



**Regular / Special Education
Pupil Transportation Services
May 1, 2018**

RFP # 2018.1

Robert Tess, Finance Manager
ATTN: Transportation Proposals
415 Seymour Street
Wausau, WI 54402-0359

Email Questions to
Pat Starken
pstarken@edulog.com

RFP Due Date June 28, 2018



TABLE OF CONTENTS

1.0	General Information	4-7
	Responses to Solicitation	4
	Bidder Information	4 - 6
	Selection information	6 - 7
2.0	General Conditions	7-11
	Questions and Interpretations	8-9
	Quality Control	9
	Safety Requirements	9
	Anti-Collusion Clause	9
	Proprietary Information	10-11
	Time Table for RFP	11
3.0	Specifications Regular & Special Education Pupil Transportation Services	11-28
	3.0 Specifications	11
	3.01 Definition of Terms	12-13
	3.02 Vehicles	13-15
	3.03 Bus Drivers/Monitors	15-18
	3.04 Routes and Service	18-22
	3.05 Insurance/Indemnification	22-24
	3.06 Failure to Perform	24
	3.07 Administration & Supervision	24-26
	3.08 Rates	26
	3.09 Exclusivity	27
	3.10 References	27
	3.11 Financial Statement/Auditor's Report	27
	3.12 Prohibited Practices	28
	3.13 Required Submittals	28
4.01	Bid Form/Agreement	29
5.01	Regular Pupil Transportation Bid Form	30
5.02	Special Education Transportation Bid Form	31



PROJECT NAME:	Regular Pupil / Special Education Pupil Transportation Services
ISSUE DATE:	May 1, 2018
DUE DATE:	June 28, 2018
DUE TIME:	1:00 PM
OPENING DATE:	June 28, 2018
OPENING TIME:	1:00 PM

Wausau School District
415 Seymour Street
Wausau, Wisconsin

REQUEST FOR TRANSPORTATION PROPOSAL

The Wausau School District (hereinafter referred to as the DISTRICT) is requesting proposals for school bus transportation services from qualified organizations herein referred to as a RESPONDENT. The objective of this Request for Proposal (RFP) is to find a qualified respondent that meets the needs of the DISTRICT. The contract is planned as a five (5) year contract commencing on July 1, 2019 and extending until June 30, 2024. Sealed proposals will be accepted on or before 1:00 p.m. Friday, June 29, 2018. Five (5) complete copies of the proposal shall be submitted to:

Robert Tess, Chief Finance and Business Services Officer
ATTN: Transportation Proposals
415 Seymour Street
Wausau, WI 54402-0359

Any proposals received after that date/time will not be accepted. In responding to this solicitation the RESPONDENT agrees that the RESPONDENT has been fully informed as to the extent and character of the supplies, materials, equipment, and services required and the terms and conditions specified herein. The RESPONDENT represents that the supplies, materials, equipment, and services can be provided satisfactorily and in complete compliance with the specifications. RESPONDENT agrees that its response to the solicitation and subsequent acceptance by the DISTRICT shall constitute a contract. Written notice from the Wausau School DISTRICT accepting the bid constitutes a contract between the bidder and the DISTRICT.

All questions shall be directed to Pat Starcken, Edulog Consultant. Only e-mail questions will be accepted: pstarcken@edulog.com.

Acknowledgement of the receipt of this request should be sent by e-mail to the above contact person in order for the RESPONDENT to be added to an e-mail list for updates, clarifications, and changes, if any.



1.00 GENERAL INFORMATION

- 1.01 A distribution list for this solicitation will be created and maintained by the DISTRICT. The DISTRICT reserves the right to pre-qualify individuals or organizations and to limit the number that may be invited to respond to this solicitation.
- 1.02 If you received a copy of the solicitation from a source other than by direct and intentional delivery from the DISTRICT, contact the Contact Person identified on the cover to be added to the distribution list. Supplements and other communications that may be significant in the response and selection process will only be sent to individuals and/or organizations on the distribution list.
- 1.03 All official communications in regard to this solicitation will be conducted by e-mail (other than bid submissions). The DISTRICT does not assume any responsibility for integrity or operability of the RESPONDENT's e-mail system.
- 1.04 The DISTRICT will pay for the fuel less any applied taxes. The RESPONDENT is required to obtain fuel quotes. Extra-curricular and charter trips fuel will be remitted back to the district based on 7 miles equal 1 gallon of fuel. The RESPONDENT will retain all responsibilities for maintenance, control, and regulations for the storage, dispensing, and monitoring of the fuel and fuel tank.
- 1.05 **Responses to Solicitation**
- 1.05.a Responses will be evaluated after formal receipt.
- 1.05.b Responses to the solicitation are to be delivered on or before the due date and time specified on the cover page to Robert Tess. The bids should be delivered to Wausau School DISTRICT, Attn: Transportation Proposal, 415 Seymour Street, Wausau, WI 54402.
- 1.05.c RESPONDENT shall submit the following documents / information:
- All completed forms as specified
 - Acknowledgement of receipt of supplements and addenda
- 1.06 **Bidder Information**
- 1.06.a The DISTRICT reserves the right to enter into negotiations with bidders for reaching a successful contract.
- 1.06.b This Request for Proposal and Vendor Bid shall become an integral part of the final contract and shall supersede any contradictory or conflicting contract language.
- 1.06.c Bid prices must remain firm. Award of bid will be within one hundred and eighty (180) days from date of bid opening.



- 1.06.d The successful bidder must agree to the following stipulation: Payments received within 30 days of receipt of invoice will not be subject to any penalty or interest payments.
- 1.06.e The contract may not be assigned or sub-contracted, in whole or in part, without the expressed written consent of the DISTRICT.
- 1.06.f This bid request is for five (5) years. Each contract year shall begin July the first year commencing July 1, 2019. Each contract year ends on June 30. Subsequent year awards are contingent upon vendor performance and availability of DISTRICT funds.
- 1.06.g Rates for each year are per this bid unless a change is mutually agreed upon in writing by both the DISTRICT and the Contractor.
- 1.06.h The Contract can be cancelled in whole or in part by the DISTRICT with a nine (9) month written notice to the Contractor by Certified Mail.
- 1.06.i The Contract can be cancelled in whole by the Contractor with a nine (9) month written notice to the DISTRICT by Certified Mail.
- 1.06.j This bid request is for regular pupil/special education transportation services that provide all necessary supervision, labor, material, equipment, and procedures to safely, efficiently, and cost-effectively transport students and/or staff as requested by the DISTRICT.
- 1.06.k Bid Forms shall be filled out completely; incomplete forms may be rejected. Each bid must include the full name and business address of the RESPONDENT and shall be signed by an authorized officer of the RESPONDENT.
- 1.06.l Any modifications, adjustments, qualifications, or changes to the Bid Form will disqualify the bidder.
- 1.06.m When submitting a bid, each bidder will be presumed to have inspected the DISTRICT, to have read and be familiar with the Request for Proposal, and to be fully informed of the DISTRICT's expectations. Contractors should make every effort to acquaint themselves with the DISTRICT and the current transportation program prior to submitting their bid. Failure to become familiar with the DISTRICT shall not relieve any bidder of the obligation to become familiar with these expectations. District Board policies regarding transportation of students can be found on the District website at www.wausauschools.org > District > Board of Education > Policies > Business and Non-Instructional Operations (series 3000).
- 1.06.n The RESPONDENT shall submit an overview on how service will be performed. The overview shall include labor, equipment (size and special features), and how service will be backed up in case of failure of labor and/or equipment to perform a task.



- 1.06.o A RESPONDENT may withdraw his/her bid prior to the time the bid is opened. The bid will be returned unopened and the bidder shall thereafter not be entitled to bid.
- 1.06.p A bidder claiming an error or omission after the bid opening shall immediately give written notice to the DISTRICT'S Agent (Patrick Starken) and present clear, satisfactory evidence that the error or omission was not by carelessness in preparation, in accordance with State of Wisconsin School Laws.
- 1.06.q After the bids are opened, a bidder will not be allowed to alter his/her bid.
- 1.06.r RESPONDENT bids will be evaluated based upon both cost and anticipated performance ability. The DISTRICT shall be the sole determiner of anticipated performance ability.
- 1.06.s Upon authorization of the awarding authority, the Contract shall be effective upon execution by the successful bidder and the DISTRICT, and the successful bidder's compliance with insurance requirements to the DISTRICT's satisfaction.
- 1.06.t Invoices for services performed shall be submitted monthly. Each invoice must itemize the specific detailed costs that comprise the total invoice, and any invoice which fails to itemize may be rejected. Time for invoice payment shall be calculated from the time of receipt by the DISTRICT.
- 1.07 **Selection information**
 - 1.07.a A selection team will recommend one or more RESPONDENTS to fulfill this solicitation.
 - 1.07.b The selection recommendation will initially be made to the Education/Operations Committee of the School Board during their November 2018 meeting, with final School Board approval expected at the December Board meeting.
 - 1.07.c The following criteria will be used in the selection decision based on the proposal and qualifications most advantageous to the DISTRICT. The DISTRICT shall not be obligated to select the lowest cost proposal and will select the Contractor that offers the best value to the DISTRICT.



CRITERIA FOR SELECTION

- Safety record
- Customer service
- Computerized routing and scheduling proficiency
- Driver and attendant recruitment, training, supervision, and retention
- Quality of fleet
- Quality of communication and technology equipment
- Maintenance and vehicle inspection compliance
- Terminal and parking facilities
- Management experience and training
- Maintenance staff experience and training
- Flexibility and cooperation of the Contractor
- Reference checks on owner, management, and staff
- Cost to the District

2.00 GENERAL CONDITIONS

The Wausau School District does not discriminate on the basis of religion, sex, race, national origin, age, ancestry, creed, color, political affiliation, membership in the National Guard, state defense force or any reserve component of the United States military or state military forces, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap, or other bases prohibited under state or federal law.

- 2.01 This solicitation is to assist DISTRICT in the selection of a qualified individual or organization (RESPONDENT) to provide products and/or services as described herein.
- 2.02 The DISTRICT reserves the right to reject any or all responses or portions thereof and to accept any responses or portions thereof that may be the most advantageous. Further, the DISTRICT reserves the right to waive technicalities.
- 2.03 The RESPONDENT may include additional information and data that is believed to be helpful to the DISTRICT in the evaluation of the product or services identified herein.
- 2.04 Responses should be prepared simply and economically, providing a straightforward and concise explanation of the RESPONDENT's capabilities that will satisfy the identified requirements. Text describing the RESPONDENT's background and experience and/or the characteristics and features of the proposed products and/or services should be included.
- 2.05 The RESPONDENT shall submit responses on the forms and in the manner specified and shall respond to each specification.
- 2.06 All costs for preparing and submitting responses are entirely the responsibility of the RESPONDENT and will not be chargeable in any manner to the DISTRICT.



- 2.07 The DISTRICT reserves the right to amend the contents of this solicitation. The intent of such amendments is to find the best solution available at the associated cost. If it becomes necessary to amend any part of this specification, an addendum will be provided to all RESPONDENTS on the distribution list. Each addendum will be numbered (i.e. Addendum #).
- 2.08 If additional data is necessary to provide clarification of provisions in this solicitation, a supplement will be provided to all RESPONDENTS on the distribution list. Each supplement will be numbered (i.e. Supplement #).
- 2.09 A RESPONDENT may not contact any School Board member or any member of the DISTRICT staff with the intent to influence selection decisions. Doing so will disqualify a RESPONDENT.
- 2.10 **WHEELCHAIR PROVISIONS**
The RESPONDENT’S fleet shall include a sufficient number of buses equipped to carry DISTRICT students in wheelchairs. The floor configuration of the buses with chairlift shall permit wheelchairs to be secured in a forward-facing position with a four (4)-point tie-down system, and otherwise meet all state and federal requirements.
- 2.11 **SEAT BELTS**
All vehicles transporting EEN students under this Contract shall be equipped with sufficient seat belts to secure all passengers. Some students may require the use of a more restrictive safety harness. Use of a safety harness requires prior approval by the DISTRICT, and must meet all state and federal requirements. Harnesses will be provided by the Vendor for students needing them. Car seats will be furnished at the request of the DISTRICT.
- 2.12 **Questions and Interpretations**
- 2.12.a Refer questions concerning this solicitation by e-mail to the contact person’s (Pat Starken) e-mail address identified on the cover page. The subject of the e-mail should clearly state “Question RE: Regular Pupil/Special Education Pupil Transportation Services.” Any request for clarification or interpretation of this solicitation must be received at least three (3) business days prior to the Opening Date identified on the cover.
- 2.12.b Responses to the questions may result in a supplement or addendum. Supplements and/or addenda will be sent to all RESPONDENTS on the distribution list. All supplements and addenda so issued shall become part of the specifications. RESPONDENTS shall acknowledge receipt of said supplements and/or addenda.
- 2.12.c The RESPONDENT shall carefully examine the contents of this solicitation and any subsequent addenda or supplements. Failure to do so shall not relieve RESPONDENT of the obligation to fulfill the terms of the project herein identified.



2.12.d The DISTRICT shall be not be responsible for oral interpretations given by a DISTRICT employee, representative, or other individual. The issuance of a written addendum or supplement is the only official method where interpretations, clarifications, or additional information can be given that would change the terms and conditions of this solicitation.

2.13 **Quality Control**

2.13.a The RESPONDENT shall note any deviation or exceptions from the specifications on the submitted response.

2.13.b The RESPONDENT shall notify the DISTRICT of any omissions, contradictions, or conflicts in the specifications prior to the Due Date. If the RESPONDENT does not notify the DISTRICT of any such conditions, it will be assumed that the RESPONDENT has included all necessary items to fulfill the purpose of the solicitation.

2.13.c The successful RESPONDENT shall assume full responsibility for the protection and safekeeping of project materials stored on premises, if any.

2.14 **Safety Requirements**

2.14.a Where applicable, the successful RESPONDENT shall provide Material Safety Data Sheets.

2.14.b The RESPONDENT shall comply with federal, state, and local fire and safety codes and all requirements that are applicable to the project.

2.15 **Anti-collusion Clause**

2.15.a During the preparation and submission to this solicitation, the RESPONDENT is prohibited from directly or indirectly entering into any combination or arrangement with any person, firm or corporation, or entering into any agreement, or participate in any collusion, or otherwise take any action in the restraint of free competitive bidding in violation of the SHERMAN ACT (15 U.S.C. Section 1).

2.15.b In responding to the solicitation, the RESPONDENT certifies that this submittal is not the result of, or affected by, any act of collusion with, or any act of, another person or persons, firm or corporation engaged in the same line of business or commerce.

2.15.c In responding to the solicitation, the RESPONDENT certifies that no person acting for, or employed by, the DISTRICT has an interest in, or is concerned with, this submittal and that no person or persons, firm or corporation other than the RESPONDENT, have an interest in this proposal.



2.16 **Proprietary Information**

- 2.16.a The RESPONDENT is advised that most records and documents in the possession of the school District are subject to the state's Open Records law. The DISTRICT, to the extent permitted by law, will protect trade secrets or proprietary information submitted in response to this solicitation.
- 2.16.b The RESPONDENT must provide a statement that identifies the file or other material to be protected and the reasons why protection is necessary. Such trade secrets or proprietary information should be submitted in a separate file, and the file should be named "Proprietary Information." If such a submittal is being made, the RESPONDENT must so indicate on the official submittal sent to the DISTRICT.
- 2.16.c The DISTRICT reserves the right to submit such information to its legal counsel for determination of the DISTRICT's right to deny an Open Record's request. The determination of the DISTRICT's legal counsel shall be final and binding on the RESPONDENT.
- 2.16.d A statement by the RESPONDENT that the entire submittal is proprietary and/or a statement that pricing/costs are to be protected cannot be honored. The RESPONDENT will be requested to remove any such statement(s) in order to be eligible for further consideration. References may be made within the body of the submittal to proprietary information; however all information contained within the body of the submittal, not under separate cover and labeled proprietary, shall be deemed a public record.
- 2.16.e The DISTRICT is a smoke free environment. The RESPONDENT shall assure that their representatives will refrain from smoking while on school grounds or while fulfilling duties while under contract.
- 2.16.f The DISTRICT is a drug free environment. The RESPONDENT shall assure that their representatives will refrain from the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance while on school grounds or while fulfilling duties while under contract.
- 2.16.g The DISTRICT is exempt from federal and state excise and sales taxes. All prices quoted shall reflect the tax exempt status. Tax exemptions certificates, if required, will be provided upon request.
- 2.16.h It is expressly understood that performance of this solicitation by the DISTRICT shall be contingent upon the availability of funding. Such funds are appropriated by the DISTRICT on an annual basis. In the event funding is not adequate, the continuation of the project will be dependent on the parties reaching mutual agreement as to adjustments in the goods and/or service to be provided and the associated costs.
- 2.16.i It is the practice of the DISTRICT to notify only the RESPONDENT that is selected to provide the services identified herein. The DISTRICT may, at its option, post results.



- 2.16.j All prices specified in response to this solicitation shall remain effective for a period of not less than 200 days following the Due Date shown on the cover page.
- 2.16.k Selection committee recommendations and final selection will be made in accordance with the procedures and criteria identified in the specifications.
- 2.16.l A contract for services, following the evaluation of all responses, will be standard for selection with the RESPONDENT that submitted the preferred proposal.
- 2.17 **Time Table for Transportation Request for Proposal**

May 1, 2018	Request for Proposal Distributed to Contractors
June 2018	Q & A Contractors (If requested)
June 28, 2018	Proposals Due to District
July 9, 2018	District Review of Proposals Begins
July 16-31, 2018	Company Interviews at District’s Discretion
November 26, 2018	Education/Operations Board Committee Initial Approval
December 10, 2018	School Board Meeting to Possibly Act on Bus Contractor
July 1, 2019	Start Date of Service

3.0 SPECIFICATION REGULAR & SPECIAL EDUCATION PUPIL TRANSPORTATION SERVICES

3.0 SPECIFICATIONS

3.0a PURPOSE OF BID

To identify a qualified Bus Company capable of providing all necessary supervision, labor, material, equipment and procedures required to safely, efficiently and cost effectively transport students and/or staff throughout the school year for the Wausau School District.

The bid request is for five (5) years. A reduction in routes could occur in the event of any or all of the following, including but not limited to: re-districting of students; implementation of a school choice program. In the event this reduction occurs, the contract price will be adjusted on a pro-rata or other objective basis.

3.0b GENERAL INFORMATION

Each bidder should become acquainted with the current transportation program and the transportation expectations of the DISTRICT. Bidders shall inform themselves of all conditions affecting service work. No oral interpretations of this request for proposal will be made; no oral instructions will be given before award of the bid. DISTRICT agents and employees are not authorized to give oral instructions. Only written interpretation or correction by addendum shall be binding.



3.01 DEFINITION OF TERMS

- 3.01a **BUS COMPANY or VENDOR or CONTRACTOR or RESPONDENT**
School bus contractor providing pupil transportation services to the DISTRICT.
- 3.01b **CONTRACT or AGREEMENT**
This contract is a legally binding transportation agreement between the DISTRICT and the Bus Company specifying responsibilities of each group.
- 3.01c **DISTRICT** or Wausau School District.
- 3.01d **DISTRICT POLICY**
The current DISTRICT policies, administrative regulations and practice statements and/or the policies, administrative regulations and practice statements of the DISTRICT that may be modified or expanded during the term of the Contract at the sole discretion of the DISTRICT.
- 3.01e **DRY RUN**
The driving of a route without student passengers at the beginning of a school year to test times and route accuracy.
- 3.01f **FEDERAL LAW**
All statutes, court decisions, and the administrative regulations, rules and guidelines of the government of the United States of America apply.
- 3.01g **FULL SIZE BUS**
A full size bus is a vehicle having capacity of 64 passengers or more.
- 3.01h **INTERFERING**
A contracted bus for service, other than to/from school, that would be needed during the peak hours of school transportation: 7:00-9:00AM and/or 2:30-4:30PM.
- 3.01i **PARENT CONTRACT**
A parent contract is an individual transportation agreement between the DISTRICT and the parent(s) of a student eligible for bus service.
- 3.01j **PRIVATE SCHOOL**
All private and parochial schools whose transportation needs are served by the DISTRICT may be eligible for transportation by the DISTRICT.
- 3.01k **RUN**
The picking up of students attending one (1) or more schools by a vehicle and the subsequent delivery of the same students to one (1) or more school buildings, or the picking up of students at one (1) or more school buildings and the subsequent delivery of the same students to or near their homes.



3.011 ROUTE

One or more runs all scheduled to be performed by one (1) bus for delivery or drop off of students.

3.01m SCHOOL YEAR

The planned school year, for the DISTRICT, consists of approximately 175 school days. Commencing on or about the first week of September and ending on or about the first week of June of each year.

3.01n STATE LAW

All Wisconsin State Statutes, court decisions, and administrative regulations, rules and guidelines apply as well as all those of State and local agencies relating to pupil transportation and safety.

3.02 VEHICLES

3.02a BUS CAPACITIES

The fleet of the Bus Company shall be composed of sufficient buses of appropriate size and capacity to effectively serve the DISTRICT's transportation needs as specified in the Contract. Except as provided below, buses are to have capacities that are not less than 64 passengers.

3.02b FLEET AGE

No vehicle providing daily service to the DISTRICT shall be more than fifteen (15) years old without prior DISTRICT approval. In the event that buses continually break down or a bus is on the down list for an excessive period of time as determined by the DISTRICT, the DISTRICT will require a new replacement bus. The new bus replacement will be required to be in service in no longer than two (2) weeks' time. The spare bus ratio must be one spare bus to every seven (7) route buses.

3.02c EMERGENCY EQUIPMENT

During the term of the Contract, the Contractor shall either use and maintain sufficient tow vehicles or other emergency equipment, or maintain a contract for such service with a third party to provide sufficient and immediate emergency service to all vehicles used in the performance of the Contract. Prior to each year that the Contract is in effect, the Bus Company shall provide evidence of having adequate equipment or an adequate contract for emergency service.

3.02d STANDBY BUSES

At no additional charge to the DISTRICT, the Bus Company shall provide a minimum of one (1) standby bus for every seven (7) buses or part thereof used in the performance of the Contract on a regular basis. Standby buses shall be parked at the same location as all regular buses and at all times be available for service when needed. Standby buses shall meet all of the standards and specifications of the buses used on a regular basis for service under the Contract.



3.02e VEHICLE CONDITION

The vehicles provided by the Bus Company under the terms of the Contract shall at all times be maintained in suitable and proper mechanical condition so as to meet any and all requirements of State Law, Federal Law, and DISTRICT Policy. All buses shall be kept neat and clean, inside and outside, at all times. The exterior of each bus shall be washed as often as necessary to maintain a neat and clean appearance. The interior of each bus shall be maintained at all times, with the patching or replacing of torn or worn upholstery, seat cushions, and other interior surfaces as the need arises.

3.02f PREVENTIVE MAINTENANCE

With submission of the bid, the Bus Company shall provide to the DISTRICT a preventive maintenance schedule. Evidence satisfactory to the DISTRICT shall be provided demonstrating that an acceptable standard of preventive maintenance is being met. The Bus Company shall furnish to the DISTRICT the location and description of the maintenance facilities. These facilities may be inspected by a representative of the DISTRICT at any reasonable time.

3.02g MAINTENANCE PERSONNEL

The Bus Company shall employ a minimum of one (1) qualified mechanic for every twenty (20) buses in the Bus Company's fleet providing services as specified under the Contract. Each mechanic shall be capable of performing routine safety inspections on each vehicle as well as being able to perform general maintenance procedures on each vehicle.

3.02h VEHICLE INSPECTION

The Wisconsin Department of Transportation shall inspect and approve annually. Each bus shall carry the inspection certificate at all times. The DISTRICT may, without notice, inspect any bus of the Bus Company that is providing service under the Contract.

3.02i BUS PARKING LOCATION

When not in use, buses used in the performance of the Contract should be parked at facilities located within the DISTRICT, unless otherwise authorized by the DISTRICT to be parked outside of the DISTRICT.

3.02j COLD WEATHER PROVISIONS

All diesel school buses shall be equipped with an electrical engine block or cooling system heater to provide for improved cold weather engine starting. Diesel powered buses shall be provided with an appropriate fuel mixture and fuel additives to provide for cold weather engine starting and continued service. The bus parking/terminal facility of the Bus Company shall be sufficiently wired and equipped to provide the electrical connection of all buses in the fleet during extreme weather conditions. A bus starting plan must be provided for extreme cold weather days and weekends. This plan will be different for alternate fuel buses.

3.02k VEHICLE EXPENSES

All expenses directly and indirectly related to the operation of the fleet of the Bus Company shall be borne by the Contractor.



3.02l PRIORITY USE

The DISTRICT shall have first priority for use of the fleet of the Bus Company, including use for charters and other extra trips.

3.02m DESCRIPTION OF FLEET

No later than August 15 of each year, the Bus Company shall submit to the DISTRICT a complete description of the bus fleet being used, including bus identification numbers, bus capacities, bus ages, bus chassis and body makes, safety equipment and the type of fuel used by each bus.

3.02n VEHICLE RESPONSIBILITY

The DISTRICT assumes no responsibility for the school buses. The Bus Company assumes full responsibility for bus damage or loss.

3.02o VIDEO CAMERA /GPS/STUDENT TRACKING SYSTEMS

The Bus Company shall equip all school buses with three (3) digital video cameras. The bus company shall review recordings, report issues, and deliver video for review by the DISTRICT to avoid privacy concerns. The DISTRICT and Bus Company will develop a procedure regarding the handling and review of the videos.

The bid may include options for the cost of GPS and a student tracking system. Digital equipment must have the ability to be electronically transferred. A separate line item for GPS and student tracking has been added to the bid form (I.B.02.a.4(5) & I.B03.a.4(5)) to reflect the additional cost for each bus if the DISTRICT selects either or both options.

3.02p STROBE LIGHTS

The Bus Company shall equip all school buses with high intensity flashing strobe lights.

3.02q TWO-WAY COMMUNICATION

The Bus Company shall provide and maintain a two-way communication system in all buses operating under the terms of the Contract, including all Standby Buses. The range of transmission shall be sufficient enough under all weather conditions to cover the entire DISTRICT.

3.02r HAZARDOUS WASTE

The Bus Company shall keep accurate and complete records regarding the handling, storage, consumption and disposal of all fuels and hazardous waste.

3.02s BUS NUMBER

Each bus will have a bus number near the loading door on the outside of the bus so that students may correctly identify the bus.

3.03 BUS DRIVERS/MONITORS

3.03a DRIVER/MONITOR QUALIFICATIONS

Qualified, competent, and prudent drivers who possess a school bus operator's license issued by the Wisconsin Department of Transportation shall operate all buses used by the



Bus Company at all times. Each such driver/monitor shall be capable of carrying out all of the duties of a school bus driver/monitor in accordance with rules issued, or may be issued, by the DISTRICT and in accordance with State Law. The Bus Company shall maintain a list of all drivers/monitors including his/her school bus operator's license number and date of expiration.

3.03b PHYSICAL EXAMINATIONS

Upon initial employment and every second year thereafter, all bus drivers/monitors shall have a complete physical examination, including a chest X-ray or tuberculin test, drug screening, and a standard blood "chem screen." This exam shall also occur within the three (3) month period prior to license issuance or renewal. The costs of the physical examinations shall be the obligation of the Bus Company.

The Bus Company shall keep a record of each driver's/monitor's physical examination. This record shall be in the form of a statement signed by a medical doctor that the driver or monitor has passed all necessary medical tests and standards as set forth in Wisconsin State Statutes. Records of these employees shall be accessible for examination by, or submitted to, the DISTRICT upon request. Any applicant demonstrating evidence of alcohol abuse shall be deemed unfit to provide services to the DISTRICT for this Contract.

3.03c DRUG TESTING

All prospective Bus Company drivers/monitors who will, or may provide, direct or indirect services to the DISTRICT during the term of the Contract shall be required to undergo a pre-employment drug test for the presence of marijuana, cocaine, opiates, phencyclidine (PCP), amphetamines, and any other illegal or controlled substances as part of their pre-employment physical exam. A positive test result shall disqualify an applicant from providing service to the DISTRICT. The physical exam for each license renewal shall include a drug test. A positive test result shall disqualify a driver/monitor from providing service to the DISTRICT. All costs for employee drug testing shall be borne by the Bus Company.

The Bus Company shall establish and utilize a "Reasonable Cause" and random drug-testing program for all of its employees. Involvement in an accident by a driver shall constitute Reasonable Cause for drug testing.

The Bus Company shall comply with all State and Federal regulations regarding any required drug testing. The Bus Company shall submit a copy of its drug testing policies and procedures to the DISTRICT with this bid.

3.03d ROUTINE POLICE RECORDS CHECK

The Bus Company shall conduct routine, annual police records check on all prospective and hired Bus Company drivers/monitors who will or may provide direct or indirect services to the DISTRICT during the term of the Contract, this includes all subcontracted services

A police records check shall be considered prior to any offer of employment as a Bus Company driver/monitor. Prior to employment, the DISTRICT shall be notified of any



police record involving drunk and disorderly, drug dealing, crimes against children, or any crime of violence.

3.03e DRIVER TRAINING – SAFETY

All drivers/monitors employed by the Bus Company shall be required to complete a Bus Company sponsored training program. As a minimum, this program shall include instruction in first aid, defensive driving, procedures for emergencies, and discipline procedures for students, Bus Company Policy, and DISTRICT Policy relating to pupil transportation. During the first year of employment, each driver shall successfully participate in the National Safety Council’s Defensive Driving Course or a reasonable equivalent. Each driver must attend the Defensive Driving Course, or equivalent refresher program every two (2) years thereafter. The Bus Company shall provide each driver/monitor with a handbook outlining driver/monitor responsibilities and appropriate procedures. Documentation relating to each driver’s/monitor’s successful completion of the training program shall be available for inspection by the DISTRICT upon request.

3.03f DRIVER/MONITOR TRAINING – DISCIPLINE/STUDENT MANAGEMENT/IN-SERVICE

The Bus Company shall collaborate with the DISTRICT to conduct student discipline training (“Positive Behavior Intervention Supports – PBIS” or an acceptable alternative) annually for all drivers/monitors serving the DISTRICT.

The Bus Company shall cooperate in ensuring maximum participation by all drivers/monitors in training organized by the individual schools of the DISTRICT. The Bus Company will ensure that drivers/monitors will use proper procedures, as called for by the DISTRICT or DISTRICT Policy, in reporting, in writing, and in a timely manner, discipline problems.

3.03g DRIVER TRAINING – ROUTES

Each driver shall become familiar with the routes that he/she is to drive prior to his/her first trip on each route carrying students. Each driver should practice driving each route prior to having students boarding.

3.03h SAFETY PROGRAM

The Bus Company shall establish and maintain an on-going driver/monitor safety program. Each driver/monitor shall be regularly re-evaluated for his/her driving performance and shall be regularly provided with safety instruction. The Bus Company shall have a designated qualified employee on staff full time to coordinate the Bus Company’s safety program.

3.03i DRIVING RECORD

The Bus Company shall not employ or continue to employ any driver who has been convicted of reckless driving or operating a vehicle while under the influence of an intoxicant or controlled substance during the past five (5) years.

The Bus Company shall obtain Driver Abstracts from the Wisconsin Department of Transportation quarterly for each of its drivers serving the DISTRICT. The Driver Abstracts



shall be used by the Bus Company to monitor and help evaluate the quality of its drivers. The Driver Abstracts shall be available to the DISTRICT for review upon request.

3.03j DRIVER/MONITOR TERMINATION

Upon the termination of any driver/monitor, the Bus Company shall promptly provide the DISTRICT with the name, the termination date, and the reason for termination.

3.03k RIGHT TO REPLACE

The DISTRICT reserves the right in its sole discretion to have any driver/monitor replaced who, in the opinion of the DISTRICT, is unsatisfactory.

At the request of the DISTRICT, the Bus Company shall remove any driver/monitor immediately from providing service to the DISTRICT.

3.03l STANDBY DRIVERS

For every eight (8) buses used in the regular performance of the Contract, the Bus Company shall provide one (1) standby driver.

3.03m PERSONNEL PROCEDURES

Detailed descriptions of the Bus Company's driver/monitor recruitment, training and development, and supervision procedures shall be included with the submission of the bid.

3.03n MONITOR DUTIES AND RESPONSIBILITIES

A bus monitor shall, at a minimum, be responsible for, but not limited to, the following duties and responsibilities for each of his/her assignments:

- a. Help maintain order during the loading and unloading of students.
- b. Assist the bus driver with maintaining discipline and ensuring a safe environment on the bus.
- c. Record and report all inappropriate behavior, injuries, accidents, and incidents involving students.
- d. Sit in the rear of the bus or behind all students.
- e. Be familiar with the students assigned to each run and know each student by name.
- f. As relates to bus transportation, assist students with activities they are unable to perform, such as fastening of seat belts or harnesses.

3.03o SPECIAL EDUCATION BUSES

The RESPONDENT will provide bus monitors for all special education transportation vehicles requested by the DISTRICT in writing or by e-mail.

3.04 ROUTES AND SERVICE

3.04a ROUTES AND SCHEDULES

The Bus Company shall be responsible to establish all runs, routes, and schedules in accordance with school times. The Bus Company will train an employee to work with the DISTRICT. The DISTRICT shall make the final decision on the runs, routes, schedules, and bus stops.



3.04b DRY RUNS

One (1) week in advance of the commencement of each school year, the Bus Company shall provide evidence to the DISTRICT that each route has an assigned driver and that each driver has completed a dry run for each of his/her routes.

During the dry run the driver shall check that the route is accurate and that pick-up times as scheduled match the dry run. Drivers shall report all scheduling conflicts or errors to his/her supervisor.

3.04c COMPUTER MONITOR ROUTING AND SCHEDULING

The District will own Education Logistics (Edulog) software for routing and planning. It is expected that the Bus Company will use Edulog to add students to stops, stops to runs and runs to routes. It is expected that Edulog will be updated on a daily basis. The bus company should, in its best ability, try to reduce stops and runs and make suggestions to the District on how it can reduce runs and improve efficiency.

3.04d BUS STOP LOCATIONS

Maximum walk distances to stops are as follows:

Kindergarten	¼ miles
Grades 1-8	½ mile
High 9-12	¾ mile

Except when the student resides on a dead end street preventing the safe turnaround of buses. Special Education students' bus stops are determined by their IEP.

3.04e BUS ARRIVAL/DISMISSAL TIMES

Buses shall arrive no earlier than fifteen (15) minutes before but no later than five (5) minutes before the scheduled start times of each school. Students will be picked up within fifteen (15) minutes after the end of classes.

3.04f NOTIFICATION OF LATE ARRIVALS

If any bus is delayed for any reason, and the bus is likely to arrive late to its school destination, the driver of the bus shall notify the dispatcher on duty. The dispatcher shall give notification of the delay, and its approximate length, to the destination school and all other schools that may follow.

3.04g SCHOOL YEAR CALENDARS

The DISTRICT calendar for each of the school years included in the Contract is planned for 175 days of transportation service. As they become available, the DISTRICT will supply a school calendar. It shall be the responsibility of the Bus Company to secure school calendars from the private schools.

3.04h COMPARABILITY OF PRIVATE SCHOOL SERVICE

Students transported to private schools by the DISTRICT shall receive route stop considerations that are comparable with those given to public school students.



3.04i STUDENT ROSTERS

The Bus Company shall maintain at all times a current roster of students assigned to ride each bus. The roster shall include each student's name, address, telephone number, and any alternate address.

3.04j OBSERVANCE OF LAW AND POLICY

The Bus Company agrees to abide by all State Laws, Federal Laws, and DISTRICT Policy affecting school bus operations during the term of the Contract.

3.04k EMERGENCY EVACUATION DRILLS

All students transported by the Bus Company under the terms of the Contract shall be given two (2) emergency evacuation drills from their school bus each school year. The Bus Company shall conduct the drills. The DISTRICT shall be informed of the times and dates of the evacuation drills at least five (5) days in advance, and the Bus Company shall maintain suitable records of each evacuation drills each year. The DISTRICT shall receive copies of such records

3.04l EMERGENCY DISMISSAL PROCEDURES

When extreme weather conditions or other emergencies require the early dismissal of the schools of the DISTRICT during the regular school day, the Bus Company shall transport the students' home from school. Such early dismissals shall only be done upon the approval of the DISTRICT. In such cases it shall be the joint responsibility of the Bus Company and the DISTRICT to communicate with the administrator of each school providing him/her with the expected times of arrival of buses to his/her building. It shall also be the joint responsibility of the Bus Company and DISTRICT to communicate with the private schools to provide the administration of such schools information relating to their early dismissal schedules. The Bus Company, at no additional charge, shall accommodate and promptly conduct such emergency early dismissals.

3.04m CANCELLATION OF SERVICE

In the event that it becomes necessary to close any school of the DISTRICT due to any condition or situation or act of God beyond the control of the DISTRICT, the DISTRICT shall cause immediate notice to be given to the Bus Company. Thereupon the transportation of students to any such school buildings shall be halted until such school buildings reopen for classes. The DISTRICT may designate alternate attendance sites for affected students. In such cases, the Bus Company shall modify bus routes to serve the alternate attendance sites.

3.04n EARLY DISMISSALS

Each public school will be provided a minimum of four early dismissals each school year. The early dismissals may occur at interfering or non-interfering times of the day. To the extent possible, early dismissals will be scheduled to avoid regular service times. The Bus Company shall provide assistance to schools in scheduling early dismissals so as to be as minimally disruptive, and least costly, as possible.



3.04o EMERGENCY LATE STARTS

When extreme weather conditions or other emergencies require the delay of the starting time for the schools of the DISTRICT, the delay will be for all schools, both public and private. Such emergency late starts shall only be done upon the approval of the DISTRICT. In such cases it shall be the joint responsibility of the Bus Company and DISTRICT to contact the private schools to provide the administration of such schools information regarding the late start. The Bus Company, at no additional charge, shall accommodate and promptly conduct such emergency late starts.

3.04p CHARTER SERVICE

The Bus Company shall make sufficient buses available to the DISTRICT on an “as needed” basis to transport student groups, classes, teams, etc. to locations designated by the DISTRICT. Charter transportation may occur during school hours, after school hours, and during days in which the DISTRICT is not in session.

Upon request for charter service, the Bus Company shall provide the estimated cost of the service and the estimated mileage involved. The Bus Company shall provide to the DISTRICT a written confirmation at least one (1) week prior to the scheduled charter trip, indicating the charter service that will be provided. If the charter service is ordered within less than one (1) week prior to the service, the Bus Company shall send the confirmation as soon as possible, but in any event, prior to the date of the service. The DISTRICT shall attempt to provide a minimum of three (3) days’ notice to the Bus Company for such charter service.

The DISTRICT reserves the right to use a coach type bus at its discretion for any trip.

3.04q CHARTER CANCELLATION

The DISTRICT reserves the right to cancel charter service on those days in which they are not needed or desired. The DISTRICT shall notify the Bus Company of such cancellation no later than two (2) hours in advance of the scheduled trip or service. The Bus Company shall make no charge to the DISTRICT for charter service that is been cancelled with the two (2) hour or longer notice.

3.04r SUMMER LEARNING TRANSPORTATION

The DISTRICT may elect to have Summer Learning. If busing is needed, pertinent information will be provided to the Bus Company. When planning summer learning runs a reduced number of schools will be used. General stop locations during summer learning are at current schools.

3.04s ELIGIBILITY OF STUDENTS – REGULAR PROGRAM

Students residing 2.0 (two) miles or further from school or residing in an unusually hazardous transportation (UHT) area will be eligible for busing. By July 1, the DISTRICT shall supply the Bus Company with the names, addresses, grade levels, and schools of attendance for students eligible for transportation service to the schools of the DISTRICT for the following school year. The DISTRICT will also supply the Bus Company with each school’s start and end times.



3.04t ELIGIBILITY OF STUDENT – SPECIAL EDUCATION PROGRAM

The DISTRICT shall supply to the Bus Company information regarding all eligible special education students to be transported each year and the locations to which such students are to be transported.

3.04u REGULARLY ASSIGNED DRIVERS

Each daily to and from school route shall have a regularly assigned driver.

3.04v OWNERSHIP OF ROUTES

All bus routes and schedules prepared by or for the Bus Company under the terms of the Contract are the property of the DISTRICT.

3.04w MAXIMUM RIDING TIME

The maximum riding time one-way for a student shall be sixty (60) minutes unless a longer riding time is approved by the DISTRICT.

3.04x ACCURACY OF ROUTE SCHEDULES

The Bus Company shall maintain current and accurate route schedules throughout the school year. Additions, deletions, and modifications shall be processed and provided to the DISTRICT as they occur.

3.04y PROCESSING CHANGES

Student changes will be processed by the Bus Company. Processing includes modifying the route and notifying monitors and drivers. During the school year, processing shall include the notification of parents and the distribution of student transportation information.

3.04z METHOD OF STUDENT TRANSPORTATION

The DISTRICT retains the right in its sole discretion to the final determination of the method of transportation for each and every public and private student.

3.05 INSURANCE/INDEMNIFICATION

3.05a INSURANCE COVERAGE

The Bus Company shall purchase and maintain insurance to at all times provide for public liability, property damage, and medical coverage insurance for all vehicles operated by the Bus Company or its employees. Insurance coverage must comply with all requirements of the State Department of Public Instruction, the State Motor Vehicle Department, and all applicable sections of State Statutes. Minimums of insurance coverage are:

General Liability

General Aggregate	\$10,000,000
Products – Comp 10P Agg	\$5,000,000
Each Occurrence	\$5,000,000
Fire Damage	\$1,000,000
Medical Expense per person	\$50,000



Automobile Liability

Combined Single Limit	\$10,000,000
Medical Expense per person	\$10,000

Uninsured Coverage

Combined Single Limit	\$5,000,000
-----------------------	-------------

Underinsured Coverage

Combined Single Limit	\$5,000,000
-----------------------	-------------

Workers' Coverage

Part A – Statutory coverage for Wisconsin

Part B – Employers' liability limits;

no less than \$100,000 for Bodily Injury by per accident

\$500,000 Disease, policy limit

\$100,000 by Disease

Part C – Other States' insurance – all states except ND, OH, WA, WV, and WY

3.05b CERTIFICATES OF INSURANCE

Certificates of active insurance coverage shall be submitted initially and thereafter annually for DISTRICT approval at least thirty (30) days prior to the commencement of transportation services.

3.05c ADDITIONAL INSURED

The DISTRICT shall be named as an additional insured party on all insurance policies issued in connection with the Contract. For each policy, a notarized copy of the additional insured endorsement shall be submitted initially and thereafter annually for DISTRICT approval at least thirty (30) days prior to the commencement of transportation services.

3.05d CANCELLATION OR CHANGE TO INSURANCE

Policies issued in connection with Contract by the Contractor and insurer shall contain a provision that they may not be canceled, nor renewed, or materially changed until at least sixty (60) days prior written notice has been given to the DISTRICT.

3.05e APPROVED INSURANCE COMPANIES

Insurance policies shall be purchased and maintained in companies approved to do business in the State of Wisconsin. Insurance companies must be rated no less than A by A.M. Best for the preceding twelve (12) months. If the selected insurance companies rating falls below these minimum requirements, the Bus Company shall immediately notify the DISTRICT, and the DISTRICT will determine if a replacement insurance company is required.

3.05f CLAIM NOTIFICATION

The Bus Company shall within ten (10) days inform the DISTRICT of any claims filed pursuant to the Contract that may be covered under insurance or may involve the DISTRICT, either directly or indirectly.



3.05g INDEMNIFICATION

To the fullest extent permitted by law, the Bus Company agrees to indemnify, defend and hold harmless the DISTRICT and its agents, officers, and employees, from and against all claims and demands of every nature on account of injury to or death of persons, or property damage or loss, including cost and attorney's fees by reason of liability for damages including suits at law or in equity, directly caused by performing or failing to perform any of the services, duties or operations to be performed or any wrongful, intentional, or negligent acts or omissions of the Bus Company, or its employees, agents, or subcontractors which may arise out of, or are connected directly or indirectly, with the activities of this Contract.

3.06 FAILURE TO PERFORM

3.06a NON-FAILURE

In the event that the Bus Company shall fail at any time to provide the transportation herein agreed to be provided, solely and by reason of extreme weather conditions or impassable road conditions, act of God, fire, riots, war, picketing, civil commotions, or unavailability of fuel, such failure on the part of the Bus Company shall not be deemed a breach of the Contract. The determination as to whether road and weather conditions are such as to make it unsafe to transport pupils shall be made by the DISTRICT.

3.06b PENALTIES

The DISTRICT may impose liquidated damages on the Bus Company in the amount equivalent to the costs of specific services that are occasionally not performed by the Bus Company in the manner or degree specified in the Contract. When assessed, such liquidated damages shall become credits to the DISTRICT that shall be deducted from the Bus Company's billing for transportation services provided.

After the first two (2) weeks of the school year, performance guarantees will be imposed upon the Bus Company for lack of service. These guarantees apply to all contracted buses transporting students to and from school and for charter trips. One or more of these guarantees may apply to any one (1) route or trip. Guarantees will not be imposed for situations beyond the control of the Bus Company, including but not limited to accidents, vehicles stuck in traffic, trains, closing of streets for repair, delays due to extreme weather conditions, route changes given without proper notice, and/or impassable streets, roads or highways.

3.07 ADMINISTRATION & SUPERVISION

3.07a COMPANY TRANSPORTATION DIRECTOR

The Bus Company shall employ a transportation director who shall be devoted full time to the administration of the Contract. The director shall have full authority to make timely decisions regarding service changes, rates, billing, personnel, and other matters relating to the terms of the Contract. The director shall have complete authority to act on behalf of the Bus Company.



3.07b DISPATCHER

While transportation is being provided under the terms of the Contract, the Bus Company shall employ and have on duty at all times at least one (1) person to support and/or coordinate the service being provided. A minimum of one (1) of these two (2) persons (Company Transportation Director, Company Dispatcher) shall be available to represent the Bus Company at meetings with the School Board as scheduled.

3.07c MAPS AND SCHEDULES

Maps and schedules will be maintained in a computer-based program. It is the Contractor's responsibility to have its personnel trained in all functions of the program prior to the commencement of the Contract.

3.07d RIDERSHIP

Upon request by the DISTRICT, the Bus Company shall provide to the DISTRICT a report indicating the number of riders assigned to each bus run, the number of students actually riding the bus, the time of the last student drop-off after each afternoon run, and the time of the first pick-up for each morning run. This information shall be provided for both morning, afternoon, and mid-day runs.

3.07e VEHICLE MAINTENANCE REPORTS

Upon request of the DISTRICT, the Bus Company shall provide all vehicle maintenance reports maintained by the Bus Company or requested by the DISTRICT to be maintained by the Bus Company.

3.07f INQUIRIES AND COMPLAINTS

The Bus Company shall be responsible for written and phone inquiries regarding bus schedules and service problems. To the extent that the number of routes and buses remains unchanged, and to the extent that route starting and ending times do not change, the Bus Company may institute changes in service without receiving prior approval of the DISTRICT. Such changes in service must be communicated to the schools and students involved, and revised maps and associated data shall be promptly provided to the DISTRICT.

When the Bus Company receives complaints and the Bus Company contemplates no changes, the Bus Company shall inform the DISTRICT of the nature of the complaint and the reason for denying a remedy to the complaint. Upon request of the DISTRICT, the Bus Company shall promptly inform the DISTRICT of all complaints received and how they were addressed by the Bus Company.

3.07g RIDERSHIP INFORMATION

In August of each year, the DISTRICT shall work with the Bus Company to jointly develop a list of the names, addresses, grades, and school locations for all students to be transported to the schools of the DISTRICT. Additions and deletions to the information developed shall be made promptly throughout the summer months.

7.08 REPORTING OF SERVICE CHANGES



Prior to implementation, all changes in runs, routes, or schedules shall be reported to the school involved, the DISTRICT, and the students involved.

3.07h MONITORING OF SERVICE

The Bus Company shall monitor bus loads, run lengths, and arrival times throughout each year to determine the need for additional runs and/or buses or the opportunity to reduce the number of routes and/or buses. The Bus Company shall promptly report to the DISTRICT any information that would lead to the increase or decrease in the number of runs or buses.

3.07i MAXIMIZING BUS UTILIZATION

The Bus Company shall set up bus runs and schedule routes to optimize the use of, and minimize the number of, buses needed to provide safe and reliable transportation service under the terms of the Contract. Additionally, the Bus Company should make suggestions regarding the possibility of reducing run numbers and how to reduce the number of runs with low ridership.

3.07j OTHER DATA

Upon request, the Bus Company shall promptly provide to the DISTRICT any and all data relating to the performance of service under the Contract, and shall keep data supplied to it by the DISTRICT under the Contract confidential.

3.08 RATES

3.08a REGULAR SERVICE

The rate structure for regular service is composed of a rate per bus per day plus a rate per run per day. The rate structure for a small bus is composed of a rate per bus per day plus a rate per run per day. The bus rate is meant to incorporate fixed and other overhead costs associated with maintaining the bus in the fleet, while the run rate is meant to reflect the direct costs of a run.

3.08b HALF DAY PRE-KINDERGARTEN SERVICE

Pre-Kindergarten students who attend the morning session of classes are currently transported home before noon. Pre-Kindergarten students who attend the afternoon session of classes are currently transported to school mid-day. Eligible morning Pre-Kindergarten students ride to school with elementary students wherever possible. Afternoon Pre-Kindergarten students ride home on a dedicated Pre-Kindergarten bus.

3.08c EARLY DISMISSALS

Each public school may schedule early dismissal days during the school year. The normal rate for the afternoon route will be charged for that day. No additional charge shall be imposed for January and June high school end of semester testing.



3.09 EXCLUSIVITY

3.09a REGULAR SERVICE

With the exception of the use of parent contracts, the Bus Company shall be the exclusive provider of regular pupil transportation of students attending the regular education program of the DISTRICT and of private students attending regular classes in private schools.

3.09b PARENT CONTRACT OPTION

For all students eligible for bus service, the DISTRICT retains the right to fulfill transportation obligations through the option of a Parent Contract.

3.09c CHARTER SERVICE

The Bus Company shall be the preferred charter provider with the exception of coach type buses used for trips at the DISTRICT's sole discretion.

3.09d SUBCONTRACTING

The Bus Company may subcontract for charter service with approval of the DISTRICT. The Bus Company is not allowed to subcontract for other services without prior written approval from the DISTRICT.

3.09e SPECIAL EDUCATION SERVICE

With the exception of those students designated by the DISTRICT in its sole discretion from time to time, the Bus Company shall be the exclusive provider of regular Special Education pupil transportation of students attending the Special Education program of the DISTRICT.

3.10 REFERENCES

3.10a REFERENCES

With submission of the bid, the Bus Company shall provide a list of references, which shall include ten (10) public school districts that have been clients at any time during the past five (5) years.

This list shall include the following: name of school district, mailing address, name of contract person, phone number including area code, and the school years for which the Bus Company provided service.

3.11 FINANCIAL STATEMENT/AUDITOR'S REPORT

3.11a AUDITED FINANCIAL STATEMENTS

With submission of the bid, the Bus Company shall provide the Audited Financial Statements of the Bus Company for the last three (3) years.

3.11b AUDITOR'S REPORT

With submission of the bid, the Bus Company shall provide the Auditor's Report of the Bus Company for the last three (3) years.



3.12 PROHIBITED PRACTICES

3.12a CONFLICT OF INTEREST

The Bus Company during the period of this contract shall not hire, retain, or utilize for compensation any school board member, officer, or employee of the DISTRICT or person, who to the knowledge of the Bus Company, has a conflict of interest as determined under DISTRICT Policy or, if none, as could be reasonably determined by the Bus Company.

3.13 REQUIRED SUBMITTALS

3.13a Bid Form (4.01, 5.01, 5.02)

3.13b Vehicle Condition Maintenance Schedule (3.02e)

3.13c Preventive maintenance schedule (3.02f)

3.13d Bus Company Drug Testing Policies and Procedures (3.03c)

3.13e Bus Company Driver/Monitor Recruitment, Training and Development, and Supervision Procedures (3.03)

3.13f References (3.10)

3.13g Audited Financial Statements (3.11a)

3.13h Auditor's Reports (3.11b)

3.13i Overview of Service Plan

3.13j Completed Equal Employment Opportunity Certificate

3.13k Cold Weather Start Plan



4.01 BID FORM/AGREEMENT
for
Regular/ Special Education Pupil Transportation Services

Bids Due: June 28, 2018 at 1:00 p.m. C.S.T.

At: Wausau School District
 Attn: Robert Tess
 415 Seymour Street
 Wausau, Wisconsin 54402-0359

We _____
 _____ Company

of _____
 _____ Street _____ City _____ State _____ Zip

Telephone Number: _____ e-mail address: _____

Hereby agree to provide the necessary supervision, labor material, equipment, and procedures to safely, efficiently, and cost effectively transport students and/or staff as directed by the Wausau School District.

Contact person: _____

Title of contact person: _____

Telephone number of contact person: _____

Alternate proposals must be on Company letterhead. Alteration of the bid form will be grounds for disqualification.

Agreement Page

I have read the Wausau School District Regular/Special Educational Pupil Transportation Services Request for Proposal (2018.1) and understand our obligations with regard to providing regular pupil transportation services to the Wausau School District. I hereby submit this bid, including rates for each school year, and all other required documents. The rates being submitted shall be binding until expiration of the Contract or until notification that we were unsuccessful as a bidder, whichever comes first. If awarded the bid, all rates submitted shall be the maximum rates that our firm may charge during each year of the Contract. I certify that I have the authority to sign this bid proposal and bind my firm to the rates submitted and the obligations associated with the award of this transportation contract. This entire bid contract and required submittals shall become an integral part of any transportation contract resulting from this bid and shall supersede any contradictory or conflicting contract language.

 Signature of Authorized Representative

 Printed Name and Title of Authorized Representative

 Date



WAUSAU SCHOOL DISTRICT BID FORM

5.01 Regular Pupil Transportation

5.01 BID OPTION 1: Pricing based upon a five (5) year award.

Year 1	Year 2	Year 3	Year 4	Year 5
2019-2020	2020-2021	2021-2022	2022-2023	2023-2024

<u>5.01.a REGULAR SERVICE</u>					
1. Rate full size bus /day					
2. Rate per run per day					
3. Rate for mid-day run					
4. GPS added cost					
5. Student Tracking					

<u>5.01.b SUMMER LEARNING</u>					
1. Rate full size bus /day					
2. Rate per run per day					

<u>5.01.c CHARTER SERVICE</u>					
1. Non-interfering rate /run (9:00-2:00)					
2. Interfering rate per run (7:00-9:00) or (2:00-4:30)					
3. Out of district min					
4. In district min					
5. In district one-way trip					

<u>5.01.d BUS MONITOR</u>					
1. Rate per hour					



WAUSAU SCHOOL DISTRICT BID FORM

5.02 Special Education Transportation

5.02 BID OPTION 1: Pricing based upon a five (5) year award.

Year 1	Year 2	Year 3	Year 4	Year 5
2019-2020	2020-2021	2021-2022	2022-2023	2023-2024

<u>5.02.a SPED SERVICE</u>					
1. Rate bus /day					
2. Rate per run per day					
3. Rate for mid-day run					
4. GPS added cost					
5. Student Tracking					

<u>5.02.b SUMMER LEARNING</u>					
1. Rate full size bus /day					
2. Rate per run per day					

<u>5.02.c CHARTER SERVICE</u>					
1. Non-interfering rate /run (9:00-2:00)					
2. Interfering rate per run (7:00-9:00) or (2:00-4:30)					
3. Out of district min					
4. In district min					
5. In district one-way trip					

<u>5.02.d BUS MONITOR</u>					
1. Rate per hour					