



PURCHASING

February 21, 2025

MEMO TO: Prospective Bidders
FROM: Kimberly Toon, Purchasing Manager
SUBJECT: **Addendum #4:** RFP – Paratransit Software Services
DUE DATE AND TIME: **March 4, 2025; 2:00 p.m.**

1. The Bid Documents are hereby modified per the attached Addendum #4 dated February 21, 2025. To include the following:

a. Questions and Answers

2. The foregoing changes shall be incorporated in the Bid Documents, and a copy of the Addendum #4, signed by the Bidder, must accompany the Bid to indicate the Bidder's familiarity with the changes.

Question: Does the RFP require a bid guarantee or bond? If so, what are the specific requirements? What is the purpose of the bond (e.g., SLA breaches, contract signature failure)? When will the bond be returned?

Answer: There is not a requirement for a bid guarantee or bond for this project.

Question: Page 11 states that proposers must submit:

- One (1) original proposal
- Three (3) hard copy proposals
- One (1) electronic PDF on a USB storage device
- One (1) sealed pricing package

However, Page 13 specifies that the pricing proposal should be submitted separately in a sealed envelope with the original and four (4) copies. Could you please confirm the required number of copies for both the technical and pricing proposals?

Answer: It is the same requirement for both the technical and pricing proposal. A total of four copies, one marked original, three additional hard copies, one electronic PDF on a USB storage device. As per Addendum 3; the price proposal and the technical proposal should be in two separate envelopes.

Question: Will the price proposal form be provided in an Excel format, or may we use our own pricing form?

Answer: There is not a price proposal form in excel form. It is a requirement to use the price proposal form provided.

Bidder Acknowledgement:

Bidder Name (Print): _____

Bidder Signature: _____

Date of Signature: _____