



PRIVATE BUS TENDER 2021

SCHOOL BUS TRANSPORT SERVICES REQUEST FOR TENDER 2021

Provision of Transport Services for Amity College Campuses

Location:	Amity College – Prestons Campus 163 Kurrajong Road, Prestons NSW 2170 Amity College- Leppington Campus 85 Byron Road Leppington NSW 2179 Amity College – Illawarra Campus 399 Shellharbour Road Shellharbour NSW 2144
Period:	5 years + 3 years (optional)
Tender Closure date:	4.00 pm Wednesday 8 December 2021
Lodgement of tenders:	Tenders must be emailed to Amity College Director of Finance raydogan@amity.nsw.edu.au subject as follows, " Amity College Transport Tender 2021 "
Contact Person:	
Name:	Recep Aydogan,
Position:	Business Manager
Email:	raydogan@amity.nsw.edu.au

Further assistance regarding this tender may be obtained from Mr. Recep Aydogan on telephone number 02 8784 3111 or email raydogan@amity.nsw.edu.au

1. Transport requirements

AMITY COLLEGE is seeking proposals from Transport Providers and other interested parties from the transport industry for the provision of the School Transport Services at Amity College Prestons Campus, Leppington Campus and Illawarra Campuses

2. Clarification of the Tender

Up to the Tender lodgment date Tenderers may seek clarification in relation to any aspect of the Tender. Where clarification to one Tenderer provides significant information about the Tender, this information will be sent, if practical, to all other potential Tenderers.

3. Lodgment of Tenders

3.1 Tenders addressed as specified on page 1 will be received until the Closing time and date shown on page 1 of this Tender Offer.

3.2 Late Tenders will not be considered for acceptance.

3.3 Tenders received through the post will be deemed invalid.

4. Further information

Any request by a prospective Tenderer for further information regarding the Tender should be directed to Recep Aydogan on 02 8784 3111 or email raydogan@amity.nsw.edu.au

5. Conditions of tender:

5.1 The contract term is for a period of **5 years + 3 year** optional renewal (to be approved by both parties). A standard contract from a solicitor will prepared by Amity College to be signed by the successful tenderer.

5.2 Amity College is open 38 weeks in total per school year. The opening days will vary from year to year based on NSW Educational Department's needs or Amity College needs. For the purposes of this tender, **allow costs for total of 38 weeks and payment over 38 full weeks.**

5.3 The first week of the year and the last week of the year may happen to be half weeks for students. Should this be the case, exact half of the week rate will be paid by the school which is already included in 38 full weeks. Should the education calendar be more than 38 weeks, school will pay the extra week to the contractor.

5.4 ***No part of the Transport Service Contract is to be sold, leased, or subcontracted to a third party.***

5.5 Amity College starts school at 8.50am and finishes at 3.35pm each day. Students should be brought to school no earlier than 8:30am and no later than 8:45am. In the afternoon, the bus services should not depart before 3:40pm. As a guide, students should be picked up not before 7.00am and dropped off no later than 5.15pm daily, during school term time.

5.6 The responsibilities of the Transport service is to:

- Pick up children from their homes, or nominated pick-up addresses, in the morning and return them in the afternoons.
- Provide a Bus Coordinator as a single point of contact for the school and student parents
- Organise a bus route and bus allocation for each child before the school year starts and during the school year with new student enrolments (the school will provide names, addresses and phone numbers of each child using transport)
- Get all bus routes to be endorsed by the Operations Manager.
- Contact parents to notify them of who their bus driver is and their contact details, times of pick-up and drop-off
- In the case of emergency or vehicle breakdown, to notify parents of the affected students
- Provide a Supervisor to be present after School to monitor student boarding and direct bus traffic departure
- Provide a Supervisor to be present for the organization of large excursions (e.g. school carnivals)
- Prepare annual registration forms for parents to complete if they wish for their children to use the private bus service, including a student travel code of conduct (a sample copy can be provided by the School)
- Allocate a bus driver for each bus and have casual drivers to replace a driver if they are sick

- Ensure all drivers must have valid Australian Driving Licence
- Ensure all drivers must always have a current Working with Children Clearances
- Ensure regular maintenance of the buses
- Ensure all buses have working air-conditioning (heating and cooling)
- **Ensure Hiaces (or equivalent or 14 seat buses) are must not exceed 10 years old at any time during the contract term. For 20+ seat buses, they must not exceed 12 years old at any time of the contract term.**
- Ensure all buses have school bus safety lights
- Ensure all buses have 4K CCTV camera with audio recording (stored at least for one month)
- Ensure all buses are registered with RMS and meet state laws and regulations
- Ensure all relevant accreditation and compliance with Transport NSW
- Ensure all applicable insurances policies are in place and current as required by the law
- Ensure the current list of students always available
- Ensure that pick up and drop off times are recorded for every student at the beginning of every term for 2 weeks and submit them to the Operations Manager to verify the convenience of the service.

5.7 Extra services to be provided by the Transport Service Provider at additional fees, at an agreed rate, based on usage are the following:

- Allocation of an Excursion Coordinator to facilitate excursion and sporting activities
- Allocation of buses and drivers for excursions, sports and sports' carnivals
- Allocation of buses and drivers for Auburn Campus activities as required
- Allocation of buses and drivers for student Iftar visits
- Allocation of buses and drivers for camps
- Allocation of buses and drivers for other school needs
- Allocation of the outsourced buses if required

NOTE: - Camps, excursions & other activities will happen during weekends and school holidays

- Some transport services may require 7am pickups, usually from the school.

5.8 Transport Service Provider has duty of care/obligations and must not leave a child at school or at home/designated address unattended.

5.9 No music or radio is permitted by any contractor on the buses (unless approved by supervising teacher).

5.10 All buses must have Bluetooth and fixed GPS Navigation and Mobile Phone holders. Drivers must always place the mobile phones in the mobile phone holders before starting to drive and must not touch the mobile phones while driving for any reason. Bluetooth Headsets are allowed for communication only.

- 5.11 No smoking on school grounds except in designated smoking areas or in the school buses at any time.
- 5.12 Transport Service employees must observe the School Code of Conduct including observance of dress code.
- 5.13 Bus drivers should have meals and drinks outside of the bus routes. Bus drivers are not to stop for drinks, meals or refreshments during scheduled bus routes unless arranged by the school.
- 5.14 All contractors and their employees must follow a strict code of ethics at all times. Obscene language or behaviour will not be tolerated and the School will request disciplinary actions. Refer to Amity College Code of Conduct
- 5.15 The Transport Service Provider must at all times comply with requirements and regulations set by State or Federal governments, Health authorities or Transport agencies.
- 5.16 The Transport Service Provider must keep buses clean and presentable at all times. The School Administration will have the right to inspect the buses for hygiene and safety.
- 5.17 The Transport Service Provider must be flexible to accommodate fluctuations in the number of student changes across the contract term.
- 5.18 The contractor must not accept a student which will lead to a new bus route unless consulting with the Operations Manager of the School
- 5.19 The Transport Service Provider must act professionally with their dealings with the parents.
- 5.20 The school reserves the right to instruct the Transport Service Provider to replace a driver acting against the best interest of the School.
- 5.21 It is the school's responsibility to discipline students, not the Transport Service Provider's. All discipline matters should be brought directly to the School Management, who will work with the Transport service provider or notify them of all disciplinary measures to be taken.
- 5.22 The Transport Service Provider shall at all times keep in force the following insurance policies in their name and noting Amity College's name as interested party:
- a) Public liability insurance policy in respect of the services for a sum not less than \$20 million.
 - b) Workers' compensation policy covering all employees.
 - c) Full comprehensive insurance of all buses.
- 5.23 The successful Transport Service Provider is permitted to outsource buses to an accredited bus service company for **larger excursions only** after getting approval from Operations Manager.

- 5.24 Amity College may offer overnight bus parking spots, subject to availability, at Prestons Campus Carpark, at an agreed weekly rental rate.
- 5.25 Amity College reserves the right to change any of the above condition, as it sees fit, with 21 days written notification.
- 5.26 All school buses need to carry Amity College logo and bus advertisement design. See the attachment. All initial installation costs associated with this to be met by the Amity College. Should the design needs to be removed for any reason, the cost will be covered by the transport service provider.
- 5.27 The contractor must use the Amity College Private Bus Application Form for student applications
- 5.28 Tenderers may submit offers for individual campuses separately or as bundled for all campuses together.
- 5.29 The bus company must submit the Registration and manufacture years of all vehicles to the Operations Manager at the beginning of every term.

6. Scope of the bus service:

6.1 Amity College provides bus services in the following suburbs.

Prestons Campus:

Airds, Arncliffe, Auburn, Austral, Bankstown, Bardia, Berala, Beverley Park, Bexley, Bexley North, Blacktown, Casula, Chipping Norton, Condell Park, Denham Court, Dulwich Hill, Eastlakes, Edensor Park, Edmondson Park, Enmore, Erskine Park, Fairfield, Fairfield West, Georges Hall, Glenfield, Granville, Greenacre, Greystanes, Guildford West, Harrington Park, Hinchinbrook, Lakemba, Lidcombe, Liverpool, Macquarie Fields, Macquarie Links, Mascot, Merrylands, Merrylands West, Middleton Grange, Milperra, Minto, Moorebank, Mount Druit, Mt Annan, Mt Lewis, Narwee, Orchard Hills, Padstow Heights, Punchbowl, Revesby, Rooty Hill, Roselands, Rosemeadows, Sans Souci, Sefton, Seven Hills, St Clair, St Marys, The Ponds, Villawood, Voyager Point, Wattle Grove, Wentworthville, West Hoxton, Wetherill Park, Yagoona West.

Bus 1 : Dulwich Hill, Eastlakes, Mascot, Narwee, Padstow

Bus 2: San Souci, Beverly Park, Arncliffe, Bexley, Brighton Le Sands

Bus 3: Condell Park, Punchbowl, Greenacre, Lakemba, Punchbowl

Bus 4: Auburn, Berela, Lidcombe, Birrong, Yagoona, Georges Hall

Bus 5: Merrylands, Guildford, Granville, Fairfield, Chipping Norton

Bus 6: Wentworthville, Merrylands, Greystanes, Fairfield West, Wetherill Park

Bus 7: Padstow, Picnic Point, Milperra, Moorebank, Wattle Grove, Casula, Milperra

Bus 8: Stanhope Gardens, The Ponds, Seven Hills, Blacktown

Bus 9: Luddenham, Orchard Hills, Erskine Park, Minchinbury, Rooty Hill, Mount Druitt, Austral

Bus 10: Rosemeadow, Campbelltown, Bradbury, Airds, Woodbine, Minto, Glenfield

Bus 11: Mt Annan, Narellan, Harrington Park, Oran Park, Gledswood Hills, Denham Court

Bus 12: Hoxton park, St Andrews, Ingleburn, Bow Bowling, Macquarie Fields, Edmondson Park

Illawarra Campus:

Albion Park, Balgownie, Berkeley, Blackbutt, Calderwood, Cordeaux Heights, Dunmore, Fairy Meadow, Farmborough Heights, Fernhill, Figtree, Flinders, Gwynneville, Haywards Bay, Mount Warragal, Oak Flats, Shell Cove, Tarrawanna, Unanderra, Warrawong, West Wollongong, Wollongong, Wongawilli

Bus 1: Unanderra, Cordeaux Heights, Farmborough Heights, Lake Heights, Berkeley

Bus 2: Gwynneville, Wollongong, Figtree, Warrawong

Bus 3: Oak Flats, Blackbutt, Flinders, Dunmore, Shell Cove

Bus 4: Kembla Grange, Horsley, Koonawarra, Haywards Bay, Calderwood

Bus 5: Fairy Meadow, Balgownie, Fernhill, Oak Flats, Albion Park

Leppington Campus: It will commence in 2023 with primary school students only.

6.2 Currently there are 140-150 students in 12 different bus routes for Prestons Campus and 80-90 students in 5 different bus routes in Illawarra

6.3 The number of the bus routes and students are always subject to increase or decrease depending on the demand from students.

6.4 The School prefers two types of the bus for the bus service. 14-seater Hiace (or equivalent) and 24 seater Rosa (or equivalent) depending on the bus route.

6.5 The School prefers the Transport Service provider to be capable of handling all excursion during the school days and holidays at an agreed rate. Occasionally the school may prefer using its own buses where appropriate.

7. Selection Criteria:

The selection criteria to be used in the evaluation of Tenders will include the following:

- 7.1 The capacity and previous experience of the Tenderer in providing a similar service.
- 7.2 The resources of the Tenderer to support the service, hours and period of operation.
- 7.3 Any proposed plan for working with the School management to maximise the effectiveness of the operation of the transport services.
- 7.4 Quality of any reference.
- 7.5 The financial capability/stability of the Tenderer.
- 7.6 The choice of the brand and age of service buses. School prefers newer Hiaces and Mitsubishi Rosas not more than 12 years old of the primary choice of the buses
- 7.7 The proposed **weekly Transport Fee per bus** in paragraph 9.

8. Information to be provided with Tender response:

The following must be submitted:

- 8.1 Trade references of the Tenderer.
- 8.2 Full details of buses in its fleet including manufacturer name, type, year of manufacture.
- 8.3 Details of strategies to maintain buses in good working order and repair (maintenance policy);
- 8.4 Details of current administration structure and proposed administration structure to run the transport service.
- 8.5 Details of transport policy.

9. Bus Service Prices:

The tenderers must provide their pricing for the following services.

1. Daily Bus Service Prestons and Leppington

Daily School Service for 38 weeks		
Bus	Age	Tender (inclusive of GST)
Hiace	Brand New	
Hiace	Less than 10 years old	
Coaster	Less than 12 years old	
Rosa	Less than 12 years old	

2. Daily Bus Service Illawarra

Daily School Service for 38 weeks		
Bus	Age	Tender (inclusive of GST)
Hiace	Brand New	
Hiace	Less than 10 years old	
Coaster	Less than 12 years old	
Rosa	Less than 12 years old	

3. Excursion Price Guide Prestons, Leppington and Illawarra

Excursion Price Guide (all prices are inclusive of GST)												
Bus	Distance											
	0-6km		6-12km		12-24km		24-60km		60-120km		120-240km	
	Price guide	Tender	Price guide	Tender	Price guide	Tender	Price guide	Tender	Price guide	Tender	Price guide	Tender
Hiace	110		160		180		200		250		300	
Coaster	130		180		210		250		300		400	
Rosa	150		220		240		300		350		400	
Higer	170		240		270		350		400		500	