



## WASHINGTON COUNTY COORDINATING COMMITTEE

Washington County Administration Building  
100 West Washington Street, Room 320  
Hagerstown, Maryland 21740-4748  
Telephone: 240-313-2330  
FAX: 240-313-2331  
Deaf and Hard of Hearing call 7-1-1 for Maryland Relay

**PUR-1106**  
**ADDENDUM NO. 1**  
**REQUEST FOR PROPOSALS (RFP) REGARDING**  
**QUALIFICATIONS & EXPERIENCE/TECHNICAL PROPOSALS**  
**AND PRICE PROPOSALS FOR**  
**MARYLAND'S STATEWIDE SPECIAL TRANSPORTATION**  
**ASSISTANCE PROGRAM (SSTAP) FOR THE**  
**WASHINGTON COUNTY TRANSIT DEPARTMENT**

**DATE: Monday, July 19, 2010**

**BIDS DUE: Friday, July 30, 2010**  
**4:00 P.M.**

To Bidders:

This Addendum is hereby made a part of the Contract Documents on which all bids will be based and is issued to correct and clarify the original documents.

Please acknowledge receipt of this Addendum at the appropriate space on the Proposal Form. This Addendum consists of two (2) pages.

**ITEM NO. 1:**      *Inquiry:* Please clarify that the Insurance Requirements stated in the RFP apply for the wheelchair and ambulatory transport vehicles. The existing requirements for Taxi/Sedan service are substantially different.

*Response:* The insurance requirements as outlined in Washington County Policy No. P-4 (Attachment No. 2 to the RFP document) applies to all aspects of the resulting contract.

**ITEM NO. 2:**      *Inquiry:* Please provide the payment terms and conditions for invoices submitted. Specifically, we are inquiring about the payment cycle. Is the Contractor able to submit weekly, bi-weekly, etc. for payment?

*Response:* Invoicing is due monthly and by the 15th of the following month (e.g. January's trip log/invoice is due no later than February 15). It is then verified by Commuter staff and submitted to Budget & Finance for processing/payment. Price Proposal costs are to be net thirty (30) calendar days; all discounts are to be deducted and reflected in net prices.

**ITEM NO. 3:**      *Inquiry:* We need the actual address for Frederick Manor Apartments referenced in #26.

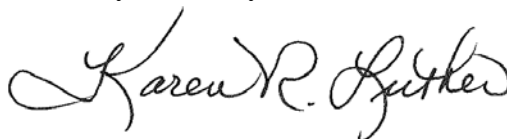
*Response:* The community is located in the 600 block of Frederick Street in the City of Hagerstown.

**ITEM NO. 4:** Inquiry: We need which facility are you referring to on #15 Maryland Correctional Training Facility? Is it 18800 Roxbury Rd or 122 North Potomac St?

Response: 18800 Roxbury Road is correct.

**ITEM NO. 5:** If a trip request is scheduled a minimum of twenty-four (24) hours in advance, Ride Assist patrons shall be available and ready for the scheduled ride within ten (10) minutes before the scheduled pick-up time. Service will be considered “on-time” if it is within ten (10) minutes before or ten (10) minutes after the scheduled pick-up time. If a trip request is made for an immediate pickup, patrons shall accept wait times dependant on volume of service at the time of the request. Patrons shall not experience a “wait time” that exceeds forty (40) minutes from the scheduled pick-up time without a call-back to the patron from the contractor.

By Authority of:

A handwritten signature in black ink that reads "Karen R. Luther". The signature is written in a cursive style with a large initial 'K' and 'L'.

Karen R. Luther, CPPO  
Purchasing Agent

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND