



St. Mary's Academy, Inc. and St. Paul's High School – Bus Services

Request for Proposal — RFP #2019-05 Bus Services

St. Mary's Academy, Inc. 550 Wellington Crescent Winnipeg, MB R3M 0C1

St. Paul's High School, 2200 Grant Avenue Winnipeg, MB R3P 0P8

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General Information: RFP for Bus Services – St. Mary's Academy, Inc. and St. Paul's High School

1 General Information

1.1 Statement of Purpose

St. Mary's Academy, Inc. and St. Paul's High School are seeking a reputable bus company to provide transportation for 10-15 students during the course of the 2019-2020 school year. The students would be picked up at Gonzaga Middle School (174 Maple Street North, Winnipeg, MB R2W 3L4) each school day morning and taken to St. Mary's Academy, Inc. and St. Paul's High School. At the end of each school day, the students would be picked up at their respective schools and transported back to Gonzaga Middle School.

1.2 Company Background

St. Mary's Academy, Inc. is one of a network of schools in North America under the direction of the Sisters of the Holy Names of Jesus and Mary (SNJM). St. Mary's Academy's mission is to "educate young women spirit, mind and body".

St. Paul's High School is western Canada's only Jesuit high school and is part of the Jesuit Schools Network consisting of over 60 high schools, 30 universities and colleges across North America, and an additional 300 schools and universities worldwide.

1.3 Scope of Work

The bus company would be expected to pick up 10-15 students at Gonzaga Middle School each school day morning at 7:45 a.m. and transport the students to two drop-off points: St. Mary's Academy (female students) and St. Paul's High School (male students). At the end of the day, the bus company would be expected to pick up the students from these high schools, starting at 4:30 p.m., and drop them off at Gonzaga Middle School.

The contract is a one-year contract and will run from the first school day in September 2019 to the last school day in June 2020. There are a number of school closures within a school year that would be communicated as there is no service required on these days.

2 Contract Terms & Conditions

This document is a Request for Proposal (RFP) and not an offer to purchase. Nothing contained in this RFP creates a contractual relationship between St. Mary's Academy, Inc. / St. Paul's High School and any supplier. Such commitment may be made only in and through a properly executed agreement.



3 Proposal Requirements

To be considered, respondents to this bus service RFP must submit timely, written proposals that fully address all questions and requirements. It must include the following components:

- Describe your company history and mission
- Describe how your company's approach is best suited to the needs and culture of St. Mary's Academy, Inc. and St. Paul's High School
- Lay out the pricing of your services for the requested one-year contract

4 Evaluation & Awards Timeline

- RFP Issue Date – May 24, 2019
- Questions Submitted By – May 31, 2019
- Proposals Due – June 7, 2019
- Interviews – week of June 10, 2019
- Notice of Award – June 21, 2019
- Selected Contractor Begins Operating –September 4, 2019

5 Contacts

5.1 Inquiries & Responses

All questions must be submitted to Nadine Dannenberg via email at ndannenberg@smamb.ca no later than May 31, 2019.

5.2 Submissions

Submit two (2) hard copies to St. Mary's Academy, Inc. no later than June 7, 2019 to the office of:

St. Mary's Academy, Inc.
Attention: Nadine Dannenberg
550 Wellington Crescent
Winnipeg, MB R3M 0C1