



## ROCKWOOD SCHOOL DISTRICT

### REQUEST FOR PROPOSALS

**RFP No.: RFPTRANSUBDRIVE**

**Title: Sub-Driver Turn by Turn Route Directions**

**Issue Date:** March 22, 2017

This document constitutes Rockwood School District's (hereafter called the "District" or "RSD") Request for Proposals ("RFP") soliciting proposals from qualified individuals, firms or organizations to provide the items, goods, supplies and products as described in this RFP.

**SEALED PROPOSALS FOR PROVIDING THE PRODUCTS DESCRIBED HEREIN MUST BE RECEIVED NO LATER THAN: 2:00 p.m., CST, on April 5, 2017. Proposals submitted after that time and date will be rejected and returned.**

#### **PROPOSALS SHALL BE SUBMITTED TO:**

Director of Purchasing  
Rockwood School District  
111 East North Street  
Eureka, Missouri 63025  
Tel. No.636.733.2032  
Email: [sloanwilliam@rsdmo.org](mailto:sloanwilliam@rsdmo.org)

**All inquiries for information regarding the RFP process, Proposal Preparation and Submission Requirements shall be in writing and shall be directed to:**  
[sloanwilliam@rsdmo.org](mailto:sloanwilliam@rsdmo.org).

No other contact with any members of the Rockwood School Board, any administrators, staff or employees of the District is permitted before or after completion of the RFP process. Failure to follow this directive or any attempt to contract or to influence any such person may result in rejection or disqualification of a proposal.

Any and all responses to written requests for information and questions will be in writing and will be sent to all known interested parties. Any oral responses will be considered unauthorized and non-binding on the District.



## I. RFP INSTRUCTIONS AND CONDITIONS

### 1. INTRODUCTION

The District is a nationally recognized, diverse community of learners. Currently the District serves over 21,000 students, made up of four high schools, six middle schools, and nineteen elementary schools, a talented and gifted campus, and a school for at-risk high school students. The District employs over 2,500 full time employees, and covers 150 square miles in much of western St. Louis and northern Jefferson counties. The District was named “Accredited with Distinction” by the Missouri Department of Education, the highest rating granted by the State of Missouri. Additional detailed information about the District may be found at [www.rsdmo.org](http://www.rsdmo.org).

The purpose of this RFP is to seek proposals from qualified publishers of software tools and tablets used to download bus driver route directions from the VersaTrans Routing Planner software. The tablets will be used in the spare school route buses to provide turn by turn directions of a route being driven by a sub-driver due to absence of the regular daily driver. Questions regarding the products and services are listed in Section II of this RFP. Please note the District plans to deploy the tablets in 10 spare buses.

It is anticipated that the delivery of the Products and services would occur within 90 days after Board of Education approval. Board approval is targeted for April 20<sup>th</sup>.

### 2. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

A. In order to be considered, proposers must submit two (2) hard copies of the proposal to the address below. Proposals shall be signed and printed or type written, submitted sealed with the envelope plainly marked with the title RFP number included on the envelope - **RFPTANSUBDRIVE**. A copy of the proposal will be emailed to [sloanwilliam@rsdmo.org](mailto:sloanwilliam@rsdmo.org) after the hardcopies have been received and after the due date and time has passed. Proposals shall be delivered to:

Director of Purchasing  
Rockwood School District  
111 East North Street  
Eureka, Missouri 63025  
Tel. No.636.733.2032  
Email: [sloanwilliam@rsdmo.org](mailto:sloanwilliam@rsdmo.org)

SEALED PROPOSALS FOR FURNISHING THE PRODUCTS DESCRIBED HEREIN MUST BE RECEIVED BY April 5<sup>th</sup>, 2017 at 2:00 p.m. Proposals submitted after that time and date will be rejected and returned.



B. Proposals shall be prepared simply, but completely, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. At the same time, proposals should be as thorough and detailed as possible so that the District may properly evaluate the Proposer's capabilities to provide the required products.

Electronic or facsimile proposals will not be considered in response to this RFP, nor will modifications by electronic or facsimile notice be accepted.

C. Proposers must include at least the following information, data and responses in their proposals:

(1) Proposer's full name and principal office address, and descriptions of the type of business entity (e.g., publicly held corporation, private non-profit, proprietorship, partnership, etc.).

(2) If Proposer is incorporated, include the state in which it is incorporated, and list the name and occupation of those individuals servicing on the board of directors, along with the name of any entity or person owing 10% or more of the corporation.

(3) The name, title, mailing address, telephone number, fax number, and email address of the contact person for this RFP and the proposal.

(4) A description of Proposer's products and services being proposed.

(5) Proposer's total price for the products and services, including any and all costs and expenses. Proposer shall submit a price list appropriately evidencing and itemizing Proposer's prices, including any applicable discounts. Please respond to all questions posed on page 7 and complete and return page 8 with the proposal.

D. Proposers must provide a description or evidence of their experience and qualifications to provide the Products described in this RFP.

E. Proposers must provide evidence or information as to their financial condition and stability.

F. Proposers must provide a minimum of five (5) references with names, addresses and phone numbers, and including specifically any governmental entities and school districts for which each proposer has provided the products being proposed.

G. Proposers must state whether they have been involved in any litigation during the last five years, and if so, describe any such litigation.



**3. AWARD**

Award(s) will be made to the responsive and responsible Proposer(s) whose proposal(s) is deemed to be most advantageous to the District, taking into account overall content of the proposal, cost, overall proposal, experience and qualifications, and quality of Proposer's products and services. The District reserves the right to split the award or to make multiple awards, and to make award on a part or portion of a proposal. The District reserves the right to request clarification or additional information and may interview with some or all Proposers as part of the selection process. In no event shall the District be required to explain the evaluation process or award selection to any proposer.

**4. RIGHT TO REJECT**

The District reserves the right to accept any proposal, to reject any and all proposals, and to waive any irregularities or informalities in any proposals. Conditional proposals will not be accepted.

**5. PROPOSALS FINAL**

All proposals shall be deemed final, conclusive and irrevocable, and no proposal shall be subject to correction or amendment for any error or miscalculation.

**6. COST OF PREPARATION**

The cost of preparing and submitting a response to this RFP will be assumed solely by each Proposer, whether or not any agreement is signed as a result of this RFP.

**7. OWNERSHIP OF SUBMITTALS**

All completed proposals submitted in response to this RFP become the property of the District upon submission. The District may use the proposal for any purpose deemed appropriate. The proposal material may become part of any contract between the successful Proposer and the District.

**8. RFP INTERPRETATION**

Interpretation of the wording of this RFP will be the responsibility of the District and that interpretation will be final and binding.

**9. PRICE**

Proposers are cautioned that the Products must be furnished at the prices, costs and/or rates submitted and proposed unless otherwise stated. No increase in prices will be



permitted during the term of the agreement.

**10. CONTRACT**

The Rockwood Board of Education must formally approve the award of any contract(s) or agreement to purchase with approval anticipated to be received by April 20, 2017. The successful Proposer will be required to enter into a written one to five year written contract with the District which will include, but may not be limited to, the bid response for the products and services described herein and the contract provisions included herein.

**11. INSURANCE**

The successful Proposer will be expected to provide the following types of insurance with the described limits unless waived by the District:

- Comprehensive General Liability - \$1,000,000 per person per occurrence  
(including Contractual Liability)  
\$1,000,000 property damage per occurrence  
\$1,000,000 aggregate all claims per occurrence
- Workers' Compensation - As required by applicable law
- Employer's Liability - \$1,000,000 per occurrence
- Automotive Liability - \$1,000,000 per occurrence

**12. TAXES**

Proposers shall NOT INCLUDE FEDERAL EXCISE TAX, TRANSPORTATION TAX, or STATE RETAIL SALES TAX in their cost proposal, as these taxes do not apply to the District.

**13. NO PARTICIPATION**

The successful Proposer shall not directly or indirectly participate as a proposer, bidder, or subcontractor to a proposer or bidder on any bids or request for proposals to be designed, or Products to be provided, as contemplated by this RFP.

**14. EXCEPTIONS**

If a Bidder takes exception to any part of these specifications as written, or as amended by any addenda subsequently issued, or the Agreement, they must do so in writing. Said



exceptions must be submitted with the proposal. Failure to do so will be construed as acceptance of all items of the specification and the Agreement.

**15. USE OF INFORMATION**

- A. Any specifications, drawings, sketches, models, samples, data, computer programs or documentation or other technical or business information (“Information”) furnished or disclosed to interested parties under this RFP, or as the result of this RFP, shall remain the property of District and, when in tangible form, all copies of such information shall be returned to District upon request. Unless such information was previously known to a party, free of any obligation to keep it confidential, or has been or is subsequently made public by District or a third party, it shall be held in confidence by such party, shall be used only for the purposes of this RFP, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.
  
- B. No specifications, drawings, sketched, models, samples, tools, or other apparatus programs, technical information or data, written, oral or otherwise, furnished by any interested party to the District under this RFP shall be considered to be confidential or proprietary.

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## II. TRANSPORTATION TURN BY TURN DIRECTIONS

### GENERAL INFORMATION

The following are questions related to the specifications for the bus transportation turn by turn routing instructions used by sub-drivers maintenance tracking software required for the Rockwood Transportation Department. The department currently has 186 buses in the fleet and plan to deploy the tablets with routing information on ten of the spare buses.

Please provide a response and explanation about your solution's capabilities for each of the following questions.

1. How does your solution interface with the Versatrans Routing Software? See sample of data available from VersaTrans.
2. How are changes to routes updated in the tablet?
3. Does your system require a user login at the tablet?
4. Are all Versatrans routes uploaded into the tablet or just selected routes?
5. Are there reports available from the solution indicating when a route was driven by sub-drivers, stop times, and which sub-driver drove the route?
6. Does your solution provide audio directions?
7. Does the solution warn a driver if they missed a stop?
8. How many Missouri public school districts are actually using this solution?
9. Can the tablet be removed from the bus without any tools?
10. Can the tablet be setup so the screen cannot be viewed while the bus is in motion?
11. Can the tablet display student names for each stop?
12. Does the tablet provide other features such as a panic button to a dispatch phone?
13. Are there separate data cell fees required or are they included in the annual maintenance fees?
14. Does your system tie in with any other safety features of the bus, like 8 way lights stop arms?
15. Does your solution reroute the bus back to the stop it missed?

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## VersaTrans – Sample Route Data for Longitude and Latitude

Bus	Route	Stop	Inbound Lat	Inbound Long
102	BLEV04A	EUREKA RD@PLEASANT VALLEY ESTATES	38.48011777	-90.6215707
102	BLEV04A	EUREKA RD	38.48886165	-90.62449504
102	BLEV04A	WILD HAWK DR (END)	38.48939644	-90.6228571
102	BLEV04A	FOREST RUN DR@HICKORY HILL DR	38.48973997	-90.62057467
102	BLEV04A	HICKORY HILL DR@CERNY AVE	38.49018871	-90.6227618
102	BLEV04A	HIGH VIEW DR@WILLOW DR	38.49054309	-90.6245037
102	BLEV04A	WILLOW DR	38.49077212	-90.62093151
102	BLEV04A	HICKORY HILL DR@HIGH VIEW DR	38.49079606	-90.62478642
102	BLEV04A	EUREKA RD	38.49083563	-90.62523669
102	BLEV04A	EUREKA RD@HICKORY HILL DR	38.49090092	-90.62523967
102	BLEV04A	WILLOW DR@CERNY AVE	38.49103043	-90.62220642
102	BLEV04A	FOREST HILLS DR@CERNY AVE	38.49114111	-90.62167756
102	BLEV04A	FOREST HILLS DR @ HIGH VIEW DR	38.49165313	-90.62421789
102	BLEV04A	EUREKA RD	38.49189123	-90.6248818
102	BLEV04A	FOREST RUN DR	38.49231307	-90.61865642
102	BLEV04A	EUREKA RD	38.49233003	-90.62484449
102	BLEV04A	EUREKA RD@MELBA LN	38.49275977	-90.62483239
102	BLEV04A	LEGENDS PKY	38.49278857	-90.62824003
102	BLEV04A	LEGENDS PKY@LEGENDS TERRACE DR	38.49296001	-90.62788501
102	BLEV04A	FOREST RUN DR	38.4939392	-90.61769437
102	BLEV04A	EUREKA RD	38.49412415	-90.62502854
102	BLEV04A	EUREKA RD	38.49436579	-90.62517509
102	BLEV04A	CERNY AVE	38.49446657	-90.61982392
102	BLEV04A	EUREKA RD@GRACE ROSE CT	38.49553309	-90.62535026
102	BLEV04A	AUGUSTINE RD@CERNY AVE	38.49634639	-90.61875257
102	BLEV04A	AUGUSTINE RD	38.49636135	-90.61866962





## PROPOSAL PRICING FORM

**(This form must be submitted and signed.)**

By signing this, you certify that you have read and understand all terms and conditions stated in this bid. By signing, you indicate full knowledge and acceptance of the general information, the proposal specifications, and the school's requirements and you certify that your company complies with all required elements. By signing this proposal, you also confirm that you are an authorized representative for the vendor that you represent.

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Pricing Sheet for 10 Tablets using Routing Software for Turn by Turn Directions</b>			
	Qty	1st Year Total	Future Year Renewals
<b>Software</b>			
Software License Fees	10		
Software Annual Maintenance Fees	10		
Training - On-site - 1 day	1		N/A
<b>Hardware and Installation</b>			
Tablets	10		
Installation for 10 units	10		
Self-Install Training	1		N/A
Annual Support and Maintenance	10		
Tablet Accessories	10		
<b>Other Fees (not Included above)</b>			
Cell Fees	10		
Other?			
<b>Totals</b>			

Are there other costs not listed? If so please provide detailed pricing and indicate if pricing is optional or required. Please provide any costs associated with ongoing annual fees under the "Future Year Renewals" column.



### **III. CONTRACT TERMS AND CONDITIONS**

#### **1. INTRODUCTION TO THIS SECTION**

The successful Proposer may be expected to enter into a written contract with the District. The terms and conditions in this section are expected to be incorporated into any contract awarded as a result of this RFP. These terms and conditions also will be included in any purchase order(s) issued by the District. In submitting a proposal, the Proposer agrees to the terms and conditions in this section, unless a statement is made to the contrary. Acceptance of alternate language, terms and conditions is at the sole discretion of the District. The following terms and conditions are not to be considered complete, and other terms and conditions will be included in any resulting contract.

#### **2. WARRANTY ON PRODUCTS**

Contractor warrants that all Products covered by this Agreement will conform to each and every specification, drawing, sample or other description which is furnished to or is adopted by the District and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship and free from defect. Such warranty shall survive delivery and shall not be deemed waived either by reason of the District's acceptance of said materials or goods or by payment for them.

#### **3. INSPECTION AND ACCEPTANCE.**

No Products received by the District pursuant to this Agreement shall be deemed accepted until the District has had reasonable opportunity to inspect said Products. All Products which are discovered to be defective or which do not conform to any warranty of the Contractor herein upon initial inspection, or at any later time if the defects contained in the Products were not reasonably ascertainable upon the initial inspection, may be returned at the Contractor's expense for full credit or replacement at the District's option. Such right to return defective Products shall no exclude any other legal, equitable or contractual remedies the District may have.

#### **4. INSURANCE**

A. Contractor shall maintain occurrence-based insurance including comprehensive general liability, automotive liability, and if applicable, worker's compensation and employers' liability in the amounts described herein. Such insurance shall be provided by insurance companies authorized to do business in the State of Missouri.



B. The District shall be included as an additional insured on all required insurance policies, except Worker's Compensation and Employers' Liability, with respect to the liability arising out of the performance of Contractor's Products under this Agreement.

C. Certificates of insurance of Contractor's insurance coverage shall be furnished to the District at the time of commencement of the Products.

D. All such insurance shall provide for notice to the District of cancellation of insurance policies thirty (30) days before such cancellation is to take effect.

## **5. TERMINATION**

A. The District may terminate this Agreement with or without cause at any time by giving 30 days' prior written notice to the other party of its intention to terminate as of the date specified in the notice. Contractor shall be paid for Products delivered and accepted up to the date of termination.

B. In the event of a breach of this Agreement by either Contractor or the District, the non-breaching party shall give the breaching party written notice specifying the default, and the breaching party shall have 15 days within which to cure the default. If the default is not cured within that time, the non-breaching party shall have the right to then terminate this Agreement by providing written notice of such termination.

## **6. INDEMNITY**

Contractor agrees to indemnify and hold harmless the District and the members of the Rockwood Board of Education, and the District's officers, employees, servants and agents from and against any and all liabilities, losses, damages, costs and expenses of any kind (including, without limitation, reasonable legal fees and expenses in connection with any investigative, administrative or judicial proceeding, whether or not designated a party thereto) which may be suffered by, incurred by or threatened against the District or any members, officers, employees, servants or agents of the District on account of or resulting from injury, or claim of injury, to person or property arising from Contractor's Products actions or omissions relating to this Agreement, or arising out of Contractor's breach or failure to perform any term, covenant, condition or agreement herein provided to be performed by Contractor.

## **7. GOVERNING LAW - JURISDICTION**

This Agreement shall be governed, construed and interpreted under Missouri law, and shall be deemed to be executed and performed in the City of St. Louis, Missouri. Any legal action arising out of, or relating to this Agreement shall be governed by the laws of



the State of Missouri, and the parties agree to the exclusive exercise of jurisdiction and venue over them by a court of competent jurisdiction located in the County of St. Louis, Missouri.

**8. REPORTING**

During the term of this Agreement, Contractor shall report to, and confer with, Elisha Strecker or her designee on a regular basis, and as may be reasonably requested, concerning the products/services provided by Contractor and issues related to the Products. Contractor also agrees to meet and confer with other District administrators, officers and employees as directed, or as may be necessary or appropriate.

**9. ASSIGNMENT**

Contractor agrees, for Contractor and on behalf of Contractor's successors, heirs, executors, administrators, and any person or persons claiming under Contractor, that this Agreement and the obligations, rights, interests, and benefits hereunder cannot be assigned, transferred, pledged, or hypothecated in any way and shall not be subject to execution, attachment, or similar process, without the express written consent of the District. Any attempt to do so, contrary to these terms, shall be null and void and shall relieve the District of any and all obligations or liability hereunder.

**10. LICENSES AND PERMITS**

Contractor shall obtain at Contractor's expense all licenses and permits necessary to provide the Products.

**11. CONTRACTOR REPRESENTATIONS**

Contractor acknowledges and represents that (i) Contractor is legally authorized to transact business in the State of Missouri and to provide the Products required hereunder, (ii) the entering into this Agreement has been duly approved by the Contractor, (iii) the undersigned is duly authorized to execute this Agreement on behalf of Contractor and to bind Contractor to the terms hereof, and (iv) Contractor will comply with all State, federal and local statutes, regulations and ordinances, including civil rights and employment laws, and agrees not to discriminate against any employee or applicant for employment or in the provision of Products on the basis of race, color, national origin, sex, sexual orientation, age or disability. Contractor also agrees to abide by all applicable District policies and regulations.

**12. INDEPENDENT CONTRACTOR**

The District and Contractor agree that Contractor will act for all purposes as an independent contractor and not as an employee, in the providing of the Products, and in the performance of Contractor's duties under this Agreement. Accordingly, Contractor



shall be responsible for payment of all taxes, including federal, state and local taxes arising out of Contractor's Products, including by way of illustration but not limitation, federal and state income tax, Social Security tax, Unemployment Insurance taxes, and any other taxes. In addition, Contractor and Contractor's employees shall not be entitled to any vacation, insurance, health, welfare, or other fringe benefits provided by the District. Contractor shall have no authority to assume or incur any obligation or responsibility, nor make any warranty for or on behalf of the District or to attempt to bind the District.

**13. FEDERAL WORK AUTHORIZATION PROGRAM**

As an independent contractor of the District, Consultants will provide documentation and a sworn affidavit that all employees of Consultants are not considered unauthorized aliens as defined by Federal law and are enrolled in and actively participate in a federal work authorization program (FWAP) used to verify citizenship information of newly hired employees under the Immigration Reform and Control Act of 1986. Consultants must also sign and provide to the District an affidavit indicating they do not knowingly employ any unauthorized aliens under this agreement.

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