

**ADDENDUM #3**  
**INDIVIDUAL AND SMALL GROUP TRANSPORTATION SERVICES**  
**FOR STUDENTS BID**

Township High School District No. 113  
1040 Park Avenue West  
Highland Park, Illinois 60035  
[www.dist113.com](http://www.dist113.com)  
April 25, 2024

Township High School District 113 (“District”) issues this Addendum #3 to the Request for Bid for Individual and Small Group Transportation Services. This Addendum #3 shall be considered part of the Bid Documents (as defined therein) and are hereby incorporated therein by reference.

**Questions from Prospective Bidders and the District’s Responses**

1. Will the district consider a deadline extension to 5/3/2024? Considering two days for shipping, bidders will need to put together proposals within less than a week. In addition to this, the time between when questions are due to the district does not give adequate time to receive answers nor respond thoughtfully in submissions.

**A: We will extend the deadline to 5/3/2024. As outlined in Addendum #2, All bids must be submitted no later than 10:00 a.m. on May 3, 2024, at which time they will be opened and read aloud at the District administration office at 1040 Park Avenue West, Highland Park, Illinois 60035.**

2. Will the district allow for exceptions to the RFP documents?

**A: No.**

3. Will the district allow subcontractors that are supervised by the contractor?

**A: The District will consider a Contractor’s request to use subcontractors on a case-by-case basis. If the District grants its consent for a Contractor to use a subcontractor, such subcontractor must comply with all terms and conditions of the Bid Documents.**

4. Can you please provide current contractor rates?

**A: The District declines to provide this information.**

5. How many students do you anticipate needing transportation under this contract?

**A: For reference only, the District expects that at least 100 students will require individual or small group transportation, per year. The District cannot guarantee the number of students who will require such transportation.**

6. How many routes/vehicles are currently used to transport your students? What's the average number of students per vehicle?

**A: Currently, most routes include one student with a maximum of three students per vehicles.**

7. Can the fully executed Contract be provided after the award of the bid?

**A: No, all bidders must submit a fully executed Contract with its bid on the form contained in the Bid Documents, without revisions.**

8. Are we able to submit our own pricing sheet in addition to completing the pricing form included in the RFP?

**A: All bid prices must be as provided in the Bid Submission Form. The District will not consider any other pricing information.**

9. We are reading the RFP to say we are supposed to submit contract redlines during the question period. Is this correct?

**A: No. The Contract is not negotiable.**

10. Do the vehicle have to be owned or leased by the contractor?

**A: Yes. If the District approves a Contractor's use of a subcontractor, that subcontractor may own or lease the vehicle.**

11. Do the vehicles need to be stored or leased in a facility owned or leased by the contractor?

**A: No.**

12. Would the District be interested in bids from cost-effective alternative transportation solutions utilizing sedans and SUVs as a supplement in cases where transportation needs are most efficiently met by smaller vehicles (e.g. special education, IEP, McKinney Vento, and/or other small group and individual rides provided on an as-needed basis)?

**A: Yes, the District will consider bids from any bidders meeting the qualifications outlined in the Bid Documents.**

13. If yes, will the District adjust vehicle and/or personnel requirements in cases where the requirements referenced in the RFP are explicitly non-applicable to non-commercial vehicles and personnel if vendors meet and exceed all pertinent criteria as well as all equivalent applicable

standards? For example, sedan-based noncommercial transportation generally does not require first aid kits for 10 or fire extinguishers.

**A: Contractors must meet all requirements for personnel and vehicles outlined in the Bid Documents, as applicable.**

14. In order to offer the most price competitive and cost-effective transportation solution, our pricing is not based on a traditional bus route per day/hour pricing model. Rather, our pricing is a base price fee + a per-mile fee. May we adjust the proposal to reflect our pricing structure to ensure that the cost is evaluated appropriately?

**A: All bid prices must be as provided in the Bid Submission Form. The District will not consider any other pricing information.**

15. What is the District's minimum expectation for time to service requests for transportation?

**A: The District expects that all emails will be responded to within 24 hours. The District expects that new trip requests will be implemented as soon as possible, but in no event more than 72 hours.**

16. Is there an anticipated number of vendors to be awarded through this solicitation?

**A: The District expects that multiple vendors (approximately six) will be awarded a contract through the Bid Documents.**

17. Please provide historical and/or estimated information on the following:

- Monthly ridership
- Average number of riders per one-way trip
- Number of one-way trips per month
- Average mileage per one-way trip
- Total trip mileage per month

**A: The District declines to provide this information.**

18. How often will contractors be required to share safety and performance data with the District?  
What type of data will be required?

**A: Contractors will be expected to provide documentation of school bus drivers permits and vehicle safety lane renewals at least every six months, and as requested by the District. Contractors will also be expected to provide evidence of staff trainings on an annual basis.**

19. In order to assist proposers in offering competitive pricing, please provide the following information:

- Current and/or previous contractor(s)

- Current contractor rates
- Sample invoice(s)

**A: The District declines to provide this information.**

20. Is subcontracting allowed, and if so:

- Do subcontractors have to carry the individual commercial insurance policies?
- What process or procedures do you require to ensure that subcontractors meet all regulatory insurance requirements?
- For vendors operating as transportation brokers, who is responsible for checking that vehicle and drivers meet expected standards outlined on this RFP? Is it the transportation broker or the subcontracted transportation provider?

**A: The District will consider a Contractor's request to use subcontractors on a case-by-case basis. If the District grants its consent for a Contractor to use a subcontractor, all terms and conditions of the Bid Documents must still be met.**

21. Does the District require contractors to maintain their own primary insurance in addition to those of their drivers?

**A: Contractors must comply with the insurance requirements outlined in the Bid Documents.**

22. Will the District require real-time GPS oversight for each ride?

**A: Yes, all vehicles must be equipped with a GPS tracking system.**

23. As public funding often prohibits offshore outsourcing, does the District require customer support and dispatch staff to be located in the United States?

**A: Yes, the dispatch staff must be located in the United States.**

24. Can an alternative student transportation (TNC and/or Transportation management companies) participate in this RFP opportunity or is it for vans only?

**A: Yes, the District will consider bids from any bidders meeting the qualifications outlined in the Bid Documents.**

25. Is the district open to contracting with companies that have smaller capacity vehicles Like sedans, SUVs, and Wheelchair accessible vehicles?

**A: YES.**

26. Who is your current transportation provider or providers?

**A: The District declines to provide this information.**

27. What are the current rates with your current vendor? Any amendments or Addendums?

**A: The District declines to provide this information.**

28. Are you currently paying price increases for Fuel surcharges?

**A: NO.**

29. Can you please provide a copy of the district's transportation agreement with the current vendor in addition to the certificate of insurance provided by your current vendor?

**A: The District declines to provide this information.**

30. Can you please provide samples of invoices from your current transportation provider?

**A: The District declines to provide this information.**

31. Does the district have Special Needs / McKinney Vento students to transport to school? If so, how many?

**A: Yes.**

32. How many routes/vehicles are currently used to transport your students? What's the average number of students per vehicle?

**A: Currently, most routes include one student with a maximum of three students per vehicles.**

33. Do you currently transport any students in wheelchair-accessible vehicles? If so, how many vehicles are currently being used?

**A: Yes. Currently, approximately three wheelchair vehicles are used to transport students.**

34. Do you require any special equipment to transport the students? eg. Safety Vest (Harness), Car Seat, Booster Seat, Buckle Guard, Partition .... etc? What's the number of students who need such equipment based on the current contract?

**A: Yes, the District anticipates that special equipment will be required for certain routes.**

35. Can this BID be awarded to multiple vendors?

**A: Yes**

36. Can we submit our bid price form, base fee plus mileage?

**A: No**

37. Can the criminal background check be provided after the award?

**A: Yes**

38. Can we provide the list of vehicles and driver information upon the award?

**A: Yes**

39. Are the insurance limits negotiable?

**A: NO**

40. We are a nationwide company, and provide services all throughout the US, does our client references have to be only from the state of Illinois or can they be from clients in other states?

**A: The District requires at least two references from Illinois, but will consider additional references from outside of Illinois.**

***Please see following page***

ACKNOWLEDGEMENT OF ADDENDUM NO. 3

The undersigned bidder certifies that it has received Addendum No. 3, and has considered Addendum No. 3 prior to submitting its bid, and that Addendum No. 3 is incorporated in the Bid Documents.

\_\_\_\_\_  
Bidder Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date