

S. BASIS FOR AWARD

1. It is the intention of the Pupil Transportation Office (PTO) to evaluate all bids and recommend to the Board an award for each individual route to the lowest responsive and responsible bidder(s), giving consideration to price and the criteria set forth in Board of Education of Howard County Policy 5220 (School Bus Contracts and School Bus Personnel).
2. It is the responsibility of the bidder to adhere to all requests for submittals in this document and to provide adequate information in order for the Board to evaluate the bidder's capability to fulfill the requirements of the bid(s).
3. Bids are to be executed on the form(s) provided and returned in sealed envelopes marked clearly Bus Bid. Telephone, telegraphic, and/or facsimile bids will be considered non-responsive and will not be accepted.
4. Bids will be submitted for the specified route(s) and/or block routes. Bidders who are submitting bids for bus routes are required to enter on the Bid Response Sheet the number of regular and/or special needs routes they are capable of accepting. **Failure to indicate the number of routes capable of acceptance shall be cause for rejection of the entire bid.** The Pupil Transportation Office shall be the sole determinant of which routes will be awarded to a bidder up to the number of regular and/or special needs routes the bidder has indicated they can accept.
5. Incomplete and/or late bids shall be considered non-responsive and will not be considered.
6. The Board reserves the right to award/reject any and all bids in the best interest of the Board.
7. A Bid Price sheet must be submitted in such a manner that it can be clearly interpreted by the Board.
8. Should a single bidder be low on multiple routes, the Board reserves the right to select which routes will be awarded the bidder.
9. Attachment 2 identifies the routes that are available. Attachment 2 also identifies the zones in which the routes are available. Routes that are marked with an asterisk (\*) are non-public special needs routes. Routes that are marked with a double asterisk (\*\*) are tentatively scheduled to be assigned a Homewood School trip. The Homewood School dismisses at 1:10 p.m. every Wednesday throughout the school year. Routes that are marked with a triple asterisk (\*\*\*) are tentatively scheduled to be assigned a Cedar Lane School trip. The current school year calendar and opening/closing times for the non-public schools will be provided as needed. All routes are subject to change as needed based on the needs of the school system. Attachment 3 (Howard County map) and Attachment 4 (Schools By Zone) identify the schools that comprises the six (6) zones as well as identifying the school locations throughout Howard County. Some crossovers between different zones may occur; however, they are kept to a minimum. Specific School Bus Routes will be assigned by the PTO on or before the first day prior to the first official day of school.
10. The PTO will make every attempt to minimize the amount of deadhead mileage for the contractor should any changes be necessary throughout the school year.
11. For individual routes, the basis for award shall be calculated in the following manner: Bidders shall quote their rate for live mileage and time per hour for the

first 55 miles and 5.0 hours. They shall also provide rates for live mileage and time that exceeds 55 miles and 5.0 hours. The extended rate may not exceed the base rate. The extended rates will be evaluated in the award. Specifically, all extended rates will be evaluated by adding one (1) hour and ten (10) miles such that the total time and mileage will be six (6) hours and 65 miles. **Bidders who submit price quotes in which the extended rates exceed base rates will be rejected for the route.**

For block routes, the basis for award shall be calculated in the following manner:

Bidders shall quote their rate for live mileage and time per hour for the first 55 miles and 5.0 hours. They shall also provide rates for live mileage and time that exceeds 55 miles and 5.0 hours. The rates will be applied to the average mileage and time for all routes. The extended rates will be evaluated in the award. Specifically, all extended rates will be evaluated by adding one (1) hour and ten (10) miles such that the total time and mileage will be six (6) hours and 65 miles. The averages are identified in Attachment 2.

12. "Live" time and mileage is defined as from the first pickup location to the last school in the morning and from the first school to the last drop-off in the afternoon. The rates bid shall be multiplied by the mileage and hourly rates established for each route as provided in Attachment 2. See Attachment 1 for an example of how the total cost will be calculated. Note that the extended rate is applied to the route mileage and time that exceeds 55 miles and 5.0 hours.
13. The time and mileage minimums and rates bid do not apply to extra routes that may be assigned including, but not limited to mid-day, work study/enclave, homeless and evening school/weekend trips and summer school routes. For Summer School routes, the minimum time and mileage will be 40 miles and 3.5 hours daily. Mid-day routes during the school year will be guaranteed 1.5 hours. Extended rates will be applied for all time and mileage beyond the stated minimums.
14. All successful bidders must be prepared to begin transportation services on the first day of school. If a successful bidder chooses to purchase a bus, the bidder must provide a statement indicating intent to purchase. Proof of purchase must be provided within fourteen (14) calendar days from award of the contract.
15. When the purchased bus becomes available, the PTO must conduct an acceptance inspection before the vehicle can be placed in service. If the vehicle will not be available before August 14, 2020, the contractor shall secure an approved spare and advise the PTO of the bus number prior to August 21, 2020. A financial adjustment of \$100.00 per operational day may be assessed if an approved bus meeting the vehicle specifications of the solicitation is not placed into service prior to October 1, 2020. If through no fault of the contractor a bus meeting the bid specifications cannot be secured in a timely manner, the \$100.00 per operational day fee may be waived.
16. All routes are subject to change based on the needs of the school system

#### T. CONTRACT AWARD

1. Contract award will be made by the Board of Education to the lowest responsible bidder who conforms to the specifications with consideration given to quantities involved, time required for delivery, purpose for which required, competency and responsibility of the bidder, the ability of the bidder to perform satisfactory service, and the plan for utilization of minority contractors.