



# SYRACUSE CITY SCHOOL DISTRICT

Jaime Alicea, Superintendent of Schools

Finance Department

Suzanne Slack, Chief Financial Officer

December 23, 2020

## RFP #SCSD2021-005 Pupil Transportation Services: Addendum #1

### NOTICE TO ALL POTENTIAL RESPONDENTS

This Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

### PROPOSAL SUBMITTAL DEADLINE

The Proposal submittal deadline remains the same and is not changed by this Addendum.

The original proposal with five (5) copies of the proposal, AND one electronic PDF copy of the proposal on USB/DVD/CD must be submitted all together in a sealed package to the Syracuse City School District, Attn: Deanne Dwyer, 1025 Erie Boulevard West, Syracuse, NY 13204, no later than 3:30 p.m. EST, on January 28, 2021.

### 1.0 – RFP CHANGES

The following change(s) have been made to this RFP:

Item	Section	Description of Change
1.1	Page 8 - Living Wage Ordinance	Revise the last sentence of this section as follows:  The living wage statute and supporting documents can be found <del>on the City of Syracuse website at: <a href="http://www.syracuse.ny.us">www.syracuse.ny.us</a></del> on the District's purchasing website at: <a href="http://www.syracusecityschools.com/districtpage.cfm?pageid=499">http://www.syracusecityschools.com/districtpage.cfm?pageid=499</a>
1.2	Page 8 – Insurance Requirements	Revise clause (iv) in Section <i>Insurance Requirements</i> to the following:  (iv) The certificate of insurance must describe the specific Services provided by Contractor that are covered by the commercial general

		<p>liability policy and by the umbrella policy. Such general liability insurance should contain coverage in the amount of at least \$1,000,000 for sexual molestation or misconduct or shall contain a specific endorsement for sexual molestation and misconduct.</p> <p><b>In addition to this, the certificate of insurance should have the following minimum coverages:</b></p> <p><b>Automobile \$1,000,0000</b>  <b>General Liability \$1,000,000 per occurrence / \$2,000,000 aggregate</b>  <b>Umbrella Liability \$5,000,000</b></p> <p><b>The proposer shall provide for sixty (60) days' notice of cancellations for any policy.</b></p>
1.3	Page 12 – Add/Delete Clause	<p>Revise paragraph 2 as follows:</p> <p>The official school calendar is subject to change at the District's discretion. All service shall begin in July and end in June as determined by the official school calendar of the school to which bus service is supplied. <b>The District's current and previous school calendars are available on the District's website as an agenda item attachment to each May Annual Organizational Board of Education Meeting at: <a href="https://go.boarddocs.com/ny/scsdny/Board.nsf/Public">https://go.boarddocs.com/ny/scsdny/Board.nsf/Public</a></b></p>
1.4	Page 12 – Section III, Subsection "Equipment Ownership"	<p>Revise paragraph 2 as follows:</p> <p>Any vehicle used in this contract may not exceed eight (8) years in age and should average no greater than five (5) years in age including spare buses. <b>Age and Average Age will be calculated using the model year of the vehicle.</b></p>
1.5	Page 13 – Section III, Subsection "Facilities"	<p>Revise paragraph 1 as follows:</p> <p>All facilities must meet local zoning codes and be within reasonable distance <b>within of</b> the limits of the City.</p>
1.6	Page 14 – Section III, Subsection "Management Staff"	<p>Revise paragraph 1 as follows:</p> <p>The successful Proposer must have not less than one (1) operations manager and two (2) dispatchers, one (1) compliance officer, one (1) road supervisor for every fifty (50) vehicles on the road assigned to the District bus routes. <b>The Compliance officer will record and provide data to the District based on route performance, monitors if buses are on time or late, and reports any issues with routes that drivers may encounter. The Compliance Officer works directly with the District's Transportation Analyst on any issues and/or revisions that District routes may need.</b></p>

1.7	Page 19 – Section VI: Additional Minimum Specifications for the Transportation of Students	<p>Revise paragraph 2 as follows:</p> <p>Additional special safety equipment may be required. Special safety equipment may include, but is not limited to, star seats, harnesses &amp; vests. The successful Proposer shall supply and ensure the use of safety equipment at all times at no additional cost to the District. Additional special safety equipment may be required. <b>Historically, the District has required at least 80 Star Seats and 80 vests. This amount is subject to change based on the needs of students being transported during the contract terms.</b></p>
1.8	Pages 29-30 – Proposal Quotation Sheet Project #1 Large Bus	<p>See Information Item 3.2 for revised Proposal Quotation Sheet Project #1 – Large Bus.</p> <p>On page 29, revise paragraph 5 as follows:</p> <p>Approximately one hundred fifteen (115) Large** Buses will be needed to meet the needs for transportation for Home to School transportation during the school year. This transportation includes students in PreK through 12th grade and runs from September through June each year per the official school calendar. The number of buses needed could be increased or decreased based on student enrollment and placement.</p> <p><b>The District will provide one (1) Bus Attendant per vehicle where required by the District. The District’s collective bargaining unit contracts are available at:</b></p> <p><a href="http://www.syracusecityschools.com/districtpage.cfm?pageid=11061">http://www.syracusecityschools.com/districtpage.cfm?pageid=11061</a></p> <p>On page 30, revise paragraph 1 as follows:</p> <p>Vehicle use will be at the discretion of the Syracuse City School District. The District will prepare routes and will assume the availability of the buses, drivers, and attendants for the times required. <b>Operational days will be based on the program schedule as well as the District Calendar. Shuttles, fieldtrips and athletic program occur throughout the school year with some shuttles, athletics and educational programs taking place in August and during school recess periods. Afterschool programming has historically run from October through late May/early June.</b></p> <p><b>Revise Proposal Quotation Sheet to remove Section 2.</b></p>
1.9	Pages 31 - 33 – Proposal Quotation Sheet Project #2 – Small Buses/Vans & Wheelchair Buses Equipped with “Track Flooring”	<p>See Information Item 3.3 for revised Proposal Quotation Sheet Project #2 – Small Buses/Vans &amp; Wheelchair Buses Equipped with “Track Flooring”.</p> <p>On page 31, revise paragraph 5 as follows:</p> <p>Approximately Ten (10) Small Buses/Vans and Ninety (90) Wheelchair**Buses equipped with “Track Flooring” and Alternate</p>

		<p>Seating Capacities will be needed to service both home to school transportation needs and Special Education programs. Students riding these buses will range from Pre-K through 12th grade. The number of buses needed may increase or decrease based on student enrollment and placement. <b>The type and configuration of buses needed may change based on student transportation needs throughout the contract term. When routing, the District looks to generally utilize larger capacity wheelchair buses, with smaller sized buses/vans used for streets in the City that may require more maneuverability than the larger capacity buses would allow.</b></p> <p>On page 32, in Section #3 Pricing for Bus Attendants, revise paragraph 1 as follows:</p> <p>This contract requires the successful Proposer to provide one school bus attendant per vehicle where required by the District for home to school busing services and may require bus attendants for the afterschool program based on student IEP requirements. <b>Proposer will be required to provide one (1) bus attendant per small bus, and one (1) bus attendant per wheelchair bus. Proposer will also be required to provide one (1) bus attendant for any passenger van that transports a student with an IEP that requires the passenger van to have a bus attendant. Passenger vans only require a bus attendant if a student riding has an IEP that states a bus attendant is required. Bus attendants will be employees of the proposer.</b></p>
1.10	Pages 40 - 41 – Proposal Quotation Sheet Project #4 – Special Needs Summer Transportation	<p>See Information Item 3.4 for revised Proposal Quotation Sheet Project #4 – Special Needs Summer Transportation</p> <p>On page 41, in Section #2 Year #1 Pricing for Bus Attendants, revise paragraph 1 as follows:</p> <p>This contract requires the successful Proposer to provide one school bus attendant per vehicle where required by the District. <b>Proposer will be required to provide one (1) bus attendant per small bus, and one (1) bus attendant per wheelchair bus. Proposer will also be required to provide one (1) bus attendant for any passenger van that transports a student with an IEP that requires the passenger van to have a bus attendant. Passenger vans only require a bus attendant if a student riding has an IEP that states a bus attendant is required. Bus attendants will be employees of the proposer.</b></p>
1.11	Pages 42-43 – Proposal Quotation Sheet Project #5 – Large Buses Summer	<p>See Information Item 3.5 for revised Proposal Quotation Sheet Project #5 – Large Buses Summer Transportation.</p> <p>Revise paragraph 5 as follows:</p> <p>Approximately Seventy-Five (75) Buses will be needed to meet the needs of the Summer School program which runs from July through August each</p>

	Transportation – Section 2	<p>year per the official school calendar. The number could be increased or decreased based on student enrollment and placement. <b>The District will provide one (1) Bus Attendant per vehicle where required by the District. The District’s collective bargaining unit contracts are available at <a href="http://www.syracusecityschools.com/districtpage.cfm?pageid=11061">http://www.syracusecityschools.com/districtpage.cfm?pageid=11061</a></b></p> <p><b>Revise Proposal Quotation Sheet to remove Section 2.</b></p>
--	-------------------------------	--

## 2.0 – QUESTIONS AND ANSWERS

<p>The following questions and answers are provided as a matter of information to clarify issues raised about the RFP. To the extent that changes to the RFP are required based on the questions received, the RFP has been modified as noted above in the RFP section of this Addendum.</p>	
Item	Questions and Answers
2.1	<p><u>Question:</u> Is there the ability to have a floor increase instead of getting CPI being lowest possible increase? (Pgs. 30-42)</p> <p><u>Answer:</u> No, per pages 30-42 and in accordance with NYS State Aid guidelines, the “annual increase for subsequent years is capped at the New York State Transportation CPI” so that the District is eligible for the full amount of transportation aid in subsequent years.</p>
2.2	<p><u>Question:</u> Are there any other requirements for Auto, Property, and General Liability insurance coverage? (Page 8)</p> <p>Insurance, page 8 of 67, section (iv), references \$1,000,000 coverage for sexual molestation or misconduct, what are the limits for Commercial General Liability, Automobile liability, and Workers Compensation. (Page 8)</p> <p><u>Answer:</u> Refer to Item #1.2 in Section 1.0 – RFP Changes for the exact coverage that is needed as well as the limitations for each type of coverage.</p>

2.3	<p><u>Question:</u> Will all work within the RFP be awarded to a single contractor or is there a possibility that you will award each segment separately? (Page 10)</p> <p>Can this be awarded separately or is it to be awarded All-In-One? (Page 10)</p> <p><u>Answer:</u> Per page 10 of the RFP, "The District reserves the right to award this proposal in full or in part to one or more Proposers so as to best meet the District's needs."</p>
2.4	<p><u>Question:</u> Is there the ability to see the current Union Agreement for the drivers and monitors?</p> <p>It is our understanding that the current vendor is represented by two (2) union, can you provide current copies of the cba's (Collective Bargaining Agreements) for each. Teamsters, and SEIU.</p> <p><u>Answer:</u> Refer to Items #1.8 and 1.11 in Section 1.0 – RFP Changes.</p> <p>The District's collective bargaining unit contracts are available at: <a href="http://www.syracusecityschools.com/districtpage.cfm?pageid=11061">http://www.syracusecityschools.com/districtpage.cfm?pageid=11061</a></p> <p>Employees of the proposer are subject to the terms of the proposer's collective bargaining agreement(s) which are unique to each proposer.</p>

2.5	<p><u>Question:</u> In the event of another shutdown is there any way of getting a fixed cost payment during the shutdown?</p> <p>Should Federal or State government approve reimbursement for COVID costs or fixed operational costs as it pertains to COVID (or similar), will the District pay their transportation vendor accordingly?</p> <p><u>Answer:</u> Contract payment terms could be subject to change if/when changes are made to the eligibility for aid under Education Law and/or state/federal guidelines. The District's payments align with NYS transportation aid eligibility guidelines. Currently, Education Law authorizes State reimbursement for a share of the approved costs incurred in transporting students to and from school. Because it is based on the costs for transporting pupils to and from school, the Education Law does not authorize the State to reimburse costs associated with keeping employees or contractors on standby, maintaining infrastructure, or other costs incurred when transportation services were not being provided to students during the period of school closures in Spring 2020, including costs associated with the use of school buses to deliver school meals, homework packets and wi-fi access. Therefore, school districts may not claim and receive State reimbursement for such costs. Under current law, school districts may only submit claims for State reimbursement for actual costs incurred in physically transporting students to/from school.</p>
2.6	<p><u>Question:</u> Would you consider adding a fuel escalator in the event of a substantial increase in Fuel price from the first year of the contract? (Pages 30-42)</p> <p><u>Answer:</u> The District's payments align with NYS transportation aid eligibility guidelines. Per pages 30-42 and in accordance with NYS aid guidelines, the "annual increase for subsequent years is capped at the New York State Transportation CPI" so that the District is eligible for the full amount of transportation aid in subsequent years.</p>

2.7	<p><u>Question:</u> Page 5 of 67, Has there been any consideration to move the Expected Award Date from May 11, 2021. I ask this question, only, from the perspective that with this late of an award, limits new contractors the ability to have service ready by 9/1/2021. Further, with awarding in May, securing a facility, ordering and DOT'ing vehicles, and necessary recruitment of staff, drivers and attendants is not adequate. (Pages 4-5)</p> <p>Why has the district set this timeline with an award date late into the school year? We request the district consider moving the award date closer to February so-as to give more contractors the opportunity to respond. It will be extremely difficult for anyone other than the incumbent to provide the necessary equipment if an award is given that late in the year. Build time on new buses will be a challenge. (Pages 4-5)</p> <p><u>Answer:</u> Pages 4-5 in the RFP outline the <u>tentative</u> timeline for the RFP process. The expected contract award date is May 11, 2021. This timeline is subject to change based on how quickly the evaluation process is completed. Awards could be made <u>sooner</u> than the timeline shown.</p>
2.8	<p><u>Question:</u> Page 6 of 67. Under Duration of proposal it states, "To be considered, proposals must be held firm for a minimum of two hundred (200) days from the deadline for submission of the proposals to allow for acceptance by the district". Would the district consider reducing, and awarding earlier? (Page 6)</p> <p><u>Answer:</u> Pages 4-5 in the RFP outline the <u>tentative</u> timeline for the RFP process. The expected contract award date is May 11, 2021. This timeline is subject to change based on how quickly the evaluation process is completed. Awards could be made <u>sooner</u> than the timeline shown.</p>
2.9	<p><u>Question:</u> Under the termination clause, page 7 of 67, will the district consider changing the 90 day notice to 180? (Page 7)</p> <p><u>Answer:</u> No, this termination clause is standard for all of the contracts executed with the District.</p>
2.10	<p><u>Question:</u> With respect to Force Majeure, page 7 or 67, Did the district pay the current vendor from March 2020 – current pandemic? Secondly, would the district consider a proposal with Force Majeure language, that allows for payment if services are NOT rendered. (Page 7)</p> <p><u>Answer:</u> Current Force Majeure contract language is based on what costs are currently eligible for aid under Education Law. Contract language could be subject to change if/when changes are made to eligibility for aid under Education Law. Also see question 2.5.</p>



2.11	<p><u>Question:</u> Is “Track Flooring required in the “large bus” contract? (Page 29)</p> <p><u>Answer:</u> No, track flooring <u>is not</u> required in the project for Large Buses. Pages 29-30 do not include a requirement for track flooring.</p>
2.12	<p><u>Question:</u> Page 30 of 67 reflects that approximately 115 Bus Attendants based on enrollment and placement. Is this correct for the “large bus” contract? Are Bus attendants provided by the district for this contract? Same question for summer contracts? (Page 30)</p> <p><u>Answer:</u> Refer to Items #1.8 and #1.11 in Section 1.0 – RFP Changes for changes made to the proposal pricing submission pages for Project #1 – Large Buses and Project #5 – Large Buses Summer Transportation.</p> <p>The District will provide one (1) Bus Attendant per vehicle where required by the District for Project #1 and Project #5 for the summer and school year large bus services.</p>
2.13	<p><u>Question:</u> Is the 100 Bus Attendants required for each of the small buses/w/c vehicles. Same question for Summer contracts? (Page 30-40)</p> <p>Are bus attendants required for all routes? Will the bus contractor be required to hire/employ all bus attendants? (Page 30-40)</p> <p><u>Answer:</u> Refer to Items #1.9 and #1.10 in Section 1.0 – RFP Changes for changes made to the proposal pricing submission pages for Project #2 – Small Buses/Vans and Project #4 – Special Needs Summer Transportation.</p> <p>Proposer will be expected to provide one (1) bus attendant per small bus and one (1) bus attendant for any passenger van that transports a student with an IEP that requires the vehicle to have a bus attendant. Passenger Vans only require a bus attendant if a student riding has an IEP that states a bus attendant is required. Bus attendants will be employees of the proposer.</p>

2.14	<p><u>Question:</u> Will the district provide school year calendars, so we know how many operating school days per year, are required. Is it 175, or 180? (Pg. 12)</p> <p>Please provide a copy of the proposed 2021-22 school calendar or the most accurate calendar for a typical school year (non-covid) (Pg. 12)</p> <p><u>Answer:</u> Refer to Item #1.3 in Section 1.0 – RFP Changes. The District’s school year calendars for 2013-14 through 2020-21 are available on the District’s website for as an attachment to each May Annual Organizational Board of Education Meeting at: <a href="https://go.boarddocs.com/ny/scsdny/Board.nsf/Public">https://go.boarddocs.com/ny/scsdny/Board.nsf/Public</a></p>
2.15	<p><u>Question:</u> Will the district consider moving the contract start date up to July 1, 2021? This date will allow adequate time to prepare for the first day of school. (Pg. 3)</p> <p><u>Answer:</u> The District’s current transportation contract ends August 31, 2021. The contract service term for this RFP begins September 1, 2021. Contract service periods do not overlap. The District will work with the vendor to complete all necessary preparations required to be ready to provide transportation services for the 2021-22 school year including those that may occur prior to the September 1, 2021 start date such as routing, etc.</p>
2.16	<p><u>Question:</u> You state 10 small bus/van and 90 wheelchair buses. Does that include spares or is that routes (Page 31)</p> <p>Are 10 (ten) 7-passenger vehicles required for the contract? (Page 31)</p> <p><u>Answer:</u> Spares <u>are not</u> required for the approximately ten (10) passenger vans specified in Project #2 on page 31.</p> <p>Spares <u>are</u> required for the ninety (90) wheelchair buses specified in Project #2 on page 31 – 90 buses <u>plus</u> 9 spares.</p> <p>Per page 18, “In the event of a breakdown or other unforeseen emergency the successful Proposer shall have a sufficient number of spare <b>buses</b> available to avoid interruption of schedules. The minimum number of spares is 10% or one (1) standby for every ten (10) buses.”</p>

2.17	<p><u>Question:</u> Please specify the quantity needed of each floor plan of special needs and wheel chair buses. (Page 31)</p> <p><u>Answer:</u> Refer to Item #1.9 in Section 1.0 – RFP Changes. Floor plans are subject to change based on student transportation needs at the time. The District requires larger capacity wheelchair buses as well as smaller capacity buses for some of the routes on city streets that require more maneuverability.</p> <p>Additionally, for field trips, as specified on page 34: “There are times when our students with disabilities go on field trips. The successful Proposer must have wheelchair equipped buses available for these trips” that could hold all the students going on the trip together.</p>
2.18	<p><u>Question:</u> Historically, what is the number of star seats, harnesses and vests needed for this contract?</p> <p>Will other special needs equipment be required beyond safety vests and star seats?</p> <p><u>Answer:</u> Refer to Item #1.7 in Section 1.0 – RFP Changes. These requirements are subject to change during the contract term depending on the needs of students at that time. Historically, the District has required at least 80 Star Seats and 80 vests.</p>
2.19	<p><u>Question:</u> Considering the current pandemic, will the District accept electronic signatures? (Page 4)</p> <p><u>Answer:</u> Per page 4, “Only complete signed proposals ... will be considered valid.” The original RFP proposal must have an original signature. Electronic signatures are not accepted on the original RFP proposal. All copies of the proposal submitted would <u>not</u> have an original signature.</p>

2.20	<p><u>Question:</u> Page 10 of the RFP states: “to enable the District to compare the proposals received, the District asks that your proposal include the information specified below in the sequence listed, with each section of your proposal numbered to correspond to the number sequence below.” The RFP then presents Section I-XI on pages 11-21. Additionally, the RFP presents sections 1-11 on pages 24-27. These sections do not correspond entirely. For example, the RFP asks for a fleet list in section III and Section 6. Which set of sections (Roman numerals or numerals) should the proposer follow to format our bid?</p> <p><u>Answer:</u> The roman numeral sequencing (pages 11-21) refers to the minimum qualifications sections of the RFP, while the numerals (pages 24-27) refer to the Evaluation Criteria. The fact that both of these sections of the RFP include 11 total sections is a coincidence and they do not correspond with each other. Please use the numeral sequence when formatting your proposals.</p> <p>For example, Section 11 of your proposal should include the Other Required Information items such as a completed Proposer’s information sheet and current IRS form w-9, as well as the other items listed in Section 11 (page 25).</p>
2.21	<p><u>Question:</u> Are attachments A-D to be signed and included with the proposal or after award? (Pg. 57-67)</p> <p><u>Answer:</u> No, per page 50, the sample contract is for “Contract for review only – proposer is not required to sign and submit this document with their proposal. Contract will be signed after the RFP has been awarded.”</p>
2.22	<p><u>Question:</u> The bid process does not allow for in-person attendance for bid submittal. Given this, do you intend to open the bids and share the information via video conference, or another means? (Pg. 3)</p> <p><u>Answer:</u> N/A – this is not a bid that requires public openings. This is an RFP. RFPs do not require public openings. RFP proposals are confidential until award.</p>
2.23	<p><u>Question:</u> On page 8 of the RFP, there is a Living Wage stipulation for drivers and the monitors. Please define the benefits that must be included for the “with benefits” wage listing (Page 8)</p> <p><u>Answer:</u> Refer to Item #1.1 in Section 1.0 – RFP Changes. The living wage statute and supporting documents can be found on the District’s purchasing website at: <a href="http://www.syracusecityschools.com/districtpage.cfm?pageid=499">http://www.syracusecityschools.com/districtpage.cfm?pageid=499</a></p>

2.24	<p><u>Question:</u> How will you calculate the maximum and average ages? Are they:</p> <ul style="list-style-type: none"> <li>a. from start of school date</li> <li>b. from end of school date</li> <li>c. vs. model year</li> <li>d. vs. year of manufacturing</li> </ul> <p>(Page 12)</p> <p><u>Answer:</u> Refer to Item #1.4 in Section 1.0 – RFP Changes. Both the maximum age and the average age will be calculated using vehicle model year.</p>
2.25	<p><u>Question:</u> Are Spare Buses included in the 8-year maximum or just the 5-year average age calculation? (page 12)</p> <p><u>Answer:</u> Spares are included in BOTH. Per page 12, “<b>Any</b> vehicle used in this contract may not exceed eight (8) years in age and should average no greater than five (5) years in age including spare buses.</p>
2.26	<p><u>Question:</u> RFP page 13 states “All facilities must meet local zoning codes and be within reasonable distance <b>within</b> the limits of the City.” Will the District allow facilities to be directly outside of core city limits, but within a reasonable distance? (Page 13)</p> <p><u>Answer:</u> Refer to Item #1.5 in Section 1.0 – RFP Changes – facilities must be located within a reasonable distance <b>of</b> the limits of the City.</p>
2.27	<p><u>Question:</u> RFP page 14 states “The successful Proposer must have not less than one (1) operations manager and two (2) dispatchers, one (1) compliance officer, one (1) road supervisor for every fifty (50) vehicles on the road assigned to the District bus routes.” Can you please define the role/overview for the compliance officer? (Page 14)</p> <p><u>Answer:</u> Refer to Item #1.6 in Section 1.0 – RFP Changes. The Compliance officer will record and provide data to the District based on route performance, monitors if buses are on time or late, and reports any issues with routes that drivers may encounter. The Compliance Officer works directly with the District Analyst on and issues or revisions that District routes may need.</p>

2.28	<p><u>Question:</u> Do Shuttles and After School Program buses run 180 days? If not, please advise the number of operational days for each. (page 31)</p> <p><u>Answer:</u> Refer to Item #1.8 in Section 1.0 – RFP Changes. Operational days are based on the program schedule as well as the District Calendar. Shuttles, fieldtrips and athletic program occur throughout the school year with some shuttles, athletics and educational programs taking place in August and during school recess periods. Afterschool programming has historically run from October through late May/early June.</p>
2.29	<p><u>Question:</u> Please verify that the District will require all buses have A/C and tinted windows at the beginning of the contract. (Pages 12; 30-43)</p> <p><u>Answer:</u> Per page 19, “All buses purchased <u>after the date of the proposal</u> for use in services for the District must be equipped with A/C and tinted windows.”</p> <p>Per pages 33 and 41, <b>for Project #2 and Project #4</b>, “All wheelchair buses must be equipped with A/C and tinted windows.”</p> <p>Per page 43, <b>for Project #5</b>, “All buses must be equipped with A/C and tinted windows.”</p>
2.30	<p><u>Question:</u> To ensure clarify, can you please provide the number of vehicles for each segment: home-to-school, special needs and activity buses? Separately, please advise if home-to-school buses can be used to fulfill the required number of activity buses. (pages 30-43)</p> <p><u>Answer:</u> An exact number for each segment is not known as some buses/vehicles may run multiple routes as scheduling times allow.</p> <p>Home-to-school buses could potentially be used for fieldtrip and/or afterschool routes if the scheduling for those fieldtrips/afterschool routes does not conflict with the home-to-school route. The proposer <b>MUST</b> provide sufficient buses to meet BOTH home-to-school and afterschool programs/athletics/fieldtrips so that sufficient buses are available to meet ALL needs.</p>

### **3.0 – INFORMATION**

The following item(s) are provided as a matter of information only to all respondents and do not modify or become part of the Contract Documents.

Item	Description
3.1	City of Syracuse Living Wage Memo for 2020
3.2	Revised pages 29-30: Proposal Quotation Sheet Project #1 – Large Buses
3.3	Revised pages 31-33: Proposal Quotation Sheet Project #2 – Small Buses/Vans & Wheelchair Buses Equipped with “Track Flooring”
3.4	Revised pages 40-41: Proposal Quotation Sheet Project #4 – Special Needs Summer Transportation
3.5	Revised pages 42-43: Proposal Quotation Sheet Project #5 – Large Buses Summer Transportation

Sincerely,

Suzanne Slack  
Chief Financial Officer

**Attachments: Items 3.1 through 3.5**

**END OF ADDENDUM**



## DEPARTMENT OF FINANCE

OFFICE OF THE COMMISSIONER  
CITY OF SYRACUSE, MAYOR BEN WALSH

**David DelVecchio CPA**  
Commissioner of  
Finance

**Martha A. Maywalt**  
First Deputy  
Commissioner

**Deborah L. Somers**  
Deputy Commissioner

To: Agencies, Contractors and Sub-contractors

From: David DelVecchio  
Commissioner of Finance

Date: March 12, 2020

RE: Living Wage Rates effective April 1, 2020 – City of Syracuse

Chapter 50 of the Revised General Ordinances of the City of Syracuse requires companies and organizations that receive contracts from the City to pay a living wage. Please be advised that on December 17, 2012, the Common Council amended Section 50-3 (b) of the Living Wage Ordinance. The rates indicated in this section refer to those effective April 1, 2012 through March 31, 2013 and are subject to annual adjustment as written in Section 50-3 (d). The following Living Wage Rates are effective April 1, 2020:

With benefits	\$13.63
Without benefits	\$16.10

### Health Benefits

An employer who pays the lower living wage rate of \$13.63/hour (thirteen dollars and sixty three cents) per hour shall provide health benefits as defined in Section 50-2(h) to each of its employees and their dependents. In order to be applicable, the lower living wage rate shall only apply in the case of an employee who actually received health care benefits as defined in Section 50-2(h) and not in the case when said health benefits are just made available to the employee. If the employer is providing employee health benefits less than those specified in the definition in Section 50-2(h), such employer shall be required to pay the living wage rate of \$16.10/hour (sixteen dollars and ten cents) per hour unless the employee health benefits are increased to meet such definition.

**Department of Finance**  
233 E. Washington St  
City Hall, Room 128  
Syracuse, N.Y. 13202

Office 315 448 8279  
Fax 315 448 8424

[www.syr.gov](http://www.syr.gov)

Additional information regarding the Living Wage Ordinance may be found in the City's website at [www.syr.gov](http://www.syr.gov)

GROWTH. DIVERSITY. OPPORTUNITY FOR ALL.



**PROPOSAL QUOTATION SHEET PROJECT #1**  
**LARGE BUSES**

**FOR PUPIL TRANSPORTATION SERVICES**  
**RFP #SCSD2021-005**

***ALL PROPOSALS MUST BE RECEIVED PRIOR TO 3:30 P.M EST. ON JANUARY 28, 2021  
AT THE SYRACUSE CITY SCHOOL DISTRICT BOVA FACILITY, ATTN: DEANNE DWYER,  
1025 ERIE BOULEVARD WEST, SYRACUSE, NY 13204.***

**BE SURE THAT YOU HAVE COMPLETED AND SIGNED THIS PROPOSAL QUOTE  
SHEET AND PROVIDED ALL OF THE INFORMATION REQUESTED.**

**PROPOSER'S NAME AND ADDRESS**

---

---

---

Three (3) Year Period – September 1, 2021 – August 31, 2024

Approximately one hundred fifteen (115) Large\*\* Buses will be needed to meet the needs for transportation for Home to School transportation during the school year. This transportation includes students in PreK through 12<sup>th</sup> grade and runs from September through June each year per the official school calendar. The number of buses needed could be increased or decreased based on student enrollment and placement. The District will provide one (1) Bus Attendant per vehicle where required by the District. The District's collective bargaining unit contracts are available at: <http://www.syracusecityschools.com/districtpage.cfm?pageid=11061>

Throughout the school day the District will need to utilize shuttles to transport students from one school to another, and from a school location to the location of various special programs. Shuttle schedules will be provided at the beginning of the year, with updates communicated by the Transportation Department for any adjustments that need to be made. In general, the district utilizes 10-15 shuttle buses per day, but this number may increase or decrease based on student enrollment, program participation and placement.

The Afterschool programs at the District end between 4:00pm and 6:30pm based on location. Routes for the Afterschool programs will be provided one (1) month prior to the beginning of the programs. Bus Attendants may be required to ride the after-school program buses if required by a student's IEP. Approximately eighty-five (85) buses will be needed for the After-School program routes, though this number could increase or decrease based on student enrollment, program participation, and placement.

Vehicle use will be at the discretion of the Syracuse City School District. The District will prepare routes and will assume the availability of the buses, drivers, and attendants for the times required. Operational days will be based on the program schedule as well as the District Calendar. Shuttles, fieldtrips and athletic program occur throughout the school year with some shuttles, athletics and educational programs taking place in August and during school recess periods. Afterschool programming has historically run from October through late May/early June.

### Section 1:

**Year #1 Pricing\* for Large\*\* Bus** (Annual increase for subsequent years is capped at the New York State Transportation CPI):

Vehicle price per day for 5 Hours \_\_\_\_\_

Vehicle price per day for 6 Hours \_\_\_\_\_

Vehicle price per day for 7 Hours \_\_\_\_\_

Vehicle price per shuttle per hour \_\_\_\_\_ (approx. 10-15 Buses per day)

After School Program bus per trip \_\_\_\_\_ (approx. 85 Buses)

\*All prices are all inclusive

\*\*Large bus = 66 passenger or larger

#### Description of Vehicle Hours

Vehicle use will be at the discretion of the Syracuse City School District.

On school days vehicles will be assigned according to need between the hours of 6AM – 7 PM

There will be no additional charge for early dismissals, opening delays or exam schedules at any school serviced by the successful Proposer. Fees paid for an early dismissal, opening delays, or exam schedules will be based on actual 5, 6 or 7 hours of use on these days.

**PROPOSAL QUOTATION SHEET PROJECT #2**  
**SMALL BUSES/VANS & WHEELCHAIR BUSES**  
**EQUIPPED WITH “TRACK FLOORING”**

**FOR PUPIL TRANSPORTATION SERVICES**  
**RFP #SCSD2021-005**

***ALL PROPOSALS MUST BE RECEIVED PRIOR TO 3:30 P.M EST. ON JANUARY 28, 2021  
AT THE SYRACUSE CITY SCHOOL DISTRICT BOVA FACILITY, ATTN: DEANNE DWYER,  
1025 ERIE BOULEVARD WEST, SYRACUSE, NY 13204.***

**BE SURE THAT YOU HAVE COMPLETED AND SIGNED THIS PROPOSAL QUOTE  
SHEET AND PROVIDED ALL OF THE INFORMATION REQUESTED.**

**PROPOSER’S NAME AND ADDRESS**

---

---

---

Three Year Period – September 1, 2021 – August 31, 2024

Approximately Ten (10) Small Buses/Vans and Ninety (90) Wheelchair\*\*Buses equipped with “Track Flooring” and Alternate Seating Capacities will be needed to service both home to school transportation needs and Special Education programs. Students riding these buses will range from Pre-K through 12<sup>th</sup> grade. The number of buses needed may increase or decrease based on student enrollment and placement. The type and configuration of buses needed may change based on student transportation needs throughout the contract term. When routing, the District looks to generally utilize larger capacity wheelchair buses, with smaller sized buses/vans used for streets in the City that may require more maneuverability than the larger capacity buses would allow.

Throughout the school day the District will need to utilize shuttles to transport students from one school to another, and from a school location to the location of various special programs. Shuttle schedules will be provided at the beginning of the year, with updates communicated by the Transportation Department for any adjustments that need to be made. In general, the district utilizes 10-15 shuttle buses per day, but this number may increase or decrease based on student enrollment, program participation and placement.

The Afterschool programs at the District end between 4:00pm and 6:30pm based on location. Routes for the Afterschool programs will be provided one (1) month prior to the beginning of the programs. Bus Attendants may be required to ride the after-school program buses based on student IEP requirements. Approximately twenty (20) buses will be needed for the After-School program

routes that require Wheelchair capabilities, though this number could increase or decrease based on student enrollment, program participation, and placement.

**Section #1 Pricing\* for Small\*\* Bus** (annual increase for subsequent years is capped at the New York State Transportation CPI):

Vehicle price per day for 5 Hours \_\_\_\_\_

Vehicle price per day for 6 Hours \_\_\_\_\_

Vehicle price per day for 7 Hours \_\_\_\_\_

**Section #2 Pricing for Wheelchair\*\*\* Buses Equipped with “Track Flooring” and Alternate Seating Capacities capable of interchanging capacities as follows** (annual increase for subsequent years is capped at the New York State Transportation CPI):

Vehicle price per day for 5 Hours \_\_\_\_\_

Vehicle price per day for 6 Hours \_\_\_\_\_

Vehicle price per day for 7 Hours \_\_\_\_\_

Vehicle price per shuttle per hour \_\_\_\_\_ (approx. 10-15 Buses per day)

After School Program bus per trip \_\_\_\_\_ (approx. 20 Buses)

**Section #3 Pricing\* for Bus Attendants** (annual increase for subsequent years is capped at the New York State Transportation CPI):

This contract requires the successful Proposer to provide one school bus attendant per vehicle where required by the District for home to school busing services and may require bus attendants for the afterschool program based on student IEP requirements. Proposer will be required to provide one (1) bus attendant per small bus, and one (1) bus attendant per wheelchair bus. Proposer will also be required to provide one (1) bus attendant for any passenger van that transports a student with an IEP that requires the passenger van to have a bus attendant. Passenger vans only require a bus attendant if a student riding has an IEP that states a bus attendant is required. Bus attendants will be employees of the proposer.

Approximately one hundred (100) Bus Attendants will be needed for a period of time between 5-7 hours, though this number may increase or decrease based on student enrollment and placement.

Up to twenty (20) Bus Attendants may be needed between the hours of 4:00pm and 6:30pm EST.

This number could increase or decrease based on student IEP requirements, program participation, placement and enrollment.

Bus Attendant per day 5 Hours \_\_\_\_\_

Bus Attendant per day 6 Hours \_\_\_\_\_

Bus Attendant per day 7 Hours \_\_\_\_\_

Bus Attendant per after school program trip \_\_\_\_\_

\*All Prices are all inclusive

\*\*Small Bus = Less than 66 student capacities

\*\*\*Wheelchair Bus = Equipped with “Track” Flooring to permit interchangeable seating capacity such as:

49 students + 5 wheelchair stations  
42 students + 4 wheelchair stations  
30 students + 1 wheelchair station  
28 students + 2 wheelchair stations  
24 students + 3 wheelchair stations  
18 students + 1 wheelchair station  
12 students + 2 wheelchair stations  
9 students + 3 wheelchair stations

All wheelchair buses must be equipped with A/C and tinted windows.

#### Description of Vehicle Hours

Vehicle use will be at the discretion of the Syracuse City School District.

On school days, the vehicles will be assigned according to need between the hours of 6AM – 7PM

Students riding these buses can range in grade level from PreK-12<sup>th</sup> grade.

There will be no additional charge for early dismissals, opening delays or exam schedules at any school services by the Proposer. Fees paid for an early dismissal, opening delays, or exam schedules will be based on actual 5, 6 or 7 hours of use on these days.

**PROPOSAL QUOTATION SHEET PROJECT #4**  
**SPECIAL NEEDS SUMMER TRANSPORTATION**

**FOR PUPIL TRANSPORTATION SERVICES**  
**RFP #SCSD2021-005**

***ALL PROPOSALS MUST BE RECEIVED PRIOR TO 3:30 P.M EST. ON JANUARY 28, 2021  
AT THE SYRACUSE CITY SCHOOL DISTRICT BOVA FACILITY, ATTN: DEANNE DWYER,  
1025 ERIE BOULEVARD WEST, SYRACUSE, NY 13204.***

**BE SURE THAT YOU HAVE COMPLETED AND SIGNED THIS PROPOSAL QUOTE  
SHEET AND PROVIDED ALL OF THE INFORMATION REQUESTED.**

**PROPOSER'S NAME AND ADDRESS**

---

---

---

Three (3) Year Period – September 1, 2021 – August 31, 2024

Approximately ninety (90) vehicles will be needed to meet the needs of the special needs summer school program (K-12 Students) which runs from July through August each year per official school calendar. The number could be increased or decreased based on student enrollment and placement.

Vehicle use will be at the discretion of the Syracuse City School District. The District will prepare routes and will assume the availability of the buses, drivers, and attendants for the times required.

**Estimated Vehicle Types and Sizes:**

- 1 - 10 Buses/Vans to accommodate up to 7 passengers
- 2 - 40 Buses to accommodate up to 42 passengers
- 3 - 40 Buses to accommodate up to 56 passengers

The number for each type could be increased or decreased based on student enrollment and placement.

## Section 1:

**Year #1 Pricing for Wheelchair\*\* Buses Equipped with “Track Flooring” and Alternate Seating Capacities capable of interchanging capacities as follows** (annual increase for subsequent years is capped at the New York State Transportation CPI):

Vehicle price per day for 6 Hours \_\_\_\_\_ (approx. 10 7-Passenger Buses/Vans)  
Vehicle price per day for 6 Hours \_\_\_\_\_ (approx. 40 42-Passenger Buses)  
Vehicle price per day for 6 Hours \_\_\_\_\_ (approx. 40 56-Passenger Buses)

## Section 2:

**Year #1 Pricing\* for Bus Attendants** (annual increase for subsequent years is capped at the New York State Transportation CPI)

This contract requires the successful Proposer to provide one school bus attendant per vehicle where required by the District. Proposer will be required to provide one (1) bus attendant per small bus, and one (1) bus attendant per wheelchair bus. Proposer will be required to provide one (1) bus attendant per small bus, and one (1) bus attendant per wheelchair bus. Proposer will also be required to provide one (1) bus attendant for any passenger van that transports a student with an IEP that requires the passenger van to have a bus attendant. Passenger vans only require a bus attendant if a student riding has an IEP that states a bus attendant is required. Bus attendants will be employees of the proposer.

Bus Attendant per day 6 Hours \_\_\_\_\_ (approx. 80-90)

\*All prices are all inclusive

\*\*Wheelchair Bus = Equipped with “Track” Flooring to permit interchangeable seating capacity such as:

49 students + 5 wheelchair stations  
42 students + 4 wheelchair stations  
30 students + 1 wheelchair station  
28 students + 2 wheelchair stations  
24 students + 3 wheelchair stations  
18 students + 1 wheelchair station  
12 students + 2 wheelchair stations  
9 students + 3 wheelchair stations

All wheelchair Buses must be equipped with A/C and tinted windows.

### Description of Vehicle Hours

All routes are for a period of six (6) hours.

There will be no additional charge for early dismissals, opening delays or exam schedules at any school services by the successful Proposer. Fees paid for an early dismissal, opening delays, or exam schedules will be based on actual 5, 6 or 7 hours of use on these days.

**PROPOSAL QUOTATION SHEET PROJECT #5**  
**LARGE BUSES SUMMER TRANSPORTATION**

**FOR PUPIL TRANSPORTATION SERVICES**  
**RFP #SCSD2021-005**

***ALL PROPOSALS MUST BE RECEIVED PRIOR TO 3:30 P.M EST. ON JANUARY 28, 2021  
AT THE SYRACUSE CITY SCHOOL DISTRICT BOVA FACILITY, ATTN: DEANNE DWYER,  
1025 ERIE BOULEVARD WEST, SYRACUSE, NY 13204.***

**BE SURE THAT YOU HAVE COMPLETED AND SIGNED THIS PROPOSAL QUOTE  
SHEET AND PROVIDED ALL OF THE INFORMATION REQUESTED.**

**PROPOSER'S NAME AND ADDRESS**

---

---

---

Three (3) Year Period – September 1, 2021 – August 31, 2024

Approximately Seventy-Five (75) Buses will be needed to meet the needs of the Summer School program which runs from July through August each year per the official school calendar. The number could be increased or decreased based on student enrollment and placement. The District will provide one (1) Bus Attendant per vehicle where required by the District. The District's collective bargaining unit contracts are available at <http://www.syracusecityschools.com/districtpage.cfm?pageid=11061>

Vehicle use will be at the discretion of the Syracuse City School District. The District will prepare the routes and will assume the availability of the buses, drivers, and attendants for the times required.

**Section 1:**

**Year #1 Pricing\* for Large\*\* Bus** (annual increase for subsequent years is capped at the New York State Transportation CPI)

Vehicle price per day for 6 Hours \_\_\_\_\_ (approx. 75 Buses)

\*All prices are all inclusive

\*\*Large bus = 66 passenger or larger

All buses must be equipped with A/C and tinted windows



Description of Vehicle Hours

All routes are for a period of six (6) hours

There will be no additional charge for early dismissals, opening delays, or exam schedules at any school serviced by the successful Proposer. Fees paid for an early dismissal, opening delays, or exam schedules will be based on actual 5, 6 or 7 hours of use on these days.