



Notice of Addendum No.1

Date of Addendum No.1: July 14, 2022

**Arlington Public Schools
Procurement Office**

Invitation to Bid 03FY22

Invitation to Bid Title: Teen Parenting Transportation

Invitation to Bid Number: 03FY22

Invitation to Bid Issue Date: June 30, 2022

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

Bid Closing Date/Time: July 20, 2022, No Later Than 11:59 P.M. (EDT)

Bid Opening Date/Time: July 21, 2022, at 10:00 A.M. (EDT)

Procurement Office: Hamed Hameedi, Senior Procurement Specialist

Representative: (703) 228-7643, hamed.hameedi@apsva.us

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- **Modifications to the ITB:** The following modifications in Sections 1.12 and 3.1.6 of Scope of Work are made to ITB 03FY22 through Addendum No.1. Modifications are highlighted in red for additions and black for deletions.

1. Scope of Work (Delete Section 1.12, modified Section 3.1.6)

See attached modified Scope of Work

1. Scope of Work

The Contractor shall provide all supervision, labor, tools, equipment, transportation, and permits required for the complete and satisfactory performance of the Work. No “portal-to-portal” charges are permitted under the awarded Contract.

1.0. Services:

- 1.1. Work Performed by the Contractor is limited to providing door-to-door transportation via buses, equipped with properly installed, age appropriate, infant/child car seats that conform to all applicable U.S. federal motor vehicle safety standards, for twenty (20) to forty (40) teenage parents (“Parents”) and twenty (20) to forty-five (45) children (birth to four (4) years old) each day that school is in session, including summer sessions.
- 1.2. If the bus is not a school bus and the Contractor is located within Washington D.C., Alexandria, Fairfax County, Arlington County, Falls Church, Prince George's County, or Montgomery County, it must have a WMATC Permit. The WMATC website is www.wmatc.gov.
- 1.3. The Parents and their children will be picked up from their homes and must arrive at the Arlington Career Center, 816 South Walter Reed Drive, Arlington VA. 22204, before 7:30 AM.
- 1.4. The daily return trip begins at 3:15 PM. The buses will take the Parents and children directly home.
- 1.5. Pickup and drop-off normally takes about one hour.
- 1.6. The summer session is determined by the APS School Board approved summer school calendar for time, dates and location.
- 1.7. A school calendar for the 2022-2023 school year is at Appendix 6. Dates are subject to change based on make-up days for inclement weather or other decisions to close schools.
- 1.8. The current enrollment in the Teen Parenting Program is five (5) Parents and five (5) children. This amount will change as Parents graduate from the program or new Parents are added to the program. It will never exceed forty (40) Parents.
- 1.9. The day, month and year of birth of the Parents and their zip code location is at Appendix 7.
- 1.10. Snow Days: The Contractor shall monitor media announcements to keep informed of the closure of APS. No payment will be made to the Contractor on days when APS is closed.
- 1.11. Drivers shall not, under any circumstance, pick up any passengers during the trip that are not part of the APS approved travel group.
- ~~1.12. A second adult must always accompany the Parents and their children in the vehicle.~~
- 1.13. The Contractor shall provide backup transportation services at no additional charge, in the event of bus breakdown or routine maintenance.

- 1.14. The Contractor shall conduct semi-annual school bus evacuations as directed by APS Transportation Services.
- 1.15. The Contractor shall immediately report all school bus accidents and traffic citations, while transporting APS Parents, to APS Transportation Services, Teen Parenting department and Safety, Risk and Emergency Management at 703-228-2987
- 1.16. The Contractor shall submit the driving records of all bus drivers to APS Risk Manager yearly.
- 1.17. At a minimum, all of the Contractor's bus drivers' driving records will be audited when the driver is hired, annually, and after an accident.
- 1.18. The Contractor must adhere to the pick-up and drop off schedule. In case of emergencies, the Contractor must notify Transportation Services and Teen Parenting department immediately.
- 1.19. A report showing the number of Parents transported and miles traveled each day shall be submitted to the APS Transportation Services and Teen Parenting department each week via e-mail. An e-mail address will be provided to the Contractor at time of award. A sample report can be found at Appendix 5.
- 1.20. Contractor shall be responsible for any additional costs incurred by APS due to Contractor's failure to provide the Work in accordance with this Contract, including but not limited to, breach of any warranty or representation in Section 17 of the Terms and Conditions, mechanical failure, or tardiness.

2.0 Vehicles:

- 2.1 Vans are prohibited from being used to transport school Parents.
- 2.2 Each bus must be equipped with industry standard first aid kit and fire extinguisher.
- 2.3 The Contractor agrees to keep all buses in a safe operating condition at all times to include insuring they receive the proper preventive maintenance checks and services.
- 2.4 Each bus will be equipped to meet all applicable federal and state Highway Specifications, Interstate Commerce Commission Specifications and local specifications, safety standards, emission requirements, and handicap provisions.

3.0 Personnel:

- 3.1 All bus drivers employed by the Contractor shall have a valid CDL License with a school bus endorsement and comply with the same rules and regulations followed by APS school bus drivers to include:
 - 3.1.1 Bus drivers must assist with additional equipment, such as car seats for infants, when needed.
 - 3.1.2 All drivers must be drug tested at hire, annually and after accidents occur and APS must receive drug testing results to file.
 - 3.1.3 The bus driver must be undergo yearly physicals and hearing tests and the result must be sent to APS Transportation Services upon request.

- 3.1.4 The Contractor must provide Safety Training to drivers and the result must be sent to APS Transportation Services upon request.
- 3.1.5 Bus drivers must immediately report any point-bearing citations received in their private vehicles to the APS Transportation Services.
- 3.1.6 The Contractor must perform a background check including but not limited to FBI, NCIC and CCRC (**Child Abuse/Offender Database**) of the drivers and the results must be submitted to APS Risk Manager and Teen Parenting department. Background check must be conducted upon hire and at minimum every ~~two~~ **Three** years .

4.0 Prices and Price Adjustment:

- 4.1 Pricing will be based on mileage from the 1st Parent pick up to delivery at the Arlington Career Center and the return trip in the afternoon. The current Contractor uses one (1) bus and picks up five (5) Parents and travels eight (8) to eleven (11) miles. The price per mile is to include **all** labor, insurance, maintenance and other overhead, **except Fuel**. APS will not consider requests for any additional charges.
 - 4.1.1 The Contractor will be provided the address of each Parent upon Contract award and may establish their own pickup and delivery routes. All Parents must be at the Arlington Career Center prior to 7:30 AM and will be picked up once school is finished at 3:15 P.M.
- 4.2 The price of the fuel will be based on the U.S. EIA Weekly Price Report for Regular Gasoline and Ultra Low Sulfur (15 ppm and under). [U.S. EIA Weekly Price Report](#)
 - 4.2.1 **The fuel price will be calculated as follows:** Price of Fuel Based on U.S. EIA Weekly Price Report for Regular Gasoline or Ultra Low Sulfur (15 ppm and under) divided by the average of the MPG of buses used to transport Parents multiplied by Total Miles of a Trip.
 - 4.2.2 The Contractor must maintain accurate and complete records relative to the fuel consumption by each of its contracted vehicles. These records and all other information requested by APS shall be made available prior to the payment of an invoice.
- 4.3 APS establishes the Total Daily Base Mileage as twenty-two (22) miles per day. The Daily Base Mileage will be adjusted up or down if the actual mileage from the Daily Mileage Reports in Appendix 5 differs by ten (10) percent over ten (10) consecutive school days.

End of Scope of Work

Addendum No.1 must be signed, dated, and submitted via the secure cloud-based file sharing platform specified in the ITB prior to the Bid Closing Date/Time stated above OR acknowledgment of receipt of this Addendum may be noted on the Bid Form.

Name of Bidder: _____

Signature: _____

Name: _____

Title: _____

Date: _____

Issued By:

Hamed Hameedi
Senior Procurement Specialist
Direct Telephone: (703) 228-7643
Email: hamed.hameedi@apsva.us