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## ADDENDUM 2

To: All Interested Proposers  
From: Araceli Hernandez, Inventory Bid Technician  
Date: January 5, 2015  
Subject: RFP# 14-059, Management, Operation and Marketing of a Commuter Van Pool Program

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**This Addendum has been issued to notify vendors of the following questions and responses:**

1. Based on the clarifications requested below along with the upcoming holidays, we respectfully request an extension of the Submittal Deadline to January 14<sup>th</sup>, 2015.

**Response: Submittal Deadline extended until January 14, 2015.**

2. Are attachments included in the total page count limit?

**Response: Yes.**

3. Is it the intent of the County to award to a single vendor, or is the County considering awarding to multiple qualified vendors in order to drive lower costs and higher service levels through competition?

**Response: The intent is to contract with a single vendor.**

4. Please identify the specific license required by the County to provide vanpool management and operations in Texas.

**Response: Compliance with all Federal Certifications and Assurances included with the RFP.**

5. Please identify the specific certification of eligibility to receive federal funds that the County is interested in receiving.

**Response: Certification that the vendor meets all Debarment and Suspension requirements and is not disqualified from participation in any transaction with any Federal department or agency.**

6. Current program is stated to run 91 vans with 782 participants. Please provide a list of current routes with the following basic information:

- Starting City & Zip
- Ending City & Zip
- Daily Round Trip Commute Distance
- Average Actual Monthly Mileage
- Vehicle Type
- # of Riders
- Monthly Lease Rate

This basic route information is critical for a few reasons:

- 1) Daily Round Trip Commute Mileage does not tell the entire story if there are vanpools commuting more or less than 5 days per week.
- 2) Vehicle residual values fluctuate dramatically based on usage, especially in high mileage scenarios. It is important to understand the distribution of low vs high mileage routes to appropriately price the service.
- 3) Understanding the entire footprint of current vanpool service area (including rural & long distance start/end points) is necessary to properly plan for and price support coverage in these areas.
- 4) Without this basic information on current routes, the incumbent, who has access to this data in much more detail, is at a significant advantage in the RFP process.

**Response: The questions above are answered in the attachment titled TxDOT Report September 2014.**

- Starting City & Zip – **All trips originate in El Paso County**
- Ending City & Zip - **Attachment indicates employer (destination)**
- Daily Round Trip Commute Distance - **Daily information not provided by vendor**
- Average Actual Monthly Mileage - **See attachment**
- Vehicle Type - **7 to 15 passenger vehicles / See attachment**
- # of Riders – **See attachment**
- Monthly Lease Rate - **Proprietary information**

7. Please provide a breakdown of the current vehicle years, makes, models, configurations, and mileage used in the program. Specific seating configurations (bench, converted lux seats, etc.) are needed to properly price like-for-like vehicles.

**Response: This information is not available.**

8. Please provide additional clarification on the “~80% subsidy reimbursement” received by the current provider. What is this 80% based on (monthly rate, monthly rate + fuel, monthly rate + fuel + program overheads, etc.)?

**Response: The 80% is based on a three year requirement that came with the federal funding received. The start date of a vanpool and route are only reimbursable for a three year period. This percentage can go up with new vanpool routes or down as vanpool routes extend over the three year period.**

9. Please provide the current vanpool rate structure charged to participants in the program.

**Response: Proprietary information.**

10. What is the average monthly subsidy provided per vanpool today?

**Response: Ranges from \$300 to \$500 monthly.**

11. Is the intent of the County to maintain the current subsidy levels? If so, then on a % of cost or \$ per van basis? If not, how does the County anticipate changing the makeup of subsidies provided?

**Response: Initially the County intends to continue the current subsidy levels. However, the future and amount of any subsidies will be contingent on adequate federal funding and the three year limit that each individual vanpool may receive a subsidy.**

12. The RFP states that *“Please note current Van Pool participants may opt to stay with the current Van Pool provider.”* Is it the intent of the County that vanpools opting to stay with the current provider would do so without the continued financial support of the County’s vanpool program?

**Response: Yes.**

13. The RFP states that *“The Proposer shall ensure each participant and driver sign the driver/participant agreement to take part in this program.”* Is this driver/participant agreement referring to a County document or a provider document?

**Response: Provider document.**

14. In order to adequately understand the expectations regarding the Monthly Reporting Requirements, please provide samples of any reports currently provided to the County on a monthly basis.

**Response: Required reports are included in the RFP except for the attached monthly Environmental Fleet Impact Report.**

15. Regarding monthly invoices please provide an example of *“the approved El Paso County Standard”*. Is the sample spreadsheet included in Appendix A the required invoice format, or are there additional documents required? If there are additional documents required, please provide samples or copies of the documents currently utilized.

**Response: Appendix A is the required invoice format.**

16. Regarding Modified Vehicles, please confirm that OEM vehicles meeting the same customer & vehicle requirements are also acceptable.

**Response: They are acceptable.**

17. How many vehicles used in the program today are outfitted to support ADA transport (wheelchair lifts, ramps, etc.)?

**Response: None at this time.**

18. Considering that the RFP specifies 7-15 passenger vehicles, was the minimum capacity for ADA modified vehicles intended to be 8? Vehicles which can support ADA requirements can also meet vanpool requirements with a smaller seating capacity (7, for example). As long as the vehicle effectively meets federal ADA and vanpool standards, can a van with a smaller seating capacity be utilized, if needed?

**Response: Yes.**

19. How are costs of ADA modification handled in the current program (provider pay, County pay, rider pay)?

**Response: Provider's responsibility.**

20. What, if any, is the current incentive program, as outlined on page 20.

**Response: Subsidies are currently reimbursed to the vanpool provider to cover a portion of the cost to the passengers.**

21. To ensure a like for like comparison of the Cost Proposal, please provide the County's preferred format for submission.

**Response: Please provide the indirect rate as requested in the RFP and how it is determined.**