

Addendum # 1  
to the  
**Associated Colleges of the St. Lawrence Valley  
Invitation for Bid (IFB)**

IFB Number ACSLV2024

Dated March 8, 2024.

Description: Bus Transportation for Intercollegiate Athletics

This addendum provides answers to questions posed by potential bidders about the subject IFB, as follows:

Question #1:

---

I came across an IFB for Bus Transportation for Intercollegiate Athletics and went through the Final Bid pdf document. Under the section 4.1, Minimum Bidder qualifications, it is stated that the contractor must own or lease the buses for providing the services. I would like to know more about the leasing terms, if any, like the minimum duration of lease etc. It would be really helpful if you could share some insights on this.

**Answer #1:**

*The minimum duration of lease would be the length of the contract for five years.*

Question #2:

---

Can you let me know to to FOIL the current contract or can you just provide that, thank you!

**Answer #2:**

*Our FOIL Officer is Alex Jacobs-Wilke and her email is [jacobsam@potdam.edu](mailto:jacobsam@potdam.edu).*

Question #3:

---

Will the awarded contract be an exclusive varsity athletic contract for all four member institutions? The bid does appear to reserve the right to award in whole or in part but as the performance on this contract would require significant resources, we would want to be assured that this is an exclusive contract and that all four members would be participating.

**Answer #3:**

*We reserve the right to award in whole or in part. We cannot provide specific assurance that the contract would be exclusive to all four members.*

Question #4:

---

The final sentence of Section 2 on page 5 indicates that contract will be awarded to the most qualified bidder while Section 8 Page 13 indicates that the bids will be evaluated based on lowest price. Please clarify.

**Answer #4:**

*Both sections are correct. If bids do not meet minimum qualifications their bid will not move forward for the review.*

Question #5:

---

Page 6, Item 1 (ix) – would the ACSLV consider adjusting the maximum coach age requirement from “less than 10” to 15 years?

**Answer #5:**

*No. Buses must be less than 10 years old.*

Question #6:

---

Page 7, Item 2, Part C – would the ACSLV consider adjusting the driver age requirement from the listed 25 years to the Federal interstate level of 21 years?

**Answer #6:**

*Yes, however the preferred age would be 25.*

Question #7:

---

Page 9, Part F/G – would the ACSLV consider updating the cancellation period without penalty to a more appropriate time frame for a contract of this nature of 24 hours prior to departure? If answer to above question is no, please explain calculation of cancellation fee indicated in Part F, Subsection ii.

**Answer #7:**

*The calculation of the cancellation fee would be determined using the rates outlined in section 5.1 part 4. Please see below\*.*

Question #8:

---

Page 9, Part G, would the ACSLV consider removing this section so that all cancellations are handled in the same manner?

**Answer #8:**

*All cancellations of less than 4 hours will be handled in the same manner. Please see below\*.*

Question #9:

---

Page 10, Part 4 – references “estimated time and mileage provided” however the time and mileage column on the bid spreadsheet is blank. Please provide an updated bid sheet in electronic format.

**Answer #9:**

*We have provided an Excel Spreadsheet with all four colleges' team travel schedule with additional columns to provide an estimated number of days or hours as well as mileage for all trips.*

*It is up to the bidder to take the estimated information we have provided to prepare their proposal based on that information to determine the hourly bus usage charge, daily bus usage charge, and mileage charge.*

*Document format is Excel. We have also provided an Excel Exhibit D Pricing for bid submission.*

Question #10:

---

Page 12, Section 6 references a cost bid as being separate from a technical bid. Please explain in detail how submission should be made based on this requirement. Are you seeking 12 instead of 6 sealed envelopes? How should the separation of these two documents occur for the required electronic version?

**Answer #10:**

*This is a wording error. Please see below\*\*.*

Question #11:

---

Page 12, “Cost Adjustments” – This section appears to result in the year over year increases being the lower of the presented bid rates or CPI for years 2-5. If our company is to take the risk in projecting rates out 5 years, we would not find it acceptable for those rates to be subject to a CPI comparison. Please advise if it is the desire of the ACSLV to utilize the provided bid rates on the bid sheet for years 2-5 OR CPI increases from year one for years 2-5. If CPI use is desired, please

clarify the exact CPI number, type (adjusted or unadjusted) and timeframe that will be utilized. If CPI use is desired, there is no need on the bid sheet to show years on the bid sheet any longer.

**Answer #11:**

*This is standard OSC boilerplate language. It is not negotiable.*

**Question #12:**

---

Page 48, Number 25, Part A gives SUNY the right to cancel the contract at any time for any or no reason with 30 days notice. We request that contractor be given the same rights or to have this section struck from the document.

**Answer #12:**

*Termination of the contract is not the same as cancellation. The State will **not** extend 30 day termination to the vendor in this case.*

**\* Section 5.1 Mandatory Services (pg. 9)**

1) Trip Schedule

f. ii.

*If the Contractor is notified of a cancellation less than four (4) hours prior to the projected departure time, the Contractor shall be entitled to a \$250.00 compensation of the trip.*

**\*\* Section 6 Bid Pricing (pg. 12)**

Bids must be submitted in separate, sealed envelopes. Failure to adhere to this requirement may result in disqualification.

