

May 15, 2013

ATTENTION: KRISTIN SEGNER  
ksegner@delawareonline.com  
NEWS JOURNAL PAPER

FROM: Christine Massey  
Phone (302) 995-8016 Fax (302) 995-8038  
Email – chris.massey@nccvt.k12.de.us

SUBJECT: Newspaper Ad for Bids & Proposals

BILL TO: New Castle County Vo-Tech School District  
1417 Newport Road  
Wilmington, DE 19804  
**Account #SD0212 Purchase Order \_\_\_\_\_**

PLEASE ADVERTISE: WEDNESDAY,  
WEDNESDAY,

**PLEASE PLACE THE FOLLOWING AD:**

The New Castle County Vo-Tech School District (NCCVTSD) is accepting sealed Bid Proposals for DISTRICT BUS SERVICES FOR THE 2013/14 SCHOOL YEAR.

BID #13-02 ATHLETIC BUS SERVICE	OPEN 10:00 A.M.
BID #13-03 ACTIVITY BUS SERVICE	OPEN 10:15 A.M.
BID #13-04 HOWARD INTER-CITY BUS ROUTE	OPEN 10:30 A.M.
BID #13-05 DELCASTLE/MARSHALLTON SHUTTLE BUS	OPEN 10:45 A.M.

These bids will be publicly opened in the District Board Room, 1417 Newport Road, Wilmington, DE, on date\_\_\_\_\_ at the times listed above beginning at 10:00 A.M. Bidding Documents and Specifications are available at the District Business Office, located at the above address or by contacting Christine Massey at (302)995-8016.

NCCVTSD reserves the right to extend the time and place of opening the proposals from that described herein. If an extension is needed, notice will be sent by certified mail, facsimile machine, or other electronic means, not less than two (2) calendar days prior to the proposed opening.

All qualified submissions will be reviewed and recommendations will be presented to the Board of Education at their next regularly scheduled meeting for final approval.

**Submissions by fax, email or any electronic devices WILL NOT be accepted.**

Jason S. Hale, Ed D, CPA  
Director of Business

**NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT**  
**Transportation Office**  
**1703 School Lane**  
**Wilmington, Delaware 19808**

MEMORANDUM

TO: Chris Massey  
FROM: Mark E. Wilson   
DATE: May 8, 2013  
RE: **NEW FOUR-YEAR BUS BIDS**

Enclosed are the bid specifications for new four-year contracts for Activity buses, Athletic buses, Inter-city bus routes and the Marshallton Shuttle. Each bid shall be valid for a one year time period with the option of being renewed for three additional years through negotiation between the contractor and New Castle County Vo-Tech School District.

I have enclosed a list of suggested contractors that these bids should be mailed to.

Thank you for your cooperation in this matter.

MEW/sg  
Enclosure

pc: Gerald Allen  
Jason Hale

## CONTRACTOR ADDRESS LIST

ADVANCED STUDENT TRANSPORTATION  
1400 FIRST STATE BLVD.  
WILMINGTON, DE 19804  
302-998-6726

BOULDEN BUS COMPANY  
32 HONEYSUCKLE DRIVE  
WILMINGTON, DE 19804  
302-998-5463

FIRST STUDENT  
750 STANTON CHRISTIANA ROAD  
NEWARK, DE 19713  
302-998-2848

KNOTTS, INC.  
700 WILMINGTON ROAD  
NEW CASTLE, DE 19720  
302-322-0554

STAPLEFORDS  
1402 DUPONT HIGHWAY  
P.O. BOX 68  
ST. GEORGES, DE 19733  
302-834-4568

**ACTIVITY BUSES  
2013-2014**

Buses are required as follows:

Delcastle	6 buses
Hodgson	5 buses
Howard	4 buses
St Georges	5 Buses

**Late Activity Buses**

All buses will leave each High School Building at approximately 6:00 P.M. and stop at convenience points throughout New Castle County as designated by the Transportation Supervisor. A typical Activity Bus run is one (1) to two (2) hours long. The Transportation Supervisor will provide bus route stops prior to the start of school. Bus stops will be adjusted by the Transportation Supervisor periodically to address the needs of the student population at each school. If necessary, at the option of the transportation supervisor, the time and the number of buses servicing each school may be adjusted.

**Early Activity Buses**

In addition to the late Activity Buses, each school may have early Activity Buses up to two (2) days per week. These buses would leave at 4:00 P.M. and follow the same routes as the late Activity Bus runs.

The schedule for the Activity Buses, for up to 170 days of service, will be forwarded to you by the Transportation Supervisor.

All buses must be a minimum of 72 passenger, meet the State of Delaware specifications and transportation rules and regulations for school buses. All drivers must be Certified as a Delaware School Bus Driver.

The Transportation Supervisor reserves the right to adjust departure times or cancel buses due to weather or unforeseen circumstances.

Bids are based on an hourly rate. The bus route time is figured on the point of departure at the school and the last stop on the bus run (WITH A 2.0 HOUR MINIMUM).

The contractor will submit billing, by school, at the end of the month listing the Purchase Order number, route, days, route hours, daily route cost, and grand total. **(In most cases the 2.0 hour minimum will cover the route cost.)**

Bids will be accepted for each individual school or for all four schools.

**HOURLY RATE FOR EACH BUS**

Delcastle \_\_\_\_\_

Howard \_\_\_\_\_

Hodgson \_\_\_\_\_

St Georges \_\_\_\_\_

**CONTRACT PERIOD:** Each vendor's contract shall be valid for a one (1) year period from the start of each school year. Each contract may be renewed for three (3) additional years through negotiation between the contractor and the New Castle County Vo-Tech School District. Negotiation must be initiated no later than sixty (60) days prior to the termination of the current agreement.

**ATHLETIC BUSES  
2013-2014**

Buses are required for the following schools:

Delcastle Technical High School  
1417 Newport Road  
Wilmington, DE 19804

Hodgson Vo-Tech High School  
2575 Summit Bridge Road  
Newark, DE 19702

Howard High School of Technology  
401 East 12th Street  
Wilmington, DE 19801

St. Georges Technical High School  
555 Hyetts Corner Road  
Middletown, DE 19709

All buses will leave each High School building for Athletic Events as early as 1:30 P.M., Monday through Friday, and various times on Saturdays and Sundays. The buses will return to the School immediately following the Athletic Event. An athletic schedule will be provided prior to the start of each Athletic Season (Fall, Winter, Spring). Approximately 70 bus trips for each school will be scheduled during each season.

All buses must be a minimum of 72 passenger, meet the State of Delaware specifications and transportation rules and regulations for school buses. All drivers must be Certified as a Delaware School Bus Driver.

At the end of each Athletic Season, the School District shall have the option of continuing the contract for the next Athletic Season for that year, or rebidding the contract for the balance of the year.

Bids will be accepted for each individual school or for all four schools.

**BIDS ARE TO BE BASED ON THE FOLLOWING RATE:**

Zone I

All trips within New Castle County will be based on a single flat rate for all athletic trips.

Zone II

All trips outside of New Castle county will be based on an hourly rate. This includes a drive time rate and layover rate. The trip time is based on the time the bus departs the school and returns to the school (excluding travel time to/from bus yard).

Delcastle

Zone I Rate \_\_\_\_\_

Zone II Rate \_\_\_\_\_

Drive Time \_\_\_\_\_

Layover \_\_\_\_\_

Hodgson

Zone I Rate \_\_\_\_\_

Zone II Rate \_\_\_\_\_

Drive Time \_\_\_\_\_

Layover \_\_\_\_\_

Howard

Zone I Rate \_\_\_\_\_

Zone II Rate \_\_\_\_\_

Drive Time \_\_\_\_\_

Layover \_\_\_\_\_

St. Georges

Zone I Rate \_\_\_\_\_

Zone II Rate \_\_\_\_\_

Drive Time \_\_\_\_\_

Layover \_\_\_\_\_

Transportation Supervisor or the Athletic Director shall have the option to adjust the trip schedule due to weather or unforeseen circumstances that may affect the Athletic Event schedule.

The contractor will submit billing for trips by school at the end of each month listing the Purchase Order number, day, destination, team and cost for each trip. In addition, Zone II trips must also include the number of drive time hours and layover time hours. The cancellation charges shall be one-half (1/2) the rate of a Zone I trip, and only if the Athletic Director fails to cancel the bus one hour prior to its scheduled arrival time at the school.

**CONTRACT PERIOD:** Each vendor's contract shall be valid for a one (1) year period from the start of each school year. Each contract may be renewed for three (3) additional years through negotiation between the contractor and the New Castle County Vo-Tech School District. Negotiation must be initiated no later than sixty (60) days prior to the termination of the current agreement.

Any questions will be addressed by Mark Wilson, District Transportation Supervisor, by calling 994-8544

MEW/sg  
4/10/13

**SHUTTLE SERVICE DELCASTLE/MARSHALLTON 2013-2014**

This bid should address the following:

An example of the schedule for the Delcastle/Marshallton Shuttle is as follows:

Departure Time & #	Delcastle	Marshallton
7:35	5 (Leave at 7:35 Bell)	0
8:24	0	1
9:07	0	2
9:18	2	0
9:57	0	1
10:04	1	0
10:39	0	4
10:47	2	0
11:20	2	0
11:26	0	1
12:10	4	0
12:50	2	0
12:46	0	1
1:35	2	0
2:19	0	5

The first four shuttles will leave Delcastle at 7:35 a.m. and then follow the above schedule with the required number of buses for each location. At 2:19 p.m. five buses will leave Marshallton and drop the students at the bus port. **There may be as many as 38 runs per day due to freshman orientation.**

New Castle County Vocational-Technical School District reserves the right to adjust the schedule and the number of buses at each location due to student population and class period changes.

In the event that the school has a half day, early dismissal or is canceled due to unforeseen circumstances, the contractor will be paid on a prorated basis.

The bus must be a minimum of 72 passenger, meet State of Delaware specifications, and transportation rules and regulations for Delaware School Buses. Provide a lift bus if required during the school year. The Transportation Supervisor reserves the right to alter the days and hours to meet the needs of schools involved. All drivers must be Certified as a Delaware School Bus Driver.

**SHUTTLE SERVICE DELCASTLE / MARHSALLTON BID**

April 10, 2013  
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The successful bidder will provide bus service for up to 178 days for this bid.

Rate per day \_\_\_\_\_

GRAND TOTAL \_\_\_\_\_  
(178 days x rate per day)

Additional Cost per run over 38 runs per day \_\_\_\_\_

The contractor will submit billing at the end of the month listing the purchase order number, the number of days and the total cost for the month.

**CONTRACT PERIOD:** Each vendor's contract shall be valid for a one (1) year period from the start of each school year. Each contract may be renewed for three (3) additional years through negotiation between the contractor and the New Castle County Vo-Tech School District. Negotiation must be initiated no later than sixty (60) days prior to the termination of the current agreement.

Any questions will be addressed by Mark Wilson, District Transportation Supervisor, by calling 994-8544.

MEW/sg  
4/10/13

## HOWARD HIGH SCHOOL OF TECHNOLOGY

### Inter-City Bus Route Bid 2013-14

This bid is to transport students to Howard High School of Technology between the one-mile and two-mile limit within the City of Wilmington. Each bus route will consist of six (6) to fifteen (15) stops and then proceed to the school. The morning bus routes would begin at approximately 7:00 a.m. and arrive at the school at approximately 7:30 a.m. The afternoon bus route will depart from the school at approximately 3:00 p.m., with the last stop occurring approximately 20 to 35 minutes later. The transportation supervisor will provide a list of stops for each of the routes.

The contractor will be responsible for providing three (3) buses to five (5) buses to be determined by the Transportation Supervisor after review of the enrollment levels and locations of students eligible for this service.

All buses must be a minimum of 72 passenger, meet the State of Delaware specifications and transportation rules and regulations for school buses. All drivers must be Certified as a Delaware School Bus Driver.

This bid is based on a per-trip basis. The trip encompasses an A.M. and P.M. run per route for a maximum of 178 days.

The contractor will submit billing at the end of the month listing the Purchase Order number, route, number of days, total route cost and grand total.

The Transportation Supervisor reserves the right to adjust bus schedules or cancel buses due to inclement weather or other unforeseen circumstances.

Howard school hours will have an 7:35 AM start time and a dismissal time of 3:00 PM

**DAILY COST PER ROUTE \_\_\_\_\_**

**CONTRACT PERIOD:** Each vendor's contract shall be valid for a one (1) year period from the start of each school year. Each contract may be renewed for three (3) additional years through negotiation between the contractor and the New Castle County Vo-Tech School District. Negotiation must be initiated no later than sixty (60) days prior to the termination of the current agreement.

Any questions will be addressed by Mark Wilson, District Transportation Supervisor, by calling 994-8544

MEW/sg  
4/10/13