



July 28, 2026

Addendum 1: Athletic Transportation Services Fiscal Year 2027

FROM: Chesapeake College
1000 College Circle
PO Box 8
Wye Mills, MD 21679

TO: Prospective Bidders

The Request for Proposals (RFP) is modified, corrected, or clarified as set forth in this Addendum. The original RFP documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made a part of the RFP

This Addendum consists of four (4) pages

Questions and Answers:

1. The bid-submission instructions state that the email should be marked "Electronic Bid Proposal for FY2026 Athletic Transportation Services," while the RFP is otherwise identified as FY2027. Should bidders use FY2026 or FY2027 in the submission email subject line?
 - a. Reference FY2027
2. Attachment A lists a basketball trip to Raritan Valley on November 12, 2025. Should that date be November 12, 2026?
 - a. Correct date - November 12, 2026
3. Should the September 3-4, January 9-10, and March 20-21 overnight sequences be priced as single, multi-day trips or as separate trips for each date?
 - a. Sept 3-4 is one continuous trip, Jan 9-10 is one continuous trip, March 20-21 is one continuous trip
4. Can the College provide the missing departure times for the September 4, January 10, and March 21 return portions of the overnight trips?
 - a. The teams would be departing a certain time from the hotel to the college they are playing that day – it would be up to the coach on what time they leave, but estimated times to depart the hotel to the respective college are: Sept. 4th – 12pm, January 10th – 11:30am, March 21st – 9am.

5. How should bidders price playoff events for which the destinations, departure times, return times, or other schedule details are currently listed as TBD? (Can we provide any additional details be provided? Possible destination range)
 - a. Men's and Women's basketball playoffs are at Prince George's Community College. That is about an hour away and they would leave the college probably 3-4 hours before their game time. Would be an approximate 8 hour day total. For softball at the higher seed the travel distance can range from 1 – 4 hours away, but would be 2 games played in the same day. Cecil is about 1.5 hours away so that could approximately be an 8-10 hour day. Baseball playoff location could be at any region college so travel distance can range from 1-4 hours away. Please plan for approximate 10-12 hour days.
6. On dates when multiple teams have separate event lines, should bidders assume that a separate motorcoach will be required for each event, even when the teams may be traveling to the same or nearby destinations?
 - a. Separate motorcoach required.
7. Does the maximum number of people listed for each event include coaches, trainers, athletic staff, and all other travelers, or does it represent student-athletes only?
 - a. All travelers
8. For events listing a maximum of 50 people, would a motorcoach with an exact capacity of 50 passengers be acceptable, or should bidders provide additional seating capacity beyond the listed maximum?
 - a. The capacity of 50 is acceptable.
9. Should bidders assume that all trips originate from and return to Chesapeake College's Wye Mills campus at 1000 College Circle unless otherwise noted?
 - a. Yes
10. Should the February 25 BWI drop-off and March 1 BWI pickup be priced as two separate one-way movements?
 - a. Yes
11. Will the successful contractor be permitted to invoice after each completed trip or through monthly consolidated invoicing, rather than waiting until the entire FY2027 transportation schedule has been completed?
 - a. Yes, invoices are permitted after each completed trip.
12. If the College cancels a scheduled event, will the quoted price for that event simply be removed from the total contract value regardless of how shortly before departure the cancellation occurs?
 - a. Please reference pg. 5 - schedule of events
13. If subcontracted motorcoaches may be needed for certain overlapping event dates, must all proposed subcontractors be identified and approved with the initial proposal, or may subcontractor approval be requested after award and before the applicable trip?
 - a. Approved with the initial proposal
14. Please confirm whether the builder's risk/installation floater and environmental or pollution liability coverages included in Attachment C are inapplicable to this athletic transportation contract.
 - a. Inapplicable.

15. The RFP requires a written statement regarding the supplier's policy and testing processes for WCAG 2.1 AA digital-content accessibility. Does this requirement apply when the contractor will not be developing, producing, or delivering digital content for the College?
 - a. Inapplicable. Standard statement for all college RFPs.
16. Could you please confirm whether any addenda, revisions, or supplemental documents have been issued for this RFP? If so, we would appreciate copies or direction to where the complete and current documents can be accessed.
 - a. All additional information will be posted to the college website.
17. Could you please provide the complete FY2027 solicitation package, including the scope of work, athletic travel schedule, pricing form, insurance requirements, and required bid forms?
 - a. The complete package can be found on the Chesapeake College website.
18. Will Chesapeake College permit the awarded prime contractor to perform the transportation services through a disclosed and approved motorcoach subcontractor?
 - a. Please reference RFP pg. 5, General Conditions B.
19. If subcontracting is permitted, may the proposed subcontractor's fleet information, driver qualifications, safety records, references, licenses, and experience be used to demonstrate the bidder's ability to perform?
 - a. It is anticipated that the contractor shall perform all work with their employees.
20. Does the College intend to award the entire transportation schedule to one contractor, or may separate or partial awards be made by sport, trip, route, or vehicle category?
 - a. See pg. 5 of the RFP
21. Are there any dates during FY2027 when multiple athletic teams are expected to require transportation simultaneously?
 - a. See attachment A of RFP
22. How frequently may the contractor submit invoices—after each completed trip, monthly, or at another established interval?
 - a. After each trip is fine
23. What cancellation terms apply when a trip is canceled after the vehicle has been reserved or dispatched, including cancellations caused by weather, schedule changes, or postseason results?
 - a. See pg. 5 of the RFP
24. Should all fuel, tolls, parking, deadhead mileage, driver meals, lodging, and other incidental expenses be included in each flat trip price?
 - a. Yes.
25. Are postseason, tournament, and playoff trips included in the base bid, or will those trips be priced and authorized separately?
 - a. yes they are included in the base bid.
26. Is there a current or previous contractor for these services? If so, could the College provide the incumbent's name, previous contract number, prior award amount, bid tabulation, or historical trip volume?

- a. Prior RFP is available through a Public Information Request on the Chesapeake College website.
27. Please confirm the required method for electronic bid submission and whether all amendments and addenda will be posted on the College's procurement webpage.
- a. This information is included in the RFP found on the Chesapeake College website
28. "Return" time Does the time listed in the "Return" column represent: the time the team is expected to depart the away game and begin traveling back, or the time the team is expected to arrive back at Chesapeake College?
- a. Return to Chesapeake College
29. Overnight trips for trips identified as "Overnight,": should the motorcoach provider include driver lodging in the per-trip price? are trips such as Sep3-Sep4's Westmoreland & Penn Highlands intended to be treated as one continuous overnight trip using the same motorcoach and driver?
- a. The college has reserved/paid for the driver's room on overnight trips. Yes, those are continuous overnight trips with the same motor coach and driver.
30. BWI Airport transportation. For the BWI drop-off dates: Are these one-way trips from Chesapeake College to BWI, with no scheduled pick-up for the team's return? or will the team require transportation from BWI to Chesapeake College upon return?
- a. They are one way trips. One being drop off and the other being pick up
31. There are quite a few trips that say TBD (no times listed). Do you want me to estimate the cost based on an 8 hours day? Or should we leave those blank until the times are determined?
- a. Please reference question 5.