

**NOTICE TO PUPIL TRANSPORTATION VENDORS INVITATION
TO SUBMIT REQUEST FOR PROPOSALS**

Notice is hereby given that the Skidmore-Tynan Independent School District, hereinafter referred to as DISTRICT, will receive sealed proposals up to but no later than 2:00 P.m. of the 15th day of August 2016 for:

Pupil Transportation Service as specified in the Request for Proposal, specifically including the Agreement for furnishing Pupil Transportation Services.

Each proposal **must** contain a completed Proposal Form Price Schedule (cost proposal), a completed Proposal Questionnaire, the prescribed amount of Proposal Security in an acceptable form, evidence of insurance or insurability, and a Workers' Compensation Certificate. The cost proposal **shall** be submitted on the Proposal Form, which is included in the Proposal Package. The Proposal Form and other components of this proposal package may be obtained from the District's Business Office. Sealed proposals shall be received in the District's Business Office and addressed to:

Dr. Randy Hoyer, Superintendent
Skidmore-Tynan Independent School District
224 W. Main St.
Skidmore, Texas 78389

Any proposal not received by 2:00 p.m. on Friday, August 15, 2016, at the above address will **not** be accepted.

No oral, telephone, or telegraphic proposals will be considered.

A bid bond or cashier's check must accompany the sealed proposals in the amount of 5% of 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. An approved surety, duly licensed and authorized to transact business in the State of Texas, in a form and content acceptable to the District must issue the bid bond.

**REQUEST FOR PROPOSALS - PUPIL TRANSPORTATION SERVICES TERMS &
CONDITIONS**

A. Use of District Documents

Proposals must be submitted on forms or in the format provided by the District. No alteration to the District forms will be permitted, including substitutions, additions, deletions or interlineations, without written consent of the District. Reproduction of District documents is permitted, so long as reproduced copies are exactly the same in size, format and content as forms prepared by the District. Any proposal submitted in altered form shall result in rejection of such proposal at the option of the District.

1. The District proposal documents include:
 - a. Invitation to Submit Proposals
 - b. Terms and Conditions
 - c. Proposal Form Price Schedules
 - d. Worker's Compensation Certificate
 - e. Evidence of Insurance or Insurability
 - f. Proposal Questionnaire
 - g. Transportation Information
 - h. School Bus Inventory
 - L Any Addendum to this Invitation

B. Inspection of Documents

1. Each Vendor receiving forms prepared by the District is responsible for inspection of District documents for missing or illegible pages, or other indication of incomplete information provided to the vendor.
2. The failure or neglect of Vendor to receive or examine any contract document, form, instrument, addendum, or other document shall in no way relieve Vendor from obligations with respect to his or her proposal. The submission of a proposal shall be taken as prima facie evidence of compliance with this section.
3. Receipt of addenda to the proposal documents by a proposer must be acknowledged on the proposal or by letter or telegram received before the time proposals are due.

C. Submitting Proposals

1. Proposals must be received by the District no later than 2:00 p.m. on Friday, August 15, 2016, at:

Skidmore-Tynan Independent
Attn: Superintendent
School District 224 W. Main St
Skidmore, Texas 78389

Any proposals received after this time shall be returned unopened. Two (2) copies of the proposal must be submitted.

2. Each vendor must submit his/her proposal in **a sealed envelope.**
3. The envelope marked with the vendor's name and address and the words "Sealed Proposal-Pupil Transportation Services" must contain:
 - a. Proposal Form Price Schedules
 - b. Proposal Security
 - c. Proposal Questionnaire
 - d. Workers' Compensation Certificate
 - e. Evidence of Insurance or Insurability
4. The right is reserved, as the interests of the District may require, revising or amending the specifications prior to the date set for opening proposals. An addendum or addenda to this Request, if any, will announce such revisions and amendments, for Proposal. If the revisions and amendments are of a nature which requires material changes in quantities or prices proposed or both, the date set for the opening proposals may be postponed by such number of days as in the opinion of the District will enable proposals to revise their proposals. In such cases, the addendum will include an announcement of the new date for opening proposals.
5. This RFP is a "request for proposal" pursuant to Texas Education Code section 44.031(a)(3) and therefore will not be publicly read

aloud.

6. By submitting a Proposal, each Vendor agrees to waive any claim it has or may have against the District, any District consultant, and their respective trustees, agents and employees, and any reference sources, arising out of or in connection with the administration, evaluation, or recommendation of any Proposal; waiver of any requirements under the Proposal Documents; acceptance or rejection of any Proposal; and award of the Contract. The District shall have no contractual obligation to any Vendor, nor will any Vendor have any property interest or other right in the contract or Work being proposed unless and until the contract is unconditionally executed and delivered by all parties, and all conditions to be fulfilled by the Vendor have either been so fulfilled by the Vendor.

D. Erasures or Corrections to Entries

1. The proposal submitted must not contain any erasures, strikeouts or other corrections of entries that impair accurate interpretation of the entry and understanding of the proposal.
2. If correction of an unintended entry is desired such correction must be legible and clearly authenticated by initials of the person signing the proposal. Illegible or unauthenticated corrections may result in rejection of the proposal at the option of the District.

E. Withdrawal or Amendment of Submitted Proposal

1. Any proposal, which has been submitted, may be withdrawn prior to the scheduled time for opening of proposals. A request to withdraw a proposal must be in writing and be received by the District prior to the scheduled time for opening of proposals.
2. No amendment, addendum or modification shall be accepted after the deadline for submitting the proposal has been submitted to the District. If a change to a proposal that has been submitted is desired, the submitted proposal must be withdrawn and the replacement proposal submitted prior to the time scheduled for opening of proposals.
3. No Vendor may have more than one proposal on file with the District.
4. After the scheduled time for opening of proposals, proposals may not be withdrawn for 90 days.

F. Proposal Security

1. A bid bond or cashier's check must accompany each sealed proposal in the minimum amount of 5% of proposed annual home-to-school base cost.

2. Proposal security received by the District will be returned within ten days for all proposals rejected by the District. Proposal security for a Vendor's proposal under consideration by the District will be returned within 90 days following the opening of proposals if the District does not accept the Vendor's proposal.
3. If a Vendor's proposal is accepted by the District and a contract is offered pursuant to the terms of the invitation, but the Vendor does not execute a contract within ten days from the date of offer of a contract, the District may declare such Vendor's proposal security forfeited to the District.

G. Agreement Document

By submitting a proposal, each proposer acknowledges that if the District selects him, the District will execute an Agreement with a term for a period beginning September 1, 2016 and ending August 31, 2019, with an option for five one year renewal periods.

The form of Agreement is attached to this RFP as Exhibit ____.

Any Agreement resulting from this RFP may be terminated without notice at the end of a District fiscal year in which funds for the contract are not appropriated without further liability to the Vendor.

H. Evaluation and Award of Contract

The award of contract, if made by the District, will be made in accordance with the following procedures:

1. **Written Proposal Evaluation - Weight 25%:** Written proposals shall be assigned a rating, which will carry weighting of 25% in the proposal evaluation process and will be evaluated by an evaluation committee consisting of representatives of the District. Written proposals will be initially screened for completeness and those written proposals deficient will not be evaluated further. The remaining written proposals will be evaluated using the following criteria, which are not listed in any order of weight or priority:

- Firm Experience
- Management Capability
- Financial Condition
- Hiring Practices
- Safety Program
- Training Program
- Maintenance Program
- Proof of How Vendor Will Obtain Performance Bond

All data and information in the written proposal will be subject to verification and consideration.

2. **Site and References Evaluation - Weight 25%:** Site and references evaluations will be assigned a rating, which will carry weighting of 25% in the overall, proposal evaluation process. One or more members of the District's evaluation committee may conduct one or more site evaluations for those proposers not eliminated during the "written proposal" evaluation. The District may contact any references provided by the proposer, and/or other school districts served by the proposer. Site evaluations will be conducted at facilities of the District's choice where the proposer currently provides pupil transportation services. Site and references evaluation criteria, not listed in any order of weight or priority, are as follows:

Personnel
Overall Appearance of Facility
Fleet Quality
Customer References

Recordkeeping

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

3. **Management Interviews - Weight 15%:** The management interviews will carry a weight of 15% in the overall proposal evaluation process. One or more members of the District's evaluation committee may interview the person whom the proposer intends to have as General Manager of the District terminal operation and the person who serves as his/her immediate supervisor.

The management interview criteria, in no particular order of weight or priority, are as follows:

- Qualifications and Experience
- Management Concepts
- Job Knowledge
- Transition Plan
- Responsiveness during Interview

It is desirable that proposers senior management staff has at least five- (5) year's experience in the student transportation business. It is mandatory that proposer, senior staff and subcontractors, if any, have at least three-(3) year's experience in providing regular home-to-school transportation and special education student transportation services.

4. **Cost Bid - Weighted 35%:** The costs submitted by each proposer will carry a weight of 35% in the overall proposal evaluation process.
 - a. If the Transportation Cost Proposal of the apparently successful proposer is within an acceptable range, the District may either enter into a contact with the apparently successful proposer at the prices set forth in his/her Transportation Cost Proposal, or enter into negotiations with the apparently successful proposer, at the District's option.
 - b. If the Transportation Cost Proposal of the apparently successful proposal is not within an acceptable range, or if the District is unable to negotiate to its satisfaction, the District, at its option, may then enter into a contract or negotiations with the proposal receiving the second highest ranking in the evaluation.

I. Rejection of Proposal and Waiver of Irregularities

The District reserves the right to reject any or all proposals. The District also reserves the right to select any proposal which the District believes is in the best interest of the District and which may not represent the lowest prices submitted.

J. Performance Bond

The District may require, as a condition to granting a contract award, receipt of a renewable annual performance bond naming the District as obligee or beneficiary in the amount of the estimated annual amount of the contract. An approved surety duly licensed and authorized to transact business in the State of Texas, in a form and content acceptable to the District must issue the performance bond. The cost of such bond shall be stated separately on the bid form and shall be included in contractor's calculations in arriving at service prices per day. If the District elects to require the contractor to provide a performance bond, it shall be separately invoiced to the District and paid by the District.

K. Obtaining Information

1. Outside Sources: The District reserves the right to obtain, from any and all sources, information concerning a proposer which the District deems pertinent to this RFP and to consider such information in evaluating the proposal.
2. Inspections: The District reserves the right to make on-site inspections of the proposer's installations and any proposed sub-contractor's facilities which the District deems pertinent and necessary to evaluate the proposal and to consider any information received from such inspection in evaluating the proposal.

L. Proposal Costs

The District shall not be liable for any cost incurred by a proposer in the preparation or delivery of its response to this RFP or for any other costs incurred because of this RFP.

M. Proposal Disclosure

1. All proposals received shall remain confidential until the District and the apparent successful proposer sign a contract resulting from this RFP; 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 transmittal letter. The transmittal letter must identify the page, the particular exemptions(s) from disclosure and the contended justification for exemption upon which it is making its claim. Each page, or part thereof, claimed to be exempt from disclosure must be clearly identified by the word "confidential" printed on the lower right hand corner of the page.
2. The District will consider a proposer's request(s) for exemption from disclosure; however, the District will not be bound by the assertion that a page contains exempt material. An assertion by a proposer that an entire volume of its proposal is exempt from disclosure will not be honored.

3. Until a contract resulting from this RFP is executed, no employee, agent or representative of any proposer shall make available or discuss its proposal with the press, any elected or appointed official or officer of the District, or any employee, agent, or other representative of the District, unless specifically allowed to do so in this RFP or in writing by the District for the purposes of clarification, evaluation and/or negotiation.
4. Proposers shall not issue any news release(s) or make any statement to the news media pertaining to this RFP or any bid and/or contract or work resulting there from without the prior written approval of the District, and then only in cooperation with the District.
5. Proposals are subject to the Texas Public Information Act, Texas Government Code Chapter 552. No provision of this RFP, the Vendor's Proposal, or any contract executed pursuant to this RFP shall be construed as a limitation on District's obligations under the Texas Public Information Act, and no disclosure of materials as required by the Act shall constitute a breach any obligation to any Vendor by the District. In the event District receives a request for materials identified by a Vendor as confidential, copyrighted, trade secret, or proprietary, District shall promptly notify the Vendor of the request and shall permit the Vendor to submit to the Texas Attorney General reasons why materials should not be released pursuant to the Texas Government Code § 552.305. District shall not be required to submit such reasons why the materials should not be released, or to incur any expense in resisting the release of the materials.

N. Notification

Firms whose proposals have not been selected for further negotiation or award will be notified in writing at the address given in the proposal.

O. Transportation Information

Enclosed with the proposal documents and labeled "Transportation Information" is a collection of data summarizing operations from the most recent completed school year. This information is provided to assist proposers in formulating their proposals. The District cautions, however, that the information is approximate. The District makes no warranty or representation about its accuracy, and the District does not intend any proposer to rely on the accuracy of the information in submitting his/her proposal.

P. Fuel Purchase

All fuel purchases are to be made by the District for buses operated solely for transportation of students and personnel of the District. The District requires a monthly report for fuel orders by the contractor.

Q. Video, radio and GPS Equipment

The district requests live video and radio units on all buses. The district will provide the current radio system and bidder shall provide a replacement price on the pricing pages. Please provide a cost for real time GPS units on each bus on the pricing pages.

R. Transportation Facility

The District owns the transportation facility. The Contractor is responsible for all repairs, upkeep, and utilities.

S. Buses

The District will provide all buses for the contract per the attached list attached list and agreed upon replacement schedule. Bidder shall include a recommended bus replacement schedule in their proposal.

T. Background Checks

The Vendor that is awarded the contract will certify to District that it has performed the background checks required by Texas Education Code 22.084 and that none of its employees that will be required to perform duties for the District have been convicted of an offense listed in Texas Education Code Chapter 22.085.

PROPOSAL FORM PRICE SCHEDULE

Proposed prices shall be bid based on a Daily Rate that includes the first 3.5 hours of service each day. This form may not be altered. 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 below subject to any price escalation clause included in the attached Transportation Service Agreement.

**Regular and Special Education
Home-To-School Transportation
Normal District School Year**

Based on 4 hours.		
Bus Capacity	Daily Rate per bus to 4 hours	Daily Rate per bus hour over 4 hours
20 and smaller	\$	\$
21 - 47 psg	\$	\$
48 - 72 psg	\$	\$
73 and larger	\$	\$

**Regular and Special Education
Home-To-School Transportation
Extended District School Year ***

Based on 4 hours.		
Bus Capacity	Daily Rate per bus to 4 hours	Daily Rate per bus hour over 4 hours
20 and smaller	\$	\$
21 - 47 psg	\$	\$

48 - 72 psg	\$	\$	
73 and larger	\$	\$	

* 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.

PROPOSAL FORM PRICE SCHEDULE

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.

**Additional Transportation Services
Extracurricular Trips, Mid-day Runs,
and Other District Requested Bus Service**

	Hourly Rate	Mileage Rate	Minimum Call- out
I All Bus Capacities	\$	\$	\$

Bus Monitors & 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 the District shall compensate the Contractor \$_____per hour. Billable time is to be based on total driving time, including layover time. Monitors or Aides working in excess of eight hours per day or forty hours in one week shall be billed at one-and-one-half times the hourly rate stated.

Performance Bond: The District may require the Contractor to furnish a performance bond in accordance with the requirements of this proposal specification. If a performance bond is required, the District shall compensate the Contractor \$_____per year.

Two Way Radios: The District will compensate the Contractor for newly acquired or replacement two-way radios installed on buses used on routes at \$_____per bus per day, for three years.

Non-School Bus Vehicle Maintenance: \$_____Rate per Hour
 _____Additional Charges for Parts
 Above Actual Cost (% or \$)

Rates provided for all transportation trips shall begin and end at the transportation center, and shall include total driver's time, including time for bus pre-trip checkout, clean up and layover time. For drivers' time in excess of forty hours per week, or eight hours in any one-day, the charge will be one-and-one-half time the hourly rates stated above.

PROPOSAL FORM TABULATION

INSTRUCTIONS

Each proposer is required to complete the following tabulation form to provide the District with the most realistic projection of their expected annual cost. Each cost category of service provided should be clearly annotated, allowing the District to easily determine the specific level of service being proposed by the proposer. If the proposer is proposing services or other items not specifically included in this proposal specification, the expected billing calculation for each item should be clearly detailed on the tabulation form.

ALTERNATE PROPOSALS

For a proposal to be considered it must match the current level of service the District currently utilizes. (I.e., the same number of buses, the same number of total system hours and miles.) The District encourages innovative alternate proposals; however, the District will utilize the tabulation form based on current service levels to determine the low proposer for contract award purposes. A separate proposal tabulation form must be prepared for each alternate proposal.

IMPACT ANALYSIS

If a proposer wishes to propose a level of service differing from that which the District currently operates, the District shall require a detailed *Impact Analysis* of the proposed transportation system. This *Impact Analysis* should, at minimum, fully address the effects of the proposed changes on the District's student rider ship and administration with regard to, but not limited to: assumed bell schedule changes, average ride time impacts, maximum ride time impacts, available seating capacity, and the ability of the proposed system to handle future growth while minimizing increased costs to the District.

If the proposer fails to provide a proposal that meets these requirements their proposal will be considered non-responsive and will not be considered for award.

THE UNDERSIGNED HAS READ AND FULLY UNDERSTANDS THE NOTICE TO PROPOSER, INFORMATION FOR PROPOSER, AGREEMENT FOR FURNISHING PUPIL TRANSPORTATION SERVICES, AND ALL OTHER PARTS OF THE PROPOSAL PACKAGE.

A BID BOND IN THE AMOUNT OF 5% OF ANNUAL HOME-TO-SCHOOL BASE COST IS ENCLOSED WITH THIS COST PROPOSAL AS SECURITY.

Each of these costs should be calculated from your prices above.

Company Name

Signature of Authorized Agent

Address (City, State and Zip Code)

Business Telephone Number

Date Signed

WORKERS' COMPENSATION CERTIFICATE

The Proposer shall sign and submit the following certificate with the transportation written proposal: Skidmore-Tynan Independent School District requires contractor to provide workers' compensation as per state law requirements.

**WORKERS' COMPENSATION AND EMPLOYERS'
LIABILITY LIMITS**

Workers' Compensation:	Statutory	
Employer's Liability:	Each Accident	\$ 1,000,000
	Disease - Each	\$ 1,000,000
	Disease - Policy Limit	\$ 1,000,000

Company Name

Signature of Authorized Agent

Date Signed

Note: Proposers may attach current certificate of coverage with a signed statement that if awarded the contract, they will obtain said coverage.

EVIDENCE OF INSURANCE OR INSURABILITY

The proposal shall include a copy of one or more insurance certificates currently held by your firm that include general liability, auto liability, auto physical damage, garage liability, and fire legal liability coverage. If your firm is selected for a Site Evaluation visit, you may be required to produce a certification of your firm's insurability to the following effect:

GENERAL LIABILITY:	<u>Limits</u>
A. Commercial General Liability	
a. General Aggregate	\$ 2,000,000
b. Products-Completed Operations Aggregate	\$ 2,000,000
c. Personal and Advertising Injury	\$ 1,000,000
d. Each Occurrence	\$ 1,000,000
e. Fire Damage (any one fire)	\$ 100,000

AUTOMOBILE LIABILITY:	<u>Limits</u>
A. Commercial Auto Liability	\$ 1,000,000
Any Auto (includes all owned, scheduled, hired and non-owned autos.)	
B. Garage Liability	\$1,000,000

EXCESS LIABILITY:	
A. Umbrella Form	
a. Each occurrence	\$ 4,000,000
b. Aggregate	\$ 4,000,000

Note: ADDITIONAL INSURED - (SEE ATTACHED EXAMPLES)

Skidmore-Tynan Independent School District must be named as additional insured on certificate of insurance if your firm is awarded the contract.

I, the undersigned, have attached a copy of a certificate of insurance that I attest (1) remains currently in force and (2) has been issued for the purposes of insuring a school district, nonpublic school or county superintendent of schools which (whom) currently contracts for student transportation services from my firm.

Company Name

Signature of Authorized Agent

Date Signed

NOTE: Proposers may submit current certificate of insurance with a signed statement that the above stated coverage will be in force prior to award of contract.

PROPOSAL QUESTIONNAIRE

To The Contractor:

The following questionnaire is a part of this Request for Proposals. The information provided herein will be used for evaluating the qualifications of the Contractor to perform the work and services to be done. The questionnaire must be filled out accurately and completely and submitted with the other parts of your proposal. Any errors, omissions or misrepresentation of the information may be considered as a basis for the rejection of the bid and may be grounds for the cancellation of any agreement executed as a result of the Request for Proposals.

Where space is not provided for an answer, or your answers will not fit in the space provided, please attaches additional sheets marked with the question they address (for example I.C.5).

When completed, this questionnaire and the responses contained within it or attached to it shall be considered to be a part of the Agreement for Furnishing Pupil Transportation. If you expect your firm's policies or practices to change from those it currently uses if your firm is awarded this contract, you must make explicit the policies and practices your firm will follow as it provides transportation services to the District.

I. DESCRIPTION OF CONTRACTOR'S ORGANIZATION

A. FIRM

Firm Name: _____

Address: _____

Telephone: _____

B. TYPE OF ORGANIZATION

Corporation (List officers and positions):

State in which incorporated: _____

Subsidiary (Give name and address of Parent Corporation):

Is your firm or a parent firm publicly held?

Yes _____ No ___

If not, what private individuals or families own more than 20% of your firm, or who is the general partner, or who is the sole proprietor?

C. NATURE OF OPERATIONS

1. Is your firm currently engaged in providing home-to-school transportation services under a contract with a school district, non-public school or county superintendent of schools?

Yes _____ No _____ Number of years _____

Number of school districts in this state _____

Number of school districts outside this state _____

2. List all transportation permits (City and State) under which you currently operate.

3. Are you currently, or have you ever, contracted to provide pupil transportation services for any school district, non-public school or county superintendent of schools in the state?

Yes _____ No ___

4. Are you currently, or have you ever, provided transportation services, in this state, for special education pupils?

Yes _____ No ___ Number of Years _____

5. For every local education agency (LEA) or non-public school in this state to which your firm currently provides, or has provided within the last five years, pupil transportation under contract, please provide the name

and location of the LEA or non-public school and the name and phone number of a contact person.

- a. Name of your firm's current or last terminal manager at the location and the manager's length of service at that location:
- b. Types of transportation services your firm provides under the Contract; (regular home-to-school, special education, desegregation, other):
- c. Number of buses involved:
- d. Beginning and ending dates of the current contract term:
- e. If employees are covered under a collective bargaining agreement provide:
 - a. Name of labor organization:
 - b. Name and phone number of labor organization, President or Business manager:

II. MANAGEMENT AT THE TERMINAL

A. The District strongly believes that the individuals holding the Terminal Manager, Personnel, and Safety and Training Coordinator positions, whether these positions are held by one or by several persons, are critical to the provision of consistent and high quality transportation services. While the District understands that you may not be able to name the specific individuals your firm will assign to these management positions at the District Terminal, the District requests that for each position, you list no more than three candidates who may be assigned to the District Terminal. If your firm is awarded this contract, you may assign any of the three persons you have proposed for each position to actually take that position under this contract, unless the District has specifically rejected one or more of your proposed candidates. If your firm is awarded this Contract, you may substitute individuals not named in this proposal with the written permission of the District. In any case, you must submit at least two sample resumes of candidates or current managers employed by your firm in each of these positions, so as to provide the District with an understanding of the qualities your management staff members possess.

For every individual you propose as a potential management staff member to be assigned to the District Terminal, please provide the following information on a separate page:

1. Name and proposed position the person may be selected to fill:
 2. Tenure with your firm in years:
 3. Experience in related positions within your firm or with other firms in years:
 4. Current and two most recent previous positions, including the location (District) of the position, the position's title, a description of responsibilities and authority, including number of buses and/or drivers, and the dates between which the position was held:
- B. On a separate page, please provide a job description for each terminal management position you propose to assign to this contract.
- C. On a separate page, please provide an organization chart of your firm as it would relate to the District Terminal (It should give a clear understanding of the number of layers in your firm and the lines of accountability).
- D. Please provide the name(s) of those persons within your firm who would have immediate authority over the General Manager you propose in item A above, and those who may play an advisory role to terminal management, in the areas of 1) Operations, 2) Training and Personnel, 3) Safety and 4) Maintenance. Please provide the following information for each of these persons:
1. Name:
 2. Location of staff member's office:
 3. Tenure with your firm in years:
 4. Experience in related position within your firm or with other firms in years:
 5. Current and most recent previous position, including the location of the position, the position's title, a description of responsibilities and authority and the dates between which the position was held:
- E. Explain the training that is given to your terminal managers:
1. Number of hours:

2. Type of training; list components covered:

F. Does your company have a terminal manager trainee program? If so, how many trainees are presently in the program? Explain in detail.

III. DRIVER PERSONNEL

State the number of regular bus drivers you now have employed in this state:

School _____ Other ____

In other states:

School _____ Other ____

A. How/where does your firm recruit drivers?

- B. What methods do you use to screen and select drivers from among the applicants?
 What information do you use and how do you gather it?
 What criteria or standards do you use and for what reasons might you reject an applicant?
 Do you require all terminal employees to be drug tested? Explain.
- C. Do you check driver applicant references? Yes _____
 No _____
- D. Do you use any objective qualification and driver testing procedures? If so, briefly describe the procedures or provide samples of your testing material.
- E. What percentage of driver applicants eventually begins your training programs?
 _____%
- F. What percentages of your driver applicants are hired directly as certified school bus drivers?
 _____%
- G. Are the official driving records of your entire applicant drivers evaluated during the selection process?
 Yes _____ No _____
- H. What is the current rate of annual turnover among drivers your firm employs? _____
- I. Do you have driver-training programs as a part of your current operational procedures?
 Original (for persons with no school bus driving experience):
 Yes _____ No _____
 In-Service (continuing education and retraining for experienced school bus drivers):
 Yes _____ No _____
- J. Describe your current or proposed training program for driver applicants who have no experience driving school buses. Please describe the program components and content of your training program. If available, please provide the outline or course of study.
 Length of the program:

Number of hours in Classroom: Number of

hours behind the wheel:

Describe the components of the program and the number of hours devoted to each component.

Are driver applicants paid while they receive training? Yes

No _____

Do you evaluate applicants immediately before they are tested for certification?

Yes ____ No ____

- K. Describe your In-Service driver training and retraining program. If available, please provide the outline or course of study.

How many training sessions are offered each semester at your typical terminal?

Are any independent reviews of training quality conducted on your training programs?

Yes ____ No ____

If so, please describe the reviews:

How do you identify those drivers for whom retraining will be required?

- L. If you currently have a driver training program, does the program include a section on transportation service for special education pupils? (If available, please provide the outline or course of study.)

Yes ____ No ____

- M. Describe your current or proposed driver motivation and discipline programs. How do the programs take into account, if at all: Safety, Absences, Tardiness, On Time Route Performance, Unrestricted License, Tenure on the Job and Complaints (those which can be verified and are deemed serious).

Do your motivation and discipline programs offer progressive rewards and penalties?

Yes ____ No ____

Can drivers participate in defining and developing standards, rewards and penalties?

Yes ____ No ____

What monetary rewards and penalties are offered?

What non-monetary rewards and penalties are offered?

IV. Describe the wage and benefit plan you would expect to implement at the District's Terminal.

V. SAFETY PROGRAM AND ACTIVITIES

- A. If you have an established, continuing safety program, please describe the operation, contents and requirements of the program. Include the number of hours per year required per employee.
- B. How often are safety meetings held? _____
- C. Describe any established safety organization activities in which your organization or its key personnel participate.
- D. What have been the School Bus Accident Rates for school buses operated by your firm in each of the three most recent Academic years? Provide a description of how you define school bus accidents.

VI. PREVENTIVE MAINTENANCE AND MECHANICAL REPAIR

- A. Do you have a formal, scheduled preventive maintenance program for vehicle fleets, which your firm manages?

Yes ____ No ____

- B. Please provide samples of any checklists you use for each type of preventive maintenance program and please describe below your methods of ensuring that each vehicle actually receives preventive maintenance within the scheduled interval.

- C. Do you require any daily regular written reports from your drivers on the condition of their vehicles?

Yes ____ No ____

Briefly describe and provide a sample of these reports, (including your daily bus checkout report form) and note their frequency.

D. Do you use any other methods of identifying defects in buses? (If so, please describe.)

Yes ___ No ___

E. How do you ensure that serious safety related or potentially vehicle-damaging defects are identified in a vehicle and that the vehicle is immediately removed from service until such defects are corrected?

How do you ensure that identified defects are generally corrected in a logical order and within a reasonable time?

Do you maintain and evaluate records of road failures? Yes ___ No ___

G. If so, how many road failures, per month, per hundred buses, did the buses your firm maintained experience, on average, during the past year?

H. For what percentage of time were the buses that you maintained out of service for part or all of each day for inspection, maintenance, repair, or other reasons during the past year?

_____%

I. Do you have a manpower or mechanic allotment schedule? (Number of buses per mechanic, etc.)

Yes ___ No ___

Briefly describe this schedule.

J. What qualification and experience requirements do you have for your mechanical personnel?

VII. INSURANCE DATA

If requested, will you authorize your insurance carriers to furnish, in writing, your accident loss ratio and workers' compensation loss ratio for the past three years?

Yes _____ No ___

VIII. FINANCIAL AND CREDIT DATA

A. Please submit credit references, including at least five trade or industry suppliers with whom you regularly deal.

B. Will you give cash discounts for timely payment of invoices? If so, please

specify the terms offered.

Yes _____

No _____

IX. IMPLEMENTATION PLAN

Please provide a plan and schedule for implementing the Agreement for Furnishing Transportation Services, should your firm be selected as the successful proposer. Your schedule and plan should address:

Inspection of vehicles, facility, and equipment;

Acquisition of required vehicles (either from current contractor or another source); Occupation of terminal facility;

Recruitment/relocation, if necessary, of management and supervisory personnel; Selection, any necessary training, and employment of drivers;

Employee orientation, especially to District routes and schedules; and Explanation of fringe

benefits other than those required by law:

Life insurance (Amount, cost, etc.);

Retirement Plan (eligibility, benefit formula, employee cost, employer contributions, etc.);

Medical/Hospitalization Plan (maximum benefit, annual deductible, co-insurance amount, stop-loss amount, employee cost, employer contribution, etc.)

Dental Plan (coverage, cost, etc.); Sick Leave provision;

Holidays (paid); Vacation (paid);

Profit Sharing Plan; Uniform policy; Dress Code.

IX. OTHER RELEVANT INFORMATION

- A. How does your company measure customer satisfaction?**
- B. How does/will your company handle unemployment compensation during Christmas, spring break and summer time for drivers and other staff that are not used during these periods?**
- C. The District expects all contractor staff to wear a simple uniform with an identification badge or insignia. Explain**

I, the undersigned, hereby certify that I am a representative of the below named firm, and am duly authorized to execute contracts on behalf of the firm. I further hereby certify that all of the information presented in answer to the questions contained in this

Proposal/Questionnaire is complete and accurate to the best of my knowledge. I understand that if the Skidmore-Tynan Independent School District awards a Contract for transportation services to my firm that the information and commitments made within this questionnaire will become an effective part of the Contract between the District and my firm.

Name of Firm

(Signature of Authorized Agent)

Title

Date