

SCHOOL DISTRICT OF TOMAHAWK
1048 E KING ROAD
TOMAHAWK, WI 54487

REQUEST FOR TRANSPORTATION PROPOSAL

The School District of Tomahawk (hereinafter referred to as District) is requesting proposals for school bus transportation services for the District's Pre-Kindergarten - Grade12 student population for the school years 2015-2016 through 2019-2020. Sealed proposals will be accepted on or before **Thursday, January 2, 2014, 3:30 p.m.** Seven (7) complete copies of the proposal shall be submitted to:

Cheryl Baker, District Administrator
1048 E King Road
Tomahawk, WI 54487
ATTN: Transportation Proposals

Any proposals received after that date/time will not be accepted.

Any questions should be directed to Sandy Holquist, Bookkeeper, 715-453-5551 or holquists@tomahawk.k12.wi.us.

The Operations Committee will review the proposals and conduct follow-up inquiries. The committee will take a final contractor recommendation to the Board of Education for its approval.

CRITERIA FOR SELECTION

- Safety record
- Customer service
- Computerized routing and scheduling proficiency
- Flexibility and cooperation of the contractor
- 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
- Reference checks on owner, management, and staff
- Cost to the District

The District shall not be obligated to accept the lowest proposal.

CONDITIONS FOR PROPOSAL

1. The District reserves the right to accept or reject any or all proposals or any combination of proposals. The District also reserves the right to waive any irregularities in the proposals received.
2. The District will conduct follow-up inquiries to determine the ability of the prospective contractors to perform the duties required in the contract. As part of this requirement, all prospective contractors shall include the following additional information with their proposal:
 - A brief statement on the history of the contractor.
 - State of incorporation.
 - If the contractor has ever defaulted on a school bus transportation contract - explain when, where, and why.
 - A list of all regional transportation contracts held in the last 15 years.
 - A list of references that can address the contractor's performance in the student transportation field.

- A statement outlining the background, experience, and training of all personnel (excluding drivers and attendants) who will be working directly with this contract.
 - Written evidence, preferably from banking institutions, of credit availability.
 - A copy of the contractor's most recent financial statement and audit.
3. The District may request additional information after the proposals are opened.
 4. All proposals must follow the legal obligations and requirements as set forth in section 121.51 through 121.58 of the Wisconsin Statutes, the requirements of the Wisconsin Division of Motor Vehicles, the Wisconsin Department of Transportation, the Wisconsin Department of Public Instruction, and the School District of Tomahawk.
 5. Proposals may be modified or withdrawn prior to the date and time of the proposal opening upon written request to the Superintendent.

Time Frame for Transportation Request for Proposal

November 25, 2013	Request for Proposal Distributed to Selected Contractors
January 2, 2014	Proposal Deadline and Proposal Opening
January 6-15, 2014	District Review of Proposals and Conducts Interviews
January 20, 2014	January/February 2014 Board of Education Meeting to Act on Recommended Transportation Contractor
July 1, 2014	Start Date of Service

TERM OF THE CONTRACT

1. The contract shall extend for a period of five (5) school years. It shall commence on July 1, 2015 and end on June 30, 2020 and shall include the school years 2015-2016, 2016-2017, 2017-2018, 2018-2019 and 2019-2020.
2. The normal school year for the District contains 175 transportation days. There will be no payment for regular and special needs routes on days when school has been cancelled due to inclement weather or any other situation or act that is beyond the control of the District.

GENERAL SPECIFICATIONS

1. The contractor shall have exclusive rights to transport students in school buses under the terms of the busing contract. There shall be no restrictions to prevent the District at its option to transport students in private cars, taxi cabs, other transportation providers, or school-owned vehicles, or to contract with individual parents to transport their own children. Due to the specialized nature of special needs transportation, it is anticipated that alternate transportation providers will be needed to provide some of the specialized transportation services.
2. The District reserves the right to expand or reduce daily transportation services to meet the needs of the students in the District.
3. All invoices from the contractor to the District must be thoroughly documented and are due by the 15th of each month for services performed during the previous month. The District will agree to pay all properly completed invoices on the 20th of the month. Any penalties imposed by the District will be deducted from the monthly payment.
4. All items specified in this Request for Proposals are to be provided at the contractor's expense unless otherwise noted.

DISTRICT RESPONSIBILITIES

1. The District shall supply to the contractor the names, addresses, telephone numbers, grades, and school placements for all public and private school students transported for use by the contractor to plan routes. Additions and deletions to the original lists will be communicated to the contractor as they become known during the summer and the school year.
2. The District will supply forms to the contractor before the beginning of each school year. These will include but are not limited to the District's school year calendars for all drivers, student misconduct forms, rules and regulations for all students, District transportation policies and procedures.
3. At the end of each school year, the District will provide the contractor with a listing of all starting and closing times for the next school year for all of the public and private schools.
4. The determination as to when road or weather conditions are such as to make it impossible to transport pupils shall be made by the joint and mutual agreement of the Contractor and the District Administrator/Designee. The final decision will be made by the District Administrator/Designee. All efforts will be made to have a decision on school closing or late start by 5:30 a.m. The District will contact radio and television in the event of closures or delays.
5. The District will not assume liability for the vandalism of Contractor's equipment, but will cooperate should its students be suspected of vandalism to such equipment.

CONTRACTOR RESPONSIBILITIES

1. The contractor shall provide and furnish all buildings, sites, materials, labor, and equipment necessary to transport all eligible public and private school students to and from their homes and their respective schools for the term of the contract. The contractor shall make buses available at all reasonable times to the District for the purpose of transporting the District's students and staff to other points and destinations for such curricular, co-curricular, and field trips as may be requested by the District.
2. The contractor will be responsible for minor discipline infractions of students who do not follow appropriate bus behavior rules and guidelines as distributed to all students by the District at the beginning of each school year. It is expected that disciplinary actions will be followed up by communicating with both the student's parents/guardians and the school's administration. This communication may be done by phone or email, but must ultimately be followed up by mailing a Bus Conduct Report to both parties documenting the infraction requiring discipline. The building principals or assistant principals are responsible for major discipline infractions as outlined in bus and school guidelines. These infractions typically involve endangering the safety of others, insubordination, or excessive disregard for the rules.
3. The contractor shall, at its expense, procure and maintain in effect any and all licenses, permits, and certifications, which are or may be required by the regulatory bodies for the performance of student transportation services.
4. The contractor shall assume all costs of the transportation operation, including but not limited to costs for buildings, sites, vehicles, communication and technology equipment, video cameras, maintenance, supplies, accessories, all required insurance coverages, and salaries and benefits for drivers, attendants, and all other employees necessary to carry out the services required.
5. The contractor will be responsible for all routing and scheduling involved in the student transportation system. The contractor will be charged with the responsibility of maximizing efficiency when setting up bus routes. There must be a continuing effort to combine routes whenever possible.
6. The contractor shall furnish to the District before the beginning of each school year, a listing of names, addresses, and telephone numbers of all drivers and attendants, along with their assigned routes. The District reserves the right to request that drivers be reassigned or replaced if in the opinion of the District they are unsatisfactory in their assignment.
7. The contractor will be responsible for coordinating routes and schedules for the private schools when their calendars do not coincide with the public school schedules.
8. Before the beginning of each school year, the contractor will notify students of their assigned route and pickup/drop-off time.
9. Before the beginning of each school year, the contractor will provide the District with a complete set of all routes.
10. The contractor will be responsible for proper supervision of drivers to insure that the routes are being run correctly and on time. Also included in this supervision should be an annual evaluation of all drivers in the areas of driving competency, understanding of laws, regulations, and District policies.

11. The contractor shall be responsible for conducting emergency evacuation drills twice per year on each route. The drivers will be required to complete verification forms listing the date, time, and location of the drills.
12. The contractor shall provide to the District all necessary information, for the preparation of reports required by state agencies or the District. This includes a monthly verification of actual riders.
13. The contractor shall provide to the District, no later than five days following the last student day of school, a complete list of any and all regular education students who were transported at any time during the school year. The student list(s) is/are to include the student's grade level, last and first name, street address, city, zip, and contractor's confirmation that the student did in fact ride the bus at any time during the school year. This same information will be needed at the end of the annual summer school session(s).
14. The contractor must immediately notify the District Administrator when any accident has occurred (pursuant to applicable law including but not limited to state statutes – 121.53(6), 346.69, 346.70(2) (3)).

TERMINAL REQUIREMENTS

1. It is strongly preferred that the contractor establish a terminal and base of operation within the boundaries of the District. If it is impossible to secure a location within the boundaries, then all costs must be calculated using the School District Complex (1048 E King Road, Tomahawk, WI 54487) as the proxy terminal for all rate and mileage calculations.
2. The terminal shall include, at a minimum, the following features:
 - A fully equipped, OSHA compliant maintenance shop with service bays and bus washing bay to adequately service the fleet.
 - Appropriate office space for terminal and management personnel and all appropriate office furniture, equipment, and technology.
 - Base station for the radio dispatch for all buses.
 - Driver area where all drivers can check in and out and receive training.
 - Appropriate meeting and training space.
 - Telephone service with a minimum of two (2) incoming lines.
 - Parking space and electrical hook-ups for all vehicles.
 - The terminal facility should have the capability to fuel buses or contract with local stations.

COMPUTER ROUTING AND SCHEDULING REQUIREMENTS

1. The District uses Skyward for its student data management software. The contractor will implement and maintain their own scheduling program, one that is compatible with the District hardware and software.
2. The District will provide necessary student data and boundary information to the contractor for use in routing and scheduling.
3. The contractor will be responsible for maintaining the District map.

MANAGEMENT AND TERMINAL PERSONNEL

1. The contractor shall employ appropriate management and office personnel to adequately carry out the responsibilities and requirements of the transportation service.
2. The contractor will be a member of appropriate professional transportation organizations and participate in training offered by such organizations.
3. The contractor will provide on-going training for management and office personnel in areas such as management and customer service training.
4. The contractor will employ one part time ASE (Automotive Service Excellence) certified mechanic and other trained mechanics as needed to adequately service the vehicles and provide a preventative maintenance program. On-going training will be provided to the mechanics to keep current with industry standards and trends.

DRIVERS AND ATTENDANTS

1. The contractor shall employ the necessary number of drivers and attendants to fulfill the transportation services required in the contract.

2. All buses shall be operated at all times by trained, competent, safe, and courteous drivers who meet the requirements for school bus drivers as set forth by the Wisconsin Division of Motor Vehicles. In addition, all drivers will be required to follow all of the District's transportation policies and regulations.
3. The contractor will be required to establish and implement a screening, hiring, and training program that includes, at a minimum, the following:
 - Driver completes a written application form that is provided by the Contractor.
 - Contractor conducts a record check on the applicant's driving record. Contractor must also insure that the applicant has had no conviction of any matter that substantially relates to a position in school transportation services. Contractor is responsible for compliance with all State and Federal laws, rules and regulations including but not limited to state statute 121.51 through 121.58, Wisconsin Statutes.
 - Contractor conducts a check of the applicant's references.
 - Applicant has an interview with the terminal manager to determine the applicant's aptitude for the job.
 - Applicant must prepare for and pass a written Commercial Drivers License test.
 - Applicant applies for drivers permit.
 - Contractor must provide a minimum of fifteen (15) hours of behind the wheel training for each applicant.
 - Applicant must pass the road test and obtain a commercial drivers license plus all appropriate endorsements.
 - Applicant must pass a physical exam, at the Contractor's expense, as prescribed by the Wisconsin Department of Transportation. All applicants will be required to pass a pre-employment drug test before being hired. Drivers will be also expected to participate in any monthly random drug testing conducted by the Department of Transportation.
 - Contractor must provide a minimum of fifteen (15) hours of route training, safety training, assertive discipline training, and defensive driving training. All drivers will be First Aid and CPR certified.
 - The Contractor will be responsible for conducting two behind the wheel evaluations on each driver per year.
 - All drivers and mechanics will be required to attend monthly safety meetings conducted by the Contractor. All employees will be paid for their attendance.
 - Contractor will train its drivers in first aid as well as management and control of student behavior on school buses.
4. The contractor must provide on-going inservice meetings/training programs for drivers and attendants in the area of safety, discipline, customer service, drills, etc.
5. District reserves a right to place an employee or volunteer on a bus as may be necessary.
6. After each trip, all drivers are required to check the entire bus for students and/or any articles that may have been left behind. The District prefers an electronic system.

VEHICLE REQUIREMENTS

1. The contractor shall provide the appropriate number and size of vehicles needed for providing the transportation service as requested for the term of the contract. All buses shall be diesel powered. All vehicles must meet the specifications as prescribed by the federal government, the Wisconsin Department of Transportation, Wisconsin Department of Public Instruction, and the District.
2. The standard size buses needed to provide regular education transportation services are seventy-one (71) passenger buses.
3. The buses needed for the special needs route can vary in size from twenty-one (21) passenger capacity to fifty-three (53) passenger capacity. All buses of thirty-five (35) passengers capacity or larger used in this service will be diesel powered. Approximately one (1) bus must be equipped with powered wheelchair lifts and inside mounts for wheelchairs.
4. Wheelchairs must be secured with a four-point tie down system, and the mounts must be configured to allow all wheelchair students to be seated in a forward facing position. Wheelchair passengers must be separately fastened to the vehicle through a lap and shoulder belt system similar to Q-Straint. The wheelchair buses must also have some conventional seating for some ambulatory riders.
5. All vehicles used for special needs routes must be equipped with seat belts.
6. The contractor will be required annually to provide the District with an inventory of its fleet of vehicles, specifying the chassis, body, mileage, age, size, and serial number. This shall be provided by September 1st of

each year and must be updated as vehicles are replaced or added. Age of the vehicles shall be determined by the age listed on the school bus title.

7. The contractor must provide a sufficient number of spare vehicles so as to not cause any disruption in service. A sufficient number of spare vehicles must be available to provide service for all curricular, co-curricular, and field trips. All spare buses must be maintained in the same manner as the regular route buses and are subject to the above requirements.
8. All buses used in this transportation service must be equipped with operable two-way radios. An adequate number of cell phones or spare radios must be available so that no bus is ever without communication while transporting students. A base station is required at the terminal and must be connected to an owned or leased tower. The radios should be 25-watt capacity and should be equal in quality to Motorola or Midland.
9. The contractor shall furnish and install cameras in all buses.
10. All buses are to be maintained in excellent mechanical condition so as to meet any and all requirements of the Wisconsin Department of Transportation at all times. They shall be kept neat and clean inside and outside at all times. All buses must be inspected and approved for use by the Wisconsin Department of Transportation annually, and each bus shall carry an inspection certificate. The District will be provided with copies of all inspection reports.
11. All buses must be equipped with 360-degree white strobe lights, which will be operated in accordance with the state regulations in which the bus is operating.

ESCALATION CLAUSES

Vehicle rates per day for the second and third years of the contract, as well as any additional years extended at the District's option, will be adjusted in accordance with the annual variation shown in the Consumer Price Index (for all urban consumers, all items less energy category – U.S. city average). The maximum allowable percentage increase in any one contract year will be 6%. The minimum percentage increase in any one contract year will be 2%. For successive years of the contract, the percentage variation up to 6% in such Consumer Price Index from June of the previous year to June of the current year will be added to the then existing vehicle cost per day.

INSURANCE

1. The contractor shall at all times provide and pay for the public liability, property damage, medical coverage, underinsured motorist, and uninsured motorist insurance for all vehicles that it operates in compliance with all requirements of Wisconsin state law. The contractor shall provide the following minimum coverage:
 - \$10,000,000.00 combined single limit for bodily injury and property damage per accident.
 - \$10,000.00 medical payments per person per accident.
2. Policies providing the above-described insurance coverage shall name the District as an additional insured. All insurance coverage shall be obtained from an insurance carrier authorized to do business in the state of Wisconsin. The contractor's insurance carrier shall have an A.M. Best rating of no less than A.
3. Certificates of insurance shall be filed at all times with the District during the term of the contract.
4. Any cancellation of the insurance policy in full or in part shall be made only after advance written notice of thirty (30) days to the District.
5. The contractor shall carry all other required insurance coverages such as unemployment compensation and workers compensation.
6. All insurances shall comply with requirements of all of the laws of the State of Wisconsin including but not limited to state statute 121.53, Wisconsin Statutes.

INDEMNIFICATION

The transportation contract will contain an indemnity clause similar to the following:

The contractor shall indemnify and hold harmless the District, its officers, agents, and employees from any and all claim, suit, loss, liability, damage, penalty, expense or fee, including, without limitation, reasonable attorney fees and court or arbitration costs on account of injuries to or death of any and all persons whosoever, including contractor, its subcontractors, agents, employees, and any and all damage to property to whomsoever belonging, including property owned by, rented to, or in the care, custody, or control of the parties hereto, including the loss of use resulting from,

arising or growing out of, or in any manner connected with or occasioned, in whole or in part, by reason of operation of contractor, its subcontractors, their employees or agents under this contract.

TERMINATION AND PERFORMANCE

1. In the event the contractor shall fail to carry out the terms, conditions, or specifications of this contract for any reason, the District shall, upon reasonable notice to the contractor, and its refusal, immediately have the right to furnish or cause to be furnished the transportation herein agreed to be furnished by the contractor. This will be accomplished in any and every manner as shall be deemed fit and proper including the District taking control of the contractor's terminal and fleet for the purpose of providing continued transportation services until such time as a suitable alternate service provider is secured.
2. The contractor shall not assign or sublet any contract entered into with the District, in whole or in part, without the prior written consent of the District. In the event the ownership of the company is acquired, transferred, or altered, the District shall have the right at any time thereafter to terminate the contract.

APPENDIX A

ROUTE INFORMATION

REGULAR EDUCATION ROUTES

1. A total of seventeen (17) buses are currently needed for all regular education transportation. The daily route mileage is approximately 1,282 miles per day.

SPECIAL NEEDS ROUTES

1. The District transports some special needs students separately from regular education students. One (1) bus is used to transport the special needs students. The current total daily mileage for the bus is approximately 52 miles. Currently, approximately ten (10) special needs students ride the special needs bus.

CURRICULAR, CO-CURRICULAR, AND FIELD TRIPS

1. This category involves providing school bus transportation services for the District's athletic teams, musical groups, and other groups. It also involves providing school bus transportation for field trips both during school hours and/or extending beyond school hours or on non-school days.
2. Buses cannot be taken off daily routes to provide this service. When field trips are taken that extend beyond the normal daily dismissal time, buses other than daily route buses must be scheduled.
3. The contractor will prepare a separate invoice for each trip taken. The invoice will include the details of the movement and the appropriate purchase order number. All invoicing and payment for trips will be through the District.

SUMMER SCHOOL ROUTES

1. The District operates a summer school and special needs summer school program in June. This includes buses for home to school and school to home transportation and summer school field trips.
2. During the summer of 2014, there were five (5) routes.

APPENDIX B

LISTING OF PUBLIC AND PRIVATE SCHOOLS REQUIRING TRANSPORTATION SERVICES

School District of Tomahawk
1048 E King Road
Tomahawk, WI 54487

Saint Mary Catholic School
221 E Washington Avenue
Tomahawk, WI 54487

DRAFT

APPENDIX C
SCHOOL DISTRICT OF TOMAHAWK
PROPOSAL COST FORM 2015-2016

ALL PROPOSED RATES SHOULD INCLUDE THE COST OF FUEL.

REGULAR EDUCATION BUS RATES

Cost per bus per day including fuel (AM & PM route) \$ _____

SPECIAL NEEDS BUS RATES

Cost per bus per day including fuel (AM & PM route) \$ _____

SUMMER SCHOOL BUS RATES

Cost per bus per day including fuel (AM & PM route) \$ _____

CURRICULAR, CO-CURRICULAR, AND FIELD TRIP RATES

Cost per mile \$ _____

Cost per hour \$ _____

Minimum trip charge (if applicable) \$ _____
(Normal billing will be for the hourly rate PLUS the mileage rate, with a minimum charge of the minimum rate.)

Submitted by: _____

Company: _____

Mailing Address: _____

Name: _____

Title: _____

Signature: _____ Date: _____

Print Name: _____