

## **Transportation Services**

### **Request for Proposal**

The Board of Trustees of Northland School Division  
9809 – 77<sup>th</sup> Ave.  
Peace River, AB  
T8S 1C9

**1.0 Introduction**

1.1 The Board of Trustees of Northland School Division, more commonly referred to as Northland School Division or NSD, is a regional and rural school authority located across northern Alberta.

**2.0 RFP Overview**

2.1 Northland School Division is seeking bids for school transportation services for the following routes:

2.1.1 Route 432 in Elizabeth Metis Settlement to Cold Lake Schools - Approx. 172 km's per day

2.1.2 Route 443 in Elizabeth Metis Settlement to Cold Lake Schools – Approx. 194 km's per day

2.1.3 Route 449 in Elizabeth Metis Settlement to Elizabeth School – Approx. 80 km's per day

2.1.4 Route 471 in Elizabeth Metis Settlement to Elizabeth School – Approx. 80 km's per day

2.2 Mileages are calculated as per Alberta Education from first stop, to the last school and the most direct route back to the first stop and multiplied by two (2) to calculate the daily km's.

2.3 The purpose of this RFP is to solicit competitive proposals from proponents qualified to fulfill the stated requirements on a Contract basis.

**3.0 RFP Process**

3.1 The proponent is responsible for obtaining any needed clarification of the RFP requirements while the RFP is open. Questions must be directed in writing to the RFP contact:

**Susanne Jones, Transportation Manager**  
**Northland School Division No. 61**  
[Susanne.jones@nsd61.ca](mailto:Susanne.jones@nsd61.ca)

3.2 Amendments will be accepted up the closing time of the Proposal. They will be accepted in person, mail, courier or email to tenders@nsd61.ca. Amendments shall only state the amount of the change – whether to add or delete. It is the proponent’s responsibility to ensure that they are received prior to closing.

3.3 NSD may extend the bid closing time by addendum.

**4.0 Proposals**

4.1 Proposals will be received until 2:00 pm location time on August 8, 2022. Bids may be delivered in person, mail, courier or email to tenders@nsd61.ca.

4.2 A submission presented after the specified time of closing will not be accepted.

4.3 Proposals must be clearly marked as “Contract Bus Route Tender 2022” and be delivered to the following address:

**Northland School Division**  
**Attention: Douglas Aird, Secretary Treasurer**  
**9809 – 77<sup>th</sup> Ave**  
**Peace River, AB T8S 1C9**  
**Phone: (780) 624-2060**  
**Fax: (780) 624-5914**  
**Email: tenders@nsd61.ca**

4.5 The submission shall include the entire Request for Proposal document and any addendums if issued.

**5.0 Contract Award Process and Tentative Schedule**

- 5.1 The following Schedule is issued for Guidance
- |   |                 |
|---|-----------------|
| RFP Posted on Alberta Purchasing Connection | June 30, 2022   |
| Last day for bidders' written questions     | July 22, 2022   |
| Final date for issue for addenda            | July 22, 2022   |
| RFP Closing Date                            | August 8, 2022  |
| Estimated Contract Award                    | August 15, 2022 |

**6.0 Purpose of Proposal:**

- 6.1 The contract term will be from September 1, 2022 to and including June 30, 2025, unless extended or renewed by the Parties or terminated in accordance with the terms of the Agreement.
- 6.2 It is expected that Northland School Division students will be picked up and dropped off at scheduled stops and times in accordance with Division policies, administrative procedures and department standards of operation.
- 6.3 Each school bus must have a form of communication in case of emergency.
- 6.4 It is expected that the most direct route and the most cost-effective coordination of rides will be utilized. Routes will be designed by Northland School Division route planners and reviewed with assigned drivers.
- 6.5 All school buses used in transportation of Northland School Division students must meet all provincial and federal requirements. Vehicles are to be clean and safe and adhere to a smoke-free environment.

**7.0 Proposal Terms**

- 7.1 Northland School Division reserves the right to reject any and all proposals received as a result of the RFP. If a proposal is selected, it will be the most advantageous regarding quality of service, the Contractor's qualifications and capabilities to provide the specified service, and other factors which Northland School Division may consider.
- 7.2 Northland School Division reserves the right to consider proposals for modifications at any time before the contract is awarded and negotiations would be undertaken with the Proponent whose proposal is deemed to best meet the division's specifications and needs.
- 7.3 Northland School Division reserves the right to reject any or all bids, to waive or not waive formalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms or conditions of any bid determined by the division to be in the best interest of the division even though not the lowest bid.

- 7.4 Proposals must be signed by an official authorized to bind the Proponent to its provisions for at least a period of 30 days.
- 7.5 In the event it becomes necessary to revise any part of the RFP, addenda will be provided, deadlines for submission of the RFP's may be adjusted to allow for revisions. To be considered, original proposal and two copies must be at the Northland School Division office on or before the date and time specified.
- 7.6 Proposals must provide a straight-forward and concise description of the contractor's ability to meet the requirements to the RFP.
- 7.7 This RFP should not be construed as a contract to order or purchase.
- 7.8 Northland School Division shall not be liable for any costs incurred by a vendor in the preparation of or presentation of proposals.
- 7.9 The clock on the vault wall shall be used to determine the time of receipt of a proposal. Once the clock shows one minute after the Closing Time allowed for receipt of proposals, no further proposals will be accepted.
- 7.10 Proposals received after the Closing Time on the Closing Date will be date and time stamped but will not be considered as valid proposals. They will be placed in a folder marked "Rejected."
- 7.11 Proposals once received shall remain open for acceptance for at least thirty (30) days from the Closing Date, not counting the Closing Date and may not be withdrawn except with the consent of Northland School Division.

**8.0 Instructions for Vendors**

- 8.1 Vendors must carefully read the Transportation Services Agreement prior to submitting a proposal. All terms, conditions and provisions of this RFP are deemed to be accepted by the vendor and incorporated by reference in its proposal, except such terms and conditions as are expressly excluded in the proposal subject to the agreement of Northland School Division to such exclusion.
- 8.2 Vendor questions
  - a) All requests for information (RFI) regarding this RFP should be directed by email to Susanne Jones, Transportation Manager, [Susanne.jones@nsd61.ca](mailto:Susanne.jones@nsd61.ca)
  - b) Telephone inquiries may be accepted however, verbal responses to any inquiry are not binding on Northland School Division.

## 9.0 Proposal Specifications

- 9.1 A complete bid will include the following items:
- A) The bidder's qualifications
    - i) Applicant valid driver's license
    - ii) Applicant years of driving a school bus
    - iii) Applicant drove bus within the last 5 years
  - B) Number of years in business
    - i) Applicant experienced with advertised bus route
    - ii) Primary driver intended to drive the route information
      - a) First Aid
      - b) Class of License
      - c) S Endorsement
      - d) Driver's Abstract
      - e) Driver's License
      - f) Years driving School Bus
      - g) Criminal Record Check (within the last three (3) years)
      - h) Annual Child Welfare Check
    - iii) Applicant ability to provide spare driver
  - C) Organizations Carrier Profile and experience qualifying to provide safe, reliable transportation
  - D) Description of the bus that will be used to service this contract
    - i) Registration of bus(es) to be used which will show:
      - a) Age of bus
      - b) Size of bus
      - c) Serial Number
      - d) Year
      - e) Make/Model
      - f) Fuel type
      - g) License Plate number
    - ii) Insurance certificate showing the required level of insurance as per the Agreement
      - a) If requesting insurance through the Division's CBO Policy, submit the written request.
    - iii) Current Commercial Vehicle Inspection Certificates for the bus(es) to be used
  - E) Experience with National Safety Code Review
  - F) Copy of Safety Fitness Certificate
  - G) Copy of Safety and Maintenance Plan
  - H) Proof of Workers Compensation Coverage
- 9.2 Failure to include all of the requested information may result in disqualification of the proposal.

**10.0 Proposal Evaluation – Selection methods**

10.1 Screening

10.1.1 Upon receipt of Vendor proposals, an evaluation team will screen each proposal to ensure the Vendor’s compliance with the requirements of this RFP.

10.1.2 The acceptability of any deviation will be determined by the evaluation team. After the proposal has passed the initial screening, the NSD team will evaluate the packages and analyze the technical details of the Vendor’s proposal.

10.2 Rating. The evaluation team will utilize the following selection criteria to rate the proposal for evaluation purposes. Subject to the requirements of FOIP, such rating shall be confidential, and no totals of scores of such rating or individual ratings shall be released to any party.

CRITERIA	SCALE	ALLOCATION	MAX POINTS	SCORE
Applicant years driving a school bus?	Variable	0 Pts – 0 yrs 5 pts – 1-5 yrs 7 pts – 6-10 yrs 10 pts – 10+ yrs	10	
Applicant drove bus within the last 5 years (may be asked to provide reference).	Fixed	0 pts – no 5 pts – yes	5	
Applicant experienced with advertised bus route?	Fixed	0 pts – no 5 pts – spare driver 7 pts – regular driver (within last 5 years) 10 pts – current regular driver	10	
Applicant valid driver’s license?	Fixed	0 pts – no 5 pts – Class 5 10 pts – Class 2 or 1	10	
Provide qualified primary driver?	Fixed	<u>First Aid</u> 10 Pts – Certified 5 pts – Registered for First Aid Course  <u>S Endorsement</u> 10 pts – Certified	65	

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		<p>5 pts – Registered for First Aid Course</p> <p><u>Class of License</u>          10 pts – Class 2 or 1          5 pts – Class 4          4 pts – Class 5          0 pts – No License</p> <p><u>Regular Driver's Driver Abstract*</u>          (Current within 6 months)          0 pts – 6+ demerits          5 pts – 1-5 demerits          10 pts – 0 demerits</p> <p><u>Years Driving a School Bus</u>          0 pts – 0 yrs          5 pts – 1-5 yrs          7 pts – 6-10 yrs          10 pts – 10+ yrs</p> <p><u>Criminal Record Check</u>          0 pts – Not submitted          3 pts – Submitted with record (Director of Transportation to investigate further)          5 pts – Cleared but not current          10 pts – Cleared and current</p>		
Applicant ability to provide spare driver?	Fixed	0 pts – no 5 pts – partial qualifications	10	



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		10 pts – fully qualified		
Applicant able to provide the required age of bus?	Age < 10 Age < 5 Years	0 pts – older than 6 years 10 pts – concrete plans to purchase bus 5 yrs or newer within 1 year	10	
Applicant able to provide the required size of bus?		0 pts – no 5 pts – unsure of bus size but commits to purchasing a bus of the appropriate size for the route 10 pts – yes	10	
Carrier Profile (within last 12 months)	Mandatory	0 pts – No Experience 5 pts – clean -5 pts – Has Convictions -5 pts – Has Violations -5 pts – Has Out of Service (CVSA Inspections) -5 pts – Has Collisions	5	
National Safety Code Review	Mandatory	0 pts – No Experience 5 pts – Compliant -5 pts – Non-compliant	5	
Paper work	Mandatory	0 pts – No experience 5 pts – Consistently Complete -5 pts – Incomplete	5	
Transportation Manager Chosen Reference	Mandatory	0 pts – No experience  <u>Parents on Route Reference</u>		

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		3 pts – positive reference -3 pts – negative reference  <u>Principal reference</u> 3 pts – positive reference -3 pts – negative reference		
Application complete / accurate	Fixed	0 pts – no 5 pts – delayed information 10 pts – yes	10	

\* ALL THINGS BEING EQUAL SENIORITY (LENGTH OF SERVICE WITH NSD) WILL BE THE DETERMINING FACTOR