

REQUEST FOR PROPOSAL

Transportation

The School District of Monroe is accepting proposals for school bus transportation services for the District's PK-12 student population. Proposals would be for a three-year contract for 2012-13 through 2014-15 with two optional additional 1-year extensions. A detailed copy of the proposal specifications can be obtained by contacting Ron Olson, Business Administrator, (608) 328-7148 or ron.olson@monroe.k12.wi.us.

Proposals must be returned to the District Office by 1:00 p.m., Wednesday, January 4, 2012. Twelve complete copies of the proposal should be submitted. Please address the proposals as follows:

TRANSPORTATION PROPOSAL
School District of Monroe
Attn: Ron Olson, Business Administrator
925 16th Avenue, Suite 3
Monroe, WI 53566

All proposals will be opened publicly at 1:00 p.m. on January 4, 2012 at the District Administrative Center on third floor of the Monroe Public Library, 925 16th Avenue, Monroe.

The School District of Monroe reserves the right to reject any and all proposals and to waive any and all irregularities. Proposals will be evaluated based upon a number of criteria as identified in the proposal specifications. The School District of Monroe shall not be obligated to accept the lowest proposal. The District reserves the right to negotiate final pricing and services after vendor proposals have been evaluated and a vendor selected.

CONDITIONS FOR PROPOSAL

1. The School District of Monroe reserves the right to accept or reject any or all proposals or any combination of proposals. The right is also reserved 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. (Wisconsin, Northern Illinois, Eastern Iowa)
 - A list of references for contractor's three largest K-12 accounts in Wisconsin. May also include northern Illinois or Eastern Iowa if not in three Wisconsin districts and if applicable.
 - A list of references for three K-12 accounts within 100 miles of Monroe. Wisconsin Districts preferred. Some references may be same as previous list.
 - A statement (or resumes) outlining the background, experience, and training of all personnel (excluding drivers) who will be working directly with this contract.
 - Written evidence, preferably from banks, of credit availability.
 - A copy of the company's most recent financial statement and audit.
3. The District may request additional information after the proposals are opened.
4. Proposals must follow the legal obligations and requirements as set forth in sections 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, the School District of Monroe and any applicable federal laws.
5. Proposals may be modified or withdrawn prior to the date and time of the proposal opening upon written request to the Director of Business Services.

Time Frame for Transportation Request for Proposal

November 23, 2011	Request for Proposal Distributed to Selected Contractors
January 4, 2012	Proposal Deadline and Proposal Opening
January 4 - February 13, 2012	District Review of Proposals, Interviews, and Facility Visits
February 13, 2012	Anticipation of Board Action on Transportation Contract
August 1, 2012	Start Date of Service

CRITERIA FOR SELECTION

- Safety record
- Computerized routing and scheduling proficiency
- Driver 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
- Customer service of contractor and drivers when dealing with school districts' staff, students and parents
- Cost to the District
- Value added items such as audio/video monitoring, GPS tracking, website

TERM OF THE CONTRACT

1. The contract shall extend for a period of three (3) school years with two optional additional one (1) year extensions. It shall commence on August 1, 2012 and end on July 31, 2015 and shall include the school years 2012-13, 2013-14, and 2014-2015, along with the summer school sessions of 2013, 2014 and 2015. There will optional extensions of one additional year each for 2015-16 and 2016-17 along with the summer school sessions of 2016 and 2017.
2. The current normal school year for the District contains 177 transportation days. In the event of inclement weather days during the year, the minimum number of transportation days will be 176. There will be no payment for regular and special needs routes on days when school has been cancelled because of inclement weather or any other situation or act of God 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. **(The District currently has two 8-passenger vans and two small buses that it utilizes for some small group trips. The District intends to continue this practice in the foreseeable future.)**
2. The District reserves the right to utilize motor coach carriers for longer and/or special trip situations. (Note: The District has spent approximately \$10,000-\$12,000 on coach transportation in each of the last five years.)
3. The District reserves the right to expand or reduce daily transportation services to meet the needs of the students in the District.

4. All invoices from the contractor to the District must be thoroughly documented and are due by the 10th of each month for services performed during the previous month. The District will agree to pay all properly completed invoices within 10 working days of their receipt. Any penalties imposed by the District will be deducted from the monthly payment.
5. 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 provide the contractor at the end of each school year a listing of all starting and closing times for the next school year for all of the public and private schools.
3. The District and the contractor will be responsible for coordinating the discipline of students who do not follow appropriate behavior rules and guidelines. The contractor and drivers are responsible for minor, regular bus discipline. This discipline would include any necessary write-up of students up to 3-day riding suspensions. The contractor is also responsible for communicating concerns and discipline with parents. Should an incident require further investigation from other students or involve a more major offense, the building principals or assistant principals will assist in interviewing students and/or providing suggested discipline and communication with parents. Should a more serious discipline be required, it will be determined by the building principal and/or business administrator. The discipline of students is a collaborative effort between the District and the contractor and drivers.
4. The District shall include a fuel escalator for daily route costs to help minimize Contractor risk related to fluctuating fuel prices.

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 shall pay for all of the fuel used by its vehicles while providing school bus transportation to the District. The District will not be held liable for any additional costs incurred with the operation of fuel storage; including regulations and fines imposed by the Environmental Protection Agency, or any other federal state or local agency. The District encourages the Contractor to utilize private fuel dispensers to minimize these risks.
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, maintenance, supplies, accessories, all required insurance coverages, and salaries and benefits for drivers, 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 routes will be prepared according to District standards for length of ride, walking distance to meet the bus, and comfortable seating capacity. The current standard is that no route be longer than 60 minutes with 45 minutes being the target length for a route. 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 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. (Note: To date the private school has coordinated their calendar with the District's calendar.)
8. The contractor will be responsible for operating and managing a Paid Bussing system for students who live in the city and are not eligible for District transportation and request transportation services. The contractor will annually set a cost for this service that identifies the cost per rider per semester. The contractor is responsible for issuing contracts and receiving payments directly from parents or guardians. The contractor will retain all revenue generated from this service.
9. Before the beginning of each school year, the contractor will notify students eligible for transportation of their assigned route and pickup/dropoff time.
10. Before the beginning of each school year, the contractor will provide the District with a complete set of all routes.
11. 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, bus behavior management, driver interactions with students and parents or school personnel, understanding of laws, regulations, and District policies.
12. 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.
13. The contractor has shared responsibilities for discipline of students. See Item 3 under District responsibilities for further explanation.
14. 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.
15. The contractor shall furnish the District maps (size 8.5"x11") of each daily route indicating student names, location and time of pick up.
16. The contractor must provide a performance bond at its expense in the amount of \$1,000,000. A certificate of such bond shall be provided to the district no later than April 1 of the calendar year for each July 1 to June 30 yearly term of the contract. Alternately, the District may, in its sole discretion, accept a \$250,000 letter of credit on behalf of the Contractor.

TERMINAL REQUIREMENTS

1. It is strongly preferred that the contractor establish a terminal and base of operation within the boundaries of the School District of Monroe. If it is impossible to secure a location

within the boundaries, then all costs must be calculated using the School District of Monroe District Administrative Center located at the Monroe Public Library for all rate and mileage calculations.

2. The terminal shall be staffed and have operating hours that at a minimum start one-half hour before the start of the earliest bus route and conclude when the last regularly scheduled bus has returned to the terminal or 5:00 p.m., whichever is later, on regularly scheduled school days. Excluding holidays or other District agreed to days, on non-school days the terminal should operate at a minimum from 8 a.m. to 4 p.m.

3. 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. If a bus washing bay is not available, contractor should provide information as to how washing of buses will be completed.
- 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 and 24-hour messaging capabilities. The contractor also needs to provide the District an emergency contacts list that includes home and cell phone contact information for at least three appropriate contractor personnel.
- Parking space and electrical hook-ups for all vehicles. (If utilizing diesel-fired heaters, please note and discuss if there would be any exceptions regarding electrical hook-ups.)

COMPUTER ROUTING AND SCHEDULING REQUIREMENTS

1. The District uses Skyward for student data management software. The contractor will implement and maintain a routing and scheduling program 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 including periodic calibration of the map.
4. The contractor will furnish all software, hardware, and training necessary to proficiently operate the system. The system must be in place and fully operational prior to the start of the 2012-13 school year. The contractor is responsible to furnish the district with appropriate licenses for operation of software on two district computers.
5. Curricular, co-curricular, and field trip scheduling may be done via a computerized program mutually agreed upon by the contractor and District.

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. At a minimum the terminal office should have one full-time manager and one full-time dispatcher/receptionist. If at any time the terminal is not staffed for more than 30 minutes

during normal operating hours, the contractor needs to contact the District and inform the District that there will not be staffing and report the reason why.

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 a minimum of one full-time ASE certified mechanic as needed to adequately service the vehicles and provide a preventative maintenance program. On-going training will be provided to the mechanic(s) to keep current with industry standards and trends.

DRIVERS

1. The contractor shall employ the necessary number of drivers 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:
 - Contractor must conduct a check on the applicant's driving record.
 - Contractor must conduct a criminal background check on the applicant.
 - Contractor must conduct a check of the applicant's references.
 - Contractor must provide a minimum of fifteen (15) hours of behind-the-wheel training.
 - Contractor must provide a minimum of thirty (30) hours of route training (including actual driving of the route), safety training, assertive discipline training, customer service training, and defensive driving training prior to the driver beginning any assignment.
 - Contractor must conduct initial and periodic drug testing as required by law.
4. All drivers must be First Aid trained. The District encourages the contractor to provide CPR training for all drivers, however CPR-certified drivers are not a requirement.
5. The contractor must provide on-going inservice meetings/training programs for drivers in the area of safety, discipline, customer service, drills, etc.
6. Should the District identify an area of specific need beyond the normal contractor training and/or require that drivers receive specific training in student management techniques, the District and contractor would mutually agree on scheduling, delivery and cost of training.

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 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. A minimum of four (4) seventy-six (76) or higher capacity buses will be included in the fleet to be used on high-capacity daily routes and/or for co-curricular and field trips. Currently three (3) seventy-eight or higher capacity buses are used on regular routes and one (1) is maintained as a spare for trips. However, two of the regular route large capacity buses can be pulled for trips as needed. One regular route requires the full capacity daily.
4. Currently standard size buses are used for the mid-day pre-kindergarten (4K) routes. The number of riders per route could generally allow for smaller buses to be utilized should the contractor choose to utilize them.
5. Currently three special needs buses provide special education transportation services. They are of various sizes and all have wheel chair lifts.
One (1)--Large lift bus (original capacity of 65-72) modified to accommodate three wheel chairs.
One (1) – 1-wheel chair small bus (original capacity of 24-36 non-wheel chair)
One (1) – 2-wheel chair small/mid bus (original capacity of approx. 40 non-wheel chair)
6. The contractor shall provide at least one large capacity bus with a lift and at minimum two wheel chair stations.
7. 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.
8. The contractor shall provide infant/booster seats and/or harnesses as determined by the District.
9. All vehicles used for special needs routes must be equipped with seat belts.
10. The average age for buses in the fleet on August 1 of each year shall be five (5) years or less. No bus shall be more than twelve (12) years old. 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. (i.e. A bus purchased in the spring/summer of 2011 would be age 0 for the 2011-12 school year and age 1 for 2012-13.)
11. 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. At least one of the spare buses must be a wheelchair bus.
12. 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 equal in quality to Motorola or Midland.
13. The contractor shall furnish, install, and maintain a digital camera system in all buses similar to REI. The system will provide audio and log trip data. The contractor is responsible for maintaining spare cameras as well as spare hard drives to use should hard drives fail or hard drives need to be pulled from buses during investigation of incidents. A minimum of a one-camera system is required. A two or four camera system is preferred. Please specify the type and number of camera system that is being utilized. A camera system upgrade can be included as an alternate.

14. All buses used in the operation must be equipped with electrical engine heaters. The electrical engine heaters are required to be used in cold weather. This will not be required if the vehicles are housed indoors overnight or if utilizing a diesel-fired engine heater.
15. All buses must be equipped with 360-degree white strobe lights in accordance with the state regulations.
16. 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.

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 Combined single limit for bodily injury and property damage per accident.
 - \$10,000 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.

ESCALATION CLAUSE



All rates for the second through the fifth years of the contract will be adjusted in accordance with the annual variation shown from June of the previous year to June of the current year in the Consumer Price Index, CPI-W (all urban consumers, all items - 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%.

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

HOME TO SCHOOL ROUTES

1. A total of eighteen (18) buses are currently (2011-12) needed for all home-to-school transportation. Current (2011-12) configuration is fifteen (15) regular and three (3) special education routes.
2. Current average daily mile per route is 33 miles for the fifteen regular, non-special needs routes. The daily mileage is inclusive of both the AM and PM routes.
3. The current average AM and PM route time is 1.5 hours, including pre-post trips. There are some routes that run longer, but none that currently exceed two hours.
4. There is no hourly overage on regular AM/PM routes as they are less variable than mid-day and special needs routes.

MID-DAY PRE-KINDERGARTEN ROUTES

1. Currently there are four (4) regular mid-day Pre-kindergarten routes.
2. Pre-kindergarten students ride the regular routes for AM and PM.
3. Whenever preschoolers are transported at mid-day, the bus will drop them off at a specified address. Group drop-offs or pick-ups will not be used when only preschoolers are on the bus. Every attempt will be made to have the bus stop as close to the house as possible.
4. Total daily mid-day mileage is 140 miles.
5. Routes currently average 20 riders each due to the time constraints allowed from the end of the AM session and start of the PM session and because these four routes must cover students throughout the entire District.
6. Pre-kindergarten only meets Monday through Thursday.

SPECIAL NEEDS ROUTES

1. The District transports some special needs students separately from regular education students. Three (3) buses are used to transport the special needs students. All pick-ups for the 3 buses are individualized, and none of the students use group pickups.
2. The current total daily mileage for the three (3) AM/PM buses is approximately 105 miles.
3. Currently there are 12-18 students on each of the three routes. There are currently two (2) students that are transported in wheelchairs. The most students that have generally ever been transported in wheelchairs in any given year is five (5) or six (6).
4. There are also two mid-day routes. They currently average ten (10) students per route and thirty-four (34) miles for each route.
5. The average time each bus spends on route work is 3.5 hours per day. This can vary based upon the number of children served and where their home is located. The students are placed in schools by program location; therefore students are not necessarily transported to their boundary school. An hourly overage is allowed should time exceed 3.5 hours per day.

CURRICULAR, CO-CURRICULAR, AND FIELD TRIPS

1. This category involves providing school bus transportation services for the District's athletic teams, musical groups, debate and forensic teams, 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. The exception to this provision would be when 76 or larger capacity buses are being utilized for field trips to minimize the number of buses needed or to provide more space/comfort as needed due to the number of passengers.
3. In 2010-11 approximately 437 trips were scheduled on school buses for curricular, co-curricular, and field trips with total approximate mileage of 32,775 miles and total approximate hours of 2,511. The number of trips, miles and hours vary from year to year.
4. If a trip requires extended hours or an overnight stay, upon District approval, the contractor will be reimbursed the actual cost for meal and lodging expenses up to the stated maximum.
5. The contractor will prepare a separate invoice for each trip taken that 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 from June through July. The program typically operates a first session of the three full weeks in June prior to the Fourth of July week and then a second session the three full weeks in July after the Fourth of July week. This includes buses for home to school transportation, shuttle buses from school to city and YMCA swimming pools and summer school field trips. (Summer school field trips were included in the counts of the previous section.)
2. During the summer of 2011, there were six (6) route buses for each of the two three-week sessions. There were also two (2) special needs routes for each session. Routes may be a little longer than school-year routes, but still average approximately 40-44 miles per day inclusive of both AM and noon routes. In addition, there were eight (8) shuttle trips going from the school to the YMCA or Rec swimming pool. The shuttle trips would be two buses making 4 trips back and forth each. The mileage per shuttle would be less than five miles each round trip and trips on the hour at 8a.m., 9a.m. 10a.m. and 11a.m.

**APPENDIX B
LISTING OF PRIVATE AND PUBLIC SCHOOLS
AND MID-DAY PRESCHOOLS
REQUIRING TRANSPORTATION SERVICES**

PUBLIC SCHOOLS:

ABRAHAM LINCOLN ACCELERATED LEARNING ACADEMY –
Physical Address 2625 14th Avenue Grades 4K through 5

MONROE ALTERNATIVE CHARTER SCHOOL – Physical Address 1220 16th Avenue
Grades 6-12 (students are dropped off/picked up at the Middle School location)

MONROE HIGH SCHOOL – Physical Address 1600 26th Street
Grades 9 through 12

MONROE MIDDLE SCHOOL – Physical Address 1510 13th Street
Grades 6 through 8

NORTHSIDE ELEMENTARY SCHOOL – Physical Address 3005 8½ Street
Grades K through 5

PARKSIDE ELEMENTARY – Physical Address 920 4th Street
Grades Early Childhood through 5

PAROCHIAL SCHOOLS:

ST. VICTOR'S SCHOOL – Physical Address 1416 20th Avenue
Grades 4K through 5

PRESCHOOLS (4K SITES)

DING-A-DONG – Physical Address St. John's Church 1724 14th Street

MONROE PRESCHOOL – Physical Address Grace Lutheran Church 1025 15th Avenue

NOAH'S ARK – Physical Address United Methodist Church 2227 4th Street

RAINBOW CHILDCARE – Physical Address 2709 6th Street

YMCA – Physical Address 1307 2nd Street

APPENDIX C

SUPPLEMENTAL INFORMATION

2010-11 Regular Education Routes—Available Upon Request

School District of Monroe Boundary Map—See Attached

Elementary Boundaries Map—See Attached

Qualified Busing Areas Including Hazardous Areas in City—See Attached

Additional information about the current transportation services can be found at http://www.monroeschools.com/board_education.cfm?subpage=409253

School District of Monroe Policies

Section E-Support Services

- EEA – Student Transportation Services
- EEA-R – General Transportation Rules
- EEAA – School Bus Scheduling and Routing
- EEAC – School Bus Safety
- EEACA – Bus Drivers
- EEACC – Student Conduct on School Buses
- EEACC-R – Bus Conduct Rules
- EEACD – Use of Video Camera on School Buses
- EEAH – Bus Contractor
- EEBA – School-Owned Vehicles
- EEBD – Transportation of Students In Privately Owned and In School District Owned Vehicles

Additional information about the current transportation services can be found at these websites.

APPENDIX D

SCHOOL DISTRICT OF MONROE CONTRACTED STUDENT TRANSPORTATION SYSTEM PROPOSAL COST FORM

ALL PROPOSED RATES SHOULD REFLECT THE BASE PRICE PRIOR TO APPLICATION OF THE FUEL ESCALATOR.

FUEL ESCALATOR:

All daily base bus rates (regular, mid-day, special needs and summer school) are based upon the contractor's average price for diesel fuel in any given month being \$2.00 per gallon. In the event the average price for diesel fuel, purchased by the contractor, in any given month exceeds \$2.00 per gallon, the District shall pay an additional amount per base route of \$1.00 per route per day for each ten cents (\$0.10) above \$2.00 per gallon. Movements of less than ten cents (\$0.10) shall be prorated accordingly.

REGULAR EDUCATION BUS RATES (flat rates including mileage)

Cost per bus per day prior to escalator adjustment (AM & PM route) \$ _____

MID-DAY PRE-KINDERGARTEN BUS RATES (flat rates including mileage)

Cost per bus per day prior to escalator adjustment \$ _____

Cost per hour over three-and-one-half (3.5) hours
per bus per day, terminal to terminal \$ _____

SPECIAL NEEDS BUS RATES (flat rates including mileage)

Cost per bus per day prior to escalator adjustment (AM & PM route) \$ _____

Cost per bus per day prior to escalator adjustment (mid-day route) \$ _____

Cost per hour over three-and-one-half (3.5) hours
per bus per day, terminal to terminal \$ _____

SUMMER SCHOOL BUS RATES (flat rates including mileage)

Cost per bus per day prior to escalator adjustment (AM & noon route) \$ _____

Cost per bus per day prior to escalator adjustment (AM/noon spec needs) \$ _____

Cost per hour over three and one half (3.5) hours
per bus per day, terminal to terminal \$ _____

Cost per bus **per round trip** prior to escalator adjustment for
Shuttle buses to pool and YMCA \$ _____

CURRICULAR, CO-CURRICULAR, AND FIELD TRIP RATES

Cost per mile \$ _____

Cost per hour \$ _____

Minimum trip charge \$ _____

Extended hours/overnight expenses if approved by the District (receipts required)

Maximum allowed for lodging \$ _____

Maximum allowed for breakfast \$ _____

Maximum allowed for lunch \$ _____

Maximum allowed for dinner \$ _____

Hourly rate for additional driver, if requested by the District \$ _____

Submitted by:

Company: _____

Mailing Address: _____

Name: _____

Title: _____

Signature: _____

Date: _____

PROPOSAL CHECKLIST

Fifteen (15) Sets of Proposals Are Required

Contractor Overview Information

- 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. (Wisconsin, Northern Illinois, Eastern Iowa)
- A list of references for contractor's three largest K-12 accounts in Wisconsin. May also include northern Illinois or Eastern Iowa if not in three Wisconsin districts and if applicable.
- A list of references for three K-12 accounts within 100 miles of Monroe. Wisconsin Districts preferred. Some references may be same as previous list.
- A statement (or resumes) outlining the background, experience, and training of all personnel (excluding drivers) who will be working directly with this contract.
- Written evidence, preferably from banks, of credit availability.
- A copy of the company's most recent financial statement and audit.

Terminal

- Location
- Number of Service Bays
- Number of Inside Bus Stalls
- Number of Electrical Hookups
- Office and Meeting Spaces
- Will fuel be stored onsite? If so, the fueling system. If not, plans for offsite purchasing.
- Bus Washing Bay or alternate plans/site to be used for washing buses

Fleet Info

- Initial Anticipated Fleet Inventory Including:
 - Make, Type and Capacity of Bus and wheelchair capacity if applicable
 - Age of Bus as determined by Title
 - Mileage of Bus (may be estimated if buses currently utilized in other fleet)
 - Any other items of note (undercarriage storage, etc..)

Equipment and Technology

- Routing Software used for student management and mapping
- Radio/Communication Equipment utilized
- Brand of Camera Systems to be utilized. Number of cameras/bus if more than one. Significant features of system. Number of spare hard drives and cameras to be maintained.
- Any GPS and/or Data/Event Logging Technology that may be utilized

General Info

- Safety Program Overview (including first aid and CPR training, if offered)
- Driver Training Overview

- Driver Retention Program and average length-of-employment for current, non-substitute, school bus fleet drivers.
- Most Recent Experience Rating from Wisconsin Workers Compensation Rating Bureau
- A statement as to whether you intend to provide a website for the School District of Monroe transportation and what content you would include. If you currently utilize a website with any of your existing districts, please provide web addresses.

Other

- Completed Appendix A
- Whether a Performance Bond or Letter of Credit will be utilized and Issuer to be used
 - Once a contractor is selected and is to be awarded the contract, Contractor required to provide Bond or Letter of Credit within two (2) weeks of notification of selection or the District may select a different contractor.
- Statement of Insurance showing Current Insurance Coverages for Business and Fleet
 - If current insurance coverage is less than specified in this Request for Proposal, please include a letter from your insurance carrier stating that you are eligible for additional coverage.

