

Purchase Request #9
Regular Board Meeting June 2, 2025
Consideration of Approval to Contract for Charter Bus Services

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

Our athletic teams at the North and South campuses routinely need charter transportation during their seasons, and other campus groups, such as the Honors Program and talent search, have larger transportation needs for their yearly trips and events. Summer field trips and graduation transportation for faculty sometimes require larger modes of transportation.

Request for proposals (RFP) #25-24 was issued on March 13, 2025, to procure charter bus services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Three responses were received and evaluated by a team comprised of baseball and softball athletic coaches who determined the proposals submitted by First Class Transportation and Western Motorcoach, Inc. will provide the best value to the College.

IMPACT OF THIS ACTION

Charter bus services are needed on an as-needed basis to transport athletic teams and other college-related groups. By utilizing these providers with advanced schedules, the College achieves a deeper discount rate per trip.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$150,000 and will be funded from various departments' 2025-2026 operating budget and subsequent years budgets.

MONITORING AND REPORTING TIMELINE

The initial term will commence on September 1, 2025, through August 31, 2026, with four one-year renewal options.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

Angela Russell	281-998-6327	angela.russell@sjcd.edu
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RFP #25-24
Charter Bus Services
Attachment 1 - Tabulation

QUALIFICATIONS

#	Vendors	Section 1: Firm Experience	Section 2: Personnel Experience	Section 3: Scope Understanding	Section 4: Existing Fleet	Section 5: References	Section 6: Exceptions to T&C's	Total Points
	<i>Total Points</i>	<i>15</i>	<i>15</i>	<i>20</i>	<i>5</i>	<i>10</i>	<i>5</i>	<i>70</i>
1	First Class Transportation	13.80	13.50	18.25	4.30	10.00	5.00	64.85
2	Western Motorcoach, Inc.	13.46	13.28	17.75	4.45	7.40	5.00	61.34
3	US Bus Rentals Inc.	5.81	5.81	8.50	0.00	0.00	3.75	23.87

FINAL SCORES

#	Vendors	Qualification Score	Price Score	Final Score
	<i>Total Points</i>	<i>70</i>	<i>30</i>	<i>100</i>
1	First Class Transportation	64.85	28.17	93.02
2	Western Motorcoach, Inc.	61.34	30.00	91.34
3	US Bus Rentals Inc.	23.87	27.04	50.91