



**NORTHLAND SCHOOL DIVISION
SPECIAL BOARD MEETING
AUGUST 24, 2021
AGENDA**

Location: Zoom Meeting

Date & Time: Tuesday, August 24, 2021

If you would like to join the public meeting, please contact Media Relations Manager, Curtis Walty at 780-624-2060, ext. 6183 or curtis.walty@nsd61.ca

Note: If agenda is ahead of schedule, items will be moved up

A. CALL TO ORDER - Chair Guild

No.	Title	Responsible	Action	Page No.
1.	Reflection	Chair Guild		-
2.	Approval of Agenda	Chair Guild		

B. AGENDA

No.	Title	Responsible	Action	Page No.
1.	National Day for Truth and Reconciliation (September 30th)	Superintendent Dr. Spencer-Poitras	Motion	02
2.	NSD 2021-2022 Back to School Plan	Superintendent Dr. Spencer-Poitras	Information	-
3.	Bus Tender Award	Secretary-Treasurer Aird	Motion	03
4.	Housing Renovation Contract Award	Secretary-Treasurer Aird	Motion	15
5.	Portable CTS Trailer Deployment	Superintendent Dr. Spencer-Poitras	Information	-

C. ADJOURNMENT



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** AUGUST 24, 2021
SUBMITTED BY: Dr. Nancy Spencer-Poitras, Superintendent of Schools
ORIGINATOR:
SUBJECT: National Day for Truth and Reconciliation, September 30, 2021
REFERENCE(S):
ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees approve an amendment to the 2021-2022 Northland School Division Calendar by adding the National Day for Truth and Reconciliation, September 30, 2021 as a day of closure and removing the professional learning day previously scheduled for April 19, 2022.

BACKGROUND:
The federal government has created the National Day for Truth and Reconciliation, an annual statutory holiday on September 30th. Previously recognized as “Orange Shirt Day” this day has become a national holiday, as called for by the Truth and Reconciliation Commission and Indigenous leaders.

Proclaimed on June 3, 2021 this day applies to all federally regulated industries and employees. At present, this day has not yet been made an Alberta general holiday.

Given the nature of this day the Division will be programming to recognize it. In order to close schools on September 30th, one professional learning day will be removed (April 19, 2022) to balance operational days. The Board had approved the 2021-2022 Northland School Division Calendar by motion at the March 20, 2021 Corporate Board meeting.

RISK ANALYSIS:



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** AUGUST 24, 2021
SUBMITTED BY: Douglas Aird, Secretary-Treasurer
ORIGINATOR: Susanne Jones, Transportation Manager
SUBJECT: Bus Contractor Tender
REFERENCE(S):
ATTACHMENTS: Transportation Services - Request for Proposal

RECOMMENDATION:

THAT the Board of Trustees approve the contract awards to the recommended bidders in the table below, selected by tender, for the provision of contract bus service.

Table 1

2021 Bus Contractor Recommended Award Summary

Contract amount

<u>Route</u>	<u>Description</u>	<u>Recommended Provider</u>	<u>(3 year)</u>	<u>Bids</u>
442	Peavine to High Prairie	First Student	\$229,967.20	3
450	Peavine to High Prairie	First Student	\$229,967.20	3
454	Peavine Local	Noskey Bus Lines	\$160,876.80	3
460	Peavine Local	Noskey Bus Lines	\$149,823.00	3
432	Elizabeth to Cold Lake	TUK Consulting	\$229,500.00	2
443	Elizabeth to Cold Lake	TUK Consulting	\$234,900.00	2
449	Elizabeth Local	TUK Consulting	\$196,911.00	2
471	Elizabeth Local	TUK Consulting	\$196,911.00	2
445	Fishing Lake Local	Christensen Busing	\$181,500.00	2
446	Fishing Lake Local	Christensen Busing	\$171,750.00	2
453	Anzac Local	Sparksman Transportation	\$202,140.00	1
461	Anzac Local	Sparksman Transportation	\$202,140.00	1
462	Anzac Local	Sparksman Transportation	\$202,140.00	1
398	Ft. McKay Local	Sparksman Transportation	\$202,140.00	1
401	Ft. Janvier Local	Sparksman Transportation	\$202,140.00	1

NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

BACKGROUND:

The Division selects vendors for major work through a public tender. Requirements are developed and proponent responses are ranked based on objective criteria determined in advance. The ranking categories for this tender included quality of service, contractor qualifications, capabilities to provide the service, cost and other factors.

The Tender was an opportunity to test the market. Strong competition was seen for most routes. In addition the Division's contract was benchmarked and several requirements improved.

RISK ANALYSIS:

The Division has confirmed that these contractors are suitable, offer the best value and that the work will meet operational requirements. Accordingly the risk is low.

Transportation Services

Request for Proposal

The Board of Trustees of Northland School Division
9809 – 77th Ave.
Peace River, AB
T8S 1C9

1.0 Introduction

- 1.1 The Board of Trustees of Northland School Division, more commonly referred to as Northland School Division or NSD, is a regional and rural school authority located across northern Alberta.

2.0 RFP Overview

- 2.1 Northland School Division is seeking bids for school transportation services for the following routes:
- 2.1.1 Route 398 in Ft. McKay to Ft. McKay School - Approx. 16 km's per day
 - 2.1.2 Route 401 in Janvier to Father R. Perin School - Approx. 33 km's per day
 - 2.1.3 Route 432 in Elizabeth Metis Settlement to Cold Lake Schools - Approx. 172 km's per day
 - 2.1.4 Route 442 in Peavine to High Prairie Schools – Approx. 253 km's per day
 - 2.1.5 Route 443 in Elizabeth Metis Settlement to Cold Lake Schools – Approx. 194 km's per day
 - 2.1.6 Route 445 in Fishing Lake to J.F. Dion School – Approx. 83 km's per day
 - 2.1.7 Route 446 in Fishing Lake to J.F. Dion School – Approx. 72 Km's per day
 - 2.1.8 Route 449 in Elizabeth Metis Settlement to Elizabeth School – Approx. 80 km's per day
 - 2.1.9 Route 450 in Peavine to High Prairie Schools – Approx. 244 km's per day
 - 2.1.10 Route 453 near Anzac to Anzac Community School and Bill Woodward School – Approx. 50 km's per day
 - 2.1.11 Route 454 in Peavine to Bishop Routhier School – Approx. 82 km's per day
 - 2.1.12 Route 460 in Peavine to Bishop Routhier School – Approx. 63 km's per day
 - 2.1.13 Route 461 near Anzac to Anzac Community School and Bill Woodward School – Approx. 60 km's per day
 - 2.1.14 Route 462 near Anzac to Anzac Community School and Bill Woodward School – Approx. 66 km's per day
 - 2.1.15 Route 471 in Elizabeth Metis Settlement to Elizabeth School – Approx. 80 km's per day
 - 2.1.16 Route 472 in Fishing Lake (Feeder bus for High School Bus) – Approx. 74 km's per day
- 2.2 Mileage is calculated as per Alberta Education from first stop, to the last school and the most direct route back to the first stop and multiplied by two (2) to calculate the daily km's.
- 2.3 The purpose of this RFP is to solicit competitive proposals from proponents qualified to fulfill the stated requirements on a Contract basis.

3.0 RFP Process

- 3.1 The proponent is responsible for obtaining any needed clarification of the RFP requirements while the RFP is open. Questions must be directed in writing to the RFP contact:

Susanne Jones, Transportation Manager
Northland School Division
Susanne.jones@nsd61.ca

- 3.2 Amendments to bids will be accepted up the closing time of the Proposal. They will be accepted in person, mail, courier or email to tenders@nsd61.ca. Amendments shall only state the amount of the change – whether to add or delete. It is the proponent's responsibility to ensure that they are received prior to closing.

- 3.3 NSD may extend the bid closing time by addendum.

4.0 Proposals

- 4.1 Proposals will be received until 2:00 pm location time on August 9, 2021. They may be delivered in person, mail, courier or email to tenders@nsd61.ca.

- 4.2 A submission presented after the specified time of closing will not be accepted.

- 4.3 Proposals must be clearly marked as "Contract Bus Route Tender 2021-2022" and be delivered to the following address:

Northland School Division
Attention: Douglas Aird, Secretary Treasurer
9809 – 77th Ave
Peace River, AB T8S 1C9
Phone: (780) 624-2060
Fax: (780) 624-5914
Email: tenders@nsd61.ca

- 4.4 Responses to this RFP must be received and stamped by August 9, 2021, 2:00 PM M.S.T.
- 4.5 The bid submission shall include the entire Request for Proposal document and any addendums if issued.

5.0 Contract Award Process and Tentative Schedule

5.1	The following Schedule is issued for Guidance	
	RFP Posted on Alberta Purchasing Connection	July 16, 2021
	Last day for bidders' written questions	July 23, 2021
	Final date for issue for addenda	August 9, 2021
	RFP Closing Date	August 9, 2021
	Estimated Contract Award	August 16, 2021

6.0 Purpose of Proposal:

- 6.1 The contract term will be from August 23, 2021 to and including June 30, 2024, unless extended or renewed by the Parties or terminated in accordance with the terms of the Agreement.
- 6.2 It is expected that Northland School Division students will be picked up and dropped off at scheduled stops and times in accordance with Division policies, administrative procedures and department standards of operation.
- 6.3 Each school bus must have a form of communication in case of emergency.
- 6.4 It is expected that the most direct route and the most cost-effective coordination of rides will be utilized. Routes will be designed by Northland School Division route planners and reviewed with assigned drivers.
- 6.5 All school buses used in transportation of Northland School Division students must meet all provincial and federal requirements. Vehicles are to be clean and safe and adhere to a smoke-free environment.

7.0 Proposal Terms

- 7.1 Northland School Division reserves the right to reject any and all proposals received as a result of the RFP. If a proposal is selected, it will be the most advantageous regarding quality of service, the Contractor's qualifications and capabilities to provide the specified service, cost, and other factors which Northland School Division may consider.
- 7.2 Northland School Division reserves the right to consider proposals for modifications at any time before the contract is awarded and negotiations would be undertaken with the Proponent whose proposal is deemed to best meet the division's specifications and needs.
- 7.3 Northland School Division reserves the right to reject any or all bids, to waive or not waive formalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms or conditions of any bid determined by the division to be in the best interest of the division even though not the lowest bid.

SCHOOL BUS OPERATIONS – Request Proposal

- 7.4 Proposals must be signed by an official authorized to bind the Proponent to its provisions for at least a period of 30 days.
- 7.5 In the event it becomes necessary to revise any part of the RFP, addenda will be provided, deadlines for submission of the RFP's may be adjusted to allow for revisions. To be considered, the original proposal and two copies must be at the Northland School Division office on or before the date and time specified.
- 7.6 Proposals must provide a straight-forward and concise description of the contractor's ability to meet the requirements to the RFP.
- 7.7 This RFP should not be construed as a contract to order or purchase.
- 7.8 Northland School Division shall not be liable for any costs incurred by a vendor in the preparation of or presentation of proposals.
- 7.9 The clock on the vault wall shall be used to determine the time of receipt of a proposal. Once the clock shows one minute after the Closing Time allowed for receipt of proposals, no further proposals will be accepted.
- 7.10 Proposals received after the Closing Time on the Closing Date will be date and time stamped but will not be considered as valid proposals. They will be placed in a folder marked "Rejected."
- 7.11 Proposals once received shall remain open for acceptance for at least thirty (30) days from the Closing Date, not counting the Closing Date and may not be withdrawn except with the consent of Northland School Division.
- 8.0 Instructions for Vendors**
- 8.1 Vendors must carefully read the Transportation Services Agreement prior to submitting a proposal. All terms, conditions and provisions of this RFP are deemed to be accepted by the vendor and incorporated by reference in its proposal, except such terms and conditions as are expressly excluded in the proposal subject to the agreement of Northland School Division to such exclusion.
- 8.2 Vendor questions
- a) All requests for information (RFI) regarding this RFP should be directed by email to Susanne Jones, Transportation Manager, Susanne.jones@nsd61.ca
 - b) Telephone inquiries may be accepted however, verbal responses to any inquiry are not binding on Northland School Division.

9.0 Proposal Specifications

- 9.1 A complete bid will include the following items:
- A) The bidder's qualifications
 - i) Applicant valid driver's license
 - ii) Applicant years of driving a school bus
 - iii) Applicant drove bus within the last 5 years
 - B) Number of years in business
 - i) Applicant experienced with advertised bus route
 - ii) Primary driver intended to drive the route information
 - a) First Aid
 - b) Class of License
 - c) S Endorsement
 - d) Driver's Abstract
 - e) Driver's License
 - f) Years driving School Bus
 - g) Criminal Record Check (within the last three (3) years)
 - h) Annual Child Welfare Check
 - iii) Applicant ability to provide spare driver
 - C) Organizations Carrier Profile and experience qualifying to provide safe, reliable transportation
 - D) Description of the bus that will be used to service this contract
 - i) Registration of bus(es) to be used which will show:
 - a) Age of bus
 - b) Size of bus
 - c) Serial Number
 - d) Year
 - e) Make/Model
 - f) Fuel type
 - g) License Plate number
 - ii) Insurance certificate showing the required level of insurance as per the Agreement
 - a) If requesting insurance through the Division's CBO Policy, submit the written request.
 - iii) Current Commercial Vehicle Inspection Certificates for the bus(es) to be used
 - E) Experience with National Safety Code Review
 - F) Copy of Safety Fitness Certificate
 - G) Copy of Safety and Maintenance Plan
 - H) Proof of Workers Compensation Coverage
- 9.2 Failure to include all of the requested information may result in disqualification of the proposal.

SCHOOL BUS OPERATIONS – Request Proposal

10.0 Proposal Evaluation – Selection methods

10.1 Screening

10.1.1 Upon receipt of Vendor proposals, an evaluation team will screen each proposal to ensure the Vendor's compliance with the requirements of this RFP.

10.1.2 The acceptability of any deviation will be determined by the evaluation team. After the proposal has passed the initial screening, the NSD team will evaluate the packages and analyze the technical details of the Vendor's proposal.

10.2 Rating and ranking. The evaluation team will utilize the following selection criteria to rate the proposals for evaluation purposes. Subject to the requirements of FOIP, such rating shall be confidential, and no totals of scores of such rating or individual ratings shall be released to any party.

CRITERIA	SCALE	ALLOCATION	MAX POINTS	SCORE
Applicant years driving a school bus?	Variable	0 Pts – 0 yrs 5 pts – 1-5 yrs 7 pts – 6-10 yrs 10 pts – 10+ yrs	10	
Applicant drove bus within the last 5 years (may be asked to provide reference).	Fixed	0 pts – no 5 pts – yes	5	
Applicant experienced with advertised bus route?	Fixed	0 pts – no 5 pts – spare driver 7 pts – regular driver (within last 5 years) 10 pts – current regular driver	10	
Applicant valid driver's license?	Fixed	0 pts – no 5 pts – Class 5 10 pts – Class 2 or 1	10	
Provide qualified primary driver?	Fixed	<u>First Aid</u> 10 Pts – Certified 5 pts – Registered for First Aid Course <u>S Endorsement</u> 10 pts – Certified	65	

SCHOOL BUS OPERATIONS – Request Proposal

		<p>5 pts – Registered for First Aid Course</p> <p><u>Class of License</u> 10 pts – Class 2 or 1 5 pts – Class 4 4 pts – Class 5 0 pts – No License</p> <p><u>Regular Driver's Driver Abstract*</u> (Current within 6 months) 0 pts – 6+ demerits 5 pts – 1-5 demerits 10 pts – 0 demerits</p> <p><u>Years Driving a School Bus</u> 0 pts – 0 yrs 5 pts – 1-5 yrs 7 pts – 6-10 yrs 10 pts – 10+ yrs</p> <p><u>Criminal Record Check</u> 0 pts – Not submitted 3 pts – Submitted with record (Director of Transportation to investigate further) 5 pts – Cleared but not current 10 pts – Cleared and current</p>		
Applicant ability to provide spare driver?	Fixed	0 pts – no 5 pts – partial qualifications	10	

SCHOOL BUS OPERATIONS – Request Proposal

		10 pts – fully qualified		
Applicant able to provide the required age of bus?	Age < 10 Age < 5 Years	0 pts – older than 6 years 10 pts – commitment to purchase bus 5 yrs or newer within 1 year	10	
Applicant able to provide the required size of bus?		0 pts – no 5 pts – unsure of bus size but commits to purchasing a bus of the appropriate size for the route 10 pts – yes	10	
Carrier Profile (within last 12 months)	Mandatory	0 pts – No Experience 5 pts – clean -5 pts – Has Convictions -5 pts – Has Violations -5 pts – Has Out of Service (CVSA Inspections) -5 pts – Has Collisions	5	
National Safety Code Review	Mandatory	0 pts – No Experience 5 pts – Compliant -5 pts – Non-compliant	5	
Paper work	Mandatory	0 pts – No experience 5 pts – Consistently Complete -5 pts – Incomplete	5	
Transportation Manager Chosen Reference	Mandatory	0 pts – No experience <u>Parents on Route Reference</u>	3	

SCHOOL BUS OPERATIONS – Request Proposal

		3 pts – positive reference -3 pts – negative reference <u>Principal reference</u> 3 pts – positive reference -3 pts – negative reference		
Application complete / accurate	Fixed	0 pts – no 5 pts – delayed information 10 pts – yes	10	
Cost evaluation	Fixed	Score based on each route's total annual average cost	42	

* ALL THINGS BEING EQUAL SENIORITY (LENGTH OF SERVICE WITH NSD) WILL BE THE DETERMINING FACTOR



NORTHLAND SCHOOL DIVISION
ADMINISTRATION RECOMMENDATION TO THE BOARD

TO: THE BOARD OF TRUSTEES **DATE:** AUGUST 24, 2021
SUBMITTED BY: Douglas Aird, Secretary-Treasurer
ORIGINATOR: Wayne Turpin, Facilities and Maintenance Manager
SUBJECT: Housing Contract Tender - Janvier
REFERENCE(S):
ATTACHMENTS:

RECOMMENDATION:
THAT the Board of Trustees approve the contract award to the recommended bidder CTS Interiors and Renos Inc., selected by tender, for the renovation of four homes in Janvier for \$428,857.80 including GST.

BACKGROUND:

The Division selects vendors for major work through a public tender. Requirements are developed and proponent responses are ranked, based on points awarded for objective criteria determined in advance. The ranking categories include criteria for specifications, price, service and delivery.

In accordance with the Board-approved Housing Plan, and with provincial funding, this public tender was for the complete renovation of four units in Janvier (two single family homes, and one up/down duplex).

There were two bids for this public tender. The recommended bid was from CTS Interiors out of Lac la Biche. This contractor has been used previously with very satisfactory quality and service.

The other bid received was 132% higher and totalled \$996,309 with GST.

After completing the point-based ranking, Administration recommends that the board approve awarding the contract to CTS Interiors.

RISK ANALYSIS:

The Division has confirmed that this contractor is suitable, offers the best value and that the work will meet operational requirements. Accordingly the risk is low.