

HAWAII STATE DEPARTMENT OF EDUCATION
PROCUREMENT AND CONTRACTS BRANCH

April 23, 2026

ADDENDUM B

TO

INVITATION FOR BIDS

IFB D26-121

TO

**SUPPORT ROUND-TRIP AND INTER-SITE TRAVEL FOR PARTICIPANTS ATTENDING THE
ANNUAL, ONE-DAY EDUCATIONAL LEADERSHIP INSTITUTE (ELI) CONFERENCE**

FOR

THE HAWAII STATE DEPARTMENT OF EDUCATION

The following changes are hereby provided and incorporated into IFB D26-121:

PART I: CHANGES TO THE IFB

A. Revisions to the Specifications

1. Additional Vehicle Types Required are listed. Specifications section 1.3 (page S-1) is deleted in entirety and replaced with the following:
 - 1.3** Vehicle Types Required:
 - a. Full-Size Motorcoaches (56-60 passengers)
 - b. Mid-size or transit vans (15 passengers)
 - c. Mini coach buses (15-35 passengers)
 - d. School buses Type C (48-52 passengers)
 - e. School buses Type D (48-52 passengers)
2. Vehicle model year is removed. Specifications section 3.1 (S-1) is deleted in its entirety and replaced with the following:
 - 3.1** The CONTRACTOR shall provide transportation vehicles of sufficient number, quality, and dependability to perform the services identified in this Contract.

B. Revisions to the Special Conditions

1. Further clarification to Offeror Qualifications has been added. Special Conditions, 6. Vehicle Capacity and Staffing Composition, on page SC-2 has been deleted in its entirety and replaced with the following:
 - E. Vehicle Capacity and Staffing Composition
Offeror shall have the operational capacity, including the number and types of vehicles assigned, as well as the number of qualified drivers assigned per vehicle. This information

shall demonstrate the Offeror's ability to adequately support service demands and maintain reliable coverage for each group the Offeror is bidding on.

C. Exhibit A is deleted in its entirety and replaced with the attached Exhibit A – Addendum B.

PART II: IFB PRE-OFFER CONFERENCE

The IFB Pre-Offer Conference was held on April 21, 2026 at 2:00 p.m., HST. The session provided an overview to gain an understanding of the IFB's purpose, scope of work and timelines. Questions, concerns, and/or clarifications were responded to informally and participants were thanked for their interest.

PART III: QUESTIONS AND ANSWERS

The following questions and responses are hereby provided and incorporated into IFB D26-121:

Q1: Can the awarded Offeror decline the award?

A1: Yes.

Q2: Is subcontracting allowed to be used to fulfill requirement?

A2: Yes. See section 6 within the General Conditions.

Offeror: _____

EXHIBIT A

OFFEROR INFORMATION

Offeror shall provide the Exhibit A, including attachments if applicable, within three (3) working days from STATE's request.

The following offer is hereby submitted:

A. Office Location

Offeror shall have an office on the island of Oahu from where business is conducted and from where the company is accessible to telephone calls for complaints or requests that need immediate attention. An answering service is not acceptable.

Address Line 1: _____
Address Line 2: _____
Phone Number: _____
Fax Number: _____

B. Personnel

Offeror shall designate at least one (1) employee as the STATE point of contact (POC) for this Contract. This individual shall be based on the island of Oahu and available during regular business hours, Monday through Friday excluding holidays, and shall be capable of answering questions, resolving problems, and providing sales, ordering, and follow-up assistance.

POC Based on the island of Oahu Yes

Address Line 1: _____
Address Line 2: _____
Phone Number: _____
Fax Number: _____

C. Work Experience

Offeror shall have experience performing at least two (2) service engagements performed within the past five (5) years. The engagement shall be similar to the group size and scope of services required under this Contract.

Service Experience (1)

POC: _____
Phone Number: _____
Cell Phone Number: _____
Fax Number: _____
Email Address: _____

Offeror: _____

Brief Description: _____

Service Experience (2)

POC: _____
Phone Number: _____
Cell Phone Number: _____
Fax Number: _____
Email Address: _____
Brief Description: _____

D. Operational Support

Offeror shall provide operational personnel who is responsible for coordination, communication and operational oversight related to the transportation services provided on July 8, 2026.

Group 1

Operational Support Name(s): _____
Day of service Phone
Number(s): _____

Group 2

Operational Support Name(s): _____
Day of service Phone
Number(s): _____

Group 3

Operational Support Name(s): _____
Day of service Phone
Number(s): _____

Offeror: _____

E. Vehicle Capacity and Staffing Composition

Offeror shall have the operational capacity, including the number and types of vehicles assigned, as well as the number of qualified drivers assigned per vehicle. This information shall demonstrate the Offeror's ability to adequately support service demands and maintain reliable coverage for each group the Offeror is bidding on.

Group 1

Number of Full-Size Motorcoaches: _____

Number of Mid-Sized or Transit Vans: _____

Number of Mini Coach Buses: _____

Number of School Buses Type C: _____

Number of School Buses Type D: _____

Staffing: Adequate number of drivers assigned per vehicle Yes

Group 2

Number of Full-Size Motorcoaches: _____

Number of Mid-Sized or Transit Vans: _____

Number of Mini Coach Buses: _____

Number of School Buses Type C: _____

Number of School Buses Type D: _____

Staffing: Adequate number of drivers assigned per vehicle Yes

*Must include mid-sized or transit vans to comply with trip notes in Attachment A- Group 2

Group 3

Number of Full-Size Motorcoaches: _____

Number of Mid-Sized or Transit Vans: _____

Number of Mini Coach Buses: _____

Number of School Buses Type C: _____

Number of School Buses Type D: _____

Staffing: Adequate number of drivers assigned per vehicle Yes