



# Hobbs Municipal Schools

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Central Office 1515 East Sanger P.O. Box 1030 Hobbs, New Mexico 88241 575-433-0100

Questions & Answers  
RFP #2324-04

June 27,2023

Please note the following Questions received for RFP # 2324-04. The response to each question will be in **red**.

1. Insurance

1. We are requesting clarification on who will be responsible for carrying the Motor Vehicle Liability Insurance **only** for the yellow school buses.
2. Currently, our yellow school buses are covered under the New Mexico Public Schools Insurance Authority (See attachment for an example of the current insurance card). Our question is, will this stay the same (as years passed), or will the awardee be responsible for acquiring outside insurance for the yellow school buses.

**HMS will provide Liability Insurance on to and from transportation through NMPSIA, Contractors selected for Activity transportation will be required to provide outside insurance.**

2. Requesting clarification on in person or zoom for meetings:

1. RFP 2324-04, Page 6 and 46 both refer to attendance of preproposal zoom conference, as well as Page 6 referencing Mandatory In Person pre-proposal conference. We are just requesting confirmation that this will be an in-person format.

**In person pre-proposal conference was held June 20<sup>th</sup> @ 10:00am attended by known offerors.**

3. Requesting clarification on delivery method:

1. Page 7, bullet 6, instructs the Proposal be received to the Administration Office at 1515 E. Sanger, however method is not listed.
2. Page 27 of the RFP instructs to submit only by mail.

3. We are requesting clarification as to preferred delivery method by the Hobbs Municipal Schools. We are able and prepared to deliver in person, by postal mail, or by electronic mail. If need be, we are also able to deliver in all three methods.

**See Addendum #2 for clarification to 3 – 1,2 and 3 questions.**

4. Vendor Registry

1. Page 6, Bullet 5, references the “vendor registry webpage.” I have inspected the finance department’s page on the HMS website at: <https://hobbsschools.net/department/finance> and was unable to locate a registration form or portal.

**See Addendum #2 for clarification.**

2. Requesting clarification as to if there is a registration process we need to complete, or have we already met this criteria by being a current contractor to the schools.

**At this time HMS is requesting updated vendor information from proposed offerors. To include but not limited to W9, Name, Physical and Mailing Address, Phone Number and Email.**

5. Costing

1. Page 8, Bullet 19, Proposal Offer Firm:
  - i. To better prepare a more accurate price on the proposal, we are requesting clarification on variable funds such as fuel, ridership, and mileage that may change. The RFP is requesting a firm proposal price, however due to these variables (such as increase in fuel prices, or reduced ridership & mileage), it can potentially pose an operational risk to set firm pricing in this regard. Is there a specific way the schools would prefer to handle these changes or do the schools prefer we create a solution for the variables?

**Vendor must provide cost based on capacity of the company.**

6. RFP. Page 22, Bullet 1 – Financial Statements. The instruction is to provide, “Submit two (2) years of company’s most recent audited financial statements or any other financial statements acceptable to the District...” if you can advise as to exact accepted financial documents the district would like to see, that would be extremely helpful. If the District would like to see the basic Balance Sheet, Statement of Cash Flows, and Profit and Loss statements, please just advise. (Duplicate Question Received)

**It is in the best interest of Hobbs Municipal Schools for potential offerors to provide as comprehensive understanding of financial solvency and instability utilizing the articles identified.**

7. Clarification on software access verbiage of “unlimited”?  
**Limited to routing and efficiency of routes and to be used only by officers of Hobbs Municipal Schools.**
8. Clarification on estimated range of capacity of services?  
**Based on submitted inventory Hobbs Municipal Schools will be able to identify the ability to provide necessary services by offerors.**
9. Will in person interview occur?  
**If necessary, in person interviews will be scheduled after the June 28<sup>th</sup> submission deadline.**
10. Clarification on the discretion of the district to award services in all or part?  
**Offerors will be scored by a committee and capacity considered in awarding of services in all or part.**
11. I would like some clarification on the scope of work for the RFP. On page 9 in the general instructions item 26 AWARD it states that HMS reserves the right to award all, part or none of the Scope of Work set forth in this RFP. H. M. Ramirez Bus Co. has provided to and from transportation services for HMS in the Monument Carlsbad area for more than 40 years and has a limited number of buses available to transport students (8 buses). It is our plan to provide a bid on providing to and from transportation services in this same area where we have worked historically. I am assuming that it is acceptable to submit a bid to perform the scope of work within a limited area given the size of our operation. Is that correct?  
**As provided in the RFP HMS reserves the right to award all, part or none of the Scope of Work set forth in this RFP. This procurement in no manner obligates Hobbs Municipal Schools until a valid signed contract and/or valid Purchase Order is executed.**
12. On page 23 Factor B Experience it states that the respondent should provide the name, phone number and email address of purchasing professionals and web masters at 3 different organizations, which have purchased, installed, or used services. H. M. Ramirez Bus Co. has only provided services to HMS for the past 40+ years. Thus, HMS is the only vendor that has used our company’s services for to and from transportation. I am assuming that we can still submit a bid and simply reference HMS in light of this fact. Is that correct?  
**Yes, HMS is an acceptable reference. However, please include additional companies your vendor has done business with such as for parts, services and fuel to provide services described within RFP.**



Thank you,

Jessica Munoz Alvarado  
Chief Procurement Officer/ Office Manager  
Hobbs Municipal Schools  
575-433-0100

**Please return a signed copy of this Q & A notice with your RFP.**

X \_\_\_\_\_

Date: \_\_\_\_\_

Vendor Name \_\_\_\_\_