



Division of Finance and Business Operations

Procurement & Strategic Sourcing  
5700 Cass Avenue, suite 4200  
Detroit, Michigan 48202  
(313) 577-3734  
FAX (313) 577-3747

August 10, 2015

**Addendum 4 To**

**RFP Interconnected Campus Shuttle Services dated July 20, 2015**

Questions have been raised since the Pre-Proposal meeting held on **July 28, 2015** for the MISS's RFP for **Interconnected Campus Shuttle Services** for the **Parking & Transportation Services**. A summary of the questions asked and the MISS's responses are as follows:

- 1) If so tracked, can you share the daily or weekly mileage averages for both services?  
DMC does not track mileage  
WSU does not track mileage
- 2) For signage on the buses, can vendor choose to do partial or full bus wraps in lieu of bracketed signs?  
DMC – negotiable  
WSU prefers to wrap at this time
- 3) If not, can you provide a picture of current signage/bracketing?  
DMC - 12 x 24 color coded signs bracketed to side of vehicle.
- 4) What is the size and types of current buses operating on the service? Is there a maximum length restriction for the service? I.e, is 35 ft. bus too long to safely negotiate the routes?  
DMC - typically on 24 passenger vehicles utilized; navigational challenges with larger vehicles  
same for WSU
- 5) Is there a specific equipment age requirement for this service?  
DMC - Late model vehicles are preferred. Age of vehicles should not exceed 5 to 7 years old  
same for WSU
- 6) It appears only one on-site dispatcher is needed for this contract, that being for the DMC service. Please confirm. DMC - onsite personnel is for field support with vehicle; dispatch to be supplied and housed by vendor; see DMC scope of service in RFP  
same for WSU
- 7) Are driver breaks/lunches built into these posted schedules?  
DMC - Provider to manage breaks without disruption of service  
same for WSU
- 8) Does the one ADA vehicle (Van) on DMC service actually operate a specific route, or is it just a stand-by vehicle only used when ADA assistance is requested?  
ADA vehicle used extensively used during hours of service)
- 9) C.2 requires either zero change or a maximum percentage only, we likely would put a specific hourly rate for increases, not a percentage; is it OK to put a flat hourly rate instead of percentage on the increase line?  
Both: Vendors can quote either maximum percentages or specific hourly rates, as long as it is clear to both organizations what the quoted pricing is.

10) Exhibit C #4, Page 19 , The RFP states 24,856 annual Hours. Based on the schedule we have a total of 23,972 with is shorter than the RFP states. Could this be clarified as to which number for purposes of the RFP should be utilized?

Provider should quote service hours indicated in scope of service for DMC

11) Exhibit C, Section B #1, Page 17, Wayne State, based on the scheduled hours provided it appears a total of 4,191.3 annual hours. Please confirm this is the annual hours proposers should use for Wayne State.

This appears to be lower than what has been indicated. Provider should quote service hours indicated in Schedule C for WSU.

12) Are the drivers of the vehicles issued a Wayne state ID badge?

DMC - Yes

WSU - No

As a reminder, Addenda 1, 2, and 3 have been posted to the website, and are available for downloading. Please acknowledge all Addenda on Schedule C when you submit your Proposal to the MISS.

If you have any questions or concerns about this Addendum or on any other aspects of the Request for Proposal, please send them by email to **Kenneth Doherty, AVP – Procurement**, Email; [ken-doherty@wayne.edu](mailto:ken-doherty@wayne.edu) and to **Paula Reyes, Associate Director – Procurement**, Email; [preyes@wayne.edu](mailto:preyes@wayne.edu). **Copy both Kenneth Doherty and Paula Reyes on all E-Mail questions.**

Thank you,

*Ken Doherty*

Assistant Vice President | Procurement & Strategic Sourcing  
(313) 577-3756 | fax (313) 577-3747

Copy to: Paula Reyes  
Gregory Piece  
Evaluation Team