

LISTING OF PROPOSERS

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**FOR: REQUIREMENTS CONTRACT REQUEST FOR PROPOSALS FOR CHARTER
BUS SERVICES**RFP No. 12302539
RFP Opening: 5/30/2023

<u>PROPOSERS</u> (In alphabetical order)	<u>TOTAL PROPOSAL AMOUNT</u>
1. Best Tours & Travel 2609 East McKinley Fresno, California 93703	\$153,700.00

Each proposer has agreed to allow the City one hundred twenty (120) days from date proposals were opened to accept or reject their proposal.

DEPARTMENT CONCLUSIONS AND RECOMMENDATION:

☒ Award a contract in the amount of \$ 153,700
to Best Tours & Travel
in accordance with the Selection Committee recommendation.

☐ Reject all proposals. Reason:

Remarks:

Department Head Approval

DocuSigned by:

Arson A. Aguirre

4E4D747CF01240F

Title PARCS Director

Date 6/29/2023

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RFP No. 12302539

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☒ Approve Dept. Recommendation

☒ Approve GSD/Purchasing Recommendation

☐ Disapprove

☐ Disapprove

☐ See Attachment

GENERAL SERVICES DEPARTMENT

CITY MANAGER

 6/29/23

(Purchasing Manager Date
SANDRA GOMEZ FOR MELISSA PERALES)

 7/6/23

City Manager or Designee Date

 6/29/23

General Services Director Date

**REPORT FROM EVALUATION COMMITTEE
REQUEST FOR PROPOSAL FOR
CHARTER BUS TRANSPORTATION SERVICES - RFP NO. 12302539
Committee Meeting held on June 1, 2023**

COMMITTEE MEMBERS:

- Shelby MacNab, Business Manager, City of Fresno
- Sara Hamilton, Program Manager, City of Fresno
- Dyan Ayala, Procurement Specialist
- Jonathan Medina, DBE/Small Business Coordinator

BACKGROUND

The goal of this Request for Proposal (RFP) was to solicit proposals to provide charter bus transportation services for Parks, After School, Recreation and Community Services (PARCS) Department programming. On May 16, 2023, a notice inviting bids for charter bus services was published in the Fresno Business Journal and posted on Planet Bids. RFP Specifications were distributed to prospective proposers. A proposal conference was held on May 22, 2023 to answer prospective bidder's questions. There was one prospective bidder in attendance. One proposal was received by the General Services Department and opened on May 30, 2023. On June 1, 2023, the proposal was evaluated by the scoring committee. On June 12, 2023 a virtual meeting was facilitated by the Purchasing Division to ask Best Tours & Travel clarifying questions submitted by the scoring committee.

COMMITTEE NOTES

The proposal was evaluated by the scoring committee based on the criteria in the RFP, including the proposers cost as shown on the proposal, ability to meet the stated service requirements, past performance and experience, conformance to the terms and conditions of the RFP, financial stability and other related information including employee training and supervision.

Best Tours & Travel's proposal demonstrated the ability to provide services at a cost rate that is commiserate with the market rate for charter bus services. Best Tours & Travel also demonstrated over 30 years of experience providing charter bus services, and the ability to meet the terms and dates of service requested.

SUMMARY RECOMMENDATION

The committee recommends awarding Best Tours & Travel a requirements contract for charter bus services.