

Tecumseh Public Schools
Karen Donahue, Executive Director of Finance and Operations
212 N. Ottawa
Tecumseh, MI 49286

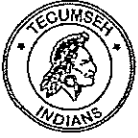
Request for Proposal Pupil Transportation Services

INSTRUCTIONS TO BIDDERS:

- 1) NOTICE IS HEREBY GIVEN that the ***Tecumseh Public Schools*** will accept bids for a three (3) year contract for **PUPIL TRANSPORTATION SERVICES**. Bids will be opened and read aloud in the Board of Education Office, 212 N. Ottawa, Tecumseh, Michigan on **May 18, 2006 at 11:00 a.m.** Bids should be submitted for a three year period, encompassing the 2006-2007, 2007-2008 and 2008-2009 fiscal years.
- 2) Sealed proposals shall be delivered to the above address, anytime prior to, but not later than, **11:00 a.m. on Thursday, May 18, 2006.** Bids received after this time will be returned unopened to the bidder.
- 3) A pre-bid meeting will be held at the above address at **10:30 a.m. on Tuesday, May 2, 2006.** Attendance at this meeting is mandatory for any bidder wishing to submit a bid. The purpose of this meeting will be to answer any questions regarding the bid specifications and the current transportation operation.
- 3) Each proposal must be submitted on the bid forms provided with these specifications and must be contained in a sealed envelope, which shall be addressed on the outside with the following information:

Karen Donahue, Executive Director of Finance and Operations
Tecumseh Public Schools
PUPIL TRANSPORTATION SERVICES RFP
212 N. Ottawa
Tecumseh MI 49286

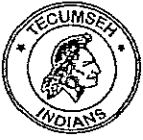
May 18, 2006 11:00 a.m.
- 4) All bids must be valid for a minimum period of 60 days after bid opening.



- 5) The Board of Education of the District reserves the right to reject any and all bids, or to waive any informalities, irregularities or technicalities in any proposal, should it deem to be in the best interest of the District to do so. The contract will be awarded, if at all, to the lowest responsible bidder meeting specifications as determined by the Board of Education. The final contract document will be subject to negotiation and the Board will approve execution of a contract. While the financial responsibility of the bidder is a significant concern, the Board is equally concerned with the proven ability of the bidder to satisfactorily perform the contract so that the service will be provided in accordance with proposed contract documents.
- 5.1) After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the comparative assessment of the relative benefits and deficiencies of the proposal in relationship to the published evaluation criteria shall be made by using subjective judgment. The award of a contract resulting from this Request For Proposal shall be based on the lowest responsible bid and best proposal received in accordance with the evaluation criteria stated below:
 - 5.1.1 Cost..... 45%
 - 5.1.2 Experience.....15%
 - 5.1.3 Reliability.....15%
 - 5.1.4 Expertise of Personnel.....10%
 - 5.1.5 Operational Plan.....15%
- 6) Any explanation or statement, which the bidder wishes to make, must be placed in the same envelope with the proposal but shall be written separately and independently of the proposal and attached hereto. Unless the bidder so indicates, it is understood that the bidder is in strict accordance with the specification requirements.
- 7) A bid bond in the amount of five percent (5%) of the regular route cost, for one year, must accompany bids. Bonds will be returned concurrent with the bid award selection.
- 8) The primary bid shall be based on the premise that the District will not be responsible for financing, holding title to, or licensing vehicles.
- 9) Bidding is limited to Contractors with at least five (5) years of experience providing pupil transportation for school districts with similar size transportation operations and with demonstrated ability in starting up operations of this scope.



- 10) Figures given for routes and lengths of routes are based on data available for the 2005-06 school year. Data for field and athletic trips is based on the 2004-05 school year.
- 11) The maximum charge for regular routes will be for 169 student days of service for the 2006-2007 school year and is subject to change based on the District's school calendar.
- 12) Bidders must satisfy themselves, upon examination of these specifications, as to the intent of the specifications. After submission of the proposal, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained.
- 13) All bids shall be deemed final, conclusive and irrevocable and no bid shall be subject to correction or amendment for any error or miscalculation.
- 14) Bidders must include with their bid an audited financial report for the three (3) most recent fiscal years. In addition, each bid shall also be accompanied by:
 - A. A description of its present operations and a list of outstanding transportation contracts/references in Michigan including the number of school buses used in the first year transportation service was furnished.
 - B. The corporate or individual history of the bidder.
 - C. A resume summarizing the experience and qualifications of the Transportation Supervisor who will be primarily responsible for the performance of the contract, or if the Transportation Supervisor has not been identified or hired, the qualifications necessary to fill the position.
 - D. An organizational chart showing the staffing and lines of authority for key personnel to be used in performing the contract.
 - E. A summary by narrative, brochure, chart or other means showing the bidder's special qualifications and philosophy which may give the bidder the ability to satisfy all bid requirements.
- 15) The bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract, and in particular, such laws pertaining to safety. The Contractor, in performing under this contract shall not discriminate against any worker, employee or applicant, or any member of the public because



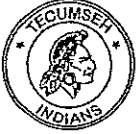
of race, creed, color, age, sex or national origin, nor otherwise commit an unfair employment practice.

- 16) No contract shall be assigned or any part of the same subcontracted without written consent of the Board, but in no case shall such consent relieve the Contractor from his obligations, or change the terms of the contract.
- 17) Alternate bids will be considered only secondarily to the contract specifications. Any alternates submitted must be thoroughly detailed to merit consideration.
- 18) Contractor shall submit a description of the equipment/busses, that will be used in carrying out the contract prior to the beginning of the school term including year, model, capacity, and fuel type.
- 19) It is understood that all equipment furnished shall comply with all statutes, school bus specifications, and safety regulations in force, and that if any bus equipment owned by the Contractor fails at any time to comply in whole or in part during the term of the contract, it shall be replaced by the Contractor without expense to the District and without claims for adjustment per diem, or per trip, compensation.
- 20) The Contractor shall own all buses or vehicles provided under this contract.
- 21) These bid specifications shall be affixed to the contract (see sample contract Attachment E) entered into with the Contractor and shall be considered an integral part thereof. Should there be determined that there is contradiction between the bid specifications and Contract, terms and conditions as stated in the Contract shall prevail.



Request for Proposal Guidelines

- 1) The Contractor must adhere to all laws of the State of Michigan and the Revised School Code, and shall observe and comply with all laws and regulations pertaining to Equal Employment Opportunity and Fair Employment Practices.
- 2) SUB-CONTRACTS
Contractors shall bid on all routes in connection with these specifications. It is unacceptable to either Board of Education for the company to sub-contract any portion of the routes to other contractors.
- 3) COLLUSIVE BIDDING
The Bidder certifies that his bid is made without any previous understanding, agreement or connection with any person, firm, or corporation making a bid for the same project, and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.
- 4) DETAIL SPECIFICATIONS
A complete description of the vendor's proposed operation. This should include all of the following:
 - a. Size of the fleet (busses) anticipated to be operated.
 - b. Categories and numbers of employees to be engaged in the work and detailed schedules of market rate compensation plans including wages and benefits.
 - c. Processes for establishing routes and interacting with district personnel on building boundaries and individual pupil assignments. Also include a description of the procedure and timeline for adding new students.
 - d. Suggestions for modifying existing daily schedules or any other facet of the existing operation and the cost implications thereof.
 - e. Methods of maintaining communication with parents.
 - f. Behavior control and discipline on busses.
 - g. Processes for scheduling and completing field trips, athletic transportation, etc. Discuss how communications will be facilitated and how costs will be determined.



- h. Complete costs to the district including sufficient detail to support the suggested total cost. Costs are to be based per bus/route, per day.
- i. However, it is expected that the cost stated in this proposal would be reasonably related to the vendor's actual operation except when the proposed operation is modified at the district's request.
- j. The vendor's regional or national resources which will support the local operation.
- k. Include suggested schedules for ongoing vehicle replacement according to the vendor's experience.
- l. Any other information that would support the vendor's proposal.

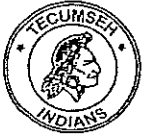
5) PROJECT DESCRIPTION

The following information is a summary of the **Tecumseh Public Schools** current pupil transportation program. Contractors are to base their cost projections on duplicating this service within the requirements of the RFP.

6) DUE DATE

Thursday, May 18, 2006 at 11 a.m.

If you have additional questions, please contact Karen Donahue, Executive Director of Finance and Operations at 517 424 9860.



GENERAL SCOPE OF OPERATION

For the 2004-05 school year, 1902 students were transported daily to six (6) buildings. A list of the buildings, grade levels served, enrollment (Spring 2006), and addresses is Attachment A. A rough map of locations is also included is Attachment A1. Bus routes/runs are described in Attachment B.

In 2004-05 there were 162 extra-curricular trips totaling 10,226 miles. In addition, 227 trips were provided to deliver athletic teams to competition, totaling 15,365 miles. A monthly summary of trip activity for 2004-05 is Attachment C.

Twenty-seven (27) school busses are currently (2005-06) used to service the district. By policy and contract, none may be in service past ten years of age. All busses must be equipped with two-way radios, GPS and use either of the following fuel types: #2 Premium diesel or #2 Ultra Low Premium diesel, #1 Ultra Low Sulfur diesel or #1 Low Sulfur Premium diesel fuel. The district does not own any school busses.

The 2006-07 calendar has 169 pupil transportation service days: September 5, 2006 to June 4, 2007.

POLICY ISSUES

The district's Transportation Policy and Procedure guide is Attachment D. The following represent summary highlights only and reference should be made to the full document.

Routes are planned to limit bus rides to one (1) hour or less rides our students.

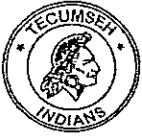
Kindergarten students are not required to walk more than one-half (1/2) mile one way.

Grades 1st through 12th are not required to walk more than one (1) mile.

Crossing of any major traffic thoroughfare is determined on an age specific basis (secondary students are asked to walk across busier streets than elementary students).

Students with documented medical conditions are allowed exceptions to the foregoing.

All busses are stored at the transportation Center each night. Drivers are not permitted to take busses home or to any other location except as required to transport pupils



The Transportation Supervisor is regarded as a member of the district's administrative team and is invited and expected to participate in meetings and discussions accordingly. In this role, serving the best interests of the district is required to be a visible dynamic.

ROUTING

The Transportation Supervisor is responsible for establishing and modifying routes. A computerized windows-based software program is required for bus routing. Polyplot is currently in operation, however, this does not preclude a Vendor from bringing in (at their cost) another routing program. Obviously, successful routing requires careful collaboration between the transportation supervisor and district administrators. This is particularly true at the elementary level where buildings of choice and special education programs want or require, respectively, differentiated transportation plans.

Generally, a double run system is used; one for elementary (K-4) and one for secondary (5-12).

Transportation to the county Vo-Tech center is currently provided via separate runs (busses used in 2005-06). There are currently 3 shuttle busses used to transport students between elementary buildings and 1 route per week to transport strings students to their home schools. There will be no strings routes beginning 2006-07.

Proposals must state the anticipated staffing levels in each of the following categories: drivers, mechanics, supervisory, and clerical.

The district requires all employees of the contractor to give written consent to have both a criminal history check from the state police and a criminal record check through the FBI beginning January 1, 2006, per Public Acts 129, 130 and 138. See attached Affidavit of Bidder form.

FACILITIES AND EQUIPMENT

BUILDING: The bus service facility has two (2) service bays plus a wash bay. There is also a parts room, supervisor's office, dispatch office, driver's lounge and restrooms. Storage space is adequate. The building is shared with the district's maintenance operation. Portions of the building allocated to each function are securable separately.

Proposals should state the contractor's interest in using the district's transportation facility for its operation. Terms of the current contract include rent @ \$1 per annum including gas



and electricity. The contractor would be responsible for ordinary custodial service. The district would maintain the building and grounds according to its own standards for similar functions.

EQUIPMENT: The current contractor owns all equipment and furnishings in the space except the high-pressure wash system and the telephone instruments, cabling and switch. Future contractors would have to similarly provide their own tools.

GROUNDS: There is adequate fenced parking for the existing fleet. There is also adequate employee and visitor parking.

FUEL STORAGE: There is no fuel stored anywhere onsite currently. Busses and all other vehicles are fueled at a commercial facility within one half mile of the garage. The district is not interested in bringing fuel storage facilities onsite.

OTHER VEHICLES

The vendor will NOT be asked to maintain the district's other vehicles (e.g. maintenance pickups and delivery vans).



Attachment A

	<u>GRADES</u>	<u>START</u>	<u>END</u>
Tecumseh High School 760 Brown Street Tecumseh, MI 49286	Grades 9 – 12 Enrollment 1088	7:30 AM	2:54 PM
Tecumseh Middle School 307 North Maumee Street Tecumseh, MI 49286	Grades 5 – 8 Enrollment 1029	7:15 AM	2:44 PM
Herrick Park Elementary 600 Herrick Park Drive Tecumseh, MI 49286	Grades K – 4 Enrollment 233	8:15 AM	3:49 PM
Patterson Elementary 401 North Van Buren Street Tecumseh, MI 49286	Grades K – 4 Enrollment 252	8:15 AM	3:49 PM
Sutton Elementary 2780 Sutton Road Adrian, MI 49221	Grades K – 4 Enrollment 403	8:15 AM	3:49 PM
Tecumseh Acres Elementary 600 Adrian Street Tecumseh, MI 49286	Grades K – 4 Enrollment 378	8:15 AM	3:49 PM

Times and grade assignments are subject to change.

Attachment B

Regular Routes

05-06

Afternoon Run

Morning Run

Route	HS/MS				Grade				HS/MS				Grade					
	Pre Trip	Start Time Pick up	Drop off	Start Time Pick up	Time in To Lot	Route Time	Pre Trip	Start Time Pick up	Drop off	Start Time Pick up	Time in To Lot	Route Time	Pre Trip	Start Time Pick up	Drop off	Start Time Pick up	Time in To Lot	Route Time
1	6:05	6:20	7:00	7:19	8:44	2:39	14:19	14:44	15:18	15:44	17:04	2:45		15:44	15:44	17:04	2:45	5:24
2	6:11	6:26	7:00	7:25	8:36	2:25	14:19	14:44	15:18	15:44	16:52	2:33		15:44	15:44	16:52	2:33	4:58
3	6:15	6:29	7:00	7:42	8:41	2:26	14:19	14:44	15:23	15:44	16:34	2:15		15:44	15:44	16:34	2:15	4:41
4	6:05	6:20	7:00	7:39	8:38	2:33	14:19	14:44	15:25	15:44	16:34	2:15		15:44	15:44	16:34	2:15	4:48
5	6:10	6:25	7:00	7:30	8:43	2:33	14:19	14:44	15:30	15:44	16:52	2:33		15:44	15:44	16:52	2:33	5:06
6	6:14	6:06	7:00	7:15	8:35	2:21	14:19	14:44	15:22	15:44	16:52	2:33		15:44	15:44	16:52	2:33	4:54
7	6:03	6:18	7:00	7:20	8:36	2:33	14:19	14:44	15:22	15:44	16:46	2:27		15:44	15:44	16:46	2:27	5:00
8	6:17	6:40	7:00	7:39	8:32	2:15	14:19	14:44	15:14	15:49	16:40	2:21		15:49	15:49	16:40	2:21	4:36
9	6:15	6:30	7:00	7:27	8:36	2:21	14:19	14:44	15:18	15:49	16:58	2:39		15:49	15:49	16:58	2:39	5:00
10	5:45	6:00	7:00	7:55	8:18	2:33	14:19	14:44	15:55		16:06	1:47				16:06	1:47	4:20
11	5:55	6:10	7:00	7:20	8:34	2:39	14:19	14:44	15:42	15:44	16:46	2:27		15:44	15:44	16:46	2:27	5:06
13	6:03	6:18	7:00	7:42	8:30	2:27	14:19	14:44	15:32	15:44	16:28	2:09		15:44	15:44	16:28	2:09	4:36
14	6:21	6:36	7:00	7:39	8:32	2:11	14:19	14:44	15:25	15:44	16:40	2:21		15:44	15:44	16:40	2:21	4:32
15	6:02	6:17	7:00	7:15	8:35	2:33	14:19	14:44	15:12	15:44	16:58	2:39		15:44	15:44	16:58	2:39	5:12
16	5:46	6:01	7:00	7:55	8:31	2:45	14:19	14:44	16:00		16:28	2:09				16:28	2:09	4:54
17	6:10	6:25	7:00	7:17	8:37	2:27	14:19	14:44	15:34	15:44	17:04	2:45		15:44	15:44	17:04	2:45	5:12
18	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00		0:00	0:00	0:00	0:00	0:00
19	6:25	6:40	7:00	7:39	8:34	2:09	14:19	14:44	15:16	15:49	16:40	2:21		15:49	15:49	16:40	2:21	4:30
20	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00		0:00	0:00	0:00	0:00	0:00
21	6:07	6:22	7:00	7:23	8:39	2:32	14:19	14:44	15:32	15:44	16:58	2:39		15:44	15:44	16:58	2:39	5:11
22	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00		0:00	0:00	0:00	0:00	0:00
23	6:50	7:00	8:00	0:00	8:15	1:25	0:00	0:00	0:00	16:00	16:59	2:00		16:00	16:00	16:59	2:00	3:25
24	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00		0:00	0:00	0:00	0:00	0:00
25	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00		0:00	0:00	0:00	0:00	0:00
26	6:00	6:15	7:00	7:08	8:39	2:39	14:19	14:44	15:27	15:44	17:07	2:48		15:44	15:44	17:07	2:48	5:27
27	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00		0:00	0:00	0:00	0:00	0:00
124	6:04	6:19	7:00	7:27	8:30	2:26	14:19	14:44	15:21	15:44	16:38	2:19		15:44	15:44	16:38	2:19	4:45

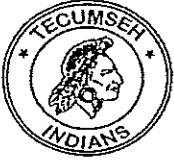
Attachment B

Kindergarten Routes

Route	Pre Trip	Start Time Pick up	Time In To Lot	Route Time
3	11:25	11:40	12:50	1:30
4	11:37	11:46	12:27	1:30
5	11:24	11:37	12:30	1:30
6	11:25	11:45	12:30	1:30
8	11:30	11:45	12:26	1:30
9	11:18	11:38	12:17	1:30
11	11:30	11:45	12:27	1:30
15	11:20	11:40	12:23	1:30
18	11:20	11:40	12:28	1:30
19	11:25	11:40	12:30	1:30

Vo-Tech

Route	Pre Trip	Start Time	Time In To Lot	Route Time
10	11:15	11:25	14:19	3:04
14	8:32	9:00	12:05	3:33
124	11:05	11:25	14:19	3:14



Attachment C Field and Athletic Trips 2004-2005

<u>Month</u>	<u>ATHLETICS</u>		<u>FIELD</u>	
	<u>Trips</u>	<u>Miles</u>	<u>Trips</u>	<u>Miles</u>
Aug	14	868	6	68
Sep	28	1922	4	451
Oct	23	2257	16	1119
Nov	10	538	12	260
Dec	14	1146	12	700
Jan	32	2020	12	766
Feb	29	1570	10	305
Mar	4	175	31	1980
Apr	28	1724	15	1345
May	39	2798	44	3232
Jun	6	347	0	
Totals	227	15,365	162	10,226
	Ave Miles:	67.69	Avg Miles	63.12



PRICING PAGE

CONTRACTOR: _____

DATE: _____

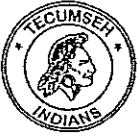
Regular Transportation Vehicle Type	Number of Vehicles	Number of Days per year	Cost per bus per day	Total cost per School year
Regular Routes		169		
Kindergarten Transportation		169		
Voc-Tech Transportation		169		
Special Education Transportation				
Sub Total				
Sports / Field Trips				
Grand Total				

FIELD TRIPS – IN DISTRICT

\$ _____ per hour

FIELD TRIPS – OUT – OF - DISTRICT

\$ _____ per hour



BID SUBMITTAL INFORMATION AND VERIFICATION:

Submitted By:

Signature

DATE:

FIRM NAME:

ADDRESS:

BY:

TITLE:

TELEPHONE:
