

Addendum 1

RFP # 2008-05 “Shuttle & Charter Bus Service”

Notes from March 6, 2008 Pre-Bid Conference

- Q. Are rates from the last contract available?
- A. Requests must be in writing. Be sure to cite under what law you are requesting such information.
- Q. Are you looking for an hourly rate for service?
- A. The College will be looking at a daily price. Salem State pays on a weekly basis with a corporate credit card. Credit Card payment is the College’s preferred method.
- Q. What are the different types of bus service?
- A. Shuttle and Charter, VIP, Athletic trips, and transfers. Charter service is made up of VIP (Speaker Series, Inauguration, Commencement, special events, etc.), Athletic trips and various student and faculty field trips.
- Q. Is there a grace period for contractors to use alternative equipment while waiting for newly ordered vehicles? (Manufacture time can be lengthy)
- A. The type of equipment specified in bid is required at the commencement of contract. No alternative equipment will be accepted.
- Q. Can subcontractors provide service?
- A. No subcontractors will be allowed.
- Q. Why do you require a fleet of seven (7) units?
- A. There is a tremendous amount of activity on our campus. Even though the bulk of classes are on a Monday through Friday schedule, the Athletics Dept. often uses buses all seven days for a variety of sports. During the summer months, the campus is heavily used by high school groups traveling from various inner cities as well as field trips, VIP trips, special events such as Alumni Weekend, trips to Boston and NY airports to pick up and drop of students who are studying ESL, etc.

- Q. How many hours beyond the normal shuttle do you anticipate for charter service?
- A. Rough guess of 1,000 hours (for VIP, Athletics, Special Events, etc.)
- Q. On days that contractor is told to stop the bus early (weather conditions, Halloween, etc.) will they get paid for the entire scheduled shift?
- A. You will be paid for hours worked. You will be notified in advance of any holidays where bus service is not required. You will not be paid for Holidays with no service nor days when school is cancelled for snow emergency.
- Q. Do you expect reporting requirements for Charter service?
- A. No, but reporting is mandatory for shuttle service.
- Q. Is the College open to the possibility of using different fuels for buses?
- A. The College considers any sustainable effort to be a plus.
- Q. When will the contract actually start?
- A. Contract will commence July 1, 2008 for charter service but shuttle service starts September 3, 2008.
- Q. Do you really expect a flat rate for five (5) years as it says in the bid?
- A. The RFP asks for a rate for five (5) years. SSC prefers a price quote for a 5 year period (if possible). If you feel the need to reply based on some formula of increase of fuel, insurance, labor, materials, then do so.
- Q. Does every piece of equipment have to be handicapped accessible?
- A. Yes
- Q. What is your priority?
- A. Safety is the priority of Salem State above all else.
- Q. What kind of communications device are you expecting in each bus?
- A. Each shuttle bus will be provided with a campus police issued hand-held portable radio allowing instant contact with the Campus Police Dept.

Q. What kind of signage are you looking for?

A. The College is looking to affix temporary signage on buses. We realize that you utilize the fleet when it is not here.

Q. What kind of communication is expected?

A. Problems and complaints will be shared with contractor immediately. SSC is looking for a contractor who is willing to work together long term as a partner and have a good rapport. Often contractor will be asked to attend meetings with student groups and other customers and administration to discuss quality of service. When possible, Chief Anglin will provide a heads up to the issue at hand.

Q. Will the College store buses on campus if needed?

A. The College can accommodate the need for storage and can even put a camera on the buses.