the AM and PM daily bus routes and the peak demand days. This will be needed to determine the pool of spare buses and drivers. **Per the contract, the contractor must provide 10 percent spare buses and drivers of the total number of initially agreed buses.**
39. Please provide a spreadsheet with a detailed summary of the number of field trips and athletic trips operated, the date, times of service, the number of hours for each trip, the number of miles for each trip, contractor assigned, any special equipment, etc. Please provide for the previous school year and the 2019 school year. You may have something similar in this format. This is requested in order for contractors to adequately plan for your needs. **Sunshine Request.**
40. Does the current contractor provide homeless transportation or low incident transportation or is this provided by a different vendor? **Yes, the current contractor provides Student In Transition transportation when available. The district uses alternate transportation when required.**
41. If homeless transportation or low incident transportation is provided by a different vendor.
- Can you please provide a scan copy of the contract and any extensions.
 - Can you please provide a scan of the transportation invoices for any and all homeless or low incident transportation services including all line item billing details and backup spreadsheets. Please provide invoices from October 2019, October 2020, and January 2021. **Sunshine Request.**

42. Would the district consider a split award of this contract, as example splitting special education and regular education or are you only accepting proposals to encompass a contractor operating the entire system? **The district is open to all pricing offers.**
43. What is the expected timeline for awarding the contract? **July 1, 2022.**
44. Would the District consider delaying the proposal due date by 6-8 weeks to better allow a company to respond to a contract of this size and scope? **No**
45. RFP #3.1 references "Network Maintenance Services" Assuming this is a typo?
46. RFP #3.11 100% Performance Bond. Most similar Districts (Milwaukee, Chicago Public Schools, Indianapolis, Kansas City, etc) do not require a 100% performance bond. This could severely impact the level of competition for this RFP. We strongly urge you to lower this to 10%.
47. Are the current drivers and monitors in a union? If so, which union? **Not applicable.**
48. Can we be provided the CBA? Does the District have any information regarding current wages and benefits? **No.**
49. Please provide a list of the current contractor's MBE, WBE companies utilized in the service of transportation **Sunshine Request.**
50. RFP pg 17 -- does live time include time in between route tiers? **No.**
51. RFP pg 21 pt 14 Save "FIVE" hours but has the NUMBER "6" -- please advise. **Typo, it is five (5).**
52. Please provide current contractors organizational chart. **Sunshine Request.**
53. Please list the facilities address being used by current contractor **Sunshine Request.**
54. Is Contractor or District responsible for the routing ? **Contractor.**
55. Please identify changes between your current contract and this RFP? **More accountability and efficiency.**
56. Does the current vendor currently have sufficient number of drivers to service this contract? **No.**
57. Does the District prefer one vendor for this services or multiple vendors? **The District has no preference.**
58. Please advise on student enrollment for the last 3 years and the go forward enrollment projection **Sunshine Request.**

59. How many days does summer school run? **4-5 weeks.** How many buses does summer school average? **100-150.**
60. How many monitors are required to service this contract? **Based on IEP requirements.**
61. How many drivers are required to service this contract? **Based on the number of routes with additional 10 percent standby drivers.**
62. Please advise on estimated number of field trip and athletic trip hours? **Sunshine Request.**
63. Please advise on estimated number of shuttle and activity hours? **Sunshine Request.**
64. Copy of current student transportation contract(s) including all detailed unit rates **Sunshine Request.**
65. Copy of any and all addendums to the student transportation contract(s) **Sunshine Request.**
66. Copy District student transportation budget for 2020/21 School Year **Sunshine Request.**
67. Summary of liquidated damages assessed to current transportation vendor(s) for the current 2020/21 School year **Sunshine Request.**
68. Copy of current student transportation routes for the 2020/21 School Year. **Sunshine Request.**
69. Please provide summary of hours, route pairings, and miles for all transportation routes. **Sunshine Request.**
70. Please provide a copy of the athletic transportation line item budgets for the 2020/21 School year and the 2019/20 School Year. **Sunshine Request.**
71. Please provide a copy of the field trips line item budgets for the 2020/21 School year and the 2019/20 School year. **Sunshine Request.**
72. Please provide a fleet list that you may have on the bus fleet provided by the current contractor. This is to include bus capacity, wheel chair tie-downs, air-conditioning, etc. **Sunshine Request.**
73. Copy of the complete proposal response submitted by First Student, Inc in response to the 2016 RFP Title: Bus Transportation Services, RFP #002-1617. **Sunshine Request.**
74. Please provide a copy of the most recent St. Louis Public Schools - First Student - Monthly Operations Report. **Sunshine Request.**

75. Please provide a copy of detailed transportation invoices for February 2021 **Sunshine Request.**
76. Please provide a copy of detailed transportation invoices for February 2020 **Sunshine Request.**
77. Is the District pleased with the current level of service provided? **The District is looking for a transportation contractor(s) that would provide an effective and efficient transportation to the pupils.**
78. What areas would the District like to see improvement in? **All provided transportation services and operation.**
79. Page 11) Section 8.1: Can the district clarify RFP language in option to split work? **The District has no preference for one or multiple vendors. Therefore, the District can opt for multiple vendors based on pricing and the split initiated at the beginning of the contract.**
- If that were to occur during the contract, would pricing negotiations be eligible? **Yes.**
80. Page 12) Section 8.5.4: What policies would be applicable? **Answer will be provided in Addendum 3.**
81. Page 18) Section 19 Bus stop Locations
- Can the district clarify bus stop locations as that is not current policy?
 - Current: P – 5th up to 3 blocks: **Closest corner to 2 blocks**
 - Current: Middle to high is up to 5 blocks: **up to 3 blocks**
82. Page 19) Section 4:
- Can the district clarify the “Total Hourly bus route length should not exceed 5:45”? **At creation, the route length should not exceed 5 hours (including load and travel time). However, due to the tiers, some routes may be longer. No routes shall exceed five (5) hours and forty-five (45) minutes (including load and travel time). That is, no routes should have in-built excess time.**
83. Page 21) Section 14
- Can the district clarify five (6) hours per day? **This is a typo, it is five (5) hours Live time per day.**
84. Page 32) Section 5A:
- Can the district clarify the payment terms under 5A? **Detailed in the RFP.**

85. Page 36) Liquidated Damages

Are the LD's subject to negotiation as currently listed in the RFP? **Yes.**

As an example, the RFP lists 5 minutes past dismissal time is qualified for a LD

86. Vendors: What was the districts policy in paying vendors during COVID shutdown? **The District negotiated with the company.**87. Route Splits: If the district were to award routes to multiple vendors, how would the routes be split? **Geographical location, equipment, staffing, availability, and efficiency.**88. Continued Excess: Would "continued excess" not be a part of routes under the new RFP? **No. CTE:** Are the 1hr guarantee for CTE's negotiable? **Yes.** Under the current labor contract, there is a two-hour guarantee with prevailing wage as noted on 3.12 as it operates currently.

Bus letters: In the past, the district has sent out letters for back to school. Has the expectation changed for the provider? **No.**

89. Page 4) Section 3.11: Bid Bond (not applicable); is it required? **Response will be posted in Addendum 3.**

90. Page 9) Section 6.2: Bid opening:

- Can the district clarify how long the bid / pricing remains open?
- Can the district clarify how long the proposer will be held to the pricing?

Response will be posted in Addendum 3.

91. Page 10) Section 7 Minority participation:

- Does the district have a specific goal for this contract? **Refer to Section 7.1.**

END OF ADDENDUM 1.