

ADDENDUM NUMBER 1

January 25, 2024

TO

RFP # 2024-001 General Student Transportation Services Agreement

RFP # 2024-002 Athletic and Field Trip Transportation Services Agreement

RFP # 2024-003 Summer School Student Transportation Services Agreement

**Utica City School District
929 York Street
Utica, NY 13502**

To All Potential Proposers:

This Addendum is issued to clarify and revise the obligations set forth in the above referenced Request for Proposals (RFPs) distributed on or about January 17, 2024, by the Utica City School District, and for informational purposes, as follows:

1. Is the Pre-Bid meeting in person or is it virtual only? If virtual, can you provide the link or invite? If in person, can you verify the address?

The Pre-Bid meeting can be attended virtually or in-person. The virtual meeting link is available upon request.

2. Will the district extend the due date by at least 10 days, making the due date minimally Friday, February 16th or later? The turnaround time to make any edits to proposals after receiving answers to any questions is very tight.

The Utica City School District revises the timeline set forth in the RFPs as follows:

- **RFP Issued:** 1/17/24
- **Pre-Proposal Conference:** 1/26/24 at 9 a.m.
- **Distribution List Response (Intend to Bid):** 1/28/24
- **Deadline to Submit Written Questions:** 1/29/24
- **Respond to Written Questions:** 2/2/24
- **Submission of Proposals:** 2/16/24 by 2 p.m.
- **Proposal Evaluations:** 2/20/24
- **Finalize the Contract:** 2/24/24
- **Award the Contract:** 2/27/24

3. Page 43 and Pricing Pages: Can you please explain the structure for pricing in regards to runs and routes mentioned throughout the documents? A “run” is stated as being at a 1 hour maximum. Is price per “run” based on a single tier route?

Yes, based on a single tier route.

Would a two-tier route be paid twice the rate, or would it be based on a “run” price with excess hours over the 1 hour?

Two tier routes would be twice the rate.

4. Typically, a run (single tier) can be completed in an average of about 40-45 minutes after leaving the school. Do your bell times accommodate for a bus to arrive on time at the second school/tier? If not, will this issue increase the number of routes the district will need to operate to get to all schools on time?

The School District can provide anticipated bell times for any route upon request. All busses must arrive on time for the second school/tier. Each proposer will be responsible for preparing a proposal that accounts for timely transportation of all students.

5. Will the district require an original and five copies of our proposal book for each of the contracts (18 total proposal books) or can we submit one set of proposals for all RFP’s with separate pricing tabs for each contract (6 total proposal books)?

Proposers may submit one set of proposals for all RFP’s with separate pricing tabs for each contract (6 total proposal books).

This Addendum modifies and amends the above referenced RFPs and is hereby made a part of the RFPs. All other specifications, terms, conditions, deadlines, and information contained in the RFPs not addressed by this or another Addendum issued by the Utica City School District remain unchanged.

PROPOSER ACKNOWLEDGEMENT:

THIS ADDENDUM MUST BE SIGNED BY THE PROPOSER AND ATTACHED TO ITS RESPONSE TO THE RFP

Company Name

Authorized Signature

Print Name

Title