

**COLLEGE OF THE DESERT**  
**Request for Proposals**  
**Transportation Services**  
**Due November 17, 2010**  
**Prior to 3:00 P.M.**

Desert Community College District, (College of the Desert), invites proposals from qualified firms to enter into an agreement for the providing of Transportation Services to College of the Desert, 43500 Monterey Avenue, Palm Desert, CA 92260.

It is the desire of the District to engage a transportation company to provide Buses and Drivers that carry 48 and 56 passengers, Mini-Coaches that carry 25/28/32 passengers, Vans that carry 7/10/12 passengers with luggage and 14 passengers with no luggage.

**Requirements for Submittal**

1. Provide a company overview, years of related experience and professional background of principals.
2. The drivers must be appropriately licensed.
3. Desert Community College District (the District) teams, groups and personnel must arrive at the scheduled event on time. Any penalties or bills incurred by the District, because of bus mechanical malfunctions or breakdowns, or due to negligence of the driver, will be the responsibility of the bus company. The contractor must take into consideration weather conditions that will affect transportation time frames and communicate this to the person in charge of the trip.
4. In the event of mechanical malfunctions or breakdowns the contractor will be responsible for providing replacement transportation for the District, so that the traveling parties will arrive at the scheduled event on time and return to the District as scheduled. The cost of replacement transportation, all mechanical repairs and tow service will be the vendor's responsibility. The District will pay only the original bid price for the scheduled charter bus, mini coach or van.
5. All equipment and passenger accessories of the bus, like bathrooms or the VHS/DVD players and sound system, must be in excellent working condition. Bidders are expected to insure the requirements of the bid are met and the overall appearance and quality of bus requirements are met.
6. The bus must arrive 45 minutes before the time to depart to allow inspection and loading. All times and days of departure could be altered due to changes in game times. NOTE: Each trip will have an individual itinerary with specific departure and arrival times, number of passengers, etc which will be given to the contractor to schedule a trip.
7. Driver service is critical to this contract. The drivers must stay with the buses and transport the District's group and personnel to and from hotels, meals, contests and any other functions. The drivers must be available for contact at any time during the trip by cell phone. Driver behavior on the trip must be professional and safety while driving must be the highest concern, which includes use of any cell phone by the driver while driving to emergency situations.
8. Bid price must include all equipment, drivers, services, insurance, fuel, and any other expense, with the exception of lodging for the driver, necessary to fulfill the requirements of each trip. The District will not incur any additional cost above the vendor's stated price.

9. The District will reserve and pay for the hotel room for the driver on overnight trips.
10. Every driver must have a functioning cell phone at all times. Cell phone number must be provided to the District person in charge of the trip prior to the bus' arrival to the District for pickup. Bus drivers are not to use the cell phone for personal calls or other unnecessary telephone conversations while operating the bus.
11. The District shall be the sole judge of whether the bus bid is consistent with the technical specifications and/or general requirements of the bid invitation. If bid is rejected then the District will give a written report as to the issues of concern.
12. References may be required in the evaluation of this bid. References must include at least three (3) other school districts, business, or government/nonprofit organizations where the service being bid has been successfully provided by the bidder for the past three (3) years, which is similar to the service required by College of the Desert. References will be requested by the District if so desired.
13. In case of inclement weather, the District may cancel and reschedule one or more athletic events. The District may not be charged for failure to use the bus service on the scheduled day if the cancellation is due to inclement weather. The District will make efforts to reschedule the athletic event at a time where the contracted bus service will be utilized.

#### **Bus/Mini Coach/Van Specifications**

1. Must be model year 2002 or newer and equipped with anti-lock brakes. Bidder must list the models of the units that might be used for this contract.
2. Buses must seat 48/56 passengers. If additional buses are required the additional cost will be the same rate as the bid price. If the itinerary requires fewer than 48 passengers then the contractor may offer a smaller bus that meets all the other requirements of the contract. If the contractor and the District negotiate an acceptable lower price for the trip then the smaller bus may be used.
3. Must allow passenger use of cell phones while driving.
4. The exterior of the bus must be well painted and clean with no signs of damage.
5. The interior of the bus must be clean with upholstery and flooring in very good condition.
6. Restroom facility must be completely functioning and clean. Restrooms must be serviced as often as necessary to avoid offensive odors in the rear portion of the bus.
7. Air-conditioning and heating must be in excellent working order.
8. Overhead parcel racks inside the bus.
9. All buses must have under the bus storage/baggage compartments with locks.

10. All charter buses provided for the trips must be in good condition and meet all Department of Transportation Federal Highway Administration rules, regulations and guidelines. All maintenance records for buses to be provided must be available to the District for inspection.
11. If an inspection of your bus or buses is requested by the District, the inspection should take place within five (5) working days of the request. All inspections will occur on the campus of College of the Desert. The records for the bus or buses must be with the bus or buses at the time of inspection.
12. Vendor will be responsible for compliance with all DOT/FHWA regulations with regard to their service for College of the Desert charter bus service. If more than one (1) driver per bus is needed based on the itinerary, it is the vendor's responsibility to determine and anticipate this need.
13. Provide the following information for the firm's general liability and professional liability insurance policies:
  - Name of carrier
  - Policy Limits
  - Any deductibles
  - Number of years with carrier
14. Provide a schedule of fees or basis for determining the fees for transportation services.

### **GENERAL INFORMATION**

Submittals should be brief and concise, but provide sufficient clarity to meet the criteria to be used in the evaluation process.

All proposals must be signed by a representative of the firm with authorization to bind the firm by contract.

Each firm submitting should submit one original and 4 additional copies for a total submission of 5 packages.

Firms interested in submitting a proposal are directed not to make direct personal contact with members of the District's staff or the Board of Trustees. Any contact could constitute grounds for disqualification. All questions regarding this request for proposal shall be directed to Wade W. Ellis, CPA, Director of Fiscal Service, phone 760-773-2513, [wellis@collegeofthedesert.edu](mailto:wellis@collegeofthedesert.edu) or fax 760-341-8678.

This request for proposals does not commit the District to award a contractual agreement with any labor compliance consultant or to pay any costs incurred in the preparation of proposals. The District reserves the right, at its sole discretion, to accept or reject any or all proposals received as a result of this request.

All proposals are to be submitted to the District Fiscal Services Office, College of the Desert, 43500 Monterey Ave., Palm Desert, CA 92260 on or before 3:00 p.m., November 20, 2010. Electronic submittals will not be accepted. Each proposal will be judged upon its own merits and the decision of the District shall be binding on all participants.

## **SELECTION AND EVALUATION CRITERIA**

The criteria the District will use and consider evaluating each firm's response will be based solely on the information provided above.

Issued by College of the Desert

October 20, 2010

By Wade W. Ellis, CPA

Director, Fiscal Services