

Expression of Interest (EOI)

**PROVIDE CONTRACTED SCHOOL BUS
TRANSPORTATION IN THE COMMUNITIES
OF TOFINO, BC and UCLUELET, BC**



Pacific Rim School District

4690 Roger Street,

Port Alberni, BC

V9Y 3Z4

REPLY WITH INTEREST AND QUESTIONS: 15-March-2025 at 4:00pm (PST)

FINAL SUBMISSION: 30-March-2025 at 4:00pm (PST)

Issued January 2025

1. Introduction

The Pacific Rim School District (the "District") is seeking expressions of interest from qualified proponents to provide transportation services to our West Coast schools in Tofino and Ucluelet. This EOI is the first step in the selection process to identify potential service providers who have the capability and experience to meet the District's requirements.

2. Project Overview

2.1 Project Description

Pacific Rim School District is seeking interest from service providers for contracted school busing for the communities of Ucluelet and Tofino servicing Ucluelet Elementary School, Ucluelet Secondary School and Wickaninnish Community School (Tofino)

2.2 Scope of Work

To provide West Coast Student busing for the District, servicing Ucluelet Secondary School in Ucluelet, BC, Ucluelet Elementary School in Ucluelet, BC and Wickaninnish Community School in Tofino, BC. Services are as follows:

Ucluelet Elementary School – 1 Bus: AM and PM school runs servicing the communities of Ucluelet and Hitacu. There are approximately 50 elementary aged students serviced by this run.

Ucluelet Secondary School – 2 Buses: AM and PM school runs servicing the communities of Ucluelet, Tofino, Hitacu, Ty-Histanis and Esowista. There are approximately 120 students serviced by these runs.

Wickaninnish Community School – 2 Buses: AM and PM runs servicing the communities of Tofino, Ty-Histanis and Esowista. There is also a daily pick-up and drop of students from Opitsaht at Tofino Wharf. There are approximately 150 students serviced by these runs.

Field trips and extracurricular runs may also be requested of the service provider.

The term of this work will be based on a three-year contract with the opportunity for a one-year extension.

3. Submission Requirements

Interested parties are invited to submit their expression of interest, which should include the following information:

3.1 Proponent Information

Please provide the following details:

- Legal Name:
- Parent Company:
- Corporate Headquarter Address:
- Internet Address:
- In what business area has your company engaged?

- How many years has your company been in business under its present name?
- If you are a corporation or limited liability corporation, show state and date of incorporation.
- Is there, or has there been in the last three years, any litigation or governmental or regulatory action pending or threatened against your organization that might affect your ability to provide stated products and services? State the status of any current or pending lawsuits.
- The business enterprise must currently be incorporated, or registered as a company (corporation, limited, partnership) and be able to demonstrate that it has been and is offering goods/services under the business name for a period not less than 5 years. Sole Proprietors/Independent Contractors must be able to demonstrate that they have been engaged in their business activity for not less than 5 years.
- We have a strong commitment and preference to the consideration and use of certified minority and women---owned businesses (M/WBE's) to the greatest extent possible. The bidder shall provide details, if applicable.

3.2 Proposed Approach and Compliance Matrix

- A brief description of the approach to be taken in delivering the project or service
- Any unique methodologies or innovations that could be applied

CRITERIA	DESCRIPTION	MANDATORY = M DESIRABLE = D
Licensing and permits	Valid licenses and permits to operate school buses	M
Compliance with Regulations	Adherence to local, provincial and federal transportation regulations	M
Safety Record	Historical safety performance and accident records	M
Background Checks	Criminal and background checks for all drivers	M
Training Programs	Ongoing safety and driving training programs	M
Emergency Procedures	Established and documented emergency procedures	M
Scheduling and Routing	Efficient and reliable scheduling and routing capabilities	M
Customer Service	Quality of customer service and response	M
Staffing	Ability to pull from staffing pool to cover staff absences and leaves	M
Special Needs Accommodations	Ability to accommodate students with special needs	D
Environmental Practices	Implementation of eco-friendly practices	D
Technology Integration	Use of technology for communication and management	D

3.2 References

Provide at least two references from previous clients or projects of a similar nature, including contact information and a brief description of the services provided.

3.3 Pricing Details

The district will provide 7 class C or class D school buses equipped with all the safety equipment required for the contractor to use. The district will register and provide insurance on these buses and complete the required preventative maintenance to these buses. The contractor will be responsible for their own liability insurance, fuel, DEF fluid, administration, management and other consumable products not related to servicing the busses.

The district may at times add or eliminate bus runs to this contract dependent on student enrollment and transportation efficiencies, providing 30 days' notice to the contractor. Please see Appendix A for the current route sheet.

All prices quoted by the vendor must be fully itemized, in Canadian, and inclusive of all taxes, yearly incremental increase and all expenses. Pacific Rim School District expects to contract with the vendor on a Fixed Price basis for all components of the supply. The district expects the vendor to quote a fixed price for:

- A rate for busing per kilometer expressed in Canadian Dollars or
- A rate for busing per bus route expressed in Canadian Dollars

The district is also looking for a discounted rate for schools for extracurricular activities (field trips, etc.) as required. The purpose is to offer pricing relief to budget strapped schools. The district expects the vendor to quote a fixed price for:

- A rate for extracurricular busing per kilometer expressed in Canadian Dollars or
- A rate for busing per bus route expressed in Canadian Dollars

4. Submission Instructions

4.1 Submission Deadline

All submissions must be received by 30-March-2025. Late submissions will not be accepted.

4.2 Submission Method

Any questions concerning technical specifications or Statement of Work (SOW) or contractual terms & conditions must be directed to:

Alex Taylor, 4960 Maebelle Road, Port Alberni, BC. 250-720-5478. ataylor@sd70.bc.ca

4.3 Format

Submissions should be in PDF file format.

5. Evaluation Criteria

Submissions will be evaluated based on references, previous work experience, price and the compliance matrix.

6. Disclaimer

This EOI is not a tender or a request for proposals. The district reserves the right to accept or reject any or all expressions of interest, to negotiate with any party, or to cancel or modify this EOI process at any time without further notice or obligation.

7. Contact Information

For any inquiries or further information, please contact:

Alex Taylor, 4960 Maebelle Road, Port Alberni, BC. 250-720-5478. ataylor@sd70.bc.ca

Appendix A: Draft Route Details: Last evaluated Nov 2024

#1 Bus- Wickaninnish Elementary School

Bus Route 1 – Town Bus

AM

8:15 am Visitor’s Center
 8:17 am Jensen’s Bay
 8:19 am Lynn Rd Loop
 8:25 am Hellesen
 8:28 am Abraham
 8:31 am Yew Wood/Gas n Go
 8:34 am Crab Dock/Opitsaht Pick Up
 8:40 am Wickaninnish School

PM

2:45 pm Depart School
 2:49 pm Opitsaht – drop off at First & Main St
 2:56 pm Depart School
 3:05 pm Yew Wood/Gas n Go
 3:08 pm Abraham
 3:12 pm Hellesen
 3:18 pm Lynn Rd Loop
 3:20 pm Jensen’s Bay
 3:22 pm Visitor’s Center

Fridays Only

2:17 pm Depart School
 2:21 pm Opitsaht – drop off at First & Main St
 2:28 pm Depart School.
 2:37 pm Yew Wood/Gas n Go
 2:40 pm Abraham
 2:44 pm Hellesen
 2:50 PM Lynn Rd loop
 2:52 pm Jensen’s Bay
 2:54 pm Visitor’s Center

#2 Bus- Wickaninnish Elementary School

Bus Route 2 – Ty-Histanis/Esowista (1 Bus)

AM

8:05 am House # 3

8:07 am 1st Rd/Intersection

8:09 am 2nd Rd/Intersection

8:11 am Roundabout at Medical Center

8:13 am Roundabout at Daycare

8:16 am Esowista

8:30 am Wickaninnish School

PM

2:56 pm Depart School

3:16 pm Esowista

3:19 pm Roundabout at Daycare

3:21 pm Roundabout at Medical Center

3:24 pm 2nd Rd/Intersection

3:26 pm 1st Rd/Intersection

3:28 pm House # 3

Fridays Only

2:17 pm Depart School

2:37 pm Esowista

2:40 pm Roundabout at Daycare

2:42 pm Roundabout at Medical Center

2:45 pm 2nd Rd Intersection

2:47 pm 1st Rd Intersection

2:49 pm House # 3

#3 Bus- Ucluelet Secondary School

Hitacu & Millstream

AM - (shared bus with UES)

7:50 am House stops in Hitacu
8:01 am Depart Hitacu
8:03 am Sutton Rd
8:06 am Willowbrae Rd
8:17 am Millstream/Lee St
8:25 am Ucluelet Elementary
8:30 am Ucluelet Secondary

PM – 2 Trips (UES)

2:42 pm Depart Ucluelet Elem. School
2:50 pm Millstream/Lee Rd
2:54 pm Willowbrae Rd
2:59 pm Sutton Rd
3:03 pm Hitacu House stops
3:08 pm Depart Hitacu
3:23 pm Depart Ucluelet Sec. School
3:31 pm Millstream/Lee Rd
3:35 pm Willowbrae Rd
3:40 pm Sutton Rd
3:44 pm Hitacu House stops

Fridays Only – Trip 2 (USS)

2:12 pm Depart Ucluelet Elem. School
2:20 pm Millstream/Lee St
2:24 pm Willowbrae Rd
2:29 pm Sutton Rd
2:34 pm Hitacu House stops
2:39 pm Depart Hitacu
2:54 pm Depart Ucluelet Sec. School
3:02 pm Millstream/Lee Rd
3:06 pm Willowbrae Rd
3:11 pm Sutton Rd
3:15 pm Hitacu House stops

#4 Bus- Ucluelet Secondary School

Tofino to Ucluelet Secondary – Bus # 1

AM		PM	
7:43 am	Main St & First St-Opitsaht Students	3:17 pm	Depart Ucluelet Sec. School
7:45 am	Fire Hall	3:47 pm	Esowista
7:50 am	Wolf in the Fog	3:50 pm	Ty-Histanis
7:51 am	Surf Sisters	3:58 pm	Lynn Rd
7:52 am	Coop Gas Station	3:59 pm	Botanical Gardens
7:53 am	Gas'n'Go	4:00 pm	Pacific Rim Hwy & Industrial Way
7:54 am	Pacific Rim Hwy & Industrial Way	4:01 pm	Gas'n'Go
7:55 am	Botanical Gardens	4:02 pm	Coop Gas Station
7:56 am	Lynn Rd	4:03 pm	Surf Sisters
8:04 am	Ty-Histanis	4:04 pm	Wolf in the Fog
8:05 am	Esowista	4:09 pm	Fire Hall
8:40 am	Ucluelet Sec. School	4:11 pm	Main St & First St-Opitsaht Students

Fridays Only

2:10 pm	Depart Ucluelet Sec. School
2:40 pm	Esowista
2:47 pm	Ty-Histanis
2:49 pm	Lynn Rd
2:50 pm	Botanical Gardens
2:51 pm	Pacific Rim Hwy & Industrial Way
2:52 pm	Gas'n'Go
2:53 pm	Coop Gas Station
2:54 pm	Surf Sisters
2:55 pm	Wolf in the Fog
3:00 pm	Fire Hall
3:02 pm	Main St & First St-Opitsaht Students

#5 Bus- Ucluelet Secondary School

Tofino to Ucluelet Secondary – Bus # 2

AM		PM	
7:53 am	Hellesen Rd – Yellow Gate	3:17 pm	Depart Ucluelet Sec. School
7:55 am	Lynn Rd/Chesterman Beach Rd	3:40 pm	Ty-Histanis N Entrance-students North of South roundabout
7:57 am	Jensen Bay Rd	3:44 pm	Visitors Info Center
8:00 am	Saw Blade	3:46 pm	Saw Blade
8:02 am	Visitors Info Center	3:49 pm	Jensen Bay Rd
8:06 am	Ty-Histanis-students North of South Roundabout	3:51 pm	Lynn Rd/Chesterman Beach Rd
		3:53 pm	Hellesen Rd – Yellow Gate
8:40 am	Ucluelet Sec. School		

Fridays Only

2:10 pm	Depart Ucluelet Sec. School
2:33 pm	Ty-Histanis N Entrance – students North of South Roundabout
2:37 pm	Visitors Info Center
2:39 pm	Saw Blade
2:42 pm	Jensen Bay Rd
2:44 pm	Lynn Rd/Chesterman Beach Rd
2:46 pm	Hellesen Rd – Yellow Gate