



WESTERN RESERVE TRANSIT AUTHORITY  
604 Mahoning Avenue, Youngstown, OH

**ADDENDUM No. 1**  
**to**  
**BID DOCUMENTS**  
**for**  
**WRTA**  
**Request for Proposal 2020-11**  
**Purchased Transportation Services**  
**Youngstown, Ohio**

The original bidding documents for the above referenced project are hereby amended as noted in Addendum No. 1.

Bidders shall verify and acknowledge receipt of this Addendum on the Form provided in the Request for Proposal (RFP). Failure to acknowledge the Addendum may subject the bidder to disqualification.

Clarifications:

1. In-Service Hours: Rides to be provided Monday through Friday from 6:00 am to 6:00 pm and Saturdays 6:30 am to 4:00 PM, Sundays and Holidays from 8:00 am to 4:00 pm, 365 days per year.
2. Fare Structure: The Trumbull County Transit Administrator (TCTA) will provide fare structure upon award.
3. Supervision: The Supervisor or designated person shall be available by phone and in person during all hours of operation. The Supervisor or designated person shall be on call when the office is not open.
4. Reporting and Record Keeping: Invoices will need to be structured to include *appropriate* reporting information as specified throughout the RFP. The TCTA will provide further guidance upon contract award.
5. At the start of the contract and on an annual basis the Contractor shall provide current documentation of a good driving record as filed with the (BMV) for all persons participating in this contract. Any citations or recordable offenses issued to an employee working under the contract established from this RFP shall be reported to the TCTA within 30 days.
6. Monthly reports shall be submitted that contain beginning and ending month mileage, major repairs and all preventive maintenance provided during the month for each vehicle.
7. National Transit Data Base (NTDB) Required Annual Reporting: There is specific information for the NTD that is needed. A lot of that you will be providing in the monthly reports. The TCTA will provide further guidance upon contract award.
8. Minimum Random Drug & Alcohol Testing: The minimum annual percentage rate for random drug testing shall be 50 percent of employees; the random alcohol testing rate shall be 10 percent of employees.

Questions:



Q1. How am I supposed to create a budget if I don't know the fare structure?

A1. Fare structure has nothing to do with developing transportation costs for your proposal. Fares collected as a result of service provided through this contract will be deducted from invoices as described in Section 2.6, e on page 10 of the Request for Proposal.

Q2. Is there a \$100 fine for reports that two or more days beyond deadline?

A2. The Contract Performance Measures are updated as follows:

CATEGORY	SUBSTANDARD PERFORMANCE		STANDARD PERFORMANCE
	Measure	Penalty	Measure
Missed Pickup	Each	\$200	No missed runs
% of Pickups 0 minutes early - 5 minutes late	Below 90%	\$0.10 per mile of each off- schedule trip	90-95%
Compliance with Applicable Dress Code	Any daily infraction per driver	\$10	No infraction
Monthly Report	Each report missing two days beyond Deadline	Monthly Report shall be submitted prior to releasing subsequent payment.	No missing reports
Accurate Reporting of Passengers	Each report w/miscounting	\$100	Counts within 5% of actual boarding #'s
Bus placed in service without fully operational wheelchair lift (Ambulatory Provider)	Each shift w/o lift	\$50	No infraction
Complaints attributable to Contractor Performance	Over 10 per month	Requires meeting with the TCC to resolve problems	6-10 complaints from passengers per month
Farebox-to Passenger Count Accuracy	(Standard performance level and penalty to be mutually determined) by the TCC and Contractor after start-up of service)		

Q3. Personnel Roster - resubmitted every time it changes?

A3. Every time a driver is hired or leaves you need to send the TCTA an updated roster.

Q4. How are trips billed – loaded miles, vehicle hours, one-way trips? What rate do you want?

A4. Trips are to be billed by Revenue Miles. Consider Revenue Miles the miles a passenger is physically on-board the vehicle.



Q5. Disadvantaged Business Enterprise (DBE) - Do pages 58, 59 and 60 apply to everyone or only applicable bidders?

A5. A contract goal for DBE participation for this procurement has not been established. If you are or intend to partner with an Ohio Department of Transportation (ODOT) registered DBE Firm to complete the scope of the contract established, then pages 58 and 59 apply.

If you are not an ODOT registered DBE and do not plan to partner with an ODOT registered DBE to complete the scope of the contract established, then pages 58, 59, and 60 do not apply. In this case mark the pages N/A.

Q6. On page 18 it states vehicles must have electric or hydraulic lift. Does that count out any of our vehicles with a manual ramp?

A6. A vehicle that contains a ramp designed to operate manually is acceptable as long as it is capable of meeting the following: capable of handling a load of 800 pounds and able to accommodate electric, non-electric wheelchairs and other mobility aids (e.g., Amigos, etc.) of varying sizes and widths.