

Excelsior Springs School District

Request for Proposals
To Provide
Student Transportation Services

The Excelsior Springs School District is requesting proposals to furnish student transportation services. The District is seeking a provider that will assure safe, reliable, cost efficient student transportation services.

The contact person at the district is ***Dr. Jaret Tomlinson***
Phone: ***816-630-9200***
Fax: ***816-630-9203***

Proposals are to be received by the District office no later than 2:00 pm March 18th, 2022. Proposals are to be submitted to the district office in a sealed envelope, clearly marked, "Student Transportation Proposal" addressed to:

Excelsior Springs School District
300 W. Broadway
Excelsior Springs, MO 64024

The duration of this agreement shall be for a period of five (5) years, commencing on July 1, 2022 and continuing through June 30, 2027. This agreement may be extended if the parties, upon expiration of the initial term, so mutually agree, subject to applicable statutes and regulations and such terms and conditions upon which the parties may mutually agree. It is important that any deviation from these specifications be clearly noted and the alternative you are proposing in lieu of that which is contained herein be clearly detailed.

General Instructions:

1. This request for proposal (RFP) is for all route, special needs and activity buses. This RFP is for the transportation of all students, including special education students as designated and identified by the District. The successful bidder will provide transportation services as may be requested by the District from time to time, including ancillary transportation for after school activities and field trips and provide the number and types of buses, drivers, equipment and services necessary to meet the student transportation needs of the District. The District shall have the right, from time to time to determine the number and size of buses necessary to meet student transportation requirements of the District and to alter the student transportation service purchased from the contractor in accordance with such decisions.
2. The Contractor shall furnish vehicles used for transporting pupils that meet all requirements of the Missouri Department of Education and the Missouri Department of Transportation. All buses shall be subject to inspection by

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Missouri law enforcement officials and/or any person designated to do so by the Board of Education.

3. The Contractor will add buses as requested in writing by the District as soon as possible and always within 60 days of the written request.
4. Contractors shall not use any bus that is more than ten, (10) years old for regular route service and the average age for the Contractor's regular route fleet of buses, at the beginning of each school year, shall not exceed six (8) years.
5. All buses are to be diesel powered with automatic transmissions.
6. The Contractor shall transport all eligible students requesting transportation. The manufacturer's rated capacity shall not be exceeded at any time.
7. At least five, (5) spare buses will be furnished, at no additional charge to the district, in case of breakdown and to provide activity trips.
8. Insurance: Contractor agrees, at its sole expense, to procure and keep in force during the entire period of this agreement, public liability and property damage liability insurance, in a company duly licensed and authorized to write such coverage in the State of Missouri, protecting the Contractor, any subcontractors, the School District, its Board of Education and the individual members thereof, in compliance with all sections published in "Public School Laws of Missouri", Jefferson City, Missouri, relevant to, but not limited to, Sections 537.610 and 161.092, RSMo., drivers and other related personnel in the following sums; \$5,000,000 for all claims arising out of a single occurrence and \$200,000 for any one person in a single accident or occurrence. Contractor shall have Worker's Compensation insurance in force in the amount required by law. Contractor agrees to provide documentation of all such coverage to the district.
9. The Contractor agrees to hold harmless and indemnify the district from every claim or demand which may be made by reason of injury to a person or property caused by any act, neglect, default, or omission of Contractor under the performance of their student transportation contract with the district.
10. The Contractor shall maintain the district owned school bus parking and maintenance facility in the district. The Contractor shall provide for, at its sole expense, regular upkeep, cleanliness and appearance of its buses and vehicles, in accordance with law and accepted manufacturer and industry maintenance standards.
11. The Contractor shall have the primary responsibility of planning all routes and schedules. The routes will be approved by the Administration and the Board of Education and the District reserves the right to modify routes and schedules as needed. Route maps shall be created electronically and the Contractor shall provide a computerized routing program such as VersaTrans, Transfinder or an alternative program approved by the District.

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12. The Contractor will be responsible for the completion of data for transportation reports as required by the District. Contractor shall also provide the District with data on student transportation in an electronic format compatible with the District's computer operating systems.
13. The District presently provides Early Childhood, K through 5, and 6 through 12 bus service using 41 buses, traveling 1475 miles per day. The District is presently operating 6 special needs buses/vans traveling 554 miles per day. The expectation is that the district will have five (5) ECC buses, three (3) Headstart buses, six (6) midday ECC buses, seventeen (17) regular buses, four (4) out of district SPED routes, two (2) functional classroom buses, and two (2) additional SPED buses. School year activity miles for 2022-2023 are estimated to be 38,000. The District operates on a 162 day school year.
14. The district provides three buses (from the special needs buses above) that run a "mid day" route for Early Childhood (Preschool) four days a week. Mileage for the mid day routes is included in 554 miles "Special Needs" mileage stated above. Gifted requires 2 shuttle routes between elementary buildings four days per week. A+ programs and Latchkey require shuttle service between buildings on various occasions throughout the year.
15. The spare buses are to be equal in size to a regular route bus. There is to be at least one spare wheelchair lift equipped bus of adequate capacity to temporarily replace the largest capacity regular route lift bus/van.
16. The Contractor shall be responsible for the proper licensing of all buses.
17. The Contractor shall be responsible for the employment of competent, qualified drivers, subject to district approval, and be responsible for Workmen's Compensation Insurance, all employee unemployment, social security, payroll and taxes. All drivers must meet the minimum standards of Federal and Missouri State Law. All drivers shall be properly trained and licensed in accordance with the laws of the state of Missouri and the rules and regulations of the District. All employees of the contractor shall adhere to District policies and be trained on Board Policy AC, PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION. All drivers shall possess and carry on their person at all times while driving a school bus for the District proof of a current DOT physical.
18. The successful bidder shall have available to its regular route drivers, health care insurance, dental insurance, 401K through payroll deduction, life insurance and long term disability insurance.
19. All regular route buses are to display bus numbers that are a minimum of five, (5) inches tall at the front of each beltline.
20. All regular route buses are to be lettered "Excelsior Springs School District", centered on each beltline with lettering to be three, (3) inches tall.
21. The Contractor shall be responsible to pay for all CDL training; licensing and physicals related to district student transportation services.

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22. All problems with respect to discipline of students on buses are to be handled by the driver or the contractor's supervisor, with the cooperation of the principal of the school attended by the child.
23. The District retains the authority to have the Contractor remove or terminate the employment of any employee whose personal habits and conduct are detrimental to the welfare and best interest of the students transported.
24. The Contractor shall have a manager or supervisor of transportation available to the district and its patrons during non-school hours. The Contractor's supervisor will be available and provide information on bad weather days when there is a question regarding road conditions.
25. The Contractor agrees to be responsible for the periodic instruction of employees in those practices that assure the highest degree of safety and protection to the student.
26. The Contractor shall equip each bus with two-way radios, including spare(s). A base station will be provided by the contractor in the district's central office. The district shall furnish and maintain appropriate FCC license.
27. The Contractor shall see that each driver keeps an accurate attendance record of bus riders as required by the State Department of Pupil Transportation and/or District policy.
28. The Contractor shall report monthly mileage readings and fuel consumption of each bus used during that month to the district.
29. The Contractor is to invoice the district on a monthly basis for all services provided under the student transportation contract. The Contractor will be paid after the completion of each school month by the 15th of the next month on the condition the district receives an accurate invoice on the first workday of the month following the provided services. The first payment will be made in September with payment for ancillary transportation to be included.
30. Compensation Amounts Due to School Closures: Notwithstanding anything to the contrary in the Base Terms, the Transportation Contract and the rate structure thereunder, the contractor will be paid for the actual number of days school is in session, 162 operating days per regular school year. If the actual number of days falls below 162 during any school year remaining in the term of the Base Terms, the first five days will not be paid. After the first five days, the district agrees to pay a sum equal to one hundred percent 100% of the daily charge for each operating day closure. For the purposes of this section "operating days" shall mean a full or partial school day in which at least ninety-five percent (95%) of the normal, historical home-to-school bus routes are operational.
31. Inspection of Roads During Inclement Weather: During questionable weather (ice, snow, fog, etc) the contract manager will make an inspection of the roads in the District prior to 5:15 a.m. to determine feasibility and safety of operating the buses and notify the Deputy Superintendent of Schools no later than 5:15 am if a possible need for school closing exists. The final determination

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regarding school closing shall be the decision of the superintendent of schools or his designee.

32. All fuel used in the operation of the school buses to provide transportation services, for the duration of the contract, shall be provided by the District.
33. The Contractor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties, or obligations without the prior written consent of the school district. Should the Contractor be allowed to assign any contract awarded, any assignment shall not operate to increase the cost to, nor reduce the obligations owed to the district. The student transportation contract shall be binding upon the successors of the parties.
34. The District shall excuse the contractor from performance during the time and to the extent that the contractor is prevented from performing in the customary manner by act of God, fire, flood, war, riot, civil disturbance, picketing, governmental action, vandalism, strike, lockout, labor dispute or any condition or cause which is beyond the control of the Contractor.
35. The contract for student transportation services will be a continuing contract. Both parties will continue to observe its provisions for succeeding years after the initial five (5) contract is completed UNLESS:
 - a. The Board of Education notifies the transportation contractor in writing no later than March 1st of the current school year that he is not to be employed under the terms of the existing contract for the upcoming school year, OR.....
 - b. The Contractor notifies the Board of Education, in writing not later than March 1st of the current school year to the effect that he is not willing to accept employment for the upcoming school year under the terms of the existing contract.
36. The Contractor's cost proposal is to be submitted on attachment "A". Buds should include driver pay per hour and the number of guaranteed hours for drivers.
37. Please add an alternate bid (1) for costs associated with student "finder" apps as well as on bus wi-fi provided for all buses.
38. Please add an alternate bid (2) for costs to pay drivers \$20/hour starting pay

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Attachment A: Contractor’s Cost Proposal

Passenger Bus Size	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
19-23 Single Route					
42-53 Single Route					
59 Single Route					
65 Single Route					
71 Single Route					
77-78 Single Route					
84 Single Route					
Special Education Single Route					
Early Childhood (ECSE)					
Description	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Double Route					
Triple Route					
Double Route (Special Education)					
Monitor (daily rate)					
Special Ed Aides (daily rate)					
Rear Mounted A/C					
Lift Equipped					
Ancillary Transportation	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Special Ed Route - Out of District					
Activity per hour					
Activity per mile rate					
Minimum Trip Charge					
Overnight Trip Charge					
Annual Total (assuming 162 days of service)					