



## NOTICE TO ALL FIRMS

Date: December 17, 2024

To: All Prospective Bidders

From: Sam Li  
Director of Procurement Services

Re: Addendum Number 1  
RFP # C1652 – As-Needed Bus Transportation Services

### **Notes:**

1. The firm must provide proof of being in the bus transportation service business for a minimum of 5 years as of the RFP due date.
2. We no longer require physical copies of the proposal, we are only accepting digital copies. Please email your proposals in PDF format to [purchasingbids@fitnyc.edu](mailto:purchasingbids@fitnyc.edu) by the RFP deadline of January 13, 2025, 12:00 PM.
3. Please use the updated Attachment A – RFP Checklist, when submitting your proposal. (Attached)

### **Questions & Answers to RFI:**

Q1. Who is the current incumbent?

A1. **Best Trails**

Q2. Relative to Exhibit A, can you provide an updated version which shows the dates for 2025?

A2. **Specific Fall 2025 trip details have not yet been determined. In the Fall of 2025, we expect to have similar trip dates, times and locations to what appears on Exhibit A.**

**YOUR REQUEST FOR PROPOSAL SUBMITTAL. YOUR SIGNATURE BELOW WARRANTS THAT YOU UNDERSTAND THIS ADDENDUM AND THAT YOU HAVE MADE THE APPROPRIATE ADJUSTMENTS IN YOUR PROPOSAL AND CALCULATIONS.**

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Signature

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Print Name and Title of Authorized Representative

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Print Name of Company/Partnership/Individual

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Date

**ATTACHMENT A - RFP CHECKLIST (Updated 12/17/2024)**

**Fashion Institute of Technology  
As-Needed Bus Transportation Services  
RFP# C1652**

- Did you include all required documentation?
  - 1 Digital Copy of your proposal in PDF format emailed to [purchasingbids@fitnyc.edu](mailto:purchasingbids@fitnyc.edu)
  - Resumes of all personnel proposes for this work and copies of licenses.
  - Proof from NYS DOT Performance Based Bus Safety Program stating your that your company holds a rating of “Good”.
  - Proof of being in the bus transportation service business for a minimum of 5 years as of the RFP due date.
  - Did you sign for each Addendum to this project, if any were published and included it with your submission? (It is the contractor’s responsibility to check FIT’s “Current Bid Opportunities” webpage for addendums prior to submitting their bid.) <http://www.fitnyc.edu/about/administration/finance/purchasing/current-bids.php>
  - Did you include an audited or reviewed financial report for the last two (2) years with your bid?
  
- Did you include and **complete in full** the following with your submission?:
  - RFP Checklist – Attachment A
  - Contractor Reference Sheet – Attachment B
  - Team Spreadsheet & Proposal Analysis Sheet – Exhibit A
  
- Have you carefully reviewed and accepted the General Requirements, General Bid Terms and Conditions, and the Contract Terms and Conditions?
  
- Can you provide the required levels of insurance coverage?