

**Pee Dee Regional Transportation Authority
Purchasing Department
Amendment of Solicitation**

Amendment/Modification No.

Effective Date

Agency/Location

1

October 8th, 2025

PDRTA/Florence, SC

ISSUED BY: Pee Dee Regional Transportation Authority
Purchasing Department
313 S Stadium Road
Florence, SC 29506

ADMINISTERED BY:
Rachel McMillian
Purchasing Manager

CONTRACTOR NAME & ADDRESS:

Amendment of:
RFP #090225
Demand Response ITS

THIS BLOCK APPLIES ONLY TO AMENDMENTS OF
SOLICITATIONS

The above numbered solicitation is amended as set forth below. The hour and date specified for receipt of offers is not extended.

Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation, or as amended, by one of the following methods: (a) by signing and returning one copy of this amendment, (b) by acknowledging receipt of this amendment on each copy of the offer submitted or (c) by separate letter or email which includes a reference to the solicitation & amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE ISSUING OFFICE PRIOR TO THE HOUR & DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If, by virtue of this amendment you desire to change an offer already submitted, such change may be made by e-mail or letter, provided such e-mail or letter makes reference to the solicitation & this amendment, & is received prior to the opening hour & date specified. The changes set below are made to the above numbered order.

DESCRIPTION OF AMENDMENT/MODIFICATION:

Please see the attached:

CONTRACTOR'S SIGNATURE

BY _____
(Signature of Authorized Rep.)

DATE: _____

(Company Name)
BY *Rachel McMillian*
(Signature of PDRTA's Authorized Rep.)

DATE: October 8, 2025

THE SOLICITATION IS AMENDED AS PROVIDED HEREIN. INFORMATION OR CHANGES RESULTING FROM QUESTIONS WILL BE SHOWN IN A QUESTION-AND-ANSWER FORMAT. ALL QUESTIONS RECEIVED HAVE BEEN REPRINTED BELOW. THE “PDRTA RESPONSE” SHOULD BE READ WITHOUT REFERENCE TO THE QUESTIONS. THE QUESTIONS ARE INCLUDED SOLELY TO PROVIDE A CROSS REFERENCE TO THE POTENTIAL OFFEROR THAT SUBMITTED THE QUESTION. QUESTIONS DO NOT FORM A PART OF THE CONTRACT; THE “PDRTA RESPONSE” DOES. ANY RESTATEMENT OF PART OR ALL OF AN EXISTING PROVISION OF THE SOLICITATION IN AN ANSWER DOES NOT MODIFY THE ORIGINAL PROVISION EXCEPT AS FOLLOWS: UNDERLINED TEXT IS ADDED TO THE ORIGINAL PROVISION. STRICKEN TEXT IS DELETED.

1Q: In the evaluation criteria, can you clarify whether the cost of the vehicles, adding additional vehicles, cost of dispatch use, year 1 and subsequent years are weighted to help understand priority?

1A: The evaluation criteria listed under section A. Cost Proposal will be weighed equally at a maximum of eight (8) points each for a combined maximum total of 40 points.

2Q: In the implementation schedule it states how quickly the project can be rolled out and delivered...is there a target launch date to base a schedule off of?

2A: The target launch date is no later than February 13, 2026.

3Q: How many vehicles are in your fleet? And how many do you use in max operation?

3A: PDRTA maintains 55 total vehicles in our fleet that covers Fixed Routes, ADA Complementary Paratransit, and Demand Response Services. PDRTA is requesting pricing for 15 vehicles because that is our current max operational use for Demand Response services.

4Q: Can Proposers include a copy of the specific vendor pricing sheet as explanation along with the required pricing form?

4A: Yes, proposers can provide a copy of their vendor specific pricing sheet in addition to the required pricing form to provide further information. **Attachment A of this amendment is a revised Bid Sheet and Price/Business Proposal for vendors to include with their proposal.**

5Q: What are your current expenditures for dispatch and scheduling software?

5A: \$0.00. PDRTA does not currently have dispatch and scheduling software.

6Q: What is the budget for this project?

6A: The budget for this project is contingent on the proposals received. Federal grants will be allocated to cover the cost of the project as needed and as deemed appropriate.

7Q: What is the funding source for this project?

7A: Federal 5307 with local matching funds.

8Q: What are the funding deadlines/timelines for this project, i.e. when does the money need to be spent?

8A: There are no funding deadlines for this project.

9Q: Will DBE participation be scored or just considered for compliance reporting?

9A: PDRTA will follow FTA guidance and regulation. Disadvantaged Business Enterprise (DBE) participation is not an evaluation criterion for this project.

Attachment B provides an updated DBE form that

10Q: Is there an existing ITS/demand response platform in use today? If yes, does PDRTA expect migration of historical trip and rider data?

10A: PDRTA does not currently have Demand Response ITS. We use ETA Transit for our CAD-AVL system on our fixed route buses.

11Q: What are your current Rides per Hour (RPH)?

11A: PDRTA's rides per hour fluctuates between service types. Our ADA Complementary Paratransit Services average one (1) ride per hour whereas our Workforce Demand Response Services can have up to ten (10) rides per hour.

12Q: What is your current Operating Expense per trip?

12A: Our small urban service areas cost \$15-\$25 per round trip. Our rural service areas cost \$25-\$100 per round trip.

13Q: What is your average trips per day?

13A: PDRTA averages 90-110 trips per day.

14Q: What does PDRTA currently use to ensure safety of the riders and the drivers on the vehicles? Do you currently have cameras inside and outside of the vehicles to alert dispatch and drivers of safety concerns? Would you be interested in an integrated solution that can give dispatch a live feed of the interior of the vehicles and alert dispatch to unsafe driver behavior such as fatigued driving, distracted driving, unsafe driving distance, harsh brake, harsh turn, quick acceleration?

14A: PDRTA has a comprehensive safety program that includes onboard ride-along assessments and regular video footage review. All vehicles have internal and external cameras that include audio and video. PDRTA is interested in learning more about the integrated solution that provides live feed of the interior of the vehicle and alerts dispatch to unsafe driver behavior. However, that system is outside the scope of this project and will not be considered in this solicitation process.

15Q: Will PDRTA be procuring their own tablets and mounting hardware or do you want the vendor to supply the tablets and mounting hardware? If procuring your own tablets, we suggest using Samsung Galaxy Tab A9+ 5G

15A: The provision of tablets and mounting hardware is an option proposers can provide but will not be a requirement. Proposers interested in providing tablets and mounting hardware should include the costs in

their proposals along with the installation cost. **Attachment A of this amendment is a revision of the Bid Sheet and Price/Business Proposal and includes tablets, mounting hardware, and installation as options.**

16Q: Does PDRTA expect onsite training, remote training, or both?

16A: PDRTA will require two (2) days of scheduled onsite training for Managers, Supervisors, and Dispatchers. Additional remote training may be required as needed.

17Q: Does PDRTA anticipate adding vehicles annually (steady growth) or as needed?

17A: PDRTA will add vehicles as needed beginning in 2026.

Protest Procedures Amendment

Starting on page 15 of RFP 090225 under "Protests," the stricken provision that follows will be deleted and replaced with the underlined provision below.

Protests

1. For purchases less than \$100,000, any actual or prospective bidder, proposer or contractor who is aggrieved in connection with the solicitation or award of a contract may submit a written protest to the Procurement Manager within ten (10) business days of the purchase being awarded. Within 15 business days of the receipt of such written protest, the Procurement Manager shall hold a hearing on the protest and make a render a decision on the protest. The Procurement Manager's decision shall be final.

2. For purchases greater than \$100,000, any actual or prospective bidder, proposer or contractor who is aggrieved in connection with the solicitation or award of a contract may submit a written protest to the Executive Director within ten (10) business days of the purchase being awarded. Respecting protests for purchases in excess of \$100,000, the date of the award shall be considered the date of any preliminary award, hereof if a preliminary award is actually made in advance of formal approval by the Authority; in the absence of a preliminary award, the formal award date by the Authority shall be controlling. The protest, setting forth the grievance and the grounds thereof, shall be submitted in writing within ten (10) business days after such aggrieved person knows or should have known of the facts giving rise thereto, but in no circumstance after 15 business days notification of the award of the contract.

3. Any protest must be addressed to the Executive Director, Pee Dee Regional Transportation Authority (PDRTA), and submitted in writing

- a. By email to: procurement@pdrt.org
- b. By post or delivery to:
 - i. Pee Dee Regional Transportation Authority
 - ii. Attn: Rachel McMillian
 - iii. 313 S. Stadium Rd
 - iv. Florence, SC 29506

1. Submittal Procedures

- a. An interested party wishing to protest a matter involving a proposed procurement or contract award shall file a written submission with the Procurement Manager by certified mail. Electronic submission of protests is not acceptable. The protest shall include, at a minimum:
 - i. The name and address of the protesting party and its relationship to the procurement sufficient to establish that the protest is being filed by an interested party
 - ii. Identity of the contract person for the protestor, including name, title, address, telephone, and email address. If the contact point is a third party representing the protestor, the same information must be provided, plus a statement defining the relationship between the protestor and the third party
 - iii. Identification of the procurement (solicitation, contract #, project description)
 - iv. A description of the nature of the protest, referencing the portion(s) of the solicitation involved
 - v. Identification of the provision(s) of any law, regulation, or other governance upon which the protest is based
 - vi. A statement of the specific relief requested
 - vii. Any documents relevant to the protest
- b. The Procurement Manager shall be responsible for overseeing the decision process. The Procurement Manager shall ensure that all relevant parties within PDRTA have been involved in the decision-making process. PDRTA may decide a protest solely upon the written submission. The protest submission should, therefore, include all materials necessary to support the protester's position. Additional or supplemental materials may only be submitted at the request of, or with the permission of, the Purchasing Manager.

2. Pre-Bid and Pre-Award Protest Procedures

- a. A protest related to the technical scope or specification, terms, conditions, or form of a solicitation must be received no later than 15 business days prior to the date established for opening bids or receipt of proposals; if the protest addresses an amendment to the solicitation, it must be received no later than ten (10) business days prior to the date established for opening bids or receipt of proposals or five (5) business days after the date of issuance of the amendment, whichever is later; in no event may a protest of this nature be submitted after bids or proposals are received. The protest must conform in all respects to the requirements set forth above.
- b. Within 15 business days of the receipt of such a written protest, the Procurement Manager shall hold a hearing on the protest. Protests will be considered and either denied or sustained, in part or in whole, by the Procurement Manager in writing. The Procurement Manager's decision shall be final.
- c. Should the protest be sustained in whole or in part, the Procurement Manager may either (1) amend the solicitation to correct the document or process; or (2) cancel the solicitation in its entirety. If the solicitation is amended, the time for receipt of bids or proposals may be equitably extended to permit all participants to revise their bids or proposals to reflect the decision if deemed necessary. If the protest is denied, the solicitation shall proceed as if the protest had not been filed, unless the protestor appeals the decision of the Purchasing Manager, as defined below.

3. Post-Award Protest Procedures

- a. All bidders/proposers will be notified of an intent of award. This notice will be transmitted to each proposer at the email address contained in its proposal form and shall be posted on the procurement page of PDRTA's website. Any proposer whose proposal is valid at the time of the determination may protest the intent of award on one or more of the following grounds:
 - i. That the recommended awardee does not meet the requirements of the solicitation
 - ii. That the evaluation process conducted by PDRTA is improper, illegal, or the decision of the intent of award is arbitrary and capricious.
- b. The protest must conform in all respects to the requirements set forth above.
- c. The protest must be submitted to the Procurement Manager no later than ten (10) business days of the purchase being awarded. A written decision stating the grounds for allowing or denying the protest will be mailed to the protestor at the address provided or otherwise furnished. The Procurement Manager's decision shall be final.

4. Evaluation of Protests

- a. A protest decision will be submitted to the protestor within ten (10) business days of receipt of the protest. The Procurement Manager may extend the response period if additional time is required to gather and evaluate information necessary for the decision or for other good cause.
- b. Upon receipt of a protest, the Procurement Manager shall notify parties involved in the procurement. The Procurement Manager may request additional written information from the protestor or other parties, as necessary, to determine the validity of the protest. A hearing may be held with the parties involved in the procurement, Executive Director, or Board of Directors as deemed necessary.
- c. The Procurement Manager shall prepare a decision on the protest. The decision will contain four parts:
 - i. Summary: Describes briefly the protesting party, the solicitation involved, the issue(s) raised, and the decision.
 - ii. Background: Describes in more detail the history of the solicitation and the procurement events leading to the protest, the date the protest was received, and the process by which it was evaluated.
 - iii. Discussion: Identifies the issue or issues raised by the protestor, and the factors considered in reaching a decision, and the rationale for the decision.
 - iv. Determination: States the decision and any remedy or subsequent action resulting from it.
- d. Decisions shall be signed and issued by the Procurement Manager. For procurements greater than \$100,000, the decision shall also be signed by the Executive Director. The decision shall be issued to the protestor.
- e. In the event of a timely protest, PDRTA shall not proceed further with the award of the contract until after the protest period has ended and the final decision shared with the protestor.

5. Appeals

- a. Decisions of the Procurement Manager or Executive Director may be appealed to the Board of Directors by the protestor within five (5) business days after the decision is issued to the protestor. The appeal shall be in writing, addressed to the Executive Director and shall state the basis for the appeal. Requests for an appeal to the Board of Directors shall be held during the next occurring regularly scheduled meeting of the Board of Directors, or such other time as may be mutually agreeable to the parties. At the meeting, the aggrieved party and the Executive Director shall have an opportunity to present their findings to the Board of Directors. Upon receipt of the findings of both parties, the Board of Directors shall make a final determination. The decision of the Board of Directors shall be final and conclusive.

6. PDRTA reserves the right to seek legal counsel for any protest, resolutions, decisions and appeals.

Evaluation Criteria Amendment

Starting on page 23 of RFP 090225 under “Evaluation Criteria,” the underlined provisions will be added.

A. Cost Proposal. *(Maximum 40 points)*

Cost proposals should include (but are not limited to):

- Cost of 15 units (Maximum 8 points)
- Cost of each additional unit (Maximum 8 points)
- Cost of dispatch platform per user (Maximum 8 points)
- Year 1 costs (Maximum 8 points)
- Annual renewal costs for upwards of 4 additional year (Maximum 8 points)

Attachment A: Bid Sheet and Price/Business Proposal

The Agreement shall be in effect for only the decided upon number of days following the receipt of the Notice to Proceed. Having carefully examined the Request for Proposal, attachments and related documents, the undersigned proposes and agrees to provide the specified services to PDRTA, in accordance with the Specifications described in the RFP, during the initial term from the date on the Notice to Proceed and at the prices set forth in the following Bid Schedules.

1. Base Bid:

To supply all labor and materials and to perform all work shown or specified to complete the project for the sum of: _____ Dollars (\$ _____) hereby

designated as the Bid. The bidder understands that the PDRTA reserves the right to reject any and all bids and to waive any informalities in the bidding. The Bidder agrees that this Bid shall be good and may not be withdrawn for a period of 90 calendar days after the scheduled closing time for receiving bids. Include completed Appendix A – “The Cost Schedule.” Upon receipt of written notice of the acceptance of this Bid, the Bidder will execute the formal Agreement within 10 days, and deliver Surety Bonds as required by the General Conditions. The bid security attached in the sum of _____ (\$) is to become the property of the PDRTA in the event the Agreement and Bond are not executed within the time above set forth as liquidated damages for the delay and additional expense to the PDRTA caused thereby. The undersigned declares that his firm is (delete those not applicable): A corporation organized and existing under the laws of the State of:

_____ A partnership consisting of: _____ The undersigned declares that the person signing this proposals is fully authorized to sign the proposal on behalf of the firm listed and to fully bind the firm listed to all the conditions and provisions thereof. It is agreed that no person or persons or company other than the firm listed below or as otherwise indicated hereinafter has any interest whatsoever in this proposal or the contract that may be entered into as a result thereof, and that in all respects the proposal is legal and fair, submitted in good faith, without collusion or fraud.

2. Bid Sheet:

Item	Cost	Notes
Required Items		
Cost of 15 Units		
Cost of each additional unit		
Cost of dispatch platform for 1 year		
Total Year 1 Costs		
Annual Renewal Costs for Year 2		
Annual Renewal Costs for Year 3		
Annual Renewal Costs for Year 4		
Annual Renewal Costs for Year 5		
Optional Items		
Cost of 15 tablets		
Cost of each additional tablet		
Cost of mounting hardware for 15 tablets		
Cost of each additional mounting hardware		
Cost of installation for 15 tablets provided by the vendor		
Cost of installation for each additional tablet provided by the vendor		
Cost of installation for 15 tablets provided by PDRTA (if different from above)		

Cost of installation for each additional tablet provided by PDRTA (if different from above)		
Vendor Specific Additional Items (If Applicable)		

Respectfully Submitted:

Contractor

(Type/Print Name and Title)

City, State, Zip S.C.

General Contractor's License No. _____