



REQUEST FOR PROPOSAL

FOR THE SUPPLY OF STUDENT TRANSPORTATION SERVICES – Moose Jaw, SK

Please note that the closing date for the submission of questions is
before 1:00 p.m., on Friday, March 31, 2017
to be e-mailed to: doug.sears@htcsd.ca

**Responses to this Tender shall be in the hands of the undersigned:
before 1:00 p.m., on Monday, April 10, 2017 at the address below**

**Holy Trinity Roman Catholic Separate School Division #22
Attention: Catherine Roberts, Chief Financial Officer
502-6th Ave N.E.
Moose Jaw, SK
S6H 6B8**

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A. INTRODUCTION

The Board of the Holy Trinity Roman Catholic Separate School Division #22 (HTCSD) is requesting proposals for the provision of student transportation services within the City of Moose Jaw for 16 regular bus runs, which are currently combined into 8 bus routes (Appendix A), 6 noon hour kindergarten/pre-kindergarten runs (Appendix B) and 1- 15 passenger van route. It should be noted that the routes listed in Appendices A and B may be subject to change through Bus Planner (or other transportation software) optimization.

HTCSD wishes to enter into a contract for the period of **July 1, 2017 to June 30, 2022, with an option at HTCSD's discretion to extend for three (3) additional one (1) year terms.**

Item	By Date
RFP Issued	March 23, 2017
Final date for submission of service provider questions before 1:00PM	March 31, 2017
RFP closing date before 1:00PM	April 10, 2017
Final selection of service provider	April 30, 2017

B. REQUIREMENTS & SPECIFICATIONS

Services

1. a) Bidders shall tender for the provision of student transportation services on the routes set out in the attached Appendices A and B which lists by service area the current school year bus route lengths (in km's), number of students and size of bus currently used.

b) Bidders must note that these routes and distances are as of February 2017. These routes and mileages may change at any given time throughout the term of the contract.

c) Payments in each year of the contract will be based on actual kilometers and days travelled.

d) Transportation services will be provided for each day in the year that students attend school as set by the HTCSD for each school year (*approximately 185 student school days*).
2. Bidders shall propose for **all the bus routes**. Tenders for individual bus routes shall not be accepted.
3. a) HTCSD reserves the right to change the routes, the number of routes and the size of bus required at any time it deems necessary to offer the appropriate services.

b) If additional buses are required, they will be provided by the Bidder under the conditions and rates quoted.
4. Routes to be traveled during the term of the agreement shall be as approved by the Supervisor of Facilities and Transportation, by approximately June 30th of each year and revised by HTCSD from time to time as required. Note: if "Route Management" is also awarded, the successful Bidder will work with the Supervisor of Facilities and Transportation to develop these routes.
5. HTCSD will consider a guaranteed minimum kilometer for some routes. Such guaranteed minimums must be clearly identified by the Bidder.
6. a) In addition to the regular student transportation services, the Bidder shall provide rates for special co-curricular/ special events/extra-curricular transportation services within and outside of the School Division boundaries.

b) The Bidder shall be paid at rates equivalent to those quoted for daily service for such co-curricular and extra-curricular transportation services.

c) HTCSD reserves the right to obtain these services from another source other than the Bidder.

Bus Requirements

7. The Bidder will be required to supply busses dedicated to regular route service that are no older than 5 years with mileage no greater than 100,000 kilometres.
8. All buses must be equipped with two-way radio communication units.
9. All buses must be equipped with GPS units. The Bidder must provide HTCSO full access to GPS software at the Bidder's expense.
10. All buses must be equipped with 2-way radio system and a minimum 4-point camera system. Due to privacy regulations, only HTCSO will have access to video on an as needed basis. (Note: HTCSO currently owns 2-way radio system and "SEON" camera/GPS systems, these can be transferred to the successful Bidder).
11. The Bidders shall include mandatory strobe lighting on all buses and provide cellular phones for each driver.

Service Centres

12. Bidders are required to service the school bus fleet at certified service/repair centres in Saskatchewan.
13. The Bidder will ensure that all parts needed to repair each bus are available as soon as possible and at the Bidder's expense.

Special Equipment

14. a) If, during the period of this agreement, any modifications or installation of equipment is required due to a change in the law or applicable rules and regulations, such modification or installation shall be made by the Bidder as required.

b) Cost of such modifications or installations shall be borne by the Bidder and shall occur at certified service/repair centres.

Regulations, Permits and Licenses

15. Bidders are required to comply with HTCSO policies and procedures related to student transportation services.

16. Bidders are required to comply with all applicable federal and provincial legislation including regulations and Ministerial directives, policy and guidelines issued from Saskatchewan's Ministry of Education as amended from time to time.
17. The Bidder shall comply with and maintain valid permits and licenses as required by law for the execution of services and at all times and in every respect, comply with the standards and other requirements of all relevant laws, rules, and regulations of Canada, the Province of Saskatchewan, and all municipalities in which the buses will travel.

Independent Contractor

18. While performing services, the Bidder shall be an independent Contractor and not an officer, agent or employee of HTCSD.
19. The Bidder shall be responsible for conforming with the provisions of all laws relating to hours of work, public holidays, annual vacation, minimum wages, contributions or deductions in respect to the Bidder or his servants, agents, or any other similar matters.

Subcontracting

20. Subcontracting of any routes must be approved in writing by HTCSD.

Safety/Training Program

21. a) The Bidder shall plan and implement a comprehensive safety and ongoing training program for its drivers. The bidder is expected to address key risks related to bus condition (eg. age of fleet, nature and frequency of maintenance), drivers (e.g. driver abstracts, training, supervision), and collisions (eg. timely bus evacuation drills).
- b) The bidder must comply with The School Bus Operating Regulations, 1987 and The Traffic Safety Act.
- c) The cost of such safety program is to be borne by the Bidder.

Insurance and Indemnity

22. The successful Bidder will be required to provide at its own expense, the following insurance:
 - a) Saskatchewan Automobile Extension policy insuring all School buses owned or operated on behalf of the Bidder will have a limit of no less than Ten Million (\$10,000,000.00) which includes all usual benefits covered by such form of policy.

b) General Liability Insurance for bodily injury and/or death and/or damage to property of others with respect to the business of the Bidder and the provision of transportation services and including the school bus driver's endorsement, for a limit of no less than Ten Million (\$10,000,000.00).

c) Coverage for such other risks against which prudent Contractors providing similar services might reasonably be expected to insure in respect of which coverage is available and HTCSD may request.

d) Such other insurance coverage required by HTCSD.

23. Limits of no less than Ten Million (\$10,000,000.00) of insurance as referred to in clauses 25(a) and 25(b) can be achieved under an umbrella policy or an excess liability policy.

24. successful Bidder shall indemnify and save HTCSD from and against all suits, claims, damages or demands to which HTCSD might be subject as a result of injury or death of persons and/or damage to property resulting from negligence, carelessness, breach of statutory duty, or any other cause in the performance of the services delivered.

Bidder's Personnel

25. For the protection of students, the Bidder shall be required to ensure that drivers and other persons who have contact with students and their families, must be persons of good character and be medically fit to carry out all the functions of a school bus driver.

26. The Bidder shall be required to ensure that all drivers shall be qualified in accordance with the appropriate governmental laws and regulations and have a clear criminal records check.

27. All drivers must be able to furnish a bond such as an accredited SGI Driver's Abstract for the efficient performance of duties as a driver is required to do so by HTCSD.

Other Personnel

28. a) In addition to such other management and supervisory personnel as may be required to perform services hereunder, the successful Bidder shall be required to designate one or two people as Project Director(s).
- b) Project Directors shall be available during all working hours of school days, from the time of the first pick up to the time of the last drop off, for the purpose of handling problems and responding to questions. Project Directors must notify school principals and the Supervisor of Facilities and Transportation immediately when routes do not run for whatever reason (No Driver, Road Conditions, Weather, Etc.).
- c) Project Directors shall have the authority to act in all operating matters covered by this agreement within the boundaries of provincial guidelines, school division procedures, policies and consultation with HTCSD.
- d) The Bidder shall provide the name and phone number of such Project Director(s) to HTCSD and school principals.

Per Kilometre / Per Route / Per Run “Rate”

29. a) Transportation services to be provided under these specifications shall be for regular services by bus.
- b) The “rate” shall be inclusive of all costs in the operation of the bus service.
- c) Proposed prices must be all inclusive with PST, and GST being extra.
30. a) The Bidder shall indicate what, if any, adjustments in the price quoted will be made to the “rate” quoted as a result of changes in the price of fuel and the date effective.
- b) It will be required of the successful Bidder and HTCSD to mutually agree upon a fuel supplier and initial price per litre and that HTCSD receive a certified letter from the supplier within 30 days of any change in fuel price if adjustments are to be made in the per kilometre rate charged.

Performance Bond

31. The successful Bidder shall provide a performance bond upon award of a contract in an amount equal to 50% of the annual contract amount, renewed annually.

Reporting to the HTCSD

32. The Bidder shall provide updated route maps/student list by October 1st of every year and when requested by the Transportation Department of Holy Trinity School Division.
33. The Bidder shall, prior to the commencement of each school year, supply to HTCSD:
 - a list of all drivers who will be, or may be, employed by the Bidder. Any changes to such a list shall be immediately reported to HTCSD through the Supervisor of Facilities and Transportation
 - a copy of their insurance policy, certified by the Bidder's broker/agent
 - a copy of their performance bond
 - copies of all permits and licences
 - a listing of current fleet vehicles including year, make and mileage
34. The Bidder shall provide additional reporting throughout the year as deemed necessary by HTCSD in order to ensure that HTCSD is compliant with legislated requirements (*e.g. Ministry of Education quarterly transportation report*).
35. The Bidder shall keep daily passengers lists for all routes and shall provide these lists to the Supervisor of Facilities and Transportation upon request.
36. HTCSD reserves the right to create an additional performance measurement system, which may include financial penalties for service deficiencies. This item will be discussed with the successful Bidder.

C. INSTRUCTIONS TO BIDDERS

Vendor Requests for Information

1. a) Any Bidder requiring clarification regarding this tender should **e-mail** their questions to doug.sears@htcsd.ca. No phone calls will be accepted, due to documentation required.
- b) All questions and answers will be posted on the Sask Tenders website.
- c) All requests for information must be submitted **before 1:00 P.M. on March 31, 2017**.

Format of Submissions

The Bidder must submit the following:

1. a) The **Proposal Document** as provided in Appendix C and shall be signed by, or on behalf of, the Bidder, in longhand with an original signature.
 - b) Proposals by partnerships must be signed by all partners, followed by the designations of the partners signing.
 - c) Proposals submitted by a company must specify the full legal name of the company, followed by the signatures of the duly authorized signing officers, the name of a contact person, and have the corporate seal affixed.
 - d) If the required Proposal Document is not utilized and not signed, the Proposal will not be considered.
2. A **detailed company profile** describing the Bidder's capability of providing student transportation services, including the following:
 - a description of management and staff, and their roles,
 - the Bidder's competitive advantage,
 - professional development programs offered to drivers,
 - current or planned efficiency measures,
 - a copy of the Bidder's policy manual,
 - a description of vehicle maintenance programs,
 - communication plan for adverse weather, bus delays, bus incidents, route changes,
 - personnel practices and driver performance appraisal process,
 - the emergency procedures for all buses,
 - a description of the services centers including the building, equipment and personnel in place,

- details of a comprehensive safety and ongoing training for school bus drivers, including a driver’s handbook and all policies relating to safety,
- the response time for having a replacement school bus or replacement drivers, if required, and availability of a spare school bus and spare drivers for excursions which may occur,
- a description of the Bidder’s interest in working with school children and previous experience in providing service to children, and
- a list of any School Board(s) for which they have provided service, the length of time the Bidder has provided service to the School Board(s), a telephone number, and the contact name of the individual with whom they dealt. HTCSD reserves the right to contact the School Board(s) identified by the Bidder for reference check purposes.

All documentation outlined above must be placed in a sealed envelope marked “STUDENT TRANSPORTATION SERVICES RFP” and submitted before 1:00 P.M on April 10, 2017 to:

**Holy Trinity Roman Catholic Separate School Division #22
 Attention: Catherine Roberts, Chief Financial Officer
 502-6th Ave N.E.
 Moose Jaw, SK
 S6H 6B8**

Terms and Conditions

1. The contract shall be effective from July 1, 2017, to June 30, 2022.
2. Proposals must be submitted for all bus routes. Proposals for individual bus routes will not be accepted.
3. Verbal, telephoned or electronically submitted Proposals will not be considered.
4. HTCSD will not assume any responsibility or liability for costs incurred by any Bidder in the preparation of a Proposal.
5. Proposals received after the specified closing time shall remain unopened and be rejected and returned.

6. It is the responsibility of all Bidders to read all instructions, information, requirements, specifications and terms and conditions of the Proposal Document. If clarification is required, it is the Bidder's responsibility to obtain such clarification.
7. Any revision to the submitted Proposal must be in writing and received prior to the Proposal closing date, and submitted in accordance with these instructions for submitted Proposals.
8. Proposals may be withdrawn at any time prior to the closing only, by written notice to the Chief Financial Officer.
9. Proposals are irrevocable after the time of closing, and are open for acceptance for a period of 45 days following the closing.
10. Upon acceptance of a Proposal, the successful Bidder will be required to execute a written contract. The foregoing terms and conditions are mandatory and failure to fully meet any one of them wholly or in part will invalidate any response and will result in its rejection.
11. Incomplete proposal submissions will be rejected.

D. EVALUATION

1. a) HTCSD will be comparing Tenders. **Price will not be the only criteria used to award the contract.**
 - b) HTCSD will evaluate Proposals based on:
 - i) the Bidder's compliance with the "Proposal Document", these instructions, and the specifications; and
 - ii) on criteria (not listed in order of priority) that include:
 - reputation of the Bidder,
 - experience of the Bidder in providing student transportation services particularly in the education environment,
 - written safety procedures,
 - conditions of equipment,
 - response time for back-up vehicles and repairs,
 - fleet availability,
 - maintenance program,
 - driver training program,
 - driver performance appraisal program
 - discipline policy,
 - safety compliance record from Provincial Governing Regulatory Body
 - insurance coverage policy,
 - average fleet age,
 - minimum route proposal, and
 - rate/pricing structure.
2. a) If the Proposals received show that, in the opinion of HTCSD, contracting student transportation services is not feasible within the budget considerations of HTCSD, that consideration may result in no contract being awarded.
 - b) HTCSD reserves the right to accept or reject the Proposals for any and all purposes including but not restricted to budget considerations and fewer than two Proposals being received by HTCSD.

APPENDIX A

**HOLY TRINITY SCHOOL DIVISION
 ROUTES THAT ARE OPEN FOR TENDER
 BIDS MUST INCLUDE ALL ROUTES **

Note: Each route equals two (2) runs.

		Route Distance		# of
		Bus Size	(km/day)	Students
<u>Location</u>	<u>Route</u>	<u>(Jan 2017)</u>	<u>(Jan 2017)</u>	<u>(Jan 2017)</u>
Moose Jaw	1	70	77	82
Moose Jaw	2	72	120	150
Moose Jaw	3	71	55	77
Moose Jaw	4	71	44	42
Moose Jaw	5	71	86	135
Moose Jaw	6	68	44	52
Moose Jaw	8	29	71	35
Moose Jaw	10	71	46	80
Moose Jaw	Van 01	15	100	15
TOTAL DAILY KILOMETERS			643	654
(14 students are on 2 runs due to transfer)				

Approximate kilometres driven in 2015-16 school year: 120,000 km

APPENDIX B

**HOLY TRINITY SCHOOL DIVISION
ROUTES THAT ARE OPEN FOR TENDER
BIDS MUST INCLUDE ALL ROUTES (9) **

		Route Distance		# of
		Bus Size	(km/day)	Students
<u>Location</u>	<u>Route</u>	<u>(Jan 2017)</u>	<u>(Jan 2017)</u>	<u>(Jan 2017)</u>
Moose Jaw	Noon 1	70	14	14
Moose Jaw	Noon 2	72	7	9
Moose Jaw	Noon 3	71	11	11
Moose Jaw	Noon 4	71	9	11
Moose Jaw	Noon 5	71	28	13
Moose Jaw	Noon 8	29	23	19
TOTAL DAILY KILOMETERS			92	77

Approximate kilometres driven in 2015-16 school year: 15,000 km

**Note: Approximate kilometres driven for extra trips / charters in 2015-16
school year: 10,000 km**

APPENDIX C
PROPOSAL DOCUMENT
FOR THE SUPPLY OF
STUDENT TRANSPORTATION SERVICES

This Proposal to provide student transportation services for the Holy Trinity Roman Catholic Separate School Division #22 as outlined in the “Request for Proposal” is submitted on behalf of:

Name of Company: _____

Signing Officer’s Name (Printed): _____

Signing Officer’s Signature: _____

Address: _____

Telephone No.: _____ **Fax No.:** _____

Date: _____

Rates:

I/we hereby agree to provide student transportation services to the Holy Trinity Roman Catholic Separate School Division #22 in accordance with the following rates as indicated on the Bid Form.

BID FORM

PROPOSED ROUTE RATES

This *Proposal* to provide student conveyance services commencing the 2017/2018 school year through the 2021/2022 school year. HTCSD reserves the right to extend the *Contract* for three (3) additional one (1) year terms.

NAME OF COMPANY _____

ADDRESS _____ TELEPHONE NO. _____ DATE _____

RATES: I/We hereby agree to provide Student Transportation Services to HTCSD in accordance with the following rates:
Daily transportation routes. The following rates indicate per bus / per day and should be inclusive of all associated costs but exclusive of GST.

Pick Up & Return Service	2017/2018 per bus/ per day	2018/2019 per bus/ per day	2019/2020 per bus/ per day	2020/2021 per bus/ per day	2021/2022 per bus/ per day
Double Runs	\$	\$	\$	\$	\$
Pre-K / Kindergarten Noon Hour Run	\$	\$	\$	\$	\$

In-City School and HTCSD Sponsored Functions - Pricing should be provided as per bus and exclusive of all applicable taxes. Trip is defined as: “When bus arrives at first pickup point and when last passenger is dropped off”.

In-City School & HTCSD Functions	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
One Way trip	\$	\$	\$	\$	\$
Round Trip	\$	\$	\$	\$	\$
Cancellation Charge	\$	\$	\$	\$	\$

****A flat rate of \$_____ will be added to the rates quoted in the above table for *wheelchair buses* used for In-City School & HTCSD sponsored functions.**

Out of City, School and HTCSD Sponsored Functions - Pricing should be provided as per bus / per hour and exclusive of GST. Hourly rate is defined as “When bus leaves dispatch centre and when bus arrives back at dispatch center.” If there a minimum and/or maximum travel time involved- if so, please provide additional information.

Out of City School & HTCSD	2017/2018 per bus/ per hour	2019/2020 per bus/ per hour	2020/2021 per bus/ per hour	2021/2022 per bus/ per hour
Minimum Charge	\$	\$	\$	\$
Hourly Charge	\$	\$	\$	\$
Km Charge	\$	\$	\$	\$
Cancellation Charge	\$	\$	\$	\$

****A flat rate of \$_____ will be added to the rates quoted in the above table for *wheelchair buses* used for In-City School & HTCSD sponsored functions.**

Exceptions

In the event of the a “Secure the Building”; “School Lockdown” or any other unforeseen circumstance that may temporarily close access to a school; charter buses may need to be cancelled beyond the normal terms of agreement for cancellation and HTCSD will agree to pay 25% of the quoted charter expense.

It is acknowledged that routes may be added, changed or deleted for the duration of the contract.

APPENDIX E– FUEL RATE ADJUSTMENTS

Proponents are asked to provide information concerning adjustments to the rates specified. HTCSD will adjust rates in accordance with changes to the Bidder’s fuel costs.

Please specify the base fuel cost used to determine upward or downward rate adjustments:

2017/2018- school year: _____ cents per litre

A) The proposed pricing will be increased or decreased as follows:

\$ _____ per day for each _____ cent(s) change in the base fuel cost as quoted above shall be reduced or increased correspondingly by the sum of one dollar (\$1.00) per day.

When an adjustment is necessary the Bidder will advise HTCSD, giving information on the change in fuel price and the adjustment required based on the formulas above

B) The fuel price shall be determined the first day of each month, which shall be the fuel price used to calculate the fuel adjustment (if any) for that month.

C) It is acknowledged that Bidders will be required to use their best efforts to obtain fuel at the lowest possible cost. It is further acknowledged that the Bidders will be required to provide HTCSD at any time during the contract term with invoices and other supporting documentation as requested by HTCSD in order to substantiate the Bidder’s cost of fuel.

Insurance

I/WE HEREBY confirm the ability to provide liability insurance coverage in the amount of ten million dollars (\$10,000,000.00) and that a copy of the relevant policy or policies will be deposited with HTCSD with the commencement of the contract.

References

School Division/Organization for Whom Conveyance Services Have Been Provided	No. of Years' Service Provided	No. of Years' Service Provided	Date Contract Expired	Name/Address/Phone No. of Person to Contact for References
1)				
2)				
3)				