

**CITY OF MIDDLETOWN  
PURCHASING DEPARTMENT**

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**ADDENDUM #1 TO BID #2013-009  
TRANSPORTATION SERVICES FOR PROGRAMS**

Date Issued: March 21, 2013

Total Addenda: **4 PAGES**

**ALL BIDDERS ARE HEREBY ADVISED OF THE FOLLOWING AMENDMENTS TO THE CONTRACT BID DOCUMENTS:**

**The bid has been modified in the following areas:**

- Pages 16 – 18: Programs added and dates changed. See all new information highlighted in yellow on the pages attached. The bid document has been updated.

**INVITATION TO BID**

The date set for the receipt of proposals will remain the same.

**\*\*\*Wednesday, April 3, 2013 at 11:00 AM\*\*\***

**PLEASE VERIFY THAT YOU HAVE RECEIVED THIS NOTIFICATION IN THE SPACE BELOW AND FAX OR EMAIL THIS PAGE BACK TO THE PURCHASING DEPARTMENT.**

**FAX: 860-344-3561**

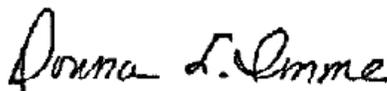
**EMAIL: [purchase@middletownct.gov](mailto:purchase@middletownct.gov)**

**BIDDER ACKNOWLEDGES RECEIPT OF ADDENDUM #1: \_\_\_\_\_**

**COMPANY NAME**

The following amendments to the contract bid documents which are hereby made an integral part of the specifications for **Bid #2013-009 Transportation Services for Programs**, prepared by the City of Middletown to the same extent as all other documents. All work shall conform to the standards and provisions of same. Bids submitted shall be deemed to include contract document information as shown in Addendum No. 1. General bidders shall notify sub-bidders that may be affected by this addendum as applicable. **Bidders shall also be required to acknowledge receipt of this addendum in the space provided on page 28 of the Bid Proposal Form. Failure to acknowledge receipt of this addendum by the bidder may result in the rejection of their bid.**

**BIDDER NOTE:** If you have already submitted a bid you shall be required to acknowledge receipt of this addendum under separate cover in a sealed envelope clearly marked with the bid number and description. This acknowledgment must be received by the time and date specified for bids to be accepted by the City. Please obtain a revised bid document off our website at [www.middletownct.gov](http://www.middletownct.gov) if the above modifications affect your bid submittal.



\_\_\_\_\_  
Donna L. Imme, CPPB  
Supervisor of Purchases

**BID #2013-009**  
**TRANSPORTATION SERVICES - SUMMER PROGRAM**  
**CITY OF MIDDLETOWN**

**PROGRAM REQUIREMENTS**

**EARLY CLOSING - FOR ALL PROGRAMS** - In the event that any of the programs are closed early by the Parks and Recreation or Arts and Culture Departments, the bidder shall be so advised. The bidder shall then be allowed forty-five (45) minutes from the time of notification to report to the sites for the afternoon drop off.

**COMBINED RECREATIONAL PROGRAMS – GENERAL TRANSPORTATION**

**TOT TIME, SAFETY TIME, SUMMER TIME, FUN TIME, GREAT TIME,  
GOOD TIME, PLAY TIME, KID TIME & TEEN TIME (Youth Day Programs)**

**1. Program:** Combined Recreational Programs shall be under the supervision of the Middletown Parks and Recreation Department.

**2. Vehicles Required:** The bidder shall provide **fourteen (14)** large school buses with a passenger capacity of 59 to 65.

**3. Program Duration:** The program will operate for a maximum of 34 days (7 weeks, 5 days a week, Monday through Friday), beginning in June and ending in August. Program starts on **June 24, 2013** through **August 9, 2013**. There will be no program on **July 4, 2013**.

**4. Bus Route/Pick-up Required:** Bus routes will be drafted so that children are picked up at twenty one centralized locations throughout the City. The specified locations for pick-up and drop-off will be determined by the Parks and Recreation Department in coordination with the bidder and shall be determined prior to the start of the program.

**A. Morning Pick-up:** Fourteen (14) school buses will meet the Bus Supervisors at the Palmer Field parking lot on Bernie O'Rourke Dr., to include one staff counselor for each bus. Bus supervisors will have a list of children scheduled for each bus. **Bus Driver must announce site and departure.** The school buses shall then proceed to the bus stops en route to the program sites. If a bus supervisor does not report to the bus, the dispatcher must call the Parks and Recreation office to report the absence.

**B. Afternoon Pick-up:** Fourteen (14) school buses will report to program locations to transport children home from Programs in reverse order of the morning route at a time yet to be determined. Bus supervisors will check attendance. **It is the responsibility of the bus driver to check the bus for children at the end of the route.**

**C. A company dispatcher or representative will notify the Parks & Recreation Dept. when all the busses for the Youth Day Programs have cleared (afternoon) on a daily basis. (860)343-6620 or current phone number.**

## **SWIMMING FACILITY TRANSPORTATION**

**TOT TIME, SAFETY TIME, FUN TIME, GREAT TIME, GOOD TIME, PLAY TIME, KID TIME & TEEN TIME**

- 1. Vehicles Required:** The bidder shall provide one (1) or two (2) large school buses with a passenger capacity between 59 and 65 for an estimated thirty-four (34) trips (5 per week for 7 weeks) to Veterans Memorial Pool on Walnut Grove Road in Middletown.
- 2. Dates and Times:** Trip dates and times will be determined by Parks and Recreation Department in cooperation with the bidder.
- 3. Inclement Weather:** In the event of inclement weather, swimming facility transportation may be canceled. The Parks and Recreation Department will notify the bidder in the event of cancellation.
- 4. Rescheduling:** Canceled swimming facility transportation trips may be rescheduled. Parks and Recreation Department will notify the bidder to reschedule.
- 5. Location:** The school bus will transport children/staff to and from the programs to Veterans Memorial Pool and **must remain on site**.

## **OUT-OF-TOWN FIELD TRIP TRANSPORTATION**

**Summer Time, Tot Time, Safety Time, Play Time, Great Time, Good Time, Kid Time, Fun Time and Teen Time; Fall, Winter and Spring Outreach Programming; Community Based Programs and Community Health Center**

- 1. Vehicles Required:** The bidder shall provide one (1) or two (2) large school buses with a passenger capacity between 59 and 65 for an estimated sixty-four (64) out-of-town field trips to locations within the State throughout the year.
- 2. Field Trip Dates/Times:** Actual dates, locations, and departure times will be determined by the Parks and Recreation Department in cooperation with the bidder. Most field trips are 2 – 3 hours in length some are up 4 hours.
- 3. Permits:** The Parks and Recreation Department will have the responsibility of securing permits.
- 4. Inclement Weather:** In the event of inclement weather, field trips may be canceled. Rain dates may be rescheduled. The Parks and Recreation Department will contact the bidder if the field trip is canceled.
- 5. Field Trip Changes:** Out-of-town field trips dates and destinations are subject to change.
- 6. Location:** The school buses will transport children/staff to and from the program site and **must remain at the trip site**. Buses must return to program site by 2:30 p.m. (Youth day Programs Only).
- 7. Directions:** If unsure, Drivers should request from the Parks and Recreation Office the most direct route from the day program to the field trip location. If the bus driver does not secure directions and is more than ½ hour off schedule, a fine can be imposed.

## **IN TOWN FIELD TRIP TRANSPORTATION**

**Summer Time, Tot Time, Safety Time, Good Time, Great Time, Fun Time, Play Time, Kid Time and Teen Time; Fall, Winter and Spring Outreach Programs; Community Based Programs and Community Health Center etc.**

- 1. Vehicles Required:** The bidder shall provide one (1) or two (2) large school buses with a passenger capacity of 59 to 65 for an estimated sixty (60) in-town field trips to various locations within Middletown. (Additional Buses for Community Based and Community Health Center Programs will be required.)
- 2. Field Trip Dates:** Dates and times will be determined by the Parks and Recreation Department in cooperation with the bidder.
- 3. Inclement Weather:** In the event of inclement weather, the bus trips may be canceled. Parks and Recreation Department will notify the bidder of any cancellations.
- 4. Rescheduling:** Canceled bus trips may be rescheduled. Parks and Recreation Department will notify the bidder to reschedule.
- 5. Field Trip Changes:** In-town field trips dates and destinations are subject to change.
- 6. Location:** Buses must remain at the trip site during visit and return to program site by 2:30 P.M. (Youth Day Programs Only).

## **IN-TOWN COMMUNITY BASED BASKETBALL PROGRAM TRANSPORTATION**

- 1. Vehicles Required:** The bidder shall provide one (1) or two (2) large school buses with a passenger capacity of 59 to 65 for an estimated three trips per week to Middletown High School. The program runs during the months of **June through August** for **approximately 40 days**. The trips are scheduled in the afternoon with pickups beginning at **approximately 3:30 p.m.** There will be five (5) stops for this program.
- 2. Transportation Dates:** The dates and times will be determined by the Parks and Recreation Department in cooperation with the bidder.
- 3. Rescheduling:** Canceled bus trips may be rescheduled. Parks and Recreation Department will notify the bidder to reschedule.
- 4. Location:** Buses will pick up children at housing areas and transport to Middletown High School for games. Buses will remain on site during games and then transport children home.

## **ADDITIONAL VEHICLES**

The Parks and Recreation Department may require additional school buses or carry-all vehicles based upon enrollment for each program. If additional vehicles are needed, they shall be provided at the **per diem per vehicle** rate specified on the proposal pages and shall be authorized upon receipt of an approved PO.