

Question & Answers from Pre-Quote Conference 12.11.17

Note: Below are written responses to the questions posed by attendees at the Pre-Quote Conference held at LABBB & EDCO Central Offices on Monday, December 11, 2017 at 1:30pm. The Pre-Quote Conference was not recorded so the questions are not verbatim; rather, they are reflective of what LABBB & EDCO believe were the spirit of the questions and the essential facts.

1. Are there any pre-existing combo routes that should be replicated by all potential contractors for the quote?
 - a. Current combo routes are included in the grid (Attachment A). Of course we do not know if the specific students who are currently attending the schools will be going next September. A vendor may wish to combine schools when quoting
2. Is it possible to receive copies of the most recent invoices from the current contractors so potential contractors can see the current cost for special education transportation services?
 - a. In place of giving copies of vendor invoices, we have compiled the current daily rates for our current contractors (Attachment A)
3. According to the route matrix included in the RFQ documents there are some monitors on in-district routes, can we have a listing of how many and on which routes there are monitors for out-of-district routes?
 - a. Yes – you will find this information included in the revised grid (Attachment A). Of course the need for monitors can change at any time.
4. Should the amount quoted for each route be for pick-up and drop-off, or just one? If for both, how should we handle special situations (e.g. picking up a sick child from school)?
 - a. The amount quoted for each route should be for a round trip (pick-up at and drop-off) of students. In the rare instance that a vendor is requested to pick up a child from school due to the child being sick or some other unusual circumstance, an

additional charge may be appropriate. In the event that this occurs the vendor and Collaborative will discuss and agree on a reasonable rate.

5. The RFQ states you want the Name, address, telephone number and responsible agent of all municipalities/institution for which the contractor has provided student transportation services within the last three (3) years... (p.34-Other required information). Would you be willing to accept from ten (10) references from the last three (3) years?
 - a. Yes we are willing to accept the requested information from ten (10) districts you have worked with over the last three (3) years so we can determine which to contact should your quote be considered for awarding a particular route or multiple routes.

6. On page 6 of the RFQ, it says a performance bond of 100% of the annual contract is due within five (5) days of being awarded a route; page 13, states this same bond must be submitted within thirty (30) days. Which of these is correct?
 - a. Upon written notification of being awarded any routes from this RFQ, the awarded contractor must submit a performance bond in the amount of 100% of the anticipated annual cost for the first year of the contract within thirty (30) business days.

7. Can you provide the school times for each of the in-district schools included in the RFQ?
 - a. Yes, the current school times for each school included in the RFQ are listed in the revised attachment. (Attachment F).

8. Can you provide the number of current vehicles being used for routes?
 - a. The number of vehicles currently used per school are included in the revised Attachments A and F.

9. How do we handle transportation for a nurse/monitor that is hired directly by a district to be on a vehicle with a student?
 - a. If this rare situation occurs, there will be a discussion between the vendor and the Collaborative.

10. If there's a student who becomes ill on the bus, how should we handle the route? Should we bring the ill student home immediately and drop off the rest of the students after, or should we bring the students to school and then return the ill student home?
- a. We encourage contractors to use their best judgment based on the severity of the student's illness. The Collaborative should be quickly informed when and if this situation occurs.
11. What should we do if there's nobody at home to receive a student?
- a. Typically the driver calls their respective office, who then contacts the parent/guardian. If the parent/guardian cannot be reached, the office will contact the collaborative/district to discuss an appropriate plan/course of action. It is understood though that every circumstance is different
12. Are you requiring a child check system to be installed on the vehicles as part of the RFQ?
- a. While we are not specifically requiring a child check system be installed on any vehicles, please feel free to make note on your quote submission if any of your vehicles are equipped with this system. It is our understanding that many vendors already have a child check system as part of the standard equipment in their vehicles.
13. The RFQ states a contractor will not be compensated when a student on a single-rider route is absent, is this for single or multiple absences? This can create a difficult situation for some contractors if the car is being reserved and the company isn't making money due to a student's absence from school.
- a. We understand that this may be seen as a financial burden for some contractors. In the event a student on a single rider route is absent, we will not compensate a vendor for this absence, assuming notice has been given to the vendor in a timely fashion. If a vendor feels that this is a financial burden, they should build the cost into their respective quotes.

14. Who pays the vendor-The District or the Collaborative?

- a. The vendor will receive their payment from the Collaborative. The invoices are submitted to the Collaborative on a monthly basis. The Collaborative will review each invoice and invoice each respective district. The assumption is that this will benefit the vendor since payment is coming from one source vs the vendor having to collect from all seven districts

15. The RFQ requires all vehicles to be below 100,000 miles and no older than six (6) years during the contract, would you be willing to increase the mileage amount even if it's at a lower rate?

- a. No, all vehicles used under this transportation quote cannot exceed 100,000 miles or six (6) years of age during any point of the contract.

16. Do we have any flexibility regarding the RFQ?

- a. Vendors are free to submit any options to the RFQ they would like the Collaborative/Districts to consider. It is understood that the Collaborative/Districts may or may not consider such options.