

**TOWN OF OXFORD, CONNECTICUT
Board of Education**

REQUEST FOR PROPOSAL (RFP)

**TRANSPORTATION SERVICES TO PUBLIC AND PRIVATE SCHOOLS OUTSIDE
OXFORD, CT**

BID NUMBER: OPS2021-7-02

DUE: AUGUST 9, 2021

GENERAL PROVISIONS

The Board of Education for the Town of Oxford, Connecticut (hereinafter referred to as Board), is seeking proposals from qualified vendors to provide transportation services to students from Oxford, CT to a variety of public and private schools outside of Oxford. These services will provide transportation to the school in the morning and returning students to their homes in the afternoon.

Service Required

SCOPE OF WORK:

Summary

Oxford Public Schools is seeking proposals from vendors, schools, and agencies to transport students from Oxford homes to schools outside of Oxford in the morning and return students to their homes from the same schools outside of Oxford in the afternoon. It is anticipated that vendors may submit proposals for either all transportation runs or a subset of the requested runs. The award to the bid will be done in whole or subsets in the best interests of the district.

Anticipated Timeline

Bidders must provide transportation services beginning approximately August 19, depending on the school.

Required Bid Documents in Submission

1. Detailed proposal with quote and costs
2. Appendix A - RFP Signature Page
3. Appendix B - Route Details Cost Sheet
4. Company/Organization Details
5. Minimum of 3 references from similar Connecticut school districts
6. Proposed contract with necessary bid specifications identified below

Route Details

# of Students	Grade	Additional Requirements	School	School Address	School Hours	Anticipated Start Date**
2 students Total	3	Shared monitor	ACES Village School	31 Temple St., North Haven, CT 06473	M,T,R,F-8:30-2:30 & W-8:30-1:00	<u>8/19-8/28-EIBI Program: SY Start- 9/3</u>
Share with the run above	11	Shared monitor	ACES-SAILS School - EIBI Program	26 Old Post Rd., Northford, CT 06472	M,T,R,F-8:30-2:30 & W-8:30-1:00	<u>8/19-8/28-EIBI Program: SY Start- 9/3</u>
1	12	End Date is 9/22/21	ACES -Whitney Academy	205 Skiff Street, Hamden, CT 06517	M,T,R,F-8:30-2:30 & W-8:30-1:00	<u>9/3</u>
2 students total (poss.)	9		Ben Bronz Academy	141 North Main St., West Hartford, CT 06107	M-Th-8:00-4:00; & F- 8:00-2:15	<u>8/30</u>
Share w/run above inbound if possible	9	Shared monitor	Intensive Education Academy	840 N. Main St., West Hartford, CT 06117	M,T,R,F-8:00-2:45 & W-8:00-1:00	<u>9/1</u>
4 Students Total	12					
share w/ run above	10					
share w/ run above	12					
share w/ run above	10	Shared monitor	C.E.S.	25 Oakview Drive Trumbull, CT 06611	M-F-8:30-2:30	<u>8/26</u>
2 Students Total	10		Devereux Glenholme School	81 Sabbaday Lane, Washington, CT 06793	M-F 8:30-3:00/4:00	9/12
Share w/ run above	11		ArchBridge School	21 Arch Bridge Road, Bethlehem, CT 06751	M-F 8:30-2:00	8/26
1	6		Milestones Behavioral Services	339 Boston Post Road, Orange, CT 06477	M-F 8:30-2:30	8/26
2 Students Total	9	Wheelchair - Van w/shared monitor	St. Vincent's			
Share w/ run above if possible	K	Rear Facing Car Seat w/Monitor	Special Needs Center	95 Merritt Boulevard Trumbull, CT 06611	M-F-9:00-2:30	9/7

Specifications

- Provide a detailed proposal for services, that includes but is not limited to
 - Cost per child per route
 - Cost for additional services
 - Car seat
 - Specialized equipment
 - Adult monitor on the vehicle
- In addition to the detailed quote, submit OPS Route Cost Sheet - Appendix A
- Proposed contract for services, that includes but is not limited to
 - In the event schools are shut down preventing the need to transport students on a short term or long term basis the district reserves the right to to pause or terminate the contract without due penalty for payments made on days not used as long as 48 hours are provided to suspend or cancel services.
 - In the event that the student no longer requires transportation to the assigned school the district reserves the right to cancel or pause transportation services with 48 hour notice without due penalty for payments on future days not used.
 - In the event that school days are not needed due to inclement weather or other unforeseen circumstances the district is not responsible for payment on lost days or days not made up later in the year. Invoices are contingent on days in operation of in-person school and not a preset 180 day school year.
 - In the event the transportation services are delayed (due to vehicle or driver problems not related to traffic) causing a student to be late to school or be dropped off at home the district is eligible for a credit for that individual run.
 - The vendor agrees to have its drivers exercise all required safety precautions for wearing FaceMasks at all times and implement other necessary safety precautions in its vehicles aligned to the requirements of the State of Connecticut and/or the local health agency.

The successful contractor awarded this bid will acquire any necessary permits required for the Scopes of Work listed above.

1. PREPARATION OF PROPOSALS

Proposals shall be submitted as one PDF document clearly identified with the Bid Number **OPS2021-7-02**

2. BID SUBMISSION

Proposals shall be submitted via email to bids@oxfordpublicschools.org and clearly identified with the Bid Number **OPS2021-7-02**

3. BID TIME

Bids shall be received at the Oxford Board of Education, Central Office, prior to August 9 at 1:00pm. All bids will be opened and recorded by the Oxford Public School District Central Office on August 9 at 2:00 PM.

4. TOWN'S OPTIONS

The BOE reserves the right to award the requirement as one contract or multiple contracts depending on the best interest of the Town and the Board of Education.

The Town reserves the right to reject any or all bids and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Board of Education. The award shall be made after careful consideration of all factors including but not limited to price.

5. TAXES

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in bid prices. A BOE Tax Exemption Certificate shall be furnished upon request.

6. INQUIRIES

All inquiries regarding this request shall be answered up to the close of business on August 5, after which time no additional questions will be accepted. To ensure consistent interpretation of certain items, answers to questions the district deems to be in the interest of all bidders will be made available in writing on the district website.

All inquiries are to be directed to the bids@oxfordpublicschools.org. Answers to all received questions will be posted on the Oxford Public School District website

http://www.oxfordpublicschools.org/district_information/bid_notifications with the Bid # **OPS2021-7-02**.

After proposals are received, the district reserves the right to communicate with any or all of the bidders to clarify the provisions of Proposals. The district further reserves the right to request additional information from any bidder at any time after proposals are opened.

7. AWARD AND AUTHORITY

The vendor will be notified in writing the award of services in order to generate and sign the final contract.

8. PRICING

All prices quoted are to be firm for August 10, 2021 through August 1, 2022 following bid opening. The BOE is always interested in any and all cost reduction opportunities.

9. INVOICES

Individual original invoices shall be furnished to the Town. Statements are not acceptable for use as invoices.

Oxford Public Schools
Accounts Payable Department
462 Oxford Road
Oxford, CT 06478

TOWN OF OXFORD, CONNECTICUT

REQUEST FOR PROPOSAL (RFP)

Bid Response Submission Signature Page - Appendix A

BID NUMBER: OPS2021-7-02

DUE: August 9, 2021 1:00 PM

Total Cost _____

Signature Submission Page

Company Name

by (Signature)

Address

Print Name

Company Name

Title

Date

Route Details Cost Sheet- Appendix B (Required in Bid Submission)

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			I Services	06477			
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