Hopkinton Public Schools

89 Hayden Rowe Street Hopkinton, MA. 01748

Susan Rothermich
Director of Finance & Operations
srothermich@Hopkinton.K12.ma.us

Telephone: 508-417-9360
Fax: 508-497-9833

MEMORANDUM

To: Dr. MacLeod, Superintendent of Schools

From: Susan Rothermich, Director of Finance

Date: January 26, 2018 (for meeting of February 1, 2018)

Subject: School Bus Transportation Contract Recommendation

The current transportation contract with Michael J. Connolly and Sons, Inc. expires at the end of this school year. In accordance with the state bid law, Chapter 30B, sealed bids were solicited through a public process that included advertising in the Massachusetts Goods & Services Bulletin, the Metrowest Daily News, and on the HPS Website. The bid specifications that were used for the current contract were updated to suit our needs for the next three years (with two additional one-year options).

Five vendors requested the bid specifications. We received one bid from our current vendor Michael Connelly & Sons, Inc. We budgeted for a 12% increase in price for FY2019. However, the first bid proposal came in at a 23% increase. This represents an addition to the current proposed budget of another $183,769. The remaining years represent an increase of 4% for FY2020 and 3.5% for FY2021.

Since we had one bidder, I was able to negotiate for a better price structure. We were able agree on terms to bring our prices down to the original budgeted cost. The remaining years represent an increase of 3% for FY2020 and 2% for FY2021. The final costs for FY19 are as follows:

- 22 Three-Tier Buses = $374 / day / bus — Annual Cost = $1,481,040
- 4 Two-Tier Buses = $374 / day / bus — Annual Cost = $ 269,280
- 2 One-Tier Buses = $359 / day / bus — Annual Cost = $ 129,240

Total FY19 = $ 1,879,560

I recommend the committee approve the school bus transportation contract with Michael J. Connelly and Sons, Inc.