

Request for Proposal #2021-04

WELLESLEY PUBLIC SCHOOLS

Student Van Transportation Services

RFP ADDENDUM #2 – Response to Questions

1. Do you know how many Vans is required for the bid?

Response: The number of vans is determined by the need and is subject to change. Please refer to Section 1.07 for more information and refer to pages 19-33 for school listings currently being serviced.

2. **Price Pages (19-33)**

To make sure we provide the most competitive rate per unit for each school please provide:

- 1) Approximate total hours and miles traveled by school for each run that is routed to include Wellesley students (i.e. AM/PM)
- 2) Approximate total hours and miles traveled by school for each run that is routed to include students from other cities and/or towns. (i.e. AM/PM)
- 3) Which locations require Wheelchair vehicles?
- 4) Which schools in require aides? How many aides were used last school year?

Response:

1. Information needed to answer this question is found within pages 19-33. It is the bidder's responsibility to calculate any and all costs in connection with miles traveled from Wellesley to other cities/towns, and round-trips costs.
2. Information needed to answer this question is found within pages 19-33. It is the bidder's responsibility to calculate any and all costs in connection with miles traveled from Wellesley to other cities/towns, and round-trips costs.
3. Information needed to answer this question is found within pages 19-33. It is the bidder's responsibility to calculate any and all costs in connection with miles traveled from Wellesley to other cities/towns, and round-trips costs.
4. Nine (9) students require monitors during the current school year. This number is provided for planning purposes only and is subject to change in accordance with Section 2.10 of the bid document.

3. **Routing**

Our goal is to develop the most efficient routing plan to transport students from home to school. This will ultimately help Bristol Public Schools to reduce cost.

- 1) To help prepare our route analysis, we request the pick-up addresses and/or nearest major intersection for the students associated with each school. (Year 1 only, no student names needed)
- 2) It appears that Wellesley runs about 26 van routes. Is this true?
- 3) How many vans require wheelchairs?
- 4) How many vans are used to service the total number of Wellesley routes?
- 5) Who is responsible for fuel costs?

Response:

1. Wellesley Public Schools cannot provide a list of pick-up addresses or nearest major intersections. With few exceptions, all pick-ups and drop-offs are located within the Town of Wellesley. Specific pick-up addresses are to be determined.
2. All information needed to answer this question is listed within pages 19-33. It is the bidder's responsibility to calculate the number of van routes.
3. All information needed to answer this question is listed within pages 19-33. It is the bidder's responsibility to calculate the number of wheelchair vans.
4. Wellesley Public Schools provides in-house transportation services, in addition to utilizing vendors. The need for, and number of, vendor transport vans can change from month to month.
5. The successful bidder is responsible for fuel costs.

4. Billing

We utilize billing information to support our routing analysis. We want to ensure our analysis is based on the actual routes run to make sure we offer the best price.

- 1) What is the name of the company or companies that currently service the Wellesley Public Schools contract?
- 2) Will Wellesley provide invoice copies for the first three months of the 2019/2020 school year for each of your vendor?
- 3) Do to routing efficiencies, we may use fewer vehicles that result in lower overall cost. What are the total annual dollars spent for van transportation in each one of the last three school years? (i.e. 2019/20, 2018/19, 2017/18)
- 4) Does Wellesley run routes during the summer months? If so, can you provide 2019 invoices for summer school?

Response:

1. JSC Transportation currently services the Wellesley Public Schools contract.
2. Yes, Wellesley Public Schools will provide invoice copies for the first three months of the 2019/2020 school year for each of its vendors.
3. Outside of Wellesley Public Schools in-house transportation costs, the total annual vendor costs associated with van transportation for the years requested are as follows:
2019/2020: \$562,930.90
2018/2019: \$768,331.19
2017/2018: \$695,505.00
4. Yes, Wellesley Public Schools runs routes during the summer months. Typically, Wellesley Public Schools provides this service in-house.

5. Miscellaneous

- 1) Would Wellesley consider extending the RFP due date a week or two after the original March 2 date?
- 2) What date would Wellesley SPED van transportation service to start?
- 3) Will there be a pre-bid meeting conducted to discuss the RFP and answer questions?

Response:

1. The RFP will not be extended.
2. Refer to section 1.03 of the RFP.
3. There was not a pre-bid meeting and questions are answered via an RFP addendum.

6. Questions for Wellesley Public Schools regarding Student Van Transportation Bid # 2021-04

1. School Listings - students

Can you please provide how many Wellesley students you expect to go to each of the schools you have listed on the pricing page.

2. How many in-district vans are currently used or expect to be utilized?
3. In-district van rates are to be based on 4 hours per day. How is billing handled after 4 hours of usage when this happens?
4. Will the vendor need to get approval every time the vendor can combine a route from another district?
5. Is the district open to a vendor utilizing vehicle no older than 8 years old / <200,000 miles ?
6. Understanding the mandates COVID-19 will impact costs for materials to be utilized in PPE / Cleaning materials, will the district be willing to supply the contractor necessary items for safe transportation of students?

If not

Does the district desire separate billing for these items?

or should vendor cover cost of supplies in the bid price, per route cost?

7. Does the district have their own 7d vehicles and drivers? Is so, how are the routes selected as to which the district maintains, and others assigned to the vendor.
8. How is the bid being awarded?
 - a. Will one vendor be awarded for all schools with lowest total?
 - b. Will district pick the lowest bidder of each schools route price?

Response:

1. The number of students expected to be transported to each of the schools listed is to be determined. Please refer to Section 2.09 of the RFP.
2. Wellesley Public Schools currently utilizes two (2) vendor-contracted in-district vans to provide Student Van Transportation. That number can change from month to month. Please refer to section 2.09 of the RFP.
3. Based upon past and present practices, in-district vans do not work more than 4 hours per day.
4. Yes, the vendor needs to get approval every time the vendor can combine a route from another district.
5. The RFP specifies age and mileage requirements for daily in service vehicles. Please refer to sections 4.08 and 4.09 of the RFP.
6. At this time, Wellesley Public Schools provides face masks for any student being transported by van, if needed. The cost to maintain equipment should be included in the bid, as referenced in Section 4.01 of the RFP.
7. Yes, Wellesley Public Schools has in-house 7d vehicles and drivers. Routes are designed and maintained by the Transportation Director or his/her representative.
8. One contract will be awarded to the lowest responsive and responsible bidder, as referenced in section 1.02 of the RFP.