



Golden Hills School Division No. 75

Request for Proposals for

CONTRACTED STUDENT TRANSPORTATION SERVICES

DEADLINE: 3 March 2014
to the address below:

Golden Hills School Division No. 75
435A Highway No. 1
Strathmore, Alberta
T1P 1J4

Attention: Tahra Sabir
Secretary-Treasurer

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Part 1: Terms and Conditions

MANDATORY TERMS AND CONDITIONS

General

Who: Golden Hills School Division No. 75, (hereinafter "GHSD")
Tahra Sabir, Secretary-Treasurer

What: Request for Contracted Student Transportation Services

Where: 435A Highway No. 1
Strathmore, Alberta T1P 1J4

When: March 3, 2014

How: Originals and emails accepted prior to noon

Queries: Ken MacLean, Transportation Supervisor
403-442-3876

1. Closing Date March 3, 2014

The closing date is 12:00 Noon on March 03, 2014

2. Other

Golden Hills School Division No. 75 will not assume any responsibility or liability for any costs incurred by any person submitting a proposal ("the respondent") in response to this Request for Proposal (RFP) in the preparation of a proposal in response to this RFP or any modification to that proposal; nor shall any respondent seek to recover same under any circumstances even if Golden Hills should be found to be in breach of any obligation to the respond.

It is the responsibility of all respondents to read all instructions, terms, conditions, specifications and addenda attached herein. If clarification is required, it is the responsibility of the respondents to obtain such clarification from the Transportation Supervisor prior to the submission of the response by the Closing Date (March 2, 2014).

Requirements

1. Clearance letter confirming Workers' Compensation Board (WCB) account is in good order.
2. Signed by two authorized signing authorities of the Contractors with both names printed below.
3. Contracted Drivers must have:
 - current Drivers' Abstract
 - "S" Endorsement Certificate
 - First Aid Certificate
 - Criminal Record check
 - Child Welfare System Information check
4. Respondent must have:
 - Proper fleet size requirement
 - Carrier Profile*
 - National Safety Code Number*

*copy to be given to Golden Hills School Division prior to signing of contract
5. Revisions must be received in writing prior to closing date.
6. Valid for thirty (30) days from Closing Date (March 3, 2014).
7. Responses may be withdrawn prior to closing date (March 3, 2014).
8. Subject to item 7 following, no proposal may, if accepted, result in the respondent, as a contractor, providing service on more than 66% of the contracted routes in Golden Hills School Division No. 75.
9. The Board of Trustees reserves the right to reject any or all responses and to accept any response or part of a response, and the Board's discretion will be exercised by the Secretary-Treasurer and Transportation Supervisor. The Board of Trustees reserves the right to accept or reject it.

Closing Date for this Request for Proposals is: 12:00 Noon, March 03, 2014

Part 2: Instructions to Respondents

1. Objective

To provide transportation services for Golden Hills School Division No. 75.

2. Contract Period

The contract is for the term specified in Schedule A beginning with the 2014-2015 School Year.

3. Definitions

For the purpose of this request for proposal, the following definitions shall apply:

MRC Manufacturer's Rated Capacity (Grade 7-12 rated 1.5 as per Alberta Education criteria)

Per Kilometer

Rate: The rate charged per route distance using the route eligible distance.

4. Permits and Licenses

The respondent shall comply with the laws of Alberta and must maintain valid permits and licenses as required by law and by the agreement.

5. Additions, Deletions and Changes

a) GHSD reserves the right to change the routes, the number of routes, and the size of the bus required at any time it decides. If the number of bus routes is reduced, the Board will provide sixty (60) days' notice of such reduction. When additional bus routes are required, these routes may be tendered at that time.

b) Routes to be traveled during the term of the agreement shall be as approved by GHSD on approximately September 1st of each year, and revised by the GHSD from time to time as required.

- c) Bus size and route area traveled is subject to change prior to the commencement of the school year and thereafter for the duration of the contract.
- d) Per-kilometer rate will be paid on the basis of route eligible distance.
- e) If a dispute arises over distance, the distance shall be calculated as follows:

The contractor shall agree to accept the distance as recorded on the verified odometers on GHSD Transportation vehicles. The GHSD Transportation staff together with the contractor will verify route distance by driving the route.

- f) Payment for changes to a route will take effect the month following the implementation of the change.

6. Contractor's Personnel

All new drivers must have:

- current Drivers' Abstract
- "S" Endorsement Certificate
- First Aid Certificate
- Criminal Record check
- Child Welfare System Information check

The contractor shall ensure that all personnel meet these qualifications, and shall provide documentation to demonstrate each of these qualifications prior to the written contract being signed.

The contractor shall provide a Local Area Manager and sufficient office staff to ensure that informed, knowledgeable personnel are available during all school operational hours. The level of staffing should be adequate to provide information to parents, schools and Division Office in a prompt, timely manner and to maintain all records pertinent to the operation of school buses in a current, up-to-date status.

8. Accident Reports

All accidents, which involve contractor's equipment and personnel while in operation pursuant to this Agreement, shall be reported to the Secretary-Treasurer at GHSD and other proper authorities no later than one (1) day after the accident. However, accidents involving students or other persons shall be reported to GHSD immediately. These reports may be delivered verbally;

however, a written report which includes all pertinent information must be provided by the contractor as soon as reasonably possible after each occurrence, but no later than one (1) day after the accident.

9. Special Equipment Requirements

If, during the period of this Agreement, any modification of installation of equipment is required due to a change in the law or applicable rules and regulations, the contractor as required shall make such modification of installation. Cost of such modification or installation shall be borne by the contractor.

10. Response Format and Completion

All responses must be submitted with a fully completed Schedule "A". No additional terms, discounts or alternative pricing methods may be offered by the respondent. The respondent is fully and solely responsible for the accuracy of the calculations it submits, and no revisions or withdrawals will be allowed after the Closing Date.

- 11.** The provisions of this RFP and the representation made by the respondent in its response are deemed to be incorporated into the contract attached as Part 5.

Part 3: Selection Criteria

Qualifications of all respondents to this RFP will be evaluated using the following selection criteria. Each section's individual questions will be scored, and the cumulative score shall not exceed the maximum points for the section shown below for each section. Upon selection of the successful candidate, all respondents will be provided with their own score and relative ranking in each section. No information about other respondents' scoring results will be released, unless required by law.

***** Respondents are required to provide a written response to each evaluation factor identified in questions 1 - 15. *****

Contractor		Maximum Points	Contractor's Score
Evaluation Factor			
1.	Current and past experience in student transportation.	200	
2.	The number of vehicles owned, including age, mileage and rated capacities for tender.	150	
3.	Written maintenance program.	100	
4.	Written safety program.	100	
5.	Safety record for the past 3 years.	100	
6.	Location and type of maintenance facilities.	100	
7.	Condition of bus – related to all monitoring reports, internal and external.	150	
8.	Safety compliance record from Alberta Infrastructure (Carrier Profile).	150	
9.	Drivers – proposed hiring procedures and driver experience.	150	
10.	Current banking references.	50	
11.	Insurance coverage policies.	100	
12.	Willingness to work with special needs.	50	
13.	References – work related current (less than 5 years).	100	
14.	Contractor adherence to procedures and Board policies. (Transportation Policy 18, <i>Student Transportation Services</i>)	150	
15.	Rates submitted.	1650	
TOTAL		3300	

Part 4: Routes Open for Tender

Golden Hills School Division No. 75

Location	Route	Average Passenger Load September 2014	Route Distance September 2014 (km)	Term (Year)
Carseland	CA-1	17 passengers	140	1 Year
Carseland	CA-2	13 passengers	84	1 Year
Strathmore	SM-6	32 passengers	103	1 Year
Strathmore	SM-7	68 passengers	126	1 Year
Strathmore	SM-9	46 passengers	156.5	1 Year
Rockyford	RO-1	15 passengers	106	1 Year
Rockyford	RO-2	20 passengers	112	1 Year
Hussar	HU-4	6 passengers	154	1 Year

Part 5: Schedule “A” – Contract Rates

Contract rates will be for the period starting on the first day of the 2014/2015 School Year and thereafter the rates will be adjusted as called for in Part 2 clause.

Routes Interested In

1. RURAL ROUTES (Daily & Km Rates)

GST IS NOT TO BE INCLUDED IN PRICES QUOTED

Bus Manufacturer's Rated Capacity (MRC)	Basic Day	Km Rate
13-24		
25-36		
37-54		
55-66		
67+		

***If the rates are different for individual routes, please use a separate Schedule “A” for each route.**

Part 6: Respondent Certification

THIS CERTIFICATION MUST BE SIGNED BY ALL RESPONDENTS.

I/We have read and understand Parts 1, 2, 3, 4, 5 and 6 of this Request for Proposal, and agree thereto and have stated herein the prices at which we will furnish goods/services as specified.

I/We certify that the prices quoted herein have been independently determined.

Dated: _____, 20 _____

Signature: _____

Name: _____

Please Print

Title: _____

Firm Name: _____

WCB Number: _____

NSC Number: _____

Carrier Profile: _____

Address: _____

Postal Code: _____

Phone No. _____

Fax No. _____