



**Information Item No.1**

**Date of Information Item No.1 : June 3, 2022**

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**Arlington Public Schools  
Procurement Office**

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**Invitation to Bid 54FY22**

**Invitation to Bid Title:** Charter Bus Services

**Invitation to Bid Number:** 54FY22

**Invitation to Bid Issue Date:** May 24, 2022

**Pre-Bid Conference:** A Pre-Bid Conference will not be held for this Solicitation

**Bid Closing Date/Time:** June 13, 2022, No Later Than 11:59 P.M. (EDT)

**Bid Opening Date/Time:** June 14, 2022, at 10:00 A.M. (EDT)

**Procurement Office Representative:** Hamed Hameedi, Procurement Specialist  
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- The following information is provided to help Bidders submit a Bid in response to ITB No. 54FY22:

**Q1.** Have any modification been made to ITB No.54FY22?

**A1.** Yes, Modifications have been made to Pricing Schedule of the Bid form and Bid Evaluation Form so that Sub-Headings Titled MINIMUM NUMBER OF HOURS and PRICE FOR MINIMUM NUMBER OF HOURS have been added to the Table. See Addendum No.1.

**Q2.** Do you anticipate extending the Bid Closing Date /Time?

**A2.** No, Bids must be received in the Platform by no later than 11:59 P.M. (EDT) on Monday, June 13, 2022 (“Bid Closing”). **Bids received after the Bid Closing shall not be considered.**

**Q3.** Will you accept Bids to be submitted via email or at the Syphax Education Center by mail, express mail, in person, or by courier?

**A3.** No, Bidders must submit mandatory requirements found in the Instruction to Bidders, Section 27.1 of the ITB, into the Platform through the link found on the Current Solicitations webpage

under the Procurement Office website. Found under the Due Date column for ITB 54FY22 of the Current Solicitations table is a link for Bidders to submit their Bid. (“Link to submit Bid – ITB 54FY22”). To assist Bidders with their Bid submission, screenshots of the steps required to submit a Bid are provided in ITB.

**Q4.** What documents must be submitted with the Bids?

**A4.** The **Class 1 Mandatory Requirements** in Section 27.1 of Instruction to Bidders must be submitted with your Bid. Failure to provide any of them with your Bid will result in the Bid being considered non-responsive and not being considered for Contract award.

**Q5.** Are the Class 2 Mandatory Requirements required to be submitted with the Bid?

**A5.** The Class 2 Mandatory Requirements in Section 27.2 of Instructions to Bidders should accompany your Bid, but if omitted the Bidder may be given the opportunity to supplement its Bid in accordance with **Section 27.3 of Instructions to Bidders**.

**Q6.** Is it Mandatory to enter a price for both Options 1 and 2 provided in the Pricing Schedule (Refer to Page 6-7 of Addendum No.1)?

**A6.** No. The Bidder must provide prices for only one of the two options. **If the Bidder provides prices for both Options 1 and 2, the Bid will be considered non-responsive and will not be considered for Contract award.**

**Option 1: Minimum Number of Hours, Regardless of the Duration of Trip:** The table has three columns to be filled out by the Bidder as follows:

- **Minimum Number of Hour to be Invoiced \$ Amount, Regardless of the Duration of Trip:** Where the Bidder prices a trip by applying a Minimum Rate Regardless of the Duration of the trip, and the Duration of the Trip does not exceed the Minimum Number of Hours to be Invoiced \$ Amount, the Bidder shall enter the minimum number of hours preferred to them in the column titled Minimum Number of Hours and shall enter the minimum \$ amount to be invoiced in the column titled Price for Minimum Number of Hour, Regardless of the Duration of the Trip, the Bidder shall enter \$0.00 in the column titled Hourly Rate where Minimum Number of Hours to be Invoiced \$ Amount has been Exceeded for those trips where the Duration of Trip does not exceed the Minimum Number of Hours
- **Hourly Rate Where Minimum Number of Hours to be Invoiced \$ Amount has been Exceeded:** Where the Bidder prices a trip by applying a Minimum Number of Hours to be Invoiced, and the Duration of the Trip exceeds the Minimum Number of Hours to be Invoiced, the Bidder shall enter the minimum number of hours preferred to them in the column titled Minimum Number of Hours and shall enter the minimum \$ amount to be invoiced in the column titled Price for Minimum Number of Hour, Regardless of the Duration of the Trip and shall enter an hourly rate for those hours exceeding the minimum preferred number of hours in the column titled Hourly Rate Where Minimum Number of Hours to be Invoiced \$ Amount has been Exceeded.

A hypothetical example on how to fill the table is provided at appendix-1 in this Information Item No.1

**Option 2: Hourly Rate:** Where the Bidder prices a Trip using a hourly rate. The Bidders shall enter \$ amount in the column titled Hourly Rate

**Q7.** How will the Bid Evaluation Total will be Calculated?

**A7.** The Bid Evaluation Total will be calculated by the Procurement Office using the Bid Evaluation Form at Appendix 3 as follows:

**Option 1: Minimum Number of Hours, Regardless of the Duration of Trip:**

- **Minimum Number of Hour to be Invoiced \$ Amount, Regardless of the Duration of Trip:** The Procurement Office will multiply the Bidder's Preferred Minimum Number of Hour provided in column titled Minimum Number of Hours by the Bidder's \$ amount provided in column titled Price for Minimum Number of Hour by the Number of Trips provided in column titled Estimated Quantity.  
Formula- Extended Price = Minimum Number of Hours Column Multiply by Price for Minimum Number of Hours Column Multiply by Estimated Quantity Column.
- **Hourly Rate Where Minimum Number of Hours to be Invoiced \$ Amount has been exceeded:** The Procurement Office will subtract the Duration of Trips provided in column titled Duration of Trip from Bidder's Preferred Minimum Number of Hours provided in column Minimum Number of Hours , then will multiply it by the Bidder's \$ amount provided in column titled Hourly Rate Where Minimum Number of Hours to be Invoiced \$ Amount has been Exceeded and will sum it with the Bidder's \$ amount provided in column titled Price for Minimum Number of Hours, and finally multiply by Number of Trips provided in column titled Estimated Quantity.  
Formula- Extended Price= {(Duration of Trip Column Minus Minimum Number of Hours Column) Multiply by Hourly Rate Where Minimum Number of Hours to be Invoiced \$ Amount has been Exceeded Column Plus Price for Minimum Number of Hour} Multiply by Estimated Quantity Column.
- **Bid Evaluation Total:** The Procurement Office will calculate the Bid Evaluation Total by totaling the Extended Prices of the Item Nos.

A hypothetical example on how the Bid Evaluation Total will be calculated is provided at appendix-2 in this Information Item No.2

**Option 2:** The Procurement Office will multiply the Duration of Hours Provided in the column titled Duration of Trips by the Bidder's \$ amount provided in column titled Hourly Rate by the Number of Trips provided in the column titled Estimated Quantity.

Formula- Extended Price= Duration of Trips Column Multiply by Hourly Rate Column Multiply by Estimated Quantity Column.

**Q8.** How many Trips are included in this ITB?

**A8.** There are two types of Trips, the first one is Primary Services Trips where Contractors will transport APS students to athletic events held at other APS high schools, to schools from other school districts within Northern Virginia, having a distance of under fifty (50) miles of the boundaries of Arlington County. The second one is Secondary Services Trips where APS requires Charter Bus Services to transport students on activity trips, band, athletics, and other approved activities a distance greater than fifty miles from the boundaries of Arlington County, both within, and outside of Virginia. Secondary Services include trips involving an overnight stay

**Q9.** What is the Selection Process of a Trip?

**A9 Selection of a Contractor for a Primary Services Trip:**

Selection will be made in accordance with Section 68 of the Terms and Conditions. Pricing of a Primary Services trip will be based upon the hourly rates in the Pricing Schedule at Attachment B to the Contract. The Reservation Form at Appendix 5 is to be completed.

**Selection of a Contractor for a Secondary Services Trip:**

Selection will be made following competition between as many of the Contractors APS, in its sole discretion, considers to be necessary, who were awarded a Contract in response to this ITB. Prices offered by the Contractors selected to provide the competition for a Secondary Services trip do not have to be calculated just using hourly rates required for a Primary Services trip, but can be calculated using a price structure the Contractor considers appropriate for the Secondary Services trip. The Reservation Form at Appendix 5 is to be completed.

**Q10.** Is it Mandatory to provide a price for Secondary Services Trips?

**A10.** No, The Secondary Services Trips will be awarded following competition between as many of the Contractors APS, in its sole discretion, considers to be necessary, who were awarded a Contract in response to this ITB

**Q11.** Other than your website, where is the ITB posted?

**A11.** The Invitation to Bid (ITB) is posted on the eVA website. The link to the ITB on the eVA website is as follows: [Charter Bus Services](#).

Issued By:

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**Appendix 1**

**How to Fill the Pricing Schedule Table**

**Bidder A:** For this hypothetical example, Bidder A will provides prices where three (3) is the minimum number of hours to be invoiced for an amount of \$280 and a hourly rate of \$50 where the minimum number of hours to be invoiced has been exceeded three (3) hours.

Item No.	Duration of Trip	Minimum Number of Hour to be Invoiced \$ Amount, Regardless of the Duration of Trip		Hourly Rate Where Minimum Number of Hours to be Invoiced \$ Amount has been Exceeded	Estimated Quantity
		Minimum Number of Hours	Price for Minimum Number of Hour		
1	Two (2) Hours	3	\$ 280.00	\$ 0.00	144
2	Three (3) Hours	3	\$ 280.00	\$ 0.00	102
3	Four (4) Hours	3	\$ 280.00	\$ 50.00	57
4	Five (5) Hours	3	\$ 280.00	\$ 50.00	6
5	Six (6) Hours	3	\$ 280.00	\$ 50.00	21
6	Seven (7) Hours	3	\$ 280.00	\$ 50.00	6
7	Twelve (12) Hours	3	\$ 280.00	\$ 50.00	6
8	Thirteen (13) Hours	3	\$ 280.00	\$ 50.00	6

**Bidder B:** For this hypothetical example, Bidder B will provides prices where four (4) is the minimum number of hours to be invoiced for an amount of \$220 and a hourly rate of \$55 where the minimum number of hours to be invoiced has been exceeded four (4) hours.

Item No.	Duration of Trip	Minimum Number of Hour to be Invoiced \$ Amount, Regardless of the Duration of Trip		Hourly Rate Where Minimum Number of Hours to be Invoiced \$ Amount has been Exceeded	Estimated Quantity
		Minimum Number of Hours	Price for Minimum Number of Hour		
1	Two (2) Hours	4	\$ 220.00	\$ 0.00	144
2	Three (3) Hours	4	\$ 220.00	\$ 0.00	102
3	Four (4) Hours	4	\$ 220.00	\$ 0.00	57
4	Five (5) Hours	4	\$ 220.00	\$ 55.00	6
5	Six (6) Hours	4	\$ 220.00	\$ 55.00	21
6	Seven (7) Hours	4	\$ 220.00	\$ 55.00	6
7	Twelve (12) Hours	4	\$ 220.00	\$ 55.00	6
8	Thirteen (13) Hours	4	\$ 220.00	\$ 55.00	6

**Appendix 2**

**Bid Evaluation Total Calculation**

**Bidder A Total Evaluation Price:**

Item No.	Duration of Trip	Minimum Number of Hour to be Invoiced \$ Amount, Regardless of the Duration of Trip		Hourly Rate Where Minimum Number of Hours to be Invoiced \$ Amount has been Exceeded	Estimated Quantity	Extended Price
		Minimum Number of Hours	Price for Minimum Number of Hour			
1	2	3	4	5	6	7
1	Two (2) Hours	3	\$ 280.00	\$ 0.00	144	\$120,960.00
2	Three (3) Hours	3	\$ 280.00	\$ 0.00	102	\$85,680.00
3	Four (4) Hours	3	\$ 280.00	\$ 50.00	57	\$18,810.00
4	Five (5) Hours	3	\$ 280.00	\$ 50.00	6	\$2,280.00
5	Six (6) Hours	3	\$ 280.00	\$ 50.00	21	\$9,030.00
6	Seven (7) Hours	3	\$ 280.00	\$ 50.00	6	\$2,880.00
7	Twelve (12) Hours	3	\$ 280.00	\$ 50.00	6	\$4,380.00
8	Thirteen (13) Hours	3	\$ 280.00	\$ 50.00	6	\$4,680.00
Bid Evaluation Total :						\$ 248,700.00

**Bidder B Total Evaluation Price:**

Item No.	Duration of Trip	Minimum Number of Hour to be Invoiced \$ Amount, Regardless of the Duration of Trip		Hourly Rate Where Minimum Number of Hours to be Invoiced \$ Amount has been Exceeded	Estimated Quantity	Extended Price
		Minimum Number of Hours	Price for Minimum Number of Hour			
1	2	3	4	5	6	7
1	Two (2) Hours	4	\$ 220.00	\$ 0.00	144	\$126,720.00
2	Three (3) Hours	4	\$ 220.00	\$ 0.00	102	\$89,760.00
3	Four (4) Hours	4	\$ 220.00	\$ 0.00	57	\$50,160.00
4	Five (5) Hours	4	\$ 220.00	\$ 55.00	6	\$1,650.00
5	Six (6) Hours	4	\$ 220.00	\$ 55.00	21	\$6,930.00
6	Seven (7) Hours	4	\$ 220.00	\$ 55.00	6	\$2,310.00
7	Twelve (12) Hours	4	\$ 220.00	\$ 55.00	6	\$3,960.00
8	Thirteen (13) Hours	4	\$ 220.00	\$ 55.00	6	\$4,290.00
Bid Evaluation Total :						\$ 285,780.00

**The Formula used in this table is as follows:**

Extended Price for Minimum Number of Hour to be Invoiced \$ Amount, Regardless of the Duration of Trip = Column (3) Multiply by Column (4) Multiply by Column (6).

Extended Price Hourly Rate Where Minimum Number of Hours to be Invoiced \$ Amount has been exceeded= {(Column (2) Minus Column(3)) Multiply by Column (5) Plus Column (4)} Multiply by Column(6).