

## ADDENDUM

### IMPORTANT DOCUMENT – INVITATION TO NEGOTIATE ADDENDUM

ITN NUMBER: 1802MCSA            OPENING DATE & TIME: December 17, 2018; 3:00PM

ITN TITLE: STUDENT TRANSPORTATION SERVICES

ADDENDUM NUMBER: 2            ADDENDUM DATE: November 13, 2018

The purpose of this addendum is to:

- Answer questions asked during the open q/a period
- Allow a second open question period for follow-up questions through **November 16, 2018 at 5:00PM**
- Extend the due date for proposals to **December 17, 2018 at 3:00PM**
- Amend section 3.0, D.6.4 to add the following: “Vendor is to provide a certification of a completed background investigation upon request”.
- Confirm that page(s) 58-63 of the ITN are replaced with revised “APPENDIX VI” which and can also be downloaded from <http://procurement.ucf.edu/solicitations/>
- Provide APPENDIX VII – Summer Hours. APPENDIX VII can be downloaded from <http://procurement.ucf.edu/solicitations/>

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM AND RETURN IT WITH YOUR PROPOSAL. FAILURE TO SIGN AND RETURN WITH YOUR PROPOSAL COULD RESULT IN REJECTION OF YOUR PROPOSAL.

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PROPOSERS SIGNATURE

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PRINT OR TYPE PROPOSER’S NAME

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COMPANY NAME

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EMAIL ADDRESS

1. Vendor Question: Under “Vehicle Type” on P. 41, a total of 6 x 12 Yr. transit buses with a max length of 40’ with 1 door are noted. Transit buses are built standard with 2 doors, so only having 1 door would be a special order. Is there any particular reason only 1 door is specified? Can these buses have 2 doors?

*UCF Answer: One or two door options are acceptable.*

2. Vendor Question: Under “Vehicle Type” on P. 41, a total of 6 x 7 Yr. transit buses are noted. Is there a maximum length on these buses? Can they be diesel or gasoline powered or is propane the only option? Do they need to be low floor as well? Are “cutaway” style buses acceptable so long as they meet the 7 Yr. STURAA requirements? Do these buses also need to be equipped with a 2-position bicycle rack?

*UCF Answer: a. No minimum or maximum length required. b. Propane only c. Yes low floor or cut-away is acceptable d. Yes two-positioned bike rack is required*

3. Vendor Question: Is there a place that we can find, or can you please provide a full school year calendar indicating on what days shuttles are required, and in what quantity of buses?

*UCF Answer: please visit <https://calendar.ucf.edu/2018/fall>*

4. Vendor Question: Are shuttles provided during summer?

*UCF Answer: Yes, see APPENDIX VII, “Summer Hours” attached.*

5. Vendor Question: Please provide the number of revenue hours paid to the current provider for the most recently completed school year.

*UCF Answer: Approximately 240,000 hours per year.*

6. Vendor Question: Please provide a copy of the current UCF shuttle service providers contract (Super Transportation of Florida LLC, a Transdev Services, Inc. company).

*UCF Answer: You can download a copy of the contract at <http://procurement.ucf.edu/solicitations/> under ITN 1802MCSA.*

7. Vendor Question: In order to facilitate the transition of services from the current Contractor to a new Contractor, we will require information regarding the current staff:

Are the current drivers represented by a labor organization (union)? If yes, please provide a copy of the applicable Collective Bargaining Agreement (CBA).

*UCF Answer: No.*

Please provide a copy of the current staffing and or organizational chart for UCF shuttle services.

*UCF Answer: We do not have this information.*

Please provide a summary of current wages and benefits provided to all incumbent UCF shuttle services employees.

*UCF Answer: We do not have this information.*

What is the current breakdown of full-time vs. part-time UCF shuttle services employees?

*UCF Answer: We do not have this information.*

8. Vendor Question: Please provide a copy of the most recent 12 months of invoicing for the current UCF shuttle services

*UCF Answer: You can download a copy of invoices for the period of July 1, 2017 – June 30, 2018 from <http://procurement.ucf.edu/solicitations/> under ITN 1802MCSA.*

9. Vendor Question: What are the current annual service hour estimates?

*UCF Answer: Approximately 230,000 hours annually*

10. Vendor Question: What are the proposed (contract Year 1) annual service hour estimates?

*UCF Answer: Approximately 240,000 annual hours.*

11. Vendor Question: What are the current annual service mile estimates?

*UCF Answer: We do not have this information.*

12. Vendor Question: What are the proposed (contract Year 1) annual service mile estimates?

*UCF Answer: We do not have this information.*

13. Vendor Question: Section E.2, Key Performance Indicator Reporting, page 33 of the ITN: Please provide copies of Key Performance Indicator Reporting (for the past 3 contract years) highlighting the current Contractor's:

- On-time performance
- Customer complaints
- Mechanical bus breakdowns
- Safety performance

*UCF Answer: We do not have this information.*

14. Vendor Question: Regarding Section E. Cost Proposals (page 47 or the ITN), there are 3 options for pricing; are bidders required to submit a response to all 3 options or is Option #1 the only required pricing submittal?

*UCF Answer: All three pricing options are required.*

15. Vendor Question: Regarding Section E., Cost Proposals, how will Start-Up/Transition, costs be reimbursed by UCF?

*UCF Answer: No reimbursement.*

16. Vendor Question: Section 2.16 Parking, page 14 of the ITN states parking permits must be purchased by the Vendor. What is the cost of these parking permits?

*UCF Answer: Vendor/Service permits cost \$510.00 (tax included).*

17. Vendor Question: Section 3.0 A., General Contractor Responsibilities, indicates the Contractor must meet employee hiring and training standards as specified. What are the minimum training hours required? What are the current training hours for new drivers?

*UCF Answer: Training hours are managed by each contractor.*

18. Vendor Question: Section D.11.3 indicates Drivers may be required to attend University-sponsored Customer Service training courses at the Contractor's expense. How many hour of training are required for University-sponsored Customer Service training?

*UCF Answer: To be determined.*

19. Vendor Question: Please provide all bidders with the specific pricing sheet for this RFP, so that all price proposals are submitted with costs outlined in the same manner. Please provide such a pricing sheet in an electronic format.

*UCF Answer: Refer to section 4.2 E, page 47*

20. Vendor Question: So that it is clear to all bidders, please confirm the volume of HOURS on which all bidders are expected to base their proposal.

*UCF Answer: Approximately 240,000 annual hours.*

21. Vendor Question: Please clarify if Contractors should price the option years as part of the ITN?

*UCF Answer: No.*

22. Vendor Question: Section 3.0 C.8 states that Contractor will only be paid for "delivered route service hours". Please define "delivered route service hours".

*UCF Answer: Service hours includes 240,000 annual hours, UCF is not responsible for any deadhead times.*

23. Vendor Question: Please clarify if revenue hours start when the vehicle leaves the operating facility and ends when it returns to the operating facility?

*UCF Answer: No, UCF is not responsible for any deadhead times.*

24. Vendor Question: Please clarify if pricing will be evaluated based on the Year 1 price only, or will the University be evaluating and scoring the full contract term cost? Are option years included in the scoring as well?

*UCF Answer: Pricing will be evaluated based on the initial term of the contract (10 years). Renewals will be at the same terms and conditions of the original agreement unless otherwise mutually agreed to in writing.*

25. Vendor Question: It is our understanding the wage planned by the current contractor for 2019 will be more than the 12.00 minimum wage set in the INT. Since the new contract starts 7/1/20, would we reduce pay to \$12.00?

*UCF Answer: We recommend a minimum of \$12 per hour starting wage for drivers. Contractor may pay a higher wage if so desired.*

26. Vendor Question: If local, state or federal governments change the laws, rules or regulations that affect minimum wages and/or benefits that are mandated for the employees that are employed by this contract, and this event was not known at the time of bidding, and this event occurs during the term of any contract resulting from this procurement – how will the University respond to the request for increased compensation? Bidders need to understand the risk associated with such an unknown event should it occur.

*UCF Answer: Contractor should consider this factor in their bid.*

27. Vendor Question: Please clarify if perimeter seats are acceptable on the cutaway buses?

*UCF Answer: Yes, as long as it meets seating capacity requirements stated in section C, page 41.*

28. Vendor Question: Please clarify if front and side digital destination signs are required?

*UCF Answer: Yes.*

29. Vendor Question: Please clarify if vinyl or fabric seating is required?

*UCF Answer: Fabric is required.*

30. Vendor Question: Please clarify that Contractors may only bill for delivered route service hours and that no deadhead time may be billed?

*UCF Answer: Correct.*

31. Vendor Question: The incumbent contractor has purchased a bus recently for service and it will be less than 1 ½ years old at the time this contract begins. Can it be considered one of the new buses required?

*UCF Answer: No.*

32. Vendor Question: In an effort to save the University money, will the University consider allowing 2015 or newer Heavy-Duty transit buses to be used for up to 2 of the required spares?

*UCF Answer: No.*

33. Vendor Question: Please clarify if the new downtown service requires supervisors to be stationed downtown and if so what hours?

*UCF Answer: No.*

34. Vendor Question: Does the University have an approximate growth rate projection for transportation (possibly by percentage)?

*UCF Answer: Ridership has ranged from 1.9 million to 2.1 million annual boardings.*

35. Vendor Question: On Board Public Wi-Fi – “limiting the Wi-Fi to 10GB per month per vehicle data capacity”, shutting down the data when it reaches that threshold can be done, however getting it back online starting on the next billing cycle would be a very cumbersome and a manual process.

Would the University consider setting all devices to unlimited?

*UCF Answer: No.*

Please explain what is meant by dual band cellular?

*UCF Answer: Router that uses 2.4 and 5 GHz bands.*

36. Vendor Question: Are the buses used for charter services and how are those services compensated?

*UCF Answer: Yes, an hourly rate to be invoiced and paid by department requesting charter services.*

37. Vendor Question: Vehicle Seating Requirements - Seating capacity on perimeter seating bus option specification, states 29 minimum. Due to the requirement of lap belts by UCF on all seats, more room is required for installation of these seats to accommodate seat belt retractors mounted on the side of seats which impacts the seating layout and thus the total number of seat placements. The manufacturer can offer 20 perimeter (this includes 6 tip up ADA seats for the two ADA locations) and 5 forward facing seats (this include 5 rear cross seats), giving a total of 25 seats. Is this acceptable to the University?

*UCF Answer: No, the 29 perimeter passenger buses (no forward facing seats) are dedicated to the one-mile radius from campus, no seat belts required.*

38. Vendor Question: Seating capacity on forward facing 3 point belted seat bus option specification, states 33 minimum forward facing. Due to the difference in construction of 3 point seats versus non belted seats, more room is required for installation of 3 point belted seats which impacts the seating layout and thus the total number of seat placements. The manufacture can offer 25 forward facing and 5 inward facing seats (this includes 4 tip up ADA seats for the two ADA locations), giving a total of 30 seats. Is this acceptable to the University?

*UCF Answer: We are open for options.*

39. Vendor Question: Section 4.2 E expresses a desire for three alternative pricing proposals, however, it is not clear what alternates the University wants priced. Please provide clearer information regarding the alternative options to be priced.

*UCF Answer: Share ideal combination of vehicles (see 4.E.2) that provides UCF the best hourly rate while meeting all other vehicle requirements.*

40. Vendor Question: Section 3.0 D.10 requires that persons whose background check reveals a felony or misdemeanor conviction within the last 10 years are disqualified from being drivers under the contract. The EEOC has issued guidance regarding the use of background checks. EEOC guidance prohibits blanket prohibitions like that specified in 3.0 D.10. Application of this requirement would be prima facia discrimination under the EEOC guidance. The EEOC guidance requires a case by case determination considering such matters as the relationship of the offense to the job duties, the age of the applicant at the time of the offense and evidence of rehabilitation. Would UCF modify its requirement to be consistent with EEOC guidance?

*UCF Answer: Yes, UCF will follow EEOC guidance.*

41. Vendor Question: Please advise if tolls incurred will be paid/reimbursed by the University, or if the Proposer should account for tolls in the bid rate.

*UCF Answer: No.*

42. Vendor Question: Please provide:

Annual miles total and per vehicle, per route

*UCF Answer: 1.2 million miles annually in total.*

Annual trips total and per vehicle, per route

*UCF Answer: We do not have this information.*

Annual tolls total and per vehicle, per route

*UCF Answer: We do not have this information.*

Annual billed hours total and per vehicle, per route

*UCF Answer: Approximately 240,000 hours in total.*

43. Vendor Question: How many field staff members are currently provided at each position? How many are desired?

*UCF Answer: A minimum of two field supervisors are required.*

44. Vendor Question: Please confirm the number of each type of vehicle requested. The Appendix VI "Peak Transportation Service Order" sums to 49 vehicles at peak, however ITN section C. only requests 47 for peak.

<b>Vehicle Type</b>	<b>Seating</b>	<b>Doors</b>	<b>Quantity</b>
12 Yr Transit Bus (Max 36')	29 Minimum Seats All perimeter Seats Maximum number of standees must be permitted based on vehicle GVWR.	2	33 Buses 29 Peak/4 Spares
12 Yr Transit Bus (Max 36')	33 Minimum Forward Facing Seats Maximum number of standees must be permitted based on vehicle GVWR.	2	13 Buses 10 Peak/3 Spares
12 Yr Transit Bus (Max 40')	39 Minimum Forward Facing Seats No standees permitted.	1	7 Buses 6 Peak/1 Spare
7 Yr Medium Duty Bus	Min 20 Passenger Forward Facing Seats (Propane Fueled). Minimum of 10 standees required.	1	6 Buses 4 Peak/2 Spares
<b>TOTAL VEHICLE FLEET (Includes Spares) Updated 11/6/18</b>			<b>59 49 Peak, 10 Spares</b>

*UCF Answer: See updated chart:*

45. Vendor Question: What advanced technologies (AVL, APC, etc.) are provided by the current operator? Would a new awardee take over existing end-user interfaces or develop new applications?

*UCF Answer: GPS and manual passenger count. b. No, awardee will need to develop new applications.*

46. Vendor Question: E.1.5 references requests for manual ridership verification. How often do you anticipate manually collecting this data?

*UCF Answer: Per trip.*

47. Vendor Question: What is the current billed rate?

*UCF Answer: Rates for the current contractor be found on their contract, Attachment B, page 11 which is located at <http://procurement.ucf.edu/solicitations/> under ITN 1802MCSA.*

48. Vendor Question: Please provide the schedule for service during summer and school-break periods.

*UCF Answer: See Summer Appendix VII.*

49. Vendor Question: Customer Specification Requirement, page 41:  
Vehicle Type – 12yr. Transit Bus (Max 36’)  
Seating: 33 minimum forward facing seats, maximum number of standees must be permitted based on vehicle GVWR.  
Doors – 2  
Quantity – 13 buses (10 Peak/ 3 spares).

GILLIG wishes to advise the agency, the maximum seating capacity on the GILLIG 35’ Low Floor coach is 32 + 1 (driver). GILLIG requests concurrence.

*UCF Answer: Acceptable.*

50. Vendor Question: Would UCF consider a short due date extension until December 14th? We would ask this for two reasons, the first is with the Thanksgiving holiday, and secondly, it would allow additional time to evaluate the bus specifications and better further evaluate the overall services due to the size and overall complexity of the transportation services being delivered today. If a due date extension could be granted, it would be greatly appreciated.

*UCF Answer: The due date has been extended to December 17, 2018 at 3:00PM. Please see page 1 of this document.*

51. Vendor Question: The ITN states the contractor shall supervise operations of fixed route services. Please further clarify the expectations of supervisory/dispatch staffing. (E.g. Contractor shall have no less than two supervisors on duty for all hours the services operating and must be non-driving staff).

*UCF Answer: See section 3.D, personnel management.*

52. Vendor Question: Can Excel spreadsheet be provided to the vendors that outline each route, the total number of daily hours by day of the week, and broken out by Fall, Spring, Summer, and breaks?

*UCF Answer: See Appendix VI and VII at the bottom of this document. They have also been added to the Procurement Services website at <http://procurement.ucf.edu/solicitations/>*

53. Vendor Question: Section 3.0 B.1, page 28 - Please clarify how many days per year the service operates

*UCF Answer: Approximately 211 class days.*

54. Vendor Question: Please provide a current driver schedule for the last Spring and Fall semesters.

*UCF Answer: We do not have this information.*

55. Vendor Question: Section 3.0 C.8, page 29 - This section states contractor may only bill for delivered route service hours. No deadhead time may be billed. We assume this also applies to pre-trip and post-trip, is this assumption correct?

*UCF Answer: Yes.*

56. Vendor Question: Section 3.0 C.9, page 29 - How is the current provider managing this expectation today? If they are using break relief drivers, how many are being utilized by the current provider on a daily basis?

*UCF Answer: We do not have this information.*

57. Vendor Question: Section 3.0 C.6, page 29- This section states, each route served is estimated to cover approximately 150 miles per day per bus. How many miles did the service operate over the last 12 months?

*UCF Answer: Approximately 1.2 million miles in total.*

58. Vendor Question: Section 3.0 D.2, page 29 - The section states Contractor shall furnish all management, operators, mechanics, dispatchers, supervisors, administrative personnel, and other personnel services necessary for providing the transportation services in accordance with this contract. Please provide how many positions are currently being utilized by the current provider with the headcount by position. We believe that UCF would desire a similar level of coverage, is this assumption correct?

*UCF Answer: a. We do not have this information b. UCF expects the Awardee to provide the highest level of coverage possible.*

59. Vendor Question: Section 3.0 D.5, page 30 - Please clarify which key staff positions are required for this project (e.g. General Manager, Assistant General Manager, Maintenance Manager etc.)

*UCF Answer: See section 3.D, personnel management.*

60. Vendor Question: Nationwide, there has been a significant driver shortage that has impacted transit agencies, school districts, cities, and municipalities. Low wages and low unemployment rates have been a primary driver for the shortages. This section requires a minimum of \$12.00 per hour with a 2% minimum increase per year. Based on a formal wage survey of this market the midpoint average in the market is \$14.13/per hour as of today and is likely to increase before the contract start. This would place the average starting rate closer to over \$15.00 or greater per hour at the beginning of the contract term. We would strongly suggest that UCF consider increasing the minimum wage standard to avoid significant driver shortages for your services. Wages are a significant investment in the quality of transportation services you receive, we would ask that you reevaluate this minimum.

*UCF Answer: Contractor may determine pay rate.*

61. Vendor Question: Who is the current provider(s) of the shuttle services today?

*UCF Answer: Transdev.*

62. Vendor Question: Are any of the drivers covered by a Collective Bargaining Agreement (CBA)? If so, please provide a copy or the contact of the applicable union and representative.

*UCF Answer: No.*

63. Vendor Question: Please provide a seniority list with the date of hire and pay rate of each person.

*UCF Answer: We do not have this information.*

64. Vendor Question: Please provide a list of all non-driving staff currently assigned to this contract including, management, dispatchers, supervisors or maintenance staff.

*UCF Answer: We do not have this information.*

65. Vendor Question: What is the current starting wage rate for drivers?

*UCF Answer: We do not have this information.*

66. Vendor Question: How many could spare vehicles be allowed to be parked on the campus?

*UCF Answer: Two maximum.*

67. Vendor Question: Would UCF consider providing a small office space to the vendor on campus to allow for faster response and better accessibility of our staff to the UCF team?

*UCF Answer: No.*

68. Vendor Question: What are the current pre and post-trip time per driver?

*UCF Answer: We do not have this information.*

69. Vendor Question: What is the current on-time performance for the service?

*UCF Answer: We do not have this information.*

70. Vendor Question: What are the current driver scale and current starting wage?

*UCF Answer: We do not have this information.*

71. Vendor Question: Please clarify what non-driving positions are exclusively dedicated to UFC. Additionally, please clarify which positions must be fully dedicated to the project.

*UCF Answer: Refer to section 3.D, personnel management.*

72. Vendor Question: Is there a DBE goal for this project?

*UCF Answer: No.*

73. Vendor Question: How many annual hours should bidders base their cost proposals on?

*UCF Answer: Approximately 240,000 hours in total.*

74. Vendor Question: What are the minimum training hours required by UCF for this project?

*UCF Answer: Training hours are managed by each contractor.*

75. Vendor Question: What is the current turnover rate for drivers?

*UCF Answer: We do not have this information.*

76. Vendor Question: Please provide a list of all staff positions for the current provider.

*UCF Answer: We do not have this information.*

77. Vendor Question: Will a price sheet for vendors to submit be provided? If not, please clarify the format for the pricing proposals that vendors should present.

*UCF Answer: See section 4. E.*

78. Vendor Question: The route schedules appear to be only Monday – Friday. Please confirm there is not weekend services or Safe Ride services to be provided by the vendors.

*UCF Answer: Confirmed.*

79. Vendor Question: Could a short addition period for questions be considered once the first round of questions are answered to ask follow-ups?

*UCF Answer: Please see page 1. A second question period will be allowed, expiring Friday November 16, 2018 at 5:00PM*

80. Vendor Question: Section C.3.6 - This section states that Certification of FMVSS compliance will be submitted with the proposal. Failure to do so will render to proposal on unresponsive. We believe this should be interpreted that the buses proposed must be compliant at the time of proposal submission and not pending. Is this assumption correct?

*UCF Answer: Correct.*

81. Vendor Question:

Request for approved/equal: Page 42, Section C.3.2 – Specification in question: “Molded seats such as Gemini or Citiseat or approved equal shall be used in all buses”.

Approved/Equal Request: Please change the forward facing seat requirement to the Freedman Seating – model GO-ES. This seat model has been designed to incorporate three-point seatbelts as required in the procurement. The specified Gemini and Citiseat do not offer three-point seatbelts. It should be noted that the all perimeter seated buses can retain the Gemini and Citiseat passenger seat models as specified. See attached GO-ES seat literature for details.

*UCF Answer: We are open to options.*

82. Vendor Question:

Request for approved/equal: Page 42, Section C.3.3 – Specification in question: “Seating fabric will be LaFrance level 5 or above, or approved equivalent”.

Approved/Equal Request: Please approve the use of level 5 Camira brand fabric in lieu of LaFrance. Please be advised that LaFrance fabric is no longer produced or distributed in the United States. UCF will be able to select from a wide array of Camira fabric designs.

*UCF Answer: We are open for options.*

83. Vendor Question:

Request for approved/equal: Page 44, Section C.9.1 – Specification in question: “All vehicles must be equipped with properly functioning climate control (heat and air-conditioning) systems for both the driver and passenger compartments”.

Approved/Equal Request: Please add the requirement for dash mounted air conditioning. All bus manufacturers offer driver's overhead air-conditioning (ducted from the passenger compartment HVAC system). Given the high ambient temperatures and humidity found in the UCF operating environment we strongly recommend that UCF add the requirement for a dash mounted air conditioning system, allowing the driver to thermostatically control his own environment. This would be in addition to the overhead air-conditioning ducts.

*UCF Answer: We are open to options.*

84. Vendor Question:

Request for approved/equal: Page 44, Section C.9.2.1 – Specification in question: “If dual A/C compressors are available and will increase cooling performance (as certified by the vehicle manufacturer), they shall be included in the proposed equipment”.

Approved/Equal Request: Please delete the requirement for dual A/C compressors. The small displacement automotive type dual compressor package actually limits air-conditioning performance. Dual compressors also add complexity to the air conditioning system. Finally, by design, dual compressors are automotive grade and not designed for heavy-duty transit bus applications. Given the high ambient temperatures and humidity found in the UCF operating environment we strongly recommend that UCF delete this specification in its entirety. A single large transit grade A/C compressor offer vastly superior performance and durability.

*UCF Answer: We are open to options*

85. Vendor Question: C.7.1.1.- Driver may use cell phones for intra-company communication, but such phone must be of the hands-free variety. Drivers must not use cell phones while on route or operating shuttles- For clarification, can the radio be direct connection, hard wired and mounted in the vehicle?

*UCF Answer: Yes.*

86. Vendor Question: Seating capacity on perimeter seating bus option specification, states 29 minimum. Due to the requirement of lap belts by UCF on all seats, more room is required for installation of these seats to accommodate seat belt retractors mounted on the side of seats which impacts the seating layout and thus the total number of seat placements. The manufacturer can offer 17 perimeter (this includes 4 tip up ADA seats for the two ADA locations) and 7 forward facing seats (this include 5 rear cross seats and 2 forward facing seats on the transition step up from the lower to upper deck), giving a

total of 24 seats. See attached layout WA6152 which show Options A no lap belts and 27 seats perimeter seats and Option B 24 perimeter seats with lap belts.

*UCF Answer: 29 seats are requested, but open to options.*

87. Vendor Question: We have the weekly requirements, but how many days a year does shuttle run. Does it run through summer and Christmas season? If not, how does it change?

*UCF Answer: Approximately 211 class days. Yes, there is a break in the summer and during Christmas season. Refer to question #3.*

88. Vendor Question: Just to be clear, we have to fuel the buses, but UCF is reimbursing the contractor for the fuel consumed, right? Can we obtain the total cost for fuel spent in the most recent year? Also number of gallons and miles per gallon?

*UCF Answer: Yes, UCF will reimburse for the cost of fuel with no mark-up. Approximately \$800,000 was spent on fuel last year. We do not have this information.*

89. Vendor Question: In section C, vehicle requirements, chart specifies 47 peak and 9 spares, but all described as low floor buses. In the actual routes, it infers that we use 42 low floor buses and 6 over the road buses. Can you clarify what is expected?

*UCF Answer: See updated vehicle requirement chart.*

<b>Vehicle Type</b>	<b>Seating</b>	<b>Doors</b>	<b>Quantity</b>
12 Yr Transit Bus (Max 36')	29 Minimum Seats All perimeter Seats Maximum number of standees must be permitted based on vehicle GVWR.	2	33 Buses 29 Peak/4 Spares
12 Yr Transit Bus (Max 36')	33 Minimum Forward Facing Seats Maximum number of standees must be permitted based on vehicle GVWR.	2	13 Buses 10 Peak/3 Spares
12 Yr Transit Bus (Max 40')	39 Minimum Forward Facing Seats No standees permitted.	1	7 Buses 6 Peak/1 Spare
7 Yr Medium Duty Bus	Min 20 Passenger Forward Facing Seats (Propane Fueled). Minimum of 10 standees required.	1	6 Buses 4 Peak/2 Spares
<b>TOTAL VEHICLE FLEET (Includes Spares) Updated 11/6/18</b>			<b>59 49 Peak, 10 Spares</b>

90. Vendor Question: Current live view of buses shows less buses running than what is requested in ITN. Just to be clear, are you requesting more vehicles for this future contract?

*UCF Answer: See response for question number 89.*

91. Vendor Question:

Vehicle types/Quantities, Page 41 – Original Spec Text: “12 Yr Transit Bus (Max 36ft) 29 Minimum Seats All perimeter Seats Maximum number of standees must be permitted based on vehicle GVWR. 2 31 Buses 27 Peak/4 Spares”.

New Flyer Question/Inquiry: New Flyer is able to provide 29 forward facing seats without seatbelts. However, if seatbelts are required, the maximum quantity reduces to 27 forward facing seats due to space constraints for the seat model with seatbelts.

*UCF Answer: No, the 29 perimeter passenger buses are dedicated to the one-mile radius from campus, no seat belts required.*

92. Vendor Question:

Vehicle Type/Quantities, Page 41 – Original Spec Text: “12 Yr Transit Bus (Max 36ft) 33 Minimum Forward Facing Seats Maximum number of standees must be permitted based on vehicle GVWR. 2 13 Buses 10 Peak/3 Spares”.

New Flyer Question/Inquiry: New Flyer requests for a maximum of 31 seats for standard layout (Forward facing) with 3-point seatbelts.

*UCF Answer: We are open to options.*

93. Vendor Question:

Vehicle Type/Quantities, Page 41 – Original Spec Text: “12 Yr Transit Bus (Max 40) 39 Minimum Forward Facing Seats No standees permitted. 1 6 Buses 6 Peak/No Spares”.

New Flyer Question/Inquiry: New Flyer is able to provide 40 forward facing seats without seatbelts. However, if seatbelts are required, the maximum quantity reduces to 38 forward facing seats due to space constraints for the seat model with seatbelts.

*UCF Answer: This is acceptable and open to options.*

94. Vendor Question:

C.1 General Requirements, Page 41 – Original Spec Text: “C.1.6.1 Any vehicle with forward facing seats shall be considered eligible for highway transportation and should be outfitted with three-point seat restraints”.

New Flyer Question/Inquiry: "New Flyer clarifies that our Xcelsior bus model is capable of highway speeds with the maximum speed limited to 68 mph based on the proposed tire speed rating. Although the Xcelsior bus model is suitable for highway transportation it is not certified as a “over-the-road bus”.

Please review the attached document, “Customer Declaration and Agreement“. This document will be required to be executed by the awarded Service Provider, if operating New Flyer buses. For the forward facing specified models, the Service Provider will be required to provide proof of exemption from FMVSS regulations for Sections 3.2. New Flyer is capable of supplying seatbelts in specific configurations however we do not currently have a solution for Electronic Stability Control (ESC) system. Therefore the buses will be required to be exempt from the stated regulation.

*UCF Answer: Please clarify in a question format.*

95. Vendor Question:

C.3 Seating, Page 42- Original Spec Text: “C.3.3 Seating fabric will be LaFrance level 5 or above, or approved equivalent”.

New Flyer Question/Inquiry: New Flyer wishes to clarify that LaFrance has exited the transit seat market. New Flyer suggests an alternative such as Camira.

*UCF Answer: This is acceptable.*

96. Vendor Question:

C.7 Vehicle Communications Requirements, Page 43– Original Spec Text: “C.7.1 Each vehicle will be equipped with a mobile radio that has sufficient range for drivers to communicate with supervisors and dispatch throughout the entire operating area”.

New Flyer Question/Inquiry: "New Flyer requests clarification if the radio system is operated on the a university private network or if the radio would be operated on a state network. Please clarify the frequency band, style of radio and type of system.

*UCF Answer: Contractor's two way radio/dispatch system.*

97. Vendor Question: What is the current rate charged for this service by the incumbent?

*UCF Answer: Rates for the current contractor be found on their contract, Attachment B, page 11 which is located at <http://procurement.ucf.edu/solicitations/> under ITN 1802MCSA.*

98. Vendor Question: What is the top 3 things that UCF wants improvement on regarding the current service?

*UCF Answer: Customer Service, Reliability/Dependability, Technology.*

99. Vendor Question: Provide copy of 3 month of maintenance service performed on all vehicles including details of service and amounts

*UCF Answer: We do not have this information.*

100. Vendor Question: Provide copy of on-time performance for the past 1 year.

*UCF Answer: We do not have this information.*

101. Vendor Question: Provide copy of any incidents that caused the Incumbent to receive any liquidated damages and the amounts of those LD's.

*UCF Answer: We do not have this information.*

102. Vendor Question: Provide copy of the current staffing org chart with number of employees in each department that the incumbent is currently providing to UCF.

*UCF Answer: We do not have this information.*

103. Vendor Question: Provide copy of the current staffing org chart with number of employees in each department that the incumbent is currently providing to UCF.

*UCF Answer: We do not have this information.*

104. Vendor Question: Provide copy of the accident and incident reports for the past 3 years.

*UCF Answer: We do not have this information.*

105. Vendor Question: Do you allow parking of buses overnight on campus? If so, where?

*UCF Answer: No.*

106. Vendor Question: Do you allow parking during the day on campus? if so, where?

*UCF Answer: Two spares only, could be staged at the Transit Center.*

107. Vendor Question: Where are the incumbent's vehicles garaged?

*UCF Answer: 2169 N. Forsyth Road Suite #2, Orlando, Florida 32807*

108. Vendor Question: What is the physical address of the incumbent's maintenance facility?

*UCF Answer: 2169 N. Forsyth Road Suite #2, Orlando, Florida 32807*

109. Vendor Question: What is the physical address of the refueling facility

UCF Answer: 2169 N. Forsyth Road Suite #2, Orlando, Florida 32807

110. Vendor Question: Provide exact description of VIP detailed that has to occur no less than once monthly.

*UCF Answer: VIP detailing entails waxing, scratch removal and anything that is not covered under sections I.9, I.10 and I. 11.*

111. Vendor Question: Please provide the last 12 months of invoices from the incumbent?

*UCF Answer: You can download a copy of invoices for the period of July 1, 2017 – June 30, 2018 from <http://procurement.ucf.edu/solicitations/> under ITN 1802MCSA.*

112. Vendor Question: Please provide revenue, deadhead and total hours and miles for the last 3 years by the shuttle service?

*UCF Answer: Approximately 680,000 revenue hours. Approximately 3.3 million miles. UCF does not have deadhead miles information.*

113. Vendor Question: Is UCF or the Contractor responsible for fuel costs?

*UCF Answer: Contractor is responsible for fuel costs, with no mark up, contractor will be reimbursed via a pass through fuel cost by UCF.*

114. Vendor Question: At various times, federal, state and local governments consider laws, rules and regulations which requires an increase to wages or benefits mandated for the employees that will be employed under this contract. If such an event occurs during the term of the agreement, how will UCF respond for an application for increased compensation?

*UCF Answer: Contractor should forecast wages as part of the hourly rate.*

115. Vendor Question: Will UCF accept alternate bids? If yes, please provide any requirements relative to how alternates shall be presented and scored.

*UCF Answer: No.*

116. Vendor Question: Please confirm the volume of hours on which proposers should base their proposals. Please describe plans, if any for any changes to the volume of hours in the next 12 months.

*UCF Answer: See appendix VI and VII. Hours are subject to change as directed by UCF.*

117. Vendor Question: Please clarify exactly how the prices will be evaluated, i.e. will only the Year 1 price be considered or the full contract term cost?

*UCF Answer: Pricing will be evaluated based on the initial term of the contract (10 years). Renewals will be at the same terms and conditions of the original agreement unless otherwise mutually agreed to in writing.*

118. Vendor Question: Please provide current rates paid to existing contractor for variable and fixed costs. Also, please indicate the total amount paid to contractor for fiscal year 2015/2016, 2016/2017, and 2017/2018.

*UCF Answer:*

*July 1, 2015 – June 30, 2016, \$6,867,439*

*July 1, 2016 – June 30 2017, \$5,661,338*

*July 1, 2017 – June 30, 2018, \$7,532,891*

*Rates for the current contractor be found on their contract, Attachment B, page 11 which is located at <http://procurement.ucf.edu/solicitations/> under ITN 1802MCSA.*

119. Vendor Question: Provide a copy of the original contract with the incumbent transportation service provider and any addendums and attachments.

*UCF Answer: You can download a copy of invoices for the period of July 1, 2017 – June 30, 2018 from <http://procurement.ucf.edu/solicitations/> under ITN 1802MCSA.*

120. Vendor Question: Can the primary contractor subcontract the service?

*UCF Answer: No.*

121. Vendor Question: Is there any specific certification UCF requires for the service requested?

*UCF Answer: None.*

122. Vendor Question: Are the current drivers/employees part of a labor union? If yes, please provide contact name and number for the union representative and the bargaining agreement in full.

<b>Vehicle Type</b>	<b>Seating</b>	<b>Doors</b>	<b>Quantity</b>
12 Yr Transit Bus (Max 36')	29 Minimum Seats All perimeter Seats Maximum number of standees must be permitted based on vehicle GVWR.	2	33 Buses 29 Peak/4 Spares
12 Yr Transit Bus (Max 36')	33 Minimum Forward Facing Seats Maximum number of standees must be permitted based on vehicle GVWR.	2	13 Buses 10 Peak/3 Spares
12 Yr Transit Bus (Max 40')	39 Minimum Forward Facing Seats No standees permitted.	1	7 Buses 6 Peak/1 Spare
7 Yr Medium Duty Bus	Min 20 Passenger Forward Facing Seats (Propane Fueled). Minimum of 10 standees required.	1	6 Buses 4 Peak/2 Spares
<b>TOTAL VEHICLE FLEET (Includes Spares) Updated 11/6/18</b>			<b>59 49 Peak, 10 Spares</b>

*UCF Answer: No.*

123. Vendor Question: Has service experienced problems due to driver shortages? If so, please explain

*UCF Answer: No.*

124. Vendor Question: 27. How many vehicles is UCF expecting to be provided by the contractor to properly execute the shuttle service?

*UCF Answer: See updated chart:*

125. Vendor Question: Please provide garage deadhead and distance calculations by route, we need this to verify assumptions pertaining to run types, relief points, travel times, and payments, and other premiums paid to drivers. This information is critical for firms to provide UCF with their most aggressive and efficient pricing.

*UCF Answer: Current deadhead distance is approximately 7.2 miles from campus. We do not have other information.*

126. Vendor Question: In order to provide best pricing to UCF and reduce the need for assumptions that may increase the price of services please provide information on the current operation regarding driver reliefs locations and how they are completed, how operators are paid for reliefs along with the number and use of shuttle vehicles/relief cars, etc.

*UCF Answer: This is determined by the contractor.*

127. Vendor Question: If a new provider is selected to be the next contractor do they have to adhere to your current relief points?

*UCF Answer: UCF is open to options.*

128. Vendor Question: What are the performance standards and/or any other aspects of performance which will be used for measuring the contractor's performance under the new contract?

*UCF Answer: Refer to Section 3.0 A.*

129. Vendor Question: Given the historic volatility of fuel costs, will UCF include a fuel escalator clause in the contract?

*UCF Answer: No. See response to Question 113.*

130. Vendor Question: Fuel, is fueling time part of the billable service hour?

*UCF Answer: No.*

131. Vendor Question: Will UCF allow bidders to subcontract/outsource some or all of the vehicle maintenance?

*UCF Answer: This is determined by the contractor.*

132. Vendor Question: Will UCF consider allowing the successful bidder to dispatch service from one of the UCF facilities?

UCF Answer: *No.*

133. Vendor Question: Please confirm if UCF will provide administrative office space for the dedicated on site UCF account operations manager?

*UCF Answer: No.*

134. Vendor Question: Is there any vehicle age requirement?

*UCF Answer: Vehicles must be new.*

135. Vendor Question: Will UCF consider to propose an interim fleet of vehicle for the first 6 month, if vehicles are not delivered on time?

UCF Answer: *This is not preferable.*

136. Vendor Question: Will UCF supply as list of passengers who are eligible to take the shuttle service.

*UCF Answer: Service population is students, faculty, and staff.*

137. Vendor Question: Does UCF have a specific bus make and model they prefer?

*UCF Answer: Refer to Section 4.C.*

138. Vendor Question: What is the maximum time that the passenger can wait?

*UCF Answer: Our headway times are 15-20 minutes on Routes 1-15.*

139. Vendor Question: Does UCF require a specific GPS tracking solution in each vehicle?

*UCF Answer: Yes.*

140. Vendor Question: Does UCF require WiFi only on 12 buses or could that number increase over time?

*UCF Answer: Yes and may be increased over time.*

141. Vendor Question: Does UCF require advertising space in the vehicles?

*UCF Answer: Minimum space needed.*

142. Vendor Question: Does UCF require security cameras outside the vehicles or just inside?

*UCF Answer: Refer to section 4.D.4.*

143. Vendor Question: Does UCF require bicycle racks on the buses?

*UCF Answer: Yes.*

144. Vendor Question: We believe that UCF expects that a non-driving supervisor will be on duty at all times during shuttle operations, is this assumption correct?

*UCF Answer: Yes.*

145. Vendor Question: Who is the current service provider?

*UCF Answer: Transdev.*

146. Vendor Question: Are there any UCF mandated training requirements for the drivers?

*UCF Answer: Training hours are managed by each contractor.*

147. Vendor Question: Provide the current UCF ground transportation emergency response plan.

*UCF Answer: Refer to section 3.H.*

148. Vendor Question: Do you require 3 point seat belts, lap belts or no belts?

*UCF Answer: Refer to section 4.C.1.6.*

149. Vendor Question: Mobile radio – does it need to be hard mounted or can it be a mobile to mobile phone radio?

*UCF Answer: This is determined by the contractor's discretion.*

150. Vendor Question: Clarify C.10.3. – will fuel be paid by UCF or the contractor? Clarify fuel will be paid directly based on usage?

*UCF Answer: Contractor is responsible for fuel costs, with no mark up, contractor will be reimbursed via a pass through fuel cost by UCF.*

151. Vendor Question: Clarify C.10.5 – what point is consider from campus – is it the outer ring or central point? Does UCF have a specific address point for this consideration.

*UCF Answer: Any of the six entrances leading into campus is acceptable.*

