



**THE PUBLIC SCHOOLS OF BROOKLINE**  
BROOKLINE, MASSACHUSETTS 02445


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INTERIM SUPERINTENDENT OF SCHOOLS

MARY ELLEN NORMEN  
DEPUTY SUPERINTENDENT  
FOR ADMINISTRATION AND FINANCE

## Memorandum

**TO:** Finance Sub Committee  
Ben Lummis  
Mary Ellen Normen

**FROM:** Matthew J. Gillis, Director of Operations & Facilities 

**CC:** Evan Schwartz, Transportation Coordinator  
**CC:** David Geanakakis, Chief Town Procurement Officer  
**CC:** Richard Saville, Town Procurement Officer

**RE:** Bid Award – School Bus Transportation

**DATE:** February 25, 2020

On January 16, 2020, at 4:00 PM, Rick Saville, Procurement Officer, Dave Geanakakis, Chief Procurement Officer and I opened the bids submitted to the district for the contract of Regular School Day and Athletic/Field Trip Buses, & METCO Buses. The contract is structured in accord with MGL procurement laws and thus is a three-year initial contract with five individual option years PSB has the option to exercise, for a total maximum term of eight years. Here are the results.

BID Results	Eastern	Eastern	Local Motion	Eastern	Eastern
Year	Reg Day	METCO	METCO	Athletic and Field Trips	
FY21	\$ 496,800	\$ 328,000	\$ 306,680	\$ 400	\$ 140
FY22	\$ 518,400	\$ 341,000	\$ 312,000	\$ 420	\$ 150
FY23	\$ 540,000	\$ 353,800	\$ 317,320	\$ 440	\$ 160
Contract Total	\$ 1,555,200	\$ 1,022,800	\$ 936,000	Round Trip*	Hourly**
Low Bid	Yes	No	Yes	Yes	Yes
R&R	Yes	Yes	Yes	Yes	Yes

### Suggestion motions

- 1.) Move to award a new three-year contract to low responsive and responsible bidder, Eastern Bus Company, for regular school day bus services per their per diem bid, estimated not to exceed \$1,555, 200 for the next three years.

- 2.) Move to award a new three-year contract to low responsive and responsible bidder, Local Motion, for METCO bus services per their per diem bid, estimated not to exceed \$935,00 for the next three years.
- 3.) Move to award a new three-year contract to low responsive and responsible bidder, Eastern Bus Company, for Athletic and field Trip bus services per their bid not to exceed \$the hourly or annual bid price for the next three years.

The regular day school bus service and METCO bus both came in under what was initially budgeted for FY21. With very few exceptions, field trips are largely paid for by the PTOs. Athletics trips can be paid via the general fund and out of the athletic revolving fund.

### **New Contract Language Updates**

- 1.) New contract can extend to 8 years
- 2.) Solicited bids for electric buses, no bids received, longer contract term to encourage bid of electric buses
- 3.) Vehicle Limits, expanded in effort encourage competition and slow price increase(s)
  - a. Maximum age: increased to 6 years from 5 years
  - b. Maximum mileage: increased to 125,000 miles from 90,000
  - c. Note: Well maintained school buses can commonly last 10-12 years and exceed 250,000 miles in New England
  - d. School buses are inspected 3 times per year RMV
- 4.) Two-Way Radio Communication Required between Drivers and PSB Transportation Coordinator
- 5.) PSB gets GPS access to vendor buses providing service to PSB
- 6.) Dry run required before start of each school year
- 7.) Insurance coverage requirements go to \$6M/\$12M and \$2M from \$5M/\$10M and \$1M in prior contract 2015-2020

Bid Forms  
2020

# Bid Form A

## In Town Transportation

### Method of Award

#### TOTAL AWARD

The method of award will be the total contract price per category for the first three years of the contract. Option years have been exercised in prior contracts and may be exercised in the future, PSB reserves the right not to exercise the option if rebidding is deemed to be in the best interest of the Town of Brookline. The start time and dismissal times are not expected to change from the 2019-20 school year. The BHS early arrival and late bus BHS trips also expected to keep the same times. Monitors are used rarely and not part of determining the low bidder, but having price for the service when needed is required.

Per Diem Summary	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28
Base Routes	Contract	Contract	Contract	Option 1	Option 2	Option 3	Option 4	Option 5
K-8/BHS	460	480	500	525	550	575	600	625
Late Run (above 4 hrs of student ride time per vehicle)	270	280	290	300	310	320	330	340
Athletic/Field Trips	SEE BID FORM C			—	—	—	—	→
In Town – Drop Off Only	↓	↓	↓	↓	↓	↓	↓	↓
Round Trip	↓	↓	↓	↓	↓	↓	↓	↓
Out of Town Hourly Rate	↓	↓	↓	↓	↓	↓	↓	↓
Vendor supplied Monitor AM	150	160	170	180	190	200	210	220
Vendor supplied Monitor PM	150	160	170	180	190	200	210	220
Total	n/a	—	—	—	—	—	—	→

#### Service Category A: Regular Buses

\$ 460 Price Per Day x 6 Buses, (71 or 71+ Passenger, K-8 and BHS Trips) X  
180 Days = \$ 496,800 FY21 (Year 1) Annual Cost

\$ 480 Price Per Day x 6 Buses, (71 or 71+ Passenger, K-8 and BHS Trips) X  
180 Days = \$ 518,400 FY22 (Year 2) Annual Cost

\$ 500 Price Per Day x 6 Buses, (71 or 71+ Passenger, K-8 and BHS Trips) X  
180 Days = \$ 540,000 FY23 (Year 3) Annual Cost

Total Base Contract Regular School Year Busing \$ 1,555,200

**Service Category A: BID ALTERNATE ALL ELECTRIC BUS**

\$ 3,000 **ALTERNATE** Price Per Day x 6 Buses, (71 or 71+ Passenger, K-8 and BHS Trips) X 180 Days = \$ 3,240,000 FY21 (Year 1) Annual Cost

\$ 3,200 **ALTERNATE** Price Per Day x 6 Buses, (71 or 71+ Passenger, K-8 and BHS Trips) X 180 Days = \$ 3,456,000 FY22 (Year 2) Annual Cost

\$ 3,400 **ALTERNATE** Price Per Day x 6 Buses, (71 or 71+ Passenger, K-8 and BHS Trips) X 180 Days = \$ 3,672,000 FY23 (Year 3) Annual Cost

Total Base Contract ALL ELECTRIC BUSES  
\$ 10,368,000

Chuck Wintzen  
Signature of Authorized Bidder

Charles Wintzen  
Name of Individual Completing Form

EASTERN BUS COMPANY  
Name of Company Bidding

# Bid Form B

## METCO Transportation

### Method of Award

#### TOTAL AWARD

The method of award will be the total contract price per category for the first three years of the contract. Option years are likely to be exercised, PSB reserves the right not to exercise the option if rebidding is deemed to be in the best interest of the Town of Brookline. The start time and dismissal times are not expected to change from the 2019-20 school year. Monitors are used occasionally, and monitor pricing will not be used in determining the low bidder.

Per Diem Summary	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28
Base Routes	Contract	Contract	Contract	Option 1	Option 2	Option 3	Option 4	Option 5
METCO	492	500	508	518	528	538	548	558
METCO Late Run	410	420	430	440	450	460	470	480
METCO AM Monitor	148	154	160	166	172	178	184	190
METCO PM Monitor	148	154	160	166	172	178	184	190
Total	1,198	1,228	1,258	1,290	1,322	1,354	1,386	1,418

#### Service Category B: METCO Buses

\$ 492.00 Price Per Day x 3 Buses, (71 or 71+ Passenger, METCO Round Trip) X  
180 Days = \$ 265,680.00 FY21 (Year 1) Annual Cost

\$ 500.00 Price Per Day x 3 Buses, (71 or 71+ Passenger, METCO Round Trip) X  
180 Days = \$ 270,000.00 FY22 (Year 2) Annual Cost

\$ 508.00 Price Per Day x 3 Buses, (71 or 71+ Passenger, METCO Round Trip) X  
180 Days = \$ 274,320.00 FY23 (Year 3) Annual Cost

Subtotal Base Contract METCO Regular School Day Year Busing

\$ 810,000.00

METCO Late Bus # of days is estimated for M, W, Th during school year

Price Per Day x 1 Bus, (71 or 71+ Passenger, METCO Late Run ) X 100  
Days = \$ 410<sup>00</sup> 41,000<sup>00</sup> FY21 (Year 1) Annual Cost

Price Per Day x 1 Bus, (71 or 71+ Passenger, METCO Late Run) X 100  
Days = \$ 420<sup>00</sup> 42,000<sup>00</sup> FY22 (Year 2) Annual Cost

Price Per Day x 1 Bus, (71 or 71+ Passenger, METCO Late Run) X 100  
Days = \$ 430<sup>00</sup> 43,000<sup>00</sup> FY23 (Year 3) Annual Cost

Subtotal Base Contract METCO Late Bus (One Way Drop-Off)  
\$ 126,000<sup>00</sup>

Total METCO Cost Per Contract (Add 2 subtotal lines)  
\$ 936,000<sup>00</sup>

Bruce Barrows  
Signature of Authorized Bidder

BRUCE BARROWS  
Name of Individual Completing Form

LOCAL MOTION INC.  
Name of Company Bidding

## Bid Form B

### METCO Transportation

#### Method of Award

#### TOTAL AWARD

The method of award will be the total contract price per category for the first three years of the contract. Option years are likely to be exercised, PSB reserves the right not to exercise the option if rebidding is deemed to be in the best interest of the Town of Brookline. The start time and dismissal times are not expected to change from the 2019-20 school year. Monitors are used occasionally, and monitor pricing will not be used in determining the low bidder.

Per Diem Summary	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28
Base Routes	Contract	Contract	Contract	Option 1	Option 2	Option 3	Option 4	Option 5
METCO	530	550	570	590	610	630	650	670
METCO Late Run	420	440	460	480	500	520	540	550
METCO AM Monitor	180	190	200	210	225	240	255	270
METCO PM Monitor	180	190	200	210	225	240	255	270
Total								

#### Service Category B: METCO Buses

\$ 530 Price Per Day x 3 Buses, (71 or 71+ Passenger, METCO Round Trip) X  
180 Days = \$ 286,200 FY21 (Year 1) Annual Cost

\$ 550 Price Per Day x 3 Buses, (71 or 71+ Passenger, METCO Round Trip) X  
180 Days = \$ 297,000 FY22 (Year 2) Annual Cost

\$ 570 Price Per Day x 3 Buses, (71 or 71+ Passenger, METCO Round Trip) X  
180 Days = \$ 307,800 FY23 (Year 3) Annual Cost

Subtotal Base Contract METCO Regular School Day Year Busing

\$ 891,000



**METCO Late Bus # of days is estimated for M, W, Th during school year**

\$ 420 Price Per Day x 1 Bus, (71 or 71+ Passenger, METCO Late Run ) X 100  
Days = \$ 42,000 FY21 (Year 1) Annual Cost

\$ 440 Price Per Day x 1 Bus, (71 or 71+ Passenger, METCO Late Run) X 100  
Days = \$ 44,000 FY22 (Year 2) Annual Cost

\$ 460 Price Per Day x 1 Bus, (71 or 71+ Passenger, METCO Late Run) X 100  
Days = \$ 46,000 FY23 (Year 3) Annual Cost

Subtotal Base Contract METCO Late Bus (One Way Drop-Off)  
\$ 132,000

**Total METCO Cost Per Contract (Add 2 subtotal lines)**  
\$ 1,023,000

Chuck Winick  
Signature of Authorized Bidder

Charles Winkler  
Name of Individual Completing Form

EASTERN BUS COMPANY  
Name of Company Bidding

# Bid Form C

## Athletic Trip and Field Trip Bus Service

### Method of Award

#### TOTAL AWARD

The method of award will be the total contract price per category for the first three years of the contract. Option years have been exercised in prior contracts and may be exercised in the future, PSB reserves the right not to exercise the option if rebidding is deemed to be in the best interest of the Town of Brookline. The start time and dismissal times are not expected to change from the 2019-20 school year. The number of athletic trips and field trips is not expected to change from FY19 with approximate spending based on 2,400 hours.

Per Diem Summary	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28
Base Routes	Contract	Contract	Contract	Option 1	Option 2	Option 3	Option 4	Option 5
Athletic/Field Trips	n/a							→
In Town – Drop Off Only	260	270	280	290	300	310	320	330
Round Trip	400	420	440	460	480	500	520	540
Out of Town Hourly Rate	140	150	160	170	180	190	200	210
Vendor supplied Monitor AM	SEE	BID FORM A						→
Vendor supplied Monitor PM	↓	↓	↓	↓	↓	↓	↓	↓
Total	n/a							→

#### Service Category C: Athletic and Field Trips - In Town Drop Off Only

\$ 260 Price Per Trip  
FY21 (Year 1) Annual Cost

\$ 260

\$ 270 Price Per Trip  
FY22 (Year 2) Annual Cost

\$ 270

\$ 280 Price Per Trip  
FY23 (Year 3) Annual Cost

\$ 280

Subtotal Base Contract In-Town Drop Off Only  
\$ 810

**Round Trip**

\$ 400 Price Per Round Trip  
FY21 (Year 1) Annual Cost

\$ 400

\$ 420 Price Per Round Trip  
FY22 (Year 2) Annual Cost

\$ 420

\$ 440 Price Per Round Trip  
FY23 (Year 3) Annual Cost

\$ 440

Subtotal Base Contract In-Town Round Trip  
\$ 1,260

**Out-Of-Town Hourly Rate**

\$ 140 Price Per Hour  
FY21 (Year 1) Annual Cost

\$ 140

\$ 150 Price Per Hour  
FY22 (Year 2) Annual Cost

\$ 150

\$ 160 Price Per Hour  
FY23 (Year 3) Annual Cost

\$ 160

Subtotal Base Contract Out-Of-Town Hourly Rate  
\$ 450

Total Per Trip/Hourly Rate(Add 3 subtotal lines)  
\$ 2,520

Charles Winter  
Signature of Authorized Bidder

Charles Winter  
Name of Individual Completing Form

EASTERN BUS COMPANY  
Name of Company Bidding

Prior Bid Contract  
2015

Town of Brookline/Brookline Public Schools  
Student Transportation Bid# P-16-05 Price Sheet

Bid Proposal Form #1

\*Note: Bidders are not required to bid on all Sections.

	Year One 2015-2016	Year Two 2016-2017	Year Three 2017-2018	Option Year One 2018-2019	Option Year Two 2019-2020	Total
<b>A) 1) Regular In Town AM &amp; PM Transportation</b>	\$ 375	\$ 390	\$ 405	\$ 420	\$ 435	\$ 2025
Price Per Bus Per Day						
4 Hours Per Bus Per Day In Aggregate	\$ 200	\$ 210	\$ 220	\$ 230	\$ 240	\$ 1100
Late Bus In-town (M-TH)						
<b>Subtotal, Group A (1)</b>	\$ 575	\$ 600	\$ 625	\$ 650	\$ 675	\$ 3125

	Year One 2015-2016	Year Two 2016-2017	Year Three 2017-2018	Option Year One 2018-2019	Option Year Two 2019-2020	Total
<b>B) METCO Transportation</b>						
<b>1) METCO AM &amp; PM Transportation</b>	\$ 440	\$ 450	\$ 460	\$ 475	\$ 490	\$ 2315
Price Per Bus Per Day						
<b>2) METCO After School to Boston Flat Rate Per Day</b>	\$ 350	\$ 360	\$ 370	\$ 380	\$ 400	\$ 1860
Late Bus - Boston (M-TH)						
<b>Subtotal, Group B (1 + 2)</b>	\$ 790	\$ 810	\$ 830	\$ 855	\$ 890	\$ 4175

NAME OF BIDDER:

Asken Bus Company

Date:

6/6/15

Town of Brookline/Brookline Public Schools  
Student Transportation Bid# P-16-05 Price Sheet

	Year One 2015-2016	Year Two 2016-2017	Year Three 2017-2018	Option Year One 2018-2019	Option Year Two 2019-2020	Total
C) Athletic/Activity and Field Trips						
In Town Flat Rate Per Trip						
1) Drop Only	\$ 200	\$ 210	\$ 220	\$ 230	\$ 240	\$ 1100
2) Round Trip	\$ 300	\$ 310	\$ 320	\$ 340	\$ 360	\$ 1630
3) Out of Town Hourly Rate	\$ 100	\$ 105	\$ 110	\$ 120	\$ 130	\$ 565
Subtotal, Group C (1 + 2)	\$ 500	\$ 520	\$ 540	\$ 570	\$ 60	\$ 2730

Grand Total (Subtotals Group A, B and C)	\$ 1865	\$ 1930	\$ 1995	\$ 2075	\$ 2165	\$ 10,030
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	Year One 2015-2016	Year Two 2016-2017	Year Three 2017-2018	Option Year One 2018-2019	Option Year Two 2019-2020	Total
Vendor Supplied Monitor (AM)	\$ 100	\$ 110	\$ 120	\$ 130	\$ 140	\$ 600
Vendor Supplied Monitor (PM)	\$ 100	\$ 110	\$ 120	\$ 130	\$ 140	\$ 600

Notes

1. In town trips should be priced at a flat rate. Pricing for out of town trips should be bid as an hourly rate. The minimum cost of any out of town trip will be three (3) hours times the hourly bid rate.

Definitions:

Regular AM Transportation—Transportation to school for arrival at the established school start time for each day that school is in session.

Regular PM Transportation—Transportation from school for any departure scheduled between the established school dismissal time up to and including 4 pm for each day that school is in session.

NAME OF BIDDER:

Eastman Bus Company Date: 6/3/15