

Request for Proposal (RFP) #717-25-715 Campus Shuttle Service for responses were received on March 13, 2025. The goal of the solicitation is to establish a contract with a qualified company or companies who bring the best value to Texas Southern University based on the criteria set in the RFP. There were (6) six companies that submitted responses. The evaluation committee, which consists of 3 members, have evaluated and scored the submittals. Based on the final calculation of scoring, **Grayline Star Shuttle** has ranked as the Top respondents. Therefore, the Purchasing Department recommends **Grayline Star Shuttle** as the potential Top ranked company. Please see the top ranked company's response attached. Please confirm the recommended awardee. Once confirmation has been received negotiations and the contract submittal process can begin. **Grayline Star Shuttle is not a HUB Vendor.**

Below are the final rankings, scores and pricing of Request for Proposal (RFP) #717-25-715 Campus Shuttle Service.

## Request for Proposals # 717-25-715

### Campus Shuttle Bus Services

## Final Ranking

Rank	Vendor	Weighted Score	Annual Cost
1	Grayline Star Shuttle	85.67	\$380,855.00
2	AFC Echo Transportation	83.93	\$493,483.20
3	Charter Linkz	78.77	\$611,496.00
4	MTI Transportation	68.23	\$764,783.00
5	Parking Veterans	67.3	\$697,944.00
6	LAZ Campus Shuttle Bus Service	58.51	\$647,381.00

## 2.3 SCOPE OF WORK

### 2.3.1 SPECIFICATIONS

#### PART 1 GENERAL INFORMATION & SUMMARY – BID REQUIREMENTS

Texas Southern University (TSU) invites interested parties to submit proposals for the purpose to provide detailed descriptions of the services desired from qualified vendors as they pertain to off-campus housing shuttle services for Texas Southern University. The purpose of this Request for Proposal (RFP) is the intent to obtain a shuttle bus services to transport our students to and from off-campus housing properties to the Texas Southern University campus. Please see the specifications below:

The shuttle services will need to encompass the following Requirements and Preferences:

##### Statement of Work

Texas Southern University (TSU) is soliciting bids for **Student Off Campus Housing Shuttle Services**.

It is the intention of TSU to obtain Student Bus Shuttle Services to provide transportation to campus and back to their out campus residential housing and surrounding areas as indicated in this document.

#### 1. Services

##### A. Student Shuttle Services

The awarded vendor will provide student shuttle services starting October 17, 2025 and ending May 15, 2026, for academic year 2025/2026. The shuttle will be operational from 6 AM to 1 AM to and from TSU campus. See route in Appendix 2

▪ Off Campus Sites	No. of Students
a) Cullen Oaks Apartments 4600 Cullen Blvd, Houston, TX 77004	348
b) The Icon – Premium Student Living 3509 Elgin St Houston TX 77004	712

#### 2. Shuttle Service Requirements

##### A. Minimum Vehicle and Equipment Requirements

- 1) All vehicles shall be ADA compliant and capable of comfortably seating a minimum capacity of Twenty-three (23) passengers in fully padded seats when a wheelchair is not aboard. All ADA compliant vehicles shall be capable of comfortably

- seating a minimum capacity of (20) passengers with a wheelchair in place.
- 2) Each vehicle will display in the front window, side, and rear an LED route designation sign that designates which Shuttle Bus Number is being run by that vehicle.
  - 3) All vehicles shall have interior lighting, and a full range of front, side and rear LED route designation signs.
  - 4) Proposer will be required to provide information on the proposed seating arrangements. Seating is to be fully padded and vandal-resistant transit seating.
  - 5) All vehicles shall be equipped with a (GPS). The GPS system is to assist the contractor and University in determining which routes are on-schedule and which are late. The GPS system will provide timestamps whenever vehicles arrive and depart designated shuttle stop locations. The GPS System shall be able to provide exportable activity reports that detail arrival and departure times from shuttle stop locations. The GPS System shall have alerts for speeding and prolonged stops as well as a Geo-fence feature that sends alerts when the equipment travels outside assigned territory or crosses into restricted zones. The GPS System should be viewable via a website so that students and staff can log-on to the site and see where a shuttle is at any time and have an app for mobile users.
  - 6) Contractor will pay penalties for early, late and/or no service as will be determined by the reports provided by the Global Positioning System (GPS) system installed on every vehicle.
  - 7) All vehicles shall have properly functioning HVAC systems. The air conditioning system shall be of sufficient size and capacity to maintain an inside constant temperature of 72 degrees Fahrenheit throughout the vehicle regardless of outside temperature and relative humidity. The heating system shall have proportional controls and be of sufficient capacity to maintain an inside constant temperature of 70 degrees Fahrenheit throughout the vehicle regardless of outside temperature. Failure to provide a vehicle with a proper functioning HVAC system will result in a Contractor being required to pay an amount equal to the Hourly Rate for one (1) revenue hour for each hour during the period starting upon the failure of the HVAC until the vehicle is replaced with another with a functioning HVAC.
  - 8) The University reserves the option to 'wrap' vehicle in University approved advertisements.
  - 9) Contractor will provide a spare vehicle will be required for each bus that is not in service. If one bus is out for maintenance reasons, then one spare replacement vehicle will be required. If contractor foresees at any time that buses will be out of service, then the contractor must have the equivalent number of spare vehicles available. The spare vehicle does not have to be the same make and model of the buses specified in this contract; however, the spare vehicle must meet the minimum capacity of twenty-three (23) passengers seating requirements. If a spare vehicle does not meet the seating requirements of this contract, University will not pay Contractor for any services it provides using that vehicle unless the number of shuttles is increased so that service does not suffer.
  - 10) The University name and logo will need to be displayed on the outside of all vehicles. All artwork will have to be approved by the University Marketing and Communications Department.

#### **B. Minimum Operators/ Drivers Requirements**

- 1) Continuous possession of a valid Texas Commercial Driver's License for the past three (3) years in compliance with applicable Texas laws and regulations (including Texas Government Code, Section 522 and Texas Administrative Code, Title 37, Chapter 16.)
- 2) Must hold the required license for Class B CDL to operate shuttle bus.

- 3) Must have an accident-free driving record for the last two (2) years.
- 4) No more than two (2) traffic citations for moving violations in the past two (2) years.
- 5) No DWI or DUI convictions.
- 6) No history of misdemeanor convictions (for purposes herein, misdemeanor convictions shall not include Class C [or equivalent level misdemeanors for states other than Texas] misdemeanor convictions that are greater than three years old, other than Class C misdemeanor convictions for theft or assault) or felony convictions and not currently be subjected to outstanding warrants or arrest.
- 7) Must pass all drug screen tests with the Contractor's organization.
- 8) Ability to read, write, and speak English.
- 9) All drivers are to wear a uniform furnished by the Contractor.
- 10) Each driver that operates the vehicle will be required to display a name plate at the front of the vehicle above the windshield that has their first and last name shown.
- 11) All scheduled shuttle breaks need to occur away from the TSU. All vehicles not in service shall display an "Out of Service" message, with all vehicles staging for breaks and lunch occurring away from campus. Bathroom breaks may be taken only at those designated stops with bus stop cut-outs.
- 12) Bus drivers shall not engage in any activities that may distract the driver from operating the vehicle. Such activities may include but are not limited to use cell phones, iPods, texting, while on duty, including use via hands free devices. In addition, smoking while on duty is not permitted. Even under an emergency scenario the driver is responsible for the safety of his/her passengers and vehicle.
- 13) Driver shall verify that everyone entering the bus is a TSU student or employee by viewing the ID badge. Transportation should be denied for any individual who cannot provide a TSU ID badge or has identification for another institution which is not authorized.

**C. Contractor will provide the following services to University:**

- 1) The objectives of this contract are to provide safe, comfortable, dependable and accessible transportation service for the University community in a cost-effective manner, and to provide vehicles sized to meet the demand level of the University.
- 2) Should service hours change at any point in time, Contractor will be notified at least one week in advance of such a change. The University reserves the right to request modified schedules which it deems appropriate in conjunction with the approved Holiday schedule as published by the University.
- 3) Contractor shall provide to University by 7:00 AM each morning via email the following information:
  - a) Out of Service vehicle count / bus number
  - b) Do all drivers have nameplate visible on bus
  - c) Do all drivers have name badge visible on uniform
  - d) Is the bus number identified on each vehicle?
  - e) Are there any route problems?

**D. Performance Standards – Contractor must comply with the below listed performance standards.**

- a) Schedule and perform vehicle maintenance to ensure that all vehicles are operated for at least eight thousand (8,000) miles before experiencing road failure.

- b) Contractor must have an established operator/driver safety program with a continuing goal of maintaining an accident-free company driving record. The University shall provide with written evidence of an unsafe act by a driver while driving a University route or for any other cause which University determines raises concerns about the safety of Contractor's performance under this Agreement. Upon receipt of such evidence, Contractor shall take immediate action to halt such unsafe acts or otherwise resolve such concerns to ensure that Contractor's performance under this Agreement ensures safety.
- c) All vehicles shall be cleaned inside daily prior to being placed into service. Vehicle exteriors and windows shall be washed at least two times per week. Vehicles interiors shall at all times be kept free of exhaust fumes and engine odors.
- d) Vehicles' bodies, frames, and components shall be in sound condition and free of all damage. Vehicles shall comply with safety and mechanical standards of all state, federal, and local governments. All mechanical, electrical, and hydraulic systems shall always be maintained in proper working conditions.

**E. Programs, Schedules, and Records** – Contractor shall maintain the following programs, schedules, and records.

- a) All training records during the term of the contract for new hires.
- b) Vehicle Preventative Maintenance Program (including scheduling and record keeping system).
- c) Operator/driver Safety Awareness Program (including the company's safety records for the past three (3) years).

Note: Documentation for the above programs, schedules, and records to be provided upon written request of University within ten (10) working days after date of request.

**F. Miscellaneous**

- a) At the option of the University, the Contractor may be required to make additional trips during peak periods of traffic caused by fluctuation in passenger counts. Such additional service will be subject to available equipment. The University shall have the option to implement minor route changes if five (5) days prior notice is given to the Contractor.
- b) Notices to the Contractor that impact service such as additional peak trips or routes shall be given orally by University to the Contractor and shall be confirmed in writing by University within forty-eight (48) hours of the verbal notice.
- c) **Identification** - All vehicles, signage, and operator/driver appearance in connection with transportation service provided under this contractor shall conform to the color, design, graphics, and wording specifications established by university. The Contractor will be responsible for displaying route signs on vehicles in a location that is easily readable by people outside the vehicle.