



Student Transportation Services

Issue Date: 10/18/2019

Pre-Bid Meeting: 11/13/2019 2:00 PM

Questions Deadline: 11/15/2019 4:00 PM

Reponses to Questions: 11/22/2019 4:00 PM

Submission Deadline: 12/2/2019 4:00 PM

Bid Opening: 12/2/2019 4:10PM

Contact Information

Contact: Eric Hough, Chief Financial Officer

Address: 415 Tisdell Lane
Aubrey, TX 76227

Phone: (940)668-0060

Email: ehough@aubreyisd.net

Event Information

Number: RFP - ST2019
Title: Student Transportation Services
Type: Request for Proposals

Issue Date: 10/18/2019
Submission Deadline: 12/2/2019 4:00 PM

Notes: To provide Student Transportation Services for all Aubrey ISD locations.

Ship to Information

Address: 415 Tisdell Lane
Aubrey, TX 76227

Billing Information

Address: 415 Tisdell
Aubrey, TX 76227

Bid Activities

Pre Proposal Meeting

A pre-proposal conference will be held at the Aubrey Independent School District, 415 Tisdell Lane, Aubrey, TX 76227 on Wednesday, November 13, 2019 at 2:00 PM. Due to limited space, please limit the number of your company representatives who will attend to two. Attendance to this meeting is highly recommended to any Proposer wishing to submit a proposal. The purpose of this meeting will be to answer any questions regarding the proposal specifications and the current transportation system. Proposers must satisfy themselves, upon examination of these specifications in the pre-proposal conference, as to the intent of the specifications. After submission of the proposal, no complaint or claim that there was any misunderstanding in regard to items listed for proposal will be entertained from any party.

Bid Attachments

W9 2019

Affidavit of Non-Collusion

Vendor Certifications Form

House Bill 89 Verification

Suspension and Debarment Certification

Form 1295 - Conflict of Interest Questionnaire

Form 1295 - Certificate of Interested Parties

2019-2020 AISD School Calendar

AISD Campus Locations - 2020

2019-2020 Bell Times

2019-2020 AISD District Boundaries

Current Provider contract with Amendments

Bid Attributes

1	Attributes "NOTE: There are 43 attributes for this solicitation. Please make sure you address all of the attributes.
2	Bid Acceptance Have you read and understood the Standard Terms & Conditions and Specifications contained herein, and do you further agree to abide and accept said Terms & Conditions and Specifications? <input type="checkbox"/> Yes <input type="checkbox"/> No (Required: Check only one)
3	Office Staffing The proposer will provide two office staff during business hours. The proposer will have no less than one staff member in the office during daily routes. <input type="checkbox"/> Acknowledge (Required: Check if applicable)
4	Term of Bid Bid prices must prevail for a period of one year from the date of Award or otherwise specified. Can you comply? <input type="checkbox"/> Yes <input type="checkbox"/> No (Required: Check only one)
5	Extensions The District reserves the option to renew this contract for up to FOUR additional period(s) of one year if service is satisfactory, escalation does not exceed three (3) percent per year, and the renewal is agreed to by both parties. Can you comply? <input type="checkbox"/> Yes <input type="checkbox"/> No (Required: Check only one)
6	Evaluation Criteria To determine the award of this bid, Aubrey ISD shall consider the following, as provided in the Texas Education Code 44.031(b). 1) Price/discount; 2) Consideration of location of vendor's principal place of business; 3) Reputation of the vendor; 4) Qualities of the vendor's goods and services; 5) The extent to which the goods & services meet the District's needs; 6) The vendor's past relationship with the District; 7) The long-term cost to the District to acquire the vendor's goods or services; 8) The impact on the ability of the District to comply with laws and rules relating to historically underutilized businesses; and 9) Any other relevant factor specifically listed in the request for bids or proposals.

7 Prohibition on Lobbying

Aubrey ISD has implemented a procedure prohibiting lobbying, contact or soliciting School District staff members or members of the Board of Trustees during the selection process. Please acknowledge compliance with the district procedure and certify that all employees, agents, consultants, or representatives of the representing firm have not or will not contact, solicit, or lobby School District staff members or members of the Board of Trustees regarding the above mentioned solicitation from the date of first advertisement through final action of this solicitation by the Board of Trustees.

I acknowledge

(Required: Check if applicable)

8 Deviations

List any deviations from the specifications. Bidders must list all deviations for products offered as equals to specified products. (If no deviations indicated, please state "None")

9 All questions regarding this RFP must be submitted through email to ehough@aubreyisd.net. The deadline for questions is 11/15/2019 4:00 PM. Answer to all questions will be posted by 11/22/2019 4:00 PM on the district website. Any and all communication regarding this solicitation will be through the Chief Financial Officer, Eric Hough, ehough@aubreyisd.net (940-668-0060).

10 Felony Conviction Notice

Texas Education Code requires that "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony." Note: If this is a publicly-held company, you may select No, does not apply.

No, does not apply No felony convictions exist

Yes, convictions exist and detail will be provided

(Required: Check only one)

11 Debarment and Suspension

The District cannot enter into a contract with any company that has been debarred or suspended under the terms of Executive Order 12549, "Debarment and Suspension," as described in the Federal Register Rules and Regulations, when using Federal Funds. This applies to all subcontractors as well. Should the organization become suspended or debarred during the term of the agreement, immediate notification is required.

I hereby certify that my company has not been debarred or suspended.

Company has not been debarred or suspended Company has been debarred or suspended

(Required: Check only one)

12 Background Checks

Aubrey ISD reserves the right to require additional background checks of identified personnel performing work on any projects or services where direct contact with staff and students may occur. The cost of required background checks will be the responsibility of the successful vendor. AISD also reserves the right to conduct background checks at its expense by a third party or other solution in order to assure itself of a thorough background check.

I acknowledge

(Required: Check if applicable)

1
3 **Criminal History**
Awarded vendor shall certify to Aubrey ISD that any representatives and employees who will be performing services on campuses or will have direct contact with students shall be subject to a criminal history check and shall not have a criminal history which is objectionable to the District. Awarded vendor shall submit appropriate information to AISD in compliance with Section 22.081 et.seq., Texas Education Code regarding criminal history of its employees who will have contact with students.

Acknowledge, will comply.
(Required: Check if applicable)

1
4 **Conflict of Interest**
Conflict of interest Questionnaire (Form CIQ) is required to be submitted by vendor or other person doing business with a local government entity in accordance with Chapter 176, Local Government Code. The required form is attached herein as part of the RFP, see page 31. Please acknowledge the requirement to complete the form.

Acknowledge, will comply

1
5 **Non-Collusion Statement**
Do you affirm that you are duly authorized to execute this contract, that this company, corporation or firm has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by the employee or agent to any other person engaged in this type of business prior to the official opening of this bid?

Yes No
(Required: Check only one)

1
6 **Remittance Information**
Please advise the address to which payment remittances should be sent.

1
7 **Non-Appropriations Clause**
Any contract for the acquisition, including lease, of real or personal property is a commitment of AISD's current revenue only.
The District retains the continuing right to terminate the contract at the expiration of each budget period during the term of the contract.
The contract is conditioned on a best efforts attempt by the District to obtain and appropriate funds for payment of the contract.
The District, as a governmental entity, may not be held liable for non-funding of a contract caused through no fault of its own. If the District fails to appropriate funds to provide for the annual renewal of a contract, the District may cancel without termination charge. This is provided that the bidder receives at least thirty (30) days written notice of the termination stating the lack of funding as the reason for termination.

Acknowledge

1 8	Principal Place of Business Please indicate what state your principal place of business operates and is incorporated in. <hr/> <hr/> <hr/>
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1 9	Name of Company Contact Please list the name of the contact person that AISD can call in regards to this bid. The contact person will serve as the liaison between AISD and your company. This should be the person to answer questions regarding the bid submittal, and to whom questions pertaining to billing information should be addressed. <hr/> <hr/> <hr/>
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2 0	Company Address Please list the company address, city, state, zip code, and suite number. <hr/> <hr/> <hr/>
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2 1	Company Contact Phone Number Please list the phone number of the company contact person that AISD would be calling in regards to this bid. This person should be able to answer questions regarding the bid submittal and will be the person to whom questions pertaining to billing information will be addressed. <hr/> <hr/> <hr/>
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2 2	Company Contact Fax Please list the fax number of the company contact person that AISD would be faxing in regards to this bid. This person should be able to answer questions regarding the bid submittal and will be the person to whom questions pertaining to billing information will be addressed. <hr/> <hr/> <hr/>
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2 3	Company Contact Email Address Please list the email address of the company contact person that AISD would be emailing in regards to this bid. This Person should be able to answer questions regarding the bid submittal and will be the person to whom questions pertaining to billing information will be addressed. <hr/> <hr/> <hr/>
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2 4	Company Website Please list the company website. <hr/> <hr/> <hr/>
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2 5	Reservations - AISD The Aubrey Independent School District expressly reserves the right to: <ol style="list-style-type: none">1. Specify approximate quantities;2. Extend the opening date and time;3. Consider and accept alternate proposals, if specified in the documents, when most advantageous to the School District;4. Waive as an informality, minor deviations from specifications, provided they do not affect competition or result in functionally unacceptable goods and services.5. Waive any minor informality in any proposal or procedure (a minor informality is one that does not affect the competitiveness);6. Add additional terms or modify existing terms;7. Reject any proposal because of unbalance unit prices;8. Reject or cancel any or all proposals;9. Reissue any proposal; and/or10. Procure any item by other means
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2 6	Escalation Aubrey ISD, at its option, may allow the vendor to escalate the prices quoted, herein, not to exceed 3% per unit price. No escalation will be approved during the first 12 months of award of contract. Price escalation requests will be considered at renewal/extension dates only. If the District determines the price increase to be unreasonable, the District may terminate the contract in its entirety, or terminate that part of the contract subject to the increase. The vendor may not increase any price without written authorization from the District. The District reserves the right to request documentation to substantiate any price increases.
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2 7	Prior History of Performance Prior history of performance with Aubrey ISD can and may be used in the evaluation process.
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2 8	Negotiation Negotiation will begin with the vendor who submits the most responsive proposal as measured by the scope and specifications, and which is in the best interest of the District. Presentations can and may be required by selected respondents.
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2 9	Certifications All proofs of certifications, licenses, authorizations, etc., must be included in your submission and marked accordingly.
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3 0	Vendor Failure If a vendor fails to honor all or part of a solicitation award, the Chief Financial Officer may award a contract to the next lowest and most responsive vendor. If necessary, the process will be extended through all vendors until a vendor can adequately fulfill the contract. A record of this action will be placed in the bid file.
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3 1	Purchases The district will purchase goods by means of an official district purchase order form which is to be authorized by signature from the Chief Financial Officer. The District will not honor purchases without the proper authorization. <input type="checkbox"/> I acknowledge <i>(Required: Check if applicable)</i>
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3
2 **Responsible for Losses**
You agree to be responsible for any losses, damages, injuries, claims, fees, fines, penalties and expenses (including legal fees) of every kind that relate to the use, operation, ownership, possession, or condition of your product/service.

3
3 **Market Conditions**
The District reserves the right during the term of this contract/agreement to test the prevailing market prices. If the market prices are significantly lower than the obtained pricing from the awarded vendor, then the awarded vendor will be given the opportunity to adjust pricing or the district may purchase from the quoted vendor.

3
4 **Open Records**
Due to the Freedom of Information Act and/or Open Records Act, any information that the respondent would like to be kept confidential must be marked accordingly.

3
5 **Building Access Badges**

- The Contract Service manager or contractor designee will complete an online form requesting building access for a new employee. The form will also indicate that the appropriate check has occurred (i.e. background check and/or social security check).
- The Contract Service Manager or contractor designee will complete an online form requesting access to AISD facilities be changed
- The Contract Service Manager or contractor designee will complete an online form that indicates employee termination date.
- The Contract Service Manager or contractor designee will return the access badge to the Administrative Services Department.
- A \$5.00 replacement fee will be charged to the Contracted Services Provider for each unreturned access badge.

I acknowledge
(Optional: Check if applicable)

3
6 **Certificate of Interested Parties (CIP Form 1295)**
Certificate of Interested Parties (CIP Form 1295) is required to be submitted by a vendor doing business with a local governmental entity in accordance with Chapter 46, Section 2252.908 of the Texas Local Government Code. A CIP Form 1295 is attached to this solicitation. Please complete and sign the form and submit a notarized copy with your proposal. Please note the following: Box 3: Please use Aubrey ISD solicitation number as the identification number being requested in box 3 of the CIP Form 1295. CIP Form 1295 is REQUIRED to have an affixed Notary Stamp for acceptance. Please acknowledge that you have read and understood that the district may not do business with your company without the submittal of this form.

I acknowledge and WILL comply I acknowledge and WILL NOT comply
(Required: Check only one)

3 7	<p>Proposal Disclosure</p> <p>1. To the extent allowed by Texas Law, including the Texas Public Information Act, all proposals received shall remain confidential until a contract resulting from this RFP is signed by the District and the apparent successful Proposer; thereafter, the proposal shall be deemed a public record. In the event that a Proposer desires to claim that portions of its proposal are exempt from disclosure, it is incumbent upon the Proposer to identify those portions in its submittal letter. The submittal letter must identify the page, the particular exceptions from disclosure, and the contended justification for exception upon which it is making its claim. Each page, or part thereof, claimed to be exempted from disclosure must be clearly identified by the word "confidential" printed on the lower right-hand corner of the page.</p> <p>2. The District will consider a Proposer's request(s) for exception from disclosure; however, the District will not be bound by the assertion that a page contains excepted material. An assertion by a Proposer that an entire proposal is excepted from disclosure will not be honored.</p> <p>3. Proposers shall not issue any news release(s) or make any statement to the news media pertaining to this RFP, or any proposal and/or contract or work resulting therefrom without the prior written approval of the District, and then only in cooperation with the District.</p> <p>4. Proposers may only contact the Chief Financial Officer (ehough@aubreyisd.net) for questions or information. Any attempt to contact other District personnel or the Board will be grounds for rejection.</p>
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3 8	<p>Discriminatory Trade Practices</p> <p>All contracts that a district executes must include verifications from the company that it does NOT boycott Israel and will not boycott Israel during the term of the contract. A required verification is also attached herein. NOTE: On April 25, 2019, the U.S. District Court for the Western District of Texas entered a preliminary injunction enjoining the enforcement of the above law in any state contract. In compliance with the Court's order, the Owner will not seek enforcement of this law until further order of the court or a higher court having jurisdiction over the issue.</p> <p><input type="checkbox"/> We do not and will not boycott Israel <input type="checkbox"/> We cannot agree to NOT boycott Israel</p> <p><i>(Optional: Check only one)</i></p>
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3 9	<p>Chapter 2252 Certification</p> <p>Authorized representation, being an adult over the age of eighteen (18) years of age, pursuant to Texas Government Code, Chapter 2252, Section 2252.152 and Section 2252.153, certify that the company submitting proposal is not listed on the website of the Comptroller of the State of Texas concerning the listing of companies that are identified under Section 806.051, Section 807.051 or Section 2253.153. I further certify that should entity submitting proposal enter into a contract that is on said listing of companies on the website of the Comptroller of the State of Texas which do business with Iran, Sudan or any Foreign Terrorist Organization, I will immediately notify Aubrey ISD Purchasing Department.</p> <p><input type="checkbox"/> Submitting entity is not on the list & will comply <input type="checkbox"/> Submitting entity is on list</p> <p><i>(Optional: Check only one)</i></p>
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4 0	<p>Attachments for Reference</p> <p>Attachments are for the current year and are to be used as reference information. The District is a fast growing district as indicated in student enrollment increasing over 120 students per year. Boundaries are subject and expected to change based on growth.</p>
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4 1	<p>Proposed Contract</p> <p>Submittals must include a proposed contract to be used should you be awarded the RFP.</p>
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4 3	<p>Sample Invoice</p> <p>Submittals must include a sample invoice showing detail of billing provided to the District.</p>
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1 REQUIRED RESPONSES

Unit price:

Total: \$

Item Notes: Required Responses for Aubrey ISD Student Transportation Services
Supplier Notes: _____

- No bid
- Alternate specification
(Attach separate sheet)
- Additional notes
(Attach separate sheet)

Item Attributes

1. Attributes

There are 27 attributes. Please make sure you address each attribute. Attributes with * indicate a response is required before submittal.

2. Firm Name

Please list name of Firm

3. Address

Please list address of principle office

4. Phone

Please list phone and fax numbers

5. Primary Contact

Please list the Primary individual to contact

6. Email

Please list email address of primary contact

7. Form of Business Organization

Please select appropriate form of your business organization

- Corporation Partnership Individual Joint Venture Other

8. Year Founded

Please list year the firm was founded or established

9. Website

Please list website address of your organization if applicable

10. Organization - Years in Business

Please list the number of years your organization has been in business

(Required: Numbers only)

11. Organization Years - Present Name

How many years has your organization been in business under its present name?

(Required: Numbers only)

12. Former Names

Under what other former names has your organization operated?

13. Corporation

If your organization is a corporation, please list the date of incorporation, the President's name, Vice-Presidents name(s), Secretary's name, and Treasurers name.

14. Partnership

If your organization is a partnership, please list the date of organization, type of partnership and names of general partner(s)

15. Individually Owned

If your organization is individually owned, please provide the date of organization and name of the Owner.

16. Other

If the form of your organization is other than listed above, please describe it and name the principals.

17. Licensing Categories

Please list the jurisdiction and categories in which your organization is legally qualified to do business and indicate registration or licenses numbers, if applicable

18. Subcontractors

Please list any subcontractors in which your organization has some ownership and list the categories of work those subcontractors normally perform.

19. Failure to complete

Has your organization ever failed to complete any contracts awarded to it?

20. Claims and Suits

Are there any judgments, claims, arbitration proceedings or suits pending against your organization or its officers? If yes, please indicate and attach further details.

21. Claims and Suits Filed

Has your organization filed any lawsuits or requested arbitration with regards to contracts within the last five years? If yes, please indicate and provide attachment with details.

22. Current Reference #1

Please provide current reference, giving the name and location of the contract, and the service being provided (preferably a fast growth district of similar size and scope). Include number of routes and students being transported. Please provide name, phone and email address, date of award and contract term.

23. Current Reference #2

Please provide current reference, giving the name and location of the contract, and the service being provided (preferably a fast growth district of similar size and scope). Include number of routes and students being transported. Please provide name, phone and email address, date of award and contract term.

24. Current Reference #3

Please provide current reference, giving the name and location of the contract, and the service being provided (preferably a fast growth district of similar size and scope). Include number of routes and students being transported. Please provide name, phone and email address, date of award and contract term.

25. Previous References

List all School Districts served over the past 5 years, emphasizing Texas school districts and districts of similar size and scope. Please provide reference, giving the name and location of the contract, and the service being provided, including number of routes and students transported. Please provide name, phone and email address, date of award and contract term. This can be provided as a separate attachment using the attachment feature.

(Required: Maximum 4000 characters allowed)

26. Workers Compensation

What is your safety record as evidenced by your Workers Compensation Experience Modifier? (Please give your numeric Workers Compensation Experience Modifier)

(Required: Numbers only)

27. Proposed Staffing

Provide the names of all proposed potential General Managers and his/her staff (all staff excluding drivers) that will be managing/supervising this contract award. Please include resumes with your submittal. The District reserves the right to interview, approve or deny the General Manager position.

2 SPECIFICATIONS

Unit price: \$ Total: \$

Item Notes: Specifications for Aubrey ISD Student Transportation Services

Supplier Notes: _____

Item Attributes

No bid
 Alternate specification
(Attach separate sheet)
 Additional notes
(Attach separate sheet)

1. Scope

The Aubrey Independent School District, hereinafter referred to as DISTRICT, will receive submittals for Student Transportation Services, as specified in the Request for Proposal (RFP), specifically including the Agreement for furnishing Student Transportation Services. Each proposal must contain a completed response, any proposed modifications to the Agreement for furnishing Student Transportation Services, the prescribed amount of Bid Security in an acceptable form, Evidence of Insurance or Insurability, and a Workers' Compensation Certificate, contract document, 3 years of financial statements and a bus inventory form, proposed school bus inventory spreadsheet, CIP form, CIQ form, W-9 form, listing of school districts served over last 5 years, organization chart with resumes of key personnel.

2. Transportation Data - Overview

As of October 4, 2019:

Total number of students: 2,588

H.L. Brockett Elementary: 565

James A. Monaco Elementary: 669

Aubrey Middle School: 616

Aubrey High School: 738

Jackie Fuller Elementary: Opening August 2020

Total number of Routes: 21

Regular Routes: 17

Total Regular Ed Monitors: 7

Special Education Routes: 4

Total SPED Bus Monitors: 5

Students transported: 1,358

Total miles driven: 1,115

Total buses available for Student Activity functions: 10

3. Current Service

Currently there are 21 routes being conducted daily. The District requires 100% of routes be covered plus 10% spares for routine maintenance, plus activity buses. (Total = 21 + 2 + 10 = 33) All buses included in the total should be operable, meet state requirements, and fulfill the 110% requirement . This is the current environment in a growing district.

4. Dedicated Student Activity Buses

Due to the volume of Athletics and Fine Arts activities, the District would like 10 buses reserved for student activities. These buses are not to be part of the day to day fleet, nor used as a backup for mechanical failures. Our expectation is that this reserve fleet will be available, serviced and fueled for activities as they arise.

The Proposer shall be prepared to fulfill all of the District's field trip and extracurricular transportation needs. Should the District require additional transportation service, such as a coach bus or other forms of charter transportation, the Proposer will assist the District in securing and scheduling the alternative service. The number of activity buses will grow incrementally through the term of the contract based on the student growth the District is experiencing.

5. Bus Ownership

Proposers must submit a Proposal under which the Proposer will own all school buses and replacement vehicles. In addition, the Proposer shall submit a description of buses to be provided for the first year of the contract to include passenger capacity, year of manufacture, make and mileage. The average age of all vehicles in the fleet will be six (6) years with no vehicle exceeding ten (10) years at any point. The District also retains the right to purchase buses at an amortized book value during or immediately after the terms of this agreement.

6. Transportation Department Employees

By submitting a proposal in response to this request, the Proposer agrees to interview all Transportation Department employees currently serving the District. The employees that meet the Proposer's and District's requirements will have the right of first refusal for the Proposer's positions. All transportation employees will be hired at least at current hourly wage. The current starting hourly wage is \$16.50 per hour.

7. Fuel

The Proposer will supply all liquids and lubricants (with the exception of vehicle fuel) needed in the performance of the contract. The District shall be responsible for providing all fuel utilized under the terms of this agreement. All proposers should take into account that the District is providing fuel and should not include charges and/or surcharges for fuel in calculating proposals.

8. Use of Maintenance Facility

The District currently has no transportation maintenance facilities.

9. Bus Appearance

Please provide procedures for maintaining clean buses. The District will require a minimum of 1 wash per month. Describe bus washing procedures, intervals and any additional information.

10. Equipment - Cameras

All buses will be equipped with active digital video cameras in the front and rear of the buses.

11. Equipment - Seatbelts

Proposer will notify the District as to whether or not the Proposer will provide seatbelts for buses provided under this agreement. Vehicles provided by the Proposer will meet all Federal and State school bus requirements for the term of the contract. Vehicle upgrades mandated by law during the life of the agreement will remain the responsibility of the Proposer. Costs for such upgrades will be the responsibility of the Proposer.

12. Equipment - Radios

All buses will be equipped with two-way radios with a base station at the Proposers terminal. This system must reach all areas of the District. The provider can purchase the current radios owned by Aubrey ISD, or they can spec out and buy new radios that are compatible with the District system.

13. Equipment - Strobe lights

All buses will be equipped with strobe lights.

14. Equipment - GPS

Global Position System (GPS) – Respondent shall describe in detail the GPS utilized and the reports the contractors will provide the District on a weekly basis.

15. Bus Tracking Application

The District is requiring a Bus Tracking application be provided at no cost. This application will be available for parents to track the status of buses being used for their children. Please include information regarding the application and its features as a separate attachment.

16. Student Transportation Software

Please name and provide a general description of the Student Transportation Software to be used for student transportation, route building, field trip scheduling and fleet management.

17. Equipment - Identification

All transportation vehicles will be clearly marked with “AUBREY ISD” and a number distinguishing that vehicle from the other vehicles in the fleet for easy public identification. AUBREY ISD will be the prominent name on the vehicle, on the center of each bus. Please include a photo rendition of the bus design proposed.

18. Data Interface Reporting with AISD

The District would like to receive Geo Code information from the provider on a Monthly basis. In turn, the District expects to transmit the student addresses to the provider on a daily basis.

19. Advertisement

The State of Texas allows school districts to display certain advertisements on transportation vehicles. The District retains the right to contract with a vendor to display approved advertisements on transportation vehicles provided under this contract. All revenue resulting from transportation vehicle advertisement will be the property of the District. The District will be responsible for the installation and maintenance of advertisement.

20. School bus stop arm camera photo enforcement

The District retains the right to contract with a vendor to install cameras for the monitoring and deterring of drivers who illegally pass school buses. The District will be responsible for the installation and maintenance of this equipment.

21. Additional Equipment/Safety Devices on Buses

The expectation of the District is for the provider to provide any additional safety equipment needed for students. This includes but is not limited to child car seats and child safety restraints.

22. RFID Readers

At this time, the District does not wish to have RFID readers included on the buses contained within the fleet but reserve the right to explore in the future.

23. Assignment

The contract will not be transferred or assigned to another vendor or contractor without the prior written consent of the District. In the event that the District approves a transfer or reassignment of this agreement, all terms and conditions of this agreement, and addenda to this agreement, will be honored throughout the period and option periods of the agreement.

24. Bid Security

An original bid bond or cashier's check must be submitted separately to Aubrey ISD, Attention Eric Hough, 415 Tisdell Lane, Aubrey, TX 76227. A copy (uploaded to the attachment section) of the bid bond needs to accompany the sealed online proposals in the amount of 5 percent of the proposed annual home-to-school base cost. All security deposits received will be refunded except when a contract offered by the District is rejected by the selected vendor. The bid bond must be issued by an approved surety, duly licensed and authorized to transact business in the state of Texas, in a form and content acceptable to the District.

25. On Time Performance Reporting

The District has set a standard on time performance of 15 minutes from the start/end time by school type (elementary, middle school and high school). The District will be requesting a financial penalty for each bus that is more than 15 minutes late. Please describe in detail your response in guaranteeing that buses will be on time.

26. Third Party Testing

The District is requiring that an approved third party testing service be included with proposal in order to expedite obtaining CDLs for new applicants. Please detail the number of testers, names of testers, location and provide certifications and documentation as an attachment.

27. Air Conditioning

All school buses proposed must be equipped with air conditioning.

28. School Bus Roofs

All school buses must include white top roofs. Roofs must be painted with white elastomeric reflective paint.

29. Liquidated Damages

The District will require liquidated damages of \$25 per occurrence, per day, to be incurred for each shortage in the areas of on-time performance deficiencies, shortage in number of buses required, and staffing levels below the required 110% of routes being conducted on a daily basis.

30. Vacancies

Please describe how vacancies in staff will be filled. Please include the amount of adequate time required to fill vacancies.

3 PRICING - BASED ON CURRENT FLEET

Unit price: \$

Total: \$

Item Notes: Pricing for Current Fleet for Aubrey ISD Student Transportation Services

Supplier Notes: _____

- No bid
- Alternate specification
(Attach separate sheet)
- Additional notes
(Attach separate sheet)

Item Attributes

1. Proposed Pricing

Proposed prices shall be submitted based on a daily rate. The daily rate includes a minimum of 4 hours of service each day. Base rate will be calculated based on total driving time lot-to-lot including dead head and live hours. For each invoice period, total home-to-school charges submitted to the District shall be the sum of the applicable Daily Rates and the sum of all excess hours incurred beyond the hours included in each individual bus. The District reserves the right to require the Contractor to add and delete buses to or from service at the rates specified.

The District requires the Contractor to submit rates for the performance of Extended Year and/or Summer School programs without regard to the current status of these programs in the District. The rates submitted here shall apply to all transportation services provided after the conclusion of the District's normal school year.

2. Regular and Special Education Home to School Transportation (Normal District Year)

Bus Capacity 24 and smaller.

Please provide Daily Rate.

\$

(Required: Numbers only)

3. Regular and Special Education Home to School Transportation (Normal District Year)

Bus Capacity 24 and smaller. Please provide Flat Rate.

\$

(Required: Numbers only)

4. Regular and Special Education Home to School Transportation (Normal District year)

Bus Capacity 25-54. Please provide Daily Rate.

\$

(Required: Numbers only)

5. Regular and Special Education Home to School Transportation (Normal District year)

Bus Capacity 25-54. Please provide Flat Rate.

\$

(Required: Numbers only)

6. Regular and Special Education Home to School Transportation (Normal District year)

Bus Capacity 55-77. Please provide Daily Rate.

\$

(Required: Numbers only)

7. Regular and Special Education Home to School Transportation (Normal District year)

Bus Capacity 55-77. Please provide Flat Rate.

\$

(Required: Numbers only)

8. Regular and Special Education Home to School Transportation (Normal District year)

Bus Capacity 78 and larger. Please provide Daily Rate.

\$

(Required: Numbers only)

9. Regular and Special Education Home to School Transportation (Normal District year)

Bus Capacity 78 and larger. Please provide Flat Rate.

\$

(Required: Numbers only)

10. Regular and Special Education Home to School Transportation (Extended District year)

Bus Capacity 24 and smaller. Please provide Daily Rate.

\$

(Required: Numbers only)

11. Regular and Special Education Home to School Transportation (Extended District year)

Bus Capacity 24 and smaller. Please provide Flat Rate.

\$

(Required: Numbers only)

12. Regular and Special Education Home to School Transportation (Extended District year)

Bus Capacity 25-54. Please provide Daily Rate.

\$

(Required: Numbers only)

13. Regular and Special Education Home to School Transportation (Extended District year)

Bus Capacity 25-54. Please provide Flat Rate.

\$

(Required: Numbers only)

14. Regular and Special Education Home to School Transportation (Extended District year)

Bus Capacity 55-77. Please provide Daily Rate.

\$

(Required: Numbers only)

15. Regular and Special Education Home to School Transportation (Extended District year)

Bus Capacity 55-77. Please provide Flat Rate.

\$

(Required: Numbers only)

16. Regular and Special Education Home to School Transportation (Extended District year)

Bus Capacity 78 and larger. Please provide Daily Rate.

\$

(Required: Numbers only)

17. Regular and Special Education Home to School Transportation (Extended District year)

Bus Capacity 78 and larger. Please provide Flat Rate.

\$

(Required: Numbers only)

18. Coach Driven Transportation

Provide a Daily Rate for a AISD Coach Driven Bus (any size)

\$

(Required: Numbers only)

19. Coach Driven Transportation

Provide an Hourly Rate for a AISD Coach Driven Bus (any size)

\$

(Required: Numbers only)

20. Coach Driven Transportation

Provide a Flat Rate for a AISD Coach Driven Bus (any size)

\$

(Required: Numbers only)

21. Additional Transportation Services - Extracurricular Trips, Mid-Day Runs, and Other District Requested Bus Services

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

22. Additional Transportation Services

All Bus Capacities. Provide an Hourly Rate

\$

(Required: Numbers only)

23. Additional Transportation Services

All Bus Capacities. Provide a Mileage Rate

\$

(Required: Numbers only)

24. Additional Transportation Services

All Bus Capacities. Provide a Minimum Call-Out Charge

\$

(Required: Numbers only)

25. Bus Monitors and Bus Aides

The District may require the use of bus monitors and/or bus aides in the performance of this contract. If monitors or aides are required, provide a cost per hour. Billable time is to be based on total driving time, including layover time. Monitors or aides working in excess of 40 hours in one week shall be billed at one-and- one-half times the hourly rate stated.

\$

(Required: Numbers only)

26. Charge Start and End

Rates provided for all transportation trips shall begin and end at the transportation center, and shall include layover time.

4 Submittal Information

Unit price: \$

Total: \$

Item Notes: Detail Submittal Information Required

Supplier Notes: _____

- No bid
- Alternate specification
(Attach separate sheet)
- Additional notes
(Attach separate sheet)

Item Attributes

1. Implementation Plan

Respondent shall detail their implementation plan and specific timelines to be followed, including a transition plan if selected Proposer is different than the current provider.

2. Experience in School Transportation

Respondent shall provide a statement of its qualifications to provide the specific services requested herein.

3. Staffing Plan

Respondent shall submit a staffing plan that clearly shows how the daily operations of the local compound(s) will be managed during the normal hours of operation, plus during any emergency or after-hours situation that may arise. This plan must include both operations and vehicle maintenance functions. Please include in staffing a dedicated coordinator for Field Trips and Student Activity Buses.

4. Staffing Plan - Growth

Please describe a staffing plan that reflects the initial plan and includes the projected growth the District is experiencing.

5. Maintenance Program

Respondent shall provide a description of its proposed vehicle maintenance program and how it will be administered. The maintenance program shall include the description of the maintenance schedule.

6. Driver Hiring and Retention Program

Respondent shall provide a description of its hiring process and the selection criteria used. The Proposer will implement an employee drug-screening program and pay all costs associated with ongoing screening process. Include a detailed recruitment plan and include a detailed retention program to keep qualified employees.

7. Driver Safety and Training Program

Respondent shall provide an overall description of its training process and driver education program. District coaches drive team buses. Please provide information regarding how training would be provided to our coaches and whether the District or provider would bear the cost of training coaches.

8. Student Safety Program

Respondent shall provide a description of how it will address the issue of student safety, including any educational programs it has implemented and all student training provided in order to educate students and teachers on school bus evacuation under DPS standards. Include detailed information (training, etc.) regarding special needs students, discipline, discrimination and harassment.

9. Bus Driver Qualifications

Respondent shall submit a list of bus driver qualifications, certifications and indications of ability to meet all driver requirements under Texas statutes and regulations, and how the respondent proposes to supply these drivers, assuming existing drivers will not be available. Respondent shall specifically discuss how it obtains and reviews each driver's driving record and criminal history information.

10. Mechanics Training and Certification

Respondent shall describe its mechanic training and certification process.

11. Customer Feedback

Respondent shall provide a description of its formal customer feedback system, provide sample tools used to gather data, and describe how results were shared with customers and used to improve service.

12. Plan for Substitute Buses and Relief Drivers

Respondent shall address the provision for substitute buses and drivers needed for performance under the terms of this contract.

13. Additional drivers

Provide detail on how a shortage of drivers would be handled. Include where temporary drivers would be obtained.

14. Presentation to Constituents

Respondent shall outline in detail the procedure that it would use for presenting its program services to the District's constituents.

15. Customer Service Philosophy

Respondent shall describe its customer relations philosophy and its program in this area.

16. Site Evaluation

One or more members of the District's evaluation committee may conduct one or more site evaluations. If site evaluations are conducted, they will be conducted at facilities of the District's choice where the Proposer currently provides student transportation services.

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

Personnel
Overall Appearance of Facility
Fleet Quality
Record-keeping

By submitting a proposal, each Proposer agrees to make selected facilities and facility's personnel available to District evaluation upon reasonable notice.

5 ALTERNATIVE PRICING - BASED ON DISTRICT OWNING THE FLEET OF VEHICLES.

Unit price: \$ Total: \$

Item Notes: Pricing for Services of DISTRICT OWNED Fleet for Aubrey ISD
Student Transportation Services

Supplier Notes: _____

- No bid
- Alternate specification
(Attach separate sheet)
- Additional notes
(Attach separate sheet)

Item Attributes

1. Proposed Pricing

Proposed prices shall be submitted based on a daily rate that includes the first 4 hours of service each day. Base rate will be calculated based on total driving time lot-to-lot including dead head and live hours. For each invoice period, total home-to-school charges submitted to the District shall be the sum of the applicable daily rates and the sum of all excess hours incurred beyond the hours included in each individual bus. The District reserves the right to require the Contractor to add and delete buses to or from service at the rates specified.

The District requires the Contractor to submit rates for the performance of Extended Year and/or Summer School programs without regard to the current status of these programs in the District. The rates submitted here shall apply to all transportation services provided after the conclusion of the District's normal school year.

2. Regular and Special Education Home to School Transportation (Normal District Year)

Bus Capacity 24 and smaller.

Please provide Daily Rate.

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(Required: Numbers only)

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Supplier Information

Company Name:

Contact Name:

Address:

Phone:

Fax:

Email:

Supplier Notes

By submitting your response, you certify that you are authorized to represent and bind your company.

Print Name

Signature

Date