



**Sturgeon  
Public Schools**  
Dare to reimagine learning

REQUEST FOR PROPOSAL

FOR

TRANSPORTATION SERVICE

Issue Date: February 9, 2024

RFP #: 02.09.2024

Please note that responses to this RFP must be received by February 23, 2024 by 4:30 PM Local Time (the Closing Date), either electronically at [amy.kolesar@sturgeon.ab.ca](mailto:amy.kolesar@sturgeon.ab.ca) or at the address below. Facsimile submissions not accepted.

Attention: Amy Kolesar  
Manager, Transportation Services  
Sturgeon Public School Division  
9820 - 104 Street Morinville, AB T8R 1L8

## Request for Proposal

Transportation Services has identified a need for a bus to complete transportation service for students registered in programs to and from their respective Sturgeon Public School Division schools, and other locations as required.

The successful applicant will be bound to the existing Student Transportation Agreement. The contract term will be in alignment with the Student Transportation Agreement (April 1, 2024 to June 30, 2028).

### Terms and Conditions

- Any response not complying in full with the mandatory terms and conditions will be rejected.
- Proposals must include sufficient relevant documentation and provide a concise description of the vendor's ability to efficiently and effectively provide services required.
- This RFP should not be construed as a contract to order or purchase services or a call for tender and the rules regarding calls for tenders, submission of tenders and acceptance of tenders shall not apply.
- Sturgeon Public School Division shall not be liable for any costs incurred by a vendor in the preparation of or presentation of proposals.
- Responses may be withdrawn by written notice only to **Amy Kolesar, Transportation Manager** ([amy.kolesar@sturgeon.ab.ca](mailto:amy.kolesar@sturgeon.ab.ca)) prior to the closing date.
- The respondent agrees that by submitting a response, the response shall remain open for acceptance for at least a period of thirty (30) calendar days from the closing date of February 23, 2024.
- Transportation Services reserves the right to reject any or all responses and to accept any response.

## Instructions

Vendors should carefully read the following document prior to submitting a proposal.

Please submit all relevant information for the provision of services required as per **Schedule A – Requirements** and as outlined in **Schedule C - Proposal Evaluation**.

Proposals that do not include completed **Section B – Relevant Contractor Information** and **Section D – Acknowledgement Form** will not be considered.

Responses will be received until **4:30 PM** on **February 23, 2024**. Responses submitted after this time will not be considered.

All responses must be submitted to **Amy Kolesar, Transportation Services Manager**, either electronically at [amy.kolesar@sturgeon.ab.ca](mailto:amy.kolesar@sturgeon.ab.ca) or to Central Office at 9820-104 Street Morinville, Alberta.

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.

Any questions regarding this request for proposals are to be directed to Amy Kolesar, Transportation Manager at [amy.kolesar@sturgeon.ab.ca](mailto:amy.kolesar@sturgeon.ab.ca) or at 780-939-4341 Ext 1238.

## Evaluation

Stage One: An Evaluation Committee will screen each proposal to ensure the vendor's compliance with the requirements to this RFP as articulated in the Terms and Conditions and in the Schedules.

Stage Two: Proposals that meet the requirements in the initial screening will be evaluated as per **Schedule C - Proposal Evaluation**.

Stage Three: Interviews will be held with short-listed vendors, if required.

Stage Four: The Evaluation Committee will provide the results of the evaluation process with a recommendation to the Superintendent/CEO.

Stage Five: The successful candidate will be notified of the decision.

## SCHEDULE A

### Route Requirements

#### **Regular Routes**

- Transportation Agreements will begin April 1, 2024.
- Route 905 starts in the North West corner of the Division. It is a rural route, running through Morinville before continuing to the school locations.
- The route currently operates approximately 250 kilometers a day.
- The route services both Namao School and Sturgeon Composite High School.
- The route is subject to modifications based on the needs of registered students and transportation requirements.

#### **Minimum Requirements**

- Three (3) references.
- Five (5) years of providing related student transportation service.
- Buses must meet the latest D-250 standards.
- Workers Compensation Board (WCB) insurance.
- Upon awarding of the contract, the following items will be required:
  - Drivers abstract for the proposed regular and spare drivers of the school bus.
  - Current criminal record and vulnerable sector check.
  - Class 1 or 2 license with “S”- endorsement or MELT as required.
  - Current registration and insurance

**SCHEDULE B**

Relevant Contractor Information

Contractor Information	
Name of Contractor:	
Address:	
Phone Number:	
Route of Interest:	
W.C.B. Standing:	
Bus Information	
Do you currently have a bus available?	
Make of Bus	
Model Type	
Seating Capacity	
Year of Manufacture	
Do you currently have a spare bus available?	
Driver Information	
Do you currently have a driver available?	
Do they have First Aid?	
Do they have S-Endorsement /MELT?	
Do you currently have a spare driver available?	

## SCHEDULE C

### Proposal Evaluation

<p><b>Safety Program (25%)</b> Comprehensive description of Safety Program &amp; evidence of safety record</p> <ul style="list-style-type: none"><li>- Safety Certification</li><li>- Does the program include how often it is reviewed?</li><li>- Is easy to read &amp; understand?</li><li>- Evidence of the how the contractor applies the safety measures, as identified in their manual.</li></ul>
<p><b>Previous Service (25%)</b> The vendor's experience with the Division (Operating or as a Contractor)</p> <ul style="list-style-type: none"><li>- Paperwork Compliance</li><li>- Bus Operator/Contractor Concerns</li><li>- Communication and Response</li><li>- Ability to respond to changing needs</li><li>- Cancellations (not related to inclement weather concerns)</li><li>- Years providing service for the Division</li><li>- Relationship with families</li></ul>
<p><b>References (10%)</b> Relevant and reputable to showcase relationships</p> <ul style="list-style-type: none"><li>- Shows positive working relationships</li><li>- Shows positive leadership skills</li><li>- Shows positive past services</li></ul>
<p><b>Driver Availability (20%)</b> Operator and spare operator availability, as well as the company retention policies and ability to provide drivers as required.</p> <ul style="list-style-type: none"><li>- Do they have a bus operator listed for the route?</li><li>- Do they have a spare bus operator available?</li><li>- Has there been cancellations in the past due to no operator being available?</li></ul>
<p><b>Proximity to the Community (20%)</b> The vendor's area of residence, and proximity to the community the route is established for.</p> <ul style="list-style-type: none"><li>- Do they reside in the attendance area of the route?</li><li>- Do they have other routes within the area?</li><li>- Is there support nearby incase assistance is required?</li><li>- Are there other indicators of community involvement?</li></ul>

**SCHEDULE D**

**Acknowledgement Form**

I/We have read the terms and conditions. I/We certify that the information provided in the response package is accurate and complete.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
Name: \_\_\_\_\_  
Witness: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
Name: \_\_\_\_\_  
Witness: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
Name: \_\_\_\_\_  
Witness: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Date: \_\_\_\_\_