

Notice to Bidders

REQUEST FOR COMPETITIVE BIDS FOR AFTERSCHOOL STUDENT TRANSPORTATION SERVICES

The Columbus Urban League, herein called CUL, invites competitive proposals for: Managing Student Transportation Services In and around Columbus, Ohio for afterschool pickup/drop-off and field trips. Afterschool programming is funded by Franklin County Board of Commissioners and administered by FCDJFS. Bid shall be delivered to the CUL Main Office at 788 Mt. Vernon Avenue, Receptionist area Front Desk or via email to glindsay@cul.org not later than 5:00 p.m., on Thursday August, 8, 2019. Each bid shall be in accordance with plans, specifications and other contract documents, dated August 7, 2019, and prepared by Youth and Family Empowerment Services Department of CUL, whose address is same as the above. Prospective bidders may receive RFP packets through any of the following methods:

- Pick up at CUL at the Receptionist Area Front Desk
- Download on CUL website at: <https://www.cul.org>
- Email glindsay@cul.org

No phone calls, please

No subcontractor may be awarded a contract or perform work on any student transportation services contract who does not have a BCI policy available for inspection and whose assigned driver(s) do not have an up-to-date BCI/FBI records check within the past 12 months on file with the company.

The Columbus Urban League, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and in compliance with Federal Grants Management Regulation (44 CFR 101.442, §200.320(d)) and related statutes, issued pursuant to such Act, hereby notifies all bidders that minority businesses will be afforded full opportunity to submit bids, and it will affirmatively insure that the contract entered into pursuant to this advertisement will be awarded to the lowest responsible bidder without discrimination on the grounds of race, color, sex, national origin, religion, age, or disability.

All questions regarding this RFP notice should be submitted in writing via email to glindsay@cul.org



Columbus
Urban League

Empowering Communities.
Changing Lives.



Fun | Relevant | Enriching | Scholastic | Holistic

Columbus Urban League
Afterschool Initiative

Transportation Request for Proposal

Agency Info

Columbus Urban League
788 Mt. Vernon Ave.
Columbus, Ohio 43203

Procurement Contact

Giselle Lindsay
Program Coordinator- FRESH Afterschool Initiative
Email: glindsay@cul.org

About FRESH Afterschool

The FRESH Afterschool Initiative takes a Fun, Relevant, Enriching, Scholastic, Holistic approach in delivering after school programming. We aim to engage TANF eligible and low to middle income students (grades 6-8) in activities that will supplement their academic learning. Academic activities include tutoring, tracking students' progress and identifying areas of improvement. In addition to academic support, FRESH provides participants with opportunities to develop and improve their life skills.

General Considerations

The bidder's responsibilities include, but are not limited to, the following: ensuring viable dispatch services, maintaining confidentiality of ridership information, & SPED accommodations (if required). Bidder shall not sub-contract services without written approval from CUL (Director of Youth & Family Empowerment Services). Please see **Proposal Specifications** below for more details.

Program Location

Sherwood Middle School
1400 Shady Lane Rd.
Columbus, Ohio 43227

Funding Opportunity

The FRESH Afterschool Initiative's funding is available due to a Grant awarded to the Columbus Urban League by Franklin County Department of Job and Family Services.



Franklin County
Board of Commissioners

**JOB & FAMILY
SERVICES**

Scope of Services

- Provide door to door transportation
- For Field Trips, provide up to 60 students and 6 adults from Sherwood Middle School to Specific Field Trip location (see grid).
- Transportation will be required at Sherwood Middle School on Monday – Friday starting at 5:45pm from 09-03/2019 through 05/28/2020
- Transportation will be required to depart from Sherwood Middle School by 6:00 pm to deliver students to their home location(s).
- Trip details subject to change within a 7-day notice
- Receive students from school at 2:50 pm
- Door-to-door transportation from trip location starting at 7:00 pm

Duties	Timeline
<p>Transportation for Experiential Learning Trip #1: Get Air Trampoline Park 3708 Fishinger Blvd, Hilliard, OH 43026</p> <ul style="list-style-type: none"> ○ Provide up to 60 students & 6 Adults with door to door transportation from Sherwood Middle School to Get Air Trampoline Park 	<p>Friday, September 27, 2019</p>
<p>Transportation for Experiential Learning Trip #2: Lynd Fruit Farm 9393 Morse Rd SW, Pataskala, OH 43062</p> <ul style="list-style-type: none"> ○ Provide up to 60 students & 6 Adults with door to door transportation from Sherwood Middle School to Lynd Fruit Farm 	<p>Friday, October 25, 2019</p>
<p>Transportation for Experiential Learning Trip #3: Young Chef’s Academy 425 Beecher Rd, Columbus, OH 43230</p> <ul style="list-style-type: none"> ○ Provide up to 60 students & 6 Adults with door to door transportation from Sherwood Middle School to Young Chef’s Academy ○ Door-to-door transportation from trip location starting at 7:00 pm 	<p>Friday, November 22, 2019</p>
<p>Transportation for Experiential Learning Trip #4: Otherworld 5819 Chantry Dr, Columbus, OH 43232</p> <ul style="list-style-type: none"> ○ Provide up to 60 students & 6 Adults with door to door transportation from Sherwood Middle School to Otherworld ○ Door-to-door transportation from trip location starting at 7:00 pm 	<p>Friday, December 13, 2019</p>

<p>Transportation for Experiential Learning Trip #5: Chiller Ice Rink 3600 Chiller Ln, Columbus, OH 43219</p> <ul style="list-style-type: none"> ○ Provide up to 60 students & 6 Adults with door to door transportation from Sherwood Middle School to Chiller Ice Rink ○ Door-to-door transportation from trip location starting at 7:00 pm 	<p>Friday, January 31, 2020</p>
<p>Transportation for Experiential Learning Trip #6: Eastland Lanes 2666 Old Courtright Road, Columbus, OH 43232</p> <ul style="list-style-type: none"> ○ Provide up to 60 students & 6 Adults with door to door transportation from Sherwood Middle School to Eastland Lanes ○ Door-to-door transportation from trip location starting at Time TBD 	<p>Friday, February 28, 2020</p>
<p>Transportation for Experiential Learning Trip #7: Ohio Theatre 55 E. State Street, Columbus, OH 43215:</p> <ul style="list-style-type: none"> ○ Provide up to 60 students & 6 Adults with door to door transportation from Sherwood Middle School to Ohio Theatre ○ Door-to-door transportation from trip location starting at Time TBD 	<p>Wednesday, March 11, 2020</p>
<p>Transportation for Experiential Learning Trip #8-10: Lincoln Theatre 769 E Long St, Columbus, OH 43203</p> <ul style="list-style-type: none"> ○ Provide up to 60 students & 6 Adults with door to door transportation from Sherwood Middle School to Lincoln Theatre ○ Door-to-door transportation from trip location starting at 7:00 pm 	<p>Thursday, March 19, 2020 Friday, March 20, 2020 Saturday, March 21, 2020</p>
<p>Transportation for Experiential Learning Trip #11: COSI 333 W. Broad St., Columbus OH 43215</p> <ul style="list-style-type: none"> ○ Provide up to 60 students & 6 Adults with door to door transportation from Sherwood Middle School to COSI ○ Door-to-door transportation from trip location starting at 7:00 pm 	<p>Friday, March 27, 2020</p>
<p>Transportation for Experiential Learning Trip #12: Skate Zone 71 4900 Evanswood Dr, Columbus, OH 43229</p>	<p>Thursday, April 9, 2020</p>

<ul style="list-style-type: none"> ○ Provide up to 60 students & 6 Adults with door to door transportation from Sherwood Middle School to Skate Zone 71 ○ Door-to-door transportation from trip location starting at 7:00 pm 	
<p>Transportation for Experiential Learning Trip #13: The Wilds 14000 International Rd, Cumberland, OH 43732</p> <ul style="list-style-type: none"> ○ Up to 60 students & 6 adults per trip ○ Trip details subject to change with a 7-day notice ○ Receive students from their homes at TBD pm ○ Door-to-door transportation from trip location starting at TBD pm 	<p>Saturday, April 25, 2020</p>
<p>Transportation for Experiential Learning Trip #14: Franklin Park Conservatory & Botanical Gardens 1777 E Broad St, Columbus, OH 43203</p> <ul style="list-style-type: none"> ○ Provide up to 60 students & 6 Adults with door to door transportation from Sherwood Middle School to Franklin Park Conservatory & Botanical Gardens ○ Door-to-door transportation from trip location starting at 7:00 pm 	<p>Friday, May 15, 2020</p>
<p>Transportation for Experiential Learning Trip #15: Lincoln Theatre 769 E Long St, Columbus, OH 43203</p> <ul style="list-style-type: none"> ○ Provide up to 60 students & 6 Adults with door to door transportation from Sherwood Middle School to Lincoln Theatre ○ Door-to-door transportation from trip location starting at 7:00 pm 	<p>Wednesday, May 27, 2020</p>

Anticipated Selection Timeline

Task	Date
Request for RFP	Thursday, August 1, 2019 - Friday, August 3, 2019
Proposals submitted to Columbus Urban League	By Thursday, 8, 2019
Selection & notification of top bidder	Monday, August 12, 2019
Transportation contract emailed to selected bidder	Tuesday, August 13, 2019
Signed contract returned to Columbus Urban League	Wednesday, August 14, 2019
Services will start	Tuesday, September 3, 2019
Notification to Unsuccessful Bidders	Friday, August 16, 2019

Any questions regarding the RFP should be emailed to glindsay@cul.org. No phone calls, please.

Submission of Proposals

Method	How
Mail or drop off submission to CUL Front Desk in Reception Lobby	Columbus Urban League ATTN: Giselle Lindsay 788 Mt. Vernon Ave. Columbus, Ohio 43203
Email submission	glindsay@cul.org

Service Requirements of Proposal

Submissions must include the monthly & total amount for transportation services, with cost breakdown for each type of service (program trip or field trip). The following format can be used.

	Program Days		Field Trip		Total
September 2019	19 x \$	+	1 x \$	=	\$
October 2019	19 x \$	+	1 x \$	=	\$
November 2019	15 x \$	+	1 x \$	=	\$
December 2019	12 x \$	+	1 x \$	=	\$
January 2020	17 x \$	+	1 x \$	=	\$
February 2020	18 x \$	+	1 x \$	=	\$
March 2020	16 x \$	+	5 x \$	=	\$
April 2020	15 x \$	+	2 x \$	=	\$
May 2020	18 x \$	+	2 x \$	=	\$
Grand Total	\$	+	\$	=	\$

For calculating monthly trip costs, please use the formula: number of programs days multiplied by bidder's costs, plus number of experiential learning trips multiplied by bidder's cost.

Proposal Specifications

Invoicing: CUL shall pay contractor within 30 days of contractor's monthly invoice for services rendered supported by reasonable documentation.

BCI Background Check Policy: Bidders will be required to provide a background check for each employee, who has care, custody or control of children, or clients. In Accordance with the Ohio Revised Code 2151.86 and CUL's current Background Checks Policy with states, "For employees, volunteers, consultants, interns, or contractors who have care, custody or control of children, or clients – background checks must be submitted annually." Current background check on file must have been completed within the past 12 months prior to the date(s) of service.

Pricing Options: Bidders can recommend a pricing option for alternative options they think is more practical for services rendered than the one described above.

Routes: Bidders will be responsible for creating best and most efficient routes possible and shall provide CUL with the routing specifications.

Route Rosters: Routing roster specifications, including riders' names and addresses, driver's name, and bus number shall be provided to CUL twice each month on the 15th and 30th day of service for each month from September 2019 – May 2020.

Additional Information: Each bidder must provide the following attachments as part of their proposal:

- **Attachment A:** Company Executive Summary/Qualifications (Maximum length: 2 pages). Should include company's experience with ridership population (i.e. middle schoolers) and knowledge of Columbus geographical area
- **Attachment B:** Company Overview/Fiscal Condition
- **Attachment C:** Company Organizational Chart
- **Attachment D:** Copies of all required licenses and certifications for selected drivers
- **Attachment E:** Certificate of liability insurance (the awardee will need to add a subrogation clause to their policy naming CUL an additional insured) and W-9 (October 2018 IRS W-9)
- **Attachment F:** Organizational Policies that address BCI (frequency of checks), Staffing policies (regarding selection methods, on-boarding for staff, etc.), safety & security policies, and staff training
- **Attachment G:** Cost/Pricing Model, company contact information, and RFP submission checklist (included with RFP)
- **Attachment H:** Please describe bidder's standards of safety (i.e. accident records, safety reports, safety training, etc.)

Selection Criteria

The Columbus Urban League will evaluate and determine the selected bidder based on a weighted evaluation for the following:

- Service Capability (20%)
- Price (25%)
- Reputation/Performance History (10%)
- Staff Selection/Training Plan (25%)
- Customer Service Methodology (10%)
- Minority Vendor (10%)