INVITATION TO TENDER

FOR THE SUPPLY OF

STUDENT TRANSPORTATION SERVICES

Please note that the closing date for the submission of questions is
before 13:00, on March 24, 2016
to be emailed to: ghautcoeur@cefsk.ca

Responses to this Tender shall be in the hands of the undersigned:
Before 13:00, on March 31st, 2016
at the address below

Conseil des écoles fransaskoises
Attention: directeur des projets
1440 - 9th Avenue North, office 201
Regina, Saskatchewan (S4R 8B1)
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A. **Introduction**

The Conseil scolaire fransaskois n°310 (CSF) of the Conseil des écoles fransaskoises (CÉF) wishes to tender for the provision of student transportation services on the 17 regular routes set out in the attached Appendix “A”. The contract for these existing routes expires June 30th 2016. It should be noted that the routes listed in Appendix “A” are as of September 30, 2015 and may be subject to change.

The CSF wishes to enter into a contract for the period of **July 1, 2016 to June 30, 2021**. Bidders are also invited to quote for a two-year extension that may or may not form part of this contract, but will be considered by the CSF.

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<tr>
<th>Item</th>
<th>By Date</th>
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<tbody>
<tr>
<td>Request for tender on website</td>
<td>March 1, 2016</td>
</tr>
<tr>
<td>Final date for submission of service provider questions, before 13:00</td>
<td>March 24, 2016</td>
</tr>
<tr>
<td>Tender closing date, before 13:00</td>
<td>March 31, 2016</td>
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<tr>
<td>Final selection of service provider</td>
<td>April 22, 2016</td>
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B. REQUIREMENTS & SPECIFICATIONS

Services

1. a) Bidders shall tender for the provision of student transportation services on the routes set out in the attached Appendix, “A” which lists by service area the current school year bus route lengths (in kms) and number of students.

   b) Bidders must note that these routes and distances are as of September 2015. These routes and mileages may change at any given time throughout the term of the contract.

   c) Payments in each year of the contract will be based on actual kilometres and days travelled.

   d) Transportation services will be provided for each day in the year that students attend at school as set by the CSF for each school year.

2. Bidders shall tender for all the bus routes. Tenders for individual bus routes shall not be accepted.

3. a) The CSF reserves the right to change the routes, the number of routes and the size of bus required at any time it deems necessary to offer the appropriate services.

   b) If additional buses are required, they will be provided by the Bidder under the conditions and rates quoted.

4. Urban and rural routes to be traveled during the term of the agreement shall be as approved by the Transportation Department of Conseil des écoles fransaskoises n°310, by approximately August 20th of each year and revised by the CEF from time to time as required.

5. The CSF will consider a guaranteed minimum kilometers for some routes. Such guaranteed minimum kilometres must be clearly identified by the Bidder.

6. a) In addition to the regular student transportation services, the Bidder shall provide rates for co-curricular travel (travel to another school) and special events/extra-curricular transportation services within and outside of the CEF individual school attendance boundaries if requested by the CSF.

   b) The Bidder shall be paid at rates equivalent to those quoted for daily service for such co-curricular and extra-curricular transportation services.

   c) The CSF reserves the right to obtain these services from another source other than the Bidder.
Bus Requirements

7. The Bidder will be required to supply busses dedicated to regular route service that are no older than 10 years with mileage no greater than 300,000 kilometres.

8. Requests for extension to these requirements may only be requested in exceptional circumstances such as wheelchair accessibility busses and any substitution will be at the sole discretion of the CSF.

9. In the event a bus used for a regular route becomes unavailable, bidders are required to supply a spare bus within 24 hours.

10. The Bidders shall include mandatory strobe lighting, GPS sensor on all buses and provide cellular phones for each driver.

Service Centres

11. Bidders are required to service the school bus fleet at certified service/repair centres in Saskatchewan.

12. The Bidder will ensure that all parts needed to repair each bus are available as soon as possible and at the Bidder’s expense.

Special Equipment

13. a) If, during the period of this agreement, any modifications or installation of equipment is required due to a change in the law or applicable rules and regulations, such modification or installation shall be made by the Bidder as required.

b) Cost of such modifications or installations shall be borne by the Bidder and shall occur at certified service/repair centres.

14. a) Wheelchair accessible buses or vehicles shall be provided by the Bidder as required to transport students requiring such special transportation.

b) All wheelchair accessible buses must have emergency procedures and processes for emergency evacuation.

c) The CSF will pay on a case by case basis for costs to provide the required bus modifications if such costs are pre-authorized by the CSF.
Regulations, Permits and Licenses

15. Bidders are required to comply with CSF policies and procedures relative to student transportation services.

16. Bidders are required to comply with all applicable federal and provincial legislation including regulations and Ministerial directives, policy and guidelines issued from Saskatchewan’s Ministry of Education as amended from time to time.

17. The Bidder shall comply with and maintain valid permits and licenses as required by law for the execution of services and at all times and in every respect, comply with the standards and other requirements of all relevant laws, rules, and regulations of Canada, the Province of Saskatchewan, and all municipalities in which the buses will travel.

Independent Contractor

18. While performing services, the Bidder shall be an independent Contractor and not an officer, agent or employee of the CSF.

19. The Bidder shall be responsible for conforming with the provisions of all laws relating to hours of work, public holidays, annual vacation, minimum wages, contributions or deductions in respect to the Bidder or his servants, agents, or any other similar matters.

Subcontracting

20. Subcontracting of any routes must be approved in writing by the CSF and such approval may be unreasonably withheld.

Safety/Training Program

21. a) The Bidder shall plan and implement a comprehensive safety and ongoing training program for its drivers. The bidder is expected to address key risks related to bus condition (e.g. age of fleet, nature and frequency of maintenance), drivers (e.g. license status, training, supervision) and collisions (e.g. timely bus evacuation drills).


c) The cost of such safety program is to be borne by the Bidder.
Insurance and Indemnity

22. The successful Bidder will be required to provide, at its own expense, insurance as required by law including the following insurance:
   a) Saskatchewan Automobile Extension policy insuring all School buses owned or operated on behalf of the Bidder will have a limit of no less than Ten Million ($10,000,000.00) which includes all usual benefits covered by such form of policy;

   b) General Liability Insurance for bodily injury and/or death and/or damage to property of others with respect to the business of the Bidder and the provision of transportation services and including the school bus drivers endorsement, for a limit of no less than Ten Million ($10,000,000.00);

   c) Coverage for such other risks against which prudent Contractors providing similar services might reasonably be expected to insure in respect of which coverage is available and the CSF may request;

   and

   d) Such other insurance coverage required by the CSF.

23. Limits of no less than Ten Million ($10,000,000.00) of insurance as referred to in clauses 22(a) and 22(b) can be achieved under an umbrella policy or an excess liability policy.

24. The successful Bidder shall indemnify and save the CSF from and against all suits, claims, damages or demands to which the CSF might be subject as a result of injury or death of persons and/or damage to property resulting from negligence, carelessness, breach of statutory duty, or any other cause in the performance of the services delivered.

Bidder’s Personnel

25. For the protection of students, the Bidder shall be required to ensure that drivers and other persons who have contact with students and their families must be persons of good character and be medically fit to carry out all the functions of a school bus driver.

26. The Bidder shall be required to ensure that all drivers shall be qualified in accordance with the appropriate governmental laws and regulations and have a clear criminal records check including the vulnerable sector.

27. All drivers must be able to furnish a bond such as an accredited SGI Driver’s Abstract for the efficient performance of duties as a driver if required to do so by the CSF.
Other Personnel

28. a) In addition to such other management and supervisory personnel as may be required to perform services hereunder, the successful Bidder shall be required to designate one or two people as Project Director(s).

b) Project Directors shall be available during all working hours of school days, from the time of the first pick-up to the time of the last drop-off, for the purpose of handling problems and responding to questions. Project Directors must notify the school principals, the CÉF transportation department immediately; of accidents; when routes do not run for whatever reason (no driver, road conditions, weather, etc.); driver substitutions; route delays.

c) Project Directors shall have the authority to act in all operating matters covered by this agreement within the boundaries of provincial guidelines, CÉF procedures, policies and consultation with the CSF.

d) The Bidder shall provide the name and phone number of such Project Director(s) to the CÉF and school principals.

Per Kilometre Rate

29. a) Transportation services to be provided under these specifications shall be for regular and special needs student transportation services by bus.

b) The rate per kilometre shall be inclusive of all costs in the operation of the bus service.

c) Proposed prices must be all inclusive with PST, and GST being extra.

30. a) The Bidder shall indicate what, if any, adjustments in the price quoted will be made to the rates quoted as a result of changes in the price of fuel and the date effective.

b) It will be required of the successful Bidder and the CSF to mutually agree upon a fuel supplier and initial price per litre and that the Bidder shall provide a certified letter from the supplier to the CSF within 30 days of any change in fuel price if adjustments are to be made in the per kilometre rate charged.

Performance Bond

31. The successful Bidder shall provide a performance bond upon award of a contract in an amount equal to 50% of the annual contract amount renewed annually; the CSF will also accept a 10% irrevocable letter of credit.
Reporting to the CSF

32. The successful Bidder shall provide updated route maps/student list by September 30th of every year and when requested by the Transportation Department of the CÉF.

33. The successful Bidder shall, prior to the commencement of each school year, supply to the CSF:

   • a list of all drivers who will be, or may be, employed by the Bidder. Any changes to such a list shall be immediately reported to the CSF through the Manager of Transportation.

   • a copy of all the proposed bus routes revised according to the current enrolments.

   • a copy of their insurance policy, certified by the Bidder’s broker/agent.

   • a copy of their performance bond.

   • copies of all permits and licences.

   • a listing of current fleet vehicles including year, make and mileage.

   • Additionally, the successful bidder will contact each of the parents or guardians of the students with their bus number, designated stop location and pick-up and return home times at the start of the school year and throughout the year as changes are made to the routes.

   • Access to a web based routing software for current route and student information.

   • A bilingual interface (French & English) automated (talk, text & email) communication software (e.g. Synervoice, Delphin) for timely parent information such as bus delays or other important communications.

34. The Bidder shall provide additional reporting throughout the year as deemed necessary by the CSF in order to ensure that the Bidder is compliant with legislated requirements.

35. The Bidder shall keep daily passengers lists for all routes, including any extra riders (maximum 4 non-student or CÉF authorized riders per bus) and shall provide these lists to the Transportation Department of the CÉF upon request.
C. INSTRUCTIONS TO BIDDERS

Bidder’s Requests for Information

1. a) Any bidder requiring clarification regarding this tender should email their questions to: ghautcoeur@cefsk.ca. No phone calls will be accepted.

   b) All questions and answers will be posted on the Sask Tenders website.

   c) All requests for information must be submitted before **13:00, on March 24, 2016**.

Format of Submissions

The Bidder must submit the following:

1. a) The Tender Document is provided in Appendix B and shall be signed by, or on behalf of, the Bidder, in longhand with an original signature.

   b) Tenders by partnerships must be signed by all partners, followed by the designations of the partners signing.

   c) Tenders submitted by a company must specify the full legal name of the company, followed by the signatures of the duly authorized signing officers, the name of a contact person, and have the corporate seal affixed.

   d) If the required Tender Document is not utilized and not signed, the Tender will not be considered.

2. A detailed company profile describing the Bidder’s capability of providing student transportation services, including the following:

   - a description of management and staff and their roles,
   - the Bidder’s competitive advantage,
   - professional development programs offered to drivers,
   - current or planned efficiency measures,
   - a copy of the Bidder’s policy manual,
   - a description of vehicle maintenance programs,
   - automated parent communication systems and management (Synervoice, Delphin),
   - personnel practices and driver performance appraisal process,
   - the emergency procedures for all buses including wheelchair accessible buses,
   - a description of the service centers located in Saskatoon including the building, equipment and personnel in place,
   - details of a comprehensive safety and ongoing training for school bus drivers, including a driver’s handbook and all policies relating to safety,
the response time for having a replacement school bus or replacement drivers, if required, and availability of a spare school bus and spare drivers for excursions which may occur,

- a description of the Bidder’s interest in working with francophone school children and previous experience in providing service to children, and

- a list of any School Board(s) for which they have provided service, the length of time the Bidder has provided service to the School Board(s), a telephone number, and the contact name of the individual with whom they dealt. The CSF reserves the right to contact the School Board(s) identified by the Bidder for reference check purposes.

- Three (3) reference letters which address
  i. The bidder’s punctuality, commitment to quality of service and reliability; and
  ii. Positive interpersonal skills and relationships of the Bidder and the Bidder’s student transportation services business.

All documentation outlined above must be placed in a sealed envelope marked “STUDENT TRANSPORTATION SERVICES TENDER” and submitted before 13:00, on March 31, 2016 to:

Conseil des écoles fransaskoises  
Attention: directeur des projets  
1440 - 9th Avenue North, office 201  
Regina, Saskatchewan (S4R 8B1)

Terms and Conditions

1. The contract shall be effective from July 1, 2016, to June 30, 2021. Bidders are also invited to quote for a two-year extension that may or may not form part of this contract, but will be considered by the CSF.

2. Tenders must be submitted for all bus routes. Tenders for individual bus routes will not be accepted.

3. Verbal, telephoned or electronically submitted Tenders will not be considered.

4. The Conseil scolaire fransaskois (CSF) will not assume any responsibility or liability for costs incurred by any Bidder in the preparation of a Tender.

5. Tenders received after the specified closing time shall remain unopened and be rejected and returned.

6. It is the responsibility of all Bidders to read all instructions, information, requirements, specifications and terms and conditions of the Tender Document. If clarification is required, it is the Bidder’s responsibility to obtain such clarification.
7. Any revision to a submitted Tender must be in writing and received prior to the Tender closing date, and must be submitted in accordance with these instructions for submitted Tenders. Electronically transmitted revisions are not acceptable.

8. Tenders may be withdrawn at any time prior to the closing only by written notice to the directeur des projets.

9. Tenders are irrevocable after the time of closing, and are open for acceptance for a period of 45 days following the closing.

10. Upon acceptance of a Tender, the successful Bidder will be required to execute a written contract. The foregoing terms and conditions are mandatory and failure to fully meet any one of them wholly or in part will invalidate any response and will result in its rejection.

11. Incomplete tender submissions will be rejected. Minor or any criteria could be waived at the discretion of the CSF.
D. EVALUATION

1. a) The CSF shall be comparing Tenders. **Price shall not be the only criteria used to award the contract.**

b) The CSF will evaluate Tenders based on:

   i) the Bidder’s compliance with the “Tender Document”, these instructions, and the specifications; and

   ii) on criteria (not listed in order of priority) that include:

       - reputation of the Bidder,
       - experience of the Bidder in providing student transportation services particularly in the pre kindergarten to grade twelve education environment,
       - written safety procedures,
       - Bidder’s drivers and office staff ability to communicate in French and English with students, CÉF staff and parents,
       - Communications systems between drivers and dispatch office, and parents of students,
       - conditions of equipment,
       - response time for back-up vehicles and repairs,
       - fleet availability,
       - maintenance program,
       - driver training program,
       - driver performance appraisal program,
       - driver discipline policy,
       - safety compliance record from Provincial Governing Regulatory Body ie. SGI Carrier Profile,
       - insurance coverage policy,
       - average fleet age,
       - minimum route proposal, and
       - rate/pricing structure.

2. a) If the Tenders received show that, in the opinion of the CSF, contracting student transportation services is not feasible within the budget considerations of the CSF, consideration may result in no contract being awarded.

b) The CSF reserves the right to accept or reject the Tenders for any and all purposes including but not restricted to budget considerations and fewer than two Tenders being received by the CSF.
Conseil des écoles fransaskoises n°310
Routes that are open for tender bids must include all routes

<table>
<thead>
<tr>
<th>Location</th>
<th>Route</th>
<th>Bus size Sept 2016</th>
<th>Route distance Kms per day Sept 2016</th>
<th># of Students Sept 2016</th>
</tr>
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<tbody>
<tr>
<td>Saskatoon</td>
<td>1 through 14</td>
<td>72 passenger average</td>
<td>City routes</td>
<td>407</td>
</tr>
<tr>
<td>Dundurn</td>
<td>1</td>
<td>48 passenger</td>
<td>158 daily</td>
<td>9</td>
</tr>
<tr>
<td>Martensville</td>
<td>1</td>
<td>48 passenger</td>
<td>108 daily</td>
<td>8</td>
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<tr>
<td>Warman</td>
<td>1</td>
<td>48 passenger</td>
<td>126 daily</td>
<td>11</td>
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APPENDIX B

TENDER DOCUMENT
FOR THE SUPPLY OF
STUDENT TRANSPORTATION SERVICES

This Tender to provide student transportation services for the École Canadienne-française de Saskatoon, pavillon élémentaire and pavillon secondaire Gustave-Dubois of the Conseil des écoles fransaskoises n°310 as outlined in the “Request for Tenders”, for the 2016/17, 2017/18, 2018/19, 2019/20, 2020/21 school years is submitted on behalf of:

Name of Company: ________________________________

Signing Officer’s Name (Printed): _____________________________

Signing Officer’s Signature: _________________________________

Address: ________________________________________________

Telephone No.: __________________ Fax No.: __________________

Date: ___________________________

Rates:

I/we hereby agree to provide student transportation services to the Conseil des écoles fransaskoises n°310 in accordance with the following rates as indicated on the Bid Form:
Contract rates will be for the period starting on the first day of the 2016-2017 School Year and thereafter the rates will be adjusted as indicated below:

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<td>Rural Route (Per Km Rate)</td>
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<td>Urban Routes (Daily Rate)</td>
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<td>Pre-K Route (if applicable)</td>
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<td>Co-Curricular</td>
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<td>(IA/Home Ec)</td>
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<td>Special Events/Extra-Curricular</td>
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<td>Extra-Cur. waiting time rates</td>
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**GST IS NOT TO BE INCLUDED IN PRICES QUOTED.**

The Bidder is fully and solely responsible for the accuracy of the calculations it submits and no revisions or withdrawals will be allowed after the Closing Date.
Rebate for dead/lost kilometers as follows:

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
_____________________________________

Minimum route distance:

☐ Not required.

☐ Required at the designated minimum route kms as follows:

____________________________________

We agree to not charge for unloaded kms from the drivers’ home to their first pick-up if the unloaded distance is over _____ kms. The Conseil will not accept a value greater than 40 kms.

Fuel adjustment conditions and effective date

____________________________________

____________________________________

____________________________________

____________________________________

Proposed prices must be all inclusive with PST. GST is not to be included in price quote.

**Insurance:**

I/we hereby confirm the ability to provide a Saskatchewan Automobile Extension policy in the amount of ten million dollars ($10,000,000.00) as well as General Liability Insurance in the amount of ten million dollars ($10,000,000.00), to be deposited with the Conseil des écoles fransaskoises n°310 with the commencement of the contract.

**Carrier Profile:**

A copy of the SGI Carrier Profile Summary Report has been submitted with the Tender. If the Bidder does not have a SGI Carrier Profile, a Report of a similar nature may be submitted from the governing body applicable.
WCB Registration #: 

National Safety Code #: 

Performance Bond:  
The undersigned agrees, if awarded the contract, to furnish and deliver to the CÉF, within seven (7) days of written notification of contract award, a satisfactory performance bond in an approved form.

References: 
I/we hereby provide the following references:

1. Name: 
Address: 
Telephone: 
Relationship to Bidder: 

2. Name: 
Address: 
Telephone: 
Relationship to Bidder: 

3. Name: 
Address: 
Telephone: 
Relationship to Bidder: 
SIZE OF BUS AND YEAR OF BUS PROPOSED
***BIDS MUST INCLUDE ALL ROUTES (2016/17)***

<table>
<thead>
<tr>
<th>Location</th>
<th>Route</th>
<th>Bus Size</th>
<th>Year of Bus</th>
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This Tender is submitted with the understanding that:

1. The rates quoted herein will remain valid for forty-five (45) days following the closing date for receipt of Tenders.

3. The Conseil scolaire fransaskois n°310 retains the right to accept or reject any or all Tenders. The lowest or any Tender not necessarily accepted.

4. The close of receipt of Tenders is at **13:00, on March 31, 2016** to:

   Conseil des écoles fransaskoises  
   Attention: directeur des projets  
   1440 - 9th Avenue North, office 201  
   Regina, Saskatchewan (S4R 8B1)

Name of Company: ______________________________

Signing Officer’s Name (Printed): _____________________________

Signature: _____________________________________________________________________________

Position/Title: __________________________________________________________________________

E-mail: ________________________________________________________________________________

(SEAL)

Please mail or deliver Tenders in a sealed envelope, clearly marked  
Conseil des écoles fransaskoises  
Attention: directeur des projets  
1440 - 9th Avenue North, office 201  
Regina, Saskatchewan (S4R 8B1)