



KEAN

ADDENDUM NO. 1

Shuttle Transportation Services

Bid No. K26-1-21-1

**KEAN UNIVERSITY
1000 MORRIS AVENUE
UNION, NEW JERSEY 07083**

DATE OF ADDENDUM: April 30, 2026

The attention of all Bidders is called to the following Addendum from Kean University (the "University"). This Addendum forms part of the Request for Proposal ("RFP") and modifies the original RFP specifications and documents dated April 16, 2026.

This Addendum is hereby included in and made a part of the Contract Documents, whether or not attached thereto. All requirements of the original RFP shall remain in force and effect, except as amended by this Addendum.

The purpose of this Addendum is to:

- (i) clarify issues raised in questions submitted by Bidders, as set forth below.

Except as amended herein, the original RFP instructions and specifications shall remain in full force and effect.

I. QUESTIONS AND ANSWERS:

Question 1. Do any of the routes require more than one shuttle at a given time? If so, which ones?

A. The Kean Union – Kean Jersey City Intercampus Transfer route will require two (2) shuttles operating concurrently during scheduled hours. The Kean Jersey City Campus Loop will require one (1) shuttle operating during scheduled hours.

Question 2. For the buses, how many wheelchair positions are required per bus?

A. Each shuttle vehicle shall provide a minimum of one (1) wheelchair position in compliance with ADA requirements.

Question 3. Are the wheelchair positions in addition to the 22-26 passengers? Or will a bus with a 22-26 passenger capacity with a lift suffice?

A. Shuttle vehicles with a total seating capacity of 22–26 passengers equipped with a wheelchair lift will satisfy this requirement.

Question 4. Are any monitors/bus aids required? If so, how many?

A. The University interprets this question as referring to on-board personnel such as bus aides or monitors. No additional on-board personnel are required under this RFP. The Vendor is responsible for staffing the service appropriately to meet all operational and safety requirements.

Question 5. Do any routes require more than one monitor? If so, which routes?

A. See above. The University interprets this question as referring to on-board personnel such as bus aides or monitors. No routes require monitors or additional on-board personnel under this RFP. The Vendor is responsible for staffing in accordance with all applicable safety and operational requirements.

Question 6. What is the mileage of each route?

A. Vendor is responsible for verifying the total mileage of each route based on the service locations and routes defined in Section 7.3, Service Locations and Routes.

Question 7. How long (in hours/minutes) does it take to complete each route?

A. For the Kean Union – Kean Jersey City Intercampus Transfer, two (2) shuttles will operate concurrently. The University expects a shuttle arrival for pick-up and drop-off at each campus location at least once per hour throughout the service window. For the Kean Jersey City Campus Loop, the shuttle shall operate continuously in a fixed loop, stopping at the following locations in order: West Campus Village; Hudson-Bergen Light Rail West Side Avenue Station; John J. Moore Athletics and Fitness Center; Visual Arts Building; and Parking Lot 4 (Visitor Parking).

Question 8. Who is the incumbent?

A. There is no incumbent.

Question 9. Are these newly created routes?

A. Yes.

Question 10. Do these routes replace any current routes?

A. See response for question 9.

Question 11. What is the volume of athletic trips? (#trips, mileage, hours)

A. Since the University does not have historical data available at this time due to the ongoing merger and transition of operations; as such, total trip volume is not guaranteed and may vary based on operational needs.

Question 12. During what months does the shuttle operate?

A. Shuttle operations shall follow the University's academic calendar for the Fall and Spring semesters Monday through Friday. The University reserves the right to add or modify service during the Summer semester based on operational needs.

Question 13. Please provide annual number of operating days for the shuttle service.

A. Shuttle operations shall follow the University's academic calendar for the Fall and Spring semesters Monday through Friday. The University reserves the right to add or modify service during the Summer semester based on operational needs.

Question 14. Please provide the last three months of invoices for all transportation contracts.

A. This request exceeds the scope of the bid process. Any contract-specific billing or invoice records are not part of the solicitation and will not be provided through the RFP.

Question 15. Who pays for routing software?

A. Vendor.

Question 16. What is the spare ratio requirement?

A. The Vendor shall provide a minimum of four (4) ADA-compliant shuttle vehicles to support operation.

Question 17. What is the maximum bus age?

A. As outlined in item 7.6.1 *All vehicles must Be of model year 2025 or newer.*

Question 18. What staffing expectations are to be met by the contractor?

A. Driver requirements outlined under 7.14 Driver Requirements. Vendor shall meet meets or exceed the requirements outlined in the RFP.

Question 19. Please provide the current wage scale for CDL drivers.

A. As outlined in 5.11 Prevailing Wage, *the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.26 et seq. is hereby made a part of every contract entered into by the University.*

Question 20. Please provide the current wage scale for non-CDL drivers

A. As outlined in 5.11 Prevailing Wage, *the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.26 et seq. is hereby made a part of every contract entered into by the University.*

Question 21. Are drivers currently receiving any employer paid health benefits?

A. This solicitation represents a new procurement, and the Vendor shall comply with Section 5.0 of the RFP and all applicable federal, State of New Jersey, and local laws and regulations governing employment, wages, and employee benefits. The Vendor shall be solely responsible for all wages, benefits, taxes, and statutory contributions for its employees.

Question 22. If so, what is the employee/employer contribution rate?

A. See response for Question 20.

Question 23. Please provide a seniority list and CBA if union, for drivers and monitors.

A. See response for Question 20.

Question 24. How many hours of work are drivers guaranteed daily?

A. Driver hours and scheduling are the responsibility of the Vendor. The University does not guarantee a minimum number of daily hours per driver. The University expects continuous and uninterrupted service throughout the scheduled hours of operation as defined in the RFP.

Question 25. Is there a spare/bench driver requirement?

A. Staffing levels, including the use of spare or bench drivers, are the responsibility of the Vendor. The University expects continuous and uninterrupted service throughout the scheduled hours of operation as defined in the RFP.

Question 26. The start date is listed as July 1, 2026. What is the end date for the first year?

A. June 30, 2027

Question 27. What size bus is required for this scope of work?

A. As outlined in item 7.5.1 of the RFP, *At a minimum, the Vendor shall provide and have available for service no fewer than four (4) ADA-compliant, lift-equipped shuttle vehicles for the following routes: Kean Union–Kean Jersey City Transfer, Kean Jersey City Campus Loop, and Kean Athletics Loop. Vehicle specifications shall be consistent across all routes; provided, however, that vehicles assigned to the Kean Union–Kean Jersey City Transfer, and Kean Athletics Loop routes shall have a seating capacity of twenty-two (22) to twenty-six (26) passengers, excluding the operator.*

Question 28. Approximately how many total trips are expected, and will any require overnight stays?

A. Since the University does not have historical data available at this time due to the ongoing merger and transition of operations; as such, total trip volume is not guaranteed and may vary based on operational needs.

Question 29. Could you provide additional trip examples to help us provide more precise pricing?

A. Example trips may include transporting student-athletes between the Kean Union and Kean Jersey City campuses, as well as trips to and from away games at other institutions within the University's athletic conference.

Question 30. Who is the current incumbent?

A. There is no incumbent.

Question 31. Does the schedule for both Kean Union and Kean Jersey City allow for any driver breaks? Ex. Meals,

A. Driver breaks are the responsibility of the Vendor to manage. The University expects continuous and uninterrupted service throughout the scheduled hours of operation as defined in the RFP.

Question 32. Relevant to 7.5.1 "Vendor shall provide and have available service no fewer than four ADA shuttle buses" Please confirm the number of buses required to operate per route?

A. The Vendor shall provide a minimum of four (4) ADA-compliant shuttle vehicles to support operation.

Question 33. Relevant to 7.6.1 Is the contractor responsible for the cost associated with wrapping each vehicle?

A. Yes

Question 34. Is it expected that all (4) vehicles are to be wrapped?

A. Yes

Question 35. Can the university provide examples of the current buses being provided along with photographs of the existing wraps?

A. Five images reflecting the layout for the wrap are included at the end of this document.

Question 36. Regarding Section 7.11 and related provisions referencing the use of TrackMyShuttle and BusHive for dispatching, real-time GPS tracking, and ridership visibility, we would like to request clarification. We utilize a proprietary software platform for dispatching and tracking shuttle operations, which includes real-time GPS monitoring, operational oversight, and a rider-facing mobile application available on both Android and iOS platforms. This system is currently deployed across multiple university and institutional clients. Would the University permit vendors to propose an equivalent or alternative platform, provided it meets or exceeds the functional and reporting requirements outlined in the RFP?

A. The University will require the use of TrackMyShuttle as the primary platform for real-time GPS tracking, rider visibility, and integration with the University's website. This requirement is mandatory to ensure a consistent, single-platform experience for end users. Vendors may propose an equivalent or alternative platform for BusHive related to trip scheduling and dispatching functions, provided the proposed system meets or exceeds the functional and reporting requirements outlined in the RFP.

Question 37. While the RFP outlines the daily hours of operation by route, it does not specify the expected number of operating days per year or the estimated total annual service hours for each

route. To ensure consistent and comparable pricing among all vendors, can the University provide the estimated number of annual operating days and/or total annual service hours for each route?

A. Shuttle operations shall follow the University's academic calendar for the Fall and Spring semesters Monday through Friday. The University reserves the right to add or modify service during the Summer semester based on operational needs.

Question 38. We are reviewing the Fee Proposal Form for Bid No. K26-1-21-1 and had a quick clarification question regarding the Annual Service Hours table. The pricing tiers begin at 7,200–6,001 hours. Can you please confirm: Whether 6,001 hours represents a minimum anticipated annual service level, or if proposers should still submit pricing if projected annual hours fall below 6,001, and if so, how those should be represented?

A. The minimum anticipated annual service level is 6,001 total service hours.

Question 39. Is the vendor permitted to park buses on Kean Property when services are not running?

A. Yes

Question 40. For the vehicles, please provide the layout for the wrap, the preferred layout for the passenger capacity stated, and the lift positions.

A. Five images reflecting the layout for the wrap are included at the end of this document. The University does not have a preference on the lift positions as long as the layout is ADA compliant. The is true for the seating. The request is to have a seating capacity of 22 to 26 passengers, excluding the driver.

Photographs Supporting Responses to Questions – 35 and 40:









