

DEPARTMENT OF EDUCATION  
PROCUREMENT AND CONTRACTS BRANCH

August 5, 2016

RFP D17-002

REQUEST FOR PROPOSALS

**STUDENT TRANSPORTATION SERVICES ON THE ISLAND OF KAUAI  
FOR THE STATE OF HAWAII DEPARTMENT OF EDUCATION (DOE)**

ADDENDUM 1

Attached is the first addendum to RFP D17-002 for student transportation services on the island of Kauai. This addendum provides clarification for questions asked as part of the RFP. This response and all of its attached documents are hereby incorporated and made a part of the RFP. Given the similarities to RFP D17-001, a number of questions and responses have been repeated here for purposes of clarification.

**CLARIFICATIONS FROM THE PRE-BID CONFERENCE**

As a result of questions raised during the pre-bid conference, the following changes are to be incorporated into the specifications.

- Table 1 on Page 6 is removed and replaced by the following to reflect the updated counts per cluster.

Table 1 – Service Cluster Volume Estimates

Clusters	1-Waimea	2-Kapaa	3-Kauai
Location/ Description:	Kekaha, Waimea, Hanapepe, Eleele & Kalaheo	Haena, Hanalei, Princeville, Kilauea, Anahola, Kawaihau, Kapaa & Wailua	Wailua, Hanama’ulu, Lihue, Puhi, Koloa, Omao, Lawai & Kalaheo
Count of School Buildings Served:	5	5	5
Count Regular Education Buses:	15	21	15
Count of Special Education Buses:	4	4	6
Total Buses in Service:	19	25	21

- A revised Attachment B pricing form is included in this Addendum to reflect the revised count of units by cluster.
- Section 5( c)(ii)(2)(a)(ii) I removed and replaced by “For Type II buses as defined by Hawaii Administrative Rules Title 19, Chapter 143.”

**RESPONSE TO QUESTIONS**

Bidders should note that in some instances questions that addressed the same topic have been combined and a single answer provided.

1. From page 16 number 3 and 7. Where are the contractors to find the forms listed?
  - A. Form ag009 and ag010 can be found at <http://hawaii.gov/forms.html/internal/department-of-the-attorney-general>
2. From page 21 Section (e), how much storage is wanted on the camera system? How many days? Or hours?
  - A. Department of Education policy is that 10 days storage be available for review.
3. From page 23 b) Minimum Service Levels and Standards, the Contractor is required to report within 15 minutes of the delay but what would STSB consider as a delayed route?

- A. Per the Specifications Section 3(b)(2)(i) "A delay or missed route is defined as any route component that begins operation after its scheduled time, or that must be serviced by another means as a result of the Contractor's failure to provide a qualified driver or monitor in a timely manner." Please note that this requirement is specific to instances where contractors have had to cover runs due to a lack of available drivers to cover all assigned routes.
- 4. From page 28 b) Annual Price Escalators, who will determine whether there is an increase, will the district automatically apply the increase, or must the contractor ask for it?
  - A. The Escalator will be established as established by the Bureau of Labor Statistic's Consumer Price Index for Urban Wage Earners and Clerical Workers for Honolulu Hawaii (A426) issued in January of each year. The escalator will be applied automatically to the rates by the STSB and Contractors will not have to request the increase.
- 5. From page 17, would consideration be made to limit the total number of vehicle reduction to 10% for the life of the contract due to a considerable amount of investment for new equipment purchases prior to the contract effective date?
  - A. No. Bidders are encourage to review the clause to ensure they recognize that the 10 percent addition or reduction is specifically related to the renegotiation of pricing. This provision recognizes the potential changes to a Contractor's fixed and variable cost profile if the number of units are revised during the term of the agreement.
- 6. In addition to the minimum of two (2) digital video cameras installed for recording footage within the vehicle and at the loading door, will the DOE allow cameras (additional) to record footage outside of the vehicle while in operation? The purpose is to record footage of unforeseen activities or incidents that may occur outside of the vehicle.
  - A. Provided the Contractor meets the requirements of the specifications as defined, any additional cameras are at the discretion of the vendor and the vendor assumes full responsibility for the use of those cameras. Vendors should note that the permission to view recordings must be received from the Department of Education. This permission must be requested on an individual incident basis and permission will not be unreasonably withheld.
- 7. From page 28, targeted maximum threshold of \$4.25 per gallon for Fuel. Is this a direction to use \$4.25 per gallon for our fuel cost in pricing this RFP or is that amount just the base line to be used for the Fuel Cost Adjustment?
  - A. The DOE is not providing direction to vendors to determine their fuel costs. This value is provided solely to provide information on how DOE will reimburse fuel costs for services rendered under this contract. Please note the change to the targeted maximum threshold in the question below.
- 8. Would consideration be made to recognize the current cost per gallon average (\$4.11 – 7/28/16) based on AAA Daily Fuel Gauge Report (Hawaii Average, Wailuku) as the targeted maximum threshold cost per gallon base?
  - A. A. No. After careful consideration, the seven year term of the contract and the potential volatility of diesel fuel prices compel the Department of Education to maintain consistency of its maximum fuel price threshold. In order to provide additional clarification, the Department of Education reminds vendors that the established \$4.25 threshold is specific to diesel fuel costs. If vendors choose to acquire buses using any other fuel type the Department of Education will negotiate an alternative target threshold specific to the fuel chosen.

9. From page 28, Fuel Cost Adjustment, will the Fuel Cost Adjustments tied to the new contract use the MPG as stated in the RFP of 7 and 10 respectively?
  - A. Yes.
10. It is understood that arrangements for Supplemental Services (Charters), under this RFP's agreement, are directly handled between schools and contracted school bus operators. Will DOE authorize its school bus contractors the right to refuse future supplemental services to schools that fail to pay for incurred services within invoice payment terms?
  - A. The STSB has no responsibility for supplemental services and therefore cannot address the question.
11. Please explain the method in calculating the evaluation points for supplemental service (per hour) bids since multiple bids (by line item) are required per cluster.
  - A. Per the specifications "A total of 4 points will be applied to the average "Hourly driving rate for supplemental services" rate provided in Attachment B." The methodology of determining those points is detailed on Page 9 of the RFP.
12. Would it be possible to assign the Cluster Number to each School listed in Attachment D-School Listing?
  - A. Please see the revised Attachment D included at the end of this Addendum. Using the school names and cluster assignments
13. Is there a minimum hourly wage that must be paid to bus drivers?
  - A. The DOE does not establish the minimum wage that must be paid to drivers.

**Attachment D – Updated School Listing**

School Name Days in Service	Days in Service	Cluster assignment
Waimea High	180	1
Waimea Canyon Middle	180	1
Kekaha Elementary	180	1
Eleele Elementary	180	1
Kalaheo Elementary	180	1
Kapaa High	180	2
Kapaa Middle	180	2
Kapaa Elementary	180	2
Kilauea Elementary	180	2
Hanalei Elementary	180	2
Kauai High	180	3
Chiefess Kamakahelei Middle	180	3
Koloa Elementary	180	3
Wilcox Elementary	180	3
King Kaumualii Elementary	180	3

## Attachment B – Pricing Form

### Cluster 1 – Waimea

	A	B	C	Total Cost=A*B*C			
	Number of Buses Required	Daily Rate for 3.5 hour minimum	Number of Days	Subtotal Cost	Additional Cost Over 3.5 hours (price should represent cost in 15 minute increments)	Hourly <b>driving rate</b> for supplemental services (inclusive of all personnel and vehicle costs) priced in one hour increments	Hourly <b>layover &amp; wait time</b> rate for supplemental services (inclusive of all personnel and vehicle costs) priced in one hour increments
Count of Regular Home-to-School Buses (Type I)	14		180				
<b>SPECIAL REQUIREMENT KAUAI ONLY:</b> Count of Regular Home-to-School Buses 42 passenger	1		180				
Count of Special Needs Buses (Type II) with no special equipment	2		180				
Count of Special Needs Buses (Type II) with at least 2 wheelchair positions	2		180				
Count of Special Needs Buses (Type II) with 3 or more wheelchair positions			180				
Count of Special Needs Buses (Type II) with at least 2 wheelchair positions with Air Conditioning			180				
Count of Special Needs Buses (Type II) with 3 or more wheelchair positions with Air Conditioning			180				
<b>Cluster Total Cost</b>							

## Attachment B – Pricing Form

The Department is also interested in receiving incremental pricing for schools bus with a rated capacity of 78 passengers or greater. In the blocks below please provide the proposed daily rate for those types of assets and the number of buses you would be willing to provide:

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Daily rate for 78 and greater passenger bus

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Number of units that could be provided

## Attachment B – Pricing Form

### Cluster 2 – Kapaa

	A	B	C	Total Cost=A*B*C			
	Number of Buses Required	Daily Rate for 3.5 hour minimum	Number of Days	Subtotal Cost	Additional Cost Over 3.5 hours (price should represent cost in 15 minute increments)	Hourly <b>driving rate</b> for supplemental services (inclusive of all personnel and vehicle costs) priced in one hour increments	Hourly <b>layover &amp; wait time</b> rate for supplemental services (inclusive of all personnel and vehicle costs) priced in one hour increments
Count of Regular Home-to-School Buses (Type I)	19		180				
<b>SPECIAL REQUIREMENT KAUAI ONLY: Count of Type II buses with no special equipment for Regular Home-to-School services</b>	2		180				
Count of Special Needs Buses (Type II) with no special equipment	1		180				
Count of Special Needs Buses (Type II) with at least 2 wheelchair positions	3		180				
Count of Special Needs Buses (Type II) with 3 or more wheelchair positions			180				
Count of Special Needs Buses (Type II) with at least 2 wheelchair positions with Air Conditioning			180				
Count of Special Needs Buses (Type II) with 3 or more wheelchair positions with Air Conditioning			180				
<b>Cluster Total Cost</b>							

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---

Daily rate for 78 and greater passenger bus

---

Number of units that could be provided

## Attachment B – Pricing Form

### Cluster 3 – Kauai

	A	B	C	Total Cost=A*B*C			
	Number of Buses Required	Daily Rate for 3.5 hour minimum	Number of Days	Subtotal Cost	Additional Cost Over 3.5 hours (price should represent cost in 15 minute increments)	Hourly <b>driving rate</b> for supplemental services (inclusive of all personnel and vehicle costs) priced in one hour increments	Hourly <b>layover &amp; wait time</b> rate for supplemental services (inclusive of all personnel and vehicle costs) priced in one hour increments
Count of Regular Home-to-School Buses (Type I)	15		180				
<b>SPECIAL REQUIREMENT</b> KAUAI ONLY: Count of Regular Home-to-School Buses 42 passenger			180				
Count of Special Needs Buses (Type II) with no special equipment	4		180				
Count of Special Needs Buses (Type II) with at least 2 wheelchair positions	2		180				
Count of Special Needs Buses (Type II) with 3 or more wheelchair positions			180				
Count of Special Needs Buses (Type II) with at least 2 wheelchair positions with Air Conditioning			180				
Count of Special Needs Buses (Type II) with 3 or more wheelchair positions with Air Conditioning			180				
<b>Cluster Total Cost</b>							

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The Department is also interested in receiving incremental pricing for schools bus with a rated capacity of 78 passengers or greater. In the blocks below please provide the proposed daily rate for those types of assets and the number of buses you would be willing to provide:

---

Daily rate for 78 and greater passenger bus

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Number of units that could be provided