ALTERNATIVE (NON-BUS) STUDENT TRANSPORTATION

OVERVIEW

The Francis Howell School District (District) is requesting proposals for Alternative Student (Non-Bus) Transportation as described herein.

Bids are due to District Office on March 24, 2015 at 2:00pm.

This request implies no obligation on the part of the District.

The District reserves the right to reject any proposal and accept the proposal which appears to be in the best interest of the school district.

Prices will be firm for 60 days.

Proposals must be mailed or hand carried to the Francis Howell School District Administrative Building, 4545 Central School Road, St. Charles, MO 63304. The proposal must be sealed in an envelope clearly marked with the Bidder’s name, address and "Alternative Student (Non-Bus) Transportation".

Please contact Mike Sloan at 636-851-4069 if you have questions.

Michael R. Sloan
Director of Purchased Services
SCOPE OF SERVICE

1.0 INTRODUCTION AND GENERAL INFORMATION

1.1 Introduction:

This document constitutes an invitation for competitive, sealed proposals for the provision of alternative transportation services as set forth herein. Throughout this document the terms “Bid”, “Proposals” and “RFP” are to be used interchangeably and interpreted to mean a request for proposal.

1.2 Organization:

This document, referred to as a Request for Proposal (RFP) is divided into the following parts:

1.0 Introduction and General Information
2.0 Performance Requirements
3.0 Specific Transportation Requirements
4.0 Other Requirements
5.0 Invoicing and Reporting Requirements
6.0 Other Contract Requirements
7.0 Bid Submission Information
8.0 Bid Evaluation and Award Process
Attachments and Exhibits

1.3 Present Operation:

The Francis Howell School District is one of the largest school districts in the state. It covers 150 square mile, has a k-12 enrollment of over 17,000 students and attending 23 schools. Current alternative transportation includes all students who cannot be accommodated on a bus route. Transportation includes trips located within as well as outside the district: from home-to-school and return, school-to-contract-site and return, and special transportation circumstances previously unscheduled (i.e., to/from evaluation, training or other community site, etc.).

The number of students requiring alternative transportation will be established by the District and may be changed only when a student is officially added or deleted by the District. The District will also determine which students require a specially trained paraprofessional or special equipment; some paraprofessionals will require specialized behavioral training and some students will require a wheelchair. The District will determine whether the District provides the paraprofessional or if will be provided by the Contractor. Typically, the Contractor provides paraprofessionals for students who are transported to and from schools located
outside the District’s boundaries, and the District provides paraprofessionals for students who are transported within the District’s boundaries.

At the present time, the current Contractor transports more than 175 students over 100 routes using nearly fifty (50) vehicles; this number includes six (6) vehicles that are equipped with wheelchair lifts. The routes have ranged from 3 to 58 miles, with most being than 15 miles. Many of the students on these routes cannot ride with other students due to age level differences and behavioral needs. In addition to the required drivers, the Contractor provides approximately ten (10) specially trained paraprofessionals for selected routes.

The current alternative transportation contractor also provides additional ancillary routes that are scheduled or arranged between contractor and the Francis Howell School Transportation/Purchased Services Office.

The District experiences approximately 50 or more no-shows per month.

1.4 General Information:

The purpose of this RFP is to initiate a contract for alternative transportation services for the Francis Howell School District during School Year 2015/2016 with annual options for School Year 2016/2017, School Year 2017/18, School Year 2018/19, and School Year 2019/20.

The District reserves the right to accept or reject any or all bids or any part of any bid for any reason. All bids shall be deemed final, conclusive and irrevocable and no bid shall be subject to correction or amendment for any error or miscalculation.

Bidders shall not include federal excise tax, transportation tax or state retail sales tax in their quotation. These vehicles do not apply to the District.

The Contractor must be able to provide a minimum of forty (40) standard vehicles and five (5) wheelchair vans equipped with GPS tracking on all vehicles used for this contract. The District shall be under no obligation to use the minimum number of vehicles.

In addition to regular alternative transportation service, the Contractor shall immediately provide illness/suspension and miscellaneous student pickup as needed.

The Contractor must coordinate all alternative transportation service with the District Transportation/Purchased Services Office.

To provide greater accountability, operational effectiveness and communication, the Contractor must provide all District alternative transportation needs, including ambulatory, wheelchair transportation and providing paraprofessionals.
The District reserves the right to make separate agreements with contractors as student needs arise. This will be done only in extreme circumstances as determined by the District.

2.0 PERFORMANCE REQUIREMENTS

2.1 General Requirements:

The Contractor shall provide alternative transportation service for the District in accordance with the terms and conditions specified herein.

For purposes of this document, the Contractor shall agree that alternative transportation service shall be defined as a curb-to-curb transportation service in a vehicle clearly marked as a transporter for hire. The Contractor will be required to provide age appropriate child restraint equipment (booster chairs and car seats) that meet state requirements. The Contractor must provide vehicles that can be modified to accommodate a student, and will comply and will upon District request. Any additional special equipment or modifications will be paid for by the District.

The contract shall be construed in accordance with the definitions listed at Appendix #1.

The District does not guarantee any quantity of service, students, runs, routes or vehicles.

The Contractor must have twenty-four (24) continuous months of experience in transporting the public as a transporter for hire prior to the award of this contract.

The Contractor shall make all changes for regularly scheduled routes and trips within seventy-two (72) hours after notification by the District.

The Contractor shall ensure that all vehicles assigned for student pickup shall arrive at the pickup location within ten (10) minutes of the scheduled time. If the Contractor is not there within this time frame, liquidated damages may be assessed. If the student is not ready for pick-up at scheduled pick-up time, the Contractor will wait a minimum of 5 minutes. If the student(s) are still not ready, the Contractor will designate the run as a No-Show and proceed to the next pick-up/stop. If the District or a parent has called the Contractor at least one hour before the pick-up time to cancel the ride, the Contractor is to designate the run as a Cancellation.

The Contractor shall not transport more than three (3) students at one time in a car or five (5) in a van. All students will require seat belts as well as age appropriate child restraint equipment such as booster and/or car seats. Vehicles must be
equipped with safety door locks and meet Missouri State Law and Missouri Department of Elementary and Secondary Education (DESE) requirements.

The Contractor shall not transport any undesignated individual in the same vehicle transporting a District designated student. The Contractor will not transport students in different grade levels or programs together unless directed by the District. The District shall not pay to transport any individuals who are not designated by the District.

The Contractor shall provide safe and timely service. The Contractor shall transport the students to/from school in a time frame determined appropriate by the District. The District may assess liquidated damages to any late vehicle.

If requested by the District, the Contractor shall provide alternative transportation service during the subsequent summer school term. The District believes, but cannot guarantee, that alternative transportation service will be limited during the summer school term.

3.0 SPECIFIC TRANSPORTATION REQUIREMENTS:

3.1 Personnel Requirements:

With its response to this RFP, the Contractor shall supply an organization chart listing all staff members by position for each of its Francis Howell School District operating location.

As a minimum, the Contractor must supply a dedicated site manager and a local office staffed with a router, a dispatcher, an adequate number of trained drivers and an adequate number of trained professionals.

The Contractor must demonstrate the ability to assume the responsibilities associated with administering a transportation program for a District with over 17,000 students and 23 schools through previous experience.

The Contractor must supply approximately ten (10) paraprofessionals who have been specially trained in student behavior management.

As a minimum, all drivers used for this contract must possess a Class E license with an S endorsement.

Additionally, drivers must:

a. Be licensed in accordance with all applicable federal, Missouri and local laws, policies, regulations and practices.
b. Have a good driving record as verified by a Motor Vehicle Record (MVR) with the Missouri Department of Revenue.
   • The Contractor shall verify each driving record upon employment and every twelve (12) months thereafter. Such records shall be placed into the driver’s file.
   • The Contractor shall not use drivers that have accrued more than four (4) moving violations in the last three (3) years. Unless specifically agreed to by the District, the Contractor shall not use drivers who have had a DUI or controlled substance related violation within the last ten (10) years.
   • In the event the Contractor fails to maintain current MVRs, the Contractor may be assessed liquidated damages of $500 dollars for each month that record checks were not maintained.
   • A first violation of a non-compliant driver may result in liquidated damages of $500 dollars and $1,000 for the second violation. Additional liquidated damages may be assessed for previous trips operated by the driver while not in compliance.

c. Drive in a careful and prudent manner, exercising the highest degree of care at all times, and observing and complying with all rules of the road and traffic regulations.

d. Abstain from use of tobacco products while students are present in the vehicle or on school grounds. Drivers, as well as their vehicles, must not smell of smoke or any other offensive odor.

e. Must not have any findings or criminal history convictions, as obtained through the Missouri Family Care Safety Registry and the Missouri State Highway Patrol which indicates the person has been convicted of a felony or misdemeanor as specified in Section 302.272 RSMo unless approved by District.

The Contractor shall verify and be liable for the payment of each driver’s criminal record upon employment and then every twelve (12) months with the Missouri State Highway Patrol.

The Contractor shall verify and be liable for the payment of each Missouri Family Care Safety Registry findings upon employment and every twelve (12) months. Such verification shall be placed in the driver’s file.

   a. In the event the Contractor fails to maintain such checks, the Contractor shall be assessed $500 dollars. A second violation may result in liquidated damages of $1,000 dollars.

The Contractor shall ensure that all drivers display their current driver’s license with an S endorsement upon request by a District authorized individual. Failure to comply at the time of request shall result in the denial of payment for the run plus any charges if additional transportation is required. For the second offense, the
Contractor may be assessed liquidated damages in the amount of $1,000 dollars for each work day the driver does not display their driver’s license with an S endorsement.

The Contractor shall have a company policy addressing proper dress code for its employees. The drivers must not wear attire that might be considered offensive. The District will determine if attire is considered offensive.

The Contractor shall have a company policy requiring each driver to have a photo I.D. badge containing facial photograph, employee’s full name and the name of the transportation company in his/her possession. If a driver fails to show a photo I.D. upon request, the Contractor shall be assessed liquidated damages in the amount of $100 per incident.

The District reserves the right to require the Contractor to investigate any employee’s performance. The District shall have the right to request removal of any person or driver and the right to require reassignment of a driver to specific runs. The District shall be the sole judge if a driver may be used to fulfill the contract.

The Contractor must provide formal behavioral training for its paras from a District recognized source. Examples include training from the Center For Autism, the Francis Howell School District, etc.

3.2 Medical Examinations:

Drivers must have an annual medical examination by a physician licensed in medicine or osteopathy in the State of Missouri that indicates the driver has no limiting conditions for the safe operation of a school transportation vehicle, and meets all qualifications as set forth by the Department of Revenue; Section 302.272 RSMo. In the event the Contractor fails to maintain medical and drug/alcohol testing records on all safety sensitive employees, the Contractor shall be assessed liquidated damages of $1,000 dollars.

All drivers must abstain from the use of alcohol and drugs in the performance of their duties under this contract. In addition, drivers will not be under the influence of alcohol or drugs during the performance of their duties under this contract. The District reserves the right to require drug/alcohol testing of all drivers initially hired for this contract, through-out their tenure with this contract, and immediate testing when the driver is involved in an accident.

- The Contractor shall verify and be liable for the payment of a Drug Test and Physical upon employment and every twelve (12) months as well as conduct random drug tests for any driver utilized under this
contract. Such verification shall be placed in the driver’s file. No driver may be utilized for this contract who fails either the Drug Test or Physical Exam.

3.3 If requested by the District, the Contractor shall investigate any employee’s performance. The District shall be sole judge if that individual may be used to fulfill the contract.

3.4 The Contractor shall maintain personnel records on all employees or subcontractors.

The personnel file shall contain current copies of the following:
- State of Missouri Motor Vehicle Driver’s Record Check – MVR
- State of Missouri Highway Patrol Criminal Record Clearance Letter – CRC; clearance letter must be from District or another DESE approved School District
- State of Missouri Family Care Safety Registry Findings
- Drug Test and Physical Exam Results
- Current Commercial Driver’s License – Class E or higher with an S-Endorsement
- E-verify documentation
- Annual Review of the Francis Howell School Training DVD
- Documents noting whether they are an employee or a sub-contractor.

The District shall retain the authority to examine all Contractor personnel records.

3.5 Driver Training:

The Contractor shall ensure that each driver and all other employees attend or view the District’s Annual Training and are provided training in the proper methods of dealing with students, parents and school administrators. The following behaviors, as well as any driver aiding or abetting these behaviors, will not be tolerated:
- Rudeness to students, parents and/or school administrators
- Vulgar or obscene language
- Inappropriate physical contact
- Transporting unauthorized passengers while students are on board
- Making unauthorized stops while transporting students
- Allowing student use of tobacco, food or beverages

The contractor shall ensure all drivers and paras are specially trained in student behavior management and provide documentation of the training.

3.6 Accident/Incident Procedures
The Contractor shall immediately notify the District of any accident/incident involving their vehicle while transporting students.

The Contractor shall submit a completed District accident/incident summary form to the District’s administrative building immediately following a driver’s report of an accident or incident within 3 days of the accident/incident.

The Contractor must file a formal written report with the District within ten (10) working days following the accident unless the report is being delayed by a police report. Failure to do so may result in liquidated damages equal to the cost for the run.

3.7 Vehicle and Equipment Requirements:

The Contractor must supply vehicles licensed in accordance with municipal or county requirements for St. Charles County, St. Louis City or St. Louis County and Missouri state law. All vehicles must possess a current permit allowing them to transport passengers to and from the municipalities or counties indicated.

The Contractor shall be assessed liquidated damages in the amount of $500 dollars for each work day the Contractor uses vehicles that are appropriately licensed.

All vehicles must be marked as a transporter for hire. The Contractor’s company name must be painted or stenciled onto the vehicle. No temporary signage will be permitted without the District’s written approval.

The Contractor shall maintain all vehicles in a clean, non-offensive smelling, safe and reliable mechanical condition. The Contractor shall equip all vehicles with a two-way communication system that shall enable a central dispatcher to contact the driver and must have GPS tracking capabilities which will enable the District to quickly know of any incidents involving their students.

The Contractor must equip all vehicles with a seat belt for all passengers as well as functioning safety door locks. All seat belts must be visible and work properly. In addition, they must provide the proper child restraints including booster or car seats for those students that require them. Failure to comply shall result in denial of payment for the run and any additional charges.

The Contractor shall provide the District a list of each vehicle to be used for the performance of this contract. The list must include the description, VIN, license number, inspection number if appropriate, operating authority license, make and model prior to putting the vehicle in service for each vehicle. If the vehicle is removed from service during the contract, the District shall be notified in a timely manner and the list updated. The District reserves the right to audit these vehicles
and/or records and may assess liquidated damages if contractor is found non-compliant.

4.0 OTHER REQUIREMENTS

4.1 Inclement Weather:

During inclement weather, the Contractor will follow the District decision to have school or cancel school. If school is cancelled due to weather conditions within the District, the Contractor will not run regardless of the decision by contract agencies to hold or not hold classes.

If the District is open but a student resides in a district which is closed or attends a school which is closed, the contractor shall not run.

5.0 INVOICING AND REPORTING REQUIREMENTS:

The Contractor shall submit a monthly invoice for services provided along with all required reports to:

Mike Sloan, Director
Purchased Services
Francis Howell School District
4545 Central School Road
St. Charles, MO 63304-7113

The number of students requiring alternative transportation will be established based upon the students designated by the District and may be changed only when a student is officially added or deleted by the District. The District will also establish which student require a paraprofessional or has special needs, such as requires a wheelchair van. Some paraprofessionals are assigned to District students requiring specialized training, such as those attending the Center of Autism. The Contractor is responsible for providing that training.

Routes will be established by the Contractor to be as operationally efficient as possible based upon the number of students, their locations and destinations. No student may be dropped off 10 minutes before the designated start of school bell time or picked up before designated end of school bell time, unless approved by the District. **Routes will be limited to less than an hour unless approved by the District.**

The Contractor shall be compensated at the applicable firm, fixed price per mile as indicated on the pricing page in accordance with the following:
To ensure accurate mileage, the Contractor will use a mileage software program, agreed to by District, such as; Microsoft Streets & Trips or Google Mileage. Payment will be made according to the fixed price per mile stated in the RFP.

The Contractor shall be compensated at the firm, fixed price per No-Show occurrence on the RFP. The Contractor must indicate the student’s name(s) and address for each No-Show occurrence and time of No-Show on the billing data. The Contractor must immediately call the student’s school on the day of the No-Show.

The Contractor shall maintain detailed data for the pick-up and return trips, including a trip log for each trip to substantiate the invoice. Data must include: date and time, time of pickup, address (pickup and/or drop-off), full name of student, each additional student included in the trip, driver’s name, and price for each trip.

The Contractor shall maintain all trip logs for a minimum of three (3) years. The Contractor may be assessed liquidated damages of $1,000 dollars for every month that the contract was not in compliance. The Contractor shall furnish accurate, daily billing information on each trip and other information deemed appropriate. Billing must differentiate all AM trips from PM trips. Billing must identify students per their classification, such as homeless, SPED, ECSE, etc.

Failure to provide any requested information in a timely manner may result in the District’s withholding payment(s) to the Contractor. Once the billing is deemed accurate, the District will pay within 30 days unless extended for extenuating circumstances.

The Contractor shall agree and understand that any trip is subject to non-payment for incorrect information submitted by the Contractor. The Contractor may be liable for liquidated damages equal to the cost of the trip.

If requested by the District, the Contractor shall provide the above records for auditing purposes.

For any liquidated damages identified herein, the District reserves the right to deduct such liquidated damages from the Contractor’s payment, from the Contractor’s invoice, or invoice the Contractor for the payment of the liquidated damages.

6.0 OTHER CONTRACT REQUIREMENTS:

6.1 Contract Period:

The original contract period is stated in the RFP. The contract shall not bind, nor purport to bind, the District for any contractual commitment in excess of the original contract period. The District shall have the right, at its sole option, to renew the contract for four (4) additional one-year periods, or any portion thereof. In the event the District exercises such right, all terms and conditions,
requirements and specifications of the contract shall remain the same and apply during the renewal period, pursuant to applicable option clauses of this document.

6.2 Contractor Liability:

The Contractor shall be responsible for any and all injury or damage as a result of the Contractor’s negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract. In addition to the liability imposed upon the Contractor on account of personal injury, bodily injury (including death), or property damage suffered as a result of the Contractor’s negligence, the Contractor assumes the obligation to save the District, including its agencies, employees, and assigns, from every expense, liability, or payment arising out of such negligent act. The Contractor also agrees to hold the District, including its agencies, employees and assigns, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the Contractor under the terms of the contract.

However, the Contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by the District, including its agencies, employees and assigns.

6.3 Termination:

The District reserves the right to terminate the contract at any time, for failure of the Contractor to abide by the specifications agreed to by submission of a bid, without penalty or recourse, by giving written notice to the Contractor at least thirty (30) calendar days prior to the effective date of such termination. The Contractor then has a (30) calendar day grace period in which to cure the grievance. If the District is still not satisfied, after this grace period, that the grievance has been cured, then, in the event of termination pursuant to this paragraph, all documents, data, reports, supplies, equipment and accomplishments prepared, furnished or completed by the Contractor pursuant to the terms of the contract shall, at the option of the District, become the property of the District. The Contractor shall be entitled to receive just and equitable compensation for services and/or supplies delivered to and accepted by the District pursuant to the contract prior to the effective date of termination.

6.4 Subcontractors:

If approved by the District in writing, the Contractor may subcontract for those services described herein provided that any subcontracts include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by the Contractor and the District and to ensure that the District is indemnified, saved and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related
to a subcontract in those matters described in the contract between the District and the Contractor. The Contractor shall expressly understand and agree that he/she shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract. The Contractor shall agree and understand that utilization of a subcontractor to provide any of the equipment or services in the contract shall in no way relieve the Contractor of the responsibility for providing the equipment or services as described and set forth herein.

6.5 Insurance:

The Contractor shall understand and agree that the District cannot save and hold harmless and/or indemnify the Contractor or employees against any liability incurred or arising as a result of any activity of the Contractor or any activity of the Contractor’s employees related to the Contractor’s performance under the contract.

Therefore, the Contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the District, its agencies, its employees, its clients and the general public against any such loss, damage and/or expense related to his/her performance under the contract. The Contractor shall provide written evidence of insurance to the District. The evidence of insurance shall include but shall not necessarily be limited to: effective dates of coverage, limits of liability, insurer’s names, policy numbers, endorsement by representatives of the insurance company, etc. Evidence of self-insurance coverage or of another alternative risk financing mechanism may be utilized provided that such coverage is verifiable, irrevocably reliable and acceptable to the District. In the event the insurance coverage is canceled, the District must be notified immediately. The Bidder must submit with this bid a certificate of insurance showing evidence of adequate insurance coverage as follows:

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<tr>
<th>Type of Coverage</th>
<th>Minimum Limits of Liability</th>
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<tr>
<td>Worker’s Compensation and Employer Liability</td>
<td>Must show proof of coverage</td>
</tr>
<tr>
<td>Commercial General Liability</td>
<td>$1,000,000 each occurrence</td>
</tr>
<tr>
<td>Sexual Abuse and Molestation</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Automobile Liability</td>
<td>$2,000,000 comb sgl limit</td>
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<tr>
<td>General Aggregate</td>
<td>$2,000,000 total</td>
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A. The District shall be named as an additional insured on the Bidder’s General Liability and Automobile. The Bidder’s insurance company must be “A” rated pursuant to Best Ratings.

B. Liability coverage shall be primary to any insurance maintained by the District. The District reserves the right to review the actual policies of the Bidder’s insurance coverage as listed above.

6.6 **Contractor Status:**

The Contractor represents him or herself to be an independent contractor offering such services to the general public and shall not represent himself/herself or his/her employees to be an employee of the District. Therefore, the Contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, worker’s compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save and hold the District, its officers, agents and employees harmless from and against any and all loss; cost (including attorney fees); and damage of any kind related to such matters.

6.7 **Coordination:**

The Contractor shall fully coordinate all contract activities with those activities of the District. As the work of the Contractor progresses, advice and information on matters covered by the contract shall be made available by the Contractor to the District throughout the effective period of the contract.

6.8 **Property of the District:**

All reports, documentation and material developed or acquired by the Contractor, as a direct requirement specified in the contract shall become the property of the District. The Contractor shall agree and understand that all discussions with the Contractor and all information gained by the Contractor as a result of the Contractor’s performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the District.

6.9 **Default:**

In the event the Contractor should fail to perform as required under this contract or be adjudicated as bankrupt, or if it should make a general assignment for the benefit of creditors, or if a receiver should be appointed on account of its insolvency, the District may, at its option, declare the Contractor in default. If there should be such a declaration of default, the District may invoke the
provisions of the performance bond furnished by the Contractor or may assert or enforce any other available remedy including termination.

6.10 Performance Bond:

At the sole discretion of District, the Contractor may be required to furnish a performance bond of $100,000 satisfactory to the District prior to the commencement of performance under contract. The performance bond must be issued by a company legally authorized to do business in the state of Missouri and shall name the District as the obligee, in an amount equivalent to the trips provided under contract. In the event that the contract is extended for additional term(s) the Contractor shall maintain the validity and enforcement of the bond for said term(s) pursuant to the provisions of this paragraph. The Contractor understands and agrees that failure to provide the performance bond as described above shall result in the termination of the contract.

6.11 Force Majeure:

Neither party shall be liable or responsible for the delay or inability to perform as required under the terms of the contract as a result of war, riots, acts of god, fire, flood, civil disturbances, or other cause totally beyond the control of the party delayed in performance or unable to perform.

6.12 Information Provided:

Although an attempt has been made to provide accurate and up-to-date information, the District does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this invitation for bid.

6.13 Reports:

Throughout the contract period the District may determine that Contractor additional is necessary. The Contractor must comply with any District reporting requests.
7.0 BID SUBMISSION INFORMATION

7.1 Submission of bid:

The proposal shall be enclosed in a sealed envelope and mailed to or dropped off at the Francis Howell School District, 4545 Central School Road, St. Charles, Missouri 63304. The proposal should be delivered on or before the date and hour stated on the front page of this RFP. No proposal will be considered if received after the date and time specified.

Bidders must complete and return all Exhibits with their bid.

When submitting a bid the Bidder should include the original and one (1) copy.

7.2 Prior Experience:

The Bidder should show written evidence of twenty-four (24) continuous months of experience in transporting the public as a transporter for hire. Failure of the Bidder to meet this requirement may result in rejection of the bid.

Examples of evidence documentation are below.

- Taxi permits
- Transportation contracts
- Invoices
- “Written endorsements” by current and previous customers
- A copy of an approved application for a St. Charles County or appropriate municipality, St. Louis County or City operating authority license

7.3 Submission of bid:

Please submit the following for evaluation using your current documents or by providing the required information on the accompanying exhibits.

- The proposal
- Exhibit A - The Company Identification Form
- Exhibit B - E-Verify Form
- Exhibit C - References and Experience Form, Parts 1 and 2
- Exhibit D - Pricing Data
- Exhibit E – Pricing Data for Renewal Years
- Exhibit F – Scenarios for Routing and Billing (1 through 4)
- Exhibit G – Scenarios for Incidents and Accidents (1 and 2)
- A Billing Statement (one reflecting scenarios or current sample statement)
• A Narrative Summary describing the current size and scope of your current business, the plan you would execute to increase your business enough to cover our District’s needs.
• An Organization Chart (Office Staff).
• A Spreadsheet of your Current Driver and Paraprofessional Qualifications.
  o As a minimum the Spreadsheet must include the columns below:
    - MVR
    - Missouri Highway Patrol CRC (Fingerprint check)
    - Missouri Family Care Safety Registry check
    - Formal Behavioral Training (include Source of training).
• A Spreadsheet of your Current Vehicles and Supporting Data.
  o As a minimum the Spreadsheet must include the columns below:
    - Name of Vehicle
    - Make of Vehicle
    - Model of Vehicle
    - Age of Vehicle.
• A Screenshot produced from your current GPS system.
• A Current Company Insurance Certificate.
• A Current Local Operating Authority Approval Document.

8.0 BID EVALUATION AND AWARD PROCESS

8.1 Evaluation Process:

The District will evaluate the bids submitted and will award the contract(s) to the responsive and responsible bidder(s) who is/are deemed most advantageous to the District based on this RFP. The best proposal may not necessarily be the lowest proposal. Preference will be given to the transportation provider who can best service all of our needs. The lowest Bidder shall not receive business expectancy merely because their bid is the lowest one received; until the contract has been awarded, no business expectancy exists. By responding to this proposal, the Contractor agrees to all contents of this RFP.

8.2 Bid Evaluation:

a. The District will use the information submitted in the proposals to determine if the Contractor’s understanding of the District’s needs is presented in a clear, concise and direct manner.

b. Information submitted on the Exhibits will be reviewed in an attempt to determine the Contractor who meets the District needs and provides the best overall value.

c. Along with the price, the Contractor’s experience and ability to execute the requirements of the contract will be critical.
Appendix #1

Definitions

The Contractor shall agree and understand that whenever the following words and expressions appear in the RFP document or any amendment, exhibit or attachment thereto, the definition or meaning described below shall apply. If reference to any of the words below is ambiguous to the Bidder, or contradicts the RFP, the Bidder shall make this known to District prior to submitting a bid.

Route/Trip/Run – a pickup of a student(s) and paraprofessional, if necessary, from a designated location and drop off at a different designated location

Ancillary Transportation – all alternative transportation and other than route transportation

- Can include routes such as: Midday routes, Weekend or after school trips (field trips) or illness or suspension (immediate) trips

No-Show – occurs when the Contractor is not timely and properly notified that a student who is scheduled for pickup is not available at the designated time (designated time is measured from the pickup time until five (5) minutes after the pickup time)

Cancellation - occurs when the Contractor is timely and properly notified that a student who is scheduled for pickup is not available
Exhibit A

Company Identification Form

The undersigned Company hereby agrees to be bound by the terms of the RFP and that the enclosed Proposal is submitted in accordance therewith. Once completed and returned, this Proposal becomes the primary basis for evaluation and selection of the Company to provide the services required by the District for the specified period. By signing this Company Identification Form, the Company certifies that there are no “PARTIES OF INTEREST” or “CONFLICTS OF INTEREST”, as defined by state and/or federal regulations, existing between the Company and the District or any of its employees, agents or Board of Education members. The Representative designated below will serve as the point of contact to solve any and all problems that may arise concerning the Proposal during the evaluation period.

<table>
<thead>
<tr>
<th>Legal name (Prime contractor)</th>
<th>Representative’s Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>City/State/Zip</td>
<td>Telephone #</td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Years in Operation</td>
<td>Years under current structure and/or under previous structure</td>
<td></td>
</tr>
</tbody>
</table>

1) Name of Company’s Officers:

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
</tr>
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<tbody>
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</tbody>
</table>

2) The undersigned hereby acknowledges that the Company has read and agrees to the terms and conditions set forth in the RFP, and that the terms and conditions set forth in the Proposal will remain open for at least 90 days from the deadline for submission of Proposals.

Company Officer’s Name

Signature  Date
Exhibit B

FEDERAL WORK AUTHORIZATION PROGRAM (“E-VERIFY”) ADDENDUM

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars ($5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your company:

a) agrees to have an authorized person execute the attached “Federal Work Authorization Program Affidavit” attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;

b) affirms it is enrolled in the “E-Verify” (formerly known as “Basic Pilot”) work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;

c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;

d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;

e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;

f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and

g) agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: ______________________________ (signature)

Printed Name and Title: __________________________________________

For and on behalf of: __________________________________________ (company name)
Exhibit B (cont)

FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

I, ________________________, being of legal age and having been duly sworn upon my oath, state the following facts are true:

1. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.

2. I am employed by __________ (hereinafter “Company”) and have authority to issue this affidavit on its behalf.

3. Company is enrolled in and participating in the United States E-Verify (formerly known as “Basic Pilot”) federal work authorization program with respect to Company’s employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.

4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services Company is providing to, or will provide to, the District.

FURTHER AFFIANT SAYETH NOT.

By: ____________________________ (individual signature)
For ____________________________ (company name)
Title: __________________________

Subscribed and sworn to before me on this _____ day of ____________________, 200__.

________________________________
NOTARY PUBLIC

My commission expires:
AFFIDAVIT OF WORK AUTHORIZATION ANNUAL RENEWAL DOCUMENT

The contractor who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization Annual Renewal Document.

Comes now _______________________ (Name of Business Entity Authorized Representative) as _______________________ (Position/Title) first being duly sworn on my oath, affirm _______________________ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that _______________________ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Authorized Representative’s Signature
Printed Name

Title
Date

E-Mail Address
E-Verify Company ID Number

Subscribed and sworn to before me this _______ of ________, 20___. I am commissioned as a notary public within the County of ________, State of ________, and my commission expires on ________.

Signature of Notary
Date
Exhibit C

REFERENCES AND EXPERIENCE

Please complete this form and submit with your proposal

Each Company must submit a minimum of four (4) references. Each reference must be presently using services similar to those requested in this RFP in both quality and quantity. No reference may be an affiliate of the Company or the Company’s officers, directors, shareholders or partners.

Part 1
List current contracts (preferably with schools)

1) Company Name: ________________________________
   Business Address: ________________________________
   Name and Title of Contact: ____________________________
   Phone Number of Contact: _____________________________
   Contract Start Date: ___________  Contract Value (annual revenue): ________________

2) Company Name: ________________________________
   Business Address: ________________________________
   Name and Title of Contact: ____________________________
   Phone Number of Contact: _____________________________
   Contract Start Date: ___________  Contract Value (annual revenue): ________________

3) Company Name: ________________________________
   Business Address: ________________________________
   Name and Title of Contact: ____________________________
   Phone Number of Contact: _____________________________
   Contract Start Date: ___________  Contract Value (annual revenue): ________________

4) Company Name: ________________________________
   Business Address: ________________________________
   Name and Title of Contact: ____________________________
   Phone Number of Contact: _____________________________
   Contract Start Date: ___________  Contract Value (annual revenue): ________________
Exhibit C (cont)

REFERENCES AND EXPERIENCE

Part 2

List all Contracts not renewed within the last five (5) years

1) Company Name:  
   Business Address:  
   Name and Title of Contact:  
   Phone Number of Contact:  
   Contract Start Date:  
   Contract Value (annual revenue):  
   Contract End Date:  
   Reason/s for NonRenewal

2) Company Name:  
   Business Address:  
   Name and Title of Contact:  
   Phone Number of Contact:  
   Contract Start Date:  
   Contract Value (annual revenue):  
   Contract End Date:  
   Reason/s for NonRenewal

3) Company Name:  
   Business Address:  
   Name and Title of Contact:  
   Phone Number of Contact:  
   Contract Start Date:  
   Contract Value (annual revenue):  
   Contract End Date:  
   Reason/s for NonRenewal

4) Company Name:  
   Business Address:  
   Name and Title of Contact:  
   Phone Number of Contact:  
   Contract Start Date:  
   Contract Value (annual revenue):  
   Contract End Date:  
   Reason/s for NonRenewal
**Exhibit D**

Contractor must state firm, fixed price per mile for a route

$____________________ per mile using a non-wheelchair vehicle
$____________________ per mile using a wheelchair vehicle

Contractor no-show charge

____________________percentage of trip or flat rate per no-show

If additional fuel surcharge rates are proposed by the contractor, the rates will be determined from the D.O.E's Average Midwest Retail Price (AMRP) for regular unleaded gasoline. The rate used will be the rate posted on the first working day of each month.

____________________price/mile if $3.00-$3.50/gallon
____________________price/mile if $3.51-$4.00/gallon
____________________price/mile if $4.01-$4.50/gallon
____________________price/mile if over $4.51/gallon

Contractor must state flat rate/trip for a qualified paraprofessional supplied by the Contractor used for the trip.

$____________________para/monitor rate/trip
EXHIBIT E

Renewal Options:

The Bidder must indicate below the price applicable to the “out years”. If an amount is not quoted (i.e., left blank), the District shall have the right to execute the “out years” at the same price(s) quoted for the original contract year.

Option Year Renewal Price

School Year 2016-2017 (year 2)_________________________
School Year 2017-2018 (year 3)_________________________
School Year 2018-2019 (year 4)_________________________
School Year 2019-2020 (year 5)_________________________

Exhibit F

Scenarios for Routing and Billing

Vendor Name: _______________

The following scenarios should be determined by each company as if you were awarded the bid and routing for the District. The addresses were selected to depict situations that will allow the District to ascertain how the pricing data submitted is applied and do not represent any current student addresses or alternative routes. All route(s) must start at 4545 Central School Road, St. Charles, MO 63304.

Scenario #1:

Students requiring alternative transportation reside at 435 Cambridge Place 63376, 3028 Valley Ridge Drive 63376, 918 Silverstone Drive 63303, 6 Lemon Tree Drive 63376 and 4 Thompson Station Court 63376.

The drop off location is 1400 Gettysburg Landing, St Charles, MO 63303.

Total Miles for all routes (if more than one route, list each route separately below)
______________________

Total Charge for all routes (if more than one route, list each route separately below)
Total Time for all routes (if more than one route, list each route separately below)

Show the mathematical calculations that produced totals above. Please enter the calculations for each route if more than one route was determined to be necessary. Use the data below for the invoice requirement, or a sample of one of your current invoices.

Exhibit F (cont)

Scenario #2:

Students requiring alternative transportation reside at 435 Cambridge Place 63376, 3028 Valley Ridge Drive 63376, 918 Silverstone Drive 63303, 6 Lemon Tree Drive 63376 and 4 Thompson Station Court 63376. The student residing at 4 Thompson Station Court 63376 is a No-Show.

The drop off location is 1400 Gettysburg Landing, St Charles, MO 63303.

Total Miles for all routes (if more than one route, list each route separately below)

Total Charge for all routes (if more than one route, list each route separately below)

Total Time for all routes (if more than one route, list each route separately below)

Show the mathematical calculations that produced totals above. Please enter the calculations for each route if more than one route was determined to be necessary. Use the data below for the invoice requirement, or a sample of one of your current invoices.
Exhibit F (cont)

Scenario #3:

A student requiring alternative transportation resides at 103 Green Forest Estates Drive 63376. The student require a wheelchair and needs a Paraprofessional. Your company is required to provide the paraprofessional.

The drop off location is 330 N Gore Avenue, St. Louis, MO 63119.

Total Miles for the route

______________________

Total Charge for the route (list charges for para, No-Show and student separately)

______________________

Total Time for the route

______________________

Show the mathematical calculations that produced totals above. Please enter the calculations for the para and the student. Use the data below for the invoice requirement, or a sample of one of your current invoices.
Exhibit F (cont)

Scenario #4:

A student requiring alternative transportation resides at 26 Lost Valley Court, 63376. The student requires a booster seat supplied by your company.

Drop location is 1725 Thoele Road, 63376.

Total Miles for the route

Total Charge for the route

Total Time for the route

Show the mathematical calculations that produced totals above. Please enter the calculations for each route if more than one route was determined to be necessary. Use the data below for the invoice requirement, or a sample of one of your current invoices.
Exhibit G

Scenarios for Incidents and Accidents

Scenario #1 (Incident):

A student has become aggressive in the vehicle (only person other than the driver in the vehicle and will not stay in his seatbelt. He is kicking and is trying to hit the driver.

How would your driver be expected to handle this situation if she followed your company’s written procedures for such occurrences?
Exhibit G (cont)

Scenario #2 (Accident):

A driver has four (4) students assigned to his morning route. After picking up the first two (2) students, he is involved in a two-vehicle accident.

How would your driver be expected to handle this situation if he followed your company’s written procedures for such occurrences?