Town of Medfield

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FAC 2025-19
Medfield Public Schools
Addendum #1 - Bus Services
Dated 10/14/2025

This Addendum #1 includes questions and responses 1-41, followed by several attachments and backup documentation. Please review the contents in entirety.

QUESTIONS AND RESPONSES:

1. Question: How many companies were awarded this contract the last time it was offered?

   Response: One company.

2. Question: How much was the company awarded?

   Response: The entire contract.

3. Question: Can you please clarify whether garaging at the Medfield State Hospital lot will be provided by the Town for the duration of the contract at no additional fee?

   Response: As of today, we are permitted to garage the buses at the State Hospital for this school year and the next with no additional fees. Future years will depend on the signing of the land agreement with Trinity. Buses are only allowed on the MSH premises 5-days prior to the first day of school, and must be removed within 48 hours after the last day of school or a fine will be imposed by the Town.

4. Question: Will there be a pre-bid conference?

   Response: There is no plan for a pre-bid conference at this time.

5. Question: The current contract is three years with 2 option years, would you consider going back to a 3/2 bid?

   Response: Yes, a new bid form will be attached as part of this addendum. Bidders should fill out the new revised bid form only and include it with bid submission (pgs. 8 and 9 of this document)

6. Question: 2.12 references 5 hours per day and 4 hours per day. Can you please clarify?

   Response: Two (2) hours in the morning, (1) hour mid-day for kindergarten, and (2) hours in the afternoon.

7. Question: 2.15 references Kindergarten service for 172 days, Form F shows 166 days, can you please clarify?

   Response: Kindergarten is part of the regular bus route (so the 172 days should read approximately 180 days). The 166 days noted is for the mid-day transportation (outside of the normal bus routes).

8. Question: 3.13 requests an alternative option for seat belts – are these traditional lap belts?

   Response: Yes.

9. Question: Bid Form F, Item D – will Medfield provide the charging stations and Electrical costs for the potential electric mini bus?

   Response: Medfield Public Schools would provide a charging station, the cost of electrical to charge buses would be credited to the contractor.

10. Question: Page 4, Section 2.16: How many Transition Days should bidders assume for pricing?

    Response: One (1) transition day.

11. Question: Page 10, Section 8.4: The vehicle description references a "16-passenger minivan," while Section 2.11 references a "16-passenger minibus." Please confirm which vehicle type applies.

    Response: 16-passenger mini-bus.

12. Question: Page 6, Section 3.16: Are all-season tires acceptable in lieu of snow tires for this contract?

    Response: No.

13. Question: Page 9, Section 6.2: Can the 20% bid security be submitted in the form of a bid bond only, or must it be accompanied by a certified or cashier's check?

    Response: A certified bid bond will be acceptable.

14. Question: Page 3, Section 2.5: Please clarify the expectation that the coordinator "needs terminal management level experience." Does this mean the coordinator must have previously served in a terminal manager position, or that equivalent management experience is acceptable?

    Response: The coordinator must have previously served in a terminal management position.

15. Question: Page 3, Section 2.6: Please define the intent of requiring district consent when terminating the coordinator. Is this to ensure stability of service or does it imply shared authority over personnel decisions?

    Response: It implies shared authority over personnel decisions.

16. Question: Page 14, Section 14.1: Who is responsible for bus routing — the district or the contractor? Does the coordinator assist the district with routing or perform the routing directly?

    Response: The bus routing will be shared responsibility between the district and the coordinator.

17. Question: Page 5, Section 3.9: If a replacement part for a bus is backordered and repairs cannot be completed within five (5) days, can the contractor request an extension from the district?

    Response: No.

18. Question: Page 10, Section 8.4: When there is an increase or decrease in the number of vehicles required, what lead time will be provided to the contractor to implement the change?

    Response: Typically this decision will be made 2-3 months before the start of the school year.

19. Question: Page 12, Section 14.5: Please confirm whether the Medfield State Hospital parking lot is included as part of this contract or referenced only as a garaging location. If included, is there any charge for use of the hospital lot? If parking is reinstated or available, would the district consider allowing a trailer or temporary structure on-site for the coordinator?

    Response: See response in item #3, a trailer can be considered pending approval from the Select Board and the Building Department.

20. Question: Please provide sample bus routes from the 2024-2025 or 2025–2026 school year, if available.

    Response: Sample bus routes from 2025-2026 school year are attached to the end of this document (pgs. 10-105)

21. Question: Can you provide a copy of your current contract for review?

    Response: The previous IFB from November 2020, Current contract signature page, and bid forms attached, a sample contract is attached to the original bid documents (pgs. 106-125)

22. Question: Can you provide a sample invoice format currently used for transportation billing?

    Response: Invoices can be submitted monthly, with date, contract total, amount billed this invoice, and amount billed to date. Any extracurricular or athletic transportation should be line itemed separately.

23. Question: Can you provide current pricing for the existing transportation contract.

    Response: See question #21.

24. Question: Can you provide estimated volume or frequency for your extra-curricular and athletic transportation?

    Response: Typically 1-2 charters, about 3-4 times per week for an estimated 180 days, depending on season, etc.

25. Question: Is there any summer transportation work that should be considered, and if so, what is the estimated volume of frequency?

    Response: None.

26. Question: Section 2.16: Please confirm the timing and distance of the "Transition Day" transportation requirement. Specifically, how long before or after a regularly scheduled route will transportation be required?

    Response: The timing of this is set with the school Principals. Typically three (3) buses per elementary school (Memorial, Wheelock, Dale). Students are brought from the school they are promoted from, to their new school (Memorial to Wheelock; Wheelock to Dale, Dale to Middle School).

27. Question: Section 3.2: Please strike mileage requirements. Constraining your contractor's asset utilization will limit open-market revenues during non-school days (weekends, summer, holidays), increasing price to District.

    Response: The School Committee requires the bus mileages as specified in 3.2.

28. Question: Section 3.2: Please extend vehicle age limit to 10 years. The performance-based nature of the contract incentivizes the contractor to properly balance fleet age and maintenance to continue earning revenues.

    Response: The School Committee requires the bus ages as specified in 3.2.

29. Question: Please allow a minimum of 71-passenger capacity for large buses and 16-passengers for a mini bus. Allowing flexibility will provide more options and better pricing for contractors, while still meeting a minimum standard.

    Response: This appears to align with the bid specifications.

30. Question: Section 3.9: Please define "substitution of buses" to better understand the intent. Would the contractor need permission to use a spare bus on a route if the primary bus needs maintenance? Superintendent permissions for routine tasks seem cumbersome for both parties. Please consider striking or revising section.

    Response: The current Contractor stores one (1) extra full-size bus, and one (1) mini bus on the property for any situations that may occur.

31. Question: Section 3.13: Please specify traditional lap belts, retractable lap belts, or integrated three point seatbelts for the alternative bid. Also please add option to Item D on bid pricing form.

    Response: Traditional lap belts. This option has been added to the updated bid form.

32. Question: Section 3.15: Please provide technical specifications for integration with the Town's radio communications. Will the contractor need to procure tower space and frequency independently, or will contractor have access to the Town's existing frequency? This will help contractors determine if vehicle sets and base station are needed, or a more holistic solution.

    Response: The Contractor will be granted access to the School's existing radio frequency.

33. Question: Section 5.2: Please revise Excess Umbrella Liability policy level from $10,000,000 to $5,000,000 to reflect standard coverage and better pricing.

    Response: This is a Town of Medfield requirement. Insurance should be as specified.

34. Question: Section 6.3: Including financial documents in a public bid creates material risk to the contractor. Unclear legality of withholding information in a bid file may result in confidential information being requested and obtained by competitors. Please revise the section permitting the District to request and review paper copies of the financials after the bid but before the award.

    Response: Attorney recommend keeping verbiage in this section as written.

35. Question: Section 8.2: Please include a notice period of 120 days prior to major contract adjustments to the number of buses to allow the contractor to effectively plan and execute change orders.

    Response: Medfield Public Schools will try to give as much notice as possible for any major adjustments, but cannot guarantee a notice period.

36. Question: Please consider offering a 5 year base contract with up to three option years. More certainty will reduce the risk of stranded assets and allow the contractor to obtain better financing, resulting in more competitive prices to the District. A longer term will also make the alternate bid pricing on electric buses more viable.

    Response: Per M.G.L. statute the Town cannot enter into an agreement of more than 3 years, with an option for two (2) one (1)-year extensions pending majority School Committee approval.

37. Question: Section 14.6: Please provide all bus routes from the previous three years. Please disclose what routing software, if any, Medfield has used and/or plans to use next year.

    Response: See question #20, the Town currently uses 'Route Finder Plus'.

38. Question: Pg 20 Bid Sheet, Item D: Please clarify what is expected for the contract alternates. There is only space for a single price entry for each option.
    - Cameras: is it the premium on a cost/bus/day basis, annual fleetwide premium, or entire base contract premium?
    - Electric mini-bus: Please consider an alternate bid with a separate price for each contract year to enable effective comparison.
    - Please add an alternate bid option for electric large buses. Allow the contractor to propose a quantity of electrics and the annual cost/bus to operate an electric vs a conventional bus.

    Response: Please note the responses below:

    Camera - Please provide the annual fleetwide premium

    E-Mini Bus - Annual pricing line item on updated bid form

    Large E-Bus - The Town does not have the infrastructure to accommodate this scenario.

39. Question: Athletics: How many buses will the contractor be required to provide for athletics during regularly scheduled home-to-school routes? Please provide record of last year's athletic bus trips to help us plan and size the fleet appropriately.

    Response: Please refer to question #24.

40. Question: Please provide the public record file including the previous IFB responses, the resulting contract, and any change orders or amendments to the current contract.

    Response: Please refer to question #21. There were no bid amendments, and there has not been any change orders on the current contract.

41. Question: Please consider extending the IFB submission deadline to allow bidders to adequately respond to addendum changes.

    Response: This bid cycle duration already exceeds the timeline specified in M.G.L. The School department does not wish to delay the bid opening at this time.

ITEM A - Regular Transportation To/From School (Approximately 180 Days per Year)

1.) Full Size (71-passenger) buses

Year Range	Tier	(A) Cost/bus/day	2025-2026 (B) Quantity	(C)Cost/180-day year (A*180)	(D) Total Cost/Year (B*C)
2026-2027	2 T		19		
2027-2028	2 T		19		
2028-2029	2 T		19		
Option to Extend					
2029-2030	2 T		19		
2030-2031	2 T		19		

2.) Mini-Bus (16 Passengers)

Year Range	Tier	(A) Cost/bus/day	2025-2026 (B) Quantity	(C)Cost/180-day year (A*180)	(D) Total Cost/Year (B*C)
2026-2027	2 T		1		
2027-2028	2 T		1		
2028-2029	2 T		1		
Option to Extend					
2029-2030	2 T		1		
2030-2031	2 T		1		

ITEM B - Kindergarten Transportation To/From School (Approximately 166 Days per Year)

Year Range	(A) Cost/bus/day	2025-2026 (B) Quantity	(C)Cost/166-day year (A*166)	(D) Total Cost/Year (B*C)
2026-2027		2		
2027-2028		2		
2028-2029		2		
Option to Extend				
2029-2030		2		
2030-2031		2		

ANNUAL COST of ITEMS A and B (Provided 19 Full-Size), 1 Mini-Bus, and 5 Kindergarten Routes

Year Range	19 Full-Size Buses	1 Mini-Bus	(C)Cost/166-day year (A*166)	(D) Total Cost/Year (B*C)
2026-2027				
2027-2028				
2028-2029				
Option to Extend				
2029-2030				
2030-2031				

ITEM C - EXTRA-CURRICULAR and ATHLETIC TRANSPORTATION

	Minimum Charge per Trip	Charge per Mile	+	Hourly Layover Rate
2026-2027				
2027-2028				
2028-2029				
Option to Extend				
2029-2030				
2030-2031				

ITEM D - CONTRACT ALTERNATES

1. Provide an annual fleetwide premium cost to outfit or provide four (4) security cameras on buses that meet specifications: $ _____
2. Provide a cost for one (1) fully-electric mini bus that meets the specifications above for 2026-2027: $ _____
3. Provide an annual fleetwide price to oufit buses with traditional lap belts: $ _____

Bidder Acknowledges Addendums #: _____, _____, _____

_____ Signed

_____ Dated

_____ Printed Name

_____ Name of Firm

_____ Business Address (street, city, state, zip)