



MICHAEL DUGGAN, MAYOR

**TRANSPORTATION SERVICES
FOR
GENERAL SERVICES DEPARTMENT
RECREATION DIVISION**



(March 2023)

INTRODUCTION

The General Service Recreation department is seeking qualified vendors to provide transportation service.

BACKGROUND INFORMATION

Each year the City of Detroit Recreation Department provides transportation to youth, teens, adults and seniors to different venues across the state. The City of Detroit has invested in widening the horizon of our citizens by providing transportation to these venues (field trips) in an affordable, safe way. Our trips expose our patrons to new and exciting options that address the enriching, social and emotional health needs for all ages. Studies indicate, for youth and teens, field trips increase grades, graduation rates (from high school and college) and boost income. For adults and seniors field trips provide opportunities for added fitness and socializing with others which is known to elevate mood and extend life.

Buses will be needed various days and times, Monday – Friday between the times of 7:00 am and 7:00 pm. Buses will be picking up at several different locations. Locations are provided in the Price Sheet. Company must be able to provide regular school buses and coach buses.

This Request for Quotes will be used to establish a contract for Summer Transportation.

MINIMUM QUALIFICATIONS

Qualifying vendor must

- Vendor must have 2 years of experience providing transportation services
- Past performance and experience may be factors in making the award
- Vendor must be able to provide a maximum of 10 buses on the same day and time
- Buses must be between 46 and 58 passenger buses and have had regular maintenance.
- Coaches must be at least 50 passenger and have restroom facilities on board.
- All vehicles need to be ADA compliant

AWARD

Multiple contracts may be awarded as a result of this specification.

Contract will be a one (1) year contract beginning July 1, 2023

SCOPE OF WORK

The awarded company will provide transportation services for youth, starting at age 6, up to senior citizens. They will provide these services at multiple recreation facilities between July 1, 2023, and June 30, 2024. The transportation should provide center patrons the opportunity to travel from their facilities to field trip destinations around the state of Michigan and the Tri-State Area. company. Field trip schedules noted in the price sheet are subject to change but quantity of service provided should remain the same.

Proposals should include a detailed description of:

- Organization's experience providing transportation
- Detail description of the type of buses/coaches available
- Capacity:
 - Detail the number of people (youth and adults) that can be transported safely on each trip. Be sure to note capacity of vehicle.
 - Provide transportation for more than one group of youth simultaneously.
- Minimum and maximum hours of use
 - Minimum booking
 - Available hours
 - Overtime hours
- COVID-19 Safety Plan and Procedures
 - Include all measures that will take to ensure safety for both staff and youth during transporting
 - Including masking and distance protocols, temperature checks, health checks, etc.
 - Include cleaning procedures

Program Deliverables

- Provide costs per hour for each type of vehicle
 - Include costs for each driver
 - Provide cost for trip cancellations
 - Provide description of all vehicles
- Final group size will be dependent on location, number of registered participants, and attendance for the scheduled day.
- Following the award of contract and prior to scheduling, estimated number of participants will be provided by DPRD.
- *Create a COVID-19 Safety protocol*
- Determine all measures drivers will take during transportation
- Determine trip time alongside Recreation Management
- Once trips have been determined, awarded company will work with management to determine a schedule with days, dates, and times.

Projected Timeline

Field Trip scheduling will begin once transportation services have been selected. Transportation will take place between July 1, 2023 and June 30, 2024.

Vendor Responsibilities

- Invoicing
 - Must be submitted within 30 days.
 - Should be done based on weekly use (all trips from a particular week on the same invoice)
 - Must include invoice number, contact name, company address, email, phone and P.O. number(s).
 - Must be submitted to management before being uploaded into system.
- Training
 - All drivers must be trained and certified for the vehicle they are driving
 - Make sure that all drivers have the contact information for the department contact in case of emergency
- Time management
 - Make sure all drivers are on time.
 - Make sure vehicles are safe and road ready to ensure timely arrival to venues.