

# Agenda Report

July 11, 2022

**TO:** Honorable Mayor and City Council  
**FROM:** Parks Recreation and Community Service Department  
**SUBJECT: CONTRACT AWARD TO MISSION SCHOOL TRANSPORTATION, INC. FOR SCHOOL BUS TRANSPORTATION SERVICES**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) the General Rule that CEQA only applies to projects that may have an effect on the environment; and
2. Authorize the City Manager to enter into a contract, as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with Mission School Transportation, Inc. for school bus transportation services in an amount not to exceed \$145,388 for the first three years of the contract, with the option of two additional one-year terms valued at \$54,621 annually at the discretion of the City Manager. If all options are exercised, the five year grand total not to exceed amount is \$254,630. Competitive price bidding is not required pursuant to City Charter Section 1002(F)(contracts for professional or unique services).

## **BACKGROUND:**

The Parks, Recreation and Community Services Department (PRCS) provides recreational and educational opportunities to people of all ages and abilities. Approximately 60 times per year, buses are chartered to transport seniors, youth and people with disabilities to various athletic, educational and social activities, competitions, events, and excursions. Funding for this service is available through local sales tax return funds Propositions A and C. Traditional yellow school buses are generally used to transport youth, while seniors and Adaptive Recreation participants require coach and wheelchair accessible buses.

The PRCS Department developed a request for proposals (RFP) for school bus services which was issued on April 25, 2022 via PlanetBids; 192 vendors received the notice and 12 vendors downloaded the RFP. On May 19, 2022, two vendors submitted proposals. No submissions were received from local Pasadena vendors.

An evaluation panel of three staff members evaluated each proposal based on the criteria stated in the RFP as outlined below:

<b>Criteria</b>	<b>Weight</b>
Technical Merit and Management Ability	35%
Training and Safety Program	30%
Cost Proposal	25%
Local Pasadena Business	5%
Small or Micro-Business	5%
<b>Total</b>	<b>100%</b>

Based on the scoring summary included in Attachment A, the Department recommends awarding a contract to Mission School Transportation, Inc. (MST) for school bus services as they received the highest score of 81.33. The other bidder, American Transportation Systems, received a score of 76.67. This contract includes an initial three-year term with an amount not to exceed \$145,388 with two, one-year optional renewals for a possible grand total of \$254,630, if all options are exercised.

From 2017 – 2020, MST provided school bus services for PRCS. Due to limited recreation programming in response to the COVID-19 pandemic, the Department did not need bus services in FY 2021 and FY 2022. Mission School Transportation also provides school bus services to PUSD, Los Angeles Unified, and the San Gabriel Unified School Districts.

**COUNCIL POLICY CONSIDERATION:**

The proposed action is consistent with the City Council’s strategic planning goals to support and promote the quality of life and local economy and maintain fiscal responsibility and stability.

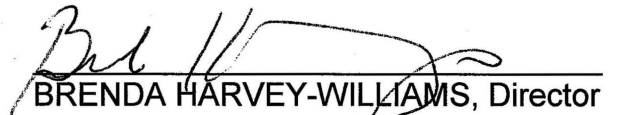
**ENVIRONMENTAL ANALYSIS:**

The proposed contract has been determined to be exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061 (b)(3), the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Such is the case with the proposed contract authorization for bus transportation services.


**FISCAL IMPACT:**

The cost of this action is \$145,388 for the initial three year term. With the two, one year optional extensions, the total cost is \$254,630. Funding for this action will be addressed by the utilization of existing Department of Transportation budget appropriations in the Recreation Transit - Proposition A, (20824036-811400) and Recreation Transit - Proposition C (20924039-811400) programs.

Respectfully submitted,

  
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Parks, Recreation & Community Services

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Approved by:

  
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Attachment A – RFP Scoring Summary  
Attachment B – TPA Form