

WAYNE METROPOLITAN COMMUNITY ACTION AGENCY

REQUEST FOR PROPOSALS - Student Transportation Services

RFP Number: RFP-YD-2026-001

Issue Date: June 24, 2026

Proposal Due Date: July 10, 2026, at 3:00 PM EST

1. INTRODUCTION

Wayne Metropolitan Community Action Agency (Wayne Metro) is soliciting proposals from qualified transportation providers to furnish student transportation services for participants enrolled in a summer youth program located in Inkster, Michigan.

Wayne Metro is a nonprofit Community Action Agency serving residents throughout Wayne County through programs focused on education, housing, workforce development, youth services, and family support.

The purpose of this RFP is to identify a qualified transportation provider capable of delivering safe, reliable, and timely transportation services for youth program participants during the 2026 summer program period.

2. SCOPE OF SERVICES

The selected contractor shall provide transportation services for approximately seventy-five (75) students participating in Wayne Metro's Summer Youth Program.

Program Location

Booker T. Dozier Recreation Center
2025 Middlebelt Road
Inkster, MI 48141

Program Schedule

- Arrival Time: 8:00 AM
- Departure Time: 3:45 PM
- Service Days: Monday through Thursday
- Program Dates: July 13, 2026 through August 21, 2026
- Total Service Days: Twenty-Four (24)

Pick-Up and Drop-Off Locations

Food Max's Super Market

27333 Cherry Hill Road
Inkster, MI 48141

Inkster Police Mini Station Parking Lot

4310 Middlebelt Road
Inkster, MI 48141

Tomlinson Middle School

25912 Annapolis Street
Inkster, MI 48141

The contractor shall develop transportation routes sufficient to transport all participating students from designated pick-up locations to the recreation center and return students to the designated locations at the conclusion of each program day.

3. CONTRACTOR RESPONSIBILITIES

The selected contractor shall:

- Provide safe, dependable, and timely transportation services.
- Furnish all vehicles, drivers, fuel, maintenance, and operational support necessary to perform services.
- Ensure all drivers maintain required licenses, certifications, and background clearances.
- Maintain vehicles in compliance with all federal, state, and local transportation safety requirements.
- Maintain daily ridership records.
- Provide attendance documentation upon request.

- Notify Wayne Metro immediately of delays, accidents, emergencies, or service interruptions.
- Maintain communication with designated Wayne Metro staff regarding daily operations.
- Comply with all applicable laws, regulations, and transportation standards.

4. ESTIMATED RIDERSHIP

Wayne Metro anticipates transportation services for approximately seventy-five (75) students throughout the program period.

Actual ridership may vary and Wayne Metro does not guarantee a minimum number of riders.

5. MINIMUM QUALIFICATIONS

Respondents must demonstrate:

- Experience providing student transportation services.
- Valid operating authority and business licensing.
- Compliance with all applicable federal, state, and local transportation regulations.
- Experience serving schools, youth programs, governmental entities, or nonprofit organizations.
- Ability to perform services during the required dates and times.
- Satisfactory safety record.

6. INSURANCE REQUIREMENTS

The selected contractor shall maintain insurance coverage including:

- Commercial General Liability Insurance: Minimum \$1,000,000 per occurrence.
- Automobile Liability Insurance: Minimum \$1,000,000 combined single limit.
- Workers' Compensation Insurance as required by Michigan law.
- Employer's Liability Insurance.

Certificates of Insurance shall be provided prior to contract execution.

Wayne Metropolitan Community Action Agency shall be named as an Additional Insured where applicable.

7. PROPOSAL SUBMISSION REQUIREMENTS

Proposals shall include:

Organizational Information

- Company name
- Address
- Primary contact person
- Phone number
- Email address

Qualifications

- Description of organization
- Years in operation
- Relevant experience
- References from at least three similar clients

Service Approach

- Proposed transportation plan
- Vehicle capacity
- Route management approach
- Staffing plan

Pricing Proposal

Provide a detailed pricing proposal including:

- Daily transportation rate
- Cost per route, if applicable
- Any additional fees
- Total proposed contract amount

Required Attachments

- Proof of insurance
- Business license
- W-9
- References

8. EVALUATION CRITERIA

Proposals will be evaluated using the following criteria:

Criteria	Points
Relevant Experience and Qualifications	30
Service Approach and Capacity	25
Safety Record and Compliance	20
Cost Proposal	25
Total	100

Wayne Metro reserves the right to conduct interviews, request additional information, or negotiate terms with one or more respondents.

9. PROCUREMENT TIMELINE

Activity	Date
RFP Issued	June 24, 2026
Deadline for Questions	July 10, 2026, 5:00 PM
Proposal Due Date	July 10, 2026, 5:00 PM

Anticipated Award July 4, 2026

Wayne Metro reserves the right to modify this schedule as necessary.

10. SUBMISSION INSTRUCTIONS

Proposals must be submitted electronically to:

bdimaria@waynemetro.org and procurement@waynemetro.org

Subject Line:

"RFP-YD-2026-001 Student Transportation Services"

Late submissions may be rejected and considered non-responsive.

11. TERMS AND CONDITIONS

- This RFP does not obligate Wayne Metro to award a contract.
- Wayne Metro reserves the right to reject any or all proposals.
- Wayne Metro reserves the right to waive informalities or minor irregularities in proposals received.
- Award shall be made to the respondent whose proposal is determined to be in the best interest of Wayne Metro.
- The selected contractor shall execute Wayne Metro's standard service agreement.
- Payment shall be made in accordance with the executed contract.
- The selected contractor shall comply with all applicable federal, state, and local laws and regulations.

Issued By:

Benjamin DiMaria

Director of Youth Development

Wayne Metropolitan Community Action Agency