

WESTPORT BOARD OF EDUCATION

*AGENDA

(Agenda Subject to Modification in Accordance with Law)

PUBLIC SESSION/PLEDGE OF ALLEGIANCE:

Staples High School, Cafeteria B (Room 301), 7:30 p.m.

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

PUBLIC QUESTIONS/COMMENTS ON NON-AGENDA ITEMS (15 MINUTES)

MINUTES: January 25, 2010

DISCUSSION/ACTION:

- | | | |
|---|---------|--------------------------|
| 1. School Transportation Services:
Award of Contract/ July 1, 2010-June 30, 2015 | (Encl.) | Ms. Harris |
| 2. 2010-11 Proposed Budget of the Superintendent of Schools | (Encl.) | Dr. Landon
Ms. Harris |

ADJOURNMENT

*A 2/3 vote is required to go to executive session, to add a topic to the agenda of a regular meeting, or to start a new topic after 10:30 p.m. The meeting can also be viewed on cable TV on channel 78.

PUBLIC PARTICIPATION WELCOME USING THE FOLLOWING GUIDELINES:

- Comment on non-agenda topics will occur during the first 15 minutes *except* when staff or guest presentations are scheduled.
- Board will not engage in dialogue on non-agenda items.
- Public may speak as agenda topics come up for discussion or information.
- Speakers on non-agenda items are limited to 2 minutes each, except by prior arrangement with chair.
- Speakers on agenda items are limited to 3 minutes each, except by prior arrangement with chair.
- Speakers must give name and use microphone.
- Responses to questions may be deferred if answers not immediately available.
- Public comment is normally not invited for topics listed for action after having been publicly discussed at one or more meetings.

INTEROFFICE MEMORANDUM

TO: ELLIOTT LANDON, ED. D.
SUPERINTENDENT

FROM: NANCY J. HARRIS
ASSISTANT SUPERINTENDENT FOR BUSINESS

SUBJECT: 2010 – 2015 TRANSPORTATION CONTRACT

DATE: JANUARY 29, 2010

CC: S. EVANGELISTA, FILE

I am pleased to inform you that we have completed the Request for Proposal (RFP) process for the five year contract award for our school transportation services. I am recommending that the contract be awarded to DATTCO, Inc., our current provider.

The RFP process began by hiring Mark Walsh, president of TAS, who is a highly regarded transportation consultant. Mark met and conferenced with Sandy Evangelista and me multiple times in order to develop the criteria for the RFP. Prior to release, the content of the RFP was reviewed by our attorneys and our insurance consultant. The RFP was posted on our website and advertised in local newspapers. TAS also e-mailed an invitation to review the RFP to a list of potential transportation vendors. We held a mandatory pre-proposal meeting for any interested vendors. Two highly qualified transportation providers responded with excellent proposals. Sandy, Mark and I then met with both firms. Sandy and I held an additional follow up meeting with both firms. Mark developed a comparison work sheet in order to standardize and display the two cost proposals. In addition, we developed a similar worksheet which breaks out Greens Farms Academy, and adds in the summer school and testing run costs.

Based on the analyses I recommend that the contract be awarded to DATTCO, Inc.

Attachments
NJH:abm



Mark A. Walsh, CMC
President
3181 Valley Dr.
Walworth, NY 14568

(800) 233-3251
(315) 986-1901 (fax)
(585) 749-5325 (cell)

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MEMBER:

CASBO
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January 26, 2010

Nancy Harris
Assistant Superintendent
Westport Public Schools
110 Myrtle Avenue
Westport, CT 06880

Dear Nancy:

Thank you for the opportunity to assist the District with the RFP process management for the student transportation program. Please allow me to summarize the process prior to providing our recommendation.

- TAS worked with Sandra Evangelista and yourself to review the current transportation program in order to provide a basis for the program description to be included in new RFP specifications.
- New specifications were formulated which provide the District with industry-standard management tools to oversee the contractor's performance. These draft specifications were then reviewed by the District's legal counsel and insurance advisor. All recommended changes were incorporated in the final specifications.
- Potential contractors were notified of the proposal opportunity through letters and emails from TAS. Additionally, the District placed a legal ad in the District's paper of record.
- A pre-proposal meeting was held on December 2, 2009. 7 contractors, and 3 drivers' union representatives, attended the meeting along with District and TAS representatives.
- Based on questions that arose at the pre-proposal meeting, and subsequent questions submitted to the District, 2 addendums were developed and provided to all prospective contractors.
- Two proposals were submitted to the District on December 11, 2009. The District's current contractor DATTCO, and First Student, submitted high quality proposals.
- Both TAS and the District performed extensive reviews of both proposals including the development of detailed spreadsheets to allow for a fair and representative cost comparison.
- Both contractors were offered an opportunity to meet with the District to discuss their proposals, answer questions about the submittal, and provide a modified proposal if they so chose (a **Final and Best Offer** process). This meeting also provided the District with the opportunity to ask specific questions about the planned operations. Both District and TAS representatives met with both contractors.

- Subsequent to the FABO meetings, both contractors reviewed their proposals and responded to the District with additional information and/or modified proposals.

Included with this letter is a summary chart that compares the proposals submitted by First Student and Dattco. Both proposals were very competitive. As a part of the FABO process, Dattco reduced their GPS system cost and matched the First Student pre-payment credit.

The review of the proposals included much more than just cost. First Student proposed operating the program from a new location in Norwalk while Dattco would continue with their operation based in Westport. Consideration was given to continuity with the driver force, knowledge of the program, familiarity with the Trapeze routing software, and more.

It was also important to consider the total financial impact of the proposed contract onto the entire Westport community and not just the District. By being based in Westport, Dattco would be required to pay property taxes on the value of the buses. This amounts ranges between \$45,000 and \$50,000 per year. As shown on the attached financial summary, this payment becomes a significant determinate in the financial comparison.

Recommendation: Based on the lower *overall* cost of the Dattco proposal, coupled with the benefits of continuity in providing a quality student transportation program, we recommend that the District award the five year contract to Dattco, including the installation of GPS units, based on the following two contingencies:

1. Dattco must commit to operating the program from Westport for the term of the contract; and
2. Dattco must stipulate that the fleet age and capacity will be compliant with the specification mandates starting in the first year of the contract.

Please do not hesitate to contact me with any questions. Thank you, again, for utilizing the services of TAS.

Sincerely,



Mark A. Walsh, President
Certified Management Consultant

Attachment: Proposal Comparison spreadsheet

TRANSPORTATION COST COMPARISON
 DATTCO - FIRST STUDENT

	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	FIVE YEAR TOTAL
FIRST STUDENT	\$ 3,337,919.69	\$ 3,354,798.62	\$ 3,371,723.50	\$ 3,405,488.71	\$ 3,439,612.83	
GRAND TOTAL						
FIVE YEAR COST						\$ 16,909,543.35
DATTCO	\$ 3,120,789.50	\$ 3,246,901.98	\$ 3,378,059.52	\$ 3,463,398.89	\$ 3,550,841.82	
NET COST TO WESTPORT						
FIVE YEAR COST						\$ 16,759,991.71
DIFFERENCE*	\$ 217,130.19	\$ 107,896.64	\$ (6,336.02)	\$ (57,910.18)	\$ (111,228.99)	\$ 149,551.63
(FIRST STUDENT MINUS DATTCO TOTALS)						

*DIFFERENCE INCLUDES TAX REVENUE PAID BY DATTCO TO TOWN OF APPROXIMATELY \$225,000 OVER FIVE YEARS

TRANSPORTATION COST ANALYSIS RFP#10-007
2010-2011 to 2014-2015
DATTCO

TYPE I	CAT	# VEH	# DAYS	2010-2011 PRICE/DAY	2010-2011 TOTAL COST	2011-2012 PRICE/DAY	2011-2012 TOTAL COST	2012-2013 PRICE/DAY	2012-2013 TOTAL COST	2013-2014 PRICE/DAY	2013-2014 TOTAL COST	2014-2015 PRICE/DAY	2014-2015 TOTAL COST
HOME/SCHOOL	4.25 hr	23	182	336.95	\$ 1,410,472.70	350.43	\$ 1,466,899.98	364.45	\$ 1,525,587.70	373.56	\$ 1,563,722.16	382.90	\$ 1,602,819.40
	4.50 hr	13	182	343.50	\$ 812,721.00	357.24	\$ 845,229.84	371.53	\$ 879,039.98	380.82	\$ 901,020.12	390.34	\$ 923,544.44
KINDERGARTEN		20	70	26.20	\$ 36,680.00	27.25	\$ 38,150.00	28.34	\$ 39,676.00	29.05	\$ 40,670.00	29.77	\$ 41,678.00
					\$ 2,259,873.70		\$ 2,350,279.82		\$ 2,444,303.68		\$ 2,505,412.28		\$ 2,568,041.84
TYPE II	4.0 hr	5	182	297.00	\$ 270,270.00	308.88	\$ 281,080.80	321.24	\$ 292,328.40	329.27	\$ 299,635.70	337.50	\$ 307,125.00
	4.25 hr	5	182	303.55	\$ 276,230.50	315.69	\$ 287,277.90	328.32	\$ 298,771.20	336.53	\$ 306,242.30	344.94	\$ 313,895.40
	4.5 hr	3	182	310.10	\$ 169,314.60	322.50	\$ 176,085.00	335.40	\$ 183,128.40	343.79	\$ 187,709.34	352.38	\$ 192,399.48
					\$ 715,815.10		\$ 744,443.70		\$ 774,228.00		\$ 793,587.34		\$ 813,419.88
PRE-K		6	175	26.20	\$ 27,510.00	27.25	\$ 28,612.50	28.34	\$ 29,757.00	29.05	\$ 30,502.50	29.77	\$ 31,258.50
TOTAL					\$ 3,003,198.80		\$ 3,123,336.02		\$ 3,248,288.68		\$ 3,329,502.12		\$ 3,412,720.22
2% PREPAYMENT DISCOUNT					\$ (60,063.98)		\$ (62,466.72)		\$ (64,965.77)		\$ (66,590.04)		\$ (68,254.40)
NET TOTAL					\$ 2,943,134.82		\$ 3,060,869.30		\$ 3,183,322.91		\$ 3,262,912.08		\$ 3,344,465.82
SPEED Summer	4.0 hr	5	29	282.15	\$ 40,911.75	293.44	\$ 42,548.22	305.18	\$ 44,251.10	312.81	\$ 45,357.45	320.65	\$ 46,494.25
CAPT		26	7	26.20	\$ 4,768.40	27.25	\$ 4,959.50	28.34	\$ 5,157.88	29.05	\$ 5,287.10	29.77	\$ 5,418.14
GFA RUNS													
TYPE I	4.25 hr	2	165	336.95	\$ 111,193.50	350.43	\$ 115,641.90	364.45	\$ 120,268.50	373.56	\$ 123,274.80	382.90	\$ 126,357.00
TYPE II	4.0 hr	1	165	297.00	\$ 49,005.00	308.88	\$ 50,965.20	321.24	\$ 53,004.60	329.27	\$ 54,329.55	337.50	\$ 55,687.50
2% PREPAYMENT DISCOUNT					\$ 160,198.50		\$ 166,607.10		\$ 173,273.10		\$ 177,604.35		\$ 182,044.50
NET TOTAL					\$ (3,203.97)		\$ (3,332.14)		\$ (3,465.46)		\$ (3,552.09)		\$ (3,640.89)
GPS			54		\$ 156,994.53		\$ 163,274.96		\$ 169,807.64		\$ 174,052.26		\$ 178,403.61
GRAND TOTAL WPS					\$ 19,980.00		\$ 20,250.00		\$ 20,520.00		\$ 20,790.00		\$ 21,060.00
WESTPORT PROPERTY TAXES					\$ 3,165,789.50		\$ 3,291,901.98		\$ 3,423,059.52		\$ 3,508,398.89		\$ 3,595,841.82
NET COST TO WESTPORT					\$ 45,000.00		\$ 45,000.00		\$ 45,000.00		\$ 45,000.00		\$ 45,000.00
FIVE YEAR COST					\$ 3,120,789.50		\$ 3,246,901.98		\$ 3,378,059.52		\$ 3,463,398.89		\$ 3,550,841.82
													\$ 16,759,991.71

TRANSPORTATION COST ANALYSIS RFP#10-007
2010-2011 TO 2014-2015
FIRST STUDENT

TYPE I	CAT	# VEH	# DAYS	2010-2011		2011-2012		2012-2013		2013-2014		2014-2015		
				PRICE/DAY	TOTAL COST	PRICE/DAY	TOTAL COST	PRICE/DAY	TOTAL COST	PRICE/DAY	TOTAL COST	PRICE/DAY	TOTAL COST	
HOME/SCHOOL	4.25 hr	23	182	4,186	\$ 348.86	\$ 1,460,327.96	\$ 350.61	\$ 1,467,653.46	\$ 352.36	\$ 1,474,978.96	\$ 355.88	\$ 1,489,713.68	\$ 359.44	\$ 1,504,615.84
	4.50 hr	13	182	2,366	\$ 360.63	\$ 853,250.58	\$ 362.43	\$ 857,509.38	\$ 364.24	\$ 861,791.84	\$ 367.88	\$ 870,404.08	\$ 371.56	\$ 879,110.96
KINDERGARTEN		20	70	1,400	\$ 47.07	\$ 65,898.00	\$ 47.31	\$ 66,234.00	\$ 47.54	\$ 66,556.00	\$ 48.02	\$ 67,228.00	\$ 48.50	\$ 67,900.00
						\$ 2,379,476.54		\$ 2,391,396.84		\$ 2,403,326.80		\$ 2,427,345.76		\$ 2,451,626.80
TYPE II	4.0 hr	5	182	910	\$ 302.94	\$ 275,675.40	\$ 304.45	\$ 277,049.50	\$ 305.98	\$ 278,441.80	\$ 309.04	\$ 281,226.40	\$ 312.13	\$ 284,038.30
	4.25 hr	5	182	910	\$ 314.71	\$ 286,386.10	\$ 316.28	\$ 287,814.80	\$ 317.87	\$ 289,261.70	\$ 321.04	\$ 292,146.40	\$ 324.25	\$ 295,067.50
	4.5 hr	3	182	546	\$ 326.48	\$ 178,258.08	\$ 328.11	\$ 179,148.06	\$ 329.75	\$ 180,043.50	\$ 333.05	\$ 181,845.30	\$ 336.38	\$ 183,663.48
						\$ 740,319.58		\$ 744,012.36		\$ 747,747.00		\$ 755,218.10		\$ 762,769.28
PRE-K		6	175	1,050	\$ 47.07	\$ 49,423.50	\$ 47.31	\$ 49,675.50	\$ 47.54	\$ 49,917.00	\$ 48.02	\$ 50,421.00	\$ 48.50	\$ 50,925.00
TOTAL						\$ 3,169,219.62		\$ 3,185,084.70		\$ 3,200,990.80		\$ 3,232,984.86		\$ 3,265,321.08
2% PREPAYMENT DISCOUNT						\$ (63,384.39)		\$ (63,701.69)		\$ (64,019.82)		\$ (64,659.70)		\$ (65,306.42)
NET TOTAL						\$ 3,105,835.23		\$ 3,121,383.01		\$ 3,136,970.98		\$ 3,168,325.16		\$ 3,200,014.66
SPED Summer	4.0 hr	5	29	145	\$ 287.80	\$ 41,731.00	\$ 289.23	\$ 41,938.35	\$ 290.69	\$ 42,150.05	\$ 293.59	\$ 42,570.55	\$ 296.53	\$ 42,996.85
CAPT		26	7	182	\$ 47.07	\$ 8,566.74	\$ 47.31	\$ 8,610.42	\$ 47.54	\$ 8,652.28	\$ 48.02	\$ 8,739.64	\$ 48.50	\$ 8,827.00
GFA RUNS														
TYPE I	4.25 hr	2	165	330	\$ 348.86	\$ 115,123.80	\$ 350.61	\$ 115,701.30	\$ 352.36	\$ 116,278.80	\$ 355.88	\$ 117,440.40	\$ 359.44	\$ 118,615.20
TYPE II	4.0 hr	1	165	165	\$ 302.94	\$ 49,985.10	\$ 304.45	\$ 50,234.25	\$ 305.98	\$ 50,486.70	\$ 309.04	\$ 50,991.60	\$ 312.13	\$ 51,501.45
						\$ 165,108.90		\$ 165,935.55		\$ 166,765.50		\$ 168,432.00		\$ 170,116.65
2% PREPAYMENT DISCOUNT						\$ (3,302.18)		\$ (3,318.71)		\$ (3,335.31)		\$ (3,368.64)		\$ (3,402.33)
NET TOTAL						\$ 161,806.72		\$ 162,616.84		\$ 163,430.19		\$ 165,063.36		\$ 166,714.32
GPS				54		\$ 19,980.00		\$ 20,250.00		\$ 20,520.00		\$ 20,790.00		\$ 21,060.00
GRAND TOTAL						\$ 3,337,919.69		\$ 3,354,798.62		\$ 3,371,723.50		\$ 3,405,488.71		\$ 3,439,612.83
FIVE YEAR COST														\$ 16,909,543.35

WESTPORT PUBLIC SCHOOLS

ELLIOTT LANDON
Superintendent of Schools

110 MYRTLE AVENUE
WESTPORT, CONNECTICUT 06880
TELEPHONE: (203) 341-1010
FAX: (203) 341-1029

To: Members of the Board of Education
From: Elliott Landon
Subject: 2010-11 Proposed Budget of the Superintendent of Schools
Date: February 1, 2010

Nancy Harris has, within the last week, been able to “lock in” our dual fuel heating contract for the 2010-11 school year at a lower rate than we had anticipated when my proposed budget was prepared. Her diligence in following the daily fluctuations in fuel pricing will result in a reduction of our total anticipated budget expenditures for heating fuel in the amount of \$118,000.

Concurrently, Nancy has been able to reduce our anticipated costs for natural gas that is used in our culinary classes, our kitchens and our science laboratories by another \$30,000, again by keeping track of the daily fluctuations and “locking in” our natural gas contract at a lower rate than anticipated.

The net savings in fuel costs, therefore, amounts to \$148,000. This reduction in expenditures has the effect of lowering the percentage increase of the Superintendent’s proposed budget from 2.9% to 2.74%.

Our projected school transportation costs for the 2010-11 school year also were established prior to the receipt of final proposals for the contract succeeding the one that ends June 30, 2010. When the final proposals were evaluated this week, the actual expenditures are lower than the ones projected in late December. As a result, we are able to capture additional savings of \$225,000. The result of the transportation savings (0.23%), when combined with the savings in fuel costs, reduces the percentage increase of the Superintendent’s revised proposed budget from 2.74% to 2.51 %.

ADMINISTRATIVE RECOMMENDATION

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education adopts a proposed 2010-11 school budget in the amount of \$96,938,912, representing a year-to-year percentage budget increase of 2.51%.