ITEM: Shared-Ride Services for SafeRide Program

DEPARTMENT: Kansas State University – Center for Student Involvement

CLOSING DATE: July 7, 2020 at 2:00 PM

CONDITIONS OF ADDENDUM:

- Closing date has been **extended** to **July 7, 2020 at 2:00 PM**
- University Response to Additional Vendor Questions is attached for review and consideration.

Please submit a signed copy of this addendum with your bid response.

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I (we) have read and understand this Addendum and agree it is a part of my (our) bid on the above proposal.

NAME OF COMPANY OR FIRM: _____________________________________________

SIGNED BY: _____________________________________________________________

TITLE: ________________________________________ DATE: _____________
Q15. Page 6, Geographic Boundaries: Can the University clarify the desired service area? The RFP suggests that the service should operate within the Manhattan, KS city limits (~18 square miles), but then notes that rides must originate within a 5-mile radius from the main campus, which is an ~80 square mile zone that extends far beyond the city boundaries.

   A15. See Addendum 1, Revisions to Specifications for details. The program will only fund those rides which originate within the 5-mile radius of the K-State Student Union (918 N. 17th Street) AND within the Manhattan city limits. While there may be locations outside of the 5-mile radius of the K-State Student Union, they will only be eligible for funds if within the city limits.

Q16. Page 6, Geographic Boundaries: Please confirm whether this understanding of the service model is accurate: The service will cover the entire city of Manhattan, KS; trips that start or end within a smaller zone around campus (which we will refer to as the "Campus Sub-Zone") will be free of charge to riders, while trips that start or end outside of the Campus Zone, but within the city limits, will be charged a fare. Further, can you clarify whether trips must start/end at specific locations approved by the City (e.g., campus buildings, residential buildings), or can they start or end at any location within the designated Campus Sub-Zone or within the city limits?

   A16. See Addendum 1, Revisions to Specifications for details. Please refer to the previous question about the geographic boundaries. Only rides which originate within the 5-mile radius AND within the Manhattan city limits will receive funding from the program. There are not specific locations which a ride must initiate if within the boundaries stated above. Rides may only end at non-business locations (i.e., apartment, campus library, residence hall, etc.).

Q17. Page 7, Drivers and Vehicles: Will the University accept solutions that propose to use 1099 independent contractor drivers who use their own vehicles for this service? Using contractor drivers allows for more flexibility in scaling up and down driver/vehicle supply to match demand, thereby reducing deadhead hours and associated costs for the University.

   A17. We are open to proposals including 1099 independent contractors utilizing their own vehicles.

Q18. Page 12, Cost Proposal: Can the University elaborate on the P-Card system? This information will enable us to determine the optimal solution for including it as a trip payment option.

   A18. The Procurement Card (P-Card) is the University credit card. The purpose of the State of Kansas Procurement Card Program is to establish a more efficient, cost-effective method of purchasing and paying for small dollar (under $5,000) transactions within established usage limits.

Q19. How many vehicles does KSU want for this service?

   A19. Enough vehicles to meet the need. There is not a specific number of vehicles now.

Q20. Will the SafeRide program replace the fixed route service?

   A20. In part, the SafeRide program resulting from the selected bid will replace the current fixed-route service for the specific operation hours of the program. There will continue to be a fixed-route service for students to utilize during the day utilizing the city’s bus transit system.

Q21. What KPI’s and metrics does KSU want this program to adhere to?

   A21. While we are focused primarily on the student experience when utilizing the service, we are also very interested in ensuring pickup time responsiveness (15 minutes or less) and customer service response to complaints and other issues.

Q22. How many rides/trips does KSU anticipate this program will serve?

   A22. This number is unknown currently. The previous fixed-route program had approximately 1,000 riders each academic year.

Q23. What is the budget that is allocated for the SafeRide Program?

   A23. The University will not release budget information during the bid process, as we are a State agency.

Q24. What technology or apps are available for the fixed routes?

   A24. The city bus transit system utilizes Google Transit and there is an integration of the location tracking service built into the university student application.