


ADDENDUM No. 1

TO: ALL BIDDERS
FROM: CITY OF HIALEAH
RFP No. 2009/2010-3220-24-008
RE: Municipal Circulator Services
DATE: July 6, 2010

The original contract documents for the entitled: **Municipal Circulator Services** need to be amended as noted in this Addendum No. 1.

This Addendum No. 1 consists of **8** typed pages, **3** invoice copies, **19** pages consisting of the current contract, and **4** pages consisting of the current schedules. All other items and conditions of the original Contract Documents shall remain unchanged. This Addendum shall become a part of the Contract Documents.

Approved for issue:  Date: July 6, 2010
Michael Flores – Purchasing Director

ACKNOWLEDGMENT

Receipt of this Addendum No. 1 shall be acknowledged in the space provided on the ADDENDUM RECEIPT form – ARF (Copy attached) now a part of the Contract Documents to be faxed immediately to the City of Hialeah Purchasing Division (305) 883-5871 and submitted with sealed bids.

Questions and Answers from:

Mark Levitt – Limousines of South Florida
2595 NW 38 Street
Miami, Florida 33142
305-871-8210

Question - Page 11, first paragraph mentions \$1,000,000.00 liability amount for each occurrence. Is that the same as "combined single limit"?

Answer - The \$1m would be for each occurrence for public injury and \$1m for each occurrence for all damages to the property of others. This makes the combined single limit of \$2m per occurrence.

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Questions and Answers from:

Scott Conroy – First Transit
No questions

Questions and Answers from:

Brian D. Gustafson – MV Transportation
4620 West America
Fairfield, California 94534
707-419-1585

Question - Section – Compensation – at various times, federal, state and local governments consider laws, rules and regulations which require an increase to the minimum wages or benefits mandated for the employees that will be employed under this contract. If such an event occurs during the term of the agreement, how will the agency respond for an application for increased compensation? For example, in the state of Massachusetts recently passed a law requiring employers to provide a certain level of health insurance. California is considering similar legislation. Since these events cannot be anticipated and the cost are so significant, we need to understand the risk associated with such laws, rules or regulations.

Answer – Currently the County living wage does not apply to this contract. However the proposer must provide hourly wage rates and health benefits for the drivers with a plan for increases to the city.

Question - DBE – Please verify that there is no Disadvantaged Business Enterprise goal established for this contract and that a good faith effort is not required?

Answer – N/A

Question - Taxes – The RFP states that the contractor is responsible for all licensing, permits and taxes. Can the city provide the current year's or last year's cost associated with these licenses and taxes?

Answer – Contractor pays the fees associated with operating the service such as vehicle inspection at Miami Dade County and Driver's Hack license. The vehicles are leased to the contractor and the contractor is responsible to maintain insurance on these vehicles, the tag and registration on these vehicles run about \$370.

Question - Experience – Please clarify that the firm experience/qualification requirement is for the bidding entity and not the individuals within the entity or the proposed management team?

Answer – The experience/qualifications should be for the operational entity going all the way up the organizational chart to include everyone associated or will be associated with this project.

Question - Pricing – Please confirm that in year one of the base term all bidders should base their pricing on 31,000

Revenue hours.

Answer – Yes, we can use this revenue hour amount as a baseline for pricing.

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Question - Rates – Please provide current rates paid to existing contractor for variable and fixed costs. Also, please indicate the total amount paid to contractor for fiscal years 2007/2008/2009.

Answer – 2007 Platform hourly rate is \$34.20 Additional hourly rate \$27.13
2008 Platform hourly rate is \$35.22 Additional hourly rate \$27.94
2009 Platform hourly rate is \$36.28 Additional hourly rate \$28.78
2010 Current hourly rate is \$29.98

Additional hourly rate is any additional hours worked after the original baseline contracted hours.

2007 Fiscal year amount paid to contractor is \$1,204,232.

2008 Fiscal year amount paid to contractor is \$1,153,019.

2009 Fiscal year amount paid to contractor is \$1,169,888.

Question - Provider – How many years has the existing contractor held this contract? Does this include any extensions? If so, how many extensions and length of each extension?

Answer – The original contract was for one year with a renewal clause after the 1st year. The contract has been held by the same contractor since 2002. It has been renewed every year since after the first year.

Question - Please provide copies of the last three months of management reports from the contractor for this contract.

Answer – The reports will be in the form of a word document and/or excel spreadsheet and will be redone for the new contract.

Question - Please provide copies of the last three months invoice from the contractor for this contract?

Answer – see attachments

Question - Please provide a copy of the current contract for each contractor for these services?

Answer – see attachment

Question - Does 5333(b) of Title 49, regarding transit labor protection (formerly section 13(c)) apply to this contract?

Answer – Yes it does apply to this new contract since the city is in the process of getting federal stimulus funds.

Question - Please provide a current organizational chart or listing of positions that is being provided for this contract by the contractor. Please include the percent that these positions are dedicated to this contract?

Answer – Site Manager (100%), two dispatchers (100%), 1 road supervisor (100%), Drivers needed to provide service (100%). Senior management from contractor will be involved whenever necessary.

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Question - We intend to hire as many of the existing employees as possible. In order for us to ensure that they make at least as much, or more than they do now, please provide a seniority list for the current employees for this contract, and indicate position, full time or part time, length of service, and current rate of pay.

Answer – The selected contractor will need to meet with the employees that they may want to maintain and discuss their compensation. The selected company should have the resources to bring in all new employees if required or is necessary.

Question - Are the current drivers/employees part of a labor union?

Answer – no

Question - If the drivers/employees are part of a labor union, please provide a current copy of the collective bargaining agreement.

Answer – N/A

Question - Please provide information regarding the current rate/benefits of the current employees. Please include specific regarding co-pays, dependent coverage and amount of premium paid by the employer.

Answer – This information is maintained by the contractor, we do however expect that the selected company will provide these to their employees.

Question - Has service experienced problems due to driver shortages? If so, please explain?

Answer – Yes it has experienced problems such as route interruption or route down due to driver shortages.

Question - Please clarify the current background check process completed for employees under this contract, as well as if this process has been audited recently?

Answer – According to the System Safety Program Plan, drivers must pass a criminal and driving background check . This background is provided by the contractor via USIS to verify the validity of the applicants and the authenticity of the person's identity. A monthly review of the SSPP is performed in which the information of the drivers such a check on the drivers license and medical forms.

Question - Please provide the revenue service hour definition for the services contemplated in the RFP.

Answer – The service hours or billable hours will be defined as the total number of hours regular revenue hours plus the number of hours or time it takes for the driver to perform the pre-trip and arrive at the starting point and to perform the post trip and arrive back at the yard.

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Question - For the purpose of insurance and wage costing, please provide the current revenue miles and revenue hours; current total miles and total hours; and current deadhead miles and deadhead hours for the provision of these services.

Answer – The information provided will be from year 2009.

Total revenue miles – 362915

Total deadhead miles – 27009

Total miles – 389924

Total revenue hours – 31690

Total deadhead hours – 1880

Total hours – 33570

Question - Please provide a copy of the current pull out times and return to yard times for each of the routes

Answer – a copy of the current schedule will be attached.

Question - Please clarify if billable time continues past schedule hours on the last trip due to exterior factors (traffic, weather delays, etc) beyond the control of the contractor or if schedule hours remain the sole billable hours?

Answer – The hours continue until the bus has been fueled and returned to the yard. The fueling and post trip inspections have already been timed to eliminate any unnecessary waste of time but any delay cause by unforeseen events would fall under the billable hours.

Question - Please clarify the amount of vehicles used in revenue service by day of week and the maximum amount of vehicles used at peak service time for each of the services described in the RFP.

Answer – There are nine service vehicles in operation during Monday thru Friday schedule and four service vehicles on Saturday and defined holidays.

Question - Please describe the city's desired fare procedures to include reporting, collection and accounting.

Answer – The contractor will abide by the city's set fare procedures and will be discussed when the selection has been finalized. The contractor will not be responsible for counting or handling any fare however they will be responsible for the security of the fare as long as it is in the bus and place in its secured place at the end of the day.

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Question - What are the performance standards and/or any other aspects of performance which will be used for measuring the contractor's performance under the new contract?

Answer – The standards will be defined with the selection of the contractor, but key items include the following:

Reporting to work on time,

Starting the route on time,

Accidents/incidents,

Customer complaints,

Route down due to lack of drivers,

Timely swapping out buses when breakdown occurs.

These are just some of the indicators that will be discussed.

There is also a termination clause in the contract that states with or without cause.

Question - Please explain what is the current level of productivity for each of the services provided?

Answer – N/A, this could be discussed with the selected contractor.

Question - Please provide any information about current incentive programs for all employees?

Answer – N/A, this could be discussed with the selected contractor.

Question - Please explain the current daily call volume, broken down by weekday and Saturday if possible.

Answer – There is between 100 – 150 calls per day.

Question - Please specify the number of telephone lines required to be provided by the contractor and specify the kind of data lines required.

Answer – The city provides for the telephone. The contractor may wish to provide another line for data or fax.

Question - Please advise if the city currently has any liquidated damages associated with this contract. If applicable, please provide details and amounts of all liquidated damages assessed to the current contractor in the last twelve months.

Answer – There is no current liquidated damages clause in the contract.

Question - Please provide a history of liquidated damages charged in the past 12 months, and please clarify if the liquidated damages for this new RFP differ from the current contract?

Answer - N/A

Question - Please provide information regarding the analysis conducted to determine the amount of the liquidated damages identified in the RFP. Please clarify the relation to the amounts cited with the actual damages incurred by the agency relative to the performance deficiencies noted.

Answer – N/A

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Question - Please provide information regarding the approach to assessing liquidated damages. For example, are these assessed as a matter of contract administration; or are there times when, if performance would technically allow for the assessment of liquidated damages, that these will not be assessed?

Answer – N/A

Question - What type and number of support vehicles are currently provided by the current contractor? Does the city have any requirements or specifications regarding any specific age, model or fuel requirements or preference for such vehicles?

Answer – The current contractor provides the service with two gas vans. The city has no specs or requirements, just make sure that the vehicles are reliable and presentable.

Question - How many vehicles will be made available to an incoming contractor to perform training during start-up period?

Answer – None, once the driving the route training has occurred than the city will provide the vehicle to train on the vehicle operations and specs of that vehicle.

Question - Will the city or the contractor be responsible for providing fuel? If a city responsibility, where will the fuel be obtained?

Answer – the city will provide the fuel and there is a fuel station by the transit yard that the driver will use to fuel the vehicle at the end of the night.

Question - Given recent volatility of fuel costs, will the city include a fuel escalator clause in the contract?

Answer – No clause in contract, city provides fuel.

Question - Please provide information on the city provided fleet to include engine type, fuel type, current odometer readings, average miles per year and the service type the vehicle is most used for. Please advise if the contractor must provide fareboxes, radios, or any other item on the vehicle for service?

Answer – The fleet include 9 – 2002 26 passenger bluebird buses, odometer readings on these are between 300k and 340k, most of this fleet has relatively new diesel Cummins engines, 1 - 2007 bluebird low floor, 124k and it also a Cummins diesel engine, 2 – 2009 bluebird low floor, 27k and it too has a Cummins diesel engine. All these buses are ADA equipped. Contractor does not need to provide any equipment for these buses.

Question - Please confirm that the city is responsible for engine and transmission overhauls for the revenue fleet?

Answer – the city provides maintenance for the buses, this includes engine and transmission overhauls. (drivers need to take care of the equipment regardless)

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Question - What is the city's current life miles goals for each of the revenue vehicles? Does the city have a vehicle replacement plan in place? If so, please describe the planned replacement of any vehicles during the proposed contract term.

Answer – The city is currently in the process of obtaining new vehicles thru a federal stimulus grant.

Question - At this time what are the three biggest challenges the city and the municipal circulator services face and how have these inhibited the city from achieving their goals?

Answer – Maintaining headway, enhance ridership and customer satisfaction.

Question - In the next ten years, what are the three most important things the city wants to accomplish/change with the municipal circulator services?

Answer – expand service into annexation area, reduce or maintain cost, maintain high customer satisfaction.

Question - Is there an estimated time of response to our questions and clarifications?

Answer – all questions will be answered by July 6 or 7th.

Question - Can you confirm that there are only 4 buses in service on Saturdays?

Answer - there are only four buses on Saturdays and holidays.

Purchasing Question

Question - Are we requesting a bid bond or did we request a bid bond for this RFP?

Answer – The City is not requesting a bid bond for this RFP. However proposers are still required to submit the performance bond and the blanket Fidelity bond for employee theft for \$50,000.00 as required under Section 4.6.

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CITY OF HIALEAH

ADDENDUM No. 1

CONTRACTOR'S NAME _____

ADDRESS _____

PHONE NO. _____

CONTACT NAME _____ SIGNATURE _____

THE BIDDER ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDUM BY SIGNING AND DATING BELOW: (Copy of this form must be faxed immediately to the City of Hialeah at (305) 883-5871).

<u>ADDENDUM</u>	<u>SIGNATURE</u>	<u>DATE</u>
<u>1</u>	_____	_____
_____	_____	_____
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