

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with First Class Transportation for charter bus services.

BACKGROUND

Since 2002, First Class Transportation (formerly known as Sierra Stage Coaches, Inc.) has exhibited a satisfactory and proven record of service with the College. First Class Transportation provides personable customer service, allows ease in booking, and is accommodating when inevitable adjustments are required when coordinating group and event travel.

Request for proposals #20-30 was issued to procure charter bus services. Eight responses were received and evaluated by a team comprised of baseball and softball athletic coaches who determined the proposal submitted by First Class Transportation will provide the best overall value to the College.

IMPACT OF THIS ACTION

First Class Transportation will provide charter bus services on an as-needed basis to transport athletic teams and other college-related groups. By utilizing one provider with advance schedules, the College achieves a deeper discounted rate per trip.

BUDGET INFORMATION

The estimated annual expenditure is \$100,000 and will be funded by various departments' 2020-2021 operating budgets.

MONITORING AND REPORTING TIMELINE

The initial one-year award term will commence on September 1, 2020, with renewal options of four one-year terms.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

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ATTACHMENT NO. 1

**RFP 20-30 Charter Bus Services
Evaluation Summary**

Stated Criteria	Maximum Value	AFC Transportation	AJL International	Corporate Services	Empire Transportation	First Class Transportation	Western Motorcoach	Wynne Transportation
Qualifications and Experience of Firm	15.00	12.56	10.50	9.75	9.00	12.75	13.69	13.69
Qualifications and Experience of Drivers	20.00	13.31	17.25	15.5	17.25	18.50	18.75	17.50
Services and Performance	25.00	20.63	20.63	15.63	19.38	23.75	21.88	21.25
Existing Fleet	10.00	8.88	6.38	6.13	7.50	8.75	8.88	9.00
Value Added Services	5.00	4.44	2.81	4.31	1.94	4.50	4.44	4.44
Price Proposal	25.00	21.56	20.94	21.25	22.19	22.19	22.19	21.88
COVID-19 Safety Protocols	5.00	4.50	4.25	1.81	1.81	4.56	1.88	4.44
Total	100.00	85.88	82.76	74.38	79.07	95.00	91.71	92.20

Final Ranking

	Vendor Name	Total Score
1	First Class Transportation	95.00
2	Western Motorcoach	91.71
3	Wynne Transportation	92.20
4	AFC Transportation	85.88
5	AJL International	82.76
6	Empire Transportation	79.07
7	Corporate Services	74.38