

**FLORIDA STATE UNIVERSITY  
PURCHASING DEPARTMENT  
A1400 UNIVERSITY CENTER  
TALLAHASSEE FL 32306-2370**

**ADDENDUM ACKNOWLEDGMENT FORM**

**DATE: July 7, 2009**

ADDENDUM NO. 1 Competitive Solicitation Number **ITB 5338-0**

TITLE: Charter Bus Services

**INSTRUCTIONS TO RESPONDERS:**

Attached is additional information pertaining to the Competitive Solicitation. Please read this information carefully and incorporate it into the terms, conditions and specifications submitted with the original solicitation and any prior addendum's. **This cover sheet must be signed by the individual signing the solicitation and returned with this solicitation.**

**CERTIFICATION:**

This is to certify that I did receive the referenced addendum and have incorporated the terms, conditions, and specifications listed therein into the attached Competitive Solicitation.

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
TITLE OF ABOVE



**FLORIDA STATE UNIVERSITY  
INVITATION TO NEGOTIATE  
CHARTER BUS SERVICES  
ITN-5338-0  
ADDENDUM 1**

**Questions and Answers**

Q1 :

Under the response format on page 6. Under the first item Submit 1 original and 5 copies of the offerors' proposal in hard copy form. The original response shall contain the original manual signature of the authorized person signing the proposal, and the electronic copy of the proposal.

What do you mean by - "and the electronic copy of the proposal?" - Is that just a copy of the original proposal that you emailed to me and I print it out?

A:

Per the ITN:

Submit one (1) original and (5) copies of the offerors' proposal in hard copy form. The original response shall contain the original manual signature of the authorized person signing the proposal, and the electronic copy of the proposal.

By electronic copy, we are asking for a copy to be sent in on a cd.

Q2:

We ask that you review your request for an audited financial statement.

Most small and/or family operated businesses like ours do not feel the need to have their financial statements "audited".

We have been in business for 39 years, and have never had one. We have been given an estimate of between \$15,000.00 and \$20,000.00 to have this prepared by our CPA. Would you accept a compilation with a CPA review?

A: Audited financial reports, balance sheets, corporate tax returns, and CPA reviews will be acceptable.

Q3:

I also have a question about the number of references you want. On the page that has the required experience, qualifications and resources it says you want 5 college or professional athletic teams, but under tab 5 it says you want references from 3 or more. (just want to double check this amount).

A: Please provide at least 3 or more college or professional athletic teams. References are NOT to include The Florida State University departments or affiliates.

Q4:

Under the classification of the required experience, qualifications, and resources, are these specifications broken down under the tabs(as each tab requests) or do we have a specific place that these three requirements go separately in the booklet we turn in?

A: Under the required experience, qualifications, and resources, each piece is broken down under the tabs. Proposers shall provide all the information as required under each tab.

**UPDATES:**

**Page 7: Tabular Format. When submitting your response for each Tab, please repeat FSU's question or information request as shown in this addendum and then supply your answer.**

**Tab 2 is amended to read:**

- Tab 2: Cover Letter
- 1) Include a brief introduction to your firm and interest in serving FSU, provide a main contact name, phone number(s), fax number(s), email address(es), and any other contact means available.
  - 2) Provide the name and address for the location considered to be your company headquarters, and the locations of branch offices, if any.
  - 3) How long have the owners/operators submitting this response been providing charter bus services in the name of the current company, or any other company? Tell us about the experience the company owners/operators have providing charter bus services requiring the level of service and quality of equipment required by FSU.

**Tab 3 is amended to read:**

- Tab 3: Number of years Agency has been established under current ownership and current corporate structure. Prior ownership and prior history shall not be included.

Describe in detail your company's physical ability to provide / perform the charter bus services specified to include the following information:

- 1) How long have the owners/operators submitting this response been providing charter bus services in the name of the current company, or any other company? Tell us about the experience the company owners/operators have providing charter bus services requiring the level of service and quality of equipment required by FSU.
- 2) The geographic location of your company.
- 3) The geographic location(s) for which your company can provide charter bus services (ie: anywhere within the United States, only Mid-Atlantic region, etc.)
- 4) Give the specific geographic regions your company services without subcontracting any portion of the charter service. Be very specific. Include names of states or parts of states, to include cities served. Do not provide only regional information such as the "Southeast."
- 5) The average type / number / age of vehicles in your company's standard fleet, that historically have been available at any given time.
- 6) Describe your existing fleet of charter buses. Include only the number of buses in your fleet. For each bus provide the make, model, model year, year purchased by your company, amenities installed or included on each bus, and quantity of buses owned that meet that description.
- 7) If all of the buses described in Number 6 above are not available to meet FSU's requirements as stated in this ITN, provide the information asked in Number 5 about the buses that you are proposing to make available to FSU.
- 8) Only highly skilled, professional drivers may be assigned to FSU charters. Detail how your company will fulfill this requirement. Describe how many fully qualified drivers are full time staff members of your company; how many are part time employees, and how many are contract employees available as back-up drivers. Detail how drivers are screened and hired, how they are trained and the level of training they receive from your company initially, and any in-service training you offer or that they receive elsewhere. Describe how your drivers are supervised
- 9) The types of charter bus services that your company typically subcontracts.
- 10) How often your company subcontracts. Identify all proposed subcontractors and the geographical areas and/or types of charter bus services that would be assigned to each proposed subcontractor. Detail the average type / number / age of vehicles in their company's standard fleet that historically have been available at any given time.
- 11) Your company's most recent audited financial report. Audited financial reports, balance sheets, corporate tax returns, and CPA reviews will be acceptable.

**Page 10, Evaluation Criteria, is amended to read:**

Because this is an Invitation to Negotiate, no specific point values will be assigned to responses, however the university's determination of the short list of vendors with whom negotiations may continue will be, in order of importance: Equipment offered to fulfill this contract; cost proposal; experience and reputation in the industry (as provided by client references) of the company's administrative staff and drivers; company experience and financial stability; contingency plans for disabled or unavailable compliant buses and related services, and references from clients similarly situated to FSU, for services equal to those outlined in this ITN.