



To: Transportation Service Contractor

From: Michael De Armond

Director of Transportation

Date: February 28, 2023

Re: Addendum to Pupil Transportation RFP - Q & A.

1. Why is the department bidding the service? *The current 3 year contracts for pupil transportation are concluding at the end of June 2023.*
2. Have the contractors been able to maintain sufficient driver and monitor staffing? *At the beginning of the current school year, First Student committed to covering 15 reg ed routes and Septran committed to 13 SPED routes w/monitors. Both contractors have been able to maintain that commitment so far this year. Septran has recently been able to add a couple of routes since January of this year.*
3. Are you satisfied with the current contractor(s) performance regarding this contract? *Outside of the driver shortages, yes.*
4. Has the district negotiated adjustments to existing contracts to address increases in wages or other labor increases to compete with market forces. If so can you provide a briefing as to the rate adjustment and any insight as to what adjustments were made. *No.*
5. Has the district made any changes to the routing structure in recent years, such as changing bell times, areas serviced, etc.? *No.*
6. Were services reduced due to covid pandemic and driver shortages? *Yes.*

If so, how many contracted routes were reduced and do you anticipate adding these routes back? *The current agreements do not have route minimums. Pre-COVID, First Student was covering approximately 45 reg ed routes. Septran was covering approximately 35 out of district routes with monitors. The RFP is setting minimum route coverage at 25 reg ed routes and 25 SPED routes with monitors.*

7. The RFP notes a minimum of 25 routes by service type. How many routes by type are actually contracted today? *The current contracts do not have route minimums.*
8. Can you clarify, does the district have a set minimum number of days it must operate in person? *The district calendar has 174 scheduled in-person days and 5 emergency make-up days.*
 - a. How many remote learning days in lieu of in-person learning do you allow or expend during the school year before needing to make up in person days? *5 remote learning days can be used before in-person learning days have to be made up.*
9. Page 11, Item 2.21 references prevailing wage. Could the district please provide current minimum/prevailing wage standards within the district's boundaries?
<https://labor.illinois.gov/laws-rules/conmed/current-prevailing-rates.html>
10. Page 13, item 3.2B, Would the district consider removing the mileage requirement as this a significantly low mileage for a typical school buses designed to operate two to four times the amount of miles noted? *We would consider modifying this requirement provided proof of routine scheduled maintenance is provided upon request.*
11. Page 13, item 3.2B, regarding the fleet age calculations, typically these are calculated at the beginning of the year and the bus will run for the entire school year. Would the district consider adding this to the provision. *yes*
12. Page 13, Item 3.2D references buses used for special education transportation. We understand that currently most of the special education routes are run using first division multi-purpose vehicles with a bus body. Due to chassis supply chain concerns lingering from the pandemic, these types of vehicles would not be able to be built in time for school start. Would the district allow mini-van cars such as Dodge Caravans for the service? *The District encourages providers to submit proposals using standard school bus equipment but will review and consider alternate proposals using first division vehicles and minivans. Decisions may be made on a case by case basis.*

13. Page 13, Item 3.2E references lap seat belts as being considered basic by this contract and to be provided when deemed necessary. Is this just for special education? Or does this apply to the regular education routes as well, as seat belts for regular education transportation is not a typical requirement. *Seat belts are not required on regular education buses but are to be provided at no additional cost if requested or required.*

14. Page 16, item 3.4A. What is the expectation for contractors to implement routing changes after they are received from the district. Typically, three business days are provided allowing the contractor to share with driver, they review and collaborate with district regarding any timing concerns and adjustments, and time allows time for families to be notified of the changes. *2-3 business days.*

15. Page 17, Item 3.6A discusses the facility requirements for the contract. Does the district have any operating facilities themselves separate from the transportation center or can provide parking space at district schools for contract operations? *No.*

16. Appendix K, We see that there are field trip rates requested. Are contractors used to provide trip service on a regular basis to the district? *No*

Can you provide a briefing as to the expectations and volume of hours anticipated? *This would be mostly for athletic trip drops that conflict with our home to school routes and only if we've exhausted our internal options to cover them with our own staff.*

16. Page 22, Item 5.1 Asks the contractor to list all vehicles that will be involved in the contract. Can the district please provide the current listing of vehicles provided by the current contractor. Please include the vehicle age, seating capacity, configuration of wheelchair buses (seated and wheelchair capacity), if they require air-conditioning and if any are non-yellow buses or cars, age, etc.

Route	Type	Seat Capacity	Year	A/C
#4077 Menta Plainfield	MPV	9	2014	Yes
#4020 SEAL Romeoville	MPV	9	2014	Yes
#4016 Parkland Prep Plainfield	MPV	9	2014	Yes

#4034 Krejci	MPV	9	2014	Yes
#4003 Camelot Genoa	MPV	9	2014	Yes
#4060 Marklund	MPV	9	2014	Yes
#4012 Glen Oaks West	MPV	9	2014	Yes
#4019 Seal Lombard	MPV	9	2014	Yes
#4004 Camelot Naperville	MPV	9	2014	Yes
#4061 Able Academy	Yellow W/C	5 bench + 1WC	2013	Yes
4028 Transition	Yellow W/C	6 bench + 1WC	2013	Yes
#4072 UCP	Yellow W/C	6 bench + 1WC	2022	Yes
#4035 Elim	Yellow W/C	3 Bench + 3WC	2015	Yes
#4022 Parkland Prep	Yellow Mini	28	2015	Yes
#4009 Giant Steps	Yellow Mini	28	2015	Yes

ROUTE	YEAR	MAKE	MODEL	SEATING CAPACITY	AC
1	2019	Dodge	Grand Caravan	7	Y
2	2020	Ford	Transit Connect	7	Y
3	2018	Dodge	Grand Caravan	7	Y
4	2019	Dodge	Grand Caravan	7	Y
5	2019	Dodge	Grand Caravan	7	Y
6	2019	Dodge	Grand Caravan	7	Y
7	2021	Ford	Transit Connect	7	Y
8	2019	Dodge	Grand Caravan	7	Y
9	2019	Dodge	Grand Caravan	7	Y
10	2017	Dodge	Grand Caravan	7	Y

11	2019	Dodge	Grand Caravan	7	Y
12	2019	Dodge	Grand Caravan	7	Y
13	2019	Dodge	Grand Caravan	7	Y
14	2019	Dodge	Grand Caravan	7	Y
15	2021	Ford	Transit Connect	7	Y
16	2017	Dodge	Grand Caravan	7	Y
17	2018	Dodge	Grand Caravan	7	Y
18	2016	Chrysler	Town&Country	7	Y
19	2019	Dodge	Grand Caravan	7	Y
20	2019	Dodge	Grand Caravan	7	Y
21	2020	Ford	Transit	9	Y
22	2013	Chevrolet	Collins	24	Y
23	2016	Chevrolet	Collins	24	Y
24	2015	Chevrolet	Collins	24	Y
25	2015	Chevrolet	Collins	24	Y

	Year	Capacity	WC	AC
141125	2014	71	NA	NA
141126	2014	71	NA	NA
141127	2014	71	NA	NA
141128	2014	71	NA	NA
141129	2014	71	NA	NA

141130	2014	71	NA	NA
141132	2014	71	NA	NA
141133	2014	71	NA	NA
141134	2014	71	NA	NA
141135	2014	71	NA	NA
141136	2014	71	NA	NA
141137	2014	71	NA	NA
141138	2014	71	NA	NA
141139	2014	71	NA	NA
141140	2014	71	NA	NA
141141	2014	71	NA	NA

Information Requests

1. Please provide a scan of any and all contracts or agreements for contracted transportation services currently in effect, including all exhibits, attachments, appendices, addendums, amendments or modifications thereto for all current contractors. [See Addendum B](#).
2. Please provide a scan of the transportation invoices for any and all contracted transportation services including all line item billing details and backup spreadsheets. Please provide invoices from October 2020, October 2021, and May 2022. [See Addendum A - We have provided December 2022 and January 2023](#).
3. If summer school contracted service ran a typical volume during 2022 can you please provide a scan of the transportation invoices for any and all contracted transportation including all line item billing details and backup spreadsheets for summer school transportation. Please provide invoices from June 2022, July 2022, and August 2022. If summer did not run a typical volume during 2021 or 2020, can you please provide the invoices from June 2019, July 2019, and August 2019 if that was a typical summer. [Summer School is not a part of this RFP](#).

4. Can you please provide a copy of the turn-by-turn directions including garage departure and return times and miles for all current contractor routes, regular education, special education, etc. We request that the district provide turn by turn direction as part of your information response in order for non-incumbent contractors to understand operating conditions and to formulate hypothetical routes for the bid response as this information is needed to calculate operating miles and hours.

See Addendum C.

5. Can you please provide a copy of the labor agreement, any amendments, or memorandums of understanding for current transportation contractor(s), any amendment letters, memorandums of understanding, or modifications thereto. **No**
6. Can you please provide a copy of the labor agreement, any amendments, or memorandums of understanding for district employed transportation employees and any amendment letters, memorandums of understanding, or modifications thereto.

<https://www.sd308.org/cms/lib/IL01906463/Centricity/Domain/146/OTA%20Professional%20Agreement%202018-2022%20Accessible.pdf>

<https://www.sd308.org/cms/lib/IL01906463/Centricity/Domain/146/OTA%20MOU.pdf>

7. Can you provide the transportation line item budgets for the current and past three school years.

No

- a. Do the contractors provide field trips and athletic trip service on a regular basis and if so, do they reside in transportation budget or individual school budgets? **No, contractors do not provide field trip transportation on a regular basis.**
- b. If separated can you provide the trip expense budget information as well. **No**

8. Under section 2.2: Insurance Policies (Page 11) the insurance requirements seem to apply to yellow bus vehicles, not MPV vehicles, will this be negotiable for alternative transportation providers? **No, these are the insurance requirements established by our insurance provider.**