



REQUEST FOR PROPOSAL
FOR
TRANSPORTATION SERVICE

Issue Date: June 24, 2025

RFP #: 02.06.24.2025

Please note that responses to this RFP must be received by July 1, 2025 by 4:00 PM Local Time (the Closing Date), either electronically at amy.kolesar@sturgeon.ab.ca or at the address below. Facsimile submissions not accepted.

**Attention: Amy Kolesar
Manager, Transportation Services
Sturgeon Public School Division
9820 - 104 Street Morinville, AB T8R 1L8**

Request for Proposal

Transportation Services has identified a need for a bus to complete transportation service for students registered in programs to and from their respective Sturgeon Public School Division schools, and other locations as required.

Terms and Conditions

- Any response not complying in full with the mandatory terms and conditions will be rejected.
- Proposals must include sufficient relevant documentation and provide a concise description of the vendor's ability to efficiently and effectively provide services required.
- This RFP should not be construed as a contract to order or purchase services or a call for tender and the rules regarding calls for tenders, submission of tenders and acceptance of tenders shall not apply.
- Sturgeon Public School Division shall not be liable for any costs incurred by a vendor in the preparation of or presentation of proposals.
- Responses may be withdrawn by written notice only to **Amy Kolesar, Transportation Services Manager** (amy.kolesar@sturgeon.ab.ca) prior to the closing date.
- The respondent agrees that by submitting a response, the response shall remain open for acceptance for at least a period of thirty (30) calendar days from the closing date of July 1, 2025.
- Transportation Services reserves the right to reject any or all responses and to accept any response.

Instructions

Vendors should carefully read the following document prior to submitting a proposal.

Please submit all relevant information for the provision of services required as per **Schedule A – Requirements** and as outlined in **Schedule C - Proposal Evaluation**.

Proposals that do not include completed **Section B – Relevant Contractor Information** and **Section D – Acknowledgement Form** will not be considered.

Responses will be received until **4:00 PM** on **July 1, 2025**. Responses submitted after this time will not be considered.

All responses must be submitted to **Amy Kolesar, Transportation Services Manager**, either electronically at amy.kolesar@sturgeon.ab.ca or to Central Office at 9820-104 Street Morinville, Alberta.

The respondent is fully and solely responsible for the accuracy of the calculations it submits, and no revisions or withdrawals will be allowed after the closing date.

Any questions regarding this request for proposals are to be directed to Amy Kolesar, Transportation Manager at amy.kolesar@sturgeon.ab.ca or at 780-939-4341 Ext 1238.

Evaluation

Stage One: An Evaluation Committee will screen each proposal to ensure the vendor's compliance with the requirements to this RFP as articulated in the Terms and Conditions and in the Schedules.

Stage Two: Proposals that meet the requirements in the initial screening will be evaluated as per **Schedule C - Proposal Evaluation**.

Stage Three: Interviews will be held with short-listed vendors, if required.

Stage Four: The Evaluation Committee will provide the results of the evaluation process with a recommendation to the Superintendent/CEO.

Stage Five: The successful candidate will be notified of the decision.

SCHEDULE A

Route Requirements

Regular Routes

- Transportation Agreements will begin August 28, 2025.
- 180 operational days in the 2025-2026 school year.
- The route operates for the Town of Legal and the Town of Morinville, including potential rural student bus stops.
- The route operates approximately 115 kilometers per day.
- The route services both Morinville Public and Four Winds School.
- The route is subject to modifications based on the needs of registered students and transportation requirements.

Minimum Requirements

- Three (3) references.
- Five (5) years of providing related student transportation service.
- Buses must meet the latest D-250 standards.
- Workers Compensation Board (WCB) insurance.
- Upon awarding of the contract, the following items will be required:
 - o Drivers abstract for the proposed regular and spare drivers of the school bus.
 - o Current criminal record and vulnerable sector check.
 - o Class 1 or 2 license with “S”- endorsement or MELT as required.
 - o Current registration and insurance

SCHEDULE B

Relevant Contractor Information

Contractor Information	
Name of Contractor:	
Address:	
Phone Number:	
Route of Interest:	
W.C.B. Standing:	
Bus Information	
Do you currently have a bus available?	
Make of Bus	
Model Type	
Seating Capacity	
Year of Manufacture	
Do you currently have a spare bus available?	
Driver Information	
Do you currently have a driver available?	
Do they have First Aid?	
Do they have S-Endorsement /MELT?	
Do you currently have a spare driver available?	

SCHEDULE C- Proposal Evaluation

Safety Program (25%)

Comprehensive description of Safety Program & evidence of safety record

- Safety Certification
- Does the program include how often it is reviewed?
- Is easy to read & understand?
- Evidence of the how the contractor applies the safety measures, as identified in their manual.

Previous Service (25%)

The vendor's experience with the Division (Operating or as a Contractor)

- Paperwork Compliance
- Bus Operator/Contractor Concerns
- Communication and Response
- Ability to respond to changing needs
- Cancellations (not related to inclement weather or mechanical concerns)
- Years providing service for the Division
- Relationship with families

References (10%)

Relevant and reputable to showcase relationships

- Shows positive working relationships
- Shows positive leadership skills
- Shows positive past services

Driver Availability (20%)

Operator and spare operator availability, as well as the company retention policies and ability to provide drivers as required.

- Do they have a bus operator listed for the route?
- Do they have a spare bus operator available?
- Has there been cancellations in the past due to no operator being available?

Proximity to the Community (20%)

The vendor's area of residence, and proximity to the community the route is established for.

- Do they reside in the attendance area of the route?
- Do they have other routes within the area?
- Is there support nearby incase assistance is required?
- Are there other indicators of community involvement?

SCHEDULE D

Acknowledgement Form

I/We have read the terms and conditions. I/We certify that the information provided in the response package is accurate and complete.

Signature: _____ Title: _____

Name: _____

Witness: _____

Signature: _____ Title: _____

Name: _____

Witness: _____

Company Name: _____

Address: _____

Postal Code: _____

Phone: _____

Email: _____

Date: _____