



STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES VEHICLE ASSET MANAGEMENT

**INVITATION TO BID # 13949
AMENDMENT # 1
FOR VAM NASHVILLE SHUTTLE SERVICE**

DATE: August 5, 2026

ITB # 13949 IS AMENDED AS FOLLOWS:

1. State responses to questions and comments in the table below amend and clarify this ITB.

Any restatement of ITB text in the Question/Comment column shall NOT be construed as a change in the actual wording of the ITB document.

QUESTION / COMMENT	STATE RESPONSE
1 On-Call Shuttle “per day” definition (Lines 6–10): How many hours does a billable ‘day’ consist of for the on-call service — is it a flat rate regardless of hours dispatched that day, or tied to a shift length?	A billable day can be charged regardless of the number of driving hours needed. It is not tied to a particular shift length but will be a flat daily rate.
2 VIP sprinter-style shuttle (Specifications Section A.3/B.3): Where is this line item priced? Does this correspond to On-Call Shuttle “per day” or Special Event “per day”? a. Or is this service/vehicle priced separately?	The VIP sprinter-style shuttles (Specifications section B.3.) for the on-call shuttle service (Specifications Section A.3.) are priced with the On-Call Shuttle lines. a. This vehicle is not priced separately. It is priced with the on-call shuttle line.
3 Special Event Mini Bus / Motor Coach “per day” definition (Lines 11–20): How many hours does a billable ‘day’ consist of for special event Mini Bus and Motor Coach service — is it tied to actual event duration, a standard shift length, or a flat daily rate regardless of hours used? a. The Qty for both Special Event Mini Bus & Motor Coach is 30. Is this expected to be a total of 30 unique events that may use both a Mini Bus and a Motor Coach, or a potential of 60 unique events (30 Mini and 30 Motor Coach).	The Contractor shall charge Special Events as a flat rate for the day. The charge will be the same, regardless of shift length. a. The State does not guarantee any amount of unique events, but estimates 60 unique events (30 Mini Bus and 30 Motor Coach).
4 Please send a copy of Pre-Response Conference Power Point.	The Pre-Response Conference Power Point is attached to this Amendment.
5 What is the anticipated award date, and will there be a transition period with the incumbent contractor prior to the September 1, 2026 effective date? Must the full 13-shuttle fleet be operational on day one of service?	The State has listed September 1, 2026, as a tentative date for the start date of the contract. The Contractor and State will coordinate the transition period as needed (see updated specifications section A.12.). The full fleet must be operational on day 1 of the Contract.
6 Is there a maximum vehicle age or model-year requirement for the shuttles, the ADA vehicle, or the VIP sprinter? Are clean-title used vehicles acceptable?	There is no maximum vehicle age or model-year requirement for shuttles. Clean-title used vehicles are acceptable; however, the shuttles must meet the requirements listed in Specifications Section B.

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7 Does the 22,000 annual-hour quantity for the Weekday Shuttle line items include the winter evening extension to 8:00 p.m. and the 6:00 a.m. to 6:00 p.m. all-day shuttle? Approximately how many hours were billed under the current contract in the most recent twelve months?	Yes, the 22,000 estimate includes all anticipated hours. Approximately 22,000 hours have been billed in the last year.
8 Is the current contract, including its unit pricing, publicly available, and can the Central Procurement Office provide the contract number for reference?	Please use the following link for a public records request: https://www.teamtn.gov/generalservices/divisions/administrative-fiscal-services/office-of-general-counsel/dgs-public-records.html
9 Does the State provide overnight parking or staging for the contractor's fleet, or is the contractor responsible for securing staging?	No, the Contractor is responsible for staging and securing their own vehicles[.
10 Is VIP sprinter usage billed under the on-call daily rate, the weekday hourly rate, or another mechanism?	See question# 2.
11 For the On-Call Shuttle line items of 24 days per year, what constitutes a day? Is there a defined hours window or a minimum call-out?	See question# 1.
12 Historically, how many special-event minibus days and motor coach days have been ordered per year, and how far from Nashville have special events typically been located? Are mobilization and deadhead miles compensable for statewide special events?	Historically, the State approximates it has required vehicles for approximately 60 Special Events per year. The events have been located Statewide. The Contractor shall charge only a daily rate for Special Events.
13 Does the requirement in Specification C.2 for a Tennessee CDL with the proper endorsement mean that a Class C CDL with a Passenger (P) endorsement is acceptable for the 25-passenger shuttles?	Yes, Class C with  (Passenger) Endorsement is acceptable for the 25 passenger shuttles.
14 Who bears the cost of the vehicle signage and wraps described in Specification A.8, the Contractor or the State?	The Contractor.
15 Please confirm that the required insurance limits are those stated in the Terms and Conditions, being Workers' Compensation at statutory limits, Commercial General Liability at \$1,000,000 per occurrence and \$2,000,000 aggregate, and Automobile Liability at \$1,000,000 combined single limit, and that no higher passenger-carrier limit applies.	Correct--the minimum required coverage limits are as stated in Section 10 of the Terms and Conditions, and no higher passenger-carrier limit applies.
16 Which form constitutes the required diversity business participation attachment, and does a service-disabled veteran-owned prime performing the work itself satisfy the participation requirement?	No form is needed, the bid factor for diversity was erroneously included. Please disregard the bid factor for Diversity. Currently, there are no specific requirements, mandates or set asides. However, each agency does have "aspirational" goals to use certified businesses in the Governor's Office of Business Initiatives and Development (GO-BID). If the Service-Disabled Veteran business is (or will be) certified in the

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	GO-BID office, 100% of the contract expenditures would be attributed to the goal of the department/agency.
17 On average, how many on-call shuttle requests are received each month?	This is not an existing service. It will be implemented with this Contract. The State does not guarantee any certain amount of requests but estimates 24 days per year.
18 Approximately how many special event transportation requests are received annually?	See question# 17
19 What is the typical size (number of passengers) and duration of special event transportation requests?	The typical number of passengers is 24. The duration ranges from 30 minutes up to 8 hours.
20 How much advance notice is typically provided for special event transportation requests?	At least 24 hours. See Specifications Section D.2.
21 Will special event transportation services be priced separately from the regular daily shuttle service?	Yes. Respondents should bid this service on the lines for "Special Event Mini Bus" and "Special Event Motor Coach" for each year of the Contract.
22 Where is the current shuttle fleet garaged? Is there an existing state-owned location that could be leased for vehicle storage?	See question#9. Please use the following link for a public records request: https://www.teamtn.gov/generalservices/divisions/administrative-fiscal-services/office-of-general-counsel/dgs-public-records.html
23 Are pre-trip and post-trip vehicle inspections considered billable hours, or should they be included in the overall hourly billing rate?	The Contractor shall not bill the State for vehicle inspections. The hourly shuttle rate shall be charged for driving hours only.
24 Are the current shuttle vehicles wrapped with a State logo or other branding? If vehicle wraps or logos are required, will the State provide a budget for each shuttle?	The Contractor shall be responsible for any costs associated with vehicle wraps or logos. See Specifications Section A.8.
25 Is there a collective bargaining agreement that applies to shuttle drivers providing these services for the State?	No.
26 Approximately how many transportation requests requiring a 50-passenger vehicle are received annually? If available, could you also provide the average duration and typical purpose of these requests?	The State estimates approximately 30 events per year requiring a 50 passenger vehicle, with durations ranging from approximately 30 minutes to 8 hours.

2. Add the following as ITB Specifications section A.12.:

The Contractor shall coordinate with the State for the onset of services as required.

- 1. ITB Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this ITB not expressly amended herein shall remain in full force and effect.