

NOTICE OF INVITATION FOR PROPOSAL

Bid Opening Date and Time:

1:00 PM, May 6, 2019

Bid Name

RFP Student Transportation

Location

LAGO VISTA INDEPENDENT SCHOOL DISTRICT
Attn: Jason Stoner, Director of Finance
8039 Bar-K Ranch Road
Lago Vista, TX 78645

Scope of Proposal

It is the intent of this proposal to enter into a written contract with a responsible firm (hereinafter called CONTRACTOR) qualified to provide for transportation services including but not limited to drivers, equipment, services necessary, buses and related vehicles for transporting students within the DISTRICT at scheduled times including extracurricular activities as safely as possible to and from the receiving school or the point of embarkation and debarkation and to provide other related pupil transportation services, for the Lago Vista Independent School DISTRICT, hereinafter “DISTRICT”. DISTRICT shall mean activities of the management & staff of the LVISD and any one or all of its participating members and their management and staff.

This agreement shall be deemed to be made in and shall be construed in accordance with the laws of the State of Texas. All references in this document to the “State” shall mean the State of Texas.

Contract Time Period

The term of the contract shall be five (5) years to begin August 1, 2019 and to end July 31, 2024. The Lago Vista ISD may renew for an additional five (5) years upon such terms as the parties may agree in writing. Notice of intent to renew will be given to the CONTRACTOR in writing by the DISTRICT normally 60 days before the expiration date of the current contract.

Background

The DISTRICT encompasses an area of 33 square miles. The current enrollment is 1,552 students, with one (1) elementary school, one (1) intermediate school, one (1) middle school, and one (1) high school.

Currently there are 8 regular education bus routes and 2 special needs bus routes. The DISTRICT currently outsources its student transportation program with a CONTRACTOR. There are 12 employees on the CONTRACTOR’s payroll which includes one site manager, 11 drivers, and 0 monitors. The DISTRICT owns 14 buses and buys all buses for growth/replacement. The DISTRICT also provides the facility and is responsible for purchasing

fuel. The CONTRACTOR is responsible for maintaining the buses and carrying liability insurance on the buses. Maintenance on the buses is done at another facility under contract with CONTRACTOR unless an alternate plan is agreed upon by both the DISTRICT and the CONTRACTOR. The DISTRICT will provide office space for the site manager at no cost in return for the use of one bus provided by the CONTRACTOR for intra district school activities.

Each proposal **must** contain a completed Proposal Form Price Schedule (cost proposal), Submittals 1-17, any proposed modifications to the Agreement for Furnishing Pupil Transportation Services, evidence of insurance or insurability, and a Workers' Compensation Certificate. The cost proposal shall be submitted on the Proposal Form that is included in the RFP package. The Proposal Form and other components of this package may be obtained from the DISTRICT'S Purchasing Office. Proposals shall be received in the DISTRICT'S Business Office located at:

LAGO VISTA INDEPENDENT SCHOOL DISTRICT
8039 Bar-K Ranch Road
Lago Vista, TX 78645

Any proposal not received by 1:00 p.m. on May 6, 2019 at the above location will **not** be accepted.

A bid bond or letter of credit must accompany the sealed proposals in the amount of 5 percent of the proposed annual home-to-school base cost. All security deposits received will be refunded except when a contract offered by the DISTRICT is rejected by the selected vendor. The bid bond must be issued by an approved surety, duly licensed and authorized to transact business in the state of Texas, in a form and content acceptable to the DISTRICT.

RFP - PUPIL TRANSPORTATION SERVICES

Terms and Conditions

A. Use of DISTRICT Documents.

Proposals must be submitted on forms or in the format provided by the DISTRICT. No alteration to the DISTRICT forms will be permitted, including substitutions, additions, deletions or interlineations, without written consent of the DISTRICT. Reproduction of DISTRICT documents is permitted, so long as reproduced copies are exactly the same in size, format, and content as forms prepared by the DISTRICT. Alternate proposals from each CONTRACTOR are acceptable only if one (1) of such proposals is submitted on forms provided by the DISTRICT and in the format stipulated by the DISTRICT. Any such alternate proposals submitted must be clearly marked and identified as an alternate proposal on the exterior of the sealed envelope in which it is submitted.

1. The DISTRICT RFP documents include:

- a. Invitation to Submit Proposals
- b. Terms and Conditions
- c. Proposal Evaluation Form
- d. Proposal Form/Price Schedule
- e. Workers' Compensation Certificate
- f. Evidence of Insurance or Insurability
- g. Proposal Checklist
- h. Any Addenda to this Invitation
- i. Agreement for Furnishing Pupil Transportation Services
- j. Transportation Data

B. Inspection of Documents.

1. Each CONTRACTOR receiving forms prepared by the DISTRICT is responsible for inspection of DISTRICT documents for missing or illegible pages, or other indication of incomplete information provided to the vendor.
2. The failure or neglect of CONTRACTOR to receive or examine any contract document, form, instrument, addendum, or other document shall in no way relieve CONTRACTOR from obligations with respect to his/her proposal. The submission of a proposal shall be taken as prima facie evidence of compliance with this section.
3. Receipt of addenda to the proposal documents by a vendor must be acknowledged on the proposal, or by letter or telegram received before the time proposals are due.

C. Submitting Proposals.

1. Proposals must be received by the DISTRICT no later than 1:00 p.m. on May 6, 2019 at:

Lago Vista Independent School District
Attn: Jason Stoner, Director of Finance
8039 Bar-K Ranch Road
Lago Vista, TX 78645

Any proposal received after this time shall be returned unopened.

Two (2) copies of the proposal must be submitted.

2. Each CONTRACTOR must submit its proposal in **a sealed envelope.**

3. The envelope must be marked with the CONTRACTOR'S name and address and the words "Transportation Proposal" and must contain:
 - a. Submittals 1-17
 - b. Workers' Compensation Certificate
 - c. Evidence of Insurance or Insurability
 - d. Proposed Changes to the Agreement for Furnishing Pupil Transportation Services (the "Agreement"). (If the proposed changes are not submitted, the DISTRICT will assume that the CONTRACTOR is committed to providing service exactly as described within the Agreement as modified by the proposed changes.)

4. The right is reserved, as the interests of the DISTRICT may require, to revise or amend the specifications prior to the date set for opening proposals. Such revisions and amendments, if any, will be announced by an addendum or addenda to this Request for Proposals. If the revisions and amendments are of a nature which requires material changes in quantities or prices proposed or both, the date set for opening proposals may be postponed by such number of days as in the opinion of the DISTRICT will enable CONTRACTORS to revise their proposals. In such cases, the addendum will include an announcement of the new date for opening.

D. Written Inquiries, Addenda.

1. Questions about this invitation shall be in writing and delivered by mail, by e-mail or in person to:

Lago Vista Independent School District
Attn: Jason Stoner
Director of Finance
8039 Bar-K Ranch Road
Lago Vista, TX 78645
jason_stoner@lagovista.txed.net

E. Erasures or Corrections to Entries.

1. The proposal submitted must not contain any erasures, strikeover, or other corrections of entries that impair accurate interpretation of the entry and understanding of the proposal.

2. If correction of an unintended entry is desired, such correction must be legible and clearly authenticated by initials of the person signing the proposal. Illegible or unauthenticated corrections may result in rejection of the proposal at the option of the DISTRICT.

F. Withdrawal or Amendment of Submitted Proposal.

1. Any proposal which has been submitted may be withdrawn prior to the scheduled time for opening. A request to withdraw a proposal must be in writing and be received by the DISTRICT prior to the scheduled time for opening.
2. No amendment, addendum, or modification shall be accepted after the deadline for submitting the proposal. If a change to a proposal that has been submitted is desired, the submitted proposal must be withdrawn and the replacement proposal submitted prior to the time scheduled for opening of proposals.
3. After the scheduled time for opening of proposals, proposals may not be withdrawn for 90 days.

G. Evaluation and Award of Contract.

The following criteria will be used to evaluate all proposals. The associated score value assigned to each criterion is listed on the sample Proposal Evaluation Form enclosed.

- Submittal 1: Implementation Plan
Respondent shall detail their implementation plan and specific timelines to be followed.
- Submittal 2: DISTRICT'S Direct Experience with the Respondent
Respondent shall provide a narrative describing any of its past relevant experience in working with the DISTRICT.
- Submittal 3: Experience in School Transportation
Respondent shall provide a statement of its qualifications to provide the specific services requested herein.
- Submittal 4: Staffing Plan
Respondent shall submit a staffing plan that clearly shows how the daily operations of the local facility will be managed during the normal hours of operation, plus during any emergency or out-of-hours situation that may arise. This plan must include both operations and vehicle maintenance functions.
- Submittal 5: References
Respondent shall supply a list of three references and contracts held in Texas describing their experience in transporting physically challenged and typically developing school-age children. Names, addresses and phone numbers of the references must be included.
- Submittal 6: Maintenance Program
Respondent shall provide a description of its proposed vehicle

maintenance program and how it will be administered.

- Submittal 7: Driver Hiring and Retention Program
Respondent shall provide a description of their hiring process and the selection criteria used.
- Submittal 8: Driver Safety and Training Program
Respondent shall provide an overall description of its training process and driver education program.
- Submittal 9: Student Safety Program
Respondent shall provide a description of how it will address the issue of student safety, including any educational programs it has implemented.
- Submittal 10: Proposal Form
Respondent must provide a fixed cost proposal for the services requested. Although cost is an important consideration, proposals will also be evaluated in terms of the quality of the respondent's proposal relative to the other criteria listed here.
- Submittal 11: List of Bus Driver Qualifications
The respondent shall submit a list of bus driver qualifications, certifications and indications of ability to meet all driver requirements under Texas statutes and regulations, and how the respondent proposes to supply these drivers, assuming existing drivers will not be available.
- Submittal 12: Mechanics Training and Certification Process
Respondent shall describe its mechanic training and certification process.
- Submittal 13: Customer Feedback
Respondent shall provide a description of its formal customer feedback system, provide sample tools used to gather data, and describe how results were shared with customers and used to improve service.
- Submittal 14: Plan For Substitute Buses and Relief Drivers
Respondent shall address the provision for substitute buses and drivers needed for performance under the terms of this contract.
- Submittal 15: Presentation to Constituents
Respondent shall outline in detail the procedure that it would use for presenting its proposal to the DISTRICT'S constituents.

Submittal 16: Customer Service Philosophy
Respondent shall describe its customer relations philosophy and its program in this area.

Submittal 17: Site Evaluation
One or more members of the DISTRICT'S evaluation committee will conduct one or more site evaluations. Site evaluations will be conducted at facilities of the DISTRICT'S choice where the CONTRACTOR currently provides pupil transportation services.

Site evaluation criteria, not listed in any order of weight or priority, are as follows:

Personnel
Overall Appearance of Facility
Fleet Quality
Record-keeping

By submitting a proposal, each CONTRACTOR agrees to make selected facilities and facilities' personnel available to DISTRICT evaluation upon reasonable notice.

H. Rejection of Proposal and Waiver of Irregularities.

The DISTRICT reserves the right to reject any or all proposals. The DISTRICT also reserves the right to select any proposal which the DISTRICT believes is in the best interest of the DISTRICT and which may not represent the lowest prices submitted.

I. Obtaining Information.

1. Outside Sources. The DISTRICT reserves the right to obtain, from any and all sources, information concerning a CONTRACTOR which the DISTRICT deems pertinent to this RFP and to consider such information in evaluating the CONTRACTOR'S proposal.
2. Inspections. The DISTRICT reserves the right to make on-site inspections of the CONTRACTOR'S facilities which the DISTRICT deems pertinent and necessary to evaluate the CONTRACTOR'S proposal and to consider any information received from such inspection in evaluating the CONTRACTOR'S proposal.

J. Proposal Costs.

The DISTRICT shall not be liable for any cost incurred by a CONTRACTOR in the preparation or delivery of its response to this RFP or for any other costs incurred because of this RFP.

K. Proposal Disclosure.

1. All proposals received shall remain confidential until a contract resulting from this RFP is signed by the DISTRICT and the apparent successful CONTRACTOR; thereafter, the proposal shall be deemed a public record. In the event that a CONTRACTOR desires to claim that portions of its proposal are exempt from disclosure, it is incumbent upon the CONTRACTOR to identify those portions in its transmittal letter. The transmittal letter must identify the page, the particular exemptions(s) from disclosure, and the contended justification for exemption upon which it is making its claim. Each page, or part thereof, claimed to be exempt from disclosure must be clearly identified by the word "confidential" printed on the lower right-hand corner of the page.
2. The DISTRICT will consider a CONTRACTOR'S request(s) for exemption from disclosure; however, the DISTRICT will not be bound by the assertion that a page contains exempt material. An assertion by a CONTRACTOR that an entire volume of its proposal is exempt from disclosure will not be honored.
3. CONTRACTORS shall not issue any news release(s) or make any statement to the news media pertaining to this RFP, or any proposal and/or contract or work resulting therefrom without the prior written approval of the DISTRICT, and then only in cooperation with the DISTRICT.
4. CONTRACTORS may only contact the DISTRICT'S designated person for questions or information. Any attempt to contact other DISTRICT personnel or the Board will be grounds for rejection.

L. Notification.

Firms whose proposals have not been selected for further negotiation or award will be notified in writing at the address given in the proposal.

M. Transportation Data.

Enclosed with the proposal documents and labeled "Transportation Data" is a collection of data summarizing operations from the most recently completed school year. This information is provided to assist CONTRACTORS in formulating their proposals. The DISTRICT cautions, however, that the information is approximate. The DISTRICT makes no warranty or representation about its accuracy, and the DISTRICT does not intend any CONTRACTOR to rely on the accuracy of the information in submitting his/her proposal(s).

N. Cost of Allocation

DISTRICT shall purchase at its own cost, inclusive of all fuel taxes, all fuel required for the operation of buses hereunder.

DISTRICT shall also maintain all fuel storage tanks located on the Premises, whether under-ground or above-ground [The “Storage Tanks”], in accordance with applicable laws, ordinances, rules, regulations and requirements of governmental authorities, except to the extent repairs or other remedial acts are occasioned by the negligence or willful misconduct of CONTRACTOR, its agents or employees.

O. Non-Collusion Certification

The CONTRACTOR has not accepted, offered, conferred, or agreed to confer, and will not in the future accept, offer, confer, or agree to confer, any benefit or anything of value to any person or entity related DISTRICT in connection with any information or submission related to this bid, any recommendation, decision, vote, or award related to this bid, or the exercise of any influence or discretion concerning the sale, delivery, or performance of any product or service related to this bid,

Neither the CONTRACTOR, nor any business entity represented by the CONTRACTOR, nor anyone acting for such business entity, has violated the Federal Antitrust Laws or the antitrust laws of this State with regard to this bid, and this bid or proposal has not been knowingly disclosed, and will not be knowingly disclosed to any other CONTRACTOR, competitor, or potential competitor prior to the opening of bids or proposals for this project.

No attempt has been or will be made to induce any other person or entity to submit or to not submit a bid or proposal.

The person signing this bid or proposal certifies that he/she has fully informed himself/herself regarding the accuracy of the statements contained in this certification.

P. Agreement to Interview Current Employees

1. By submitting a proposal in response to this RFP, the proposer thereby agrees to interview all employees working for the current provider.
2. Lago Vista ISD has a firm belief that service levels are directly impacted by the ability of the service provider to recruit, train, and retain an adequate supply of qualified transportation employees. For the above stated reasons, Lago Vista ISD has set the starting wage for drivers at \$17.00 hour with a four (4) hour per day guarantee. All drivers employed by the current provider and hired by proposer, will receive a \$1.50 per hour increase over their current driving wage. The current driver wage ranges from \$15.50 per hour to a top wage of \$19.52. The current bus monitor wage \$10.00 per hour with a four (4.0) hour per day guarantee.

Q. Reports

CONTRACTOR shall timely prepare all reports regarding DISTRICT'S transportation system required by state law or requested by DISTRICT. CONTRACTOR shall collect and compile all data necessary to complete the TEA Route Services Report and TEA Operations Cost Report.

R. Routing

CONTRACTOR is responsible for routing the Student Transportation Program, collecting student rider information and notifying the campuses and parents of stop information prior to the start of school. The current CONTRACTOR owns and is using VersaTrans routing software.

PROPOSAL EVALUATION FORM

In order to receive point credit for any criterion listed below, proposals must include evidence that the specific requirement has been met. This evidence may take the form of written documentation, video tape or any other form required by the RFP. The quality and completeness of those submittals will be judged by the evaluation committee to determine the appropriate score to be awarded.

		ASSIGNED POINTS	SCORE
Submittal 1	Implementation Plan	+ 0-20	
Submittal 2	DISTRICT'S Direct Experience with the Respondent	+ 0-20	
Submittal 3	Experience in School Transportation	+ 0-20	
Submittal 4	Staffing Plan	+ 0-30	
Submittal 5	References		
	Reference #1 missing	- 5	
	Reference #2 missing	- 5	
	Reference #3 missing	- 5	
	Reference #4 missing	- 5	
	Reference #5 missing	- 5	
Submittal 6	Maintenance Program	+ 0-35	
Submittal 7	Driver Hiring and Retention Program	+ 0-35	
Submittal 8	Driver Safety and Training Program	+ 0-40	
Submittal 9	Student Safety Program	+ 0-35	
Submittal 10	Proposal Form		
	Lowest Cost	+ 40	
	2 nd Lowest Cost	+ 25	
	3 rd Lowest Cost	+ 10	
	4 th Lowest Cost	+ 0	
Submittal 11	List of Bus Driver Qualifications		
	Not included	- 5	

PROPOSAL EVALUATION FORM

		ASSIGNED POINTS	SCORE
Submittal 12	Mechanics Training and Certification Process		
	Not included	- 5	
Submittal 13	Customer Feedback		
	Not included	- 5	
Submittal 14	Plan for Substitute Buses and Relief Drivers		
	Not included	- 5	
Submittal 15	Presentation to Constituents		
	Not included	- 5	
Submittal 16	Customer Service Philosophy		
	Not included	- 5	
Submittal 17	Site Evaluation	+ 20	
	Total Score	Max. 295	
	Ranking		

PROPOSAL FORM

Proposed prices shall be submitted based on a Daily Rate that includes the first 4 hours of service each day. This form may not be altered. Each invoice period, total home-to-school charges submitted to the DISTRICT shall be the sum of the applicable Daily Rates and the sum of all excess hours incurred beyond the hours included in each individual bus. The DISTRICT reserves the right to require the CONTRACTOR to add and delete buses to or from service at the rates specified below subject to any price escalation clause included in the attached Transportation Service Agreement.

**Regular and Special Education
Home-to-School Transportation
CONTRACTOR Employees/DISTRICT Buses**

Based on 4 hours		
Bus Capacity	Daily Rate	Hourly Rate
20 and smaller	\$	\$
21 - 47 passenger	\$	\$
48 – 77 passenger	\$	\$
78 and larger	\$	\$

**Regular and Special Education
Home-to-School Transportation
DISTRICT Employees/CONTRACTOR Buses**

Based on 4 hours		
Bus Capacity	Daily Rate	Hourly Rate
20 and smaller	\$	\$
21 - 47 passenger	\$	\$
48 – 77 passenger	\$	\$
78 and larger	\$	\$

**Regular and Special Education
Home-to-School Transportation
CONTRACTOR Employees/CONTRACTOR Buses**

Based on 4 hours		
Bus Capacity	Daily Rate	Hourly Rate
20 and smaller	\$	\$
21 - 47 passenger	\$	\$
48 – 77 passenger	\$	\$
78 and larger	\$	\$

The DISTRICT requires the CONTRACTOR to submit rates for the performance of the transportation programs without regard to the current status of these programs in the DISTRICT. The rates submitted here shall apply to all transportation services provided after the conclusion of the DISTRICT’S normal school year.

PROPOSAL FORM

In addition to home-to-school transportation, the DISTRICT expects the CONTRACTOR to provide transportation services in support of other DISTRICT-related activities. If the DISTRICT requests bus service that conflicts with normal home-to-school service, the CONTRACTOR shall provide that service to the best of their ability. Conflicting trips will require additional staff beyond the numbers needed to provide regular home-to-school service and will preclude the use of home-to-school vehicles.

**Additional Transportation Services
Extracurricular Trips, Mid-Day Runs,
and Other DISTRICT Requested Bus Service
Using DISTRICT Buses**

	Hourly Rate	Mileage Rate	Minimum Call-Out Charge
All Bus Capacities	\$	\$	\$

**** If a District employee drives a District-owned bus, only the mileage rate will apply.**

**Additional Transportation Services
Extracurricular Trips, Mid-Day Runs,
and Other DISTRICT Requested Bus Service
Using CONTRACTOR Buses**

	Hourly Rate	Mileage Rate	Minimum Call-Out Charge
All Bus Capacities	\$	\$	\$

Bus Monitors and Bus Aides: The DISTRICT may require the use of bus monitors and/or bus aides in the performance of this contract. If monitors or aides are required, the DISTRICT shall compensate the CONTRACTOR \$_____ per hour.

Rates provided for all transportation trips/routes shall begin and end at the transportation center, and shall include total driver's time, including time for bus pre-trip checkout, clean up, fueling and layover time. For drivers' times in excess of forty hours per week, or eight hours in any one-day, the charge will be one-and-one-half time the hourly rates stated above.

**PROPOSAL FORM
TABULATION**

INSTRUCTIONS

Each CONTRACTOR is required to complete the following tabulation form to provide the DISTRICT with the most realistic projection of their expected annual cost. Each cost category of service provided should be clearly annotated, allowing the DISTRICT to easily determine the specific level of service being proposed. If the CONTRACTOR is quoting services or other items not specifically included in this specification, the expected billing calculation for each item should be clearly detailed on the tabulation form.

ALTERNATE PROPOSALS

For an alternate proposal to be considered, it must match the current level of service the DISTRICT currently utilizes (i.e., the same number of buses and the same number of total system hours). The DISTRICT encourages innovative alternate proposals; however, the DISTRICT will utilize the tabulation form based on current service levels to determine the low proposal for contract award purposes. A separate bid tabulation form must be prepared for each alternate proposal.

THE UNDERSIGNED HAS READ AND FULLY UNDERSTANDS THE NOTICE TO CONTRACTORS, INFORMATION FOR CONTRACTORS, AGREEMENT FOR FURNISHING PUPIL TRANSPORTATION SERVICES, AND ALL OTHER PARTS OF THE PROPOSAL PACKAGE.

Each of these costs should be calculated from your prices above.

Company Name

Signature of Authorized Agent

Address (City, State and Zip Code)

Business Telephone Number

Date Signed

WORKERS' COMPENSATION CERTIFICATE

The CONTRACTOR shall sign and submit the following certificate with the transportation written proposal: _____ School DISTRICT requires CONTRACTOR to provide workers' compensation as per state law requirements.

WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY LIMITS

Workers' Compensation:	Statutory	
Employer's Liability:	Each Accident	\$ 1,000,000
	Disease - Each Employee	1,000,000
	Disease - Policy Limit	1,000,000

Company Name

Signature of Authorized Agent

Date Signed

Note: CONTRACTOR may attach current certificate of coverage with a signed statement that if awarded the contract, they will obtain said coverage.

INSURANCE COVERAGE

GENERAL LIABILITY:	<u>Limits</u>
A. Commercial General Liability	
1. General Aggregate	\$ 2,000,000
2. Products-Completed Operations Aggregate	2,000,000
3. Personal and Advertising Injury	1,000,000
4. Each Occurrence	1,000,000
5. Fire Damage (any one fire)	100,000

AUTOMOBILE LIABILITY:	<u>Limits</u>
A. Commercial Auto Liability	\$ 1,000,000
Any Auto (includes all owned, Scheduled, hired and non-owned autos.)	
B. Garage Liability	\$ 1,000,000

EXCESS LIABILITY:	<u>Limits</u>
A. Umbrella Form	
1. Each Occurrence	\$ 4,000,000
2. Aggregate	\$ 4,000,000

_____ will be named as additional insured on certificate of insurance if we are awarded the contract.

I, the undersigned, have attached a copy of a certificate of insurance that I attest (1) remains currently in force and (2) has been issued for the purposes of insuring a school DISTRICT, non-public school or county superintendent of schools which (whom) currently contracts for student transportation services from my firm.

Company Name

Signature of Authorized Agent

Date Signed

NOTE: CONTRACTORS may submit current certificate of insurance with a signed statement that the above stated coverage will be in force prior to award of contract.

1. Felony Conviction Notification

Note: If this is a publicly-held company, you may skip this page

State of Texas Legislative Senate Bill No.1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school DISTRICT must give advance notice to the DISTRICT if the person or as owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Subsection (b) states "a school DISTRICT may terminate a contract with a person or business entity if the DISTRICT determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The DISTRICT must compensate the person or business entity for services performed before the termination of the contract."

I the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

VENDOR'S NAME _____

AUTHORIZED COMPANY OFFICIAL'S NAME (PRINTED)

A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

Signature of Company Official:

B. My firm is not owned or operated by anyone who has been convicted of a felony:

Signature of Company Official:

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Details of Conviction(s): _____

PROPOSAL CHECKLIST

To help ensure that you include all the materials necessary to complete a thorough evaluation of your bid proposal, we suggest that you use this checklist as a reminder to yourself, by placing a check in each box in the “Verified” column indicating that the item is included in your bid proposal packet. Include the completed checklist along with your bid proposal.

Verified	Description of Item
<input type="checkbox"/>	Submittal 1
<input type="checkbox"/>	Submittal 2
<input type="checkbox"/>	Submittal 3
<input type="checkbox"/>	Submittal 4
<input type="checkbox"/>	Submittal 5
<input type="checkbox"/>	Submittal 6
<input type="checkbox"/>	Submittal 7
<input type="checkbox"/>	Submittal 8
<input type="checkbox"/>	Submittal 9
<input type="checkbox"/>	Submittal 10
<input type="checkbox"/>	Submittal 11
<input type="checkbox"/>	Submittal 12
<input type="checkbox"/>	Submittal 13
<input type="checkbox"/>	Submittal 14
<input type="checkbox"/>	Submittal 15
<input type="checkbox"/>	Submittal 16
<input type="checkbox"/>	Submittal 17
<input type="checkbox"/>	Worker’s Compensation Certificate
<input type="checkbox"/>	Felony Conviction Notification
<input type="checkbox"/>	Insurance Certificate
<input type="checkbox"/>	Proposed Modifications to the Agreement

TRANSPORTATION INFORMATION
2018-2019 School Year Forecast

Days Operated

<u>Regular Home-to-School</u> -----	<u>174</u>
<u>Summer School</u> -----	<u>8</u>

Route Information

<u>Regular Routes</u> -----	<u>8</u>
<u>Average Rt Miles</u> -----	<u>77.5</u>
<u>Average Rt Hours</u> -----	<u>5.72</u>
<u>Total Miles</u> -----	<u>116,070</u>

<u>Special Education</u> -----	<u>8</u>
<u>Average Rt Miles</u> -----	<u>83.9</u>
<u>Average Rt Hours</u> -----	<u>4.03</u>
<u>Total Miles</u> -----	<u>32,678</u>

<u>Bus Assistant-Special Needs</u> -----	<u>1</u>
<u>Average Rt Hours</u> -----	<u>4.50</u>

<u>Summer School Days</u> -----	<u>8</u>
<u>Average Rt Miles</u> -----	<u>65</u>
<u>Average Rt Hours</u> -----	<u>4.00</u>
<u>Total Miles</u> -----	<u>520</u>

Field Trip Information

<u>Contractor Driven Trips</u> -----	<u>143</u>
<u>Total Miles</u> -----	<u>15,504</u>
<u>Total Hours</u> -----	<u>895.76</u>

<u>Coach Driver Trips</u> -----	<u>188</u>
<u>Total Miles</u> -----	<u>17,389</u>

Field Trip Information

<u>Thomas C2 - 72 Passengers</u> -----	<u>9</u>
<u>Thomas C2 - 53 Passengers</u> -----	<u>1</u>
<u>Thomas C2 - 47 Passengers W/C</u> ----	<u>2</u>
<u>Blue Bird - 77 Passenger Trip</u> ----	<u>2</u>
<u>Inter - 71 Contractor Owned</u> -----	<u>2</u>

Bid Tabulation Form

	Daily Rate	Number of Routes		+	Hourly Rate	Number of Hours*		-	Number of Miles*	Number of Days Billed	Total Cost
Normal Home-To-School Service:											
20 and smaller		X		+		X			X		=
21 - 47 psg		X	2	+		0.06			X	173	=
48 - 77 psg		X	8	+		13.84			X	173	=
78 and larger		X		+					X		=
		X		+					X		=
		X		+					X		=
		X		+					X		=
		X		+					X		=

Extended Year Home-To-School Service:											
20 and smaller		X		+		X			X		=
21 - 47 psg		X	1	+		0.0			X	8	=
48 - 77 psg		X		+					X		=
78 and larger		X		+					X		=
		X		+					X		=

Field Trips:											
All Bus Capacities						895.76		+		31,893	=
Bus Monitors/Aides		1				4		x		173	=
											=

Total Proposed First Year Billing

* Hours and miles shown should represent all hours and miles in excess of those included in the Daily Rate, as defined on the Bid Proposal Form.

Each Proposer is required to complete the above tabulation form to provide the District with the most realistic projection of their expected annual cost. Each cost category of service provided should be clearly annotated, allowing the District to easily determine the specific level of service being proposed by the Proposer. If the Proposer is proposing service or other items not specifically included in this proposal specification, the expected billing calculation for each item should be clearly detailed on the tabulation form.