# What size vehicle is anticipated? Do we have an estimate of the bus size you want running between 6:30am-10:00am, or between 12:29pm-7:00pm?

Page 37 of the IFB outlines cost assumptions for 15- and 26-passenger vehicles. Currently, both the North Plainfield and Whitestown Connectors utilize 15-passenger vehicles; because of a ridership surge during the 2017 Holiday season, the Whitestown Connector utilized a 26-passenger vehicle for several weeks. Costs for both vehicle sizes must be provided; the actual final bid reported in the bid opening will be the blended price, using the formula on the bid form (and available to bidders in the Excel spreadsheet on the procurement page on CIRTA’s website).

# How do we fill out the bid form?

The bid form (page 37 of the IFB, and also the Excel spreadsheet on CIRTA’s website) requires five (5) data entries: The weekday vehicle service hour (VSH) cost for 15- and 26-passenger vehicles, the associated weekend VSH costs for those vehicles, and the amount of daily “dead time” (i.e., time from the vehicle storage area to the route, twice a day, both beginning and end).

The bid form calculations (which are done automatically on the spreadsheet) add the daily route time (generally 10.25 hours) to the dead time, to arrive at a total number of VSH per day (i.e., the number of hours the vehicle is in service, whether actively serving customers or not). Appropriate cost entries are then used to calculate a total price, using the following assumptions:

* North Plainfield
  + Weekday service
    - 250 service days per year
    - 95% chance of weekday service using a 15-passenger vehicle
    - 5% chance of weekday service using a 26-passenger vehicle
  + Weekend service
    - 6% chance of running
      * 4% chance of needing a 15-passenger vehicle
      * 2% chance of needing a 26-passenger vehicle
    - 50 service days per year
* Whitestown
  + Weekday service
    - 250 service days per year
      * 90% chance of weekday service using a 15-passenger vehicle
      * 10% chance of weekday service using a 26-passenger vehicle
  + Weekend service
    - 50 service days per year
      * 90% chance of needing a 15-passenger vehicle
      * 10% chance of needing a 26-passenger vehicle

# Do you require the company to be a Disadvantaged Business Enterprise (DBE) or to allocate part of the funds that are awarded to a DBE in the amount of 5%?

There is no requirement for DBE participation as part of this contract, as CIRTA believes that such a requirement would be too restrictive for this contract. However, DBE participation is encouraged.

# Are previous bids for this contract available to be disclosed?

The prior IFBs were issued in 2015, used only a single price per vehicle service hour (VSH), and only one vendor responded to each of them. The North Plainfield bid was $46.50 per VSH, and the Whitestown bid was $54.90 per VSH.

# We would be interested in subcontracting some of the work to a DBE. Do you know any DBE companies in the area that would be interested in storage of the vehicles, detailing the vehicles, or contracting drivers to accommodate the route?

CIRTA accepts the DBE certification process for the Indiana Department of Transportation and the Indiana Department of Administration; full listings of qualified DBEs are available on the websites for those organizations. See the following:

<https://www.in.gov/indot/2674.htm>

<https://www.in.gov/idoa/mwbe/2743.htm>

# We would like to use new equipment for the route. This means the equipment more than likely will need to be acquired and will not be available by the contract start date. Would we be able to quote the contract using different vehicles to start the contract and new equipment beginning no later than October of 2018 with the possibility of starting earlier?

Bidders should use their best judgment in balancing short-term with long-term costs on the bid form. Once the bid is received, it is considered binding, and will not be reconsidered at a later date, even if new equipment is purchased. The bid should consider what the cost of capital will be, including depreciation and replacement costs.

# In regards to payment will that be on a net 30 payment schedule or will it be longer? How long is the wait time for payment?

The vendor is expected to submit monthly invoices, including a reporting of total contract costs, fare income collected, and subsequent net contract costs. Invoices are approved on a monthly basis by either the CIRTA Board or its Executive Committee. Assuming prompt submittal of invoices by the vendor following month’s end (e.g., the first week of February for service provided in January), issuance of payment before the end of the following month (e.g., before the end of February) has consistently been achieved.

# What is meant by Resumes with Training Records?

Bidders must submit resumes of staff who would be qualified to operate the service, including documentation of any applicable licensing and training that may apply to the types of vehicles and or services being proposed.