Bus Company for Summer Camp

**REQUEST FOR PROPOSALS**

Katie Walker | Director of Operations – Youth Programs

New Country Day Camp

14th Street Y

344 E 14th Street

NY, NY 10003

646-395-4352

kwalker@14streety.org

December 3, 2020

**SCOPE OF WORK**

**Environment**: Camp will operate from June 28th through August 20th, 2021. Every year, camp hires between 10-21 air-conditioned, school buses to transport up to 550 campers and 170 staff per day from central pick-up locations along routes in Manhattan and Brooklyn (see attached sample list of stops) to the Henry Kaufmann Campgrounds (HKC) at 1131 Manor Road, Staten Island.

**Work Schedule**: Campers are picked up between 7:45 am and 8:30 am so they arrive at camp by 9:10 am. In the afternoon, campers leave camp beginning at 3:30 pm for drop off. Camp operates Monday – Friday and is closed on July 5th. Each Friday, campers are dismissed an hour earlier. During operating hours, buses may park throughout the day in the HKC parking lot. Once all buses are unloaded, drivers are permitted to leave the grounds but must remain within a distance of 30 minutes, in the event of an emergency. Buses will occasionally be used for additional trips during the camp day. Buses will be used only for camp transportation during the camp day.

**Rainy Day Schedule**: On a day where rain is forecasted, drivers must remain at camp or within a distance of 10 minutes in the event transportation is needed to a rain space. Bus Company will also provide directions from the Verrazano Bridge to two rain locations, which will be designated by the camp staff, in the event buses must be re-directed on their way to camp.

**Carrier Responsibilities**:

* All drivers will be provided a camp shirt or ID that will be worn at all times while on site.
* Equipment will be in proper working order, including working air-conditioners on all buses.
* Company will maintain 10% spare buses in their fleet for replacement in the event of a mechanical issue.
* If equipment failures occur or bus is deemed inadequate by Camp’s supervisory staff, a vehicle will be dispatched to replace it.
* Drivers will have valid driver’s licenses with proper CDL endorsements and clean records.
* Carrier will provide all operator’s driving record and training they received.
* Buses must be properly inspected by the DOT and have permits to operate in the City of New York.
* Carrier will have dedicated dispatch personnel to act as liaison between the Carrier and camp staff.

**Proposals**: Proposal submission is based on work performed by a registered bus company authorized and permitted to work in New York City. Walk-through inspections are recommended and may be arranged by emailing Katie Walker, Director of Operations – Youth Programs (KWalker@14StreetY.org).

**Requirements**: The Carrier must provide a W-9, carry and provide proof of at least $5,000,000.00 liability insurance policy that is dated current. The insurance company will indemnify Educational Alliance, 14th Street Y, New Country Day Camp, Henry Kaufmann Campgrounds, UJA-Federation of New York, and the New York City Department of Health and Mental Hygiene. Carrier must also be able to consult in the creation of routes.

**Payment terms**: The Carrier shall submit a proposal and accept a purchase order. Camp will be billed on a weekly basis and agrees to payment within 60 days of invoice.

**Requests Due**: Proposals must be returned by December 31st, 2020 by email to Katie Walker (KWalker@14StreetY.org).

RFP Schedule

The schedule for this RFP is as follows:

RFP Issued: December 4, 2020

Vendor’s intention to respond by: December 15, 2020

Last date to submit questions: December 20, 2020

Answers provided by: December 23, 2020

Proposal submission: December 31, 2020

Target date for Educational Alliance’s decision: January 15, 2021

**Manhattan Bus Stops -**

Stops are listed by area & don’t represent bus routes. Routes will be finalized in the spring.

* **Manhattan East Side**
	+ 2nd Ave & 30th St
	+ 2nd Ave & 22nd St
	+ Stuyvesant Square – 2nd Ave & 16th St
	+ 14th Street Y – 344 East 14th St
	+ 2nd Ave & 9th St
	+ 2nd Ave & 2nd St
	+ 4th Ave & Ave A
	+ Lewis & Grand
	+ MCC – 197 East Broadway
	+ Rivington & Essex
* **Lower Central Manhattan**
	+ Broadway & 13th St
	+ Broadway & 8th St
	+ Broadway & Barclay
	+ Broadway & Bleeker
	+ Broadway & Canal
	+ Chambers & Greenwich
	+ Vestry & Greenwich
* **Manhattan West Side**
	+ 7th Ave & 25th St
	+ 7th Ave & 19th St
	+ 7th Ave & 15th St
	+ 7th Ave & 12th St
	+ 7th Ave & Christopher St.
	+ Varick & Houston

**Brooklyn Bus Stops**

Stops are listed by area & don’t represent bus routes. Routes will be finalized in the spring.

* **Park Slope**
	+ 5th Ave & 7th St
	+ 5th Ave & St Marks Pl
	+ 5th Ave & Union
	+ 5th Ave & Prospect Ave
	+ 7th Ave & 2nd St
	+ 7th Ave & 9th St
	+ 7th Ave & 15th St
	+ PPW & 15th St
	+ PPW & 2nd St
	+ PPW & Union St
* **Williamsburg/Greenpoint**
	+ Driggs & Manhattan Ave
	+ Driggs & N 4th St
	+ Greenpoint & Manhattan Ave
* **BedStuy/Prospect Heights/Fort Greene/Clinton Hill**
	+ Eastern Pkwy & Washington Ave
	+ Halsey & Lewis
	+ Halsey & Tompkins
	+ Bedford Ave & Gates
	+ Greene & Washington Ave
	+ Lafayette & South Portland
	+ Fulton & Washington
	+ St Marks Pl & Washington Ave
	+ Vanderbilt & Dean
	+ Vanderbilt & Plaza St East
* **Cobble Hill/Carroll Gardens**
	+ Court St & Atlantic
	+ Court St & Baltic
	+ Court St & Carroll
	+ Court St & 4th St
	+ Court St & 9th St
	+ Henry & Clark
	+ Henry & Joralemon
	+ Hicks & Kane
	+ Hicks & Summit
* **DUMBO/Downtown Brooklyn**
	+ York & Front
	+ York & Jay St
	+ Ashland & Myrtle
	+ Middagh & Cadman Plaza West
* **Boerum Hill/Gowanus**
	+ 3rd Ave & Atlantic
	+ 4th Ave & 3rd St
	+ Hoyt & Atlantic
	+ Wykoff & Bond
* **Kensington/Windsor Terrace**
	+ Coney Island Ave & Foster
	+ Coney Island Ave & Ditmas
	+ Coney Island Ave & Church
	+ PPSW & Greenwood Ave
	+ PPSW & Windsor Pl
* **South Slope/Sunset Park/Bay Ridge**
	+ 4th Ave & 14th St
	+ 4th Ave & 36th St
	+ 4th Ave & 55th St
	+ 4th Ave & 77th St
	+ 7th Ave & 20th St