

# IMPERIAL COUNTY TRANSPORTATION COMMISSION ( ICTC )

1503 N. Imperial Ave. Suite 104, El Centro, Ca. 92243  
760-592-4494, FAX 760-592-4410

**Date:** May 6, 2019  
**To:** Prospective Respondents  
**From:** Kathi Williams, Procurement Coordinator  
**REF:** Request for Proposal (RFP) for the Imperial County Transportation Commission (ICTC); IVT MedTrans **ADDENDUM #4**

---

The following is provided as answers and clarifications to questions from or corrections to this RFP:

1. Last paragraph of the RFP notes an expected service start date of July 1, 2019, however, the chart on page 2 indicates Service Target Start date of September 1, 2019. Please confirm start date.

*The chart on page 2 is the correct anticipated schedule. The estimated service start date is Sept 1, 2019*

2. Community Service Hours - Please clarify whether a Contractor selected to provide all four (4) consolidated contract services will be required to provide ten (10) hours monthly or a combined forty (40) hours monthly for an annual bank of 480 hours.

*Each contract has its own requirement for community service hours. A contractor selected to provide all four (4) consolidated contract services will be required to provide ten (10) hours monthly or a combined forty (40) hours monthly, for an annual potential total of 480 hours.*

3. The RFP states “Therefore, Providers interested in all four of the service contracts are required to submit separated subtotal price sheets for each of the four transit services, and, a grand total pricing sheet.” If a Provider is interested in all four service contracts, where should the Grand Total Pricing Sheet be submitted? In a separate envelop in which package?

*The Grand Total Pricing Sheet should be submitted in its own separate sealed envelope, inside the IVT fixed route price proposal package.*

4. Please confirm if the Price Proposal sealed package and Technical Proposal sealed package are required to be submitted in two separate boxes or shipping packages? Or can we submit one package that contains a separate seal price proposal and technical proposal?

*Bidders should submit one package that contains separated sealed price and sealed technical proposals*

5. Page limit - Please confirm that 100 pages double sided would be 200 page sides on 100 pieces of paper, or whether 100 pages double sided would be 50 pieces of paper printed on both sides.

*100 pages double sided would be 200 page sides on 100 pieces of paper*

6. Please confirm whether the 100 page limit includes required attachments such as Resumes, technology brochures, client list, letters of recommendations, Letters of Commitment, implementation schedule, Exceptions/Deviations, Table of contents, insurance certificates?

*The 100 page limit includes attachments such as; resumes, technology brochures, client list, letters of recommendations, Letters of Commitment, implementation schedule, Exceptions/Deviations, Table of contents, insurance certificates*

7. Audited financials - Would ICTC consider allowing bidders to submit one set of financials docs when submitting more than one proposal?

*Bidders may submit one copy of the financial documentation for each proposal. The copy should be included in the IVT proposal*

8. Policies & Procedures - Would ICTC consider allowing bidders to submit one set of each listed document when submitting more than one proposal in an effort to reduce the number of copies and pages?

*Bidders may submit one copy of the listed documentation for each proposal. The copies should be included in the IVT proposal when submitting more than one proposal.*

9. Price Pages - Please confirm whether pricing for Year 1 should be for 10 months (Sep 1 through June 30) or for 12 months (Jul 1 through June 30). If less than 12 months, please provide the associated Revenue Hours to use for each service.

*For expediency and simplicity, pricing for Year 1 should be based on a 12 month period (Jul 1 through June 30). Revenue hours have been calculated based on 12 months in each RFP and the associated scope of work. The start date is estimated to be Sept 1, 2019, however any changes to that schedule will then be adjusted accordingly based on the pricing sheet accepted in the winning proposal.*

10. Bid and Performance Bonds - Please confirm that there are no required Bid or Performance bonds required since this is not a 'construction' contract.

*There are no bid or performance bonds required for this procurement*

11. Fareboxes - Please clarify who provides the fareboxes for each of the services.

*It is ICTC's intention to own and provide the fareboxes for the services that require them.*

12. Training Hours - Please confirm ICTC is requiring an increase in the number of initial driver training hours from the current minimum 64 hours to a minimum of 80 hours.

*ICTC requires that the initial driver training program meet any federal, State and local regulations. A minimum of 64 hours would meet that requirement.*

13. Please clarify whether current Dispatchers not currently trained as a Driver will be required to meet the requirement for all Dispatchers and Supervisors to be trained as Drivers. Or will this requirement only apply to future hires into these positions?

*All Supervisors must be trained as drivers with licensing and endorsements applicable for the service vehicles and drivers under their supervision. Dispatchers must be trained as drivers for a minimum of the operation of a cutaway vehicle. The requirement for Dispatchers is primarily for use in the event of an emergency. The requirement for Dispatchers can apply to future hires. Existing dispatchers can be grandfathered.*

14. Please confirm the fixed route bus exteriors are to be washed daily. The RIDE vehicles are only required to be washed weekly (SOW p12).

*Every vehicle in revenue service on any of the service contracts should have the exteriors washed and the interiors cleaned daily. There is a new requirement for a deep clean quarterly on all vehicle interiors.*

15. Please confirm each contract year will be 12 months. The Draft Contract lists a start date of June 1, 2019 through June 30, 2022 base term which is 37 months.

*The draft contract is strictly a sample of language and includes sample dates. A standard contract year is twelve months.*

Thank you for your interest in the bid process. Should there be any questions, please email [kathiwilliams@imperialctc.org](mailto:kathiwilliams@imperialctc.org).