

Solicitation Addendum

Solicitation Number: **2020-10432**
 Solicitation Description: **EBPC Paratransit Coordinator Office Request for Proposals (RFP)**
 Solicitation Due Date and Time: **27 April 2020 at 4:00p**
 Addendum Number: **1-A**
 Addendum Date: **20 April 2020**
 Purpose of Addendum: **Changes to the RFP**
 Contract Contact: **Dora English, Asst. Contract Specialist**
denglish.actransit.org | 510.891.4789

NOTICES

In light of the ongoing limitations related to the COVID-19 worldwide pandemic, and the related California State, Alameda County and Contra Costa County Health Department stay at Home Orders, we are in the process of adjusting schedules and submission procedures to accommodate social distancing guidelines and quarantine requirements. Please continue to check <https://actransit.org/purchasing/acpronet> to see revised information as current events evolve.

INSTRUCTIONS

1. Return one (1) properly executed copy of this Addendum with proposal submission. Failure to sign and return this Addendum may result in the rejection of Offeror’s proposal.
2. Carefully read, review and adhere to all notices, instructions and changes to the RFP in this Addendum.
3. Following are the District’s revisions to the RFP.

*Except as modified below, all other terms and conditions remain in effect. Strikethrough text represents deletions from the original RFP, and **bold/italicized/underlined text** represent additions to original RFP text.

SCHEDULE OF EVENTS

- A. The proposed Schedule of Events has been hereby amended to extend the proposal submission date to 22 April 2020. All proposals must be received no later than 4.00p on the due date. No late proposals will be opened or considered. The revised Schedule of Events shall be as follows:

Solicitation Event	Date	Time*
Distribution of RFP	06 April 2020	
Deadline to submit questions, requests for modifications and/or clarifications	09 April 2020	4:00p
District’s response to questions, requests for modifications and/or clarifications	21 April 2020	
Proposals Due	22 27 April 2020	4:00p

* All reference in this RFP to “time” will mean Pacific Standard Time (PST).

- B. Proposers may submit proposals via electronic mail following the following revised submittal instructions:

II. INSTRUCTIONS TO PROPOSERS

1. Proposal Submittal.
 - A. **Registration into AC Transit’s Online Supplier System.** If you have not previously completed a one-time registration into the AC Transit Online Supplier system, we request you register at this time at: <http://www.actransit.org/purchasing/acpronet/?page=register>. The Registration System is used by District staff to locate your contract(s) and identify companies for bid lists on future purchases. Proposals are not rejected for failure to register, however, if you win a contract and have not registered, you will be required to register in the system. Women, minority-owned, and Veteran-owned firms are asked to self-identify. If you have questions or require assistance, please contact sotenbreit@actransit.org.
 - B. **Communications with the District.** All Vendor communications concerning this acquisition shall be directed to the District’s designated contact (*Dora English*). Unless authorized by the District, no other District official or employee is empowered to speak for the District with respect to this acquisition. Any Proposer seeking to obtain information, clarification, or interpretations from any other District official or District employee (other than the designated contact) is advised that such material is used at the Proposer’s own risk. The District will not be bound by any such information, clarification, or interpretation. Following the Proposal submittal deadline, Proposers shall continue to direct communications to only the designated contact. The designated contact will send out information to responding companies as decisions are concluded.

Contact by a vendor regarding this acquisition with a District employee other than the designated contact or an individual specifically approved by the District in writing, may be grounds for rejection of the vendor's proposal.

- C. **Questions, Requests for Modifications and/or Clarifications About This RFP.** Any questions or requests for modifications and/or clarifications of the Proposal specifications shall be submitted in writing by electronic transmission to Dora English at denglish@actransit.org or delivered to her attention at 1600 Franklin Street, 6th Floor, Oakland, CA 94612. Questions and requests for modifications and/or clarification must be received no later than the due date and time indicated in *Part I, Schedule of Events*. Any interpretation, change, or correction of said specifications will be issued by Addenda only, duly issued by the District. All oral modifications of these conditions or specifications are void and ineffective. The District reserves the right to reject any Proposal that contains unauthorized conditions or exceptions.
- D. **Proposals Due Date.** Final proposals shall be submitted electronically via email (or other approved electronic means). The electronic copy must contain all required completed and signed forms. Price information must be submitted as a separate electronic file. Proposer's electronic submission must be formatted using Adobe Acrobat (.pdf), Microsoft Word (.docx), or Microsoft Excel (.xlsx) with the total combined size of the proposal and price information compressed so it does not exceed 10.0 megabytes.

Though the Proposer should submit a single proposal submittal, the Technical Proposal Response and the Price Proposal Response are required to be submitted as separate electronic files. Proposers are responsible for verifying successful delivery of electronic transmission on/before the time and date specified in *Part I, Schedule of Events* as *late submissions will not be considered*. In order to ensure your full response is evaluated, you must also provide a USB drive and hard copy version of any electronically submitted material

Alternatively, final proposals may be mailed in sealed envelopes to the designated contact's attention by the due date and time indicated in *Part I, Schedule of Events*. The Proposer should ensure the Price Proposal is in a separate sealed envelope from the Technical Proposal. *Final proposals received after the time and date specified will not be considered*. Please include a USB drive and at least two (2) hard copy versions of the full proposal. All packages shall be clearly marked with the RFP Number, Project Title, and the Due Date and Time.

Submission of a Proposal shall constitute a firm offer to the District for one hundred fifty (150) calendar days from the submission deadline for Proposals. A Proposer may withdraw its proposal any time before the date and time when proposals are due, without prejudice, by submitting a written request for its withdrawal to the designated contact. A telephone request is not acceptable. The withdrawal of a proposal does not prejudice the right of a Proposer to submit another proposal within the time set for receipt of proposals. After the proposal due date, a proposal may be withdrawn only if the District fails to award the contract within the proposal validity period set forth here, or any agreed-upon extension thereof.

District staff will review all responsive Proposals received and may select one (1) or more finalists identified in the competitive range. These finalists may be invited to an oral interview *if* one is held.

Acknowledgment of Addenda

The undersigned acknowledges receipt of the following addenda to the bidding document: *Addendum 1-A*. The completed acknowledgement of addenda form should be returned with bid response package; not sent to the District separately. **** NOTE: Failure to acknowledge receipt of all addenda may cause the bid to be considered non-responsive to the solicitation. Acknowledged receipt of each addendum must be clearly established and included with the bid.**

Name of Bidder

Street Address

City, State, Zip

Signature of Authorized Official

Date