

**ADDENDUM NO. 1**

**TO: ALL VENDORS**

**FROM: JASON M. MCGARRY, Procurement/Contracts Administrator**

**SUBJECT: RTMA2018-02: Operations and Maintenance Services**

**DATE: April 18, 2018**

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This Addendum No. 1 modifies the Request for Proposal (RFP) only in the manner and to the extent as stated herein.

**QUESTIONS AND ANSWERS**

1. Given the requirements for proposers to identify the management team, we are requesting that the proposal due date be delayed for two weeks.
  - a) **We agree to delay until May 23, 2018 @ 3:00 pm.**
2. Please provide the service start date.
  - a) **July 1, 2018**
3. Please provide the volume of hours and/or trips on which proposers should base their proposals. Please describe plans for any changes to the volume of hours in the next 12 months.
  - a) **The system is a deviated fixed route so the hours change. The system hours for the current fiscal year (July 1 to March 31) are 36,174. We are currently making changes to the routes that will decrease hours on current routes. We are also evaluating the need for additional service.**
4. Please provide the revenue service hour definition for the service listed in the RFP.
  - a) **The revenue hour is the start to finish of the route. We have some routes that have deadhead hours.**
5. Please clarify how the prices will be evaluated; will the full contract term be considered or only the Year 1 price?
  - a) **The full contract term will be considered.**
6. Please verify that there is no Disadvantaged Business Enterprise (DBE) goal established for this contract and that a good faith effort is not required.
  - a) **A DBE goal is not established and good faith effort is not required.**
7. Please provide the current revenue miles and hours; current deadhead miles and hours; and current total miles and hours for the service.
  - a) **See attached system summary report.**

8. Please provide the days and hours of service
  - a) **Please visit website @ [www.ridetricountylink.com](http://www.ridetricountylink.com) for details.**
  
9. Please clarify the number of vehicles used in revenue service by day of week and peak service hours and number of buses in service at these times.
  - a) **See Attached Fleet report.**
  
10. Please provide detailed information for each Fixed Route to help with blocking and scheduling. Please include deadhead hours and miles, number of buses currently used on each route, pull-out and return-to-yard times, etc.
  - a) **The website and attachments should be able to provide answers.**
  
11. Please clarify if billable time continues past scheduled hours on the last trip due to exterior factors (traffic, weather, incidents, etc.).
  - a) **Yes, billable hours include uncontrolled hours.**
  
12. Does the Agency have any requirements regarding support vehicles? Type, number, age limit, fuel type.
  - a) **The agency currently has support vehicles. See attached Fleet report.**
  
13. During the transition, how many vehicles will be made available to the incoming contractor to perform training?
  - a) **We have one training bus.**
  
14. Who is responsible for providing fuel? Agency or Contractor?
  - a) **Agency**
  
15. If the Contractor is responsible for providing fuel and given historical volatility of fuel costs, will the Agency include a fuel escalator clause in the contract?
  - a) **N/A (see #14)**
  
16. What is the current level of productivity of the service? If available, please provide for weekday, Sat and Sun.
  - a) **Due to current changes, I cannot provide that information at this time.**
  
17. 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.
  - a) **This information will be provided to the successful bidder.**
  
18. Please provide a list of the positions currently provided for this operation. Please indicate whether these positions are 100% dedicated to this contract.

**a) This information will be provided to the successful bidder. All positions are filled with the exception of General Manager and Maintenance staff.**

19. Are the current drivers/employees part of a labor union? If yes, please provide a copy of the current labor agreement and the contact name and number for the union representative.

**a) No labor union present.**

20. Please provide information regarding the current benefits and co-pays for the current employees to include drivers and staff. Please include as many specifics as possible.

**a) The agency participates in the State of SC Public Employee Benefit Plan (PEBA). Please visit their website for this information.**

21. Please provide information on the Agency provided fleet to include engine type, fuel type, current odometer readings, average miles operated per year.

**a) See attached Fleet report**

22. Please advise if the contractor is required to provide any items on the bus [fareboxes, radios, MDT, etc.].

**a) The agency already provides these items.**

23. Please provide prior year total service mileage and annual vehicle mileage per unit.

**a) See attached Summary report. I do not have a breakdown per unit but the information is tracked through RTA and will be available to successful bidder.**

24. Are the tires purchased or leased?

**a) Purchased**

25. Please provide last four PMI inspection dates and mileage.

**a) That information is available on the RTA software and will be available to successful bidder.**

26. Please provide copies of most recent engine oil and other fluid sampling analysis for fleet.

**a) This information is not available.**

27. Please provide last twelve months parts usage by system.

**a) This information is available through RTA software and will be available to successful bidder.**

28. What is the current spare ratio of rev fleet?

**a) See attached Fleet report**

29. Please confirm whether the Contractor is responsible for engine and transmission overhauls for the vehicles?

**a) The contractor will be responsible for outsourcing to a low bidder for these repairs.**

30. Please provide the last 12 months history for major component replacement and repair for the provided fleet.
- a) This information is available through RTA software and will be provided to successful bidder.**
31. Are there any remaining warranties for the fleet or provided equipment?
- a) Yes, some fleet & equipment are still under warranty.**
32. Is there a vehicle replacement schedule that can be shared? Any new buses in the process of being procured for either replacement or expansion?
- a) The agency does not have a plan, but we purchase new vehicles when SCDOT awards federal funds to replace the fleet.**
33. The RFP states the client has a specific maintenance plan which is supposed to be in the Appendix C. Please provide this plan.
- a) See attached plan**
34. The RFP stipulates fare box maintenance please provide the following. Type, Model, Year model, PMI records for last 12 months.
- a) Diamond Farebox (manual system) that requires periodic greasing.**
35. The RFP stipulates all Preventative maintenance is paid through reimbursement. How are all other repairs paid for?
- a) The agency is a tax exempt agency and would like to fully maximize the exemption by ordering parts and paying vendors directly.**
36. What are the annual contract miles?
- a) See answer #3**
37. Please provide prior year total service mileage and annual mileage per unit.
- a) See attached system report**
38. Please provide how many miles are currently on each engine and transmission along with the types (engine/transmission) per vehicle. Please also provide the last OD reading and date of the last engine and/or transmission replacement/rebuild?
- a) See attached Fleet report. This data is maintained in RTA software and will be available to successful bidder.**
39. Fleet data required:
- a. fuel type - See answer #38**  
**b. annual miles - See answer #38**  
**c. Life miles date - See answer #38**
40. Please provide a current maintenance organization chart, listing positions, number of personnel, and length of service. Listing of current employee ASE certifications

**a) We do not currently have maintenance staff. Services are contracted.**

41. What is the frequency of cleaning, minor and major?

**a) Cleaning of fleet is monthly with some units cleaned more often.**

42. Please provide detailed breakdown of cleaning and servicing requirements: **Answer: We do not have any requirements, but staff has a schedule.**

- a. Exterior washing
- b. Interior cleaning
- c. Interior detailing
- d. Waxing/Buffering/Seat shampoo**

43. Who provides non-revenue/support vehicles, what type are required, and how many?

**a) See attached Fleet report**

44. Please provide current listing of Client/Current owned shop equipment and will this equipment be available for use by the contractor?

**a) See attached list.**

45. Is the client currently utilizing a link between any other Maintenance management software if yes which programs are being interfaced?

**a) We only use RTA software internally.**

46. Are there coolant and oil storage tanks for both new and used fluids?

**a) Yes**

47. If the client provides the facility is there a current (180 days or less) Phase I Site Assessment report available?

**a) No**

48. If the client provides the facility is there any other environmental reports including Phase II Subsurface Investigations available?

**a) No**

49. If the client provides the facility is there a current (5 years or less) Spill Prevention, Control and Countermeasure (SPCC) plan available?

**a) No**

50. If the client provides the facility do they have a storm water permit?

**a) No**

51. If the client provides the facility and has a storm water permit is there a Storm water Pollution Prevention Plan (SWP-3) available?

**a) N/A**

52. If the client provides the facility who will be responsible for storm water requirements (i.e. sampling,

monitoring, training, reporting)?

**a) Agency**

53. If the client provides the facility are there existing fuel tanks? List above or belowground, capacity, and type fuel.

**a) None**

54. 5.8 Insurance & Performance Bond - BCD-RTMA, its Board, officials, agents, employees, volunteers are covered as insured's as respect to: liability arising out of activities performed by or on behalf of Contractor; products and completed operations of Contractor; or vehicles owned, leased, hired or borrowed by Contractor. The coverage shall contain no special limitations on the scope of protections afforded to BCD-RTMA, its Board, officials, agents, employees, and volunteers. Please confirm that BCD-RTMA is requiring to be an additional insured with respect to Commercial General Liability and Automobile Liability. Please note that additional insured status is not available on Workers Compensation, Employers Liability.

**a) Correct**

55. All Coverage: Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, and return receipt requested that has been given to BCD-RTMA. The standard is to provide Notice of Cancellation 30 days, 10 Days for Non-payment, the current Cancellation language found on the standard ACORD form is "Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions". Please confirm that BCD-RTMA will amend the contract to the industry standard.

**a) We will amend the contract to industry standards.**

56. BCD-RTMA reserves the right to require complete, at any time, certified copies of all required insurance policies. Complete copies of policies contain proprietary information (relating to other contracts/customers) which, given the possible exposure for release under the Freedom of Information Act, we are not permitted to release. Please confirm that BCD-RTMA will accept a Certificate of Insurance evidencing the required coverage as is standard in the industry.

**a) Acceptable**

57. Performance Bond: A Performance Bond will be required for the full term of this award, including renewals, if applicable. Please confirm that an annual renewable bond is acceptable.

**a) Acceptable**

**Link to attached files:** <https://www.dropbox.com/sh/g4dxpp4b5ihmm5y/AABAiFuqiZRf1czCP-IQCba?dl=0>

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OFFEROR SHALL ACKNOWLEDGE RECEIPT OF ADDENDUM NO. 1 IN THE SPACE PROVIDED BELOW AND RETURN WITH SUBMITTAL. FAILURE TO DO SO MAY SUBJECT PROPOSAL TO REJECTION.

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Authorized Signature

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Firm

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Date