

**SOUTH HUNTINGTON UNION FREE SCHOOL DISTRICT**

James Kaden Administration Office  
60 Weston Street  
Huntington Station, New York 11746

**TO:** All Prospective Proposers

**FROM:** South Huntington Union Free School District

**DATE:** March 25, 2024

**RE:** **Request for Proposals for Student Transportation  
Home to School Transportation  
(including In and Out of District Transportation for Public, Private, Parochial  
Schools and Special Needs Schools and Programs)**

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**ADDENDUM # 1**

Attached please find Addendum No. 1 for your review and use.

PLEASE FAX THIS COVER SHEET TOGETHER WITH YOUR COMPANY'S NAME TO OUR OFFICE AT (631) 812-3019 AS CONFIRMATION OF RECEIPT.

**SOUTH HUNTINGTON UNION FREE SCHOOL DISTRICT  
REQUEST FOR PROPOSALS FOR  
STUDENT TRANSPORTATION  
HOME-TO-SCHOOL  
(including In and Out of District Transportation for Public, Private, Parochial Schools and  
Special Needs Schools and Programs)  
2024-2025**

**ADDENDUM No. 1  
to  
SPECIFICATIONS AND PROPOSAL FORMS**

This Addendum contains modifications/clarifications to the requirements of the contract and/or the District's RFP and the specifications set forth therein. Such clarifications/modifications shall be incorporated into the contract/specification documents and shall apply with the same meaning and force as if they had been included in the original documents. Wherever this Addendum modifies a portion of a paragraph of the contract or any portion of the RFP documents, the remainder of the paragraph affected shall remain in full force and effect.

*The following modifications have been made to the Request for Proposals:*

***RFP Appendices:***

- Appendix B: Student Transportation & Routing Information shall be deleted and replaced with the enclosed Appendix B.

***RFP Proposal Forms:***

- Base Proposal Form 1-A: Home to School Transportation (In-District Transportation) 2024-2025 shall be deleted and replaced with the enclosed Base Proposal Form 1-A.

All other Base Proposal Forms (i.e. Base Proposal Form 1-B and Base Proposal Form 1-C) and Unit Prices remain unchanged. All forms must be completed in their entirety.

*The District received the following inquiries from prospective proposers concerning the RFP. The questions received and the District's responses are as follows:*

***Question No. 1:*** There are three quote designations for pricing. Proposal 1A: In District, Proposal 1-B: In-District and Proposal 1-C: Out of District. Please clarify the differences between 1A and 1B.

***Answer No. 1:*** The District included two separate projected fleet configurations for In-District Home-to-School student transportation and one projected fleet configuration for Out-of-District Home-to-School student transportation. Please refer to Article 2.2.1 of the RFP for more information concerning a description of the Home-to-School transportation and the projected fleet configurations. The District is considering a change to the bell schedules for some or all of its schools for future years. Accordingly, the District is requesting proposals for transportation based upon the District's needs under the current bell schedule and based upon the District's needs if a new bell schedule is implemented. Base Proposal 1-A: (In District Transportation) reflects the District's projected fleet vehicle configuration if the bell schedule remains as currently

established. Base Proposal 1-B (In District Transportation) reflects the District's projected fleet configuration if the bell schedule changes.

Please refer to the enclosed Appendix B Student Transportation & Routing Information and Appendix C Student Transportation Proposal Forms, as modified by this Addendum, for more information.

**Question No. 2:** What is the timeframe for reviewing and awarding the bid? The concern is there will be a need to purchase new buses to accommodate this service. The awarded vendor wishes to know if it will have time to make the purchases and if not, what will be allowable?

**Answer No. 2:** All prices quoted by Proposers must be firm prices for a period of forty-five (45) days to allow acceptance by the District. If awarded the contract, the prices will remain firm during the time period indicated. The District anticipates that its review and evaluation will be complete within this forty-five (45) day period and if an award can be made, it would be submitted to the Board of Education for consideration on or before May 7, 2024. This date is an anticipated target date and is subject to change. The District reserves the right to reject any and all proposals and to waive all informalities and/or technicalities where the best interests of the District may be served including the right to award a contract without any further discussion or negotiation with anyone proposing these services. The Board of Education further reserves the right to reject any or all proposals, accept parts of proposals or to re-advertise and invite new proposals as is in the best interest of the District, as determined by the Board of Education in its sole discretion.

**Question No. 3:** In reference to #2, will the awarded vendor be permitted to adjust the bus age restriction as it is listed on the current RFP? This will allow for the awarded vendor to provide busing while waiting for the new buses to arrive.

**Answer No. 3:** No. Please refer to Article 8 regarding the equipment and personnel required for this contract. There shall be no buses used in the performance of this contract over ten (10) years old, and the average age of the route buses must not exceed seven (7) years. Vehicle ages for compliance with this provision are calculated at the beginning of each school year by taking the current calendar year and subtracting the model year. For example, a 2017 model year bus would be considered seven (7) years old for the 2024-2025 school year. The average fleet age calculation will be performed at the beginning of each school year unless the District determines that the Contractor removed "newer" vehicles during the school year once the average age calculation was performed. Should a violation of this provision occur, the District reserves the right to terminate the contract pursuant to the termination procedures as detailed herein.

**Question No. 4:** Will this be a multi-year contract award? Or one year? A lot of work for a one year contract.

**Answer No. 4:** No. The District is seeking proposals for the Home-to-School student transportation contract for the 2024-2025 school year. At the discretion of the Board of Education, after the initial contract term, the contract may be extended for an additional one (1) year, three (3) year or five (5) year period in accordance with applicable law, rules and regulations and subject to voter approval, as required.

**Question No. 5:** How is the bus routing currently handled?

**Answer No. 5:** The routing is currently performed by the District. The District uses Transfinder Routefinder Plus routing software. Please refer to Article 7.3: Routes and Route Scheduling for additional information on routing.

**Question No. 6:** Does or will the School District provide fuel gallon capability on site? If not, will the awarded vendor receive some form of reimbursement?

**Answer No. 6:** The District will provide diesel fuel only to the successful proposer using fuel purchased by the District. The location of such delivery may be either on the successful proposer's premises or other location agreed upon by the District. The District in its sole discretion shall determine the choice of fuel through an awarded vendor holding a New York State contract. Please refer to Paragraph 8.1.113 regarding the provision and administration of fuel under the contract.

**Question No. 7:** Will the fuel be diesel or gasoline and if both options are being used, what is the breakdown of each form of fuel?

**Answer No. 7:** Please see Answer No. 6 above.

**Question No. 8:** How are the Athletic Trips/Field Trips and Summer busing being handled? Will there be a separate RFP for this service?

**Answer No. 8:** This RFP is for Home-to-School Transportation only. A separate RFP has not been issued.

**Question No. 9:** What will be the requirement for video cameras on buses? Please specify the exact number of cameras and locations. What is the time frame for camera storage (30 days?) Is bus patrol software acceptable?

**Answer No. 9:** Please refer to paragraph 8.2.67 (a) for the video camera requirements. Camera storage must be at least thirty (30) days. Bus patrol cameras or equal are acceptable for use on the interior of the buses. Any equivalent proposed must meet or exceed the specifications and capabilities of bus patrol cameras. Proposers shall submit the name, technical specifications and additional supporting documentation as part of the RFP submission for the District's review and evaluation. The District must approve all video and sound recording equipment before purchase, installation or use.

**Question No. 10:** Required Insurance. Listed as \$15 or \$16 million which is more than double the current requirement. Please provide the exact requirements and is this flexible?

**Answer No. 10:** Paragraph 12.1.5 Required Insurance is hereby deleted and replaced with the following:

*"12.1.5 Required Insurance:*

- **Commercial General Liability Insurance**  
\$5,000,000- per occurrence/ \$5,000,000 aggregate.  
\$2,000,000- Products and Completed Operations  
\$1,000,000- Personal & Advertising Injury  
\$1,000,000- Sexual Misconduct and Assault

*State that the commercial general liability policy affirmatively provides coverage for contractual liability claims of negligent hiring, training and supervision, which may arise in the context of sexual molestation, abuse harassment, or similar sexual misconduct.*

*\$100,000- Fire Damage*

*\$10,000- any one person-Medical Expenses*

- ***Automobile Liability***

*\$5,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles for each accident.*

- ***Workers' Compensation***

*Statutory Workers' Compensation and Employers' Liability Insurance for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 form.*

*The District must be included as an additional insured on a primary non-contributory basis with respect to general liability and auto liability policies. The general liability, auto liability, and workers' compensation policies include a waiver of subrogation in favor of the District."*

***Question No. 11:*** GPS Requirements-What system will meet all of the requirements?

***Answer No. 11:*** Please refer to paragraph 8.2.67 (b) for the GPS requirements. The GPS must be compatible with the Stopfinder application. Proposers shall submit all information related to, or necessary for, the Stopfinder application to function to the District with its proposal for the District's review. GPS will be used in conjunction with the Stopfinder application for buses operating within the School District. GPS information for vehicles operating out-of-District must be made available to the District upon request. Any cost associated with adding contracted vehicles to the Stopfinder application will be borne by the successful proposer.

## **Appendix B**

### **Student Transportation & Routing Information**

The South Huntington Union Free School District invites proposals for the Home to School student transportation contract for In-District transportation and the Home to School student transportation contract for Out-of-District transportation.

In-District transportation will be provided to students who attend various schools within the District and those who attend programs at BOCES. Transportation will also be provided to non-ambulatory students attending schools and programs within the District. For the period of September 1, 2024 through June 30, 2025, transportation services will be provided to the following schools:

- Countrywood Primary Center  
499 Old Country Road  
Huntington Station, New York
- Oakwood Primary Center  
264 W. 22<sup>nd</sup> Street  
Huntington, New York
- Birchwood Intermediate School  
121 Wolf Hill Road  
Huntington Station, New York
- Maplewood Intermediate School  
19 School Lane  
Huntington Station, New York
- Silas Wood Sixth Grade Center  
23 Harding Place  
Huntington Station, New York
- Henry L. Stimson Middle School  
401 Oakwood Road  
Huntington Station, New York
- Walt Whitman High School  
301 West Hills Road  
Huntington Station, New York

The District is considering a change to the bell schedules for future school years at some or all of its schools. Accordingly, the District is requesting proposals for transportation based upon the District's needs under the current bell schedule and based upon the District's needs if a new bell schedule is implemented. In either case, the Proposers must have sufficient vehicles, staff, equipment and resources to accommodate any changes to the transportation program or the District's needs as more fully described in the Specifications.

Out-of-District transportation will be provided to students who attend various non-public schools and special education programs outside of the District. For informational purposes only, the District is currently providing student transportation to Out-of-District locations as follows:

<b>Name of Placement</b>	<b>Number of Students</b>
Brookhaven Learning Center	2
Center for Developmental Disabilities	1
Chaminade High School	12
Chestnut Hill Elementary School	3
Cleary School for the Deaf (IT)	1
DDI Huntington	12
Dix Hills Wilson Tech	4
Brennan High School	4
Bethesda Junior Academy	1
Abraham Lincoln School	7
AHRC Brookville	3
AHRC Bohemia	1
ASCENT	1
Brennan Middle School	6
Daytop Preparatory School	5
East Woods School	5
Edna Spear Elementary School	1
ELIJA School	1
ELIJAH PV	2
Friends Academy	3
Gersch Academy West Hempstead	1
Gersch Academy West Hills	2
The Genesis School	1
The Greenvale School	2
Hebrew Academy Uniondale	2
Holy Child	4
Harmony Heights	2
Huntington Montessori	11
Henry Viscardi School	1
Jefferson Academic Center	1
JE Allen Jr./Sr. High School	9
James E. Allen Elementary	19
Kellenberg Memorial High School	13
Little Flower	3
Long Island School for the Gifted	11
Love of Learning Centerport	7
Long Island Lutheran Middle School/High School	5
Little Village School	1
MDG Islamic School	13
Mill Neck Manor	1



<b>Name of Placement</b>	<b>Number of Students</b>
Mandracchia/Sawmill Intermediate School	1
Our Lady of Guadalupe School West Campus	5
Our Lady of Mercy-Syosset Portledge School	8
Arthur E. Premm Learning Center	6
Seaman Neck Middle School	2
Smithtown Christian School	1
Solomon Schechter-Williston Park	8
St. Anthony's High School	4
St. Dominic High School	250
St. Edward the Confessor School	10
St. John the Baptist High School	12
St. Patrick School	3
St. Pius V School	86
St. Patrick School-Smithtown	41
St. William the Abbot Catholic School	2
Bridges Academy	1
Tecumseh Elementary School	4
The Genesis Behavior Clinic	1
Trinity Regional School-E. Northport	41
The School House	2
United Cerebral Palsy Association	1
United Cerebral Palsy Association-Nassau	1
Variety Child Learning Center	1
West Babylon Junior High School	1
West Hills Montessori	1
Winston Preparatory School	1

**RFP Base Proposal 1-A  
Home to School Transportation  
(In District Transportation)**

Name of Proposer:

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Business Address:

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Telephone Number:

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Date of Proposal:

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Pursuant to the advertisement requesting proposals for transporting pupils of the South Huntington Union Free School District for the 2024-2025 school year and successive years, if extended by the Board of Education, I hereby propose to furnish the required Home to School transportation services in accordance with the conditions and directions as outlined in the Specifications.

**Proposers are required to complete the following proposal charts in their entirety for all specified vehicles, even if the vehicle type is not being used by the District for calculation purposes. In the event that pricing is not provided for all items contained in the proposal charts, the proposal may be deemed incomplete.**

**This program profile is an estimate and shall be used for the  
award of the contract and bond valuation purposes only**  
**The District makes no guarantee as to a particular volume of work or contract value**

For purposes of calculating the annual cost of the proposal, the following projected fleet configuration will be used for Base Proposal 1-A. The proposed "Cost Per Vehicle Per Day" will be multiplied by the estimated number of vehicles as per the District's profile for this contract plus the daily rate for the matrons multiplied by the estimated number of driver assistants multiplied by 185 days to determine the estimated annual cost to the District for Home to School transportation costs.

**Projected Fleet Vehicle Configuration**

<b>Vehicle Type</b>	<b>Hours of Operation</b>	<b>Estimated Number</b>
72 Passenger Bus	5 Hour	3
66 Passenger Bus	5 Hour	29
30 Passenger Bus	5 Hour	10
Wheelchair Van (with A/C)	5 Hour	3
Driver Assistant	5 Hour	13

**HOME TO SCHOOL TRANSPORTATION  
(In-District Transportation)  
BASE PROPOSAL FORM 1-A  
2024-2025**

**RFP Opening Date: April 2, 2024**

<b>Vehicle Type</b>	<b>No. of Hours</b>	<b>Cost Per Vehicle Per Day</b>	<b>Estimated Number Needed</b>	<b>Total Daily Cost</b>
72 Passenger Bus	4 Hour	\$	0	\$
72 Passenger Bus	5 Hour	\$	3	\$
72 Passenger Bus	6 Hour	\$	0	\$
72 Passenger Bus	7 Hour	\$	0	\$
66 Passenger Bus	4 Hour	\$	0	\$
66 Passenger Bus	5 Hour	\$	29	\$
66 Passenger Bus	6 Hour	\$	0	\$
66 Passenger Bus	7 Hour	\$	0	\$
30 Passenger Bus	4 Hour	\$	0	\$
30 Passenger Bus	5 Hour	\$	10	\$
30 Passenger Bus	6 Hour	\$	0	\$
30 Passenger Bus	7 Hour	\$	0	\$
22 Passenger Bus	4 Hour	\$	0	\$
22 Passenger Bus	5 Hour	\$	0	\$
22 Passenger Bus	6 Hour	\$	0	\$
22 Passenger Bus	7 Hour	\$	0	\$
Wheelchair Van (with A/C)	4 Hour	\$	0	\$
Wheelchair Van (with A/C)	5 Hour	\$	3	\$

**HOME TO SCHOOL TRANSPORTATION  
(In-District Transportation)  
BASE PROPOSAL FORM 1-A  
2024-2025**

**RFP Opening Date: April 2, 2024**

<b>Vehicle Type</b>	<b>No. of Hours</b>	<b>Cost Per Vehicle Per Day</b>	<b>Estimated Number Needed</b>	<b>Total Daily Cost</b>
Wheelchair Van (with A/C)	6 Hour	\$	0	\$
Wheelchair Van (with A/C)	7 Hour	\$	0	\$
Driver Assistant	4 Hour	\$	0	\$
Driver Assistant	5 Hour	\$	13	\$
TOTAL				\$

**Annual Total** = Total Daily Cost x 185 days \$ \_\_\_\_\_

Overtime will not be paid for the Home-to-School In-District Transportation contract. In the event that any of the above vehicles are used in excess of the hour allotment/designation, the District shall have the right to pro-rate the cost of the vehicle based upon fifteen (15) minute intervals.

**Unit Prices:** The District is requesting the hourly cost per vehicle/per day as set forth above. The cost for these vehicles will not be used for purposes of calculating the Total Cost Proposal. These prices will be used as unit prices for these vehicles as described herein. The District reserves the right to add additional vehicles as required in its sole discretion in accordance with the terms and conditions of this RFP. The daily costs set forth herein shall be utilized as unit prices for additional vehicles as provided for herein.

<b>HOME TO SCHOOL PROPOSAL FORM</b> <b>UNIT PRICES FOR ATTENDANTS/MONITORS</b> <b>2024-2025</b> <b>(RFP Opening Date: April 2, 2024)</b>			
<b>Hours</b>	<b>Cost Per Attendant Per Specified Hours</b>	<b>Cost per Day</b>	<b>Annual Cost (Cost Per Day x 185 Days)</b>
4 Hours	\$	\$	\$
5 Hours	\$	\$	\$
6 Hours	\$	\$	\$
7 Hours	\$	\$	\$
Overtime Rate (per 15 minutes)	\$		

**The District is requesting the hourly cost per attendant/per day as set forth above. The cost for attendants/monitors on this Form will not be used for purposes of calculating the Total Cost Proposal. The estimated number of attendants/monitors required is set forth in the Profile for this contract and is subject to modification in accordance with the Specifications. These prices will be used as unit prices for driver assistants as described above.**

*Proposer acknowledges that the current routes/locations/programs are available for review at the District Administrative Office, and a good faith estimate of required services for the above-referenced school year has been provided by the District. Changes in circumstances can occur due to, but not limited to, enrollment changes, school schedule changes, District employee contract changes, traffic and construction demands, route modifications, emergencies, epidemics, pandemics, terrorism, government action or order, etc. The Proposer guarantees that it will be able to accommodate a variety of changes over the life of the contract and provide additional vehicles as "adds," reduce vehicles as "deletes," or modify daily usage schedules, as needed according to the prices awarded.*

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Sworn to before me this  
 \_\_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
 Notary Public

**END OF PROPOSAL 1-A FORM**