

WEST BASIN MUNICIPAL WATER DISTRICT**NOVEMBER 9, 2006 – Communications**

Little, No Quorum

NOVEMBER 27, 2006 – Board Meeting

Prepared by: Darryl Ramos-Young

Submitted by: Cheryl Friedling

Approved by: Rich Nagel

ACTION CALENDAR

BUS TRANSPORTATION CONTRACT AWARD
PLANET PROTECTOR WATER EXPLORATIONSSUMMARY:

A "Request for Proposals" (RFP) to provide bus transportation services for the Planet Protector Water Explorations school program was issued on November 3, 2006 with a proposal submittal date of November 13. This item was discussed at the November 9, 2006 Communications Committee meeting and due to the RFP submittal date, there was no staff recommendation at that time.

Staff received three charter bus company's proposals on November 13. Staff reviewed and evaluated the three proposals and conducted phone interviews. A summary of the proposals is attached as Exhibit A.

Staff is recommending that the contract be awarded to Pacific Coachways Charter Services, Inc. Pacific Coachways Charter Services, Inc. is a privately/family owned small corporation and a certified Metropolitan Water District Certified Small Business Enterprise. They have served as the bus transportation provider for the Planet Protector Water Explorations program for the past 10 years, with the District's students, teachers, and District staff commending the company as highly professional, reliable, and consistent in their service.

Pacific Coachways continues to remain a competitive bidder with the lowest price structure and highest standard for staff training, vehicle maintenance, and safety procedures for their fleet. The safety of teachers, students, and parent field trip chaperones is of paramount importance to them. Therefore, all buses and drivers possess Student-Pupil-Activity-Bus (SPAB) Permits. SPAB Permits are issued by the California Highway Patrol upon completion of rigorous background checks, driving tests, and vehicle inspections. In addition, the District's liability is protected by Pacific Coachways listing the District on their Certificate of Liability Insurance as an additional insured up to \$5,000,000.

For the Fiscal Year 2006-07 school year, Pacific Coachways will charge a flat rate of \$486.20 for the 5-hour roundtrip program, with an additional \$85.09 charge per hour prorated on a quarter hour basis. Due to the District's relationship and good standing with the company, such overtime charges are usually waived. There are 53 potential Planet Protector Water Explorations dates remaining for the 2006-07 school year. In addition, West Basin will be promoting and conducting this program for private schools. An additional 10 field trip dates to serve this audience could be offered for a total of 63 tour dates. This translates to approximately \$34,000 that will be paid to Pacific Coachways during this fiscal year, including a 10% contingency.

FISCAL IMPACTS:

Funds for bus transportation for the Water Explorations program are included in the Fiscal Year 2006-07 Public and Governmental Affairs budget.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

COMMITTEE STATUS:

This item was discussed at the Communications Committee on November 9, 2006. There was no quorum; Director Little suggested that this item be agendaized to the November 27, 2006 Board meeting as an Action item for consideration.

RECOMMENDED MOTION:

That the Board authorizes the General Manager to award a contract to Pacific Coachways Charter Services, Inc. for transportation service from December 1, 2006 through June 29, 2007 for a total contact amount not-to-exceed \$34,000.

LIST OF EXHIBITS:

Exhibit "A" – RFP Summary

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