

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
REQUEST FOR PROPOSAL NO. 090417
CHARTER BUS TRANSPORTATION SERVICES**

1.0 INTENT AND SCOPE

- 1.1 It is the intent of the Eagle Pass Independent School District (EPISD) to contract for the services of **CHARTER BUS TRANSPORTATION** for use by the EPISD Athletic and Music Departments to meet the 2009-10 school year out of town travel transportation requirements for participation in their University Interscholastic League (UIL) activities.
- 1.2 The scope of the services will entail the furnishing of **CHARTER BUS TRANSPORTATION SERVICES** to and from the specified and additional destinations as needed by the EPISD. These services will include same day, roundtrip service and may include but not be limited to overnight trips.
- 1.3 All proposals for the services of **CHARTER BUS TRANSPORTATION** will be accepted until **THURSDAY, APRIL 23, 2008 AT 3:00 P.M.** The vendor's proposal should comply with the specifications and requirements as outlined in this request for proposal.

2.0 PROPOSAL SPECIFICATIONS AND REQUIREMENTS

- 2.1 **PROPOSALS** - All proposals must be submitted on the attached proposal sheet. All proposals must be submitted in the order specified on the proposal checklist in order to facilitate the submission and evaluation of proposals.
- 2.2 **TOTAL COST** - All fuel, driver, mileage, cleaning, and miscellaneous expenses must be included with the total proposed cost.
- 2.3 **DRIVERS** - All drivers must be certified, licensed, and trained to conduct such transportation vehicles and perform the necessary services involved with charter services. **Deadhead mileage** must be included on all pertinent trips and indicated on the enclosed proposal sheet.
- 2.4 **CANCELLATIONS** - All cancellations must be done by either party in writing and in a timely manner no later than one (1) business day before the trip.
- 2.5 **RESERVATIONS** - All trips listed on this proposal must be reserved, upon approval from the EPISD Board of Trustees, based on the date and quantity of buses in order to meet the transportation needs of the EPISD.
 - 2.5.1 It is the intent of the EPISD to estimate the quantity of the buses and trips as accurately as possible. **Please note that in the attached proposal form the trips are outlined per destination, date, and quantity.**
- 2.6 **FLEET SIZE** - The successful vendor must provide a listing of their fleet size and reserve sufficient buses for use by the EPISD for all trips indicated in this proposal.
- 2.7 The charter bus company must provide buses with operating air-conditioning equipment and restroom facilities.
- 2.8 The buses must be mechanically capable of being used to and from extracurricular events outside of Eagle Pass, Texas.
- 2.9 **STORAGE** - All charter buses must be equipped with the necessary storage space for band instruments, sports equipment, uniforms, and other supplies. This should include but not limited to any overhead storage space.

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- 2.10 The charter bus service must include any and all necessary stops to and from the destination as requested by the accompanying teacher, director, coach, and/or EPISD representative.
- 2.11 The EPISD intends to contract and procure these services from the successful vendor via a purchase order and requires delivery of such services to the location and destination as specified on the purchase order or by the representative from the EPISD making the final arrangements for said services. **No deposits will be made by the EPISD prior to the date of the trip.**
- 2.12 The company must be authorized to conduct business in the State of Texas and the United States of America.
- 2.13 **PERMITS** - All necessary and required transportation permits must be current and active.
- 2.14 **LIABILITY INSURANCE** - Proof of liability insurance is required by the EPISD and must be submitted with this proposal.
- 2.15 **REFERENCES** - All vendors must submit a list of three (3) references with their proposal for the EPISD to contact during the evaluation process of their proposal pertaining to their history with the vendor. It is preferred that the references be from other school districts.

3.0 SELECTION CRITERIA

- 3.1 The evaluation of the proposals will be based on the following factors.
 - Overall Cost
 - Adherence to Specifications and Requirements
 - Service History of Vendor
 - Vendor Experience and Qualifications for Services
 - Other Factors considered relevant by EPISD
- 3.2 The Department of Purchasing of the EPISD will use the above referenced criteria to recommend the best value to the EPISD Board of Trustees.
- 3.3 **REJECTION OF PROPOSAL** - The EPISD reserves the right to reject any or all proposals and it is not the policy of the EPISD to award contracts for service on the basis of price alone; other controlling factors may be considered.
- 3.4 **AWARD OF PROPOSAL** – It is the intent of the EPISD to contract and award this proposal on an itemized basis, per trip listed, for a contract period of one (1) year with the EPISD reserving the right to modify the award of the proposal if necessary. **Additionally, all vendors participating in this proposal will be awarded as an approved vendor for those trips above and beyond the specified dates in this proposal in order to satisfy all bid requirements for said services.**

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4.0 SPECIAL NOTES

4.1 Please note that at the request of the EPISD all participating charter bus companies may be asked to provide a description of the buses proposed.

4.2 **ADDITIONAL TRIPS** - The EPISD reserves the right to contract the successful vendor to **provide additional services** for trips above and beyond the specified dates in this proposal. The successful vendor will be required to extend and provide similar or additional special discount pricing to the EPISD for such trips.

4.3 All sealed proposals must be **MAILED** to:

EAGLE PASS INDEPENDENT SCHOOL DISTRICT
DEPARTMENT OF PURCHASING
ARTURO SALINAS, DIRECTOR OF PURCHASING
1420 EIDSON ROAD
EAGLE PASS, TX 78852

4.4 All sealed proposals may be **DELIVERED IN PERSON** to:

EAGLE PASS INDEPENDENT SCHOOL DISTRICT
DEPARTMENT OF PURCHASING
ARTURO SALINAS, DIRECTOR OF PURCHASING
1654 VETERANS BLVD.
EAGLE PASS, TX 78852

4.6 Any questions or concerns regarding this proposal must be directed to **Arturo Salinas, Director of Purchasing**, at (830) 773-5181 or at the Eagle Pass ISD Department of Purchasing located at 1654 Veterans Blvd., Eagle Pass, Texas 78852.

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PROPOSAL CHECKLIST

1. Invitation to Bid Response
2. Non-Collusion Statement
3. Felony Conviction Notice
4. Debarment and Suspension Certificate Certifying Statement
5. Conflict of Interest Questionnaire (CIQ)
6. Deviation/Compliance Form
7. Out of State Certifying Statement
8. Historically Underutilized Business (HUB) Certifying Statement
9. Certification of Criminal History Record Information
10. Proposal Sheet (2.1)
11. Fleet Size (2.6)
12. Liability Insurance (2.14)
13. References (2.15)

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PROPOSAL SHEET

I. EAGLE PASS HIGH SCHOOL: FOOTBALL

TRIP NO.	DESTINATION	TRIP DATE	DEPARTMENT	BUS QTY.	UNIT COST	EXTENDED COST
1	San Antonio, TX	8/28/2009	Athletics	2	\$ _____	\$ _____
2	San Antonio, TX	10/2/2009	Athletics	2	\$ _____	\$ _____
3	Laredo, TX	10/9/2009	Athletics	2	\$ _____	\$ _____
4	Laredo, TX	10/24/2009	Athletics	2	\$ _____	\$ _____
5	Laredo, TX	11/5/2009	Athletics	2	\$ _____	\$ _____

II. EAGLE PASS HIGH SCHOOL: MUSIC

TRIP NO.	DESTINATION	TRIP DATE	DEPARTMENT	BUS QTY.	UNIT COST	EXTENDED COST
1	San Antonio, TX	8/03/2009	Music	1	\$ _____	\$ _____
2	San Antonio, TX	8/28/2009	Music	6	\$ _____	\$ _____
3	San Antonio, TX	10/2/2009	Music	6	\$ _____	\$ _____
4	San Antonio, TX	10/3/2009	Music	6	\$ _____	\$ _____
5	Laredo, TX	10/9/2009	Music	6	\$ _____	\$ _____
6	San Antonio, TX	10/10/2009	Music	6	\$ _____	\$ _____
7	San Antonio, TX	10/17/2009	Music	6	\$ _____	\$ _____
8	Laredo, TX	10/24/2009	Music	6	\$ _____	\$ _____

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9	San Antonio, TX	10/31/2009	Music	6	\$ _____	\$ _____
10	Laredo, TX	11/5/2009	Music	6	\$ _____	\$ _____
11	Laredo, TX	11/13/2009	Music	6	\$ _____	\$ _____
12	Laredo, TX	11/14/2009	Music	6	\$ _____	\$ _____
13	Laredo, TX	11/20/2009	Music	6	\$ _____	\$ _____
14	Laredo, TX	11/21/2009	Music	6	\$ _____	\$ _____
15	San Antonio, TX	12/4/2009- 12/5/2009	Music	2	\$ _____	\$ _____
16	Austin, TX	12/8/2009	Music	1	\$ _____	\$ _____
17	San Antonio, TX	1/15/2010- 1/16/2010	Music	2	\$ _____	\$ _____
18	San Antonio, TX	2/20/2010	Music	1	\$ _____	\$ _____
19	New Braunfels, TX	3/13/2010	Music	2	\$ _____	\$ _____
20	San Antonio, TX	3/27/2010	Music	2	\$ _____	\$ _____
21	Kingsville, TX	3/27/2010	Music	1	\$ _____	\$ _____
22	McAllen, TX	4/3/2010- 4/5/2010	Music	2	\$ _____	\$ _____
23	San Antonio, TX	4/6/2010- 4/8/2010	Music	5	\$ _____	\$ _____
24	San Antonio, TX	4/24/2010	Music	1	\$ _____	\$ _____

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25	Laredo, TX	4/24/2010	Music	2	\$ _____	\$ _____
26	Harlingen, TX	4/16/2010- 4/17/2010	Music	1	\$ _____	\$ _____
27	San Marcos, TX	4/16/2010- 4/17/2010	Music	2	\$ _____	\$ _____
28	Zapata, TX	5/8/2010	Music	2	\$ _____	\$ _____

III. C.C. WINN: FOOTBALL

TRIP NO.	DESTINATION	TRIP DATE	DEPARTMENT	BUS QTY.	UNIT COST	EXTENDED COST
1	Laredo, TX	9/11/2009	Athletics	2	\$ _____	\$ _____
2	Laredo, TX	10/23/2009	Athletics	2	\$ _____	\$ _____
3	San Antonio, TX	11/6/2009	Athletics	2	\$ _____	\$ _____

IV. C.C. WINN: MUSIC

TRIP NO.	DESTINATION	TRIP DATE	DEPARTMENT	BUS QTY.	UNIT COST	EXTENDED COST
1	San Antonio, TX	8/3/2009	Music	1	\$ _____	\$ _____
2	Laredo, TX	9/11/2009	Music	6	\$ _____	\$ _____
3	San Antonio, TX	10/3/2009	Music	6	\$ _____	\$ _____
4	San Antonio, TX	10/10/2009	Music	6	\$ _____	\$ _____
5	San Antonio, TX	10/17/2009	Music	6	\$ _____	\$ _____
6	Laredo, TX	10/23/2009	Music	6	\$ _____	\$ _____

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7	San Antonio, TX	10/31/2009	Music	6	\$ _____	\$ _____
8	San Antonio, TX	11/6/2009	Music	6	\$ _____	\$ _____
9	Laredo, TX	11/13/2009	Music	6	\$ _____	\$ _____
10	Laredo, TX	11/14/2009	Music	6	\$ _____	\$ _____
11	Laredo, TX	11/20/2009	Music	6	\$ _____	\$ _____
12	Laredo, TX	11/21/2009	Music	6	\$ _____	\$ _____
13	San Antonio, TX	12/04/2009- 12/05/2009	Music	2	\$ _____	\$ _____
14	Austin, TX	12/08/2009	Music	1	\$ _____	\$ _____
15	San Antonio, TX	1/15/2010- 1/16/2010	Music	2	\$ _____	\$ _____
16	San Antonio, TX	2/20/2010	Music	1	\$ _____	\$ _____
17	New Braunfels, TX	3/13/2010	Music	2	\$ _____	\$ _____
18	San Antonio, TX	3/27/2010	Music	2	\$ _____	\$ _____
19	Kingsville, TX	3/27/2010	Music	1	\$ _____	\$ _____
20	McAllen, TX	4/3/2010- 4/5/2010	Music	2	\$ _____	\$ _____
21	San Antonio, TX	4/6/2010- 4/8/2010	Music	5	\$ _____	\$ _____
22	San Antonio, TX	4/24/2010	Music	1	\$ _____	\$ _____
23	Laredo, TX	4/24/2010	Music	2	\$ _____	\$ _____

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24	Harlingen, TX	4/16/2010- 4/17/2010	Music	1	\$ _____	\$ _____
25	San Marcos, TX	4/16/2010- 4/17/2010	Music	2	\$ _____	\$ _____
26	Zapata, TX	5/8/2010	Music	2	\$ _____	\$ _____

NAME OF COMPANY