

**Request for Bid Q01210
Transportation Services for Athletics
Addendum #1
October 14, 2025**

All changes to the Request for Bid (RFB) are valid only if they are issued by written addendum. Each respondent must acknowledge receipt of any addenda in their bid submission. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the bid therein. Failure to acknowledge receipt of any addenda may cause the bid to be rejected. If any language or figures in this addendum conflict with the original document, this addendum shall prevail.

This Addendum consists of the following questions received to date and their responses:

1. The term of the agreement will be 18 months from January 1, 2026 with one option term of an additional 12 months. To confirm, we are to submit one rate per bus type to cover the potential 30 month term? There will not be an opportunity to submit rates for the option term?

Response: Yes, the College expects the price to remain fixed for 30-months.

2. The Pricing section states that trips lasting 12 hours or less must be billed at the Day Rate. If a trip lasts 8 hours or 12 hours it will be billed at the same rate. Why not have an hourly rate by bus type or a minimum rate for a number of hours (5 hour minimum) plus additional hours? That way Harper would be quoted and billed based on hours of service rather than paying a 12-hour day rate for every trip 12 hours or less.

Response: A revised price form has been attached. Provide pricing based on the mileage and duration given. Also, provide price calculations to be used for calculating for actual trips going forward. Failure to be transparent with price could cause your bid to be rejected.

This Addendum consists of the following clarifications and additional information:

1. Replace the existing bid Proposal form with the attached revised proposal form.

Sincerely,

Nathan Chung
Purchasing Specialist
Purchasing@harpercollege.edu

REVISED PROPOSAL FORM

The undersigned proposes, in accordance with the terms and conditions of these Specifications and Contract Documents which this Proposal is a part, **Q01210, *Transportation Services for Athletics*** for Harper College at 1200 W. Algonquin Rd, Palatine, Illinois at the following prices.

Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without further evaluation.

Pricing Basis:

- A. All quoted rates must be all-inclusive, covering bus, driver compensation, fuel, tolls, mileage (campus to destination and return), and routine fees. No fuel surcharges are permitted.
- B. Gratuities, and any other miscellaneous fees not expressly listed will not be reimbursed and should not be billed to the College.
- C. Provide rate calculations to be used in calculating actual trip charges.

Additional Fees:

Item #	Description	Unit of Measure	Unit Price
1	Additional Driver Fee	Price per Each Additional Driver	\$
Provide a brief statement describing when a Second Driver Fee would apply and how their daily rate is calculated:			
2	Cancellation Fee – Less than 24 hours	Total	\$
3	Provide Per-Mile Rate, include explanation of when this would apply: _____ _____ _____	Rate	\$
4	List any required ancillary charges not covered in the scope of work: _____ _____ _____	Rate	\$

Proposal Form Continued:
Provide pricing based on mileage & duration provided below.

Line NO.	Bus Size	Trip Type	Qty	Mileage	Duration	Trip Charge (Per Unit)	Pickup Times	Drop Off Times	Total (Qty x Trip Charge)	**Rate Calculations (Show how you derived at the trip charge)
1	22	Same Day Trip	40	110	8 hrs	\$	10:00 AM	6:00 PM	\$	
2	22	Same Day Trip	10	200	12 hrs	\$	8:00 AM	8:00 PM	\$	
3	22	Overnight Trip	3	750	3 days	\$	7:00 AM	10:00 PM	\$	
4	39	Same Day Trip	18	110	8 hrs	\$	10:00 AM	6:00 PM	\$	
5	39	Same Day Trip	6	300	12 hrs	\$	8:00 AM	8:00 PM	\$	
6	39	Overnight Trip	2	1200	3 days	\$	12:00 PM	10:00 PM	\$	
7	56	Same Day Trip	10	110	8 hrs	\$	2:00 PM	10:00 PM	\$	
8	56	Same Day Trip	20	170	12 hrs	\$	10:00 AM	10:00 PM	\$	
9	56	Overnight Trip	10	640	3 days	\$	12:00 PM	10:00 PM	\$	
10	TOTAL BASE BID (SUM OF TOTAL PRICE: LINES 1-9)								\$	

Note: **Rate calculation will be used to calculate actual trip charges based on the attached schedule.

Proposal Form Continued:

See attached spreadsheet for additional details regarding the above trips and annualized schedule. Note the start date of the contract will be January 2nd, 2026.

Official dates of the 2027 – 2028 season are TBD. Please use the current schedule to estimate pricing of the season.

*** Refer to schedule on the attached spreadsheet

OPTIONAL Proposal Form:

Line NO.	Bus Size	Trip Type	Qty	Mileage	Duration	Trip Charge	Pickup Times	Drop Off Times	Total (Qty x Trip Charge)	**Rate Calculations (Show how you derived at the trip charge)
11	56	Overnight Trip***	1	1600	5 nights/ 6 days	\$	7:00 AM	5:00 PM	\$	

Multi-Day Trip (Utica, NY – 5 nights / 6 days)***

The undersigned hereby acknowledges having received a full set of the Specifications and Contract Documents and Addenda Nos. _____.

(None unless indicated)

Addenda Nos. _____.

Addenda Nos. _____.