



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: 3

ADDENDUM DATE: November 20, 2018

The purpose of this addendum is to:

- Answer questions asked during the open q/a period

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.

PROPOSERS SIGNATURE

PRINT OR TYPE PROPOSER'S NAME

COMPANY NAME

EMAIL ADDRESS

1. Vendor Question: What are the total billed route service hours for the past 3 contract years?

UCF Answer: Approximately 400,000 hours, service hours.

2. Vendor Question: Is there a preferred format for submitting the financial proposals of this ITN?

UCF Answer: There is no specific format.

3. Vendor Question: What GPS/AVL system is currently used for the program?

UCF Answer: Transdev uses proprietary GPS/AVL software.

4. Vendor Question: The ITN indicates General Liability, Worker Compensation and Employer Liability insurances, who would be providing the Auto Liability policies for the vehicles in operation?

UCF Answer: Contractor to provide policies for the operations.

5. Vendor Question: The ITN indicates the pay rate for drivers at \$12.00 with 2% annual increases, what is the pay rates for all other staff associated with the program?

UCF Answer: We do not have this information.

6. Vendor Question: What are the reported costs associated with Marketing and Public Relations materials produced on an annual basis?

UCF Answer: Approximately \$15,000 in marketing materials.

7. Vendor Question: What is the location of the current maintenance facility?

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

8. Vendor Question: Please provide the last 3 invoices submitted to UCF from the current provider.

UCF Answer: Invoices covering July 1, 2017 – June 30, 2018 can be downloaded from <http://procurement.ucf.edu/solicitations/> under ITN 1802MCSA.

9. Vendor Question: Regarding the cost proposal, please provide clarity regarding the format in which the pricing proposals should be submitted. We respectfully suggest that the University allow pricing in three areas:

- Vehicle acquisition costs as suggested in the following question
- Fixed operating costs w/step scales for increased/decreased service levels
- Variable operating costs

This allows improved flexibility for the University over the term of the contract to increase or decrease service levels.

UCF Answer: Provide the best hourly rate, with the best combination of shuttles, using the services hours listed on appendices VI and VII for a total annualized cost.

10. Vendor Question: This ITN requires a significant investment for vehicles. However, the contract ITN includes language indicating that the contract can be essentially terminated at any time. In light of this, we respectfully offer the following suggestion for consideration:

- Allow for the fleet acquisition related costs, and all associated technology, to be submitted on a separate schedule that identifies a guaranteed buyout of the vehicles by the University if the contract is terminated for any reason early. The payments on the schedule would be fixed and not included in any way in the operating contract. This provides the University greater control over the disposition of the fleet as you could obtain ownership of the fleet at any point in the contract or at the end of the contract term.

UCF Answer: UCF will not invest in fleet.

11. Vendor Question: Please confirm if the vehicles are subject to Buy America guidelines.

UCF Answer: Vehicles are not subject to Buy America guidelines.

12. Vendor Question: Can you please verify the annual hours of service. I come up with approximately 139,422 total annual hours of service which is approx. 37 weeks of regular service x the stated 2,889 weekly hours = 106,893 regular service and approximately 12 weeks of summer service x the stated 2,710.75 weekly hours = 32,529 summer hours for an approximate total of 139,422.

UCF Answer: Calculations are correct, however please round-up the total to 140,000 hour. (240,000 as previously stated is incorrect.)

13. Vendor Question: Can you please provide/verify the estimated annual “charter service hours”.

UCF Answer: To be determined by UCF departments who requests and pays for this type of service; this is exclusive of the scope of the ITN.

14. Vendor Question: We are an equal opportunity employer that is committed to maintaining and increasing workforce diversity in all levels of the organization. In connection with Section 2.36E. of the ITN, can you please let us know what specific elements you require for a “written program for affirmative action?” If this requirement comes from any particular state or federal law, can you please send us the citation to that Code or Regulation so that we ensure that our current EEO and diversity programs comport with your requirements?

UCF Answer: This is a Federal Regulation - 41 CFR, Section 60-1.4(a), 60-300.5(a) and 60-741.5(a).

15. Vendor Question: Based on submitted schedules provided and looking at the total number of days of service operated. We calculated the mileage to be 1.5 million. Can you please recheck the figures?

UCF Answer: For this ITN, please use 1.8 million miles in your calculations

16. Vendor Question: Based on schedules provided we calculated the hours is closer to 120,000 annual service hours. Can you please recheck the figures?

UCF Answer: The correct number is 140,000 service hours (please see Question #12)

17. Vendor Question: Based on our research the market wage for Central Florida is \$14.13. The University's recommended minimum wage rate is \$12.00. Using the \$12.00 rate with two percent increases each year, it will be six years before the wage rate reaches \$13.00. Will the University consider making the benchmark \$13.00 with three (3) percent increase in the later years? This would make for more competitive wage in the Central Florida market and will keep the contractor from bidding to low and coming back to renegotiate with the University

UCF Answer: The vendor has the option to pay the market wage if so desire, but no less \$12.00 per hour.

18. Vendor Question: 1. Totaling the value of the service invoices provided, the value comes to just under \$7m. See below:

INV	Rev (000's)
Jun	\$ 615
Jul	\$ 572
Aug	\$ 436
Sep	\$ 467
Oct	\$ 778
Nov	\$ 673
Dec	\$ 221
Jan	\$ 637
Feb	\$ 739
Mar	\$ 628
Apr	\$ 763
May	\$ 406
	\$ 6,935

When this value is divided by the hourly rate specified in the contract of \$54.57, it yields a service total of 127,084 hours.

The addendum 2 specified the current contract has 230,000 revenue hours which at \$54.57 would yield a value of approximately \$12.5m.

Can you please clarify and/or reconcile the” invoice value” with the “current hours x current rate value”?

UCF Answer: The correct number is 140,000 service hours.

19. Vendor Question: Can you indicate the target range of service start dates for the new contract as this needs to correlate with new vehicle production schedules?

UCF Answer: Official start date is July 1, 2020.

20. Vendor Question: What would be the process that would enable members of our team to ride the buses?

UCF Answer: Please send a list of names to UCF Procurement Services with specific dates of boarding.

21. Vendor Question: Are there any documents that reflect the future plans/strategy for the UCF shuttle services?

UCF Answer: Appendix VI and VII accounts for future plans and strategies for UCF shuttle services.

22. Vendor Question: Has UCF ever conducted a benchmark analysis of its service? IF so, could you share the results of the study?

UCF Answer: We do not have this information.

23. Vendor Question: You mentioned approximately 240,000 annual billing hours. The hours per week varies from 2710.75 for summer and 2,889 for spring and fall. If you were to take the higher of these two figures, 2,889 and multiply it by 52 weeks you only arrive at 150,228 hours. Please advise where the additional hours between 150,228 and the approximation of 240,000 will come from.

UCF Answer: *The correct number is 140,000 service hours*

24. Vendor Question: Please confirm the schedule for summer service on Route 3 – The Verge/The Place at Alafaya in Appendix VII. Most routes have the same or reduced service on Fridays, that route has increased service on Fridays.

UCF Answer: *We have confirmed this increase is valid.*

25. Vendor Question: Please provide the expected route distance for a round trip on each route.

UCF Answer: *Routes 1 through 15 have approximately a 2 mile round trip, Health Sciences Campus has approximately 46 miles round trip, Rosen has approximately 58 miles round trip, Creative Village has approximately 34 miles round trip, Publix Grocery has approximately 4 miles round trip, Park and Ride has approximately 2 miles round trip, and Pegasus Express has approximately 3 miles round trip.*

26. Vendor Question: Please provide the expected round trip travel time on each route

UCF Answer: *See Question #25 for round trip miles. Routes 1 through 15 headway times are 15-20 minutes. We allot approximately 45-60 minutes headways for HSC, Rosen, and Creative Village.*

Route #	Route Name	MILES/ROUND TRIP	TIME/RT
1	Knights Circle		
2	College Station / Boardwalk		
3	The Verge / The Place at Alafaya		
4	Mercury 3100 / Campus Crossing		
5	Village at Science Drive		
6	Northgate Lakes / Tivoli		
7	The Pointe at Central		
8	Riverwind of Alafaya / The Station		
9	Knights Landing / Research Park		
10	The Lofts / Orion on Orpington		
11	The Marquee		
12	University House of Central Florida		
13	Northview		
14	Plaza on University		



Procurement Services

- 15 Collegiate Village Inn / Arden Villas
- Publix Grocery Shuttle
- Main Campus Park and Ride (Spring and Fall Semesters)
- On Campus Pegasus Express (Formerly Black and Gold)
- RSN Rosen School of Hospitality
- HSC Health Sciences Campus
- CV UCF Creative Village -Downtown Orlando

