

**Coventry Board of Education
Coventry, CT
Transportation Committee – Approved Minutes
Meeting of Monday, December 8, 2008**

Members Present: Cheryl Trudon, Transportation Committee Chairman
John Barrett
Kathleen Ryan

Administrator Present: Sherry Holmes, Fiscal Services Director

I. Call to Order

The meeting was called to order at 3:43 p.m. by C. Trudon.

II. Audience of Citizens

There was none.

III. Review Bus Bid Specifications

Ms. Holmes said an ad was put in Thursday's (12/04/08) paper requesting sealed transportation bids. The bid opening is scheduled for December 19 at 2:00 p.m., here in the Administration Building. She said two phone calls have been received so far and contact information was taken to send out the bid specifications. She said one reason for starting the process now is, she is hoping to have figures in time to include in the 09-10 budget.

Ms. Holmes continued saying the bid specifications and forms are a boiler plate from another district and have been reviewed by their legal counsel. She said it is the same document that CASBO is recommending and other districts are using as well. She said it is a very comprehensive document and it protects the district.

She reviewed the different specifications and alternative requests in the bid.

J. Barrett asked if the bid had to require that the vendor continue to use Teamsters Local 671. After a brief discussion it was said it is past practice, but it is at the discretion of the vendor.

J. Barrett asked if this included special education transportation. Ms. Holmes said no, the special education transportation agreements are handled through the PSSS Department.

J. Barrett said the special education transportation contract could be included in this bid, as it may save the district money if the same vendor handles both.

C. Trudon said she would have Judy Richard explain the special education transportation bid/contract at the Thursday Board of Education meeting during the Transportation Committee report.

Ms. Holmes said in January the transportation committee will meet to review the bid proposals.

Ms. Holmes reviewed in detail the pages in the bid that contained the alternative requests.

J. Barrett asked about the diesel costs and how a vendor can estimate that cost for five years.

Ms. Holmes said there are formulas they use and they have to inform the Board from where they are getting the fuel.

The conversation turned to the routing software.

J. Barrett asked why the software request was separated out in the bid.

Ms. Holmes said the goal was to see the actual cost of the software.

J. Barrett said an option would be not to mention the software in the bid; if the vendor already has the software, they may just use it.

Ms. Holmes said vendors do not use the software without charging a fee to districts.

K. Ryan asked if that paragraph 7.12.3 could be taken off easily enough. Ms. Holmes said yes.

J. Barrett asked if there is a date in the contract that the routes need to be done by in the summer.

Ms. Holmes said that information will be included in the contract itself, not during the bidding process.

It was decided the Routing Software System paragraph 7.12.3 would be deleted from the bid specifications.

The committee reviewed and discussed the bid specifications regarding vehicle requirements, the facility where the busses are housed, and fuel costs.

J. Barrett asked if the specifications included criminal and psychological checks for the vendor's employees. It was said criminal checks are done. J. Barrett said a psychological check may be prudent. It was said Ms. Holmes would ask the attorney if the bid specifications already included required psychological checks for vendor employees and if not could it be added legally.

IV. Adjournment

The meeting at adjourned at 4:57.

Respectfully submitted,

Kimberlee Michaud
Substitute Subcommittee Clerk

Approved: January 21, 2009