

EXETER TOWNSHIP SCHOOL DISTRICT
PRE-PROPOSAL MEETING
REQUEST FOR PROPOSAL FOR STUDENT TRANSPORTATION
June 27, 2019 10:00 AM

The following bus contractors had representatives in attendance: Krapf Bus Company (Alison Sload), Eshelman Transportation (Preston Eshelman, Scott Eshelman Frank Moyer), BCIU (George Longridge, Eric Clemmer, Gary Schumacher), Student Transportation of America (STA) (Dan Fiorilli), Krise Transportation (Tim Krise), and Brandywine Transportation (Lisa Schroy).

Others in attendance included Dr. Wayne McCullough, PA Association of School Business Officials/Consultant to Exeter Township School District, Anne Guydish, ETSD Director of Finance, Robert Phillips, ETSD Superintendent, Patrick Winters, ETSD Assistant Superintendent, Michael Jupina, ETSD Board Member, Dave Hemberger, ETSD Board Member, Jerry Geleff, ETSD Board Member, and several Exeter Township School District employees and members of the public.

Dr. McCullough thanked everyone for attending the meeting. Dr. McCullough indicated that the purpose of the meeting is to review the request for proposal (RFP) document that was mailed to contractors; give contractors the opportunity to ask questions related to the RFP; and clarify any questions the contractors may have. Dr. McCullough asked that all contractors sign in. The format of the meeting is to highlight certain items in the request for proposal and then allow contractors to ask questions. Minutes of the meeting will be issued early next week. The minutes will become addendum #1 of this RFP. Contractors should acknowledge that they have knowledge of and received addendum #1 on the submittal page when the RFP is submitted.

Dr. McCullough highlighted the following items:

- Page 1 includes the scope of the Exeter Township School District operation including the fleet that is operated.
- Page 2 indicates the sealed proposals for contracted bus transportation services are due July 22, 2019 at 2pm at which time they will be opened. Contractors and the public can attend. District Administration and Dr. McCullough will be available after the proposal opening and contractors will have the opportunity to review the proposals.
- Page 5 lists the RFP time schedule. From the time the proposals are opened on July 22, 2019, an analysis of the proposals will take place comparing them to cost of current district operations. Interviews may be conducted August 12th through 23rd, and if needed, a public hearing will take place on September 17, 2019. If the school board decides to award a contract, a vote will take place on October 15, 2019, a regularly scheduled board meeting.

- Page 5 highlights that the RFP asks vendors to provide a one-time purchase price for the existing fleet. It is not a requirement but will be considered in the overall evaluation of the proposals. Vendors may say they are not interested in purchasing the fleet as it is not a requirement but it will be a consideration at the proposals are evaluated. Dr. McCullough also clarified that vendors are encouraged to provide price to lease a fleet. Contractors may have interest in this but it may be the manufacturer representative that would also provide vehicle lease pricing. The intent would be that it may be advantageous to the school district to continue as self-operated but instead of purchasing vehicles, the fleet could be leased.
- Page 7 highlights required certifications for all drivers.
- Page 10 discusses who will furnish the fuel. Since the District participates in a joint purchasing program for diesel and gasoline, the district would furnish the fuel that will be used by the contractor exclusively for Exeter Township school district transportation. Contractors are encouraged to price a propane fleet and the contractor would furnish the propane as well as provide propane storage to fuel the vehicles.
- Page 11 highlights that the District will have a full-time transportation supervisor to serve as a liaison with the contractor and will have primary responsibility to develop routes.
- Page 12 lists the evaluation criteria for the proposals. Contractors should address the criteria items listed so the district can evaluate them appropriately. The proposal should include detail about the contractor's experience, references, information and records on safety, and vehicle maintenance program. Information on the driver training program should be included in the proposal, specifically, year one training program which includes driver on-road training, but also soft skills that are necessary for a bus driver or aide to have.
- Paragraph 11 provides information on two-way radios; paragraph 13 provides information on digital surveillance systems; paragraph 15 provides information on driver uniforms; paragraph 16 addresses driver training; paragraph 17 addresses GPS. On the proposal page the contractors will list the systems that are being proposed as part of the RFP. Paragraph 19 is asking that all buses be equipped with strobe lights
- Page 15 details performance bond requirements. The District is asking that the contractor note the cost of the performance bond in the proposal. The District will have the option of crediting the cost of the performance bond and not require it (from year 2 and later) if at some point operations are settled and the contractor has been successful.
- Page 17 highlights insurance requirements and schedule B of the documents lists the required minimum insurance values.
- Page 18-19, paragraph 34 reviews penalties for lack of performance or under-performance.
- Schedule A lists the Daily Bus runs
- Schedule B lists the insurance values

- Schedule C is the PDE Vehicle Formula Allowance Worksheet used to provide subsidy to school districts in PA.
- The proposal form is for a period of five (5) years. The proposal form requests daily rates for the cost for the existing program, and add/(subtract) a full size bus, mini bus, wheel chair bus, and non-cdl van from the program. The proposal also requests information on the hourly rate of a bus/van aide, as well as field trip (includes athletic and other trips used by the school) cost on a per mile and/or per hour basis. In addition, the cost to subtract performance bond should be provided. This could be done only after year one if the contractor's operation is successful, and at the school board's discretion. The proposal form requires that the amount of the one-time payment to purchase the fleet which would be due within thirty (30) of the award of the contract. The proposal form should list a payment amount to purchase the existing bus depot/garage, or a monthly payment to lease the existing facility. If a contractor wishes to tour the facility they can make arrangements through Anne C. Guydish at acguydish@exetersd.org.
- A separate form is included for the contractor to propose pricing for a propane fleet, pricing for a vendor proposing a leased fleet to match existing fleet, and to list the manufacturer for routing software, surveillance system, GPS, and two-way radio system. This form also includes the certification by the contractor that the addendum(s) were received.
- Attached is the signature page for submittal, performance and payment bond template, and the non-collusion affidavit of contractor.

QUESTIONS FROM CONTRACTORS:

- 1) Mr. Fiorilli of STA requested the compensation package for all transportation personnel. Mrs. Guydish indicated she would provide this as part of addendum 1.
- 2) Mr. Fiorilli of STA asked if the route time includes pre-trip and post-trip inspections or is this the actual route time. Mrs. Guydish responded that it is included in the rated hours. Further clarification is that five minutes before and five minutes after the bus run are included in the ratings.
- 3) Mr. Fiorilli of STA asked about bus driver staffing levels during the past school year. Mr. Wegman, Supervisor of Transportation, indicated that District was getting pretty close to being fully staffed for routes but toward the end of the year a few drivers weren't available. It was not uncommon for the mechanic's helper and bus substitutes to be driving. On occasion, the supervisor and assistant supervisor had to drive as well. Mr. Fiorilli asked how many bus aides or monitors are employed by the school district. There are seven assigned bus aides.
- 4) Mr. Fiorilli asked what route software is being used. Mr. Bernhart, Assistant Supervisor of Transportation, indicated the District is using Transfinder.
- 5) Mr. Fiorilli asked what is facilitating the interest in outsourcing at this point. Dr. McCullough indicated the school board is interested in making sure the District is receiving best value in from a cost perspective. The current level of service is more than

satisfactory with the public. In today's tight economic situation for school districts the school board needs to make sure the best price is available and to compare current operation costs to potential values that can be added by outsourced services. Mr. Fiorilli asked if the school board will outsource if they feel it is the right move for the district. Dr. McCullough replied that if the school board feels that it is advantageous from a cost perspective, they would consider outsourcing.

- 6) Mr. Fiorilli asked if the transportation personnel are part of a bargaining unit. Mrs. Guydish indicated that they are part of the support bargaining unit affiliated with PSEA.
- 7) Mr. Krise asked what the timeline would be for a contractor to take over the operation if the school board made the decision to do so. Dr. McCullough replied that it would be for the 2020-2021 school year. It would be the start-up of the 2020-21 school year.
- 8) Mr. Krise asked if the alternate proposal for propane is open to replacement vehicles or is the District looking to replace the entire fleet. If so, is the preference to purchase, lease, or sell the fleet. Dr. McCullough indicated that the preference would be to allow the contractor to provide what the most economical and cost effective method would be for the contractor and District. The District hopes that the contractor would do the research and provide the best cost estimates to compare. Mr. Krise asked if the district is open to integrating propane over time versus transforming the entire fleet to propane at one time. Dr. McCullough indicated that the district may be interested in integrating propane buses over time.
- 9) Mr. Krise asked if the current routing program integrates with the current GPS system currently utilized. The District is not utilizing a GPS system.
- 10) Mr. Krise asked if the District would be open to a different transportation routing software to coincide with GPS technology. The District would be open to this.
- 11) Mr. Krise asked for a copy of PDE 1049. This will provide additional data. This will be included with Addendum 1.
- 12) Mr. Krise asked if a hand-held microphone with PA system be acceptable. Dr. indicated he believed so but just provide in detail what is being proposed.
- 13) Mr. Krise asked about vehicle #65, a cubed van that is not used for student transportation. Is this to be included in the purchase price of the fleet. Vehicle #65 is not to be included as part of the purchase of the fleet. This truck is used for marching band purposes. Mrs. Guydish indicated that as part of Addendum 1, the District will revise the vehicle list to reflect vehicles proposed to be purchased.
- 14) Mr. Krise asked for clarification on what buses are on order. Mr. Wegman indicated there are four buses ordered. There are two (2) 77 passenger buses, (1) 54 passenger bus, and (1) wheel-chair 28 passenger with (4) wheelchair positions with air-conditioning. Three buses are being traded; #15, #43, #63. The fleet list will be revised to include the new vehicles that are being purchased and sent with Addendum 1.
- 15) Mr. Krise asked if there has been a Phase 1 or Phase 2 been done in recent years. Dr. McCullough there has not and the purchase would be in as-is conditions.
- 16) Mr. Krise asked what is underground. Mr. Wegman indicated there is an underground diesel fiberglass tank with a 9,400 gallon capacity, and an underground gasoline fiberglass tank with a 2,000 gallon capacity. The tanks were installed in the early 1980's. There is a fuel monitoring system on the tanks. They are inspected every three

- years. At Mr. Eshelman's request, a copy of the last inspection will be provided with the addendum. Mr. Wegman added that the heating oil tank is above ground.
- 17) Mr. Krise pointed out one of the focuses in the RFP process was state formula. If the District will be doing the routing will the Contractor have input so that reimbursement is maximized. Mr. Krise pointed out that 4 or 5 buses have counts that have 20% capacity or less with greatest load. Dr. McCullough indicated that input on routes from the contractor is very important. In addition, the Auditor General's check on school district's is that they are running as close as possible to state formula so the contractor should evaluate the state formula as part of their pricing analysis. The District wants the contractor to have the opportunity to give their best price. Mr. Krise several buses that have lower counts of students riding. Mr. Wegman indicated they are non-public routes and the district does not have bus capacity sizes for regular routes that are less than a 54 capacity. Mr. Wegman added there may be location of pickup issue or the lights are necessary. Mr. Krise indicated that he was asking the question to find out if there were other reasons the District would be using a 54 capacity bus with a low load.
 - 18) Mr. Eshelman asked if the fleet is 100% owned by the school district. The District owns the entire fleet and there is not financing obligations. Mr. Eshelman asked about radio system rentals. The District owns the radio system and there is a tower repeater space rental with Triangle Communications.
 - 19) A question was posed if the transportation facility is shared with the facility department. Mr. Wegman responded that the transportation operates out of the facility but the facility department vehicles are serviced and inspected by the mechanics. It was clarified that the adjoining garage areas to the single bay garage are used for storage.
 - 20) The question was asked if some buses are parked outside of the facility. Mr. Wegman indicated that buses operate from and return to the bus garage.

Dr. McCullough asked that any additional questions be forwarded to Anne Guydish. Email address is acguydish@exetersd.org.

The pre-proposal ended at 10:40 am.

