

UTICA CITY SCHOOL DISTRICT

929 York Street
Utica, NY 13502

NOTICE TO PROPOSERS

RFP #2024-002: ATHLETIC AND FIELD TRIP TRANSPORTATION SERVICES AGREEMENT

The Board of Education of the Utica City School District of Utica, New York, in accordance with Sections 305(14) and 3625 of Education Law and Section 156.12 of Commissioner's Regulations, hereby invites the submission of sealed proposals from reputable and qualified bus transportation companies for furnishing Athletic and Field Trip transportation services in the Utica City School District for a three-year contract period (SEPTEMBER 1, 2024 – JUNE 30, 2027) with an option to renew for an additional two-year period if agreed to in writing by both parties. The award of a multi-year contract is subject to and shall be conditioned upon the approval of the Utica City School District voters.

Forms for proposal, certification, conditions, specifications, and request for proposals are available upon request to Interim Superintendent, Kathleen Davis at Kdavis@uticaschools.org or on the School District's website at: <https://www.uticaschools.org/>.

It is understood that the conditions and specifications of the request for proposal shall apply to all proposals. Proposals will be received until 2:00 p.m. eastern standard time on February 6, 2024, by mail to the Interim Superintendent, Kathleen Davis at Utica City School District, 929 York Street, Utica, NY 13502 and emailed to: Kdavis@uticaschools.org, at which time and place all proposals will be publicly opened at 929 York Street, Utica, NY 13502. All proposals must be clearly marked "Competitive Proposal: RFP #2024-002: Athletic and Field Trip Transportation Services Agreement."

A pre-proposal conference will be held on January 26, 2024 at 9 a.m. eastern standard time. The video conference link will be provided to interested vendors upon request to Kathleen Davis via email to Kdavis@uticaschools.org. Attendance at the pre-proposal meeting is strongly encouraged as important information about the program will be described.

Proposals will remain firm for a period of 45 days following the date of the opening, and shall thereafter remain firm until the proposer provides written notice to the School District Business Office that the proposal has been withdrawn.

The Board of Education will consider the following elements in determining the most suitable proposal with the weighting factor (points) for each element shown below:

<u>Category</u>	<u>Points</u>
1. Previous experience of the proposer in transporting pupils.	10
2. Evaluation of management in the performance of contracts to School Districts. Include the name of each transportation company of which an owner or manager of the proposer has been an owner or manager.	5
3. Safety programs implemented by proposer. Include supporting documents in proposal.	20
4. Record of accidents in motor vehicles under the control of the proposer. List insurance runs and ratio of injury vs. physical damage.	20
5. Driving history of employees of the company and driving practices. Include abstracts and driving records.	15
6. Inspection records and model year of the motor vehicles under the control of proposer NYS DOT BUSNET score.	5

7.	Maintenance schedule of the motor vehicles under the control of the proposer. List programs and preventive maintenance programs implemented and followed.	5
8.	Financial analysis of proposer (include financial statements).	5
9.	Compliance with the state and local insurance and bonding requirement. Include insurance certificate.	5
10.	Overall cost of proposal over the time period requested.	10
	Total	100

The Board of Education will not make an award where the total weighting elements for a Contractor are less than 60 points.

The Commissioner of Education, in addition to her existing statutory authority to approve or disapprove transportation contracts, may reject any award of a transportation contract that is based on an evaluation of proposals submitted in response to a Request for Proposal if she finds that (1) the contractor is not responsive to the Request for Proposal; or (2) the proposal is not in the best interests of the School District.

Proposers must submit proof that the proposers can furnish a 100% performance bond consistent with the requirements detailed in the specifications for the performance of the operating contract(s) that may be awarded in conjunction with the proposal, should the School District decide to accept the Performance Bond alternate. The proof must be in the form of a bona fide letter of surety from a surety company authorized to do business in the State of New York. The letter must guarantee that the company will provide the Performance Bond in the amount of one hundred percent (100%) of the annual contract value in the event the Proposer is awarded the contract, and the School District selects the Performance Bond alternate. A determination on the acceptance of the Performance Bond alternate rests solely with the School District. The Proposal Bond will be deposited with the Utica City School District as a guarantee that the Contract will be signed and delivered by the Proposer, and in default of this, the amount of the Proposal Bond shall be retained for use of the Utica City School District as liquidated damages on account of such default.

Questions May be Addressed To:

Kathleen Davis, Interim Superintendent
 Utica City School District
 929 York Street
 Utica, NY 13502
 Email: Kdavis@uticaschools.org.

BOARD OF EDUCATION
 UTICA CITY SCHOOL DISTRICT