

## **ADDENDUM NUMBER 2**

**January 30, 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 (“School District”), and for informational purposes, as follows:

1. The current RFP is asking for proposals for either 50 or 100 routes. The 2021 RFP included approximately 125 routes. Has the district reduced routes or is there the possibility that 100 routes is not sufficient to transport all Utica students?

**The School District operates an independent transportation program which covers some routes. The successful proposer(s) will operate 100 routes, and the School District’s transportation program will cover all additional routes over 100 falling outside the scope of the RFPs.**

2. Would the district consider a Five-year initial contract term? The longer term helps us absorb significant startup costs and provides the school district with a lower price and longer-term stability.

**The School District would consider alternative 5-year initial contract term proposals from all proposers. However, all proposers must provide a proposal for a 3-year initial contract term.**

3. Will the district accept pricing for all three years of the base contract rather than basing years two and three on a future unknown CPI increase? Our costs will increase each year, including the necessary driver wage increases needed to remain fully staffed. Without having a fixed annual increase, we will have to increase year one to protect the risk of an increase that would not cover our costs.

**Yes, the School District would consider this pricing structure.**

4. Pages 60 through 70 contain the tiering for the district's routes.
- Is the AM and PM tiering the same? If not, can you provide both?

**Yes, 2023-24 tiering is available to proposers upon request.**

- Could you indicate the route type (Regular, Supported Learning) and vehicle size for each of those route packages?

**2023-24 route types and vehicle sizes are available upon request. Needs for 2024-25 school year may vary.**

- Which of the routes require:
  - Air Conditioning
  - Bus Aide/Monitor
  - Wheelchair Lift

**Air conditioning status, bus/aide monitors, and wheelchair lift accessories for 2023-24 routes are available upon request. Needs for 2024-25 school year may vary.**

5. Can you list the quantity and bus types required for each of the categories on page 43 and 44, Items L through G – also as listed on Exhibits A, B and C.

**2023-24 quantity and bus types available upon request. Needs for 2024-25 school year may vary.**

6. The RFP (page 18) states a nine-year maximum age for route vehicles; however, the Liquidated Damages, Item 5, states a fleet maximum of seven-years.

**A 7-year maximum age applies.**

7. Please provide a copy of current contract including the rates charged for the current school year.

**Current rates for 2023-24 school year available upon request.**

8. Please provide a 3-month sample of invoices that demonstrate how the rates are applied.

**Invoices from 2023-24 school year available upon request.**

9. Please provide a list of the current fleet being used to provide services including vehicle type and passenger size.

**2023-24 fleet information available upon request. Needs for 2024-25 school year may vary.**

10. Please provide an estimate of extracurricular trip (Athletic and Field Trip) volume for the school year. Number of trips; hours and miles billed; total cost for the year.

**2023-24 routes attached to RFP as Attachment “B”.**

11. Please provide the estimated Summer School transportation needs including number of routes and days operated.

**2023-24 routes attached to RFP as Attachment “B”.**

12. Please provide a calendar for the 2024-25 school year. If one is not available, please provide the current school year calendar and information on any anticipated changes.

**Calendar for 2024-25 is not yet available. 2023-24 calendar located here:**

**<https://www.uticaschools.org/calendar/monthly/2024/01>**

13. Evaluation criteria 5 “DRIVING HISTORY OF EMPLOYEES” states that “The evaluator will review the records of the employees of the proposer including their 19A records, SEO requirements and length of service.” Since we don’t have a current workforce serving Utica City Schools, in lieu of this, can we submit how we use the 19-A and how we meet and exceed State requirements?

**Yes.**

14. Statistical Reports & Affidavit of Compliance asks for 5 years, but page four requests a copy of the most recent report. Please clarify.

**Provide for past 5-years.**

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**

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Company Name

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Authorized Signature

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Print Name

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Title