



**MARYLAND TRANSIT ADMINISTRATION**

**MARYLAND DEPARTMENT OF TRANSPORTATION**

Martin O'Malley, Governor • Anthony G. Brown, Lt. Governor  
Beverly K. Swaim-Staley, Secretary • Ralign T. Wells, Administrator

**MEMORANDUM**

TO: Holders of Contracts Documents

FROM: Nannette C. Gibson, Procurement Administrator  
Maryland Transit Administration  
Procurement Division  
6 Saint Paul Street, 7<sup>th</sup> Floor  
Baltimore, Maryland 21202-1614

SUBJECT: Addendum No. 1  
Contract No. T8000-0381  
Commuter Bus Service Between Charlotte Hall, St. Mary's County and  
Washington D.C.- Line 903

DATE: July 11, 2012

**Issued herewith and effective this date is Addendum No. 1. The Bidder shall include acknowledgement of receipt of this Addendum in the *Bid Form Section, Page 2 of 9, Invitation for Bid.***

**ITEM ONE:**

**Question:**

When are the bids due?

**MTA Response:**

**Technical Proposals and sealed bids are due August 8, 2012 no later than 2:00PM.**

**ITEM TWO:**

**Question:**

Is there a payment bond?

**MTA Response:**

**No, this IFB does not require a payment bond.**

**ITEM THREE:**

**Question:**

The DBE/MBE goal of 9% is that a mandatory goal for the prime contractor?

**MTA Response:**

**Yes, the recommended MBE Subcontract Goal is 9% of the total contract dollar amount with no sub-goals.**

MBE Subcontractors not certified by the MDOT **will not** be accepted.

**A bidder who is certified as a Minority Business Enterprise and awarded the contract that results from this IFB is not exempt and must still meet the MBE subcontract goal for this IFB with certified MBE subcontractors as detailed in this IFB.**

**ITEM FOUR:**

**Question:**

Is the annual amount stated correctly on page 6 & 7 of the bid form?

**MTA Response:**

**A revised bid form is attached, please use this bid form.**

**ITEM FIVE:**

**Question:**

**What was the dollar amount the contract was awarded previously?**

**MTA Response:**

T8000-0381

ADDENDUM NO. 1

**Contract value previously was \$5,424,750.00**

**ITEM SIX:**

**Question:**

Can you please supply me with the sign in sheet from the per-bid meeting?

**MTA Response:**

**Yes, please find attached a copy of the sign in sheet.**

**ITEM SEVEN:**

**Question:**

Is there cleaning requirements for the buses? This would mean routine washing on the exterior and interiors. If this is requirements were is it written in the documents.

**MTA Response:**

**Yes, please read Scope of Services page 3 of 7 in the IFB.**

**ITEM EIGHT:**

**Question:**

How old and what specifications, beside ADA Compliance, must the buses have. Age? Mileage? Etc.

**MTA Response:**

**No more than 12 years old or no more than 1 million miles. Please read Scope of Service in this IFB.**

**ITEM NINE:**

THE FOLLOWING PAGE/SECTION TO THE IFB IS REVISED AS INDICATED:

- SECTION VIII - **BID FORM**- (SEE REVISED ATTACHED – CHANGE IS IN *ITALICS*)
- ATTACHEMENT – **SCHEDULE FOR ROUTE 903 - (IS BEING ADDED)** – CHANGE DOCUMENT HEADER IS IN *ITALICS*)

**ITEM TEN:**

**The attendee list for the Pre-Bid meeting is attached.**

**All other conditions remain the same.**

**NOTE:** The minutes of the pre-bid meeting are now available on the website.

The information issued with this Addendum will become part of the contract awarded to the successful bidder. If you have any questions regarding this Addendum, please contact me at 410-767-0813 or by e-mail at [ngibson@mta.maryland.gov](mailto:ngibson@mta.maryland.gov)



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Nannette C. Gibson  
Procurement Administrator  
MTA Procurement Division

STATE OF MARYLAND DEPARTMENT OF TRANSPORTATION

MARYLAND TRANSIT ADMINISTRATION

BID FORM

FOR

CONTRACT NO. T-8000-0381

LINE #903, COMMUTER BUS SERVICE BETWEEN  
Charlotte Hall and Waldorf, Maryland and Washington, D. C.

TO: MARYLAND TRANSIT ADMINISTRATION  
ATTN: CONTRACT ADMINISTRATION DEPARTMENT  
6 SAINT PAUL STREET  
BALTIMORE, MD 21202-1614

BID DUE DATE:  
\_\_\_\_\_  
BID DUE TIME:  
2:00 PM, Local Time

BID OF: \_\_\_\_\_  
(Bidder's Name)

PROJECT DESCRIPTION:

Contractor shall furnish commuter bus service between Charlotte, Hall and Waldorf, Maryland and Washington, D. C. as described in the Scope of Services, for a period of five (5) years.

Gentlemen:

1. This bid is hereby submitted to the Maryland Transit Administration (hereinafter sometimes called the "Administration") in response to SOLICITATION INSTRUCTIONS dated **June 12, 2012**.
2. The UNDERSIGNED has thoroughly examined, acknowledges receipt of, and is familiar with the Contract Documents as well as the various instructions, information, and requirements covering the same, all as mentioned herein and in said SOLICITATION INSTRUCTIONS.
3. In compliance with said SOLICITATION INSTRUCTIONS the undersigned hereby proposes to furnish all labor, equipment, materials and perform all work described in and in strict accordance with the provisions of the Contract Documents for the consideration of the amounts, lump sum and unit prices listed in the attached Unit Price Schedule, and agrees that, upon Notice of Award, within ninety (90) calendar days after the date of opening of bids, unless mutually extended, he will within 10 calendar days after receipt of the prescribed forms, execute the Contract.
4. The UNDERSIGNED hereby certifies that the \_\_\_\_\_ (Bidder's Name) / /is, / / is not (CHECK ONE) included on the U.S. Comptroller General's list of ineligible contractors.

PARENT COMPANY

- a. UNDERSIGNED represents that it / /is, / /is not, (CHECK ONE) owned or controlled by a parent company. For this purpose a parent company is defined as one, which either owns or controls the activities and basic business policies of the UNDERSIGNED. To own another company means the parent company must own at least a majority (more than 50 percent) of the voting rights in that company. To control another company such ownership is not required; if another company is able to formulate, determine or veto basic business policy decisions of the bidder, such other company is considered the parent of the bidder. This control may be exercised through the use of dominant minority voting rights, use of proxy voting, contractual arrangements, or otherwise.
- b. If UNDERSIGNED is owned or controlled by a parent company, insert in the space below the name and main office address of the parent company.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

5. CERTIFICATION OF NON-MARYLANBD CORPORATION (FOREIGN CORPORATION)

- a. A corporation not incorporated in the State of Maryland is considered t be a foreign corporation and, therefore, is required to be registered with the Maryland State Department of Assessments and Taxation if awarded this contract.
- b. Where a foreign corporation is currently registered with the Department of Assessments and Taxation, such a bidder shall submit with his bid a copy of the department's certification of his registration or qualification acknowledgement.
- c. If a foreign corporation is not currently registered, such a bidder shall submit with his bid his certification that, if notified of his apparent award of the contract, he will register with the Maryland State Department of assessments and Taxation and provide a copy of the department's certification of his registration or qualification acknowledgement along with the executed contract.

6. The UNDERSIGNED acknowledges receipt of the following addenda to the Bid Documents (Give the Number and date of each).

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Failure to acknowledge receipt of all addenda may cause the bid to be considered not responsive to the invitation, which would require rejection of the bid.

7. Enclosed are the following documents and forms:

- 1) Bid Form including Price Schedules
- 2) Bid /Proposal Affidavit
- 3) Bidder's Questionnaire
- 4) Living Wage Requirements
- 5) MBE Forms
- 6) Conflict of Interest Affidavit /Disclosure

SCHEDULE OF PRICES

The bid award for all required commuter bus services will be based on the price for five (5) years of service. The bidder with the lowest five (5) year bid price, and who is also judged responsive and responsible shall be the successful bidder.

The MTA reserves the sole right during the contract period to add, reduce or terminate services.

The yearly cost shall be determined by the following formula:

Contractor shall be paid on a scheduled revenue mile basis for trips actually run.

There is an average of 45 revenue miles per one-way weekday trip on the #903 line. A total of **nine (9) buses** are required daily.

The trip price is defined as the price for a one-way trip.

Daily one-way trips: #903 = Eighteen (18) Per Day (4:30 AM/ 6:58 PM)

Annual Operating Days: 252

Annual Revenue Miles: #903 = 45 miles x 18 trips x 252 days =  
204,120. annual revenue miles

Up to two (2) of the vehicles will be MTA leased vehicles for a three year period.

NOTE: Actual annual trips and/or annual revenue miles may vary at the discretion of the MTA

LINE #903

**YEAR ONE**

Cost per scheduled revenue mile: (Per revenue mile)

- (a) 45 Ft. – 55 Passenger a)
- (b) MTA Leased Equipment c)

**YEAR TWO**

Cost per scheduled revenue mile: (Per revenue mile)

- (a) 45 Ft. – 55 Passenger a)
- (b) MTA Leased Equipment b)

**YEAR THREE**

Cost per scheduled revenue mile: (Per revenue mile)

- (a) 45 Ft. – 55 Passenger a)
- (b) MTA Leased Equipment b)

**YEAR FOUR**

Cost per scheduled revenue mile: (Per revenue mile)

- (a) 45 Ft. – 55 Passenger a)
- (b) MTA Leased Equipment (If Provided) b)

**YEAR FIVE**

Cost per scheduled revenue mile: (Per revenue mile)

- (a) 45 Ft. – 55 Passenger a)
- (b) MTA Leased Equipment (If Provided) b)



LINE #903

Price per Revenue Mile

Total Yearly Price

\$ \_\_\_\_\_ x 22,680/Bus Annual Miles = \$ \_\_\_\_\_  
\$ \_\_\_\_\_ x 22,680/Bus Annual Miles = \$ \_\_\_\_\_ (MTA Leased)  
\$ \_\_\_\_\_ x 22,680/Bus Annual Miles = \$ \_\_\_\_\_ (MTA Leased)

Year Three Total \$ \_\_\_\_\_

Fourth – \$ \_\_\_\_\_ x 22,680/Bus Annual Miles = \$ \_\_\_\_\_  
Year \$ \_\_\_\_\_ x 22,680/Bus Annual Miles = \$ \_\_\_\_\_  
\$ \_\_\_\_\_ x 22,680/Bus Annual Miles = \$ \_\_\_\_\_  
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\$ \_\_\_\_\_ x 22,680/Bus Annual Miles = \$ \_\_\_\_\_  
\$ \_\_\_\_\_ x 22,680/Bus Annual Miles = \$ \_\_\_\_\_

Year Four Total \$ \_\_\_\_\_

Fifth – \$ \_\_\_\_\_ x 22,680/Bus Annual Miles = \$ \_\_\_\_\_  
Year \$ \_\_\_\_\_ x 22,680/Bus Annual Miles = \$ \_\_\_\_\_  
\$ \_\_\_\_\_ x 22,680/Bus Annual Miles = \$ \_\_\_\_\_  
\$ \_\_\_\_\_ x 22,680/Bus Annual Miles = \$ \_\_\_\_\_  
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\$ \_\_\_\_\_ x 22,680/Bus Annual Miles = \$ \_\_\_\_\_

Year Five Total \$ \_\_\_\_\_

**\*TOTAL FIVE YEAR BID PRICE** \$ \_\_\_\_\_

**\*Basis of Award**

BID FORM

A. CORPORATION BID:

\_\_\_\_\_  
Name of Corporation

\_\_\_\_\_  
State in which Incorporated

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Telephone

Attest:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Print Name

By:

\_\_\_\_\_  
President or Vice President

\_\_\_\_\_  
Print Name

B. PARTNERSHIP BID:

\_\_\_\_\_  
Name of Partnership

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Telephone

Names of each Partner:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BID FORM

Witness:

\_\_\_\_\_

By:

\_\_\_\_\_

Signature

\_\_\_\_\_

Print Name

C. INDIVIDUAL BID

\_\_\_\_\_

Name

\_\_\_\_\_

Business Address

\_\_\_\_\_

Telephone

Witness:

\_\_\_\_\_

Name

By:

\_\_\_\_\_ Print

Signature

\_\_\_\_\_

Print Name

Maryland Transit Administration  
Commuter Bus Route 903 Schedule  
T-8000-0381

Effective November 1, 2012

NO. 903 LINE									
NORTHBOUND FROM CHARLOTTE HALL / WALDORF TO WASHINGTON, D.C. (A.M.)									
Trip No.	S	S	S	S	S	S	S	S	S
	1	2	3	4	5	6	7	8	9
<b>ST. MARY'S COUNTY</b>									
Charlotte Hall	4:30	4:50	5:05	5:20	5:35	5:50	6:05	6:30	7:00
<b>CHARLES COUNTY</b>									
Mattawoman-Beantown Park & Ride	4:50	5:10	5:25	5:40	5:55	6:10	6:25	6:50	7:20
<b>PRINCE GEORGE'S COUNTY</b>									
Suitland Federal Center (Gate #7)	5:19	5:39	5:54	6:09	6:24	6:39	6:54	7:19	7:49
Suitland Metro Station (M)	5:20	5:40	5:55	6:10	6:25	6:40	6:55	7:20	7:50
<b>WASHINGTON D.C.</b>									
M St. & 10th St., S.E. (Washington Navy Yard)	5:43	6:03	6:18	6:33	6:48	7:15	7:30	7:55	8:25
M St. & Isaac Hull Ave. (6th St.), S.E.	5:44	6:04	6:19	6:34	6:49	7:16	7:31	7:56	8:26
M St. & 4th St., S.E. (Southeast Federal Center)	5:45	6:05	6:20	6:35	6:50	7:17	7:32	7:57	8:27
M St. & New Jersey Ave., S.E. (Navy Yard M)	5:46	6:06	6:21	6:36	6:51	7:18	7:33	7:58	8:28
M St. & 4th St., S.W. (Waterside Mall, Waterfront M)	5:48	6:08	6:23	6:38	6:53	7:20	7:35	8:00	8:30
4th St. & E St., S.W. (NASA)	5:49	6:09	6:24	6:39	6:54	7:21	7:36	8:01	8:31
4th St. & C St., S.W. (HHS)	5:50	6:10	6:25	6:40	6:55	7:22	7:37	8:02	8:32
Constitution Ave. & 3rd St., N.W. (Dept. of Labor)	5:53	6:13	6:28	6:43	6:58	7:25	7:40	8:05	8:35
Louisiana Ave. & D St., N.W. (Union Station Plaza)	5:56	6:16	6:31	6:46	7:01	7:28	7:43	8:08	8:38
N. Capitol St. & E St. (near Union Station)	5:57	6:17	6:32	6:47	7:02	7:29	7:44	8:09	8:39
N. Capitol St. & H St. (Union Center Plaza)	5:59	6:19	6:34	6:49	7:04	7:31	7:46	8:11	8:41

Effective November 1, 2012

NO. 903 LINE									
SOUTHBOUND FROM WASHINGTON, D.C. TO WALDORF / CHARLOTTE HALL (P.M.)									
Trip No.	S	S	S	S	S	S	S	S	S
	10	11	12	13	14	15	16	17	18
<b>WASHINGTON D.C.</b>									
N. Capitol St. & H St. (Union Center Plaza)	2:40	3:00	3:20	3:35	3:50	4:05	4:20	4:40	5:10
Mass. Ave. & Columbus Cir., N.E. (near Union Station)	2:42	3:02	3:22	3:37	3:52	4:07	4:22	4:42	5:12
Louisiana Ave. & D St., N.W. (Union Station Plaza)	2:44	3:04	3:24	3:39	3:54	4:09	4:24	4:44	5:14
3rd St. & Constitution Ave., N.W. (Dept. of Labor)	2:47	3:07	3:27	3:42	3:57	4:12	4:27	4:47	5:17
4th St. & C St., S.W. (HHS)	2:50	3:10	3:30	3:45	4:00	4:15	4:30	4:50	5:20
4th St. & E St., S.W. (NASA)	2:51	3:11	3:31	3:46	4:01	4:16	4:31	4:51	5:21
M St. & 4th St., S.W. (Waterside Mall, Waterfront M)	2:56	3:16	3:36	3:51	4:06	4:21	4:36	4:56	5:26
M St. & 1st St., S.E. (Navy Yard M)	2:59	3:19	3:39	3:54	4:09	4:24	4:39	4:59	5:29
M St. & 4th St., S.E. (Southeast Federal Center)	3:00	3:20	3:40	3:55	4:10	4:25	4:40	5:00	5:30
M St. & Isaac Hull Ave.(6th St.), S.E.	3:01	3:21	3:41	3:56	4:11	4:26	4:41	5:01	5:31
M St. & 9th St., S.E. (Washington Navy Yard)	3:02	3:22	3:42	3:57	4:12	4:27	4:42	5:02	5:32
<b>PRINCE GEORGE'S COUNTY</b>									
Suitland Federal Center (Gate #7)	3:20	3:40	4:04	4:19	4:34	4:50	5:05	5:26	5:56
Suitland Metro Station (M)	3:22	3:42	4:06	4:21	4:36	4:52	5:07	5:28	5:58
<b>CHARLES COUNTY</b>									
Mattawoman-Beantown Park & Ride	4:02	4:22	4:46	5:01	5:16	5:32	5:47	6:08	6:38
<b>ST. MARY'S COUNTY</b>									
Charlotte Hall	4:22	4:42	5:06	5:21	5:36	5:52	6:07	6:28	6:58

PRE-BID CONFERENCE ATTENDANCE  
 CONTRACT NO. T-8000-0381  
 COMMUTER BUS SERVICE - LINE No. 903  
 June 27 @ 10:00 AM.

CONTACT PERSON	NAME OF FIRM	TELEPHONE/FAX NO.	E-MAIL
Nannette C. Gibson	Maryland Transit Administration	410-767-0813/410-333-4810	ngibson@mta.maryland.gov
Tim Norris	MTA Commuter Buses	410-454-7077	TNorris@mta.maryland.gov
Mitchell Portes	MTA - Procurement	410-767-3352	MPORTES@MTA.MARYLAND.GOV
Dave Snyder	Martz Group - Gold Line Inc.	301-386-8300	dsnyder@martzgroup.com
Ronald L. Tucker	Martz Group - Gold Line Inc.	301-386-8300	rtucker@martzgroup.com
Paula B. Callings	MTA/DFP	410 767-3434	Pcallings@MTA.MARYLAND.GOV