

**BOARD OF COUNTY COMMISSIONERS  
ESCAMBIA COUNTY, FLORIDA  
OFFICE OF PURCHASING**

213 PALAFOX PLACE, 2<sup>nd</sup> Floor  
P.O. BOX 1591  
PENSACOLA, FL 32591-1591  
TELEPHONE (850) 595-4980  
(SUNCOM) 695-4980  
TELEFAX (850) 595-4805  
<http://www.myescambia.com>



CLAUDIA SIMMONS  
*Chief, Purchasing*

July 19, 2011

To: All Prospective Proposers:

Via- Email

**ADDENDUM NUMBER 1:**

Re: Escambia County Area Transit (ECAT) Management Contract, PD 10-11.060

Proposers:

We recently sent you an Invitation to Bid on the above-mentioned specification.

This Addendum #1 provides for the following:

**Questions and Answers to various questions regarding the bid as follows:**

In preparation of our response to the RFQ referenced above, the following questions are being submitted in an effort to better understand the current operating environment. In demonstrating our ability to Deliver Full Scope of Services (selection criteria H) it is important that we clearly understand the administrative structure, roles and responsibilities. We appreciate your consideration.

The questions included do not ask financial related details as it was indicated that will be addressed in negotiations should a firm be selected. Nor was any pricing required by respondents. We would respectfully ask for the opportunity to present those questions as a "next step" should we selected for negotiations.

1. Is the subsidiary fully funded by the County (ECAT) to meet all expenses?  
No – Funding is a combination of Grants, Farebox Revenue, General Fund.
2. How will the subsidiary corporation provide insurance? Are the insurance requirements outlined in the RFQ fully funded by the County as a pass through expense but procured through the subsidiary?  
Yes – Subsidiary provides all Insurance. All costs reimbursed by County.
3. What procurement policies must be followed by the subsidiary corporation, i.e. must it follow County (ECAT) policies?  
Yes.
4. Please indicate if any of the following are currently in place on FR vehicles and provide descriptions:  
On board cameras - YES  
Drive Cam incident recording devices – NO  
Fareboxes (types) – GENFARE (GFI)  
MDT or similar devices - ZONAR  
Maintenance tracking - ZONAR
5. Will subsidiary corporation management be required to make all operating decisions or be required to consult with the County? YES
6. Section V page 5 – Please indicate what details would be expected in Section D – support services. Would this include corporate/ regional support as well as local staff? YES
7. What is the anticipated contract start date and term of contract? To be determined during the Contract negotiations.
8. Please provide a copy of the current contract in place between the County and the management services firm.

Escambia County Area Transit (ECAT) Management Contract, PD 10-11.060

Addendum 1

9. Page 2 Scope of Services outlines what the contractor is responsible for and page 3 states what the County will provide. There appears to be overlap. We seek the following clarifications:

What Fleet Maintenance Management Program is currently in place? Does the County own this product and will make it available to proposers? The County owns the facility; but, the contractor provides the labor.

Is Contractor responsible for all run cuts and if so what Transportation Management software is currently in place for management of the system? Does this become available to incoming contractors?

Yes, the contractor is responsible. The software is not available to a different provider.

Please define what entails "Safety and Selected Types of Insurance". Indicate whether insurance is a pass through cost through subsidiary and detail what "selected types" are included.

The insurance is a reimbursable expense. The professional error and omission insurance is a contractor's expense. Please Review Section XI of the Request for Qualifications document for insurance requirements.

Please describe specific functions County will be responsible for in grant administration. Is County staff designated for these functions?

Grant administration is the responsibility of the Contractor. There is no County staff for this function.

Describe what is expected in "Administration of ADA and TD services".

Monitor and administer the Para-transit Agreement/Contract.

10. What Transportation Management Software is currently in use for the system? What applications are in use in conjunction with the software, i.e. MDTs, etc. Is there an expectation that the Management Firm will provide Transportation Management Software support?

The software is proprietary. The contractor provides their own software and software support.

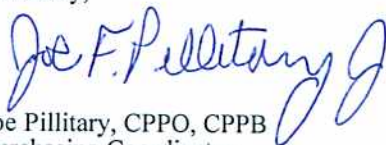
11. Please provide clarification of any additional costs expected of the contractor over and above the management and corporate support outlined in the RFQ. Escambia County cannot forecast any unexpected costs for the contractor.

The date for the site visit will be Monday, July 25, 2011 at 1:00pm, CDT. The address is Rosa Parks Transit Complex, 1515 West Fairfield Drive, Pensacola, FL 32502.

The General Automobile and Excess or Umbrella Liability coverage has increased from 1,000,000 to 5,000,000. Please replace page 9 with the corrected page 9.

This Addendum Number 1 is furnished to all known prospective bidders. Please sign and return one copy of this addendum with your original signature, with your proposal as an acknowledgement of your having received same.

Sincerely,



Joe Pillitary, CPPO, CPPB  
Purchasing Coordinator

SIGNED: \_\_\_\_\_

COMPANY: \_\_\_\_\_  
JP/lk