



WAKE COUNTY PUBLIC SCHOOL SYSTEM

Wake County Public School System
Purchasing Department
Attn: Marcella Calvert
1551 Rock Quarry Road, Bldg. F
Raleigh, NC 27610

Request for Information # 251-23-421

Issue Date: March 16, 2023

Request For Information Package Due by: April 21, 2023

Submissions will be publicly opened: April 21, 2023

Time: 1:00 p.m. EST

Commodity No. and Description: Special Transportation
Services

Request Type: Open Market

NOTICE TO RESPONDENTS:

Sealed proposals subject to the conditions made a part hereof, will be received at this office (1551 Rock Quarry Road, Raleigh, NC) until **1:00 p.m.** on the day of opening and then opened, for furnishing and delivering the commodity as described herein.

Information that is submitted via facsimile (FAX) machine in response to this Request for Information will not be acceptable.

MAILING INSTRUCTIONS: Mail only one Request for Information (RFI) per envelope. Address envelope and clearly note RFI number as shown below. It is the responsibility of the vendor to have the RFI in this office by the specified time and date of opening. The proposal shall be labeled as follows:

**RFI #251-23-421
Wake County Public Schools System
Attn: Marcella Calvert
1551 Rock Quarry Road, Building F
Raleigh, NC 27610**

QUESTION AND ANSWER PERIOD

All questions should be directed to Marcella Calvert, bids-mcalvert@wcpss.net in written form. Vendors are cautioned that any communication regarding this Request for Information shall be directed to Marcella Calvert, Buyer II, WCPSS Purchasing Department.

EXECUTION

In compliance with this Request for Information, and subject to all the conditions herein, the undersigned offers and agrees to furnish and deliver any or all items as requested within the time specified herein. By executing this RFI, I certify that this RFI is submitted competitively and without collusion (G.S. 143-54).

VENDOR INFORMATION

VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE:		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:		FAX NUMBER:
VENDOR'S AUTHORIZED SIGNATURE:	DATE:	EMAIL:

1.0 EXECUTIVE SUMMARY

The Wake County Public School System (WCPSS) is in the process of reviewing information regarding special transportation services. Vendors are to provide the safe and efficient transportation of certain special needs, homeless, foster, pre-kindergarten, alternative school, and/or other students designated by WCPSS to receive special transportation services, as well as any adult monitor or assistants assigned by WCPSS to accompany such students. The district currently utilizes the following assortment of vehicles used to transport students:

- Lift Buses to accommodate at least two (2) wheelchair passengers, four (4) non-wheelchair passengers (excluding driver).
- Non-Lift Buses to accommodate up to fourteen (14) non-wheelchair passenger (excluding driver).
- Other Vehicles, defined as "Sport Utility Vehicle," "Mini-Van," and/or "Crossover" with seating capacities of six (6) passengers (excluding driver).

****Responding vendors may also share alternate methods, as supported, in their services.**

The Wake County Public School System is the nation's fifteenth (15th) largest school district and the largest in the state of North Carolina. Comprising 850 square miles of both urban and non-urban communities, our 198 schools provide service to 160,000 students. WCPSS currently operates approximately 600 yellow school buses to transport approximately 70,000 students to and from school daily. In addition, WCPSS currently contracts with private vendors to provide special transportation services to approximately 4,000 students, including but not limited to homeless, foster care, pre-kindergarten, and special needs students.

The WCPSS Transportation Department is charged with managing this work.

2.0 RFI PROCEDURES

A. Schedule

Respondents will have approximately 30 days to prepare their submissions to this RFI. Responses must be received by the date, time and the location specified on the cover sheet of this RFI.

B. Response

WCPSS recognizes that considerable effort will be required in preparing a response to this RFI.

However, please note this is a request for information only, and not a request for services.

The Vendor shall bear all costs for preparing this RFI.

1. Content and Format

WCPSS expects concise, detailed, point-by-point responses. WCPSS is not interested in brochures or "boilerplate" responses. Any issues or exceptions to WCPSS' requirements should also be identified and explained.

The response should define all services and products that would be required by the proposed solution. The response should also include the following:

- a) Information on all business models offered related to the provisions noted in the Executive Summary.
- b) Information, reports, samples, etc. to demonstrate the organization's ability to satisfactorily provide the services described in the Executive Summary.

2. Multiple Responses

Multiple responses will be accepted from a single vendor provided that each response is comprehensive, meets all of the WCPSS' requirements, and is truly unique. Please place in separate envelopes and clearly mark responses as "Response #1, Response #2, etc.

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY. This RFI is issued solely for information and planning purposes. This RFI does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. This request for information does not commit WCPSS to contract for any service.

At this time WCPSS is not seeking proposals and will not accept unsolicited proposals. If you choose not to respond to this RFI it shall not preclude future participation in any WCPSS RFP. If a solicitation is released, it will be advertised utilizing the State of NC IPS tool.