

San Benito County Local Transportation Authority

Request for Proposals #2018-01

Operation of San Benito County Express and Specialized Transportation
Services

Addendum No. 3

Issue Date: July 25, 2018

Proposers are reminded that receipt of this Addendum No. 3 must be acknowledged in your respective proposal, in Exhibit B-8: Acknowledgement of Addenda. Your proposal will be declared “unresponsive” should you not acknowledge this Addendum No. 3 and submit Exhibit B-8 with your respective proposal.

Any information contained herein will be considered part of the Request for Proposals #2018-01 (RFP) and as such will be used in the evaluation of the responses. All other terms and conditions remain unchanged. In the event of a conflict between any provision of this Addendum and the RFP, this Addendum shall prevail.

This Addendum is intended to provide answers to questions received regarding the RFP, additional information, and/or to change the requirements as stated in the RFP.

Questions

Number	Question	Response
First Transit		
FT-1	<p>We would like to receive the following data in excel for a recent two-week period for CE Services to assist us in understanding trip volume and patterns. We would like this data to be drawn from a fairly representative week for the service which excludes holidays or unusual trip-making patterns associated with adverse weather or special events.</p> <ul style="list-style-type: none"> a) Origin and destination, latitude and longitude coordinates, for each scheduled trip b) Final status of each scheduled trip, e.g. whether the trip was provided, cancelled or no-showed c) Scheduled and actual pick-up and drop-off times for each performed and no-showed trip d) Passengers transported, broken down by riders, attendants, companions, children and any other passenger categories tracked by the system e) For each trip, whether the rider used a mobility device, service animal or any other equipment codes f) Number of trips denied, broken down by capacity, eligibility and rider refusals as well as by any other category currently tracked g) Number of complaints received 	<p>As per Addendum No. 2, no response will be provided to new topics.</p>

FT-2	The provided Monthly Reports include vehicle Revenue Hours and Revenue Miles. Please provide the Total Miles and Total Hours for the same months that would include deadhead and out-of-service times and miles.	As per Addendum No. 2, no response will be provided to new topics.
FT-3	What is the average deadhead miles and hours for each service to include Dial-A-Ride and Fixed Route separately.	Requested information is not available.
FT-4	RFP Section 7.2.29, Page 80: Please clarify what position is performing the current Bus Stop and Shelter cleaning and maintenance for the Contractor. The only positions listed are Drivers, Dispatch and management.	Currently drivers are dispatched to complete bus stop and shelter cleaning and maintenance.
Capital Transit		
CT-1	Will LTA provide space to park Specialized Transportation vehicles over night?	Please see response to Question PC-14 in Addendum No. 2.
CT-2	Will LTA provide routing/ dispatching software for Specialized Transportation Contractor?	Please see response to Question PC-3 and MV-17 in Addendum No. 2.
CT-3	What is the current hourly wages of the Specialized Transportation operators/ drivers?	Please see RFP Appendix I.
CT-4	What is the recent productivity (Passengers per hour) for the ST service?	In May 2018, ST's passenger per revenue hour productivity was: 1.9 for Out of County Medical Transportation, 4.7 for Senior Lunch, and 1 for Medical Shopping Assistance.
MV Transportation		
MV-1	If a firm is responding to Option 1A and 1B, are they to submit one proposal that complies with the prompts in Table 1 under "Option #1B Combined Service"?	Yes. Additionally, proposals must follow instructions on answering questions for both options and include all required forms.

Additional Information

All proposers are directed to review Attachment 1 to this Addendum No. 3 – July 19, 2018 Revised MV Transportation Collective Bargaining Agreement for CE employees.

Attachment 1

July 19, 2018 Revised MV Transportation Collective Bargaining Agreement for CE employees

**WAGES AND FRINGE BENEFITS FOR THE MANAGEMENT AND OPERATION OF
SAN BENITO LOCAL TRANSPORTATION AUTHORITY - COUNTY EXPRESS**

IMPORTANT NOTE AND DISCLAIMER

The wages and benefits paid to all dispatchers and operators for the MV Transportation San Benito County operating location are governed by a collective bargaining agreement (CBA) between MV Transportation and the SMART UTU – Local 23. The agreement is attached for review. **The agreement expires June 30, 2019, wages and benefits are expected to increase in the upcoming negotiations.**

BARGAINED, NON-EXEMPT DISPATCHER AND OPERATOR BENEFITS:

HOLIDAY PAY: Full time employees are eligible for six (6) paid holidays. Part time employees are eligible for four (4) paid holidays.

MEDICAL INSURANCE: The Company offers medical insurance to eligible employees determined under the provisions of the Affordable Care Act (ACA). For “Grandfathered employees,” the Company will contribute \$425.00 per month. For Non-Grandfathered employees, the Company will contribute \$325.00 per month to the cost of the plan.

DENTAL AND VISION INSURANCE: The Company shall provide Dental and/or Vision Insurance at no cost to the eligible full-time employee for employee only coverage if that employee elects not to take the medical insurance; otherwise employees will have the option to participate in Dental and Vision Insurance at group at their own cost.

LIFE INSURANCE: The Company shall maintain life insurance coverage for employees at Ten-Thousand Dollars (\$10,000) per employee payable to a surviving beneficiary.

401K: The Company shall provide a 401K Retirement Savings Plan to full time employees. The Company shall match \$.10 for every dollar an employee contributes to this plan up to six (6) percent of an employee’s annual salary.

VACATION PAY: Full time employees start to accrue vacation on the first day after their first year at the rate of 3.33 hours per month. The accrual rate increases to 6.66 hours per month after three years of full time employment. The accrual rate increases to 10 hours per month after five (5) years of service.

SICK PAY: Full-time employees shall be eligible for four (4) hours of sick pay for every calendar month, up to a maximum of forty-eight (48) hours annually. Part-time employees are eligible for two (2) hours a month up to a maximum of twenty-four hours annually.

BEREAVEMENT: The Company shall provide time so that individuals attending to a death in the immediate family shall be allowed up to three (3) days of paid bereavement leave.

SAFETY BONUS: The Company agrees to develop a monthly safety program where eligible employee would participate in some form of drawing for cash or cash equivalent prizes, not to exceed \$300.00 per month for the entire division.

NON-BARGAINED, EXEMPT EMPLOYEE BENEFITS:

MEDICAL: Full time employees and those who qualify under the ACA are eligible for health, dental and vision benefits.

VACATION PAY: Employees working 70+ hours in a pay period accrue 1.54 hours per pay period after one year of employment. After three years the accrual increases to 3.08 hours per pay period.

PAID SICK TIME: The Company provides sick leave benefits in accordance with the California Sick Leave Act (24 hours of sick leave per year) to full time and part time employees.

PAID HOLIDAYS: All employees are eligible for six (6) paid holidays.

SUPPLEMENTAL VOLUNTARY BENEFITS: Following 30 days of employment full time and part time employees are eligible to participate in company offered benefits for short term disability, accident care, critical illness, universal life, and term life insurance.

FLEXIBLE SPENDING ACCOUNTS (Health Care FSA and Dependent Care FSA): These programs allow employees to put aside pre-tax money to pay for childcare or eldercare expenses while employees work, and to pay for qualifying out-of-pocket medical expenses (such as copays and other covered items.) Employees are eligible to participate in both plans on their normal benefits eligibility date.

EMPLOYEE ASSISTANCE PROGRAM: MV offers confidential counseling services at no cost for employees and family members (3 in-person sessions per incident per year). There is a 24/7 resource and referral line for counseling, financial assistance, legal problems, and many other issues.

SUPPLEMENTAL LIFE, AD&D, AND DISABILITY INSURANCE: In addition to its health insurance plan offerings, MV also offers company-sponsored supplemental life insurance and Accidental Death & Dismemberment (AD&D) insurance plans through The Standard Insurance Company. The supplemental life insurance plan is available to employees, their spouse/domestic partner, and their children. The AD&D insurance plan is available to employees. Employees are eligible effective on the 1st of the month following their waiting period.

401(k): Employees are eligible to participate in the Company offered 401(k) program with a Company match.

WAGE RATES (As of 1/1/2019)

Position	Status	Pay Rate as of 1/1/2019	Seniority Date
Bargained Employees			
Operator	Regular Full-Time	\$15.70	1/27/2014
Operator	Regular Part-Time	\$15.45	10/16/2015
Operator	Regular Full-Time	\$15.70	2/20/2014

SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY
 OPERATIONS OF SAN BENITO COUNTY EXPRESS AND SPECIALIZED TRANSPORTATION SERVICES

Operator	Regular Full-Time	\$17.89	4/17/2008
Operator	Regular Full-Time	\$15.00	12/19/2016
Operator	Regular Full-Time	\$18.23	3/22/2005
Operator	Regular Part-Time	\$15.70	6/23/2014
Operator	Regular Full-Time	\$15.00	12/19/2016
Operator	Regular Full-Time	\$22.98	3/25/1991
Operator	Regular Full-Time	\$17.17	9/23/2010
Operator	Regular Full-Time	\$17.89	11/20/2007
Operator	Regular Full-Time	\$20.97	7/9/1996
Operator	Regular Full-Time	\$14.00	2/3/2018
Operator	Regular Full-Time	\$14.00	1/31/2018
Operator	Regular Full-Time	\$17.89	4/17/2006
Operator	Regular Part-Time	\$14.00	New Hire
Operator	Regular Part-Time	\$14.00	New Hire
Dispatcher	Regular Full-Time	\$25.37	2/1/1988
Dispatcher	Regular Full-Time	\$16.50	1/1/2019
Non Bargained Employees			
General Manager	Full-Time	Confidential	
Project Manager	Full-Time	Confidential	