

REQUEST FOR PROPSALS

ADDENDUM # 1 Questions and Clarifications

RURAL PEORIA COUNTY TRANSPORTATION SERVICES RFP #01-02-17

TO: Perspective Proposers
FROM: Martha Howarter, Director of Federal Programs
DATE: September 19, 2017
SUBJECT: Addendum No. 1 – Questions and Clarifications

The following is included as part of Addendum No.1 and supersedes the language/requirements set forth in the original "Request for Proposals".

ADDENDUM # 1 – Questions and Clarifications

| # | Questions submitted or asked | Response from Peoria County |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Pg. 16: 1-3 Proposal Submission - “2. Preparation of Bid: A. Bids shall be submitted on forms included in bid documents unless otherwise specified". B. All information request on bids forms shall be typewritten or written in ink. Where both written words and numerical figures are required, the written words shall apply in the event of a conflict.” Will the County please confirm that the “bid documents” referenced in A. are the same forms that have been provided in Attachment A – Vendor Checklist. If they are, will the County please release a technical proposal format so all bidders’ responses are compared and evaluated equally? | <i>Yes. The forms provided in Attachment A are the documents required back with your submission. We will not issue a technical proposal format. Please follow the instructions included in the RFP for your submission.</i> |
| 2 | Pg. 29: 2-10.2 System Operations - Pg. 42: 2-37 Non Performance Penalties - Please confirm that penalties will not be applied for early pick up times as long as the client has agreed to the circumstances. | <i>No penalties will be assessed as long as the trip meets all service criteria and the rider has agreed to the new time.</i> |
| 3 | Pg. 31: 2-14 Fares - Pg. 31-32: 2-15 Service Contracts - Pg. 32: 2-16 Billing - Will the current billing / ticketing process change according the RFP requirements or remain the same? | <i>For the purpose of this RFP, the ticketing process will remain the same.</i> |

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| 4 | Pg. 36: 2-21 Facilities - Will the new contract require County Link facility parking to be fenced in? The existing facility is not. | <i>No. The current facility will be used for the services in the new contract.</i> |
| 5 | Pg. 37: 2-22 Computer Software - Is this a requirement or can the vendors use other programs in place? | <i>Contractor may use whichever software desired for daily administrative work.</i> |
| 6 | Pg. 38: 2-23.1 Data Collection and Daily Records (General) - Please clarify when reports will be due in the new contract? | <i>Peoria County will require quarterly reporting. CityLink requires monthly reporting by the 5th working day.</i> |
| 7 | Pg. 40: 2-27 Accounting - Currently, invoices are done monthly. Please clarify if this will change according to the RFP stating that invoices will be done quarterly. | <i>This process will not change in the new contract. Invoicing will be completed monthly.</i> |
| 8 | Pg. 42: 2-35 Fixed Hourly Rate - Please confirm the vehicle service hour definition. This has changed from the current contract. | <i>A service hour will be defined as first pickup to last drop-off. The drivers lunch period will be regarded as deadhead.</i> |
| 9 | Pg. 42: 2-37 Non Performance penalties - "Failure to maintain a monthly Rides Per Hour of 1.25 will result in a penalty of \$1,000 per month" Can bidders submit exceptions to the terms of the number of rides per hour? 1.25 is reasonable if the number of urban trips are maintained. However, if those are removed and only rural trips are covered, it is not possible to maintain this level of productivity. | <i>We believe this RPH of 1.25 is attainable as written in the RFP. If you feel you will not be able to achieve and maintain this level of RPH, please state so in your response.</i> |
| 10 | Will the provider of service be expected to bill the agencies for use of services? | <i>No. Peoria County will receive the billing information from the service provider and bill agencies for their use of service.</i> |
| 11 | What is the make-up of the evaluation committee? | <i>The evaluation committee is made up of a blend of County and GPMTD staff.</i> |
| 12 | When will the results of the number of proposers submitting be known? | <i>Proposals are due September 29, 2017. County will open and post bid tabulations thereafter.</i> |
| 13 | Current contract expires November 30, 2017. New contract start-up date is January 1, 2018. How will the 1 month gap be handled? | <i>An extension with the current provider will be pursued until the new contract is established.</i> |
| 14 | Currently, revenue is delivered to County for reconciliation. Will the provider be required to establish a separate bank account? | <i>No. Current procedure will remain in place.</i> |
| 15 | What is the status of the new Radio system being installed on County vehicles? | <i>Radio system is currently being installed.</i> |
| 16 | What is the status of the Dispatch software and will the software be in place by January 1, 2018? | <i>Anticipated start-up date of October 1, 2017 with final implementation by January 1, 2018.</i> |

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| 17 | <p>RFP page 17: 3. Bid Surety Please clarify if a bid surety is the same as a bid bond. If a bid bond/surety is required to be submitted with proposals, please clarify the required amount.</p> | <p><i>Requirement for Bid Bond/Surety will not apply to this RFP.</i></p> |
| 18 | <p>RFP pg. 42: 2-35 Fixed Hourly Rate Currently the service is billed as a gate to gate contract vs. the new revenue hour definition of first pick up to last drop off. Because of the extensive service area and distances to the first stop for many of the routes, would the County consider revising the revenue hour definition back to Gate to Gate?</p> | <p><i>Refer to #8 for Response</i></p> |
| 19 | <p>RFP pg. 28: 2-9 Service Delivery Is the contractor required to provide a TDD phone for this service?</p> | <p><i>No. Requirement for TDD will not apply to this RFP.</i></p> |
| 20 | <p>Please provide an estimated vehicle replacement schedule for bidders to estimate maintenance costs for the option.</p> | <p><i>IDOT requires vehicle replacement requests take place after a vehicle has reached 120k miles or 8 years old and in poor documented condition. Disposal generally taking place after a vehicle reaches 175K or 8 years poor documented condition. Peoria County applies for a replacement vehicle each time a CVP procurement comes available and a vehicle meets the eligibility criteria. With that, it is only an application and many factors that are out of Peoria County's control go into approval or denial or a vehicle request; mainly funding, availability of vehicles, and need compared to other rural providers. 2 vehicles were requested for replacement this past spring. In years past, if approved, a delivery can range from 6 months to two years. Again this is out of our control and up to IDOT and their vendors.</i></p> |