

## **Wesley/North East Transportation Services**

REQUEST FOR PROPOSAL AND SPECIFICATIONS: April 2012

### **INSTRUCTIONS TO POTENTIAL PROVIDERS**

NOTICE IS HEREBY GIVEN that the Muskegon Area Intermediate School District (MAISD) will accept proposals from qualified transportation providers for the provision of transportation and related services to fulfill the needs and requirements for the Wesley School, North East Education Center and selected regional special needs programs

- 1) The MAISD operates on an equal opportunity/affirmative action basis in its procurement policy and encourages small businesses, minority-owned, and woman-owned businesses to submit proposals.
- 2) Sealed proposals shall be delivered to the Mr. Marios Demetriou, Deputy Superintendent, MAISD Educational Services Center, 630 Harvey Street, Muskegon, MI 49442, no later than **11:00 a.m., Wednesday, May 16, 2012**. Proposals received after this time will be returned unopened. The proposing entity's name and address must appear on the outside of the envelope. The words "PROPOSAL FOR WESLEY and NORTH EAST TRANSPORTATION SERVICES" must also appear on the outside of the envelope.
- 3) Proposing entities should **submit a proposal in the form of a written narrative** addressing at a minimum the following subjects:
  - a) A description of present operations and transportation experience, including a list of current entities for which the proposing entity provides or has provided

transportation services within the past five years. Please include address(es) and phone number(s) of such entities.

- b) Ability to recruit/employ an adequate number of qualified drivers.
  - c) Describe proposed location(s), security, and storage of the buses when not in use.
  - d) Plans/ability to provide mechanical maintenance of the bus fleet.
  - e) Plans/ability to provide routing of special needs children. Please describe staffing model and technology system.
    - Include in this section plans to minimize mileage on buses before and after picking up and dropping off children.
  - f) Describe proposed supervisory/management structure.
  - g) Report of any accident(s) sustained by the proposing entity within the past five years in which there was property damage over \$1,000 or in which there was an injury or death.
  - h) Describe any deviations from the stated specifications which are not addressed on the worksheet.
  - i) Evidence that the proposing entity is an equal opportunity employer.
  - j) The “Wesley/North East Transportation Proposal Worksheet” on page 6-7 - completed and signed.
- 4) Proposals may be withdrawn at any time prior to the proposal opening date and time by placing a withdrawal request in writing and submitting it to Marios Demetriou, MAISD, 630 Harvey Street, Muskegon, MI 49442.
- 5) The proposal must remain valid for a minimum of ninety (90) days from the date cited above.

- 6) Questions regarding proposal procedures, rules, content, specifications, requirements, etc., may be directed to Tom Spoelman at (231)767-7234 or Marios Demetriou at (231)767-7207.
- 7) Proposals will be publicly opened at the MAISD Educational Services Center on Wednesday, May 16, 2012 at 11:00 a.m.
- 8) No award will be made at the time of opening.
- 9) Any errors, omissions, or discrepancies in the specifications discovered by a proposing entity must be brought to the attention of the MAISD immediately. Such errors shall be promptly corrected for all proposing entities and no proposing entity shall be permitted to take advantage of or suffer harm from these errors.
- 10) Specifications and requirements provided here are intended to describe the desired service and its parameters. An alternative may be offered, if deviations from the specifications are minor and provided that deviations are clearly specified. Failure to outline such deviations may be grounds for rejection of the proposal.
- 11) The MAISD will retain sole authority for determining what constitutes an acceptable deviation from the specifications/requirements.
- 12) The MAISD reserves the right to accept or reject any or all proposals; reserves the right to award the contract to other than the low proposing entity; reserves all rights granted to it by law; and reserves the right to waive formalities and to take such action as it deems necessary in the best interest of the District and the Head Start Program.
- 13) The MAISD shall evaluate the proposal(s) and award the contract based upon the proposal that is most advantageous to the recipient. Factors to be considered shall be based on, but not limited to, the following:

- Price, net cost to the MAISD.
- Experience, integrity, compliance with public policy, financial and technical resources, and other qualifications of the proposing entities.
- Interview with potential providers by MAISD and/or delegate districts.
- Adherence to specifications and requirements.
- Anticipated safety and efficiency of the transportation system.

### **PROJECT DESCRIPTION**

The following is a summary of the Wesley/North East transportation program. The programs are designed to offer educational, social, and other opportunities to children with Special needs. Transportation routes shall be established to most effectively serve all students being served in the programs

### **SCOPE AND DETAILED SPECIFICATIONS**

The Muskegon Area Intermediate School District (hereinafter referred to as the MAISD) is responsible for ensuring that all transportation and related services mandated and/or recommended for children attending the Wesley School, North East Education Center and selected regional programs are provided according to current laws, rules and applicable regulations. The successful proposing contractor will provide the required transportation according the Michigan state laws and regulations.

Transportation to and from program sites plus transportation for scheduled field trips is an integral part of the Wesley/North East programs. All transportation must be provided on black and yellow school buses which meet all current State of Michigan Department of Education requirements plus additional requirements in the attached proposed contract. The contractor will be supplied with a fleet of buses for these programs.

Detailed specifications are found in the attached document stated in a sample contract format. Specifications listed in the contract language must be adhered to by the provider, with associated costs taken into account when making the proposal. Contract shall be effective for three years, commencing with the 2012/13 school year. Contract price may be adjusted annually to account for fuel price fluctuations.

**SPECIAL NOTES REGARDING COST RESPONSIBILITIES**

Final costs borne by the contractor are subject to the final contract language agreed to by the parties. General highlights include the following:

1. MAISD is responsible for acquisition of vehicles, child safety systems and vehicle insurance.
2. Contractor is responsible for purchase of all fuel; general maintenance of bus fleet; communication equipment; shop supplies; employment of all drivers, clerical, bus aides and supervisory staff; and any insurance purchased by the contractor.
3. Special note regarding fuel costs: Contract may include a clause regarding fuel costs escalating or de-escalating during contract term.

# Wesley/North East Transportation Services

## Proposal Worksheet

I. District/Agency/  
Company Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

II. Estimated Usage Factors for 2012-13 School Year:

- Program Sites 5 + 4 Transitional
- Participants 255
- Vehicles in Service 18
- Drivers 18

Total Miles Run (estimated):

- To/From Program 268,000
- Field Trips 10,000

III. Cost Computations for Proposal:

- Driver wages \$ \_\_\_\_\_
- Driver benefits \_\_\_\_\_
- Supervisor/Admin. Costs \_\_\_\_\_
- Diesel Fuel  
\$ \_\_\_\_\_ per gallon x \_\_\_\_\_ gallons = \_\_\_\_\_
- Maintenance/repair - vehicles \_\_\_\_\_

- Maintenance/repair - bus radios \$ \_\_\_\_\_
- Oil/grease/tires/batteries/towing \_\_\_\_\_
- Support staff wages \_\_\_\_\_
- Support staff benefits \_\_\_\_\_
- Bus Aide wages \_\_\_\_\_
- Bus Aide benefits \_\_\_\_\_
- Supplies/materials \_\_\_\_\_
- Facility expenses \_\_\_\_\_
- Insurance \_\_\_\_\_
- Other related expenses \_\_\_\_\_

NET COST PER MILE (Run) TO BE CHARGED TO MAISD.....\$ \_\_\_\_\_ per mile (run)

IV. Comments and Deviations:

Please use this section to explain or clarify work shown in the Computation section. Also, clearly and specifically note any deviations from the specifications provided which are being proposed.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Sealed proposals shall be delivered to the Mr. Marios Demetriou, Deputy Superintendent, MAISD Educational Services Center, 630 Harvey Street, Muskegon, MI 49442, no later than 11:00 a.m., Wednesday, May 16, 2012.

# Wesley/North East Transportation Services

## Program Locations

Wesley School	915 Wesley Ave., Muskegon
Transition Sites	
Clay St	103 W. Clay Ave., Muskegon
Third St	1117 Third St., Muskegon
Center St	25 Center St., Muskegon Heights
Wesley Annex	1017 Wesley Ave., Muskegon
North East Education Center	1001 Wesley Ave., Muskegon
Oakridge	
SXI	120 N. Park St., Muskegon
Middle School SXI	251 S. Wolf Lake Rd., Muskegon
North Muskegon	1600 Mills Ave., North Muskegon
Craig Learning Center	1580 Park St., Muskegon
Reeths-Puffer	
RP Elementary	874 E. Giles Rd., Muskegon
Central Elementary	1807 W. Giles Rd., Muskegon
High School	1647 Roberts Rd., Muskegon
Middle School	1911 W. Giles Rd., Muskegon

**Request for Proposals**  
**Wesley North East Transportation Services**

The Muskegon Area Intermediate School District (MAISD) invites proposals for the provision of transportation and related services to fulfill the needs and requirements for the Wesley School, North East Education Center and selected regional special needs programs.

Proposals are due to Marios Demetriou, MAISD, 630 Harvey St., Muskegon, MI 49442, no later than 11:00 a.m. prevailing time, Wednesday, May 16, 2012.

The Board reserves the right to reject any or all proposals, waive irregularities in any bid, and make award in any manner deemed to be in the best interest of the MAISD and participating districts. The MAISD operates on an equal opportunity basis in its bidding policy. Bidding is open to all interested parties, in compliance with national, state and local laws.

Publish April 22, 2012

Marios Demetriou, Deputy Superintendent