



**County of El Paso Purchasing Department**  
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**ADDENDA 4**

To: All Interested Vendors

From: Araceli Hernandez, Formal Bid/Buyer

Date: July 24, 2019

Subject: RFP 19-024 Management of the Rural County Transit Fixed Route Commuter Bus Program for the County of El Paso

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**This addendum has been issued to notify vendors of the following questions:**

1. 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? If so, please include the vehicle make, model and fuel type and the anticipated month and year the vehicles will be available for revenue service.

**Response: There is no vehicle replacement schedule; however, up to 9 CNG vehicles are in process to be replaced that do not appear on the inventory. The County going forward will be replacing all Transit Buses with CNG fuel.**

2. RFP states: "The Contractor shall supply all fuel for buses, including CNG, at the Contractor's site or off-site locations". The DOE Alternative fuel web site (<https://afdc.energy.gov>) indicates the nearest retail CNG fuel is 83 miles distant, how does the County envision that the contractors will source CNG fuel? Additionally, is the County willing to include cost escalator for CNG fuel (relative to price index such as NYMEX) similar to that included for gasoline?

**Response: CNG will be accessible within the City of El Paso/County area through a private entity at the vendor's expense.**

3. Please confirm that the contract year extension options are exercised on mutual agreement.

**Response: Contract year extension options, if any, will be exercised by mutual written agreement.**

4. Please confirm there is no specific DBE goal for this solicitation. If so, what is the percentage required? Is a Good Faith Effort required for proposers that cannot meet the requirement?

**Response: Contractors are expected to undertake and document a good faith effort to comply with the County's DBE goals found at: <http://ftp.dot.state.tx.us/pub/txdot-info/ocr/goals/fta-overall-dbe-goal.pdf>**

5. Please advise of requirements and amount for bid or performance bond needed within this procurement / contract?

**Response: There is no bid bond requirement associated with this procurement. There also is no performance bond associated with this procurement, but offerors should carefully review the schedule of Liquidated Damages associated with contractor performance.**

6. Please clarify how the prices will be evaluated; will the full contract term be considered or only the Year 1 price?

**Response: Price will be evaluated on a competitive basis for the full contract term.**

7. Page 9 of RFP identifies 19,763.25 Annual Revenue Hours; Attachment D: Price Proposal states, "The County plans to operate 27,654 revenue vehicle hours."; please confirm the total estimated revenue hours for this service. Is there any anticipated change of Scope from the current service within the new contract that would change total revenue hours?

**Response: The County plans to operate 27,654 revenue hours. There is no anticipated change of scope from that current service level. However, the County reserves the right to reduce or increase the revenue hours of service and will honor the hourly rates within the revenue hours ranges on Attachment D and agreed to by the County and Offeror in the executed agreement.**

8. Page 34 of RFP states, "the Offeror shall also submit at least two (2) business references"; page 36 of RFP states: "References- Firm shall provide the following reference information. The names, business address, and telephone numbers and email addresses of three (3) individuals and/or organizations who can attest to the firm's capability to carry out the requirements in this proposal.

**Response: The Offeror should provide the requested information for three references as noted on page 36.**

9. Please confirm total number of references required within proposal.

**Response: The Offeror should provide the requested information for three references as noted on page 36.**

10. Would County consider adding a provision to the RFP that would permit either party to terminate for convenience at the end of a contract year with 90 days' written notice?

**Response: The County will consider adding a provision to allow either party to terminate for convenience at the end of a contract year with 90 days written notice or a similar provision during contract negotiations with the selected offeror. However, offeror should not assume such a provision will be added to the agreement and should not factor such a provision into its proposal.**

11. Would County consider including a force majeure provision to the agreement that Contractor would be excused from performance under this Agreement if Contractor was prevented from performing because of any act of God, civil disturbance, fire, riot, war, terrorism, picketing, strike, labor dispute, labor shortages, governmental action or any other condition or cause beyond Contractor's control?

**Response: El Paso County will consider a Force Majeure provision will be included in the agreement that will excuse the offeror of performance because of identified conditions beyond the control of the contractor.**

12. The RFP calls for CNG to be used for fuel. Who provides CNG under the current contract?

**Response: The current contractor provides both CNG and gasoline for vehicles that operate on those fuels.**

13. When will the County respond to questions asked by respondents?

**Response: The County's Purchasing Department will respond to questions asked by potential offerors consistent with the provisions of the RFP.**

14. When will the Notice of Award be made?

**Response: The estimated date would be September 2019.**

15. Bottom of Page 8 requires 5 years of business experience while page 61 (item 3) requires 1 year of experience? Please clarify

**Response: Page 8 states that "The Contractor must have been in the business of providing passenger transportation for a minimum of five (5) years." Page 61 (item 3) states: "The proposer must also meet the following minimum requirements: Have been in the business of providing services for a minimum of 5 years."**

16. What is the current ridership for each route?

**Response: The total annual ridership for the 12 month period ending August 31, 2018 is as follows:**

<b>Route 10</b>	<b>33,247</b>
<b>Route 20</b>	<b>28,376</b>
<b>Route 30</b>	<b>15,895</b>
<b>Route 40</b>	<b>12,232</b>
<b>Route 50</b>	<b>3,246</b>

17. Are the estimated daily revenue hours reflective of only one (1) bus in service? Based on the current routes, it appears that there are more than 1 vehicle operating at the same time which increases the revenue hours. Please clarify the total revenue hours per route.

**Response: Currently, two vehicles operate simultaneously on Routes 10 and 20. Only one vehicle operates at the same time on Routes 30, 40 and 50. The current estimated revenue hours per route appear on page 11 of the RFP.**

18. Is County agreeable to continue housing vehicles at current location downtown?

**Response: The offeror is responsible for housing vehicles at any location consistent with the requirements of the RFP including downtown El Paso.**

19. Is there an agreement with City of El Paso to continue use of current location to store vehicles?

**Response: It is the responsibility of the offeror to secure provide a suitable depot location to safely park vehicles when not in service. The offeror will need to negotiate and reach an agreement with the owner of the current location if that location is to be used.**

20. Will EP County be agreeable to store vehicles at two locations, as long as all requirements in the RFP are met?

**Response: Yes**

21. Page 13 states that the Contractor will submit all fare revenue to the County on a weekly basis. Page 21, number 7 states every two weeks. Please clarify

**Response: Contractors will be required to submit fare revenue to the County on a weekly basis.**

22. What is the current fare amount collected weekly?

**Response: The average weekly fare amount collected in FY 2018 was \$2,500.**

23. Is the revenue room located in the same location where the vehicles are stored, or will contractor need set up a revenue room?

**Response: The contractor will be required to set up a secure revenue room at an appropriate location. The revenue room does not necessarily have to be at the same location as the vehicle storage location, but the offeror should be aware the fares will be retrieved from vehicles returning to the depot from their routes.**

24. Will existing telephone number be transferred to a new vendor or will vendor obtain new telephone and telephone number?

**Response: No, The contractor will be responsible on obtaining a new telephone number.**

25. Item 'a' refers to 'tickets' which passengers are allowed to use. On page 13, The Fare System –there is reference to 'El Paso County Monthly Pass'. Are these Monthly Passes and 'tickets' as referred to on page 22 the same thing?

**Response: Yes, the "tickets" and "El Paso County Monthly Passes" are the same thing.**

26. Is it possible to get the number of average CNG gallons used daily by current vendor?

**Response: Our average daily gallons is from 296.5 – 300.25 gallons per day**

27. Of the three principle financial statements, is the Income Statement the only one required, or will The Balance Sheet and Cash Flow statements also be required?

**Response: The offeror may submit any evidence that best demonstrates their financial capability to provide the services required.**

28. Is there a current transition plan with existing vendor, and can it be made available?

**Response: There is no current transition plan.**

29. While reference is made to required personnel positions, is it possible to obtain a current organizational chart of existing staffing structure?

**Response: Apart from the required positions, the staffing configuration is the responsibility of the contractor. No current organizational chart will be provided.**

30. Page 34 calls for 2 references while page 36 calls for 3 references? Please clarify.

**Response: Three references are required.**

**Note: The County strongly recommends contacting your references. Non responsive references are counted as a zero (0) in the evaluation stage.**

31. RFP requires FY2017 forms. Please clarify if these should be FY2019 Certifications and Assurances.

**Response: The Certifications and Assurances should be dated FY 2019**

32. Are there any bid/proposal form required of this RFP which was not included in the RFP? If there are, what are they?

**Response: All required bid/RFP forms are included in the RFP.**

33. Are there requirements as to font, print size, use of single or double space, preference as to printed on one side or front and back, or other presentation requirements?

**Response: All proposal format requirements are described on page 41 of the RFP and do not include restrictions on font, spacing, printing or presentations.**

34. Rationale: Since contractor is responsible for maintenance of the fleet, it will allow vendor to get a first-hand view of the condition of the fleet and prepare a more accurate budget for fleet maintenance & repair.

**Response: Please see attachment.**

35. Is it possible to obtain the average number of telephone calls received daily? Rationale: This will allow vendor to better project the number of admin staff needed to respond to telephone calls

**Response: The current contract does not require that this information be recorded or provided to the County, and as such, the County does not have any responsive information to this question.**

36. Is it possible to obtain current salary range of current drivers?

**Response: This is proprietary information, should not be turned over, and is likely not in the County's possession.**

37. What is the turnover rate for vehicle operators?

**Response: This is proprietary information, should not be turned over, and is likely not in the County's possession.**

38. Who are the current vendors used by the Contractor?

**Response: This is proprietary information, should not be turned over, and is likely not in the County's possession.**