

Request for Proposal

For

School Bus Services

For

The Raytown C-2 School District

Raytown Quality Schools

Raytown, Missouri

April 2, 2018

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Information

The Raytown C-2 School District is requesting a proposal and a statement of qualifications from qualified licensed transportation firms to provide school bus services for the Early Childhood/Special Education Programs for the Raytown C2 School District.

School District:

Raytown C-2 School District
6608 Raytown Road
Raytown, Missouri 64133

District Contact:

Kevin Easley, Director of Transportation
Raytown Quality Schools
5920 Hardy Ave
Raytown, MO 64133
816-268-7170
816-356-3087 (FAX)
kevin.easley@raytownschools.org

Submit Sealed Proposal:

Kevin Easley, Director of Transportation
Raytown School District
5920 Hardy Ave
Raytown, MO 64133

Bid Opening Date: April 9, 2018

An informal opening will take place at this time. Attendance is NOT required.

Overview:

The Raytown C-2 School District is requesting a proposal and a statement of qualifications from qualified licensed transportation firms to provide school bus service for the Early Childhood/Special Education Pre School programs for Raytown C-2 School District.

Bus services for the Raytown C-2 School District Early Childhood/Special Education Pre School Programs include:

1. Home to school and school to home transportation including routing.
2. Two sessions, AM/PM – *estimated* 10 buses. Midday runs – *estimated* 4 buses.
 - a. Three Trails – 7:30 – pick up AM students (10 buses)
 - b. Three Trails – 8:00 – drop off AM students at school (10 buses)
 - c. New Trails – 8:30 – pick up AM students (4 buses)
 - d. New Trails – 9:00 – drop off Am students (4 buses)
 - e. Three Trails – 11:00 – pick up PM students (10 buses)
 - f. Three Trails – 11:30 – drop of PM students (10 buses)
 - g. Three Trails – 11:30 – take home AM students (10 buses)
 - h. Three Trails – 3:00 – take home PM students (10 buses)
 - i. New Trails – 4:00 – take home PM students (4 buses)
3. Estimated 150 students per Three Trails session and 50 students per New Trails session.
4. Student ride time maximum 1 hour.
5. Each student will require a 3-point harness.
6. Beginning August 16, 2018. Following Raytown C-2 School District ECE calendar Monday, Tuesday, Thursday and Friday. (est. 134 days 18/19 school year)
7. Each bus should have a monitor to assist with securing harnesses
8. Optional: 3 buses and drivers to be used as subs for regular routes. No routing required, but vehicle and driver must be on the lot by 6:15 to be dispatched as needed.

Proposal due Date and Time

In order to be considered, sealed proposals must be received by Raytown C-2 at the address stated below by personal delivery or by U.S. Mail by the following date and time:

April 27th, 2018 at 4:00 PM

District Terms:

1. Proposals will be date and time stamped upon receipt by the Raytown C-2 School District.
2. The District reserves the right to waive minor technical defects in a bid, reject any and all bids, reject any part of a bid, advertise for new bids, or make the purchase on the open market if the product or service can be obtained at a better price.
3. The District reserves the right to design the evaluation criteria to be used in selecting the best bid. The District reserves the right to provide the final contract for mutual consideration and agreement.
4. Should any differences arise as to the meaning or intent of the specifications, the District's decision shall be final and conclusive.
5. If the scope of the purchase changes substantially, the district will rebid the product or service unless otherwise provided in this procedure.
6. The District reserves the right to reduce or increase numbers of items or services for the original request for bid/proposal/quote.
7. Proposals including any additional information other than what is requested may be rejected. Proposals not following indicated format and/or incomplete may be rejected.
8. The District reserves the right, after opening the proposals, to reject any of all or the proposals, or to accept the proposal that in its sole judgment may be in the best interest of the District.
9. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

10. Federal and State laws, Local ordinances and Board policies apply to contracted services. No portion of any master service agreement or contract may defy these laws, ordinances, and policies. Any such portion of a master service agreement or contract that does defy these laws, ordinances, and polices will be considered null and void.

Payment and Retainage

The District is exempt from sales tax and use taxes. Taxes shall not be listed in a bid/proposal/quote or on invoices. A copy of the letter exempting the District from paying these taxes is available from the District upon request by the contractor/vendor.

A payment schedule shall be decided on with the chosen contractor/vendor. Said schedule shall be part of the contract between the contractor/vendor and District.

There shall be no hidden costs associated with this bid/proposal/quote. If the contractor/vendor foresees any additional or unexpected costs or charges to be made, these charges need to be explained in the bid/proposal/quote.

Purchasing and payments shall be in accordance with Board policy DJF as outlined in administrative procedure DJF-AP1. This procedure can be found on the District website.

The initial master service agreement will be awarded to the selected firm with a one-year base term and two one-year extensions to be renewed at Raytown C-2's discretion in subsequent years.

Contact Person and Address for Submission of Proposals

Interested, qualified firm and persons are invited to submit proposals to the following contact person and address:

Kevin Easley, Director of Transportation
Raytown C-2 School District
5920 Hardy Ave
Raytown, MO 64133
Telephone: 816-268-7170

Selection Process and Minimum Requirements

Each firm must meet the following minimum qualifications (firm may not use sub-contractors to fulfill any obligations within its contract).

- Firm shall conform to the requirements listed in this request.
- The selected firm shall have the responsibility to ensure that the products and services that are delivered to the District match the request and the specifications listed.
- The selected firm shall not increase pricing after submitting their bid. Firm must be located within 20 miles of the Raytown School District.
- Firm must provide a minimum of 7 references (2 financial references and 5 client references).
- Firm must be licensed with the necessary legal entities such as the State of Missouri, the City of Raytown, and the City of Kansas City to perform the above mentioned services.
- The safety and well-being of students and all persons within the Raytown School District is paramount. Therefore, before a new driver begins working to transport for Raytown, the transportation firm shall submit an approved Division of Family Services background check and an approved FBI fingerprint background check on each new personnel before their start. The Raytown School District Human Resources Department will determine if the above mentioned background checks are considered “approved.”
- At the time of renewal of the master contract, the transportation firm shall submit to the Raytown School District approved Division of Family Services background checks and an approved FBI fingerprint background checks on each personnel.

All driving personnel should have the minimum requirements as outlined by the state of Missouri and DESE. If the state or DESE updates requirements, the vendor will be required to ensure that drivers are in compliance.

Currently these include but are not limited to:

- Be at least 21 years of age;
- Submit a valid photo id with a valid expiration date (MO driver’s license, passport, etc.)
- Have a valid required CDL with a valid “S” endorsement; Past criminal and child abuse background checks
- Each driver shall be provided with a minimum of 8 hours of annual training
- Drivers must have an annual school bus medical examination by a licensed physician; Drivers must submit to random drug and alcohol testing provided by the firm. Firm must provide endorsements on personnel.
- Firm must have transportation experience for public agencies within the last 5 years similar in nature to the scope of services requested herein.
- Firm must provide sufficient information to inform the school district to demonstrate the critical importance of student safety.

Required Proposal Format and Content

Bids should be submitted on 8 1/2" by 11" paper, single sided, with consecutive page numbers.

The proposal should contain the following sections in the order presented below. Proposals that do not include these sections may be considered non-responsive and as such may not be considered.

1. Bid/Proposal/Quote Cover Sheet
2. Letter of Interest
3. Firm Profile and Experience
4. Firm Staff Experience
5. Project Budget
6. Litigation History
7. Insurance
8. References
9. Federal Work Authorization Program

Section 1: Bid/Proposal/Quote Cover Sheet

Fill out completely the Bid Cover Sheet which is the last page of this document. Place said cover sheet as the first page of the bid/proposal/quote that has been prepared for consideration.

Section 2: Letter of Interest

The proposal should be introduced with a letter of interest that includes a synopsis of the transportation firm's services and highlight the firm's capacity to perform the work. The letter should indicate that the firm fully understands and can demonstrate the critical importance of student and staff safety and emphasize their experience and procedures as they directly relate to transportation for children and adults.

The letter should be signed by the individual with contract signature authority for the firm.

Section 3: Firm Profile and Experience

Outline:

- Firm history
- Scope of services offered
- Size of the firm
- Location

The Raytown School District is interested in the experience of the firm in the area of expertise requested. Please provide information regarding school districts and other companies:

- Name and location of each school
- Company with Years of services at each location
- School/company representative name, title, address, and phone number
- Scope of services at each location
- Name of transportation services manager at each location

Note: Services must have been engaged in the past five years.

List and describe any prior or ongoing engagements or professional relationships that would constitute a potential conflict of interest, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed project. The Transportation Firm covenants and agrees that the Transportation Firm and its officers, employees, and subcontractors will have no interest, including personal financial interest, and will acquire no interest, either directly or indirectly, that will conflict in any manner with the performance of the services called for under this RFP.

Section 4: Firm Staff Experience

Submit information for each professional person that will supervise and/or provide transportation services.

Include the following information and any other information for each professional person that the transportation firm deems relevant:

- Years of experience in providing bus services, Years of experience with the current transportation firm
- Endorsement information
- Qualifications and experience, (dates and duration)

Include an organizational chart that indicates the project's key personnel and their representatives.

Section 5: Project Budget

Submit fully burdened hourly rates in a table of all proposed personnel by type of service and/or by name of proposed staff. Details of how to bid each type of service is listed below in the Scope of Services section. The following are the types of service for which the firm is to provide budget information using the budget format below:

- Trip
- Route
- Midday Transportation
- Miscellaneous Transportation

Budget Format:

Type of Service	Reimbursable Expenses	Hourly/Trip Rate

Specify trip rate or hourly rate for each type of service.

The Raytown School District will not accept an administrative markup on reimbursable expenses.

Section 6: Litigation History

List all litigation in the last five years, filed against the firm or firm’s employees. State the beginning and end date, each lawsuit, case, or proceeding and the judgment or resolution or anticipated judgment or resolution.

Section 7: Insurance

Provide information and certificates on coverage for the following:

1. General Liability
2. Automotive Liability
3. Workers Compensation
4. Umbrella
5. Professional Liability

Section 8: References

Two financial references must be provided from either financial institutions or suppliers using the format below.

	Reference	Contact Name	Phone Number
1.			
2.			

Five references must be provided of which three must be schools where you have provided comparable projects (overlaps acceptable). These projects must have been engaged during the last five years.

These references must be for services provided by the proposing company, not by individuals within the company who may have worked on projects while at another company. Use the format below.

	Reference Organization	Contact Name	Phone Number	Project Completion Date
1.				
2.				
3.				
4.				
5.				

Section 9: Federal Work Authorization Program

Per Missouri Statue, include the following federal forms:

1. Federal Work Authorization Program (E-Verify)
2. Federal Work Authorization Program Affidavit (E-Verify)

Requests for Information

Any questions about the Request for Proposal process must be received in writing by

April 17, 2018

X

1/Quote Submitted By

Company Name
Authorized Name/Title (printed)

Company Name:

Authorized Name/Title (printed):

Authorized Signature:

Contact Person for the Bid/Quote/Proposal:

Date:

Telephone:

Fax:

Email:
