City of Augusta
School Department
School Transportation Services

March 11, 2020

Proposal 20-01
Augusta School Department
40 Pierce Drive, Suite 3
Augusta, ME 04330

Notice of Mandatory Pre-Proposal Conference Meeting

Interested vendors are required to attend a pre-proposal conference meeting regarding Proposal 20-01 for School Transportation Services on Tuesday, March 24, 2020. The pre-proposal conference meeting will be held in the Conference Room at the Office of the Superintendent, at 10:00 a.m. Representatives from the Augusta School Department will be available to answer questions regarding the proposal specifications document.

Issued by:

___________________________________________________
Kathy Casparius, Business Manager
City of Augusta, Maine
School Department

School Transportation Services

Proposal 20-01

Office of the Superintendent
Augusta School Department
40 Pierce Drive, Suite 3
Augusta, Maine 04330

March 11, 2020
City of Augusta, Maine
School Department

Notice to Vendors - Request for Proposal
School Transportation Services

Proposal Number  20-01
Proposal Name: School Transportation Services

Sealed proposals, addressed to the Superintendent of Schools, 40 Pierce Drive, Suite 3, ME 04330, and endorsed on the outside of the envelope as specified below:

School Transportation Services
Proposal # 20-01
Augusta School Department
Office of the Superintendent
40 Pierce Drive, Suite 3
Augusta, Maine 04330

All proposals without exception must be received at the Superintendent’s Office before 11:00 A.M. prevailing time on April 14, 2020 at which time they will be opened and read. Telephone, telegraph, electronic, or facsimile proposals will not be accepted. A copy of the proposal specifications may be obtained between the hours of 8:00 A.M. and 4:00 P.M. M-F, at the Superintendent’s Office. A copy of the proposal specifications may also be obtained at the School Department’s web site http://www.augustaschools.org/
School Transportation Services Proposal

Section I

Information for Interested Contractors

Proposals will be received by the School Department at the Superintendent’s Office until 11:00 a.m. on April 14, 2020.

Each Proposal must be submitted in a sealed envelope and addressed to:

School Transportation Services
Proposal # 20-01
Augusta School Department
Office of the Superintendent
40 Pierce Drive, Suite 3
Augusta, Maine 04330

Each sealed envelope containing a Proposal must be plainly marked on the outside as “Proposal for School Transportation Services 20-01” and the envelope shall bear on the outside the name of the Contractor and the Contractor’s address.

All proposals must be made on the required proposal form. All blank spaces for proposal prices must be filled in using ink or typewritten and the proposal form must be fully completed and executed when submitted. Only one copy of the proposal form is required.

The Augusta School Department may only accept proposals that are prepared and submitted in accordance with the provisions hereof and may waive any formalities prior to above scheduled opening of the proposals or authorized postponement thereof. Proposals will be binding for sixty days (60) after the actual date of the opening.

The Augusta School Department reserves the right to reject any or all proposals and to waive any formalities in the procedures.

At the time and place fixed for the opening of proposals, the Augusta School Department will open and publicly read aloud every proposal received within the time set for receiving proposals, respective of any irregularities therein. Contractors and other interested persons may be present in person or by representative.

Award shall be based on the most advantageous and responsible proposal. The Augusta School Department will give due consideration to all proposals, but will consider other factors besides cost that are deemed important in the provision of pupil transportation services which are in the best interest of the School Department.

Each Contractor shall include the following information in the proposal:
The names, business addresses and home addresses of the principal members of the company; and the company’s name, phone number and address.
Section II

Part I

General Information

The Augusta School Department is seeking a vendor to provide comprehensive transportation services for students. The successful vendor will enter into a three (3) year contract with the Augusta School Department from July 1, 2020 until June 30, 2023.

A draft copy of the proposed transportation contract is provided as an informational reference. The final contract specifications will be negotiated with the successful vendor.

The Augusta School Department is comprised of five (5) separate school buildings. Each school building location and its October 1, 2019 attending student population is as follows:

<table>
<thead>
<tr>
<th>School</th>
<th>Address</th>
<th># Pupils</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elementary ....</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Farrington</td>
<td>249 Eastern Avenue</td>
<td>323</td>
</tr>
<tr>
<td>Gilbert</td>
<td>Sunset Avenue</td>
<td>372</td>
</tr>
<tr>
<td>Hussey</td>
<td>Gedney Street</td>
<td>282</td>
</tr>
<tr>
<td>Lincoln</td>
<td>40 Lincoln Street</td>
<td>303</td>
</tr>
<tr>
<td><strong>Middle/High....</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cony/CATC Campus</td>
<td>40-60 Pierce Drive</td>
<td></td>
</tr>
<tr>
<td>Cony Middle School</td>
<td>60 Pierce Drive</td>
<td>336</td>
</tr>
<tr>
<td>Cony High School</td>
<td>60 Pierce Drive</td>
<td>635</td>
</tr>
<tr>
<td>Capitol Area Technical Center</td>
<td>40 Pierce Drive</td>
<td>N/A**</td>
</tr>
</tbody>
</table>

Total Enrollment 2,251

** Students from surrounding school districts, who attend the Capitol Area Technical Center, are transported by their respective school districts.

Other considerations:

- The Augusta School Department also provides transportation services to students who attend St. Michael's School (K-8) who reside in Augusta, Maine. Overall the Augusta School Department provides transportation to approximately 2200 students on regular bus routes.

- Transportation is also provided to students, residing in Augusta, who attend summer school, Title I and other programs that may be offered during the summer months.

Students are transported in accordance with the Augusta Board of Education’s policies on transportation.
Part II

Background Information

The Augusta School Department is currently under contract with First Students, Inc., of Hudson, NH.

The actual transportation miles, for all School Department runs (includes all regular, special education, field trips, sports outings, and other miscellaneous runs) during the period, over the last three years are as follows:

<table>
<thead>
<tr>
<th>Actual Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-2017</td>
</tr>
<tr>
<td>2017-2018</td>
</tr>
<tr>
<td>2018-2019</td>
</tr>
</tbody>
</table>

For purposes of this proposal, each Contractor who wishes to offer a proposal should estimate the need for bus driver's hours per week, based on 175 days per school year. Additionally, there will be a few drivers that work during the other non-school days. The School Department will expect that the vendor will pay its drivers competitive hourly rates, for Kennebec County, in order to attract and maintain qualified bus drivers.

Contractor must also provide the number of guaranteed driver hours per run for:

a) Regular AM & PM, and if requested, any Mid-Day runs (i.e. noon Pre-K/Special Education)

b) Minimum hours to be paid for short runs, if not included in (a) above.

Questions pertaining to this proposal should be directed, in writing (includes fax or email) to:

Kathy Casparius  
Business Manager  
Augusta School Department  
40 Pierce Drive, Suite 3  
Augusta, ME 04330  
Telephone 207-626-2468 ext. 3282  
kcasparius@augustaschools.org

Responses to all questions will be sent to all interested parties without exception.
Proposal of:

Name

Address

State, Zip

The name and address shown on the above lines shall be the official name and address of the company submitting this proposal and must agree with the “Signature of Contractor”. “Name of firm or partnership” in the case of a firm or partnership; “Name of Contractor” in case of a corporation.

To:

James Anastasio
Superintendent of Schools
40 Pierce Drive, Suite 3
Augusta, ME 04330

Dear Superintendent of Schools:

The undersigned, having carefully reviewed the request for proposal for school transportation services Proposal Number 20-01 for the Augusta School Department, and having reviewed the specifications for buses and other vehicles identified in this document and specifications for services requested, does hereby propose and offer to enter into a contract to provide leased buses and vehicles and to provide bus drivers and a transportation director, if so noted, and to provide such buses/vehicles and other services at the prices stated.

The proposal stated may be accepted by the Augusta School Department at any time within sixty (60) calendar days after the opening of the proposals. It is understood that the Augusta School Department will negotiate the actual number of buses, equipment, vehicles and drivers with the successful Contractor based on actual need, prior to finalizing a contract.
School Transportation Services Proposal

1. **A. Bus and Vehicle**

   **Specifications of the fleet currently in use:**

<table>
<thead>
<tr>
<th># Of Vehicles</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>72 Passenger Front Engine Type D transit buses</td>
</tr>
<tr>
<td>20</td>
<td>72 Passenger Bus</td>
</tr>
<tr>
<td>1</td>
<td>46 Passenger Bus w/three (3) wheelchair positions with tie downs</td>
</tr>
<tr>
<td>2</td>
<td>25 Passenger with two (2) wheelchair positions with tie downs</td>
</tr>
<tr>
<td>2</td>
<td>24 Passenger Mini-Bus</td>
</tr>
<tr>
<td>3</td>
<td>7 Passenger Vans</td>
</tr>
<tr>
<td>1</td>
<td>15 Passenger Van</td>
</tr>
</tbody>
</table>

   - **Contractor may specify a differently configured fleet that meets all the needs of the School Department.**
   - Each van and bus will be used exclusively for the Augusta School Department and be marked and identified with "Augusta School Department" on the outside in clearly visible lettering. Each bus will be numbered to coincide with the bus route and be of standard yellow color. White is the preferred color for the vans.
   - Each vehicle shall have all the regular factory installed equipment and such optional equipment necessary for lawful operation for the use intended, namely, the public transportation of students of the Augusta School Department and St. Michael's School.
   - Each bus will be equipped with engine heaters for outdoor parking and equipped with tires (including snow tires during winter months) that conform to standards established for inspection of motor vehicles in the State of Maine.
   - Each Bus shall have a P.A. system capable of being heard outside of the bus.
   - Each bus shall be equipped with:
     - heated mirrors for defrosting of ice and snow
     - interlock doors at the front and back of the bus
     - minimally, two digital video cameras with reasonable storage capacity
     - seat belt ready frame
     - two (2)-way radio
     - GPS
     - two (2) eight inch rotary white flasher/strobe lights, one each mounted fore and aft on roof. Equipped with interlock between roof strobes and eight-way warning light system. Driver manual override.
   - Each bus will operate on diesel fuel.
   - Buses transporting athletic teams will have under bus storage compartments for equipment.
   - Buses optionally will be WIFI capable.
   - Vans will operate on regular unleaded gasoline.
   - The Contractor will utilize routing/scheduling software such as Transfinder.
   - Bus routes must be assessed and modified on an annual basis.

2. **B. Allowable Vehicle Age**

   The School Department is seeking proposals using buses and vans with less than 100,000 miles.

3. **C. References**

   Each Contractor must provide information describing the organization, work force and services offered. In addition each Contractor should list the names of all school systems, with contact names, for which the Contractor currently provides, or has recently provided similar transportation services. Each Contractor is requested to provide three (3) written references from past or current clients, for which the Contractor has provided similar services.

4. **D. Credit / Bank References / Financial Statements**

   Each Contractor must provide a copy of its financial statements for the last two (2) years, and provide credit references indicating the financial ability to obtain needed equipment and to perform requested services. Other information may be substituted, at the discretion of the Superintendent of Schools.
E. Maintenance Responsibilities
The Contractor is responsible for all maintenance and repair services of Contractor owned equipment. Contractor must provide the School Department with a copy of its Vehicle Maintenance Program.

The Contractor will provide a telephone at its expense, at the bus office, and the telephone number will be listed in the phone directory as Augusta School Transportation, and which will be covered from 6:15 a.m. to 5:00 p.m. This service will be provided each school day. The Contractor will also provide a two-way radio system for all vehicles and its office location.

F. Renewal
Any agreement entered into by the Augusta School Department will have a term of three years with the option to renew for additional years up to and including two at the Augusta School Department’s sole discretion.

G. Personnel
The School Department needs an individual knowledgeable of State of Maine Pupil Transportation laws, with strong organizational skills who will coordinate pupil transportation services with school officials and be available to meet with the Board of Education, administrators and parents as requested. The Contractor should consider the cost for this position in determining the standard hourly rate billed to the Augusta School Department for each bus driver hour worked. It is expected that the Contractor, at its expense, shall provide training to all of its drivers on an annual and as needed basis, and insure that all drivers meet state and federal guidelines for bus drivers. Drivers’ training will include transportation requirements for special needs students and methods of student management. Drivers are expected to be professional and courteous in their interactions with students, parents, staff and community members.

- The Transportation system is an extension of the School Department and the Contractor must be involved in assuring confidentiality of students and students’ family, to include when necessary, attendance at meetings that involve students and transportation needs. The Contractor must provide the School Department with a written documentation of each school building’s evacuation process including response time.

H. Primary Proposal Price - Vehicles, price per mile as noted

1. Price per mile for 365,000 miles guaranteed. Bus/van miles incurred by drivers from the Augusta School Department shall be counted in determining the 365,000-mile guarantee.

_____________________ Cents per mile

2. Price per mile for mileage in excess of 365,000 miles.

_____________________ Cents per mile

I. Proposal Price - Bus Drivers

The School Department expects the Contractor to pay all its bus drivers a competitive wage package, for Kennebec County, in order to attract and maintain qualified drivers.

$ ________________ Standard hourly rate to be billed for each bus driver.

Guaranteed hours (if any) for regular AM & PM runs: __________

Minimum hours to be paid for short runs or call in: __________
The undersigned as Contractor, declares that the only person or parties interested in this proposal are those named here-in; that Contractor is not financially interested in or otherwise affiliated in a business with any other Contractor on this contract; and that this proposal is made without collusion with any other person, firm or corporation.

Respectfully submitted this ____ day of ________________, 2020

If a firm or partnership, sign here:

________________________________________
Signature of Contractor

________________________________________
Name of Firm or Partnership

________________________________________
Business Address

Please list names and addresses of members of firm or partnership.

<table>
<thead>
<tr>
<th>Name</th>
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If a corporation, sign here:

________________________________________
Name of Contractor

________________________________________
Authorized Signature  Date

________________________________________
Business Address

Incorporated under the laws of the state of: ____________________________.

President __________________________________________________________

Secretary __________________________  __________________________________

Treasurer __________________________________________________________