REQUEST FOR PROPOSAL

SUBJECT: Bus Transportation 2019/20 School Year

BID NUMBER: 1920-03

OPENING DATE: July 2nd, 2019 – 1:00 p.m.

PLACE OF OPENING: Hobbs Municipal Schools
Administration Office
1515 E. Sanger – P.O. Box 1030
Hobbs, New Mexico 88241

BIDDER INFORMATION:
We agree to provide the items as listed for the bid prices indicated on the attached Proposal Form.
We agree to adhere to the General Conditions and Specifications of this bid.

COMPANY ___________________________ SIGNATURE ___________________________
ADDRESS ___________________________ NAME (PRINT) _________________________

_____________________________ TITLE _______________________________

_____________________________ DATE _______________________________

E-Mail Address: ________________________________
GENERAL CONDITIONS

I. SUBMITTING BIDS

A. Sealed Request for Proposals (RFP) will be received at the Administration Office of the Hobbs Municipal Schools, 1515 East Sanger, Hobbs, New Mexico in accordance with the advertisement. Bidder shall use the bid form included with the specifications RFP forms must bear the signature of the bidder to be considered. Failure of bidders to complete bidding documents in accordance with all instructions provided is cause for the Hobbs Municipal Schools to reject RFP.

B. It is the bidders’ responsibility to deliver the RFP at the proper time to the place designated. Pursuant to Section 13-1-191, NMSA, 1978, facsimile RFPs will not be accepted or considered

C. To expedite identification of the RFP envelopes and to insure RFP security, place the enclosed label on the lower left corner of the RFP envelope.

D. This bid will be submitted to the Hobbs Board of Education on Thursday, July 18th, 2019.

II. TERM OF AGREEMENT

The Hobbs Municipal Schools are asking for an agreement. The term of this agreement shall be for one (1) year from the date of written notification of award of RFP, with an option to extend an additional three (3) years, one year at a time if mutually agreeable with the Hobbs Municipal Schools and the vendor, in accordance with the Attorney General ruling.

III. AWARD OF CONTRACT

A. The Hobbs Municipal Schools Board of Education reserves the right to waive irregularities in RFP’s and to reject any or all bids or portions thereof. They may award to the bidder whose bid is deemed to be in the best interest of the Hobbs Municipal Schools.

B. To preclude possible errors and/or misinterpretations, bid prices must be affixed legibly in ink, or typewritten. Corrections or changes must be signed or initialed by bidder prior to scheduled bid opening. Failure to do so will be just cause for rejection of bid.

C. RFP’s may be withdrawn upon receipt of written request, prior to scheduled bid opening for the purpose of making any corrections and/or changes. Such corrections must be properly identified and signed or initialed by bidder. Resubmitting must be prior to scheduled bid opening for consideration.

D. After bid opening, no modifications on bid prices or other provisions of bids shall be permitted. A low bidder alleging a material mistake of fact, after bids have opened, may be permitted to withdraw the bid upon written request prior to award at the discretion of the Chief Procurement Officer.
REQUEST FOR PROPOSAL

2019/20 SCHOOL YEAR BUS TRANSPORTATION
for the After School Kindergarten Program

PURPOSE

The proposal is for the purpose of procuring school bus transportation including service for special education students, for the Hobbs Municipal Schools 2019-2020 school year. The maximum estimate on number of students needing service will be one hundred (100).

The District intends to ultimately award a negotiated contract to provide after school transportation services under terms and conditions Hobbs Municipal Schools considers to be the most favorable among those offered.

The District reserves the right to negotiate with the successful proposer any additional terms and conditions, which may be necessary or appropriate to the accomplishment of the purpose and scope of the RFP.

The District reserves the right to reject any or all proposals in part or in whole.

Proposals will not be opened publicly, but will be opened in the presence of two or more administrative staff members.

Evaluation procedures will not only consider the experience of the Contractor, but will weigh the overall cost-effectiveness and safety of the services.

Proposals will be received by the Hobbs Municipal School District, Administration Office, 1515 East Sanger, Hobbs, NM 88240, until 1:00 p.m. on July 2nd, 2019.

Proposal packets are available at 1515 East Sanger, Administration Office building in the Business Department, 433-0100, or on-line @ www.hobbsschools.net.

SCOPE OF WORK

The Contractor selected as a result of the combined qualifications & evaluation shall be expected to:

1. Provide the safest, most reliable student to-and-from transportation services available. Students are to receive transportation services from Booker T. Washington to their homes upon the completion of their after school kindergarten program. This service is to include service for special education kindergarten students.

2. Provide school buses, drivers, aides and all other related equipment and personnel necessary to perform the service requirements.
3. Meet all state and federal requirements as regulated by the School Transportation Division of the New Mexico Public Education Department.

4. Driver/Contractor must call principal or designee upon completion of afternoon route. Hobbs Municipal Schools will receive verification of delivery of students by 6:00 pm unless approved/modified by Central Office.

PREPARATION OF PROPOSAL

Four (4) copies of the proposal shall be submitted in a sealed container with the proposal title, number, name and address of the proposing firm clearly indicated on the outside of the container. The District may consider non-responsive any proposals not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and/or all proposals. Any proposal received after the time and date specified shall not be considered.

Vendor shall comply with all instructions and provide all the information requested. Failure to do so may disqualify a proposal.

All information shall be given in ink or typewritten. Any corrections shall be initialed in ink by the person signing the proposal.

All proposals shall be signed in ink by an authorized officer or employee of the proposing firm authorized to contract work for the firm. A proposal that is not signed will be considered non-responsive and will not be accepted.

Proposals must be submitted by the date and at, or prior to, the time specified to be considered. Late proposals will not be accepted.

Proposals must be withdrawn by written notice at anytime prior to their opening.

AGENDA AND INTERPRETATIONS

No interpretation of the meaning of the specifications or other proposal documents will be made to a proposing firm orally.

Each request for such interpretation should be directed in writing addressed to: Gene Strickland, Director of Operations, P.O. Box 1030, Hobbs, NM 88241, and to be given consideration must be received at least five (5) days prior to the date fixed for the receipt of proposals.

Any and all such interpretations and any supplemental instruction will be in the form of written addenda to the RFP which, if issued, will be mailed by certified mail with return receipt requested to all prospective firms, not later than three (3) days prior the date fixed for the receipt of proposals. Failure of any proposing firm to receive any obligation under their proposal as submitted. All addenda so issued shall become part of the contract documents.
LAWS AND REGULATIONS

The proposing firm’s attention is directed to the fact that all applicable Federal Laws, State Laws, Municipal Ordinances, and the rules and regulations of all authorities having jurisdiction over said item shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full.

Proposals shall include all required documents pursuant to 6.43.2 NMAC; Requirement for School Bus Contracts and Per Capita Feeder Agreements.

INFORMATION PROVIDED BY THE LOCAL BOARD

The local board shall provide each proposed offerer with the following information:

1. The proposal criteria.

2. Route information as soon as available, which includes the approximate distance, types of roadways, number of students to be transported, and the size of the buses required.

3. A copy of the contract form approved by the State Board of Education.

4. A copy of, or access to, all State Board of Education regulations, and local board compliance manuals and policies, which govern the operation of school transportation services.

5. A description of the insurance coverage that will be provided by the local board for buses to be operated under contract.

EVALUATION AND CRITERIA

The District shall evaluate the vendor’s proposal based on the following criteria:

1. A current audited financial statement. The audited financial statement will include a notarized letter of confirmation from the auditing firm.

2. If a corporation, the names, addresses, dates of birth, and social security numbers of all stockholders and officers.

3. A minimum of three business or professional references.

4. A history of providing transportation services.

5. A proposal for the acquisition of buses and other needed equipment. The proposal shall indicate the year of the manufacture and the size of buses to serve the route and necessary spare equipment to provide uninterrupted service.
6. A description of the proposed fleet maintenance program, garage or maintenance facilities, bus parking, mechanics, parts and supplies. In the case of a small fleet operation, a description shall be submitted relative to garage services planned by the owner with an established automotive repair facility.

7. A description of the service capability available for the offerer that includes administrative support, scheduling, hours of operation, emergency back-up buses, emergency roadside service, etc.

8. An amount for which the services will be rendered based on the length of the route, road conditions, number of buses and drivers, fuel, operation and maintenance requirements, and salaries and benefits for all employees and any other operating expenses. The amount should include itemized per the above list.

9. A description of current and future plans to develop a positive and professional working business relationship with district personnel, including the transportation director.

10. A copy of a proposed contract describing the approach to be taken by the contractor in servicing the contract including details on provisions for bus and driver availability, hours of availability, types of buses, administrative support in terms of scheduling, mileage and/or time sheet compilation, etc.

The responsible vendor whose proposal is most advantageous to the Hobbs Municipal School District shall be recommended for selection to perform the services. The relative weight to be given to each of the evaluation factors is set forth.

a. Current audited financial statement 5 Points  
b. Information regarding corporation 5 Points  
c. References 5 Points  
d. History of services 5 Points  
e. Buses & necessary spare equipment 10 Points  
f. Fleet maintenance 15 Points  
g. Service capability 15 Points  
h. Cost of services & driver selection 20 Points  
i. Itemized costs 10 Points  
j. Working business relationship 5 Points  
k. Copy of proposed contract 5 Points
METHOD OF AWARD

Proposals will not be opened publicly, but will be opened in the presence of two or more administrative staff members.

Evaluation will be conducted by a review committee considering the evaluation factors listed in Evaluation and Criteria. The committee will rank proposals according to their relative merits.

The District and its representatives reserve the right at any time to request clarification from any or all contractors submitting a proposal.

The District reserves the right to interview the short list of applicants. Should interviews be scheduled, they will consist of a short presentation with a question and answer period. Offerers submitting responsive proposals may be given an opportunity to interview, prior to award, for the purpose of obtaining the offerer’s best and final offer, where as;

- Any substantial revision will be accepted in writing from the offerer.
- The process of discussion may extend up to the time of award and may require public presentation by the offerer.
- Offerers may request within their responses non-disclosure of confidential data. There is, however, no guarantee that proprietary data will remain exclusively confidential.

In the event that the needs of the district cannot be satisfied by a single contractor, the award shall be issued to as many firms as necessary to satisfy the needs. Subsequent services shall be obtained from awarded firms based on final ranking as approved by the Board of Education.

The contract period will commence August 13th, 2019 and end May 22nd, 2020. The contract or contracts may be renewed annually pending approval by the Board of Education for up to an additional three (3) years.

The Board of Education shall consider the committee’s recommendation award on July 18th, 2019 public meeting.

The District reserves the right to accept or reject any or all proposals in whole or in part and to waive minor technicalities as determined by the district to serve its best interest.

SPECIAL CONDITIONS

GENERAL

When the District issues a purchase order document in response to the vendor’s proposal, a binding contract is created.

The offerer must be qualified to transact the type of business required.

The successful offerer must provide time tables, schedules, sample of report formats and other proposal documents to the district with its proposal.
ASSIGNMENT

Neither the order, nor any interest therein, no claim under shall be assigned or transferred by the vendor, except as expressly authorized in writing by the District. No such consent shall relieve the vendor from its obligations and liabilities under this order.

SCOPE OF WORK

Increase or decrease in scope of work can be made upon request by the District or unless such variation has been caused by documented conditions beyond the vendor’s control, and then only to the extent of any variation specified elsewhere in this document.

PROTEST PROCEDURES

Any Bidder, Offerer, or Contractor who is aggrieved in connection with procurement may protest to Jessica Munoz Alvarado, Chief Procurement Officer. The protest must be in writing and be submitted within fifteen (15) days after the fact or occurrences.
PROPOSAL FORM

Provide Student Transportation Services from BT Washington Elementary to their homes upon completion of their After School Kindergarten Program. This service is to include service for special education kindergarten students.

Price Per Student  $___________
Price Per Mile     $___________

In order for the RFP to be considered a responsive bid, the price per student and the price per mile must be given. A total flat rate per month will not be accepted.

The Hobbs Board of Education will make the final determination whether to award the bid based on price per student or price per mile.

An invoice must be submitted each month for payment and must include the number of students transported and the number of miles traveled. Log Book Recordings must be obtained for each daily trip. These records must be up to date and available to the District for auditing purposes.