

INVITATION FOR PROPOSALS

Sealed proposals plainly marked "RFP - PUPIL TRANSPORTATION" addressed or hand delivered to:

**Mr. Claude Siders, Superintendent
North Dickinson County School
W6588 Highway M69
Felch, MI 49831**

All proposals must be received by the North Dickinson County School District on or before 12:00 PM, Monday, September 12, 2011. Unless otherwise specified by contractor, all proposals shall be considered firm for sixty days after receipt of same. The intent of the public reading on September 12, 2011 is only to acknowledge submittal of the RFP.

PUPIL TRANSPORTATION

The North Dickinson County School District reserves the right to reject any or all requests for proposals and to waive any technical or legal deficiencies. The District will review responses in an attempt to determine if it is advantageous to the District to enter into an agreement with a contractor to provide transportation services. The School Board, in its sole discretion shall determine what is in the best interest of the District. While price will be a major factor in the Board's decision, it is not the only factor and the District expressly reserves the right to enter an agreement with any carrier other than the carrier submitting the lowest cost proposal.

GENERAL INFORMATION:

Proposals shall bear the signature of each and every person interested therein. In case of a partnership, the name of each partner shall be given; in case of a corporation, the name shall be signed by the officer authorized to do so. The address of the firm must follow the signatures.

Any information desired by the contractor regarding the true intent of the conditions of these specifications shall be in writing and any reply to such an inquiry containing an interpretation of same will be communicated in writing.

All Proposals must be submitted on the proper form furnished by the Board of Education for this specific proposal, and plainly marked "RFP – Pupil Transportation."

BACKGROUND:

The North Dickinson County School District operates a public school system comprised of one (1) building K-12. In addition, the North Dickinson County School District

provides transportation to the Dickinson-Iron Intermediate School Voc-tech center, in Kingsford MI. The school system currently has a student population of approximately 300 students.

The School District of North Dickinson is comprised of over 500 square miles. The current bus transportation system in accordance with the Board's policy and in part comprised of:

- a. Five (5) regularly scheduled bus routes in the morning and five (5) regularly scheduled bus routes in the afternoon.
- b. The regular school buses are scheduled to arrive at the School Building between 8:15 am CST. to 8:20 am CST.
- c. Buses are also scheduled on an "as needed" basis for athletic events, music & marching band events as well as a variety of other extra curricular programs and fieldtrips.
- d. One (1) daily route driven to the Dickinson-Iron Intermediate School District Voc-tech center in Kingsford MI. (Approx. 52 Miles per day)

PUPIL TRANSPORTATION SPECIFICATIONS:

1. The proposal shall be for a period of three (3) school years (2011-2012); (2012-13); (2013-2014); to provide pupil transportation services.
2. The carrier shall perform the transportation services to transport the passengers according to routes and schedules established by the North Dickinson County School District. The carrier shall do all things necessary or proper to perform and complete the transportation of passengers. Under all circumstances, the carrier shall utilize reasonable and acceptable equipment; shall furnish good quality service; and shall perform their services hereunder only with such certified and qualified personnel as defined by applicable laws and regulations.
3. All vehicles provided by the carrier must meet all safety and inspection standards as defined by Federal, State and local legislation as well as regulation provided by the Michigan Department of Safety, Michigan Department of Education, Michigan Department of Transportation and the Michigan State Police.
4. The carrier is required to have available the minimum number of vehicles to meet the scheduling and use requirements of the contract. This shall include spare full size buses. All vehicles including spares shall be kept in good repair and working order on a daily basis.
5. The successful carrier will maintain a bus terminal or bus storage facility within the School District of North Dickinson County.

6. The carrier will provide a transportation manager who shall be responsible for all matters relating to the administration of the pupil transportation services, special arrangements and contract administration with the North Dickinson County School District. This shall include but not be limited to the availability of all buses and equipment; all matters of vehicle maintenance and inspection; hiring, training, and supervision of bus operators and bus monitors when requested but not provided by the school District; scheduling and routing of all regular, and athletic/activity buses; ongoing driver certifications (including mandated drug testing); bus evacuation drills, parent and community related student safety; student bus behavior; and assistance to the school department on pupil transportation projects and budgeting. It is required this person shall be available on a daily basis. The North Dickinson County School District stipulates the vendor must respond to and arrive at any/all broken-down busses due to wear-and-tear and/or weather or road conditions with a replacement bus to transport passengers within 20 minutes.

7. The North Dickinson County School District shall establish and determine the approved routes and shall furnish the same to the carrier, at least one week prior to the start of each school year, together with time schedules, and designated stops to be observed on each route. Changes in the routes, time schedules, or designated stops may be made, and any route may be eliminated or consolidated at the discretion of the North Dickinson County School District or its duly authorized agent, after consultation is first had with the carrier. Adjustments in the sums to be paid to the carrier will be made for any increase or decrease in mileage resulting from change, elimination, or consolidation of routes. The North Dickinson County School District may, from time to time, establish reasonable regulations in connection with all details incidental to the operation of transportation routes, including starting time, bus stops, and so forth.

8. The minimum insurance requirements will be personal injury liability insurance of \$5,000,000/\$10,000,000; property damage of \$2,000,000. The North Dickinson County School District will be named as an "additional insured" and contract language will include "duty to defend" the North Dickinson County School District. The carrier will also be required to maintain proper Worker's Compensation coverage for all the employees in compliance with the Michigan State law. The Carrier will also be required to defend, indemnify, and hold harmless the School District for any claims arising out of the carrier's performance of the transportation agreement.

9. The carrier will provide evacuation drills and bus safety instruction for all students once a year at its own expense and/or in accordance with state law. In addition the contractor shall administer a satisfactory safety program. Said program shall include, but are not limited to, regularly scheduled safety meetings for contractor's personnel. The Director of Support Services of North Dickinson County School District, or his/her designee may ride periodically for the purpose of observing driving practices with respect to safety, mechanical operation, and conformance with applicable laws, rules, school district policy, and regulations, including adherence to published time schedules.

10. All buses shall be equipped with equipment with the capability to communicate with carrier's local operation center as well as providing direct communication between the school and all buses.

11. Passengers are to be transported to and from destinations regularly, promptly, safely and without interruption or incident and that the interest of the passengers in such transportation shall take precedence over the interest of either the carrier and its drivers or the school. It is recognized for the protection of passengers, drivers, and all persons coming in contact with the passengers, the drivers must be of stable personality and of the highest moral character. The North Dickinson County School District places upon the carrier to assure that the carrier provides quality personnel. The carrier understands that they will not allow any person to drive a school bus whose moral character is not of the highest level, or whose conduct might in any way expose any passenger to any impropriety of word or conduct whatsoever, nor shall the carrier allow any person to drive a school bus who is mentally and/or emotionally unstable.

12. The contractor shall develop and implement a pre-employment interview and/or screening program for all candidates for employment who will operate a school bus, work on district property or in a district facility. The screening program shall be designed to assist the contractor in determining the candidate's qualifications to work within a school setting. The procedure must be reviewed and approved in advance by the district to ensure compliance with any and all applicable federal and/or state laws, rules, ordinances, district policies and regulations, licensing, permitting and certifications that may be applicable.

13. The District may review all pre-employment and other personal records regarding any prospective or actual employee of the contractor that is assigned to work under this contract. The District may also request orally or in writing the removal of any prospective or actual employee or agent of the contractor from working under this contract. The contractor shall comply with any such requests. The contractor shall provide the district a release signed by the contractor's employees, authorizing the release of background checks and/or unprofessional conduct checks to the school district.

14. The carrier shall be fully responsible for the care and supervision of passengers during their period of transportation. Such a period shall be deemed to have begun when the passenger prepares to board the transportation supplied and shall be deemed to have ended when the passenger has completed alighting from such transportation at a reasonably safe place in view of the circumstances then prevailing. Under no circumstance shall the carrier utilize corporal punishment.

15. The successful carrier must have been established in the school busing business in Michigan for at least three (3) years. This requirement may be waived if in the opinion of the North Dickinson County School District the bidder has other compensating transportation experience.

16. Upon implementation of a contract, the contractor shall offer each current bus driver who currently drives a regular bus route the opportunity to be hired by the contractor.

17. The buses shall pass the annual inspections by the Michigan State Police and meet with approval the Director of Support Services and/or Superintendent. The Districts Superintendent has final approval of when a bus is no longer to be used for transportation of students.

NORTH DICKINSON COUNTY SCHOOLS TRANSPORTATION BID RESPONSE PAGES (6-8)

Regular Daily Routes: Currently the District has five (5) regularly scheduled bus routes. School is in session 180 days. Each route and the loaded miles are as follows:

- Route 1: 45.5 one way loaded miles or 91 miles daily.
- Route 2: 45 one way loaded miles or 90 miles daily.
- Route 3: 41 one way loaded miles or 82 miles daily.
- Route 4: 31 one way loaded miles 62 miles daily.
- Route 5: 34 one way loaded miles or 64 miles daily.

Based on the current scheduled bus stops, there are a total of 389 loaded miles. The total daily mileage for regular scheduled bus stops starting at the North Dickinson School and back to North Dickinson School (Portal-Portal) is 582.

Indicate if your bid is based on “loaded” miles, or total traveled miles portal-portal, or a flat daily fee. Include / list any all additional hourly or other charges if applicable.

- 2011-2012**
- 2012-2013**
- 2013-2014**

B. Vocational Center Regular Daily Route: This run is every day school is in session for a full day (178 days per year). Estimated daily mileage is 52 miles round trip from North Dickinson School. Average trip time is 3 hours.

Indicate if your bid is based on “loaded” miles, or total traveled miles portal-portal, or a flat daily fee. Include/list all additional, hourly or other charges if applicable.

- 2011-2012**
- 2012-2013**
- 2013-2014**

C. Special activities, athletics, music and band activities, field trips and other extra-curricular activities: Based on 2011-2012 school year: There were 17 Field trips totaling 1,210 miles, 63 athletic trips totaling 6,291 miles. The average extracurricular trip is 6 hours.

Indicate if your bid is based on mileage for portal-portal, or a flat rate fee, and any other additional charges if applicable.

- 2011-2012**
- 2012-2013**
- 2013-2014**

1. The undersigned has read and understands all aspects of the request for proposal/bid and the work to be performed.
2. The undersigned agrees that in submitting a proposal all conditions, requirements, and bidder qualifications, including insurances are met and shall be substantiated upon request of the North Dickinson County School District. Any failure to meet such conditions, requirements, requests, and qualifications will result in any bid award cancellation.
3. The proposed Three-year contract price(s) are attached on "Transportation Bid Response Page."
4. The Carrier is bonded in Michigan to provide the transportation services indicated.

Name and Address of Contractor

SIGNED: _____

TITLE: _____

DATE: _____

1. Please provide the names of at least three clients with contact information that you serve currently.

2. Please provide any creative solutions you can provide for the transportation needs of the district including field trips and or athletics. Also indicate if you are interested in acquiring the current bus fleet owned by North Dickinson County School, stating how you would propose to do so. Currently the bus fleet owned by North Dickinson School includes:

#94 Blue Bird / Intl 72 passenger, 466, Auto Trans, 225,506 miles
#00 Blue Bird/ Intl 77 passenger, 466, Auto Trans, 189,184 miles
#02 Thomas/ Freightliner 77 Passenger, Cummins, Auto Trans with 164,560 miles
#03 IC/ Intl 71 passenger, 466, Auto Trans, with 186,500 miles
#05 IC / Intl 77 passenger, 466, Auto Trans 105,900 miles
#07 IC/Intl 77 passenger, 466, Auto Trans, 96,899 miles
#09 IC/ Intl 77 passenger, 466, Auto Trans, New Emissions Engine, 39,500, miles
#12 IC/Intl 77 passenger, MaxForce7, Auto Trans., New Emissions Engine, 1,200 miles
(New bus received in June 2011)

All buses are in excellent condition for the respective age. All buses have hydraulic brakes.