



**CLEVELAND
METROPOLITAN
SCHOOL DISTRICT**

Purchasing Department 1111 Superior
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Cleveland, Ohio 44114
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September 5, 2018

To: All Vendors

From: Seletha R. Thompson *SR*
Purchasing Analyst

Re: Addendum #2 for RFP 21253 - Providing Supplemental Transportation for Field Trips and Athletic Events – Coach Services

Below is Addendum #2 for RFP #21253. This addendum supplements and amends the items in the Specifications. This addendum must be noted on the Addendum Acknowledgement Form found in the RFP. Failing to acknowledge this Addendum on the Addendum Acknowledgement Form may cause the proposal to be rejected.

Specifications Update:

Section VII: RFP #21253 – Specifications

3. Special Circumstances

“There are cases when door-to-door drop-offs or cluster drop-offs, especially on late night return trips from athletic events are required. The vendor will be notified when a request for such transportation is made. The coach or other adult chaperone (excluding driver) must remain on the vehicle until the last student drop-off is complete. The driver must complete the proper form to be submitted to the Transportation Planning Office with both the time and location of the last drop off as well as their signature. ”

This section is being deleted from this RFP it does not apply to Coach Services.

Corrected Cost Form

The Cost Form located in RFP 21253 – Page 17 released, the title denotes RFP #21251. An updated Cost Form denoting the correct RFP #21253 is attached.

REMINDER: RFP 21253 - Providing Supplemental Transportation for Field Trips and Athletic Events – Coach Services are due September 7, 2018 no later than 1:00 PM (EST).

Section VIII: Cost Form

#21253 COST FORM

Vendor must use and complete the Proposal Forms included in this Proposal Package. No other forms will be accepted. Vendor also states that he/she will abide by all terms and conditions of the District as stated in this RFP, and that contractor will maintain the required insurance limits for the duration of the contract. Vendor agrees to hold pricing for a period of ninety (90) days from date of proposal opening. Pricing must be all-inclusive and cover every aspect of the work.

The undersigned proposes to provide transportation services for Cleveland Metropolitan School District in accordance with the Specifications and to the entire satisfaction of, and acceptance by, the District and for the following prices. The contract period is for three (3) years, with two (2) one year renewal options. The term of the Agreement will be from October 1, 2018 to September 30, 2021 pending authorization of funds at the discretion of the District. There are two renewal option for this agreement at the discretion of the District. Renewal Option 1 is for the 21-22 School Year (October 1, 2021 through September 30, 2022). Renewal Option 2 is for the 22-23 School Year (October 1, 2022 through September 30, 2023).

Proposal Pricing for: Providing Supplemental Transportation for Field Trips and Athletic Events – Coach Services

Coach Trips – October 1, 2018 – September 30, 2019

Hourly Rate – Monday –Thursday: \$ _____

Hourly Rate – Friday/Saturday/Sunday: \$ _____

School Bus Trips – October 1, 2018 – September 30, 2019

Hourly Rate – Monday –Thursday: \$ _____

Hourly Rate – Friday/Saturday/Sunday: \$ _____

School Bus Routes – October 1, 2018 – September 30, 2019

One route per day Monday - Friday \$ _____

Proposed Pricing Increase for Initial Term Second Year 2019-2020 (Maximum 2%)

Pricing increases must be submitted in percentage form only. Inclusion of dollar figures may result in proposals being found non-responsive and rejected.

Percentage Increase for the 2019-2020 Term Period: _____ %
(The proposed percentage will be applied to the rates for the Initial Term)

Proposed Pricing Increase for Initial Term Third Year 2020-2021 (Maximum 2%)

Pricing increases must be submitted in percentage form only. Inclusion of dollar figures may

result in proposals being found **non-responsive and rejected**.

Percentage Increase for the 2020-2021 Term Period: _____ %
(The proposed percentage will be applied to the rates for the Initial Term)

Proposed Pricing Increase for Optional Renewal Period (Maximum 2%)

Pricing increases must be submitted in percentage form only. Inclusion of dollar figures may result in proposals being found **non-responsive and rejected**.

Percentage Increase for the 2021-2022 Renewal Period: _____ %
(The proposed percentage will be applied to the rates for the Initial Term)

Percentage Increase for the 2022-2023 Renewal Period: _____ %
(The proposed percentage will be applied to the rates for the Initial Term)

Please complete the signatory requirement below

Company Name: _____

Representative: _____
(Print Name) (Title)

Signature: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No: (____) _____ Fax No: (____) _____

E-Mail Address: _____