

**SIouxLAND REGIONAL TRANSIT SYSTEM  
BID ADDENDUM**

RFP for Commuter Vanpool Services

ADDENDUM DATE: 10/18/2022

TO THOSE INDIVIDUALS INTERESTED IN SUBMITTING PROPOSALS FOR Commuter Vanpool Services

\*\*\*\*\* ADDENDUM #1 \*\*\*\*\*

**This is to inform you of changes and clarification to the above-mentioned  
RFP for Commuter Vanpool Services**

1. **What is the source of funding?** *SRTS has received the funding options for vanpooling through Iowa DOT on state and federal funding options. SRTS will fund vanpools using state, federal and local funds. As vanpools expand, SRTS would seek other funding alternatives to support expansion efforts.*
2. **Will any federal capital dollars be used?** *SRTS does not plan to use federal capital dollars for vanpool services at this time.*
3. **Will the program use co-branded marketing?** *The request for proposal is focused on the respondent to provide how their firm will work jointly with SRTS on marketing efforts in Section 4, Recruitment, User and Administrative Services. Once determined, SRTS and the selected vendor can establish co-brand marketing initiatives if deemed necessary to effectively promote the vanpool services.*
4. **Will the Agency consider using the selected vendor's form agreement?** *SRTS would have to assess the selected vendor's form agreement and determine how best to proceed between parties.*
5. **There are 16 additional entities that could be party to a contract resulting from this procurement. Is it the intent of SRTS and the other entities to have 1 master agreement for the program or do each of the entities want to contract independently with the selected vendor?** *SRTS's intent is to form one master agreement for the program and have communicated this plan to the participating systems.*
6. **Pg 10 Section a. "...group of 7 to 15..." we request to change this language to "...group of 4 to 15..." to coincide with minimum occupancy requirements for the 7 to 15 passenger capacity vehicles. Is SRTS agreeable to making this change?** *SRTS has evaluated and sought approval from Iowa DOT with the following: A vanpool is typically a group of 7 to 15 individuals who share their commute to work. The vanpool travels from an individual's home (or a prearranged meeting place) to a regular destination within the same geographic area. IRS Section 132(f) states in section 5 Definitions, (B) Commuter highway vehicle - The term "commuter highway vehicle" means any highway vehicle (i) the seating capacity of which is at least 6 adults (not including the driver), and (II) on trips during which the number of employees transported for such purposes is at least 1/2 of the adult seating capacity of such vehicle (not including the driver). This means a 7-passenger van could operate with the minimum of 4 passengers (includes the driver). A 8-passenger van could operate with the minimum of 5 passengers (includes the driver). A 12-passenger van could operate with the minimum of 7 passengers (includes the driver). A 15-passenger van could operate with the minimum of 9 passengers (includes the driver). If the vanpool drops below the minimum threshold, the vanpool is modified until the minimum requirement is achieved.*

7. **Pg. 11 Section 1.13 “All vans must be exclusively branded as SRTS...” Is SRTS willing to change this to a cobranded option with the selected vendor?** *SRTS is willing to change with a cobranded option from the selected vendor without losing the identification of SRTS as a public transporter for the region.*
8. **Pg. 12 Section 3.2.3 “Excess Liability” We respectfully request for this requirement to be deleted or add “if applicable” next to it as excess policies are not always necessary. SRTS will add if applicable next to Excess Liability.**
9. **Pg. 12 Section 4.2 “...and dedicated exclusively to providing...” We respectfully request to delete “exclusively” from this requirement. SRTS will remove exclusively from this section.**
10. **Pg. 14 Section 6.1.3 “Contact information for all passengers and drivers” We respectfully ask to strike “passengers” from this requirement as passenger information could be unavailable. SRTS would like to leave passengers in this section and add (if available).**
11. **Pg. 15 Number 8. Guaranteed Ride Home. Is there an existing GRH program in place now? If not, is GRH a reimbursable expense for the selected vanpool vendor? SRTS does not have an existing GRH program in place. SRTS would have to evaluate the selected vanpool vendor’s response in the RFP on determining if reimbursements are applicable or if SRTS would provide GRH.**

Questions: Brian Pearson, Assistant Transit Director at (712) 224-8918 or e-mail [bpearson@simpco.org](mailto:bpearson@simpco.org)

**PLEASE SIGN ONE COPY AND RETURN WITH BID.**

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Vendor Signature

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Company Name