



**ROCKWOOD SCHOOL DISTRICT
REQUEST FOR PROPOSAL
July 12, 2016**

**ALTERNATIVE STUDENT TRANSPORTATION
(NON-BUS, Taxi Service)**

OVERVIEW

The District (hereafter referred to as "District") is requesting proposals for Alternative Student Transportation (Non-Bus) as described herein (RFP1016ALTTRANS).

Bids are due to District Office on August 1, 2016 at 2:00pm. (see below)

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 (during the proposal analysis period).

Proposals must be mailed or hand carried to the **Rockwood School District Administrative Building, 111 East North Street, Eureka, MO 63025**. The proposal must be sealed in an envelope clearly marked with the bidder's name, address and "**Alternative Student Transportation**".

Please contact Bill Sloan at 636-733.2032 if you have questions.

William M. Sloan
Director of Purchasing and Transportation
111 East North St.
Eureka, MO 63025

sloanwilliam@rsdmo.org

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
- Attachment 1
- Exhibits

The bidder is advised that there are exhibits and an attachment end of this document to provide additional information and instruction for the bidder’s reference and submission.

1.3 Present Operation:

Current alternative transportation includes students classified as “Homeless” and students who cannot be accommodated on a bus route. Transportation includes routes located within as well as outside the district: from designated address-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 Rockwood Education Equity and Diversity program will use taxi services for special events and after school activities for students participating in the VICC program. The number of students requiring alternative transportation will vary during the school year as there are approximately 1,700 students in the program.

Homeless Coordinator provides daily transportation services to students that are in transition from a stable home address. The coordinator will determine which students qualify for this transportation and will determine when a student is officially added to, or deleted from, the students qualifying for non-bus/taxi service. The Homeless Coordinator will act as the District's designated staff member who will establish which students require transportation and any special needs such as para/monitor or other needs; such as requiring a wheel chair van. Currently there are seventeen K-12 students requiring alternative transportation however that number is subject to change given the current economic environment.

Route changes are considerably more frequent than in a regular transportation program due to frequent changes in designated ridership and student locations.

Homeless transportation may involve students living outside of the District that were residents of the District prior to becoming homeless. These students will be transported to a Rockwood school.

Homeless students living within the District that previously attended another district prior to becoming homeless. These students will be transported out of the Rockwood area to another school district (normally within St. Louis county or an adjacent County) previously attended prior to becoming homeless. Students will be transported back to the location they reside at the end of the school day.

1.4 General Information:

The purpose of this RFP is to initiate a contract for alternative transportation services for the District during the current School Year 2016-2017 with options for School Year 2017-2018, and School Year 2018-2019.

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. They do not apply to the District.

The contractor shall be able to provide sufficient vehicles, including wheel chair vans, to run a minimum of 20 routes. However, the District shall be under no obligation to use the minimum number of vehicles.

The contractor shall in addition to regular alternative transportation service, provide illness, suspension and miscellaneous student pickup as needed.

The contractor must coordinate all alternative transportation service with the Rockwood Education Equity and Diversity designated staff member or the Homeless Coordinator.

The District shall determine which students are in need of alternative transportation and assign them first to the contractor.

The District reserves the right to make separate agreements with contractors as student needs arise. These agreements will be determined by District and made sparingly.

To provide greater accountability, operational effectiveness and communication, preference will be given to the transportation provider who can service the majority of the District alternative transportation needs; including, if necessary, ambulatory and wheel chair transportation, as well as providing paras/monitors.

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 portal-to-portal transportation service in a vehicle clearly marked as a transporter for hire. Contractor will provide age appropriate child restraint equipment such as booster chairs and car seats.

The contract shall be construed in accordance with the definitions of those words and expressions listed on Attachment #1.

The District anticipates the number of students requiring vehicle service, and therefore the number of vehicles required, will remain generally consistent for future school years as compared to school year 2016/ 2017. However, as enrollment changes so might transportation needs.

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

Prior to the award of the contract, the contractor must have twelve (12) continuous months of experience in transporting the public as a transporter for hire.

The contractor shall provide alternative transportation service for school to home and return routes and on an as-needed basis for school activity and ancillary

transportation. The District shall provide the contractor with pickup/drop-off times and locations, the students requiring alternative transportation and their respective addresses.

The contractor must obtain prior approval from the District for any changes to student pickup/drop-off times and locations.

The contractor shall make all changes for regularly scheduled routes within forty-eight (48) 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 scheduled time set by the District. 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 is to wait 5 minutes. If the student(s) are still not ready, the contractor is to designate the pick-up as a no-show and go to the next location. If the District or a parent has called the contractor at least one hour before pick-up time to cancel the ride, the contractor is to designate it as a cancellation.

The District’s current start and dismissal times are as follows:

	Start	Dismissal	Early Dismissal	Late Start
Middle School	7:30 AM	2:22 PM	11:15 AM	
High School	8:16 AM	3:05 PM		9:46 AM
Early Elementary	8:23 AM	3:13 PM	12:08 PM	
Late Elementary	9:00 AM	3:50 PM	12:46 PM	

The contractor shall not transport more than four (4) students at one time in a car or six (6) in a van. All students will require seat belts as well as age appropriate child restraint equipment such as booster and/or car seats (as specified by the District). Vehicles must be equipped with safety door locks.

Non-designated individuals will not be allowed to ride in vehicles transporting District students. The contractor will not transport students together who are at different school levels or going to different programs unless specifically agreed to by the District. The District shall not pay for alternative transportation service to non-District designated students.

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 of \$25.00 per student unless delays are due to weather or unforeseen traffic conditions beyond contractor’s control.

If requested by the District, the contractor shall provide alternative transportation service during the subsequent summer school term.

3.0 SPECIFIC TRANSPORTATION REQUIREMENTS:

3.1 Personnel Requirements:

The contractor shall submit with its response to this RFP a current organization chart that includes staff member names, positions, experience level and for each of its operating locations. In addition, the contractor shall submit a list of the drivers it currently employs who have a Class E license with an S endorsement and meet the criteria listed in paragraph 3.4 below.

The contractor must supply administrative personnel, including a key account representative, who have demonstrated, through previous assignments, the ability to assume the responsibilities associated with administering a transportation program encompassed by this contract.

The contractor must supply drivers who

- a. Have a Class E license with an S endorsement.
- b. Are licensed in accordance with all applicable federal, Missouri and state board of education laws, regulations and policies.
- c. Have a good driving record as verified by a license check with the Missouri Department of Revenue.
 - The contractor shall verify each driving record upon employment and then every twelve (12) months thereafter. Such records shall be placed into the driver's file.
 - The contractor shall not use drivers to fulfill the contract who have accrued more than four (4) moving violations for any reason in the last three (3) years, and unless specifically agreed to by the District, shall not use drivers who have had a DUI, DWI or controlled substance related violation within the last ten years.
 - In the event the contractor fails to maintain driving record checks, 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 operating a District run may result in liquidated damages of \$500 dollars. A second violation may result in liquidated damages of \$1,500 dollars.
 - In addition to the liquidated damages listed above, a contractor may be assessed liquidated damages in the amount equal to the cost of the routes operated by the driver while not in compliance.

- d. Will drive in a careful and prudent manner, exercising at all times the highest degree of care, and observing and complying with all rules of the road and traffic regulations.
- e. Will abstain from the 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
- f. Drivers will not be allowed to carry weapons of any type when transporting students.
- g. Will be of good moral character. No person shall be employed to provide service where the report of any findings or criminal history convictions, as obtained through the Missouri Family Care Safety Registry and the Missouri State Highway Patrol (and/or the persons state of residence), indicates the person has been convicted of a felony or misdemeanor as specified in Section 302.272 RSMo unless approved by the District.

The contractor shall verify and be liable for the payment of all driver criminal record checks upon employment and then every twelve (12) months with the Missouri State Highway Patrol. Such verification shall be placed in the driver's file.

In the event the contractor fails to maintain such checks, the contractor shall be assessed \$500 dollars. A second violation of non-compliance of drivers' criminal checks may result in liquidated damages of \$1,500 dollars.

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

The contractor shall ensure that all drivers display their current driver's license upon request of a school official or 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 and subsequent offenses, the contractor may be assessed liquidated damages in the amount of \$1,500.

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 in his/her possession a photo I.D. badge containing facial photograph, employee's full name and the name of the transportation company. If a driver does not produce or fails to show 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 remove or reassign drivers assigned to District routes. The District shall be the sole judge if a driver may be used to fulfill the contract.

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 \$1,500 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 testing at random, for drivers hired for this contract and for drivers involved in a preventable accident.

- The contractor shall verify and be liable for the payment of a Drug Test and Physical upon employment and then 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 that fails either his/her Drug Test or Physical Exam.

3.3 If requested by the District, the contractor shall investigate any employee's performance.

3.4 The contractor shall maintain records on all employees or sub-contractors that demonstrate all personnel requirements of the contract have been met.

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 the 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 a S-Endorsement
- E-verify documentation
- Documents noting whether they are an employee or a sub-contractor

The District shall retain the authority to examine all personnel records of the contractor to determine compliance with the contract if necessary.

3.5 Driver Training:

The contractor shall ensure that each driver and all other employees are provided training in the proper methods of relating to 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
- Transportation of unauthorized passengers while students are on board
- Making unauthorized stops while transporting students

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 immediately inform the District of any accident/incident involving a District student.

The contractor must file a written report with the District within three (3) working days following an accident. Failure to do so will result in liquidated damages equal to the cost for the run.

3.7 Vehicle and Equipment Requirements:

The contractor must supply vehicles licensed according to municipal or county requirements for Jefferson County, 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 for the municipalities or counties indicated.

The contractor shall be assessed liquidated damages in the amount of \$500 dollars for each work day the contractor does not supply 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 written approval from the District.

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. Preference will be given to contractors that have GPS tracking capabilities.

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 have the proper child restraints including booster or car seats for those students that require them (as determined by the District). Failure to comply shall result in denial of payment for the run and any additional charges.

The contractor shall provide to the District a list of vehicles used under the contract (updated quarterly) which states the description of each vehicle, license number, inspection number if appropriate, operating authority license and model year prior. If a vehicle is removed from service, the District shall be notified in a timely manner. 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 Rockwood is cancelled due to weather conditions within the District, the contractor will not transport students to Rockwood schools but may be required to transport students staying at an address within the Rockwood boundaries but attending a school district that has not been closed due to inclement weather.

5.0 INVOICING AND REPORTING REQUIREMENTS:

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

Rockwood School District
Office of Education Equity and Diversity
16025 Clayton Rd
Ellisville, MO 63011-2162

Routing will be established by the contractor, based on the number of students and their locations, to be as operationally efficient as possible in dropping off students within bell time parameters and minimizing transit time. Student will not be dropped off prior to 15 minutes before the designated bell start time or picked up before the designated bell end time, unless approved by the District. Bell times are available by school at the following link:

<http://www.rsdmo.org/calendar/Pages/default.aspx>

The contractor shall be compensated at the applicable rate as indicated on the pricing page and described below.

Route mileage for a vehicle with multiple students shall be determined based on the farthest student's pickup point location to his/her designated destination point. No additional mileage will be provided for any other student in this vehicle, if dropped at the same destination point.

To ensure accurate mileage, the contractor will use a mileage software program, approved by the District, such as; Microsoft Streets & Trips or Google Mileage. Payment will be made according to the fixed price per mile. In the event that all of the student(s) scheduled to be picked up at a designated location(s) are absent, the contractor shall be compensated at the firm, fixed price per no-show occurrence, if the vehicles arrived at the pick-up location and the route was not canceled within sixty (60) minutes of the scheduled pick-up time. 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 and call the student's school on the day of the no-show.

The contractor shall provide detailed data for the pick-up and return routes, including a log for each route to substantiate the invoice. Each log must include: date, time, time of pickup, address (pickup and drop-off), full name of student, each additional student included in the route if applicable, driver's name, billing number if applicable and applicable firm, fixed price.

- The contractor shall maintain all route logs for a minimum of three (3) years. For failure to maintain route logs, the contractor may be assessed liquidated damages in the amount not-to-exceed \$1,500 dollars for every month that the contract was not in compliance.
- The contractor shall furnish to the District accurate, daily billing information on each route and other information deemed appropriate. Billing must differentiate all AM from PM routes. Billing must identify students, per their classification, such as homeless. Failure to provide any requested information in a timely manner may result in the District's withholding of the invoice payment(s) to the contractor. Once the billing is deemed accurate, the District will pay within 45 days.

The contractor shall agree and understand that any route 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 route.

If requested, the contractor shall make available to the District the contractor's records for the purpose of examining and determining the accurateness of the monthly invoices.

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.

Other than the payments specified above, no other payments or reimbursements shall be made to the contractor.

6.0 OTHER CONTRACT REQUIREMENTS:

6.1 Contract Period:

The original contract period shall be as 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 two (2) 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 (60) calendar days prior to the effective date of such termination. The

contractor has a (30) calendar day grace period upon notification 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 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. Bidder must submit with this bid a certificate of insurance showing evidence of adequate insurance coverage as follows:

<u>Type of Coverage</u>	<u>Minimum Limits of Liability</u>
<ul style="list-style-type: none">• Worker's Compensation/Coverage A• Employer' Liability/Coverage B	Must show proof of coverage
<ul style="list-style-type: none">• Commercial General Liability	\$1,000,000 each occurrence
<ul style="list-style-type: none">• Automobile Liability	\$1,500,000 each occurrence
<ul style="list-style-type: none">• General Aggregate	\$2,000,000 total

A. The District shall be named as an additional insured on Bidder's General Liability and Automobile. Bidder's insurance must be an "A" rate company pursuant to Best Ratings.

B. Liability coverage shall be primary to any insurance maintained by the District.

C. The District reserves the right to review the actual policies of Bidder's insurance coverage as listed above.

6.5 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.

6.6 Coordination:

The contractor shall fully coordinate all contract activities with those activities of the District through the DEED Office and the Homeless Coordinator. 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.

6.7 Property of the Rockwood School 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.

6.8 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.

6.9 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 routes 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 if requested by the District, failure to provide the performance bond as described above shall result in the termination of the contract.

6.10 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.

6.11 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.

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 Rockwood School District, 111 East North St., Eureka, Missouri 63025-1229. The proposal must 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 hour and day specified.

The bidder must complete and submit Exhibits A, B, and C 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 twelve (12) continuous months of experience in transporting the public as a transporter for hire. Failure of the bidder to meet this requirement will result in rejection of the bid. The written evidence should include, but not necessarily be limited to the items 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

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 District needs. By responding to this proposal, the contractor agrees to all contents of this RFP unless otherwise noted.

8.2 Bid Evaluation:

Bids will be evaluated based on the following priority:

A. Price and Price Factors.

The Price/Mile Rate

B. Experience and Support

Experience transporting K-12 students for other school districts

Demonstrated performance in handling multiple transportation requests from a variety of different people on a daily basis

Demonstrated history of a well maintained vehicle fleet

Demonstrated utilization of Push to Talk Radios

Demonstrated School Related Billing Knowledge

Percentage of Employee Drivers vs. Independent Contractor Drivers used to fulfill the requirements of the contract

Current Organizational Chart

Current list of drivers with qualifications listed for each

C. References: From school districts and other key accounts.

ATTACHMENT 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.

A ROUTE shall be defined as the transportation of one or more students to a designated location. Unless specifically agreed to by District, only students with the same classification (homeless). Payment will be based upon the student who lives farthest from the destination location.

MIDDAY TRANSPORTATION shall be defined as transportation provided for half-day classes or scheduled early dismissals or late starts.

SCHOOL ACTIVITY TRANSPORTATION shall be defined as transportation provided to students who participate in approved activities either before or after school, or on weekends, holidays and non-school days.

MISCELLANEOUS TRANSPORTATION shall be defined as transportation provided to students for transport to/from school.

NO-SHOW/NO-GO shall be defined as a student scheduled for pick-up who is not available at the scheduled time and has not provide proper/timely notification.

CANCELLATION shall be defined as a student scheduled for pick-up who provides at least an hour notice that he/she does not need transportation.

EXHIBIT A

Rates:

Contractor must state **firm, fixed price per mile**.

\$_____ per mile using a **non-wheel chair vehicle**

\$_____ per mile using a **wheel chair vehicle**

Contractor must state the percentage of the route price that will be charged per each **no-show occurrence**.

_____ % of the route price per no-show occurrence

Contractor must state, any **additional fuel surcharge** rates based on the D.O.E's Average Midwest Retail Price (AMRP) of regular unleaded gasoline on the first working day of each month.

\$_____ price/**mile** if AMRP is \$3.00-\$3.50/gallon

\$_____ price/**mile** if AMRP is \$3.51-4.00/gallon

\$_____ price/**mile** if AMRP is \$4.01-4.50/gallon

Contractor must provide mileage rate based upon the following origination and destination Zip codes. Contractor must be able to provide mileage rates as needed as student needs and zip codes change. Price per mile for Zip Codes not listed must be reasonable and consistent with prices quoted.

Originating Zip Code	Destination Zip Code	price/ mile if AMRP is \$2.50 - \$3.00/gallon	price/ mile if AMRP is \$3.00- \$3.50/gallon	price/ mile if AMRP is \$3.51- 4.00/gallon
63135	63011			
63134	63040			
63138	63025			
63125	63026			
63109	63026			
63116	63011			
63303	63026			
63038	63038			
63111	63026			
63117	63038			
63106	63011			
63026	63049			
63026	63051			
63026	63016			
63026	63049			

EXHIBIT B

Renewal Option:

The bidder must indicate below the percent price increase for the renewal years. If no amounts are submitted, the District shall have the right to execute the renewal years at the same price(s) quoted for the first original contract year.

Option Renewal Price per Mile Rate % Increase or Decrease (-)

School Year 2017-2018 _____ %

School Year 2018-2019 _____ %

Other Prices for Renewal Years

Include any other anticipated price changes below

\$ _____

\$ _____

\$ _____

\$ _____

EXHIBIT C

Experience

Include information described in paragraph 8.2 B (current organizational chart, current billing sample, fleet size and number of school district contracts, etc...)

To be submitted separately

References

The contractor must provide recent references (within the last 2 years) from school districts and other key accounts.

To be submitted separately