

October 9, 2023

Dear Contractor:

The Savannah R-III School District in Savannah, Missouri are hereby requesting proposals for the provision of transportation services related to the operation of the District including but not strictly limited to transportation to and from school for all eligible students, field trips, athletic event transportation, and other activity trips. Interested contractors shall submit their proposals to the address listed above for the Superintendent of Schools, by 2:00 PM, November 10, 2023. The base proposal shall be accompanied by all required documentation and verifications listed in the attached instructions and requirements. All proposals shall be submitted in a sealed envelope marked **Savannah R-III Transportation Service Proposal** with the contractor's business name and address clearly indicated on the outside of the envelope.

Proposals will be opened at 2:00 PM, November 10, 2023, for review, verification of documents and a listing of the base proposal totals. The proposals will be reviewed by the Board of Education by their regular December meeting. It is the intent of the board to award a transportation contract to the lowest and best bidder by that meeting. The Board does reserve the right to reject any or all proposals.

The contract will carry a term of three years commencing on or about July 1, 2024. By mutual agreement and upon satisfactory fulfillment of contract obligations, the contract may be annually renewed up to five years. Annual adjustments to said contract shall be based upon the provisions in the bidding instructions and conditions. The contract will automatically lapse if no action is taken on renewal by April 1st of any contract year.

General information about the District and transportation requirements are listed below. Additional information can be obtained from the Superintendent's Office.

Sincerely,

Dr. Eric Kurre, Superintendent
Savannah RIII Schools

Savannah RIII

- Current number of Regular routes:
 - 22 buses (+1 Vo-Tech)
 - Approx. 245,000 Miles Yearly
- Current number of Special Services routes:
 - 3 buses
 - 35,000 Miles Yearly
- Current number of ECSE Routes:
 - 2 buses
 - 20,000 Miles Yearly
- Current number of busses set aside for activities:
 - 4 buses
 - 45,000 Miles Yearly
- Current capacities of vehicles
 - Regular Route: 65-71 passenger
 - Spec / ECSE: 7-10 Passenger w/1-2 Wheelchair
 - Activity Buses: 2 @ 65-71 and 2 @ 84 Passenger
 - Activity buses must have an undercarriage to transport equipment/luggage
 - Summer School buses as needed

In an effort to update our transportation bid list, we will keep those that respond to this bid on our future list.

**Instructions for Submission of Proposal
for Pupil Transportation
Savannah R-III School District**

Proposal Opening: November 10, 2023 2:00 PM local time
Savannah RIII School District
408 West Market
Savannah, MO 64485

1. NOTICE IS HEREBY GIVEN that proposals for Student Transportation Services for the Savannah R-III School District in Savannah, Missouri, will be opened and read in the Superintendent of Schools Office at 408 W. Market, Savannah, Missouri, at the time indicated.

The contract term will be for Three (3) school years commencing immediately following the end of the 2024 summer school session on or about July 1, 2024 and ending after the completion of the 2027 summer school (if any) on or about June 30, 2027. A fourth and fifth year may be negotiated and agreed upon during the third and fourth year of the contract respectively. Successful bidder will be notified of continuation of contract by February 26th of the preceding year.
2. Sealed proposals shall be delivered to the above address, any time prior to, but not later than 1:59 p.m. local time on the date of the opening.
3. Each proposal shall be submitted on the form provided with these instructions. Alternate proposals may be submitted on separate forms but must be contained within the original proposal. Proposals must be contained in a sealed envelope, which shall be endorsed on the outside with the following information.
 - a. Proposal for Student Transportation Services
 - b. Business name and address of bidder.
4. All proposals submitted must be valid for a minimum of ninety (90) business days after the date set for the proposal opening.
5. The board of education reserves the right to reject any and all proposals, or to waive any informalities, irregularities or defects in any proposal, should it deem to be in the best interest of the school District to do so. The contract will be awarded, if at all, to the lowest and best bidder as determined by the boards of education. While the financial responsibility of the bidder is a significant concern, the board is equally concerned with the proven ability of the bidder to satisfactorily perform the contract so that the services will be provided in accordance with proposed contract documents.

6. Each bidder shall submit three business references with their proposals. These references should be of a nature that will attest to the ability of the Contractor to perform normal contract obligations.
7. Any explanation or statement which the bidder wishes to make must be placed in the same envelope with the proposal but shall be written separately and independently of the proposal and attached thereto.
—Unless the bidder so indicates, it is understood that the bidder has submitted a proposal in strict accordance with the proposal instructions and conditions.
8. Proposals must be accompanied by a bid bond or certified check in the amount of \$50,000. Accepted bidder must provide revised bus schedules by the first Friday in August or the bond will be forfeited, and the bid lost. Checks / bonds will be returned pursuant to the contract award at the scheduled board meeting.
9. The Boards of Education will require, from the successful Contractor, a performance bond (10% of contract); the full cost of which will be borne by the Contractor. The performance Bond will be presented to the Savannah RIII office of Superintendent of Schools within two weeks of the acceptance of the bids at the scheduled School Board meeting.
10. The proposal shall be based on the premise that the District will not be responsible for financing, holding title to or licensing of vehicles.
11. Contractors must satisfy themselves, upon examination of these instructions and conditions, as to the intent of the same.

All proposals shall be deemed final, conclusive and irrevocable and no proposal shall be subject to correction or amendment for any error of miscalculation after 2:00 PM, November 10, 2023. No proposal shall be accepted after the scheduled closing time for the receiving of proposals.

12. The Boards of Education will inquire as to the financial stability of the Contractor and financial references shall be provided.
13. No contract shall be assigned or any part of the same be sub-contracted without the written consent of the Board of Education, but in no case shall such consent release the Contractor from his obligations or change the terms of the contract.
14. Bids will be scheduled to be awarded at the regular scheduled December 2023 Board of Education meeting.

GENERAL CONDITIONS

1. **SCOPE:** Contractor shall during the period hereinafter set forth, provide and maintain the required number of buses to transport conveniently and safely, any and all students designated by the District to be served under the provisions of this contract. Such transportation shall be provided for each and every day that school is convened and in accordance with bus routes and schedules submitted by Contractor to District and approved by District. The District reserves the right to reverse or change any and all routes and the number of buses required they're under to best suit its needs at any time before or during the school year. Any such revision shall be deemed an ordinary part of this contract and compensated according to this contract. In addition, Contractor shall, during the period of this agreement provide transportation for all students or other personnel as may be required by District on field trips, excursions, athletic activities or any other purpose designated by the District.

2. **EQUIPMENT:** Contractor shall keep all equipment used in the transportation of students in strict accordance with the State of Missouri Minimum Standards for School Buses and such additional standards as hereinafter set forth or implied. Such equipment shall be maintained in good mechanical order at all times to meet the standards defined in the State School Bus Inspection. If a bus is not in good mechanical order within 72 hours a replacement must be available at the end of the 72 hours. If unable to comply the contractor shall pay/credit the District the current route daily rate Said buses shall also be kept in clean and sanitary condition and open to examination by the District at all times. At the beginning of any school year, Equipment used in transportation of students shall not be more than seven (7) school years in age or exceed 100,000 actual miles. The size buses required will suit the needs and conditions of the District.

Alternate #A – Equipment used in transportation of students shall not be more than ten (10) school years in age or exceed 140,000 actual miles. The size buses required will suit the needs and conditions of the District.

3. **FUEL:** District provides the fuel.

4. **ASSESSMENT:** All buses under this contract are to be assessed in some part of Andrew County which is located within the confines of the Savannah R-III School District where the proportional part of the taxes will be credited to the benefit of the District.

5. **ROUTES:** In the designation and selection of routes, the District shall be limited to operation of equipment on highways, roads and streets that are owned and maintained by the state or any of the various cities, towns or counties located in the District.

6. **SCHEDULES:** Contractor shall schedule all routes in keeping with safety of school children, so as to deliver students within a reasonable time prior to the opening of the various schools, and to return them to their respective bus stops within reasonable time after the close of the school day. Every reasonable effort will be made to assure that the average ride time on a

given route shall not exceed 60 minutes and that no individual student is required to ride more than a total of 120 minutes per day. The Contractor shall cooperate with the District in maintaining a good public information program with the community and news media so that any pertinent items affecting the transportation program or the patrons of the District can be brought to the attention of the public. A detailed description of all routes must be presented to the business office by the second Monday in August of each year.

*Opening and closing times of schools: (subject to change)

***Savannah R-III School District in Savannah, Missouri**

Amazonia School..... 7:40 a.m. - 2:40 p.m.
Helena School..... 7:40 a.m. - 2:40 p.m.
John Glenn School..... 7:40 a.m. - 2:40 p.m.
Minnie Cline School 7:40 a.m. - 2:40 p.m.
Middle School 7:50 a.m. – 3:05 p.m.
High School..... 7:35 a.m. - 2:48 p.m.
Early Learning Center..... 7:55 a.m. – 11:00 a.m. / 12:00 p.m. – 3:00 p.m.

7. **RESERVE BUSES:** Contractor shall keep enough reserve equipment available to assure that it can provide uninterrupted service in the event of mechanical breakdowns and to take care of field trips, athletic activities, etc. (Minimum 4 buses) Reserve buses shall meet the same standards as regular buses. Two of the reserve buses should be 65-71 passenger model and 2 buses should be 84 passenger models equipped with underneath storage compartments for regular use on athletic and co-curricular trips of the District. A minimum of 1 mid-size bus with a handicap lift, 1 van with air conditioning with a handicap lift, and 1 bus to transport preschool students under the age of 4 equipped with seat belts, will be maintained within the District for District use.
8. **DRIVERS:** Contractor shall assure buses will be operated only by trained and competent drivers who hold valid licensure to drive a school bus in the State of Missouri including a Commercial License with a School Bus (S) endorsement, Passenger (P) endorsement as legislated and required. Drivers will report all cases of student's misbehavior on buses and will handle all disciplinary matters in strict accordance with District policy. In no case will a driver eject a student from a bus for misbehavior unless there is an extreme emergency endangering the safety of other students. In such a case, the driver will contact the bus company director and he will arrange to pick the student up from the bus and complete the transportation of said student to his/her destination. Proper notification to the school authorities and parents will be made immediately (as soon as possible), in order that proper remediation can take place. Misconduct on the bus will be reported to the respective school principal, the bus manager, and to the appropriate District personnel, who will take the necessary disciplinary action and accordingly notify the parent of the action taken.

9. **LAWS AND REGULATIONS:** The Contractor shall at all times observe and comply with laws, ordinances, regulations and codes of the Federal, State, County and other local government agencies, which may in any manner affect the performance of the contract. The Contractor, in performing this contract, shall not discriminate against any worker, employee or applicant, or any member of the public, because of race, color, national origin, sex, age, religion, or disability or otherwise commit an unfair employment practice.
10. **INSURANCE:** Contractor agrees, at its sole expense, to procure and keep in force during the entire period of this agreement, public liability and property damage liability insurance, in a company duly licensed and authorized to write such coverage in the State of Missouri, protecting the School District, its Board of Education and the individual members thereof, in compliance with all sections published in "Public School Laws of Missouri", Jefferson City, Missouri, relevant to, but not limited to, Sections 537.610 and 161.092, RSMo., and the Contractor, drivers and other related personnel in the following minimum sums: \$5,000,000 for all claims arising out of a single occurrence and \$100,000 for any one person in a single accident or occurrence.
11. **INDEMNIFICATION:** Contractor expressly agrees to indemnify and save harmless the School District, its Board of Directors, officers and employees (hereinafter in this paragraph collectively called "School") from all losses, costs, damages and/or expenses with respect to all demands, claims, suits and/or judgments for personal injuries, including death, to any person (including but not limited to third parties, employees of School, employees of Contractor or any Sub-contractor and their dependents or personal representatives) or damage to property to any person arising by reason of any act or omission, negligent or otherwise, either by Contractor or by sub-contractor or the employees or agents of either of them. Contractor further agrees to defend school there from at Contractor's own cost and expense or, at the sole option of School, to reimburse School for any reasonable cost and expense, including attorneys' fees, which school may incur or be put to for the defense from any such claim.
12. **SAFETY PROGRAM:** The Contractor shall administer a satisfactory safety & training program in accordance with 162.065, RsMO. Said program shall include, but not be limited to, regularly scheduled safety meetings for Contractor's personnel and conducted by a Missouri State Certified Training Instructor. A written plan of safety training shall be filed with the superintendent of schools on or before September 15th of each contract year. Specifically, safety training shall include instruction in behavior management, positive relationships with student and public, specified hours behind the wheel training, evacuation procedures, basic first aid, accident response, etc. Contractor will also maintain records of daily equipment inspections.
13. **PERSONNEL:** For the purposes of this contract and interpretation thereof, it is agreed that the transportation of school children is an unusual and specialized function. It is the essence of this contract that students be transported to and from school regularly, promptly, safely and without interruption or incident and that the interests of the children in such transportation shall take precedence over the interest of either the Contractor, its drivers, or the School District(s).

It shall be a primary obligation of the Contractor to operate its affairs so that the District will be assured of this continuous and reliable service. It is recognized that for the protection of the children and all other persons coming in contact with the children, drivers must be of stable personality and of the highest moral character. The District places upon the Contractor and the Contractor agrees to accept the full responsibility of assuring such qualities in personnel. The Contractor agrees that he will not allow any person to drive a school bus whose moral character is not of the highest level, or whose conduct might in any way expose any child to any impropriety of word or conduct whatsoever, nor shall Contractor allow any person to drive a school bus who is not at the time in a condition of mental and emotional stability.

The Contractor shall furnish to the District the following information relative to each driver who will be employed in the implementation of the contract and be responsible for keeping current such information:

- a) Name of driver, to include first name, middle initial and last name.
- b) Date of birth
- c) Driver's permit and license number.
- d) Normal routing & bus assignment
- e) Latest physical examination results (including drug screening)

The responsibility for hiring and discharging personnel in respect to all of the foregoing shall rest entirely upon the Contractor, and the Contractor agrees that it shall enter into no agreement or arrangement with any employee, person, group or organization which will in any way interfere with the Contractor's ability to comply with this requirement. The Contractor further agrees to dismiss from the Contractor's employ any drivers who in the opinion of the Board of Education or the superintendent, is not qualified to operate a school bus under this agreement upon notification from the superintendent of schools. The Contractor further agrees to delay the active employment of any driver pending final board approval if such delay is requested by the superintendent of schools. To assure the least interruption of services to the District and students, the Contractor shall additionally provide a sufficient number of service vehicles for emergency road service, maintenance, and towing, including snow removal equipment capable of reaching the far outskirts of the District within a minimal time. This service shall also be available within the normal boundaries of all activity trips. The Contractor may elect to furnish with the proposal a contract with a reputable firm for these maintenance services including emergency road service for routes and activity trips such a contract must be presented and approved by the District.

14. **CONTRACTOR NOT AN AGENT:** In the interpretation of this agreement and the relations between the Contractor and the District, the same shall be construed as being an independent agreement with the Contractor for furnishing of transportation only, and the Contractor shall not be held or deemed in any way to be an agent, employee or official of the District.
15. **BILLING:** The District agrees to pay the successful bidder for each school term for services outlined monthly. The Contractor agrees to submit to the District appropriate bills designating services rendered by month. The contractors local District General Manager will determine monthly usage and charges and deliver to superintendent for verification on or before the fourth day of the month.

16. **INSPECTION OF ROADS DURING INCLEMENT WEATHER:** During questionable weather (ice, snow, fog, etc.) the contract General Manager will make an inspection of the roads in the District prior to 5:00 AM to determine feasibility and safety of operating the buses and so notify the superintendent of schools no later than 5:10 AM if a possible need for a school closing exists. The final determination regarding school closing shall be the decision of the superintendent of schools or his/her designee.
17. Contractor agrees that the District may contract with patrons for the transportation of students under their care. Further, the District may from time to time utilize qualified District employees to provide transportation for smaller groups or individual students.
18. The Contractor shall furnish a two-way business band communication system in all buses provided in fulfilling this agreement. Additionally, eight (8), new at time of contract, portable hand-held units shall be provided to the District to enhance emergency communication. All buses will be equipped with CCTV surveillance the contractor shall possess the ability to place cameras within all of the busses to assist in the monitoring of good conduct on those buses. As bus video will contain images of District students all video must remain within the Districts contractor location.
19. The Contractor shall use the Districts current transportation manager for the duration of the contract term with a salary at or better than \$85,000. It is expected performance based increases would be given throughout the contracted period.
20. The Contractor shall have a manager or supervisor of transportation available within the Savannah RIII District during the operation of school bus routes, field trips and all activity trips. All equipment including buses shall be housed within the Savannah R3 School District. The contractor shall also maintain a staffed office within the District. The staffed office shall include the General Manager, Safety Supervisor, and Router/Dispatcher.
21. This contract may be renewed annually pursuant to the following procedure. An annual review of the transportation contract will be made by the District during the month of February to consider whether Contractor has satisfactorily provided pupil transportation services to the District in accordance with Contractor's obligations under this agreement. If District in its sole discretion determines Contractor has satisfactorily performed its obligations, it shall notify Contractor no later than February of the third year of the contract of the District's intentions to renew this agreement for an additional one year term with a proposed adjustment in the basic transportation contract amounts per route and activity trip costs reflecting increases or decreases in the consumer price index annual average, US cities average for transportation as reported by the Bureau of Labor Statistics in January of each year. Upon receipt of District's notice of its intent to renew this agreement, Contractor shall have ten (10) days to notify District of its acceptance of the proposed terms of the renewal. If contractor does not accept the proposed renewal within the ten (10) day period, this contract will terminate and District will solicit bids for its transportation services.

22. Satisfactory fulfillment of contract defined; including but not limited to acceptable performance in the following areas, as determined by superintendent of schools or designee.

- a. Established deadlines for records and reports are consistently met.
- b. Significant procedures are followed consistently and efficiently:
 - i. Safety training
 - ii. Communication with Supt/Board of Education
 - iii. Employment practices
 - iv. Provisions for inclement weather
- c. Professional and ethical relationships exhibited at all times with officials, parents, and students.
- d. Operating efficiencies are consistently met as determined by application for State transportation aid.
- e. Prompt and appropriate response to Districts needs, concerns and questions.

Student Transportation Request for Bid Pricing Page

*** Prices shall be listed as per bus per service per day rates. Unless specified otherwise.

***Numbers DO NOT include Reserve Buses.

Quantity	Description	2024 -25	2025 -26	2026 -27	2027 -28	2028 -29
22	65-71 Passenger Route Bus					
3	Special Education / Lift Bus					
2	Early Childhood SE Bus					
	Monitor Charge (Based on 4 HR Min.)					
1	Gems Shuttle (During School Day)					
1	Vo-Tech Route Bus (Hillard's in St. Joseph)					
	Activity Trips					
	Per Mile					
	Per Hour					
3	Suburban / Expedition or alike					
	Per Day					

Other Information:

Bid Submission:

Name of Company: _____

Address: _____

Phone: _____

Authorized Signature: _____

Contact Name if different from above: _____