

THE CITY OF WALTHAM  
MASSACHUSETTS

PURCHASING DEPARTMENT

**IN-DISTRICT SPECIAL EDUCATION STUDENT TRANSPORTATION AND  
OTHER SMALL VEHICLE TRANSPORTATION SERVICES**

ADDENDUM NO. 3

May 28, 2015

**CHANGES, CORRECTIONS AND CLARIFICATIONS**

The attention of bidders submitting proposals for the above subject project is called to the following addendum to the specifications. The items set forth herein, whether of omission, addition, substitution or clarification are all to be included in and form a part of the proposal submitted.

THE NUMBER OF THIS ADDENDUM (NO. 3) MUST BE ENTERED IN SPACE PROVIDED of the PRICE SHEET.

**ITEM NO.: 1**      **ANSWERS TO POSED QUESTIONS**

**Q1.** Are we requiring Prevailing Wage Rates?

**A1.** No

**Q2.** How many wheel chair vehicles do we currently use?

**A2.** We currently use 2 wheel chair vehicles.

**Q3.** Are we requiring the bid bond to be equal to 5% and \$20,000? Pg 3, 7 and 25

**A3.** The Bid bond shall be no less than 5% of your bid amount

**Q4.** May we obtain copies of the previous bid, contract award and last 2 months of bills for this work?

**A4.** It will take some time to retrieve this information from the City archives. It will be made available as soon as the info is retrieved.

**Q5.** Are driver logs sufficient for attendance records?

**A5.** Yes

**Q6.** Will the contract be awarded to one vendor or multiple vendors?

**A6.** See Computation of Low Bid, page 26

**Q7.** Will you require Class Type II vehicles?

**A7.** No

**Q8.** Is the Pre-school program 9:15 – 2:45 a separate program?

**A8.** No

**Q9.** Are GPS records sufficient for recording arrival times?

**A9.** Yes

**Q10.** Are the liquidated damages accurate?

**A10.** Yes the amounts are accurate. However, change any reference in the bid document from “Liquidated Damages” to “Penalty”. While the performance penalty amounts remain unchanged the enforcement of the penalty may be applied at the discretion of the School District

**Q11.** There is a reference to Stop Arms and Type II vehicles on page 14. Should this be removed or is it required?

**A11.** Reference to Type II vehicles and Stop Arms, page 14, are to be stricken.

**Q12.** Article IV, Section C, Item 3 – Insurance references liability coverage of not less than five million dollars (\$5,000,000). Is this accurate?

**A12.** Reduce the insurance general liability limit to \$2M

**Q13.** Article VI, Section E – Reports of Condition references three times per year. Are the three inspections comprised of one Registry of Motor Vehicle inspection and two additional 7D inspections?

**A13.** Yes

**Q14.** Does this bid include students on special or alternate schedules? How will this be bid?

**A14.** It is our expectation that special or alternate schedules will be worked into an existing combo route. These situations are so few, and are scheduled on an as needed basis, it is not practicable to list in the Invitation for Bid.

**Q15.** Does this contract cover transportation to external programs?

**A15.** Amend Invitation for Bids by adding the following:

**Article III – Transportation Schedule**

A. Schedule

School to Work	8:00 am – 3:00 pm
	12:00 pm – 2:00 pm
	12:00 pm – 3:00 pm

**Bid Form**

1. List of Routes

A. Routes

Intra-Waltham Travel	8:00 am – 3:00 pm
Bordering Waltham	12:00 pm – 3:00 pm

2. Summer Program Transportation

A. Routes

Intra-Waltham Travel	8:00 am – 2:00 pm
Bordering Waltham	8:00 pm – 2:00 pm

**Q16.** Will the winner(s) receive the first opportunity to refuse/bid/quote on McKinney Vento Homeless transportation?

**A16.** McKinney-Vento transportation is awarded on an individual basis through a quote process.

**Q17.** It is referenced that combo-routes require a minimum of 30 minutes between tiers. Is this accurate? Based on the schedule provided it only allows for 25 minutes between tiers? Is this your intention?

**A17.** Combo-routes are currently not applicable for the Summer Program, however should the schedule be altered in future years of the contract, please assume that there will be 30 minutes between First Bell and Dismissal of each program.

**Q18.** When the number of monitors are referenced does it mean that is the number of monitors that should be provided?

**A18.** The number of monitors referenced is based on student need. Only those vehicles transporting students requiring a monitor will be staffed with one monitor.

**Q19.** What type of camera feed is required, continuous feed vs incident?

**A19.** Either type of camera is acceptable.

**ITEM NO.: 2**

**DELETE AND REPLACE**

1. **DELETE** the present price sheet and **REPLACE IT** with the attached Revised price Sheet
2. **DELETE** the present Appendix C Students Requiring Transportation and **REPLACE IT** with the attached Revised Appendix C Students Requiring Transportation

**END OF ADDENDUM 3**

**Appendix C - Students Requiring Transportation**

<b>School Year Transportation</b>					<b>Students Requiring Special Services</b>			
	First Bell	Arrival Time*	Dismissal	# of students	Monitors	WC	Nurse	Regular Ed Students
Waltham High School	7:30 AM	7:20 AM	2:00 PM	19	2	0		3
Kennedy Middle School	8:00 AM	7:50 AM	2:30 PM	13	1	1		1
McDevitt Middle School	8:00 AM	7:50 AM	2:30 PM	22	0	0		
Fitzgerald Elementary School	8:42 AM	8:25 AM	3:00 PM	19	0	0		
MacArthur Elementary School	8:42 AM	8:25 AM	3:00 PM	19	0	0		
Northeast Elementary School	8:42 AM	8:25 AM	3:00 PM	17	6	0		
Plympton Elementary School	8:42 AM	8:25 AM	3:00 PM	34	0	0		13
Stanley Elementary School	8:42 AM	8:25 AM	2:45 PM	43	7	0		
Whittemore Elementary School	8:42 AM	8:25 AM	3:00 PM	0	0	0		
TBD Incoming K from NE PK	8:42 AM	8:25 AM	3:00 PM	25	5	3	1	
TBD Incoming K from STN PK	8:42 AM	8:25 AM	3:00 PM	10	0	0		

<b>Preschool Program</b>					<b>Students Requiring Special Services</b>			
	First Bell	Arrival Time*	Dismissal	# of students	Monitors	WC	Nurse	
Northeast Elementary - Preschool								
Morning Session (Tuesday - Friday)	9:15 AM	9:15 AM	11:40 AM	29	7	1		
Afternoon Session (Tuesday - Friday)	1:05 PM	1:05 PM	3:30 PM	24	4			
Full Day (Monday - Friday)	8:25 AM	8:25 AM	2:45 PM	10	2	3		
Stanley Elementary - Preschool								
Morning Session (Tuesday - Friday)	9:15 AM	9:15 AM	11:40 AM	7	1			
Afternoon Session (Tuesday - Friday)	1:05 PM	1:05 PM	3:30 PM	6	1			
Full Day (Monday - Friday)	8:25 AM	8:25 AM	2:45 PM	13	5		1	

<b>Summer Program</b>					<b>Students Requiring Special Services</b>			
	First Bell	Arrival Time*	Dismissal	# of students	Monitors	WC	Nurse	
Northeast Elementary School	9:00 AM	9:00 AM	2:00 PM	58	14	3	1	
Northeast Elementary - Preschool	9:00 AM	9:00 AM	2:00 PM	51	23	3		
McDevitt Middle School - 6th - 12th Grade +	9:00 AM	9:00 AM	2:00 PM	30	3	1		

<b>School to Work Program</b>					<b>Students Requiring Special Services</b>			
	First Bell	Arrival Time*	Dismissal	# of students	Monitors	WC	Nurse	
Brandeis University	8:00 AM	8:00 AM	3:00 PM	3				
Brandeis University	12:00 PM	12:00 PM	3:00 PM	2				
EPOCH of Weston	12:00 PM	12:00 PM	2:00 PM	4				
Bentley University	TBD		TBD					

<b>School to Work - Summer Program</b>					<b>Students Requiring Special Services</b>			
	First Bell	Arrival Time*	Dismissal	# of students	Monitors	WC	Nurse	
Brandeis University	8:00 AM	8:00 AM	2:00 PM					
Brandeis University	8:00 AM	8:00 AM	2:00 PM					
EPOCH of Weston	8:00 AM	8:00 AM	2:00 PM					
Bentley University	8:00 AM	8:00 AM	2:00 PM	6				

\*Unless otherwise noted in Article III, Section A, arrival time shall comply with Article III, Item D - Maintenance of Schedule.



**2. SUMMER PROGRAM TRANSPORTATION**

The School Department may require transportation services for its' Summer Program for approximately 20 days during the period of June 15 to August 14. The exact schedule, routes and number of vehicles are determined annually. Please bid on the following routes to Waltham Public Schools, based on the projected needs indicated on Appendix C -Students Requiring Transportation. Each bid is for the size vehicle indicated, for one round trip per day. Each route for each vehicle type will be awarded individually. Contractor(s) shall perform such awarded service only upon designation by the School Department upon its' needs. The School Department has the right to assign Combo-routes before individual routes.

A. Routes	First Bell 9:00 AM	Dismissal 2:00 PM	8 Passenger Van		Minivan		Wheelchair Van		TOTAL COST per Route
			# of vehicles required	cost per vehicle	# of vehicles required	cost per vehicle	# of vehicles required	cost per vehicle	
Waltham High School 617 Lexington Street			_____	_____	_____	_____	_____	_____	_____
Kennedy Middle School 655 Lexington Street			_____	_____	_____	_____	_____	_____	_____
McDevitt Middle School 75 Church Street			_____	_____	_____	_____	_____	_____	_____
Fitzgerald Elementary 140 Beal Road			_____	_____	_____	_____	_____	_____	_____
MacArthur Elementary 494 Lincoln Street			_____	_____	_____	_____	_____	_____	_____
Northeast Elementary 70 Putney Lane			_____	_____	_____	_____	_____	_____	_____
Plympton Elementary 20 Farnsworth Street			_____	_____	_____	_____	_____	_____	_____
Stanley Elementary 250 South Street			_____	_____	_____	_____	_____	_____	_____
Whittemore Elementary 30 Parmenter Road			_____	_____	_____	_____	_____	_____	_____
School to Work Program	8:00 AM	2:00 PM							
Intra-Waltham			_____	_____	_____	_____	_____	_____	_____
Bordering Waltham			_____	_____	_____	_____	_____	_____	_____
B. Combo-routes (route tiers to be combined as determined by the School Department, based on staggered start times with a minimum of 30 minutes between tiers). Please note, Combo-routes are currently not applicable for the Summer Program.									
2 tier combo-route			_____	_____	_____	_____	_____	_____	_____
3 tier combo-route			_____	_____	_____	_____	_____	_____	_____
4 tier combo-route			_____	_____	_____	_____	_____	_____	_____

**3. BUS MONITORS**

Certain routes may require the use of a monitor. The cost of a monitor will be calculated on an hourly rate. All invoices must include hours worked, number of days, and hourly rate for each monitor.

Rate per hour \$ \_\_\_\_\_

**4. EXTRA-CURRICULAR TRANSPORTATION**

Extra-curricular transportation will be calculated on an hourly rate per trip. All invoices must include hours driven information to be verified by the School Department trip supervisor.

Rate per hour \$ \_\_\_\_\_

\* Unless otherwise noted here, arrival time shall comply with Article III, Item D – Maintenance of Schedule.

**My Company Recognizes receipt of Addenda # \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.**