



ADDENDUM NO. 3

DATE: July 24, 2019
TO: All Prospective Proposers
FROM: Keisha Carnahan
SUBJECT: Addendum No. 3 - RFP P19073 – Bus Driving Simulator, Delivery, Set-Up, and Training

Certain revisions, additions, and modifications are hereby incorporated into the Request for Proposal (RFP) Documents. Proposer must sign FORM 9 - ACKNOWLEDGMENT OF ADDENDA to indicate receipt of Addendum. Please list each Addendum received, sign, date and submit with your proposal in order for your proposal to be accepted.

The Change is as follows:

1. Remove:

I. INSTRUCTIONS TO PROPOSERS

A. FREIGHT TERMS: All materials shall be FOB Destination, prepaid and **allowed**, at no additional cost to VTA unless specified otherwise in the Scope of Work, attached hereto. Destination is defined for purposes of this Contract as the VTA locations as specified under Delivery or on the individual purchase orders associated with this Contract. Any exception to this policy may deem the Proposal non-responsive.

2. Add:

I. INSTRUCTIONS TO PROPOSERS

A. FREIGHT TERMS: All materials shall be FOB Destination, **FREIGHT** prepaid and **added**, at no additional cost to VTA unless specified otherwise in the Scope of Work, attached hereto. Destination is defined for purposes of this Contract as the VTA locations as specified under Delivery or on the individual purchase orders associated with this Contract. Any exception to this policy may deem the Proposal non-responsive.

3. Replaced:

FORM 4: COST PROPOSAL FORM with FORM 4: COST PROPOSAL FORM – revised July 23, 2019. Please download the revised COST PROPOSAL FORM dated July 23, 2019 and submit with your Proposal. This update was necessary to include Other Direct Costs so vendors could include Travel Costs in their Cost Proposal, changed the Preventative Maintenance Option from 1 year to 5 years, and added a 4-year Extended Warranty Option. Please note that VTA will reimburse Travel Costs per RFP Exhibit 1, VTA General Terms and Conditions, Section H. General Provisions: 12. Travel.

4. Change:

I. INSTRUCTIONS TO PROPOSERS

A. Procurement Schedule:

Deadline to submit Proposals is changed from July 30, 2019 by 2:00 PM PT to August 2, 2019 by 2:00 PM PT

5. Remove:

II. INSTRUCTIONS TO PROPOSERS

- A. Procurement Schedule:** VTA’s procurement schedule dates are listed in Table 1 below. All dates set forth in this RFP are subject to change at VTA’s sole discretion and will be provided to firms submitting a Proposal under this RFP (“Proposers”) as an addendum. All references in this RFP to “time” are Pacific Time.

Table 1

ACTIVITY	DATE/TIME
Issue RFP	June 17, 2019
Pre-Proposal Conference	July 10, 2019 at 10:00 a.m.
Deadline to Submit Questions	July 16, 2019 at 5:00 p.m.
Deadline to Submit Proposal	July 30, 2019 at 2:00 p.m.
Interviews (if, needed)	Week of August 26 – 29, 2019

6. Add:

I. INSTRUCTIONS TO PROPOSERS

- A. Procurement Schedule:** VTA’s procurement schedule dates are listed in Table 1 below. All dates set forth in this RFP are subject to change at VTA’s sole discretion and will be provided to firms submitting a Proposal under this RFP (“Proposers”) as an addendum. All references in this RFP to “time” are Pacific Time.

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Interviews (if, needed)	Week of August 26 – 29, 2019