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BID ADDENDUM #3

To: All Bidders
From: Rita V. Brousseau, Chief Procurement Officer
Date: November 7, 2016
Re: Homeless Student Transportation IFB

This Addendum modifies and forms a part of the Bid Set documents dated October 31, 2016.

This Addendum consists of the following: One (1) type page.

Where any items called for in the bid documents are supplemented here, the supplemental requirements shall be considered as added thereto. Where any original item is amended, voided, or superseded here, the other provisions of such items not specifically amended, voided, or superseded shall remain in effect.

I. The following items are the City's responses to Bidder questions:

1. **Question:** What would be the contract start date?
Answer: It is anticipated to be November 21, 2016.
2. **Question:** If awarded, how many vehicles are anticipated for service?
Answer: 5-25, subject to change.
3. **Question:** On the Bid Submission Form – Section 5. Is the Rate per vehicle “trip” supposed to be round trip per day rate – or is it for each trip – (one in the am & 2nd trip in the pm) for a total of two trips per day?
Answer: Round trip.
4. **Question:** What types of vehicles are allowed for transportation? Are seven (7) passenger Caravans allowed? Are twelve (12) passenger vans allowed?
Answer: Yes both as long as they are 7D (no more than 8 passengers on the 12 passenger van).

5. **Question:** Your references request. Currently we work with Cape Ann Transit Authority, Montachusett Regional Transit Authority, and MassHealth. Are these acceptable references?
Answer: If they are municipal or educational entities, yes, they are acceptable. References submitted should from transportation clients that include transportation of school-aged children.
6. **Question:** What are the hours of operation? When do Students need to arrive at school in the morning? When do they need to be picked up from school in the afternoon?
Answer: The times vary by school both in the morning (arrival time 7:20-8:50 a.m.) and in the afternoon (dismissal time 2:00-3:45 p.m.).
7. **Question:** How many Students are covered by this bid?
Answer: There is no real way to predict, currently approximately 30 students.
8. **Question:** Where are we picking up and dropping off Students and how many Students are at each location?
Answer: Please see Question #7 above. Always subject to change.
9. **Question:** Is this bid an all or nothing bid or can portions be contracted out to multiple vendors?
Answer: The contract shall be awarded to one bidder who offers all of the services required at the lowest responsive and responsible bid price. It will not be awarded to multiple vendors.
10. **Question:** What is the no show policy for a Student being transported? If a Student calls out sick, are we reimbursed? If we arrive to pick up a Student who does not call in advance and Student does not want to be transported, are we still reimbursed?
Answer: Yes, the exception is when a parent has given notification that a student/s will be out for an extended amount of time (vacation, hospitalized etc.) and they are the only riders on the vehicle.
11. **Question:** Can a route contracted be cancelled before year is up? If so, what kind of notice is given?
Answer: No set amount of routes is guaranteed, unfortunately we have minimal control and many time little notification of when students are moved from shelters or become homeless. We will do our best to notify the vendor as quickly as possible.

NOTE TO ALL BIDDERS: YOU MUST ACKNOWLEDGE RECEIPT OF ALL ADDENDA ON YOUR BID SUBMISSION FORM WHERE INDICATED.