



# City of Cambridge

## Purchasing Department

Cynthia H. Griffin  
*Purchasing Agent*

To: All bidders

From: City of Cambridge

Date: January 18, 2013

Re: **File No. 5984A, Employee Commuter Shuttle Services-Addendum No. 1.**

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**The following questions were submitted and answered.**

**1) What is the number of vehicles required for this contract?**

While there is no required number of vehicles for this contract, the service must include stops in the vicinity of Lechmere, Kendall Square, University Park, and Fort Washington. The shuttle shall also serve the residential neighborhoods of North Point, East Cambridge, Area IV, and Cambridgeport. The shuttle service shall be available during morning and evening commuter peak hours. Shuttle service shall operate at a frequency of 12 minutes, or better, in each direction. The shuttle shall operate Monday through Friday, excluding holidays.

**2) Is there a specification for the vehicles?**

- **What type of vehicle?**
  - There is no specification.
- **What year vehicle is required?**
  - There is no specification.
- **How many seats are required on the vehicle?**
  - There is no specification.
- **Are all vehicles required to be ADA accessible?**
  - All vehicles must be ADA accessible.

While there is no specification for the vehicle, aside from being ADA accessible, there must be enough capacity to manage the volume of commuters in this area during the morning and evening commutes, operating at a frequency of at least 12 minutes, Monday-Friday, excluding holidays.

The current service utilizes vehicles with a capacity of 32 seated with an additional 10 standing spots available.

**3) What are the prescribed hours of the shuttle?**

The service must run through the morning and evening commuter peak hours, Monday-Friday, excluding holidays. The current service runs on the following schedule:

Morning commute: 6:20am-10:45am

Mid-day commute: 10:45am-3:00pm

Evening commute: 3:00pm-8:00pm



**4) Is there a fuel escalation clause?**

No.

**5) Can we get a copy of the proposed shuttle routing before the bids are due?**

The service must include stops in the vicinity of Lechmere, Kendall Square, University Park, and Fort Washington. The shuttle shall also serve the residential neighborhoods of North Point, East Cambridge, Area IV, and Cambridgeport.

**6) Is there parking available for the buses when they are not in service?**

No.

**7) Is there any ITS technology required for this contract?**

While there is not a technology requirement, it is required that staff provide rapid response and on-site customer assistance and information in the event of service disruptions.

The current service utilizes NextBus, Twitter, Facebook and maintains a website.

**8) Is there a specification for the vehicle graphics described in the bid?**

No.

**9) Is there a requirement for an insurance bond?**

***Contractors Insurance Obligations***

The contractor must provide the City of Cambridge insurance policies as stated below at the expense of the Contractor. The Insurance Certificate must be written in the name of the City as an Additional Insured in order to protect the interest of the City from any liability which might be incurred against it as the result of any operation of the Contractor, its subcontractors, or their employees.

The insurance required shall include all major divisions of coverage, and shall be on a comprehensive general basis including Premises and Operations (including X-C-U), Owner's and Contractor's Protective and Owned and Hired Motor Vehicles. Such insurance shall be written for not less than any limits of liability required by law or the following limits, whichever are greater.

Certificates must be presented to the City at the time the contract is signed by the contractor. The Contractor and all subcontractors waive subrogation rights against the City of Cambridge for all losses.

Each policy shall contain a 30 day notice of cancellation, change or non renewal.

NOTICE OF OCCURRENCE is to be given to the City Manager, City of Cambridge, City Hall, 795 Mass. Ave., Cambridge, MA 02139. Carriers must have an A.M. Best rating of A X or better.

a. OWNER'S Protective Liability:

- Each Occurrence \$1,000,000
- Aggregate \$1,000,000

b. Commercial Liability:

- General Aggregate \$2,000,000
- Personal Injury and Advertising Limit \$1,000,000
- Each Occurrence \$1,000,000

c. Automotive-For all owned, hired and leased vehicles:

- Each Occurrence Combined Single Limit \$1,000,000
- or
- Bodily injury-each person \$1,000,000
    - each accident \$1,000,000
  - Property damage-each occurrence \$1,000,000

d. Umbrella:

- Combined single limit \$1,000,000
- General aggregate \$1,000,000

e. WORKER'S COMPENSATION

- Coverage A STATUTORY
- Coverage B Each Accident \$100,000
- Disease-Policy Limit \$500,000
- Disease-Each Employee \$100,000

The Contractor may purchase and maintain excess liability insurance in the umbrella form in order to satisfy the limits of liability required for the insurance to be purchased and maintained in accordance with the requirements set forth above ( in addition to the Umbrella limits required). Evidence of such excess liability shall be delivered to owner in the form of a certificate indicating the policy numbers and limits of liability of all underlying insurance. The City of Cambridge must be an additional insured on any such umbrella policy.

The City reserves the right, at its sole discretion to amend the insurance requirements set forth above.

**10) How many years is the contract for?**

One.

**11) Is there a requirement on the amount of hours for the Cambridge office?**

The shuttle service management shall maintain a full-time staffed office in Cambridge, close to the shuttle route, in order to provide rapid response and on-site customer assistance and information in the event of service disruptions.

**12) Are there any requirements regarding union employees?**

No.

**13) What is the present contract pricing for this service?**

\$44,500.00

**All questions are closed.** All other details remain the same.

  
CYNTHIA H. GRIFFIN  
PURCHASING AGENT

**ADDENDUM NO. 1**