

Gainesville.

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ADDENDUM NO. 1

Date: March 6, 2019

Bid Date: March 27, 2019
3:00 P.M. (Local Time)

Bid Name: ADA Paratransit Service in City of Gainesville
and Alachua County

Bid No.: RTSX-190028-DS

NOTE: This Addendum has been issued to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Questions received so far and City's response:

Question 1: Section F, page 4: Will questions regarding this RFP be allowed to be submitted via email? If yes, please provide an email address contact.

Answer 1: Yes, email to sescoda@cityofgainesville.org.

Question 2: Section B, page 8: The number of trips on the price pages are significantly different than the amount of trips provided on page 8 of the RFP. Price pages total 70,908 annual Trips. 2018 trips total 56,952. Please clarify the approximate increase of 14,616 annual trips.

Answer 2: It is an average for each area. Do not add the wheelchairs and companions into the Ambulatory number. The numbers provided on page 8 are the actual numbers of trips purchased from the current contractor; which are only ADA trips, not the 5311 and 5310 trips. The 5311 and 5310 trips cannot be included because they require 50-50 funding match.

Question 3: Section A, page 10: Please clarify how the prices will be evaluated; will the full contract term be considered or only the first two years of pricing?

Answer 3: The full five years of pricing plus estimated CPI increase allowances will be used for the evaluation of the price.

Question 4: Section 1.4, page 15: The RFP states, "The City will provide a minimum of fourteen (14) cutaway paratransit vehicles to be used to provide ADA service." In the 2017-2018 TDSP there are 38 vehicles list in the fleet. Of these vehicles; 22 are provided by RTS, 3 by the County, and 13 are provided by the current contractor. Please provide the number of vehicles the proposer should assume providing to this contract to allow for a fair pricing comparison.

Answer 4: The numbers on the TDSP are outdated. Currently the contractor has 19 City vehicles. We use grants to get vans. We are not always awarded the grants we ask for, so, the city will only provide a minimum of 14 vehicles. It is up to the contractor to determine how many vehicles they will need to provide the service.

- Question 5: Section 1.5, page 15: Please provide the current call volume, broken down by weekday, Saturday and Sunday to include hourly levels if possible.
- Answer 5: See the QAP reports document that has been uploaded separately and titled “Addendum #1 Attachment – QAP Reports”.**
- Question 6: Section 1.1, page 19: The RFP states, “The CONTRACTOR shall define a sufficient number of vehicles to meet service levels, as they may vary over time, and must include spare vehicles to allow for routine servicing, repairs, vehicle breakdowns and similar occurrences as may be reasonably anticipated.” Please provide the current number vehicles in service during peak hours.
- Answer 6: Thirty-five (35) vehicles. However, as the CTC, the current contractor operates a coordinated system and ADA riders are on vehicles with Medicaid and TD clients. This RFP is only for ADA trips, so, 35 vehicles most likely would be too many to provide just ADA service.**
- Question 7: Section 1.2, page 19: The RFP states, “To assist in the provision of ADA services, the CITY will lease to the CONTRACTOR a minimum of fourteen (14) ADA compliant vehicles at the rate of One Dollar (\$1.00) annually. The CONTRACTOR may use these vehicles for coordinated paratransit service and is subject to the insurance requirements contained in this Agreement.” In review of the fleet listing it appears that there several of the City provided vehicles are at or will exceed the 200,000 mile threshold. Will these vehicles that exceed this threshold be replaced by the City?
- Answer 7: Yes.**
- Question 8: Section h, page 19: The RFP states, “Upon approval of RTS, the CONTRACTOR may sell passes, tickets or other fare media for ADA demand response service. The CONTRACTOR is responsible for all costs associated with producing such media.” Please provide any fare media currently being produced by current contractor and used in ADA service.
- Answer 8: Current contractor sells paper tickets that are made in their office. So, whatever system the contractor wants to use is acceptable to the city.**
- Question 9: Section k, page 19: The RFP states, The CONTRACTOR will retain all fares, which are received in the form of cash as partial payment for services rendered.” Please provide the process for any non-cash fares received.
- Answer 9: Since the fares are collected by the contractor, the process used is up to their discretion. The only exception is the certification trips for which there is no co-pay. So, the \$3.00 co-pay is not subtracted from the totals on the invoice but the contractor is not reimbursed either.**
- Question 10: Section k, page 19: Are any passengers currently billed fares by the current contractor? For example: Client is mailed an invoice by the contractor for fares for completed trips each month. If so, are these fares collected deducted from monthly invoicing to the City?
- Answer 10: The passengers pay when they get on the vehicle. Yes, the fares collected are deducted from the monthly invoicing.**
- Question 11: Section 1.3, page 20: The RFP states, “Nothing contained in this document shall preclude the CITY from adding additional paratransit service providers, if in the sole discretion of the CITY, the CONTRACTOR lacks sufficient capacity or is unable to provide the required additional capacity or if the CITY determines that program services will be improved by the addition of other paratransit service providers.” With this language; would the City consider a threshold that allows for renegotiation? Example: If trips increases or decreases by 5%.
- Answer 11: No, there will be no renegotiation. This language is in the document to ensure contractors do not try and submit a low bid and then when they cannot provide service because they bid the project too low, expect to come back and renegotiate the cost of providing service.**
- Question 12: Section 1.4, page 20: The RFP states, “The CONTRACTOR is prohibited from using any vehicle on this contract which exceeds five (5) model years of age and have more than 200,000 miles. The CONTRACTOR must propose to the CITY what their vehicle retirement plan will be. Use of vehicles

not meeting the specifications will be deemed a breach of contract. The CITY reserves the right to provide or not to provide the CONTRACTOR with CITY owned replacement vehicles.” Please confirm the number of vehicles that will need to be provided by the proposer to calculate accurate costs.

Answer 12: **The number of vehicles needed to provide the service is up to the contractor. They must meet standards set forth by the ADA.**

Question 13: Section 1.2, page 28: Who is responsible for providing fuel? Agency or Contractor?

Answer 13: **The contractor is responsible for providing fuel.**

Question 14: Section 1.2, page 28: 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?

Answer 14: **No.**

Question 15: Section N, page 32: LD / REPORTING: Please provide a listing of any liquidated damages charged or incentives earned over the past 12 months. Please clarify if the liquidated damages listed in the RFP differ from the current contract.

Answer 15: **There have been no liquidated damages for that period. The same liquidated damages are in the current contract only the percentages have changed.**

Question 16: Section N, page 32: LD / REPORTING: Are the changes in the Liquidated Damages for this new RFP that are changed from what is currently in place with the current contract?

Answer 16: **The percentages were adjusted slightly.**

Question 17: Section N, page 32: LD / REPORTING: Would the agency consider postponing Liquidated Damages during the first 90 days of the new contract period for a new contractor?

Answer 17: **Depends on the situation. The contractor is expected to have planned to do the work outlined in the bid and provide the service promised in their proposal.**

Question 18: Section N, page 32: LD / REPORTING: Please provide the actual performance for each performance standard listed by month for the past 12 months.

Answer 18: **The only Performance standards are listed in the QAP reports (uploaded separately and titled “Addendum #1 Attachment – QAP Reports”). Most of the liquidated damages were instituted because the current vendor had problems in those areas when they initially took over the contract which prompted measures to be included in subsequent contracts to ensure those performance behaviors did not continue.**

Question 19: Section N, page 32: LD / REPORTING: Please provide the current provider’s performance as they relate to the Performance Standards for the (Fixed Route System and ADA Paratransit System) as listed in the RFP for the past 12 months on pages XX and XX.

Answer 19: **The Fixed Route is not applicable to this RFP. As stated in Answer 18 above, the QAP is the standard that is used.**

Question 20: Section N, page 32: Please provide copies of the last three months (or 12 months) of management reports from the Contractor.

Answer 20: **RTS does not receive management reports from the Contractor.**

Question 21: Section N, page 32: LD / REPORTING: Would the agency consider setting the LD’s to be calculated based on actual performance data over the last 12 months from the incumbent provider? With an appropriate measure of actual performance for a long-term provider that has been achieved throughout the existing contract term this can provide a reasonable level of performance expectations. a. For example, if the on-time performance over the last 12 months has been 84%, then the minimum standard is set at 84% with no penalty, incentives for every 1% increase in on-time performance and penalties should be assessed for any on-time performance below 84%. b. (What this does is sets the standard of

performance that is currently being achieved, setting a better performance path into the future and ultimately will support the overall mission of xxx agency in ensuring the highest level of customer service to the xxx community. This measurement will allow for vendors to reduce their budgetary allocations for anticipated LD assessments and ultimately places additional dollars into delivering the high level of quality service that xxx agency desires.)

Answer 21: **No, the City Attorney was the determining factor in how our liquidated damages were created and the contractor selected will be held accountable for their work, not the previous provider. Also the current provider is providing a coordinated system which this contract does not require.**

Question 22: Section 1.3, page 34: On-Time Performance -Is a pickup before the window still considered on-time?

Answer 22: **No, the pickup must occur within the pickup window. If the vehicle arrives early and the rider is not ready the driver must wait till the window opens. If the rider is ready and wishes to go early they may do so but the trip would still be considered early.**

Question 23: Section W, page 38: “The CONTRACTOR will pay the CITY a flat monthly charge using the formula (the 20% local match for the grant program for each vehicle divided up over 60 months) which will be used for the capital replacement program. This will insure RTS has the match money needed to purchase replacement vehicles to continue to provide service for all paratransit passengers. The CITY will deduct payment from the monthly service invoice.” Please clarify the current cost of this to the proposers. Is there any plans to expand the City provided fleet during this contract term?

Answer 23: **Currently the contractor has 19 vehicles and pays \$4,232.25 a month. There are no plans to expand the City provided fleet.**

Question 24: Section W, page 38: Please provide information on the Agency provided fleet to include engine type, fuel type, current odometer readings, and average miles operated per year. Please advise if the contractor is required to provide any items on the bus [fare boxes, radios, MDT, etc.].

Answer 24: **The vans are standard Ford cutaways 12/2 procured through the current contract with the State of Florida. They are gasoline engines. The contractor will be responsible for any additional equipment on the vehicle. Since the vehicles are used in a coordinated system the odometer readings and average miles operated reflect the current system, which would not be accurate if you are only providing ADA service which is what this contract is for.**

Question 25: Section 1.3, page 36: Please provide the revenue service hour definition listed in the RFP.

Answer 25: **This is required by the National Transit Database (NTD), so their definition will be used. Which is Revenue Service (Miles, Hours, and Trips) - The time when a vehicle is available to the general public and there is an expectation of carrying passengers. These passengers either:**

- **Directly pay fares;**
- **Are subsidized by public policy; or**
- **Provide payment through some contractual arrangement.**

Vehicles operated in fare free service are considered in revenue service. Revenue service includes:

- **Layover / recovery time.**

Revenue service excludes:

- **Deadhead;**
- **Vehicle maintenance testing;**
- **School bus service; and**
- **Charter service.**

The contractor will be paid per trip that actually transported a client to their requested destination. No shows and cancelled trips will not be reimbursed.

- Question 26: Section 1.6, page 41: “The City of Gainesville has not set a specific goal for this project. The agency’s overall goal for DBE participation for the period October 1, 2016 through September 30, 2020 is 1.5%. This goal represents those elements of work under this Contract performed by qualified Disadvantaged Business Enterprises for amounts totaling not less than 1.5% of the total Contract price. Failure to meet the stated goal at the time of proposal submission may render the Bidder/Offeror non-responsive.” Please confirm the proposer’s DBE goal for this procurement.
- Answer 26: As stated in the RFP, a *specific* DBE goal was not established for this project, but DBE participation is still highly encouraged, if feasible.**
- Question 27: Section on TDSP: Does this procurement also include the Transportation Disadvantaged program? If so, do the price pages include these trips?
- Answer 27: No, TDSP is not included in this RFP. The City is responsible only for ADA Paratransit services.**
- Question 28: Section on TDSP: If Transportation Disadvantaged trips are included in this procurement, who is responsible for determining eligibility?
- Answer 28: The current contractor is the CTC and was awarded the contract in 2017; they handle the TD certification.**
- Question 29: Section on TDSP: If Transportation Disadvantaged trips are included in this procurement, will the successful bidder also become the CTC?
- Answer 29: Transportation Disadvantaged trips are not included in this RFP and the successful bidder will not become the CTC as that is a separate contract not handled by the City.**
- Question 30: Please provide the Trapeze Route Productivity Report from the Trapeze Software daily, for a period of one week during season (February 2019) and one week during off-season (July 2018).
- Answer 30: That is the current contractor’s data and software. Since it is a coordinated system the numbers would not provide an accurate picture of the service covered by this RFP.**
- Question 31: Please provide the current rates paid to the existing contractor for variable and fixed costs. Also, please indicate the total amount paid to the contractor for the last fiscal year.
- Answer 31: There are no variable costs. The trip rates are fixed: Ambulatory is \$30.97; Wheelchair is \$35.16; and Companion is \$9.31. In fiscal year 18 we paid the current contractor \$1,654,881.11.**
- Question 32: Please confirm the volume of hours and trips on which proposers should base their proposals. Please describe plans for any changes to the volume of hours in the next 12 months.
- Answer 32: Hours of operation are Monday thru Friday, 6:00 AM to 9:00 PM; Saturday, 7:00 AM to 7:00PM; and, Sunday 9:00 AM to 6:00 PM. Trips outside those hours are provide by RTS because the trip volume is so low (one rider) it is not provided by the contractor. There are no current plans to extend hours.**
- Question 33: Please provide/confirm the current revenue miles and hours; current deadhead miles and hours; and current total miles and hours for these services.
- Answer 33: These figures are from the NTD FY17 Revenue Miles: 580,650, Revenue hours: 39,238. Deadhead hours: 6,692; Deadhead miles: 104,321. Total miles: 684,971; Total Hours: 45,930.**
- Question 34: 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.
- Answer 34: These Figures are from NTD report from FY17, as FY18 is not verified as of yet. Note the number of vehicles are a combination of current contractor vehicles, county Vehicles and City vehicles. There are only 19 vehicles that are currently available with this contract. Also, the City contract only provides for a minimum of 14 vehicles. If a new provider feels they will need more vehicles they will be responsible to provide those vehicles. The current contractor is also the CTC and therefore runs a coordinated system and is able to use a combination of vehicles**

which will not be the case for another provider. Peak hours are 6:45 AM to 10:00AM and 3:30 PM to 6:30 PM.

Question 35: Does the Agency have any requirements regarding support vehicles? Type, number, age limit, fuel type. How many are currently being supplied by the contractor?

Answer 35: We have no requirements. The contractor is responsible for providing the service and will determine how many support vehicles they need to provide the service and meet the standards set forth by the ADA.

Question 36: During the transition, how many vehicles will be made available to the incoming contractor to perform training?

Answer 36: Probably none, because they will still be required to provide service up to September 30, 2019. That can be discussed with the current contractor as needed after this RFP has been awarded.

Question 37: Please confirm whether the Contractor is responsible for engine and transmission overhauls for the vehicles?

Answer 37: Yes, the contractor is responsible for all maintenance and parts for the vehicles. Including engines and transmissions.

Question 38: Please provide the last 12 months history for major component replacement and repair for the Agency provided fleet.

Answer 38: Major expenses:

- **2018 - VAN 3993 2015 CHEVY 3500 Transmission replace, \$3,332.75 - RTS VAN**
- **2018 - VAN 3991 2015 CHEVY 3500 Transmission replace, \$3,141.78 - RTS VA**
- **1/17/2019 - VAN 3992 2015 CHEVY 3500 Transmission replace, \$3141.78 - RTS VAN**
- **2/23/2019 - VAN 3990 2015 CHEVY 3500 Engine replacement, \$3,974.03 - RTS VAN**
- **2/23/2019 - VAN 3990 2015 CHEVY 3500 Transmission replace, \$3,141.78 - RTS VAN**

Question 39: Are there any remaining warranties for the fleet or provided equipment?

Answer 39: Yes, the two newest vehicles that were provided to the contractor are still under warranty.

Question 40: Does the Agency have a vehicle replacement schedule that can be shared? Any new buses in the process of being procured for either replacement or expansion?

Answer 40: There is not a vehicle replacement schedule other than vehicles are replaced when they have reached the end of their useful life (per standards set forth by FDOT). RTS asked for one new vehicle in the current grant cycle. There are no plans for expansion.

Question 41: What is the current level of productivity for each of the services? If available, please provide for weekday, Saturday and Sunday by service?

Answer 41: The only service being requested is ADA Paratransit service and that information was provided to you in the amount of trips provided annually.

Question 42: Please provide a list of the positions currently provided by the contractor for this operation. Please indicate whether these positions are 100% dedicated to this contract.

Answer 42: The current contractor is the CTC, so none of the current positions are 100% dedicated to this contract. That is the beauty of the coordinated system; it is more cost effective to all concerned.

Question 43: 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.

Answer 43: The current contractor hires their employees and RTS does not have that information.

- Question 44: 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.
Answer 44: No.
- Question 45: 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.
Answer 45: The current contractor determines the benefit package paid to their employees.
- Question 46: How many years has the existing contractor held this contract including extensions?
Answer 46: The current contractor has been the CTC and the City's ADA Paratransit provider since 2003.
- Question 47: Please provide copies of the last three months of management reports from the Contractor.
Answer 47: RTS does not receive management reports from the Contractor.
- Question 48: Please provide copies of the last three months of invoices from the Contractor.
Answer 48: Invoices for November 2018 through January 2019 are included at the end of this document. One monthly invoice is for the regular ADA paratransit and the other one for the same month is for 5310 funds. Note, there is no guarantee that 5310 (or 5311) funds will be available.
- Question 49: Please provide a copy of the current contract for these services.
Answer 49: Current contract is uploaded separately and is titled "Addendum #1 Attachment – MV Transportation Contract".
- Question 50: Please clarify any specifics required relating to phone and data lines needed. Number of lines, data line type (Cable, T-1, TDD, etc.).
Answer 50: RTS does not specify the number of phone lines or data line type needed; the contractor is to decide how many lines they will need to provide the requested service.
- Question 51: At various times, state, federal, and local governments change laws, rules and regulations which require a company to increase the wages or benefits for the employees that will be employed under this contract. If such an event occurs during the term of the agreement, how will the agency respond for a request for increased compensation? For example, the recent Affordable Care Act legislation significantly affected the level and cost of medical coverage for employees. Since these events cannot be anticipated and the costs are so significant, we need to understand the risk associated with such laws, rules or regulations.
Answer 51: The contractor assumes all risks and plans accordingly.
- Question 52: 1. Software: Please describe, including manufacturer product name and version number, the scheduling and dispatching products in place.
Answer 52: The current contractor provides their own Trapeze software. At one point RTS provided Mentor Mobile Data Terminals (MDTs), which have become costly to utilize. There are still a couple of the Mentor MDTs that would be available to the new provider. The current provider changed to tablets which were more cost effective to provide service.
- Question 53: 2. Software: Please describe any additional modules in place to supplement the scheduling and dispatching system. For example, tools for call management, complaint management, rider communication via IVR or text, etc.
Answer 53: The contractor is responsible for determining what software modules they will need to provide the required service. The RFP requires contractors to provide a vehicle tracking system i.e. MDTs or Tablets to provide service. No software or equipment will be provided that is up to the contractor to determine what will be in their proposal to provide the requested service.
- Question 54: 3. Software: Please indicate whether these products are hosted by the Client, software manufacturer or if First Transit would be required to provide hosting services.

- Answer 54:** The contractor would be required to provide hosting services.
- Question 55: 4. Hardware: Please describe the manufacturer make and model of any equipment currently in use or planned for use on the vehicles including cameras, safety/security systems, routers, signs, passenger counters, tablets and fare boxes.
- Answer 55:** The current contractor provides tablets, radios and appropriate software. RTS does not provide any additional equipment on the vehicles. With the exception that two of Mentor MDTs could be made available.
- Question 56: 5. Hardware: Is there a requirement for integration of tablets, signage, and passenger counters with the dispatching system?
- Answer 56:** No.
- Question 57: IT: Are there any non-standard system applications that need to be installed on Contractor's workstations?
- Answer 57:** No, RTS does not provide any software or computers to contractors providing this service.
- Question 58: IT: What systems, applications or on-bus technology does the Contractor need to provide computers or servers for?
- Answer 58:** It is up to the Contractor to determine what they need to provide the service.
- Question 59: IT: Call Recordings – Are Contractors required to make call recordings available to the Agency? HIPAA regulations raise concerns in this area and may require a very controlled process.
- Answer 59:** Since Medicaid trips are not involved in this RFP and ADA clients are not to be asked for a trip purpose HIPAA regulations should not be an issue. RTS asked for phones that could record calls because concerns that have been raised by clients that their trips were booked incorrectly. Recordings would provide proof when needed of what the client requested when booking their trips.
- Question 60: IT: Are there any current challenges or concerns with provided technology that need to be addressed? An example might be the system lacks capacity for anticipated growth.
- Answer 60:** None that RTS is aware of.
- Question 61: IT: Please provide a diagram of the Technology landscape showing applications/services, who uses each, are they on a server or in the cloud, etc.
- Answer 61:** The current contractor provides their own IT for this contract and therefore RTS does not have access to the technology landscape.
- Question 62: Please confirm that all bidders must provide the Trapeze software.
- Answer 62:** The Trapeze requirement is based on the few remaining MDT units the city owns. The current contractor decided not to use the Mentor MDTs because of the cost of maintaining both the tablets and the MDTs. Since the City has a few MDTs that would come with the city vehicles the new provider could use those MDTs that would require the Trapeze software or provide their own equipment and software that would be comparable to the current system that provides an accurate vehicle location and accurate timing of when vehicles arrived and departed.
- Question 63: Please confirm all bidders are responsible for fuel cost.
- Answer 63:** Yes, all bidders are responsible for fuel costs.
- Question 64: The RFP is requiring bidders to develop their trip cost based on 70,908 trips. Trips performed for 2018 were 56,952 or a 25% increase. Please indicate whether RTS will revise the trip counts for a 5% increase over the 56,952 performed in 2018.

Answer 64: The City is not requiring bidders to base their trip costs on 78,908 Trips. The 56,952 is a more accurate number since it is based on actual trips. The 70,908 is arrived at from an average for each area from their yearly totals. It was not anticipated that the wheelchairs and companions would be added into the Ambulatory number. The numbers provided on page 8 are the actual numbers of trips purchased from the current contractor, which are only ADA trips not the 5311 and 5310 trips. The 5311 and 5310 trips cannot be counted on because the city might not always be able to get funding for the 50-50 match.

Question 65: Currently, reservation services are provided Monday through Sunday from 8:00 AM to 5:00 PM. Please confirm that all bidders will have to provide reservations service Monday through Sunday from 8:00 AM to 5:00 PM.

Answer 65: Yes, the ADA requires that reservation services are available the day before service is to be provided.

Question 66: Currently, Drive Cam (an event triggered device that records sudden stops, aggressive turning, or an accident) are installed on all vehicles to manage unsafe driving habits and minimize accidents. Would the City object to the continued use of Drive Cam on the vehicles?

Answer 66: No, of course not anything the provider brings to the service that make the service better and safer is desirable.

Question 67: Currently, the current service provider pays the City \$4,232.25 a month for 19 City provided vehicles. Please confirm that all bidders will have to pay the City for vehicles throughout the new contract term.

Answer 67: Yes, if they want to use the City vehicles then they will have to pay the monthly fee on the vehicles.

Question 68: Currently, trips are provided outside the City of Gainesville and throughout Alachua County. Please confirm that all bidders will have to provide trips outside the City and County as funding permits.

Answer 68: Yes, as long as the City is able to obtain grant funds for USC 5310 and USC 5311 we will offer trips to Alachua County citizens residing in the surrounding areas around the city of Gainesville. There are no trips that are provided outside of Alachua County and city vehicles will not be taken outside the county limits.

Question 69: Currently, the contractor does not get paid for no show trips. Please indicate whether the contractor will be paid for no show trips under the new RFP.

Answer 69: No, No-Show trips will not be paid for under the new RFP.

Question 70: Please confirm that all bidders will have to provide two-way radios for communication between the drivers and dispatchers.

Answer 70: Two way radios are a desirable piece of equipment and some form of two way radios/communication will be necessary to keep in touch with and track of drivers, but the City will not tell the contractor how to perform the service. If the contractor can accurately answer rider's questions without two way radios/communication of "where's my ride" without using the pat answer of "they'll be there in 10 minutes", or provide lost drivers directions without using some form of two way communications, or provide directions to drivers that are facing an emergency, they are welcome to try another form of two-way communication but some form of two-way communication with drivers is required.

Question 71: Please confirm that the phone system should have reporting capabilities.

Answer 71: Yes, that is one stipulation that was put into the RFP. The current provider has faced problems of older or mentally impaired clients claiming they booked trips on a specific day or asked to go to specific place or at a specific time and that is not what was recorded in the system. It is more of a protection for the provider and client to ensure accuracy when booking service.

Question 72: Currently, the current service provider pays approximately \$67K annually to maintain and support the MDTs and Trapeze software integration. Please confirm that bidders will have to continue to maintain and support the MDTs and Trapeze software.

Answer 72: **The successful contractor is expected to provide the same level of service that is currently being provided. That is, that the provider knows the location of their vehicles and can provide accurate timing for when vehicles will arrive and depart.**

2. Find attached:

- Copy of the lobbying and blackout period definitions (Purchasing Procedure 41-423)
- Invoices for November 2018 through January 2019

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, **and shall attach a copy of this Addendum to its proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: _____

BY: _____

DATE: _____

CITY OF _____
GAINESVILLE

FINANCIAL SERVICES
PROCEDURES MANUAL

41-423 Prohibition of lobbying in procurement matters

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.

181041B
 Revised 10-12
 DEC
 OLC
 AH

MV Contract Transportation, Inc.

Department 33552
 P.O. Box 39000
 San Francisco, CA 94139
 707-863-8980, fax 707-863-8943

Invoice No. **97135**

INVOICE

Customer
 Number: **6508** Name: **City of Gainesville**
 Address: **P. O. Box 490**
 City: **Gainesville** State: **FL** ZIP: **32602**
 Contact: **Jesus Gomez**

Date: **12/5/2018**
 Terms: **30 days**
 Due Date: **1/4/2019**

Trip Quantity	Description	Account code	Unit Price	TOTAL
PO: 68068401001170002 November 2018 Service				
3048	Ambulatory Trips	4010	\$30.97	\$ 94,396.56
1465	Mobility Aided Trips	4010	\$35.16	\$ 51,509.40
23	Companions Ambulatory (25% of AM trip cost)	4010	\$9.31	\$ 214.13
16	Companions Wheelchair (25% of WC trip cost)	4010	\$9.31	\$ 148.96
47	Certification Rides - Ambulatory	4010	\$30.97	\$ 1,455.59
14	Certification Rides - Mobility Aided	4010	\$35.16	\$ 492.24
2	Certification Rides - Companions	4010	\$9.31	\$ 18.62
52	Sunday Ambulatory Trips	4010	\$30.97	\$ 1,610.44
42	Sunday Wheelchair Trips	4010	\$35.16	\$ 1,476.72
2	Sunday Companions (25% of AM trip cost)	4010	\$9.31	\$ 18.62
0	Sunday Companions (25% of WC trip cost)	4010	\$9.31	\$ -
SubTotal				\$ 151,341.28
Less Fares				(\$13,938.00)
TOTAL				\$ 137,403.28



Have a Safe Day!

I (City staff named below) certify the listed services/ commodities have been received in good order and are in accordance with the Terms and Conditions of the Purchase Order, Contract, and/or Proposal and are hereby authorized for payment in the amount of \$ **137,403.28**

Michael Crawford ADA Transit Coordinator
 (Print Name) (Title)

(Signature)
 (Signature) **12 DEC 18**
 (Date)

gr

#181044B
 RWD 10-12
 DEC
 Ok *[initials]*

MV Contract Transportation, Inc.

Department 33552
 P.O. Box 39000
 San Francisco, CA 94139
 707-863-8980, fax 707-863-8943

Invoice No. **97141**

INVOICE

Customer

Number: **6508** Name: **City of Gainesville**
 Address: **Station 5 P. O. Box 490**
 City: **Gainesville** State: **FL** ZIP: **32602**
 Contact: **Jesus Gomez**

Date: **12/5/2018**
 Terms: **30 days**
 Due Date: **1/4/2019**

Trip Quantity	Description	Account code	Unit Price	TOTAL
PO: 68068401020170003				
November 2018 E&D - Grant 5310 Service				
28	Ambulatory Trips	4010	\$30.97	\$ 867.16
16	Wheelchair Trips	4010	\$35.16	\$ 562.56
0	Companions Ambulatory (25% of AM trip cost)	4010	\$9.31	-
0	Companions Wheelchair (25% of WC trip cost)	4010	\$9.31	-
0	Certification Rides - Ambulatory	4010	\$30.97	\$ -
0	Certification Rides - Mobility Aided	4010	\$35.16	\$ -
0	Cert Companions Ambulatory (25% of AM trip cost)	4010	\$9.31	-
0	Cert Companions Wheelchair (25% of WC trip cost)	4010	\$9.31	-
SubTotal				\$ 1,429.72
Less Fares				\$ (132.00)
TOTAL				\$ 1,297.72



I (City staff named below) certify the listed services/ commodities have been received in good order and are in accordance with the Terms and Conditions of the Purchase Order, Contract, and/or Proposal and are hereby authorized for payment in the amount of \$ 1,297.72

MILARED COWLEY (Print Name) ADA Transit Contract (Title)

Have a Safe Day!

(Signature)

12 DEC 18
 (Date)

2019 #181044B
 RCVD 7 Jan
 RTN 09 Jan
 RCVD 10 Jan
 OK
 [Signature]

MV Contract Transportation, Inc.
 Department 33552
 P.O. Box 39000
 San Francisco, CA 94139
 707-863-8980, fax 707-863-8943

Invoice No. **97801**

INVOICE

Customer
 Number: **6508** Name: **City of Gainesville**
 Address: **P. O. Box 490**
 City: **Gainesville** State: **FL** ZIP: **32602**
 Contact: **Jesus Gomez**

Date: **1/4/2019**
 Terms: **30 days**
 Due Date: **2/3/2019**

Trip Quantity	Description	Account code	Unit Price	TOTAL
PO: 68068401001170002 December 2018 Service				
2854	Ambulatory Trips	4010	\$30.97	\$ 88,388.38
1392	Mobility Aided Trips	4010	\$35.16	\$ 48,942.72
10	Companions Ambulatory (25% of AM trip cost)	4010	\$9.31	\$ 93.10
13	Companions Wheelchair (25% of WC trip cost)	4010	\$9.31	\$ 121.03
33	Certification Rides - Ambulatory	4010	\$30.97	\$ 1,022.01
10	Certification Rides - Mobility Aided	4010	\$35.16	\$ 351.60
4	Certification Rides - Companions	4010	\$9.31	\$ 37.24
88	Sunday Ambulatory Trips	4010	\$30.97	\$ 2,725.36
83	Sunday Wheelchair Trips	4010	\$35.16	\$ 2,918.28
1	Sunday Companions (25% of AM trip cost)	4010	\$9.31	\$ 9.31
0	Sunday Companions (25% of WC trip cost)	4010	\$9.31	\$ -
SubTotal				\$ 144,609.03
Less Fares				(\$13,329.00)
TOTAL				\$ 131,280.03



Have a Safe Day!

I (City staff named below) certify the listed services/ commodities have been received in good order and are in accordance with the Terms and Conditions of the Purchase Order, Contract, and/or Proposal, and are hereby authorized for payment in the amount of **\$131,280.03**

MELBA CRUZ Add. Transit Coordinator
 (Print Name) (Title)
 [Signature] **10 Jan 19**
 (Signature) (Date)

[Signature]

#181047
 REVISED JAN 19
 OK
 JH

MV Contract Transportation, Inc.

Department 33552
 P.O. Box 39000
 San Francisco, CA 94139
 707-863-8980, fax 707-863-8943

Invoice No. **97803**

INVOICE

Customer

Number: **6508** Name: **City of Gainesville**
 Address: **Station 5 P. O. Box 490**
 City: **Gainesville** State: **FL** ZIP: **32602**
 Contact: **Jesus Gomez**

Date: **1/4/2019**
 Terms: **30 days**
 Due Date: **2/3/2019**

Trip Quantity	Description	Account code	Unit Price	TOTAL
PO: 68068401020170003				
December 2018 E&D - Grant 5310 Service				
44	Ambulatory Trips	4010	\$30.97	\$ 1,362.68
19	Wheelchair Trips	4010	\$35.16	\$ 668.04
2	Companions Ambulatory (25% of AM trip cost)	4010	\$9.31	18.62
0	Companions Wheelchair (25% of WC trip cost)	4010	\$9.31	-
0	Certification Rides - Ambulatory	4010	\$30.97	\$ -
0	Certification Rides - Mobility Aided	4010	\$35.16	\$ -
0	Cert Companions Ambulatory (25% of AM trip cost)	4010	\$9.31	-
0	Cert Companions Wheelchair (25% of WC trip cost)	4010	\$9.31	-
SubTotal				\$ 2,049.34
Less Fares				\$ (195.00)
TOTAL				\$ 1,854.34



I (City staff named below) certify the listed services/ commodities have been received in good order and are in accordance with the Terms and Conditions of the Purchase Order, Contract, and/or Proposal and are hereby authorized for payment in the amount of \$ 1,854.34

Maria Elena Fernandez ADA Transit Coordinator
 (Print Name) (Title)

Have a Safe Day!

[Signature] 10 Jan 19
 (Signature) (Date)

[Signature]

MV Contract Transportation, Inc.

Department 33552
 P.O. Box 39000
 San Francisco, CA 94139
 707-863-8980, fax 707-863-8943

Invoice No. **98471**

INVOICE

Customer

Number: **6508** Name: **City of Gainesville**
 Address: **P. O. Box 490**
 City: **Gainesville** State: **FL** ZIP: **32602**
 Contact: **Jesus Gomez**

Date: **2/5/2019**
 Terms: **30 days**
 Due Date: **3/7/2019**

Trip Quantity	Description	Account code	Unit Price	TOTAL
PO: 68068401001170002				
January 2019 Service				
3202	Ambulatory Trips	4010	\$30.97	\$ 99,165.94
1626	Mobility Aided Trips	4010	\$35.16	\$ 57,170.16
12	Companions Ambulatory (25% of AM trip cost)	4010	\$9.31	\$ 111.72
7	Companions Wheelchair (25% of WC trip cost)	4010	\$9.31	\$ 65.17
51	Certification Rides - Ambulatory	4010	\$30.97	\$ 1,579.47
20	Certification Rides - Mobility Aided	4010	\$35.16	\$ 703.20
2	Certification Rides - Companions	4010	\$9.31	\$ 18.62
30	Sunday Ambulatory Trips	4010	\$30.97	\$ 929.10
48	Sunday Wheelchair Trips	4010	\$35.16	\$ 1,687.68
0	Sunday Companions (25% of AM trip cost)	4010	\$9.31	\$ -
0	Sunday Companions (25% of WC trip cost)	4010	\$9.31	\$ -
SubTotal				\$ 161,431.06
Less Fares				(\$14,775.00)
TOTAL				\$ 146,656.06



Have a Safe Day!

RCD #18107418
 RTND FEB 10 19
 RCD FEB 12 19

OK
 [Signature]

MV Contract Transportation, Inc.

Department 33552
 P.O. Box 39000
 San Francisco, CA 94139
 707-863-8980, fax 707-863-8943

Invoice No. **98473**

INVOICE

Customer
 Number: **6508** Name: **City of Gainesville**
 Address: **Station 5 P. O. Box 490**
 City: **Gainesville** State: **FL** ZIP: **32602**
 Contact: **Jesus Gomez**

Date: **2/5/2019**
 Terms: **30 days**
 Due Date: **3/7/2019**

Trip Quantity	Description	Account code	Unit Price	TOTAL
PO: 68068401020170003				
January 2019 E&D - Grant 5310 Service				
66	Ambulatory Trips	4010	\$30.97	\$ 2,044.02
15	Wheelchair Trips	4010	\$35.16	\$ 527.40
0	Companions Ambulatory (25% of AM trip cost)	4010	\$9.31	-
0	Companions Wheelchair (25% of WC trip cost)	4010	\$9.31	-
0	Certification Rides - Ambulatory	4010	\$30.97	\$ -
0	Certification Rides - Mobility Aided	4010	\$35.16	\$ -
0	Cert Companions Ambulatory (25% of AM trip cost)	4010	\$9.31	-
0	Cert Companions Wheelchair (25% of WC trip cost)	4010	\$9.31	-
SubTotal				\$ 2,571.42
Less Fares				\$ (243.00)
TOTAL				\$ 2,328.42



*(City staff named below) certify the listed services/ commodities have been received in good order and are in accordance with the Terms and Conditions of the Purchase Order, Contract, and/or Proposal and are hereby authorized for payment in the amount of \$ 2,328.42

Michael [Signature] (Print Name) ADA Transit (Title) Barclay [Signature]
 (Signature) 13 FEB 19 (Date)

Have a Safe Day!