



## Request for Proposal/Quote:

### Supplementary Student Transportation Services

#### Opportunity Overview

Edina Public Schools (ISD #273) "DISTRICT" is requesting proposals (including pricing quotes) for Supplementary Student Transportation Services from qualified providers "CONTRACTOR" to provide student transportation services to supplement the district's internal student transportation operations – notably Special Ed trips, out of district trips and athletic/field trips.

The district would like to partner secure primary relationships with a vendor for Type C, Type A, and Type III buses – or all three if possible.

Routes required will include Special Education, Out-of-District students, as well as activity and charter routes.

Following the evaluation of proposals, the district reserves the right to negotiate with any contractor which submits a qualifying proposal pursuant to M.S.123.37 subd.1b.

The ability and experience of the contractor in working with the students with disabilities is always of paramount importance.

#### Contract Terms

The awarded contract will be for school years of 2025-2026, 2026-2027, with two (2) additional one-year district options for the 2027-2028, and 2028-2029 school years.

#### Submission Process

- Review the Terms and Conditions section to confirm eligibility
- Review all data provided within this document
  - System data and specifications
  - Process/service expectations and requirements
- Contractors are NOT required to submit quotes on ALL services requested
  - Partial quotes **WILL** be accepted and considered
- Questions can be submitted via email to [ktites@catalyst sourcing.com](mailto:ktites@catalyst sourcing.com)
- Submit your proposal via email to [ktites@cataystsourcing.com](mailto:ktites@cataystsourcing.com) **no later than 5/9/2025 by 10:00 AM (CENTRAL)**.
  - Required items:
    - Completed RFQ Submission worksheet (included in this packet)

#### Process Timeline

Action Item	Date
<i>Request documentation released</i>	<b>4/17/2025</b>
<i>Proposals/Quotes Due</i>	<b>5/9/2025</b>
<i>Contract Selection (no later than)</i>	<b>6/1/2025</b>

#### Evaluation Criteria

Criteria	Weight (%)
Total Service Cost	<b>40%</b>
Service capabilities (vehicle types, coverage, reporting, fleet technology)	<b>20%</b>
Reporting capabilities	<b>15%</b>
Reputation/References	<b>25%</b>

## RFP Process Terms and Conditions

### 1. Invitation

- The invitation to RFP/RFQ, which is attached hereto, and everything contained therein is adopted by reference and made part of these specifications and conditions.

### 2. Eligibility & Compliance with Federal and State Law

- Contract assures the district that they have complied with all applicable Federal and State laws, regulations, and rules. All projects are subject to compliance with the prevailing wage schedule issued by the Minnesota Department of Labor and Industry."

### 3. Term and Options

- The agreement awarded will have an initial term of two (2) years with two (2) additional one-year renewal options.

### 4. Specifications

- Specifications provided are based on recent years. Due to the nature of transportation services, the service specifications as it relates to route quantities, rider density, vehicle type requirements, and route designs can vary during contract term based on the district's present needs.

### 5. Acceptance/Rejection

- The district reserves the right to reject any or all proposals or portions thereof, or to waive any irregularities or informalities therein.
- The district reserves the right to refuse to consider the RFP of a supplier who is not known to be reliable, skilled, and regularly engaged in providing the service and goods for which the RFPs were invited. In addition, the district may require of any supplier's evidence satisfactory to the district, of the supplier's financial responsibility, and ability to perform the services efficiently, economically, and satisfactorily and ability to perform the services and deliver the goods required by the district efficiently, economically, and satisfactorily. The district may consider the foregoing factors in determining the lowest responsible supplier.

### 6. RFP and Award Options

- The district reserves the right to:
  - Award this contract in part or whole to a single contractor
  - Reject any or all qualifying proposals
  - Negotiate with any contractor which submits a qualifying proposal pursuant to M.S.123.37 subd.1b.
  - Waive informalities or minor irregularities in RFP/RFQ and waive minor irregularities or discrepancies in contractor's procedure
  - Cancel a contract entered with the successful contractor at any time, upon 30 days' written notice, to the contract Contractor if the district's standards are not met
  - The district is solely responsible for rendering the decision in matters of interpretation of all terms and conditions.
  - The district, in determining the lowest responsible contractor, will consider in addition to the RFP process, the quality, suitability and adaptability of the item(s) to be purchased for the use for which it is intended.

### 7. Pricing, Fees, and Surcharges

- Contractor must provide detailed pricing including all additional fees or surcharges that the contractor may assess during the life of the agreement
  - Any fee or surcharge not disclosed in the contractor's proposal can NOT implemented invoiced to the district without the written approval from the district.

### 8. Fuel Surcharges

- Due to the significant fluctuation of the cost of diesel fuel, the District will consider a fuel surcharge using a sliding scale that addresses both a declining and an increasing market based on the Average on Highway Diesel Cost in the Midwest furnished by the Federal Energy Information Administration which can be viewed at [www.eia.doe.gov](http://www.eia.doe.gov), on the last Monday of each calendar month. Please include what you would invoice as a fuel surcharge in your RFP.

## RFP Process Terms and Conditions (cont'd)

### 9. Collusion and Antitrust

- By signing and submitting your proposal, you are under penalty of perjury, that the pricing contained herein has been arrived at independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other contractor of materials, supplies, equipment, or services, described in the invitation to quote, designed to limit independent quoting or competition.
  - In addition, the contractor hereby assigns the district and all claims for overcharges as to goods and materials purchased in connection with this project resulting from antitrust violations which arise under the antitrust laws of the United States and the antitrust laws of the State of Minnesota. This clause also applies to subcontractors and first-tier supplies under this contract.

## General Terms and Conditions

### 1. Contract

- A district purchase order or signed agreement constitutes a binding contract.
  - No substitutions or cancellations permitted without approval of district.
  - Failure to meet specifications in the proposal and/or agreement authorizes the district to cancel the contract or any portion of it and purchase services elsewhere and charge the full increase (if any), in the cost and handling to the defaulting contractor.
  - Initial term = 8/25/2025 – 8/24/2027
    - First renewal term = 8/25/2027 – 8/24/2028
    - Second renewal term = 8/25/2028 – 8/25/2029

### 2. Governing Law

- This quote and any ensuing contract or purchase order shall be governed by the Laws of the State of Minnesota

### 3. State Audit

- The books, records, documents, and accounting procedures of the Contractor relevant to this Agreement shall be subject to examination by the contraction department and either the legislative auditor or state auditor.

### 4. Terms of Payment

- Payments will be according to Minnesota Statute 471.425, currently providing for payment within 35 days after receipt of the merchandise or the invoice, whichever comes latest. Nothing in the supplier RFP/RFQ, contract, or invoice will override this provision.

### 5. Sales Tax

- Minnesota Clauses: Instrumentalities of the State of Minnesota are not subject to the State of Minnesota Sales Tax pursuant to Minnesota Laws of 1967, Extra Session, Chapter 32, Article XIII, Section 25, Sub 1, Para. Default

### 6. Requirements for service providers

- Contractor employees, sub-contractors, and volunteers, and all other forms of personnel who will be providing services to the district must have been subject to a state and federal criminal background check and drug/chemical screening within the last twelve months.

### 7. Insurance Requirements

- You will be required to provide proof of insurance as requested by district. Coverage levels described below should be considered MINIMUM requirements.

Coverage Description	Minimum Coverage
Worker's Compensation - State Statutory Employer's Liability	\$500,000
Bodily Injury and Liability	\$1,000,000 per individual
Property Damage Liability	\$1,000,000 per accident
Medical Payments	\$5,000 per person
Uninsured Motorist Coverage	\$10,000/\$20,000
Excess Liability Coverage	\$5,000,000
Sexual Abuse/Molestation	\$1,000,000 per occurrence

## General Terms and Conditions (cont'd)

### 8. Nondiscrimination

- Contractor will not engage in any discriminatory employment practice

### 9. Performance and Liquid Damages

- To assure service quality, timeliness, and compliance, the district reserves the right to assess liquidated damages in the amount specified for each of the following performance deficiencies (all damages will be deducted monthly)

Description	Liquidated Damage	U/M
1-10 minutes late arrival within contractor control	\$50.00	per deficiency
Failure to report late running trip over 10 minutes by phone or logging system	\$50.00	per deficiency
11-19 minutes late arrival within contractor control	\$75.00	per deficiency
20 minutes late arrival within contractor control	\$150.00	per deficiency
District personnel placed on hold for more than 15 minutes when contacting customer support	\$50.00	per deficiency
Illegal use of equipment (un-inspected equipment, unlicensed driver, uninsured equipment)	\$5,000.00	per deficiency
Unattended child left in the vehicle	\$5,000.00	per deficiency
Missed route - Route not run or combined ("doubled-up") with another route	\$1,000.00	per deficiency
Unreported accident with students in vehicle	\$5,000.00	per deficiency
Staffing not at 95% of contracted levels OR monthly staffing reports not provided to school district	\$1,000.00	per month
Running out of fuel while on route	\$500.00	per deficiency
Inability to provide video within 1 business day of each request	\$500.00	per deficiency
Driver operating without the use of a seat belt	\$500.00	per deficiency
Inoperable radio on bus (Damaged prior to dispatch or turned off by driver)	\$500.00	per deficiency
Intentional operation of an overloaded bus (overload calculated by district measures above)	\$500.00	per deficiency
Unauthorized deviations from route	\$500.00	per deficiency
Unauthorized stop	\$500.00	per deficiency
Failure to provide access to GPS tracking of vehicles to district	\$500.00	per day
Unapproved use of subcontractors on route	\$500.00	per deficiency
Inoperable video recording system on the bus	\$500.00	per deficiency
Timely data exchange (routes, stops)	\$250.00	per deficiency

## Vehicle Specifications

**Specifications apply to all vehicles unless otherwise noted**

### 1. Condition, Maintenance, and Compliance

- Vehicles must meet or exceed the current "National Standards for School Buses and Operations" as adopted by the National Conference on School Transportation
- Vehicles will comply with all Federal and State of Minnesota regulations, laws, and rules for school bus operations
- District reserves the right to review maintenance and/or inspection records at any time during the agreement term
  - The contractor shall notify the Transportation Office of all scheduled inspections of vehicles by the Minnesota State Patrol. Upon inspection of vehicles, the contractor shall forward a copy of each "Driver/vehicle examination report" for any vehicle that fails inspection to the Transportation Office by the second (2) working day
    - Any vehicle failing to pass a State of Minnesota Motor Vehicle inspection shall not be used by the contractor until such time said vehicle has been repaired or replaced and re-inspected for approved service
  - Seven days prior to the first day of each school year under this contract, the contractor shall provide Edina Public Schools with the following information on all vehicles used to transport district students:
    - Make, model year and VIN number of each vehicle
    - State license number and safety inspection sticker number
    - Capacity of vehicle
    - Specialized equipment on vehicle
    - Ownership of vehicle
    - Current odometer reading
    - Vehicle maintenance history and past safety inspections shall
- All vehicles must be subject to a pre-trip review for safe operation prior to any route
- Contractor must provide an adequate number of vehicles for the exclusive use of district during the regular morning pick-up time before school and the regular afternoon drop-off time after school for dedicated routes.
  - In addition, standby vehicles and trained drivers knowledgeable of routes and location of student's homes must be available for students who are both ambulatory and use wheelchairs at any time of the day to any metro area location.
    - Contractor agrees that sufficient extra buses shall be provided and available in order to meet normal and emergency breakdowns, accommodate shuttles, field and athletic trips, mechanical failures, emergency situations and any supplementary services that may be required by district.
      - All spare/activity buses shall be equipped and maintained in the same manner as regular route buses.

### 2. Fleet Appearance/Sanitization

- Vehicles shall be kept clean and sanitized
- District requests that any Type C buses utilized for schedule daily routes feature "Edina Public Schools" on the side.

### 3. Seatbelts and Restraints

- Contractor will provide booster seats and other necessary student securement/restraint systems (safety vests and cam straps) that are needed under the terms of the Agreement and the laws pertaining to special education.
- Company shall maintain all School District-owned safety seats, booster seats, and necessary securement/restraint systems as needed. The Company will be required to inventory, clean, and maintain all School District securement systems on behalf of School District annually.
- Company shall use wheelchair securement systems (ratchet type tie-downs) as approved by School District and the driver will follow School District prescribed tie-down procedure.

## Vehicle Specifications (cont'd)

**Specifications apply to all vehicles unless otherwise noted**

### 4. Wheelchair Lift Equipment

- When required to meet School District's routing needs, contractor will provide vehicle equipped with wheelchair lift equipment that meets or exceeds rules, laws, and requirements set by:
  - ADA
  - Federal
  - State of Minnesota

### 5. GPS

- Each vehicle in the company fleet shall be equipped with a GPS system that conforms to the needs and specifications of district
- Access to GPS data and any required software tools shall be provided to district

### 6. Two-way radio

- All vehicles shall feature a two-way communication system in working condition

### 7. Audio/Video Recording Systems

- School District requires that all vehicles be equipped with digital video & audio recording systems.
- If the School District requests a copy of a video from a camera, contractor must upload it to a secure FTP site or electronic means of transferring video that the district can access or deliver the requested video before 11:00 AM the following day. Company shall ensure that the video camera systems are properly installed and operational in all buses. The Company shall ensure that each video system is a "locked system" that may be accessed only by authorized personnel (staff designated by the School District and manager and supervisor level Personnel of Company). Company is responsible, at its expense, for maintenance, repair and replacement of such video systems. Company shall inspect video systems during regularly scheduled maintenance and inspections to ensure that the system is functioning as intended, including during times of extreme weather conditions. Company will ensure that all recorded video and audio will be archived for a minimum of fifteen (15) school days.
- Video Recording systems can be provided to Company by School District

### 8. Child Check Electronic Alarm System

- All Type C or larger buses must be equipped with a child check electronic alarm system in the rear of the bus

### 9. Changes in Laws or Requirements

- If the School District or any governmental agency imposes additional equipment requirements other than those set forth in this Agreement, which are specific requirements for the operation of this Agreement or immediate installation is required for continuing operation of the Vehicles, Company and the School District shall negotiate in good faith concerning price increases applicable to such equipment installation and any associated increase in Vehicle maintenance costs.

## Contractor Personnel Specifications

### 1. Licensing and Regulatory

- All drivers must meet pertinent state and federal qualifications for transporting students and the vehicle type they will be driving.
- The district may request evidence of such qualifications at any time.

### 2. Fitness for Duty

- CONTRACTOR shall screen all personnel carefully as to ability, reliability, integrity, general fitness, compassion, and understanding for students.
  - Driver's accident record will also be considered.
- All personnel must have been subject to a complete background check prior to service and no less than once every 24-months moving forward.

## Contractor Personnel Specifications (cont'd)

### 3. Training

- It is required that all drivers employed by the successful contractor either have taken a recognized defensive driving course or be enrolled in the next available course.
- Drivers must be trained in basic first aid, cardiopulmonary resuscitation techniques and be knowledgeable of Hennepin County Child Protection Guidelines.
- Aides and drivers shall be trained in the proper use of seatbelts and car seats utilized for safe transportation.
- Staff, drivers and aides will be given Edina Schools training materials prior to driving an Edina trip

### 4. Special Education

- Drivers and Aides must be capable to assist a student requiring to be physically lifted on to or out of the vehicle.
- In-service training should be provided by the contractor relating to the needs of the students with disabilities being transported including transfer methods such as Eye-to-Eye (E2E), Hand-to-Hand (H2H), and/or independent transfer.
- Contractor will be responsible to assure assigned Aides are trained to understand student behavioral plans

### 5. Appearance and Behavior

- Personnel shall conduct themselves in a professional manner, maintaining a good physical appearance, and demonstrating both character and conduct which are exemplary for the students.
  - Should personnel fail to maintain these standards, the District shall have the right to request replacement of the driver or such additional training as is necessary to elevate the driver's performance to an acceptable standard.

***In the event of any controversy as to the efficacy of a specific route, the District will have the final decision on any modification.***

## Operating/Service Specifications

### 1. Driver Assignments

- Whenever possible, the contractor shall use the same driver for the same specific routes
  - Any changes of a permanent nature must be reported to the Supervisor of Special Education
- Substitute drivers shall be trained in advance of being needed to drive a specific route to assure students arrive at their destination on time
  - Training must include familiarity with all the contractor's routes in the district

### 2. Assignment of Aides

- Bus aides will be assigned at the request of Edina staff.

### 3. Rider Boarding

- Contractor personnel shall assist physically lifting a student in or out of the vehicle when required.
- Contractor personnel is required to properly buckle the students into the car seats and physically confirm security of each student's seat belt.

### 4. Rider Management

- Drivers shall be responsible for the maintenance of discipline on buses
- CONTRACTOR will follow district guidelines regarding disciplinary procedures
  - Serious and/or continuous disciplinary problems shall be reported to the principal of the school in which the student is enrolled.
- District may discontinue the right of service for any student for any period of time.
  - Under no circumstances shall transportation be denied to any passenger if such transportation is requested by the district
- Aides shall learn and support student behavioral plans and/or transportation modifications of specific students

### 5. Tobacco Use

- Tobacco use of any kind is strictly forbidden during the execution of district routes

### 6. Unauthorized Stops

- No personal stops or deviations in the route are permitted unless for emergency purposes

### 7. Unauthorized Riders

- Unauthorized persons shall not be allowed to ride with students who are being transported unless approved by district.
  - Unauthorized persons are defined as siblings, parents, teachers, and students of other districts

### 8. Communications

- Contractor must notify Edina Dispatch if the vehicle will be more than 10 minutes late
  - After hours contact numbers must be provided
  - Contractor must be able to use district provided software



## Operating/Service Specifications (cont'd)

### 9. Accident Reporting

- The Contractor shall submit an immediate verbal report of any accident to the District Transportation Office and the particular school the route is servicing.
- A detailed written report of any accident involving the transportation of district students under this contract shall be submitted within twenty-four (24) hours of the accident.
  - A copy of the police report shall be submitted within seventy-two (72) hours after the accident.
  - The contractor shall also submit to District Transportation Office a report on any accident involving a school vehicle, with the absence of children in transport while in the performance of this contract within 24 hours of the accident.

### 10. Customer Service

- Contractor is responsible to have a dispatcher available every school day 6:30 a.m. and more than one telephone line shall be able to be accessed by parents.
  - The Dispatcher should be knowledgeable of when all vehicles have departed from the garage.
- Contractor shall provide district phone support during operating times
  - District requests shall be handled in a timely, expedited fashion.
    - District staff calls will be returned within 15 minutes of initial call
    - District staff shall NOT be put on hold for longer than 15 minutes

***Failure on the part of the contractor to fully comply with any of the above specifications in this section will be noted by the Director of Special Education and an adjustment to the monthly billing could result.***

## Financial Specifications

### 1. Payment terms and methods

- Payments will be according to Minnesota Statute 471.425, currently providing for payment within 35 days after receipt of the merchandise or the invoice, whichever comes latest.

### 2. Billing

- Contractor is responsible to provide invoice data in the format required for district reporting – this can include:
  - The identity of the school services provided to
  - # of Days in Month that Services provided
  - Route Number
  - Route Description
  - Contract Rate and Extended
  - Date, Description, and Rationale of any non-standard charges
  - Daily Mileage

### 3. Pricing and Fees

- Pricing will be proposed on the per route or hourly basis
  - Pricing should feature a minimum and be invoiced in 10-minute increments
- All fees to be charged must be disclosed in contractor's proposal or can NOT be charged without written approval from district

### 4. Route Cancellations

- There shall be no charge by the contractor for transportation which is terminated due to school closing or other reasons

### 5. Rate Increases

- Maximum rate increases must be presented within their proposal for each year of the contract.

## Route Data [2024-25 School Year]

In respect to the privacy of the district families, we are providing summary data only.

- Each "ROUTE" represents a single direction ("leg")
- Reciprocal routes are identified by the Route name and AM/PM designation.
- Wheelchair = Route requires Wheel Chair Lift
- Para = Route requires a Paraprofessional onboard

Route	Days	Vehicle	Riders	Stops	Wheelchair	Para	Distance	Est. Start Time	Est. Finish Time
BTC#1-AM	T-TH	Type III	1	2	N	N	7.60	07:34 AM	07:45 AM
BTC#1-PM	T-TH	Type III	1	2	N	N	7.80	12:00 PM	12:11 PM
CON#1-AM	M-F	Type III	1	2	N	N	0.90	07:32 AM	07:35 AM
CON#1-PM	M-F	Type III	1	2	N	N	0.90	02:25 PM	02:28 PM
<b>CON#2-AM-ONLY</b>	M-F	Type III	1	2	N	N	30.30	06:49 AM	07:30 AM
COR#1-AM	M-F	Type III	2	3	N	N	4.10	07:25 AM	07:35 AM
COR#1-PM	M-F	Type III	2	3	N	N	4.60	02:20 PM	02:35 PM
COR#2-AM	M-F	Type III	1	2	N	N	9.40	07:20 AM	07:35 AM
COR#2-PM	M-F	Type III	1	2	N	N	9.60	02:20 PM	02:34 PM
CV#1-AM	M-F	Type III	3	5	N	N	8.10	07:12 AM	07:30 AM
CV#1-PM	M-F	Type III	3	5	N	N	7.90	02:20 PM	02:41 PM
ECSE#1-AM	M-F	Type III	3	4	N	N	7.80	08:38 AM	08:55 AM
ECSE#1-PM	M-F	Type III	6	7	N	N	9.90	03:00 PM	03:41 PM
ECSE#2-AM	M-F	Type III	4	5	N	N	8.60	08:01 AM	08:25 AM
ECSE#2-PM	M-F	Type III	3	5	N	N	8.40	03:05 PM	03:16 PM
ECSE#3-AM	M-F	Type III	1	2	N	N	3.40	09:15 AM	09:25 AM
EHS#1-AM	M-F	Type III	3	4	N	N	18.70	07:39 AM	08:20 AM
EHS#1-PM	M-F	Type III	3	4	N	N	19.60	03:10 PM	03:48 PM
EHS#2-AM	M-F	Type III	1	2	N	N	11.10	08:04 AM	08:20 AM
EHS#2-PM	M-F	Type III	1	2	N	N	12.20	03:10 PM	03:32 PM
EHS#3-AM	M-F	Type III	2	4	N	N	10.90	08:03 AM	08:20 AM
EHS#3-PM	M-F	Type III	2	4	N	N	11.50	03:10 PM	03:33 PM
EHS#4-AM	M-F	Type III	3	4	N	N	15.40	07:40 AM	08:20 AM
EHS#4-PM	M-F	Type III	3	4	N	N	17.10	03:10 PM	03:53 PM
EHS#5-AM	M-F	Type III	1	2	N	N	10.00	08:06 AM	08:20 AM
EHS#5-PM	M-F	Type III	1	2	N	N	11.10	03:22 PM	03:43 PM
EHS#6-AM	M-F	Type III	1	3	N	N	9.90	07:56 AM	08:20 AM
EHS#6-PM	M-F	Type III	1	3	N	N	9.90	03:15 PM	03:39 PM
<b>EHS#7-PM-ONLY</b>	M-F	Type III	2	3	N	N	10.10	03:15 PM	03:59 PM
EHS#8-AM	M-F	Type III	1	2	N	N	28.60	07:30 AM	08:20 AM
EHS#8-PM	M-F	Type III	2	4	N	N	32.80	03:10 PM	03:51 PM
FV#1-AM	M-F	Type III	1	2	N	N	11.90	08:06 AM	08:25 AM
FV#1-PM	M-F	Type III	1	2	N	N	11.60	03:00 PM	03:21 PM
HESV#1-AM	M-F	Type III	1	2	N	N	9.30	07:21 AM	07:35 AM
HESV#1-PM	M-F	Type III	2	4	N	N	12.00	03:58 PM	04:22 PM
HL#1-AM	M-F	Type III	1	2	N	N	11.50	07:15 AM	07:35 AM
HL#1-PM	M-F	Type III	1	2	N	N	11.80	02:25 PM	02:45 PM
MH#1-PM	M-F	Type III	1	2	N	N	11.60	02:25 PM	02:40 PM
NEC#1-AM	M-F	Type III	2	4	N	N	18.50	08:19 AM	08:45 AM
NEC#1-PM	M-F	Type III	2	4	N	N	16.80	03:25 PM	03:50 PM
PS#1-AM	M-F	Type III	4	5	N	N	17.80	07:50 AM	08:30 AM
PS#1-PM	M-F	Type III	4	5	N	N	18.30	02:30 PM	03:02 PM

## Route Data [2024-25 School Year] (cont'd)

In respect to the privacy of the district families, we are providing summary data only.

- Each "ROUTE" represents a single direction ("leg")
- Reciprocal routes are identified by the Route name and AM/PM designation.
- Wheelchair = Route requires Wheel Chair Lift
- Para = Route requires a Paraprofessional onboard

Route	Days	Vehicle	Riders	Stops	Wheelchair	Para	Distance	Est. Start Time	Est. Finish Time
SEC#1-AM	M-F	Type III	2	3	N	N	5.10	07:42 AM	07:55 AM
SEC#1-PM	M-F	Type III	3	4	N	N	6.70	02:35 PM	02:50 PM
SEC#2-AM	M-F	Type III	2	4	Y	N	5.80	07:42 AM	07:55 AM
SEC#2-AM	M-F	Type III	1	2	N	N	1.80	07:40 AM	07:55 AM
SEC#2-PM	M-F	Type III	3	5	N	N	12.80	02:30 PM	03:19 PM
SEC#2-PM	M-F	Type III	1	2	N	N	1.70	02:25 PM	02:40 PM
SEC#4-AM	M-F	Type III	2	3	N	N	7.30	07:29 AM	07:45 AM
SEC#4-PM	M-F	Type III	2	4	N	N	9.50	02:35 PM	03:03 PM
SEC#5-AM	M-F	Type III	1	6	Y	Y	14.80	09:15 AM	09:45 AM
SEC#5-PM	M-F	Type III	1	6	Y	Y	13.60	02:30 PM	03:10 PM
SV#1-AM	M-F	Type III	1	2	N	N	11.40	08:40 AM	09:00 AM
SV#1-PM	M-F	Type III	1	2	N	N	11.10	04:00 PM	04:16 PM
SV#2-AM	M-F	Type III	1	2	N	N	9.70	08:46 AM	09:00 AM
SV#3-AM	M-F	Type III	2	3	N	N	17.10	08:40 AM	09:15 AM
SV#3-PM	M-F	Type III	2	3	N	N	21.70	04:00 PM	04:49 PM
VV#1-AM	M-F	Type III	2	3	N	N	7.60	08:52 AM	09:15 AM
VV#1-PM	M-F	Type III	3	4	N	N	16.20	04:00 PM	04:28 PM
VV#2-AM	M-F	Type III	4	5	Y	N	7.50	08:55 AM	09:25 AM
VV#2-PM	M-F	Type III	4	6	Y	N	6.20	04:00 PM	04:17 PM
VV#3-AM	M-F	Type III	2	3	N	N	12.90	08:49 AM	09:15 AM
VV#3-PM	M-F	Type III	2	3	N	N	6.60	04:00 PM	04:14 PM
VV#4-AM	M-F	Type III	1	2	N	N	12.50	08:46 AM	09:15 AM
VV#4-PM	M-F	Type III	1	4	N	N	38.00	04:00 PM	05:50 PM
VV#5-AM	M-F	Type III	1	2	N	N	15.70	08:51 AM	09:15 AM
VV#5-PM	M-F	Type III	1	2	N	N	16.20	04:00 PM	04:30 PM
WEC#1-AM	M-F	Type III	1	2	N	N	6.00	11:16 AM	11:25 AM
WEC#1-PM	M-F	Type III	1	2	N	N	6.20	02:55 PM	03:11 PM
WEC#2-AM	M-F	Type III	3	4	N	N	13.40	07:54 AM	08:20 AM
WEC#2-PM	M-F	Type III	3	4	N	N	12.60	03:05 PM	03:30 PM
WEC#3-AM	M-F	Type III	1	2	N	N	12.40	08:12 AM	08:30 AM
WEC#3-PM	M-F	Type III	1	2	N	N	13.40	03:00 PM	03:17 PM

## Submission Worksheet

### Your Company Information

Company Name	Metropolitan Transportation Network, Inc.	Address	8260 Hickory St NE
City	Fridley	State	MN
Zip	55432	Contact Name	Tashitaa Tufaa
Contact Email	<a href="mailto:ttufaa@metrotn.com">ttufaa@metrotn.com</a>	Contact Phone #	763-571-1541
Full-Service Provider (employee drivers & owned vehicles) or Subcontractor?		Full Service	

### References

	School District	Years served	Daily Routes Served	Contact Name	Direct Phone#	Contact Email
#1	Minneapolis Public Schools	14	160	Jenna Dargis	612-668-2300	<a href="mailto:Jenna.Dardis@mpls.k12.mn.us">Jenna.Dardis@mpls.k12.mn.us</a>
#2	Mounds View Public Schools	3	73	Matt Beschomer	651-621-6027	<a href="mailto:transportation@moundviewschools.org">transportation@moundviewschools.org</a>
#3	Eagle Ridge	11	21	Karen Connor	952-746-7765	<a href="mailto:kconner@eagleridgeacademy.org">kconner@eagleridgeacademy.org</a>

### Qualifications Checklist

Question	Your Response [Y/N]
Are you eligible to provide Student Transportation Services to public school districts in the State of Minnesota?	Y
Have you reviewed and agree to all Terms and Conditions stated in this agreement?	Y
Has any district or charter school terminated a contract with your organization BEFORE end of maximum term in past five years?	Y
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p>If <b>YES</b>, please share the circumstances for which your contract was terminated.</p> </div> <div style="width: 55%;"> <p>Stillwater School District</p> </div> </div>	

## Your Fleet

Description	Total Quantity	Average Age of Vehicle [YEARS OLD]	Oldest Vehicle in Service [YEARS OLD]
Type III Vehicle	216	4.5	2018
Type III Vehicle w/ wheelchair lift	6	5	2018
Specialty Care Vehicle	N/A	N/A	N/A
Type A Bus	61	5.6	2016
Type A Bus w/ wheelchair lift	21	2.7	2017
Drivers w/CDL	277		
Total Drivers (All)	453		
Paraprofessional (Bus Aide)	51		

## Questions and Points-of-Interest

Question/POI	Your Response
What are your dispatch hours?	5:00 AM to 6:00 PM, Monday - Friday
What is your vehicle/route to dispatch ratio? [X:X]	12 Dispatchers – 38 vehicles per dispatcher
Please share how much time you require to add a scheduled route after request is submitted. [DAYS]	1 – 3 business days
Please share how quickly a scheduled route can be cancelled and when route charges will be terminated.	1 – 3 business days
Please describe how students, district staff, and families can identify your vehicles (branding, signage, consistent color/model, etc.)	All vehicles are clearly marked with MTN logo's, unit numbers and window displayed route numbers, for ease of identification.

## Questions and Points-of-Interest (cont'd)

Question/POI	Your Response
Please describe how you communicate with your drivers during routes.	<p>Driver Communication During Routes:</p> <p>MTN utilizes two-way radio communication as the primary method of real-time communication between dispatchers and drivers during routes. This system ensures immediate access for urgent updates, routing changes, or emergency support.</p> <p>As a backup communication method, cell phones are used when the vehicle is safely stopped and parked, in accordance with state and federal laws prohibiting handheld device use while operating a commercial vehicle.</p> <p>In addition, all vehicles are equipped with GPS tracking systems, allowing dispatchers to monitor vehicle locations and proactively address delays, detours, or issues without requiring radio contact. This layered approach to communication enhances safety, accountability, and operational efficiency.</p>
Please describe if/how the district can communicate with your drivers?	<p>District-to-Driver Communication:</p> <p>Edina Public Schools will be assigned to a dedicated dispatch group at MTN, ensuring streamlined and prompt communication between the district, MTN dispatchers, and our drivers. This group will serve as the primary point of contact for route coordination, schedule updates, and student-related concerns.</p> <p>Our dispatchers maintain direct communication with drivers via two-way radio, allowing the district to quickly relay information or instructions as needed. For time-sensitive issues, district staff can contact the assigned dispatch team directly by phone or email, and the team will immediately coordinate with the appropriate driver.</p> <p>This structure ensures efficient, real-time communication while maintaining compliance with safety regulations that prohibit direct communication with drivers while vehicles are in motion.</p>
Please describe how route delays are communicated to district.	<p>Communication of Route Delays:</p> <p>MTN communicates route delays to the District via telephone, email, or both, based on the District's preferred method of communication. Our dispatch team is trained to provide timely updates regarding delays due to traffic, weather, mechanical issues, or other unforeseen circumstances.</p> <p>We work closely with Edina Public Schools to ensure all delay notifications are clear, prompt, and consistent, allowing school staff to take any necessary action or inform families as needed.</p> <p>In addition, GPS tracking data is used to monitor vehicle locations in real time, allowing us to verify delays and provide accurate estimated arrival times. This ensures that all communication is prompt, reliable, and supports effective coordination between MTN and district staff.</p>

## Questions and Points-of-Interest (cont'd)

Question/POI	Your Response
<p>Please describe how and when 'no loads' are communicated to the district.</p>	<p>Communication of "No Loads" / "Dead Stops":</p> <p>MTN will follow Edina Public Schools' policies and procedures regarding the reporting of "No Loads" or "Dead Stops." Typically, if a student has not ridden for five to ten consecutive school days, drivers are instructed to notify dispatch or their terminal manager.</p> <p>Once verified, MTN will communicate the "No Load" status to the District via email or phone, depending on the District's preferred method of contact. We ensure timely updates so the District can review and determine if the stop should remain active or be temporarily removed from the route.</p>
<p>What GPS System is utilized in your fleet?</p>	<p>GPS System Utilized:</p> <p>MTN currently utilizes the Linxup GPS system across our fleet. Linxup provides real-time data transfer via the internet, allowing our dispatch and management teams to monitor vehicle location, speed, and route activity with accuracy and efficiency. This system supports proactive communication, enhances safety, and ensures operational transparency for both MTN and our school district partners.</p>
<p>Can the district access this application to track routes assigned to you?</p>	<p>District Access to GPS Application:</p> <p>Yes, portal access can be provided to Edina Public Schools, allowing designated district staff to view fleet vehicles in real time through our Linxup GPS system. This access enhances transparency and enables the District to monitor routes, track vehicle locations, and support effective coordination during daily operations or in the event of delays.</p>

## Questions and Points-of-Interest (cont'd)

Question/POI	Your Response
What is the camera system/configuration in your Type III vehicles?	<p>Camera System/Configuration in Type III Vehicles:</p> <p>Our Type III vehicles are equipped with Linxup windshield-mounted camera units that provide both forward-facing and interior-facing video, along with audio recording capabilities. This configuration enhances safety, supports incident review, and ensures accountability for both drivers and passengers.</p>
What is the camera system/configuration in your Type A vehicles?	<p>Camera System/Configuration in Type A Vehicles:</p> <p>Our Type A vehicles are equipped with a Pro-Vision camera system, which includes three interior cameras strategically placed to capture activity throughout the vehicle, as well as a stop-arm camera system to monitor and record external traffic violations. This setup enhances student safety, supports driver accountability, and provides valuable footage for incident review and compliance.</p>
How long does your organization store video footage files?	<p>Video Footage Retention:</p> <p>MTN stores video footage files for approximately 30 days. This retention period allows adequate time to review and respond to incidents, complaints, or safety concerns.</p>
How quickly would you be able to send the district requested video footage?	<p>Turnaround Time for Requested Video Footage:</p> <p>MTN is typically able to provide requested video footage to the District on the same day the request is received or by the next business day, depending on the timing and complexity of the request. We prioritize video requests related to safety, behavior, or incident reviews to ensure timely support and resolution.</p>



### Proposed Pricing for Peak Time

Pricing applies to all routes starting **between the hours of 06:30-09:30 OR 14:00-16:30 during school year.**

For any vehicles or services, you will NOT be quoting, simply type "No quote" near that vehicle or service type.

Vehicle Type	Proposed Price for Live Time (\$)	U/M billing increments	Proposed Minimum per Route Segment*
Type III Vehicle (7-8 passenger)	\$311.51	AM/PM Route	\$311.51
Type III Vehicle w/ wheelchair lift	\$399.00	AM/PM Route	\$399.00
Type III Vehicle (10 passenger)	\$399.00	AM/PM Route	\$399.00
Type A Bus	\$499.00	AM/PM Route	\$499.00
Type A Bus w/ wheelchair lift	\$499.00	AM/PM Route	\$499.00
Type C Bus	\$499.00	AM/PM Route	\$499.00
Aide	\$48.00 per hour	15-minute increments	\$48.00 per hour

\*Segment defined as one tier (to OR from) of route

### Proposed Pricing for NON-Peak Time

Pricing applies to all routes starting **runs starting during the NON-peak times described above (field trips, etc.) during school year and ALL summer routes.**

For any vehicles or services, you will NOT be quoting, simply type "No quote" near that vehicle or service type.

Vehicle Type	Proposed Price for Live Time (\$)	U/M billing increments	Proposed Minimum per Route Segment*
Type III Vehicle (7-8 passenger)	\$102.00 / hour (minimum 2 hours)	15-minute increments	2 hours
Type III Vehicle w/ wheelchair lift	\$137.00 / hour (minimum 2 hours)	15-minute increments	2 hours
Type III Vehicle (10 passenger)	\$102.00 / hour (minimum 2 hour)	15-minute increments	2 hours
Type A Bus	\$137.00 / hour (minimum 2 hour)	15-minute increments	2 hours
Type A Bus w/ wheelchair lift	\$137.00 / hour (minimum 2 hour)	15-minute increments	2 hours
Type C Bus	\$137.00 / hour (minimum 2 hours)	15-minute increments	2 hours
Aide	\$48.00 per hour	15-minute increments	2 hours

\*Segment defined as one tier (to OR from) of route

## Proposed Pricing – Other Fees

Please share any other fees the district may be assessed during the life of the agreement. Any fee NOT disclosed in this section below can NOT be charged to the district without written approval from the district administration.

You may use the additional **open "Fee Type"** spaces below to propose any other potential additional fees.

Fee Type	Fee (\$ or %)	Unit of Measure
Administrative/Management Fee	N/A	
Specialty Care Vehicle Fee	N/A	
Child Seat Fee	N/A	
Fuel Surcharge	N/A	

## Maximum Annual Rate Increases

Vehicle Type	Proposed Rate Increase
Year 2 (%)	4%
Year 3 (%)	4%
Year 4 (%)	4%