



## ADDENDUM #1

**To:** All Companies Interested in Submitting a Bid  
**From:** Rebecca Johnson, CPPB, Purchasing Agent  
**RFP:** Bike Share System Equipment (RFB #PUR0818-028); Dated: September 12, 2018  
**Subject:** Addendum #1 (2 pages)  
**Date:** September 25, 2018

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The following questions and/or clarifications were asked relative to the above-listed Request for Bid. This memo is sent for clarification to all companies to whom the RFB was sent.

**Question:** The RFB does not allude to electrical assist bikes (ebikes), which are becoming popular for hilly or longer rides as an option. Can we add an optional phase for ebikes in our bid?

**Answer:** The bike system area is compact without many hills; therefore, the City has no current plans to purchase ebikes.

**Question:** Can we provide one single proposal to include both the bike system equipment and operations?

**Answer:** No. Responses to this Request for Bid #PUR0818-028 and responses to Request for Proposal #PUR0818-029 must be submitted separately.

The bike share system equipment is being procured through a public improvement bid process in which the contract will be awarded to the lowest responsive and responsible bidder who meets the specifications.

The operator of the system is being procured through a Request for Proposal process in which proposals will be evaluated by a committee with consideration for qualifications/experience, financial proposal, and responsiveness to the RFP, as stated in RFP #PUR0818-029.

**Question:** If there is an extension of 2 years for the awarded contract, is it acceptable for the contractor to provide a new bond for the 2-year extension?

**Answer:** The payment and performance bonds are required for the initial purchase of the complete bike share system. No bonds will be required beyond the initial 2-year contract period.

**Question:** If there is an ongoing, yearly software fee that is required by the contractor, should this amount for 3 years be included in the total bid amount or would you expect the selected operator to pay this ongoing software fee?

**Answer:** If there is an ongoing, annual software fee required it may be paid by the operator rather than the City, but the pricing should be included in the bid submittal. Please clarify if the fee is included in the total bid amount or identified separately.

**Question:** We consider the relationship between the equipment vendor and the operations vendor to be extremely important and therefore are somewhat selective in the operations companies that we work with. Part of this selective process is due to operations companies also being owned by competitors of our company (and keeping trade secrets and IP private is highly important in this competitive market). Will the City allow a provision for the contractor to withdraw from the bid process once the bids have been opened, without forfeiting the bid bond, due to a competitor being chosen as the successful vendor for operations?

**Answer:** An opportunity will be provided for a bidder to withdraw their bid without forfeiting the bid bond prior to award of this RFB.

**Question:** The RFB states that the bid bond may be forfeited should we fail to enter into the contract within 10 days after notice the contract has been awarded. This seems like a very short amount of time to negotiate the final contract. Will the City consider relaxing the 10-day requirement to give both parties the opportunity to responsibly negotiate the final contract?

**Answer:** There is no negotiating in a Request for Bid process. Recommendation will be made to the City Council to award the contract to the lowest responsive and responsible bidder who meets the specifications. If a contract is not agreed upon within 10 days of the Council resolution the City reserves the right to move on to the next lowest bidder and utilize the low bidder's bid bond for the difference in price.

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All addenda that you receive shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Signature Page (Attachment C). The deadline for bid submittal is Wednesday, October 3, 2018 before 11:00 a.m. CDT.