



August 26, 2019

ADDENDUM NO. 2

SEALED BID #MWJ1905 – COACH BUS TRANSPORTATION SERVICES – DISTRICT WIDE

ONE (1) ORIGINAL SIGNATURE HARD COPY AND ONE (1) USB OF THE BID TO BE SUBMITTED TO:

City Colleges of Chicago
Dawson Technical Institute
Procurement Services
3901 S. State Street, Room 102
Chicago, IL 60609
Attn: Marietta Williams-Johnson, Buyer

Bids are now due Tuesday, September 3, 2019, no later than 11:00 a.m. local Chicago time

Part 1 – Questions, Responses and Clarification of Information

- Q2. Per discussion at the meeting: How will you handle pricing for OTR (Over the Road Travel)? Your format of per hours doesn't work. All vendors base OTR on mileage and time. Whichever is the greater cost. For OTR – Does CCC arrange and pay for the hotel rooms for the drivers? Or do the Vendors?

Response: Please see attached example for OTR travel, Addendum No. 2 – Example – OTR Quote. Drivers' hotel accommodations are referenced in the quote, see Terms and Conditions.

- Q3 Quotes for OTR trips are based on the numbers of days, mileage and duration of days. The current RFQ doesn't have CCC taking this into account for quotes. Other programs we have worked with have provided us with the number of OTR trips. Where they are going to, when they leave the school and when they return. Also, how long each day the vehicle would be needed in order for us to quote them on the trips. Do you have a history of what you did previously that you could base this on? Can you put this on an excel sheet as other educational programs do? Would CCC be able to do this?

Response: Please see attached example for OTR travel, Addendum No. 2 – Example – OTR Quote. OTR trips are depends on requirements of the requesting CCC departments and/or college.

Part 2 – Modification to the Bid document

ITEM 1 – Currently reads in Addendum No. 1 – Extension of due date and time for receiving Bids:

All sealed bids shall be date stamped and deposited in the bid receptacle in Procurement Services in Room 231 at City Colleges of Chicago, Dawson Technical Institute, 3901 S. State Street, Chicago, Illinois, 60609, before 10:00 a.m. Friday, August 30, 2019. The bids shall be publicly opened and read immediately thereafter in Bid Opening Room 201P. Bids arriving late will be returned to the vendor unopened. Please RSVP your attendance for the Bid Opening to procurementservices@cc.edu by Wednesday, August 28, 2019. Identification is required when entering any City Colleges of Chicago facility.

CHANGE TO:

All sealed bids shall be date stamped and deposited in the bid receptacle in Procurement Services in Room 102 at City Colleges of Chicago, Dawson Technical Institute, 3901 S. State Street, Chicago, Illinois, 60609, before 11:00 a.m. Tuesday, September 3, 2019. The bids shall be publicly opened and read immediately thereafter in Bid Opening Room 201P. Bids arriving late will be returned to the vendor unopened. Please RSVP your attendance for the Bid Opening to procurementservices@cc.edu by Thursday, August 29, 2019, by 2:00 p.m. Identification is required when entering any City Colleges of Chicago facility.

ITEM 2 - Section 00500 – BID SUBMITTAL FORMS

REPLACE WITH: Addendum No. 2 – Revised Section 00500 – Bid Submittal Forms. Bidders are required to complete and submit the revised forms from this Addendum in all bid responses.

Please acknowledge receipt of all Addendums in Section 5.04

END OF ADDENDUM

ADDENDUM NO. 2 - REVISED SECTION 00500 – BID SUBMITTAL FORMS

5.01 Bid Form: Coach Bus Transportation Services – District Wide

Having carefully examined the specifications and being familiar with all of the conditions affecting this bid, the undersigned agrees to provide Coach Bus Transportation Services – District Wide to the City Colleges of Chicago, as specified (Section 00400) herein and to satisfactorily meet the specifications.

We (Name of Bidder) _____ propose to provide **Coach Bus Transportation Services – District Wide** as outlined in Sections 00100 through 00500 of the specifications dated August 12, 2019, for the following hourly rate/mileage rate fully loaded prices. The price will include the pick-up destination at the designated campus or campuses and returns to the designated locations:

COACH BUS SIZES	HOURLY RATES (1 - 50 MILES)	HOURLY RATES (OVER 50 MILES)	Per mileage rate over 400 miles/cost
32 Seat Passenger	\$ _____	\$ _____	\$ _____
48 Seat Passenger	\$ _____	\$ _____	\$ _____
56 Seat Passenger	\$ _____	\$ _____	\$ _____

NOTE: Hourly and mileage rates must be fully loaded.

If you are submitting a NO-BID for this requirement, kindly state your company's name and indicate the reason why you're not submitting a bid in the space that follows:

Company's Name: _____

Comments: _____

5.02 References

Bidders are required to provide at least three (3) references, one per firm, for whom you have provided services similar to what is being requested in this bid within the past three (3) years. Please complete the following CCC Reference Questionnaire, Page 1, for each of your references and return the forms with your bid submission. City Colleges of Chicago will contact your references to verify the services that you've provided them after submission of your bid. Please make additional copies of the form as needed.



**5.02 CITY COLLEES OF CHICAGO
REFERENCE QUESTIONNAIRE**

The contractor listed below has named you as a reference on a project completed within the past three (3) years and/or is currently in progress. The work performed, as indicated by the contractor, is described below. Please revise any incorrect data, and/or include any additional relevant information.

Your timely completion of the questions on the next page(s) will assist CCC in determining the responsibility of this contractor. Your response will be "on the record" and available for the contractor's review. The individual completing this questionnaire may be contacted to confirm their participation. Thank you for your assistance.

Upon completion, please return this page to Marietta Williams-Johnson, Buyer, via email to procurementservices@ccc.edu. Please contact the Buyer at 312-553-2590 with any questions.

To Be Completed By Bidder

Reference Company Name: _____

Reference Contact: _____

Reference Phone: _____

Reference E-mail: _____

Bidder's Name: _____

Bidder, please provide a brief but detailed explanation of the project/services that you've provided to this reference:

Contract Amount: _____

Project Completion Date: _____

(Page 1 of) (Bidder leave space blank)

5.03 BIDDER'S QUALIFICATION STATEMENT

The following information regarding the Bidder must be provided as part of the Bid Submittal Package, please attach additional sheets as necessary:

A. COMPANY INFORMATION

Provide information on the company's background, including the number of years in business, number of years in coach bus transportation business, main office location, list of services you provide and number of buses in your fleet, number of ADA buses, number of employees, number of CDL drivers. Submit copies of business licenses from the City of Chicago and State of Illinois; and, a copy of your Certificate of Insurance and Bonding Company (if applicable).

B. Work Volume

State yearly dollar volume of related Coach Bus Transportation Services during the past three years:

2019 _____ 2018 _____ 2017: _____

C. LEGAL ACTIONS

List and briefly describe any and all legal actions for the past three (3) years in which Proposer has been:

- (a) a debtor in bankruptcy,
- (b) a defendant in a lawsuit for deficient performance under a contract or agreement,
- (c) a Respondent in an administrative action for deficient performance,
- (d) a defendant in a criminal action.

- D.** List related Coach Bus Transportation services provided in the past three (3) years over \$50,000.00. (Use additional sheets if necessary). The following information regarding the firm must be provided as part of the Bid Submittal, attach additional sheets if necessary:

Name of Company	Total Amount of Services	Contact Person	Phone Number and Email address

5.04 BID SIGNATURE SHEET

Bidder acknowledges receipt of the following addenda:

Addendum No. _____ Dated _____
 Addendum No. _____ Dated _____
 Addendum No. _____ Dated _____

The following documents and information must be completed and included with all Bid submissions and on the USB drive:

1. Revised Section 00500 – Pages 3 – 7 (5.01 – Bid Quotation Form, 5.02 – Reference Questionnaires (3 each), 5.03 – Bidders Qualification Statement and 5.04 - Bid Signature Sheet)
2. Appendix I
 Applicable MBE/WBE Schedules regarding Compliance with the Minority Business Commitment and Women Business Commitment Forms (signed and notarized)
3. Copies of MBE/WBE Certification Letter(s) from certifying agencies accepted by CCC
4. Appendix II
 CCC Ethics Orientation for Contractors/Vendors “Acknowledgement” Form
5. Appendix III
 Economic Disclosure Statement and Affidavit (10 pages, signed and notarized)
6. Appendix IV
 IRS W-9 Form

Note: All bids must be signed to be considered a valid quotation.

Firm's Name: _____
 (Corporation, Partnership, Sole Proprietor)

By: _____
 (Authorized Signature)

By: _____
 (Authorized Signor's Printed Name and Title)

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Title: _____

Telephone No. _____ Fax No. _____

Email: _____ Website: _____

NOTICE: Sealed bids are due on Tuesday, September 3, 2019, no later than 11:00 a.m. to the Office of Procurement Services, City Colleges of Chicago, Dawson Technical Institute, 3910 S. State Street, Room 102, Chicago, IL 60609 and will be publicly opened and read aloud immediately thereafter.

NOTE: It is the responsibility of the Bidder to hand deliver or mail bids before the scheduled due date and time, Bids arriving late will be returned unopened. When responding to these specifications, please return one (1) USB drives, one (1) original signature hard copy of your entire bid to include all required documentation, information and applicable MBE/WBE Schedules with MBE/WBE Certification letters.