



A D D E N D U M # 1

TO: ALL PROSPECTIVE Bidders

FROM: Mark Anderson, Director of Purchasing Department

DATE: May 14, 2026

RE: CHARTER BUS SERVICES – BFY2026-04

The following information is added to the bid documents for the aforementioned subject bid.

1. TRIP SCHEDULE & PRICING STRUCTURE

a. Several trips in Section 1 (e.g., Trip #36 – Nov. 9-15 to Gastonia, NC; Trip #70 – Mar. 6-13 to Myrtle Beach, SC; Trip #85 – May 5-9 to Utica, NY) span multiple days without a specified return date or total duration. Could you clarify the exact number of days and nights for each overnight/multi-day trip so vendors can accurately calculate all-inclusive pricing?

Answer: Departure date is on the first date listed and return date is on the second date listed.

b. Trip #52 references dates of January 15-17 but is listed as a single Saturday entry. Can you confirm whether this is a multi-day overnight trip requiring bus service across all three days?

Answer: This is an overnight trip

c. Trip #60 is listed as Thursday, Feb. 2, but Trip #58 is also listed as Tuesday, Feb. 2. Can you confirm the correct date for Trip #60?

Answer: February 4

d. Trip #66 (Saturday, Feb. 27) does not list a team name or sport. Can you provide the missing team information for accurate logistical planning?

Answer: Saturday, Feb. 27 W. Basketball @ RVCC - 118 Lamington Rd, Branchburg, NJ 08876

e. Trip #72 (Wednesday, Mar. 17) shows two times (4:00pm / 12:00pm) but no team or opponent. Can you clarify the destination, team, and correct departure/game time?

Answer: Baseball Doubleheader (2 games) @ Brookdale, games are at 12pm & 4pm

2. BUS QUANTITY & SIMULTANEOUS TRIPS

a. The specifications require the vendor to provide multiple buses on the same date when needed. Can you provide an estimate of the maximum number of buses that may be required simultaneously on any given date, to assist with capacity planning and subcontracting arrangements?

Answer: Three (3) buses

b. For trips where both men's and women's teams travel on the same date (e.g., Trip #34 – WBB & MBB to CC Philadelphia; Trip #41 – WBB/MBB to Brookdale CC), should vendors price these as two separate buses/trips or as a single coordinated trip?

Answer: Two separate trips

3. SECTION 2 – SGA/COLLEGE LIFE TRIPS

a. All pickup/drop-off times for Section 2 trips are listed as TBD. Will the College provide estimated departure and return times prior to bid submission, or should vendors base pricing on a standard assumed trip duration? If so, what duration should be assumed?

Answer: We are unable to provide times at this point as trips will be dependent on ticket times/ showtimes etc. Vendors should provide pricing based on assumed trip duration. All trips are under 12 hours. Typically 8-12 hours.

b. Trip #3 (Fall/October – Newton, NJ overnight weekend retreat) is estimated at 2 trips. Should vendors price each of the 2 trips individually, or provide a combined price?

Answer: They can provide the price combined. We listed as two as the driver would not need to stay over.

c. Are Section 2 trips limited to the Cranford campus departure point, or may they also originate from the Elizabeth, Plainfield, or Scotch Plains campuses?

Answer: All trips depart from the Cranford Campus.

4. AWARD BASIS & CONTRACT RENEWAL

a. The Bid Proposal Form states award will be made on the basis of the total lowest cost for Sections 1 and 2 combined. Can you confirm whether the College intends to award to a single vendor for both sections, or whether split awards between sections are possible?

Answer: Single vendor will be awarded, as per sections Award of Contract.

b. The contract term is July 1, 2026 through June 30, 2027 with an optional one (1) year renewal. Can you confirm whether pricing for the renewal year will be held at the same rates, or whether a price adjustment mechanism (e.g., CPI-based escalation) will be permitted?

Answer: The contract is with an optional one (1) year renewal upon satisfactory service Pricing shall be all inclusive. Prices and discounts are to remain fixed for the term of the contract.

5. INCUMBENT CONTRACTOR

a. Is there a current incumbent contractor providing charter bus services to the College? If so, can you share the current contract value or per-trip pricing to assist in benchmarking our proposal?

Answer: Yes there is incumbent contractor currently providing services - pricing from two years ago are irrelevant to current prices in 2026.

6. SUBCONTRACTING

a. The specifications require the bus company to subcontract for any buses it cannot directly provide. Does the College require pre-approval of specific subcontractors prior to bid submission, or is a general statement of subcontracting capability sufficient at the bid stage?

Answer: Upon award the Contractor shall submit all required subcontractors' information to the College for review and approval prior to performance of any work under this contract.

b. Must subcontracted buses also meet all DOT, SMS, and vehicle specification requirements outlined in the bid? Should vendors submit SMS snapshots for anticipated subcontractors as well?

Answer: Upon award the Contractor shall submit all required subcontractors' information to the College for review and approval prior to performance of any work under this contract.

7. DRIVER BACKGROUND CHECKS & DOCUMENTATION

a. Must criminal background check documentation for all drivers be submitted at the time of bid, or only upon contract award and prior to service commencement?

Answer: Upon contract award

b. Is there a specific background check vendor or platform the College requires, or is any FCRA-compliant provider acceptable?

Answer: there is no specific background check vendor required by the College. The College shall have the ability to audit the Contractor's background check process at any time to ensure compliance with college standards.

8. INSURANCE

a. The solicitation requires Umbrella/Excess Liability coverage of at least \$1,000,000 per occurrence/\$1,000,000 aggregate. Given the nature of charter bus operations (passenger transport across multiple states), would the College consider vendors who carry higher umbrella limits as a differentiator, or is the minimum sufficient?

Answer: The bid specifications establish the insurance requirements. Vendors will be evaluated based on compliance with the requirements set forth in the solicitation.

b. Should the Certificate of Insurance name both UCNJ Union College of Union County, NJ and the Board of Trustees as additional insureds?

Answer: The Certificate would need to name UCNJ Union College of Union County, NJ as Additional Insured

9. NON-LISTED TRIPS & HOURLY RATE

a. Section F states that non-listed trips will be priced based on the awarded vendor's hourly rate. Should vendors include their hourly rate on the Bid Proposal Form, or will this be negotiated post-award?

Answer: The vendor should include hourly rate and/or mileage rate, surcharge fee, and gratuity fee.

10. CANCELLATION POLICY

a. The specifications state the College will not be charged for cancellations made 24 hours prior to departure (excluding weather). Is there a maximum number of cancellations anticipated per season, and will the College provide advance notice of cancellations by phone, email, or both?

Answer: notice of cancellations can be made by phone or email,

11. ADDENDA

a. The solicitation states addenda will be posted on May 15, 2026. Can the College confirm whether addenda will also be distributed via fax or email to all known bid recipients in addition to the website posting?

Answer: Notification of addendum will be notified to vendors but it is the responsibility of vendors to check on website and download the addendum.

Please complete below. A signed copy of this addendum, SIGNED BY AN OFFICER OF THE BIDDER AUTHORIZED TO DO SO, must be included with your bid submission.

Submitted by _____

Signature: _____

Title: _____

Company or Corporation: _____

Phone #: _____ Email: _____

Date: _____