



**Request for Information
Charter Sport and Activity Trips
For Rockwood School District High School Students**

Issue Date: September 2, 2014

Due Date: September 19, 2014

1.0 SUBJECT

The Rockwood School District (the District) is considering the addition of a second transportation vendor to supplement our District needs for after school charter bus service for high school sport and club activity trips.

The purpose of this Request for Information (RFI) is to gather information about the level of interest by student transportation service companies, the financial hurdles impacting the transportation companies when bidding this service, and the level of business required by companies to make this financially attractive.

2.0 DISCLAIMER

This RFI is issued solely for information and planning purposes only and does not constitute a solicitation. Responses to the RFI will not be returned. Responses to this notice are not considered offers and will not be accepted by the Rockwood School District to form a binding contract. Responders are solely responsible for all expenses associated with responding to this RFI. The responses received as a result of this RFI may be used to develop a Request for Proposal (RFP) which may result in an agreement and open purchase order issued to one or more successful vendors.

3.0 DESCRIPTION

The Rockwood R-VI School District is seeking information from student transportation carriers (bus companies) that may be used to issue a request for proposal for supplemental transportation services for high school athletic and activity events. Rockwood has four high schools competing in JV and Varsity sports for male and female athletes in addition to numerous non-athletic events that require student transportation in the afternoon (2:45 PM or later). Rockwood uses First Student as our primary contractor for the daily transportation of pre-K through 12th grade students. First Student does provide charter service for sports and student activity events however the directive from the district is daily transportation to and from home is their first priority. Contracting of supplemental transportation is being considered from a secondary contractor to ensure events are not delayed and students are provided safe reliable transportation in a Missouri approved school bus.



5.0 REQUIRED INFORMATION

This section enumerates information required to evaluate the interest in student transportation companies to provide this service, start-up costs that need to be considered, and availability of equipment and drivers.

- **Section 1 – Corporate Expertise**

Briefly describe company history in this industry and resources used to install, service, and support turf field installations.

- **Section 2 – Current Clients**

Please provide a list of high school and higher education installations in the St. Louis area or in the state of Missouri using your services for student transportation. Please indicate approximate number of trips serviced by client on a monthly basis.

- **Section 3 – Service Availability**

Briefly provide information about the resources currently available by your company. Please indicate number of drivers on staff that are available for trips at 2:45 PM and later during the weekday. Please indicate number of buses available by seating capacity and the age of each bus, video equipment provided, radios provided, GPS equipment etc.

- **Section 4 – Driver Availability**

Please describe driver qualifications and background checks completed on each driver. Describe recruiting efforts used to hire new drivers. How many drivers are currently on staff and could be available for afternoon trips.

- **Section 5 – Sample Cost Analysis**

Please describe the factors used to determine if rates are cost effective and profitable for your company. Are rates typically quoted as hourly or daily? Is there a minimum rate? How many trips per week per bus would be necessary to ensure this is profitable for your company?

- **Section 6 – Financial Considerations**

Please indicate if your company is currently financially sound. Example: revenue exceeds costs and company is profitable. Has your company ever filed for bankruptcy? If so, when?

- **Section 7 – Recommendations**

Please provide any recommendations that are viewed as critical requirements to be included in proposals for charter bus service.

- **CONTACT INFORMATION**

All inquiries for District requirements or distribution of information, brochures etc. shall be directed to the Point of Contact (POC) for this Request for Information. Responses will be made available to all interested parties.

Point of Contact:

William M. Sloan
Director of Purchasing and Transportation
Rockwood School District
111 East North Street
Eureka, MO 63025-1229
(636) 733.2032
sloanwilliam@rockwood.k12.mo.us

Please submit responses (3 copies) to my address listed above by 4:00 PM on September 19, 2014. You may also submit supplemental hardcopy materials such as brochures, etc. (3 copies each). Electronic copies are acceptable and can be emailed to me at the email address listed above versus providing hard copies.