



WEST BASIN MUNICIPAL WATER DISTRICT
17140 S. Avalon Blvd., Suite 210
Carson, CA 90746

AGENDA NO. 18

AUGUST 5, 2009 – Communications
Gray (Chair), Kwan
AUGUST 24, 2009 – Board Meeting
Prepared by: Darryl Ramos-Young
Submitted by: Ron Wildermuth
Approved by: Rich Nagel

ACTION CALENDAR

BUS TRANSPORTATION CONTRACT AWARD

SUMMARY:

West Basin Municipal Water District (West Basin) offers a free Water Explorations Program, which is held at the Edward C. Little Water Recycling Facility, to schools within West Basin's service area along with free bus transportation.

On June 23, 2009, a "Request for Proposals" (RFP) was issued to provide school bus transportation services for the Water Explorations Program for a two-year contract. For a number of years, this has been a one-year contract. Each year we receive two proposals, with one of the proposals not meeting one of the Board's requirements for seat belts; subsequently, we enter into a contract with the same charter service each year and decided it would be beneficial to issue a two-year contract.

This year we received proposals from two charter bus companies by the July 10 deadline. Only one of the proposals met all the RFP requirements for school bus vehicles with seat belts. As a result, staff recommends 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 West Basin Water Explorations Program for the past 13 years, with students, teachers, and West Basin staff commending the company as highly professional, reliable, and consistent in their service.

Pacific Coachways has a school bus fleet with the required safety restraints requested by the West Basin Board of Directors. Pacific Coachways also has a high standard for staff training, vehicle maintenance, and safety procedures. 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, West Basin's liability is protected by Pacific Coachways listing West Basin on their Certificate of Liability Insurance as an additional insured up to \$5,000,000.

For the Fiscal Year (FY) 2009-10, Pacific Coachways will charge a flat rate of \$410 for the five-hour education program, with an additional \$85 charge per hour prorated on a quarter hour basis. For the FY 2010-11, Pacific Coachways has proposed charging a flat rate of \$425 for the five-hour education program, with an additional \$90 charge per hour prorated on a quarter hour basis. Due to West Basin's relationship and good standing with the company, such overtime charges are usually waived.

There are 110 potential Water Explorations dates to be scheduled each year. This translates to approximately 220 field trip dates, and \$91,850 that will be paid to Pacific Coachways during the two-year contract.

STRATEGIC BUSINESS PLAN IMPLEMENTATION:

Goal 6, Communications - Engage in effective two-way communications of West Basin's programs and policies with the customer agencies and communities we serve.

COMMITMENT STATEMENT:

Customer Service – West Basin is committed to providing value by understanding and meeting the needs of our customers and the communities we serve.

FISCAL IMPACTS:

Funds for bus transportation for the *Water Explorations* program are included in the Public and Governmental Affairs Budget Fiscal Year (FY) 2009-10, and will be incorporated in the budget for FY 2010-11.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

COMMITTEE STATUS:

This item was reviewed by the Communications Committee on August 5, 2009 and recommended for approval at the August 24, 2009 Board meeting.

RECOMMENDED MOTION:

That the Board authorizes the General Manager to award a two-year contract to Pacific Coachways Charter Services for transportation services from September 2009 through June 2011 in the amount of 91,850, plus a 10% contingency for a total not-to-exceed contract amount of \$101,035.

LIST OF EXHIBITS:

None.