

**Lamorinda School Bus Transportation Agency**  
**Regular Meeting AGENDA**  
**DATE: September 25, 2018 TIME: 9:00 a.m.**  
City of Lafayette, 3675 Mt. Diablo Blvd., Lafayette CA  
Conference Room 240 (Second Floor)

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- 1) CALL TO ORDER
- 2) ADOPTION OF AGENDA
- 3) PUBLIC COMMENT – items not on the agenda
- 4) ADOPTION OF MINUTES – June 12, 2018 and July 30, 2018
- 5) NEW BUSINESS
  - a. Update on Enrollment and Ridership for fall 2018
  - b. Review Proposal from First Student for Transportation Services Starting 2019  
Recommendation: Discuss Options; direct staff
- 6) LATE BUS REPORTS – August 2018
- 7) CHAIR AND BOARD MEMBERS' REPORTS
- 8) WRITTEN COMMUNICATIONS
- 9) NEXT MEETING DATE - tbd
- 10) ADJOURNMENT

I, Juliet Hansen, declare under penalty of perjury, that this agenda has been posted at least 72 hours in advance in the following locations: City of Lafayette Offices, 3675 Mt. Diablo Blvd., in the glass case downstairs, Lafayette, CA.

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Juliet Hansen, Program Manager

\*Any writings or documents pertaining to an open session item provided to a majority of the LSBTA less than 72 hours prior to the meeting shall be made available for public inspection at the Lamorinda School Bus Program office at 3675 Mt. Diablo Blvd., Suite 255, Lafayette CA during normal business hours. Agendas and packets are available for review by the public during regular Monday – Friday work hours at the Lamorinda School Bus Program office at 3675 Mt. Diablo Blvd., Suite 255, Lafayette CA and on the website at [www.lamorindaschoolbus.org](http://www.lamorindaschoolbus.org). Agendas and packets shall be made available at least 72 hours in advance of each meeting. Upon request this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the ADA Act of 1990 (42 U.S.D. Sec. 12132). Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Juliet Hansen, Program Manager, at 925-299-3216 at least 48 hours before the meeting if possible.

# Lamorinda School Bus Transportation Agency

## DRAFT MINUTES

City of Lafayette Offices  
3675 Mt. Diablo Blvd.,  
Lafayette, CA 94549

Date: June 12, 2018  
Time: 1:00 PM

Present: Chair Tatzin, Vice Chair Worth and Board Members Gerson, Kendzierski, Fritzky, Rossiter.

Absent: Board Member O'Donnell.

Also Present: Bruce Burns, Superintendent Moraga School District; Larry Theis, Orinda Public Works Director; Gary Hein, First Student; Serge Milman, Sourcing Advisors Group; Juliet Hansen and Sue Graves, LSBP Staff; Mala Subramanian, LSBTA General Counsel.

1. Call to Order: The meeting was called to order at 1:00 p.m.
2. Adoption of Agenda: The agenda was adopted M/S/C/U (Worth/Gerson).
3. Public Comment: None
4. Approval of Minutes: The minutes of May 8, 2018 were adopted as written. M/S/C/U (Worth/Gerson).
5. Old Business
  - a. Request for Proposal for Transportation Services Starting 2019

Ms. Hansen updated the Board on the RFP process. The RFP subcommittee met in May after the last JPA meeting and again just prior to this meeting. The group supported the requirement for proposers to drive all the routes and to eliminate Exhibit C (letter from First Student) from the RFP.

There was consensus among the full board to set the proposer's conference for July 23 and for legal counsel to make some changes to page 7 and 10. There was also consensus to remove Exhibit C.

Serge Milman, Sourcing Advisors Group (SAG), stated he was willing to provide his services pro-bono to help with the RFP process. He reviewed the submittal which was included in the packet. Some of his recommendations included expanding the vendor list to receive as many bids as possible and partnering with other agencies in order to get a better price. He stated this would take a lot of time and offered to do the work.

The board thanked Mr. Milman for his offer. Ms. Hansen also thanked him for the ideas and stated she is already working on an expanded vendor list. Legal counsel Ms. Subramanian offered that SAG may not be the most qualified entity to do this work and there may be an appearance of impropriety since Mr. Millman is an existing school bus customer. Mr. Millman stated you could issue an RFQ, but the value he is offering is worth \$500,000 and he is willing to do it pro bono.

Board member Gerson commented it sounds interesting, but this is a big project and there may not be time to do it. Vice Chair Worth stated she was skeptical about working with other JPAs/school districts as agencies have different limitations and resources. She suggested that the LSBTA go forward with the RFP as scheduled, initiate serious conversations now with Traffix in San Ramon and down the road consider a larger market which could lead to coordination with Traffix or other agencies in the future.

Chair Tatzin stated that he understood the economies of scale regarding buying buses, but the buses and drivers from distant agencies cannot share one bus depot.

Board member Kendzierski asked if the LSBTA really needed new buses. Gary Hein from First Student stated the buses are getting tired. Ms. Hansen stated that the LSBTA has replaced buses every ten years in the past. Chair Don Tatzin offered that if you want multiple comparable bids, you need to ask for new buses. Mr. Hein added that there has been a big increase in pay for drivers. However, the driver pool has been stable all year long and the LSBTA is getting better service now.

After some more discussion, there was a M/S/C/U (Worth/Gerson) to 1. Proceed with the RFP as planned and incorporate what is feasible into the process now, including increasing the number of bidders; 2. Start conversations with Traffix; and 3. Start conversations with other agencies for the future.

6. New Business

b. Update on AB-1912 – Public employees’ retirement: joint powers agreement: liability

Mala Subramanian updated the Board on AB-1912 which as drafted is tied to retirement, but not all agencies participate in PERS.

7. Late Bus Report

There M/S/C/U (Tatzin/Worth) to accept the late bus report for May 2018.

8. Chair’s and Board Members’ Reports

9. Written Communications

a. Submittal from Serge Milman, Sourcing Advisors Group

10. Next Meeting Date: September 4, 2018 at 9:30 a.m.

11. Adjournment: The meeting was adjourned at 2:42 pm.

Respectfully Submitted,

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Sue Graves, Administrative Aide

# Lamorinda School Bus Transportation Agency

## DRAFT MINUTES

City of Lafayette Offices  
3675 Mt. Diablo Blvd.,  
Lafayette, CA 94549

Date: July 30, 2018  
Time: 9:00 AM

Present: Chair Tatzin, Board Members Gerson, Kendzierski, O'Donnell and Rossiter.

Absent: Vice Chair Worth and Board Member Fritzky.

Also Present: Larry Theis, Orinda Public Works Director; Henry Cooper and Rosa Vasquez, First Student; Juliet Hansen and Sue Graves, LSBP Staff.

1. Call to Order: The meeting was called to order at 9:05 a.m.
2. Adoption of Agenda: The agenda was adopted M/S/C/U (Gerson/ Kendzierski).
3. Public Comment: None
4. New Business

### Request by Proposers to Extend Due Date for RFP by Two Weeks

Ms. Hansen stated she had made an extensive search for potential service providers. However only three companies; Durham School Services, Student Transportation of America and First Student came to the bidders meeting. The proposers requested an extension of two weeks to the due date to complete the running of routes. Ms. Hansen presented the new schedule to the Board.

There M/S/C/U (Gerson/Kendzierski) to extend the due date for the RFP by two weeks. (New date August 22, 2018)

5. Late Bus Report  
There M/S/C/U (Kendzierski /Gerson) to accept the late bus report for June 2018.
6. Chair's and Board Members' Reports
7. Written Communications: None
8. Next Meeting Date: Tuesday September 11, 2018 at 11:30 a.m.
9. Adjournment: The meeting was adjourned at 9:23 a.m.

Respectfully Submitted,

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Sue Graves, Administrative Aide

LSBTA Meeting  
September 25, 2017  
Staff Report

Lamorinda School Bus Program  
Staff Report

Date: September 19, 2018  
To: Lamorinda School Bus Transportation Agency  
From: Juliet Hansen, Program Manager  
Re: Update on Enrollment and Operations, fall 2018-19

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Background

At the end of last year FY 17-18, the school bus program finished with 1474 bus riders and collected \$597,716 in parent fees (annual bus passes). The LSBTA had budgeted \$595,000. This year to date, staff has collected \$605,678 in parent fees. The LSBTA budgeted \$610,060 by the end of the school year. The LSBTA will reach its goal for parent contributions in FY 18-19.

Last year the LSBTA operated twenty-two buses/routes serving twelve schools. The number of buses and schools is the same as last year. Schools not served include Del Rey Elementary in Orinda, Happy Valley Elementary, Lafayette Elementary and Acalanes High School in Lafayette and Camino Pablo Elementary in Moraga.

School Enrollment and Round Trip Equivalents

The program has 1492 students enrolled for annual bus passes as of September 19, 2019. Please see Table A for Enrollment by School. The program has 1203 round trip equivalent riders (RTEs). Two one-way riders equal one round trip equivalent (RTE). Please see Table B for Enrollment by Route. Routes that are tiered or where students ride together on the same bus are considered together.

Lafayette Routes

Lafayette has seven buses. The highest ridership route is Burton Valley Route 25 which includes one of the mid-day kindergarten runs. Stanley Routes 22 and 23 serving Reliez Valley and Pleasant Hill Rd. are both full in the a.m.

Moraga Routes

Moraga has five buses. The highest ridership route is Route 5 serving JM and Rheem students with an early morning Campolindo run through Lafayette and Moraga.

Orinda Routes

Orinda has ten buses which each serve two schools. The highest ridership route is Route 19 serving the Sleepy Hollow neighborhood. OIS Routes 11 and 13 utilize the smaller buses (47 passengers) and are both full in the a.m.

### First Student Operations

All routes have permanent drivers assigned as required by the transportation contract with First Student. In general, school start-up was very smooth in August with the return of so many returning drivers. The program is one cover driver short. We and look forward to retaining one more cover driver as required by the contract. First Student has hired a new Operations Supervisor, April Lewis, who has replaced Gary Hein who recently retired.

In August there were no late buses which triggered liquidated damages. However, on Monday, September 17 there was no driver for OIS Route 10. On Friday, September 21 there was no driver for OIS Route 13. OIS Route 18 and other Orinda drivers covered the routes and delivered students to school and home.

### Summary

The lamorinda school bus continues to be popular and enrollment is up from last year. The program will be able to meet its revenues goals in terms of parent contributions collected. Staff will continue to monitor route performance and ridership as well First Student operations.

### Recommendation

Receive and file.

## Table A

Enrollment by School  
2017-18 versus 2018-2019

City	School	2017-2018*	2018-19**	Difference
Orinda	OIS	450	473	23
Orinda	Glorietta	14	24	10
Orinda	Miramonte	52	41	-11
Orinda	Sleepy Hollow	112	92	-20
Orinda	Wagner Ranch	30	39	9
Lafayette	Stanley	239	237	-2
Lafayette	Burton Valley	176	203	27
Lafayette	Springhill	55	64	9
Moraga	JMIS	178	169	-9
Moraga	Campolindo	60	52	-8
Moraga	Donald Rheem	78	71	-7
Moraga	Los Perales	30	27	-3
	total	1474	1492	18

\*End of school year

\*\*As of Sept. 19, 2018

## TABLE B

Enrollment by Route - Round Trip Equivalents  
2016-17 vs 2017-18 school year

City	Route	2017-18 RTEs *	2018-19 RTEs <sup>+</sup>	Difference
Orinda	SH 19/OIS 19	75.5	75.5	0.0
Orinda	SH 10/ OIS 10	74.5	75.5	1.0
Lafayette	BVE 25/K1PM	57.0	73.0	16.0
Orinda	SH 17/OIS 17/Mir 17	71.5	65.5	-6.0
Lafayette	STAN 22	64.5	62.5	-2.0
Lafayette	STAN 23	63.5	62.0	-1.5
Orinda	GL 15/OIS 15	50.5	57.5	7.0
Moraga	JM/RH 5/Campo 5	56.5	56.0	-0.5
Orinda	WR 11/OIS 11**	42.0	56.0	14.0
Orinda	OIS 14/Campo 14	61.5	55.5	-6.0
Lafayette	BVE 28	63.0	54.5	-8.5
Orinda	WR 12/OIS 12	52.0	54.5	2.5
Orinda	OIS 18	42.5	53.0	10.5
Lafayette	STAN 29/K2PM	43.0	52.0	9.0
Moraga	JM/RH 4	55.5	49.0	-6.5
Orinda	SH 13/OIS 13**	40.5	48.5	8.0
Lafayette	SPR 27	40.0	48.0	8.0
Moraga	JM/LP 2/ MIR 2	48.5	47.5	-1.0
Moraga	JM/RH 3	41.5	46.0	4.5
Lafayette	BVE 21/STAN 21	43.0	45.0	2.0
Orinda	OIS 16/Mir 16	44.0	38.5	-5.5
Moraga	JM/LP 1	24.0	27.0	3.0
Total		1155	1203	

\*As of September 5, 2017

<sup>+</sup>As of September 19, 2018

\*\* 47 passenger buses



Lamorinda School Bus Program  
Staff Report

Date: September 21, 2018  
To: Lamorinda School Bus Transportation Agency  
From: Juliet Hansen, Program Manager  
Re: Request for Proposal for Transportation Services Starting fall 2019

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### Background

On July 9, 2018 staff released the LSBTA-approved Request for Proposal for School Bus Transportation Services starting fall 2019. The RFP specified twenty-two new school buses and a five year contract. Proposers could bid on the base routes, alternate routes, or both. The base routes included the “old” Orinda routes 11, 13 and 18. The alternate routes included the routes as operated last year and this year.

Staff distributed the RFP directly to thirteen companies (see vendor list attached). Three additional companies/agencies indicated they were not interested in receiving the RFP. The RFP was also distributed to the National School Transportation Association (NSTA) which is a professional organization serving bus contractors in the U.S. The NSTA distributed the notice of the RFP to its members.

### Proposer’s Conference

The mandatory proposer’s conference was held on July 23, 2018 and representatives from three companies attended – Durham School Services, First Student and Student Transportation of America (STA). Questions from this meeting and subsequent emails were answered in written format (see attached questions and answers). The group asked for a two week extension and the LSBTA granted this extension on July 30, 2018.

### Bids Received

First Student submitted a proposal by the deadline of August 22, 2018. Durham School Services and STA submitted letters indicating they would not submit proposals. Staff followed up with STA and Durham to find out why they did not bid. STA indicated it was concerned about securing a bus yard and bus drivers. Durham indicated it was concerned about the requirement to drive all the routes in advance of acquiring the contract, the high liquidated damages and the staffing requirements in the contract. Durham indicated it would be willing to submit a proposal if the LSBTA decided to change these elements and reissue a revised RFP. Durham confirmed that it would not submit a bid to operate school buses on the base routes (the “old” Orinda routes).

### First Student Proposal

The First Student proposal includes bids for both the base routes and alternate routes, though the conditions listed for the base routes are not feasible at this time. So, essentially the First Student bid is for the alternate routes which are the current routes.

#### a. Original Proposal - First Student Proposal received on August 22, 2018

The price increase is significant and much more than anticipated. The current daily rate for a four hour minimum is \$456.39/day and the new price for 2019/20 is \$609.28/day which is a 33.5% increase. Prices increase by 2.5% a year thereafter. Dave Collins, Area General Manager, shared with staff that increased costs are largely due to new buses, driver wage increases, high liquidated damages and uncertainty of fuel prices. *Impacts: The LSBTA would need to reduce the fleet to 17 buses in the first year (eliminate 5 buses) and increase parent fees by at least 33.5% (from \$517/round trip to \$690/round trip).*

b. Alternative Pricing Scenarios received on September 20, 2018

Staff requested some alternative pricing scenarios for the LSBTA to consider given the high price in the original proposal. The current fleet is model year 2010 and will be nine years old at the end of the current contract. Mr. Collins offered that the buses are depreciated at twelve years and some school districts run buses for the full twelve years.

**First Student Alternative One**

Extend the current contract by three years, continue with the existing fleet of three different bus sizes and eliminate liquidated damages. *Impacts: This is a 19% increase in the first year and 9% in the second year. In the first year, the LSBTA would need to reduce the fleet to 19 buses (eliminate 3 buses) and increase parent fees by at least 20% (from \$517/round trip to \$620/round trip). The second year would require more changes.*

**First Student Alternative Two**

All new buses, change to an all conventional fleet (e.g. 71 passengers), replace twelve vehicles in year one and twelve vehicles in year four, eliminate liquidated damages, fuel pegged at \$3.69/gallon. *Impacts: This is a 21% increase in the first year and 11% in the second year. The impacts are similar to Alternative One above, except the fuel pegging presents more financial risk to the LSBTA.*

Transportation Partners

Traffix in San Ramon is negotiating with First Student for a five year contract. First Student quoted Traffix a daily rate of \$611.81/day for 80 passenger buses in its recent proposal. The Contra Costa County Office of Education (CCCOE) provides special needs transportation and contracts with Durham School Services. The CCCOE is in the second year of a three-year contract and plans to go out to bid next year. Both agencies have expressed interest in coordinating together in the next round of competitive bidding.

Options for Action

Options for the LSBTA to consider on September 25, 2018:

1. If there is support to pursue the original First Student proposal for all new buses OR if there is interest in the alternative pricing scenario where new buses are transitioned in over time:

Action: Enter into negotiations with First Student.

2. If there is support to extend the current contract:

Action: Reject the First Student proposal; Enter into negotiations with First Student to extend the current contract using the existing fleet of buses; consider partnering with CCCOE in RFP process next year.

3. If there is support to re-issue the RFP for new buses:

Action: Reject the First Student proposal; reissue the RFP with changes (revise liquidated damages, delete requirement to drive routes, revise staffing configuration, eliminate base routes, and standardize the fleet).

Summary

The LSBTA received one proposal from First Student in response to its RFP for school bus transportation services starting fall 2019. The proposal is for new buses and a five year contract as requested by the agency. The daily rate is much higher than anticipated and represents a 33.5% increase. Staff requested First Student to prepare alternative pricing scenarios for consideration by the LSBTA. Dave Collins prepared a quote for extending the current contract and for transitioning to new buses over time. Staff has prepared some preliminary analysis, but does not have a specific recommendation at this time. Mr. Collins will attend the meeting on September 25 to clarify the First Student proposal and the alternative pricing scenarios. The LSBTA should consider the options above and direct staff.

Recommendation

Discuss options above; direct staff.

Emails for RFP Distribution on July 9, 2018

1 Durham School Services	<a href="mailto:mark.herington@nellc.com">mark.herington@nellc.com</a>
2 First Student	<a href="mailto:Henry.Cooper@firstgroup.com">Henry.Cooper@firstgroup.com</a> <a href="mailto:dave.collins@firstgroup.com">dave.collins@firstgroup.com</a>
3 Michael's Transportation	<a href="mailto:tammyk@bustransportation.com">tammyk@bustransportation.com</a> <a href="mailto:aprilb@bustransportation.com">aprilb@bustransportation.com</a>
4 Student Transportation of America (STA)	<a href="mailto:jlasky@ridemst.com">jlasky@ridemst.com</a> <a href="mailto:jcobillas@ridesta.com">jacobillas@ridesta.com</a>
5 Visser Bus	<a href="mailto:Brad@visserbus.com">Brad@visserbus.com</a>
6 Certified Transportation Services	<a href="mailto:ctsbus@aol.com">ctsbus@aol.com</a>
7 Dean Transportation	<a href="mailto:kellied@deantrans.com">kellied@deantrans.com</a>
8 El Camino Transportation	<a href="mailto:elcaminotrans2002@yahoo.com">elcaminotrans2002@yahoo.com</a>
9 Mark 5 Express or Sureway Transportation	<a href="mailto:mail@surewaybus.com">mail@surewaybus.com</a>
10 Catholic Youth Organization	<a href="mailto:Lsparks@cccyo.org">Lsparks@cccyo.org</a>
11 Desoto Cab Company	<a href="mailto:desoto@yahoo.com">desoto@yahoo.com</a>
12 Mid Columbia Bus Company, Inc	<a href="mailto:info@midcobus.com">info@midcobus.com</a>
13 Bauer's Intelligent Transportation	<a href="mailto:ErikV@bauersit.com">ErikV@bauersit.com</a>

Note 3 agencies declined after initial email inquiry - Mt. Diablo Unified, West County Transportation Agency and Landmark Transportation

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Emailed RFP based on request via NSTA

14 MV Transit	<a href="mailto:kathlyn.conway@mvtransit.com">kathlyn.conway@mvtransit.com</a>
15 Deltek	<a href="mailto:jacquinesessa@deltek.com">jacquinesessa@deltek.com</a>
16 Hop Skip Drive	<a href="mailto:kimberly@hopskipdrive.com">kimberly@hopskipdrive.com</a>

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Request to Share RFP with NSTA Members [info@yellowbus.org](mailto:info@yellowbus.org)  
sent on July 9, 2018 - national bus contractors association  
[www.yellowbuses.org](http://www.yellowbuses.org)

## LSBTA Proposer's Conference, July 23, 2018

### Attendees:

Juliet Hansen, Program Manager, Lamorinda School Bus Program

Larry Theis, Public Works Director, City of Orinda

Mark Herington, Tony Mancini and Tyler Zupo; Durham School Services

Dave Collins, First Student

Paul Okunewitch, Student Transportation of America

THE LSBTA ENCOURAGES PROPOSERS TO REVIEW MORE DETAIL ABOUT THE BUS PROGRAM, INCLUDING AGENDAS, MEETING MINUTES AND PUBLIC TESTIMONY ON THE LSBTA'S WEBSITE AT [WWW.LAMORINDASCHOOLBUS.ORG](http://WWW.LAMORINDASCHOOLBUS.ORG).

The questions and answers below represent a summary from the Proposer's Conference on July 23, 2018 and responses to questions submitted in written format.

1. Q: Can you provide a copy of the current contract, to include all addendums, pricing pages and any other contractual updates?

A: See attached.

2. Q: Can we be provided with copies of invoices for the 2017/18 school year to date from your current transportation provider?

A: See attached.

3. Q: Page 5, states proposer must determine the number of buses required to operate routes 11, 13 & 18? Do some routes require more than one bus? Per the proposed contract, page 20 a route is defined as a single bus.

A: If bidding on the Base Routes, the LSBTA is providing flexibility for the contractor to choose the size of the bus or buses and the number of buses necessary for Routes 11, 13 and 18. All other routes (Base Routes and Alternate Routes) are one single bus per route with the size of the bus specified in the RFP.

4. Q: Schedule of Events, page 6 – States award and contract commencement date September 2018? Intro letter stated August 1, 2019?

A: Award of contract is anticipated in September 2018. Commencement is August 1, 2019.

5. Q: General Provisions, Alternate Proposals, page 10 – Will alternate proposals be accepted?

A: Proposers may bid on the Base Routes, Alternate Routes, or both.

6. Q: Miscellaneous, page 16- Can you confirm that you are requiring us to actually drive all proposed routes before we submit our proposal? If yes can you please extend the due date?

A: Yes. Proposers are required to drive all the routes and note any "red flags" that would prevent transporting on these routes and/or improvements that would be needed in order to provide transportation. The LSBTA would prefer to restore service to the three routes in Orinda (11, 13 and 18) as indicated in the Base Routes. *The LSBTA met on July 30, 2018 and approved extending the due date to August 22, 2018 at 2:00 p.m.*

7. Q: Price Proposal Form, page 17 – Per the proposed contract on page 8 the daily rate is for 4 hours, where on the pricing form should we indicate our over hours charge?

A: There is no overtime. There are some routes that go into overtime, but others, like in Lafayette, that run only two hours a day. In aggregate, all 22 routes can be run within 4 hours. Over the last nine years, the current contractor has not charged the LSBTA overtime.

8. Q: Is any fuel pricing protection being offered?

A: No.

9. Q: Routing, page 20 – Can you confirm that the contractor is responsible for routing? Is routing software required?  
A: Yes, but routing software is not required.

10. Q: Please list the liquidated damages for the 2017/18 school year and the 2016/17 school year.  
A: \$10,988 for 2017-18; \$36,815 for 2016-17.

11. Q: Total number of trips for the 2017/18 school year, the total billable hours per trip and mileage per trip?  
A: This information is unknown. The LSBTA does not arrange for or pay for school trips. This is done through each school or district and billable to each school or district.

12. Q: What is the calculation for annual out year price increases? Would you consider allowing the contractor to indicate a specific annual increase percentage on the pricing form?  
A: Proposers may indicate a specific annual increase percentage on the form, but must also list the actual daily rate.

13. Q: Will proposals be opened and results read publicly?  
A: Proposals will become public when considered by the LSBTA at a public meeting.

14. Q: How many summer school routes operate? How many days? What are the route norms and mileage for each route?  
A: The LSBTA does not provide summer school service.

15. Q: Can we be provided with current driver/monitor wage and benefit information? Is the current provider short drivers currently? If yes, how many?  
A: The LSBTA does not have wage and benefit information. The current provider is not short of drivers currently to our knowledge.

16. Q: How many school days did the bus service operate in the 2017-18 school year?  
A: 180 days.

17. Q: Where are the buses for these services currently housed?  
A: 2368 Bates Ave., Concord, Ca.

18. Q: Are the current drivers part of a union?  
A: Yes.

19. Q: Referencing pages 17-18, are the required staff positions listed to be fully dedicated to work only on the Lamorinda contract?  
Answer: Yes.

20. Q: Referencing page 23, in light of the shortage of school bus drivers in many parts of the State, will the Agency consider lowering the minimum driver age to 21 years in order to increase the size of the potential pool of applicants?  
A: The LSBTA may consider this request during contract negotiations.

21. Q: Are the only routes that are different in the Base Routes and the Alternate Routes the Orinda routes 11, 13 and 18?  
A: Yes. The Base Routes and Alternate Routes are identical except for different route configurations for routes 11, 13 and 18.

22. Q: Is the LSBTA requesting video cameras as a part of the bid?  
A: No. But the LSBTA may consider adding them in the future.

23. Q: Re: vehicle specifications Page 13 Section F, how do we know the exact chassis, etc. that will be used until we order the buses?

A: Please answer the questions based on what buses you would order today.

24. Q: Is propane an alternative fuel? What about gasoline?

A: Propane is acceptable and considered alternative fuel, as is compressed natural gas and electric. Gasoline is not considered alternative fuel by the LSBTA, but would be acceptable.

25. Q: Do all vehicles have to be yellow school buses?

A: Yes.

This concludes the questions and answers.

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## **LSBTA Additional Questions and Answers**

### **RFP for School Transportation Services**

THE LSBTA ENCOURAGES PROPOSERS TO REVIEW MORE DETAIL ABOUT THE BUS PROGRAM, INCLUDING AGENDAS, MEETING MINUTES AND PUBLIC TESTIMONY ON THE LSBTA'S WEBSITE AT [WWW.LAMORINDASCHOOLBUS.ORG](http://WWW.LAMORINDASCHOOLBUS.ORG).

The questions below were received after the first set of Questions and Answers were distributed (after the Proposer's Conference) and before the last day for questions on August 14, 2018.

1. Q: Page 2 # 19 (of the contract) – States that a General Manager, Field Representative, Driver Trainer/Safety Program Supervisor, Dispatcher and Field Maintenance Supervisor must be dedicated only to the Lamorinda School Bus Agency contract. *Would you again confirm this, this is very excessive for only 22 routes? Can we be permitted to submit our own proposed staffing plan?*

A: Proposers may submit an alternate staffing plan which will be subject to approval by the LSBTA.

2. Q: Vehicle Type and Specifications, page 5 (of the RFP) – States all buses must be new at the start of the contract. Question - What is the maximum bus age requirement?

A: The LSBTA has not established a maximum bus age requirement.

Prepared and distributed August 16, 2018