



**BID PACKET**

**Blytheville Public School STUDENT  
TRANSPORTATION SERVICES**

**Bid #03312024**

# Blytheville, AR

April 1, 2024



## GENERAL POLICIES GOVERNING BIDS

Under the law, the Board has the right to reject any or all bids and to consider quality, suitability to purpose, delivery dates, responsibility of bidders and other factors in selecting the products and services to be purchased and determining the successful bidders. The Board will select in each case what it considers to be the best product or service for the price.

Records showing the bids received and prices paid for each item will be placed on file and may be examined by the public upon request. If a bid is awarded to someone other than the lowest bidder, a note of explanation will appear in bid records. Mail inquiries regarding bids will not be answered.

## INSTRUCTIONS FOR BIDDING

1. Bids must be written or typed on the Invitation to Bid (or its attachments).
2. Mail or hand deliver sealed bid to the address on the Invitation to Bid.
3. Mark outside of the sealed envelope, the number of this bid: Bid# 03312024. Any bid that is prematurely opened because it is not clearly marked on the outside of the envelope in this manner will be disqualified.
4. Bids must be in the Board office by the date and time shown on the Invitation to Bid. Late bids WILL NOT be accepted.
5. Bids will be received until the date and hour set in the Invitation to Bid.



## INVITATION TO BID

### BID# 03312024

The Blytheville Board of Education is accepting bids for the following:

### **Blytheville Public School STUDENT TRANSPORTATION SERVICES**

**LOCATION: District**

1. Bids are subject to the approval of the Blytheville Board of Education.
2. Awards will be made on the whole.
3. The Board reserves the right to reject any or all bids, in whole or in part, and may waive any formalities in the bid if, in its opinion, it is in the best interest of the Board to do so.
4. **Bid Requirements/ Scope of Service:**
  - a. The School Districts desire to initiate a negotiated contract for school bus transportation services. The School Districts reserve all its rights to enter into negotiations with one or more of the qualified Contractors through this RFP process. The processes included within the scope of services for school bus transportation include, but are not limited to, providing school bus transportation services for students to/from school, field/athletic trips, shuttles, middays, etc.
  - b. The specifications contained herein outline all the requirements and conditions for performing these services. Any aspects of the services not addressed herein are left for a Contractor to address during the response phase of the RFP process.
  - c. This service shall include the successful Proposer providing necessary maintenance, insurance, routing, parent contact, transportation management, and drivers, attendants and mechanics. Under this option, the successful Proposer will employ all transportation employees including drivers, attendants, mechanics and department staff necessary to provide transportation to the District.
  - d. This Proposal consists of supplying necessary staff and equipment as required by this specification to provide student transportation in a safe, effective, and efficient manner. Proposer shall also furnish bus monitors daily as necessary and approved by the Board.
  - e. Trigger for Renegotiation, Board and Contractor will consult on a regular basis concerning the Transportation requirements of Board. In the event of increases or decreases in the number of students requiring transportation, or in routes or schedules, the number of buses and the number of spare buses will be adjusted accordingly. Board may increase or decrease services to be provided by Contractor under this RFP ("Schedule Readjustments"). However, where Schedule Readjustments impact by 10% or more the service levels or equipment levels required of Contractor under the assumed routes, schedules, days of service, hours or miles, or vehicle requirements contained in this RFP, Contractor shall be permitted to adjust rates commensurately to cover increases or decreases in cost structure associated with such changes by Board. If parties are unable to reach agreement on adjusted rates or Board fails to pay such rates, Contractor may terminate the Agreement upon fifteen (15) days written notice to Board.
  - f. Prices, All prices proposed by Proposers must be firm prices for a maximum period of sixty (60) days to allow acceptance by the Board. If awarded the contract, the prices will then be firm during the time period indicated by the Proposer.
  - g. Authorized Signature, The Proposal shall include the legal name of the Proposer and a statement whether the Proposer is a sole proprietor, a partnership, a corporation or other legal entity, and

each copy shall be signed by the person or persons legally authorized to bind the Proposer to a contract. As part of this section, proposer must include a detailed organizational chart(s) showing the local staffing (employee names and titles), and the reporting chain of command from the local manager up to the president/owners of the company.

- h. District is to provide all buses. All buses must conform to all construction standards set forth by the Arkansas State High Patrol, the Arkansas Department of Education and all federal laws and regulations as applied to the particular vehicle and its intended use. Vehicles shall be equipped with wheelchair lifts and appropriate securing equipment as required by the Board.
- i. All drivers will be qualified, competent, and trained in the operation of the buses they drive, and in dealing and handling passengers with whom they will interact. All drivers will be CDL (Commercial Driver's License) qualified as required by law. Each driver shall have a certified safe driving record. All employees should have undergone a criminal record check as required of school employees. The contractor shall maintain copies of Bureau of Motor Vehicles abstracts, conviction record transcripts, and references on all drivers, all of which shall be made available to the Board upon request.
- j. The personnel reports and information contained therein shall be limited to that information permitted to be transmitted to the district by federal and state privacy laws. It will be protected by the Board to the fullest extent allowed by law. The Board agrees to indemnify, hold harmless, and defend Contractor, its directors, officers, employees, and agents from and against every claim or demand that may be made by any person, firm, corporation, or any other entity arising from or caused by any act of neglect, default or omission of the Board related to its receipt or use of such information.
- k. All on-board bus staff shall be carefully chosen based on their character and ability to manage young children who may have behavioral and mental disabilities. At the minimum, all drivers and monitors must be prescreened. Each prospective applicant must have their traffic and criminal records researched. The contractor shall conduct pre-employment, probable cause, and random drug and alcohol testing of all safety-related employees as permitted by law. All testing shall comply with the U.S. Department of Transportation standards. The contractor will require the following minimum training of new drivers:
  - l. Provide options for district fuel costs compared to company-owned fleet fuel costs.
- m. Period of Contract, the initial period of the contract will be for three (3) years, renewable for (#) additional years at the option of both parties.
- n. This Proposal consists of supplying necessary staff and equipment as required by this specification to provide student transportation in a safe, effective, and efficient manner. Proposer shall also furnish bus monitors daily as necessary and approved by the District
- o. Copier, Number (2) copies of the Proposal, including one (1) original, shall be submitted.
- p. Supporting Information, The Proposal and any support data required (if any) to be submitted with the Proposal shall be enclosed in the same envelope.
- q. Fleet Maintenance, The Proposer shall furnish all necessary supervision, equipment, tools diagnostic equipment, parts (including tires, batteries and radiators), and supplies required to maintain the fleet in good working condition. The equipment must pass any and all inspections by the Arkansas State Highway Patrol. The District reserves the right to inspect any and all buses at any time for purposes of assuring the Contractor's compliance. Proper maintenance of all equipment is of the utmost importance to the Board; therefore, the Proposer must have a maintenance system based upon preventative maintenance inspections and Proposer must be able to supply the Board with monthly maintenance reports summarizing all repairs made to the vehicles. Proposer may supply the District with a list of the qualifications of its mechanics and technicians. Proposer shall describe its mechanic certification program, continuing education program and other professional development programs and requirements if any.

- r. Routing, The contractor shall be primarily responsible for planning all routes, stops, and schedules and in preparing such routes, stops, and schedules. The contractor shall comply with all relevant laws and administrative regulations. The contractor agrees to work in cooperation with the Board to establish the most advantageous routing plan for the safety and convenience of the passengers. The Proposer shall be responsible for notifying each passenger of his/her pick-up time at the beginning of the school year and in the event of a significant change in a bus route. The Proposer shall be required to respond to all public inquiries and handle all daily transportation concerns. The contractor shall furnish the Board with a complete route map, schedules, and designated stops on or before the fifteenth day of August preceding each school year for Board approval. All bus routes shall conform to the building schedules and school calendars of the schools served and shall be established in such a fashion that no passenger shall be required to ride a bus to or from the passenger's assigned location for a period longer than prescribed by State law. All pick-ups and drop-offs shall be in accordance with current Board policy and procedures. In the usual and customary manner, the Contractor shall notify each Passenger of the pick-up location and the applicable pick-up times and shall inform each Passenger as to any subsequent change in time pick-up or route that will affect any Passenger. Contractor agrees to promptly, courteously and continuously address any and all complaints or concerns brought to its attention by parents, guardians, custodians, family members, Board, staff, or other parties representing the interests of any passenger.
- s. Driver Training, The Board will require that minimum training of new drivers meet applicable federal and state laws and regulations. Proposer shall have established several in-service programs addressing specific transportation topics including, but not limited to:
- Proper backing procedures,
  - Railroad crossing safety,
  - Seasonal weather conditions,
  - Behavior-based accident prevention,
  - Loading and unloading procedures,
  - Evacuation procedures.
- t. Facility, District shall provide a maintenance facility and a local bus parking facility to park buses required for operation of student transportation service.
- u. Insurance, Proposer must furnish evidence that it carries standard public liability insurance with responsible companies licensed to do business in Arkansas
- v. All pick-ups and drop-offs shall be in accordance with current Board policy and procedures. In the usual and customary manner, the Contractor shall notify each Passenger of the pick-up location and the applicable pick-up times and shall inform each Passenger as to any subsequent change in time pick-up or route that will affect any Passenger. Contractor agrees to promptly, courteously and continuously address any and all complaints or concerns brought to its attention by parents, guardians, custodians, family members, Board, staff, or other parties representing the interests of any passenger.
- w. Driver and Monitor Conduct, Contractor will promptly investigate all complaints of improper conduct on the part of any driver or monitor and will report the complaint and the results of the investigation to the Board. No person will be permitted to drive a vehicle if there is reason to believe that such person has engaged in any improper conduct with any Passenger. Contractor shall take reasonable steps to prevent its employees from exposing any passenger to impropriety of word or conduct. Contractor shall not permit its drivers or monitors to smoke in the vehicles, or to drink any intoxicating beverage or to be under the influence of drugs or alcohol while operating any vehicle. Contractor shall regulate the use of prescription and non-prescription drugs, which may impair the safe operation of the vehicles.
- x. References, Proposers must include the following:  
List of at least two(2) district transportation contracts which are currently operated by Proposer in the Southeastern United States. Proposers must include the district name, address, contact person, and phone number. Failure to provide such information could result in rejection of the Proposal

## Summary Breakdown:

1. **Bidding Process Overview**:
  - Bids subject to approval by the Blytheville Board of Education.
  - Awards will be made as a whole.
  - The Board reserves the right to reject any or all bids and waive formalities if deemed in their best interest.
2. **Bid Requirements/Scope of Service**:
  - Includes various transportation services such as to/from school, field trips, etc.
  - Contractor responsible for maintenance, insurance, routing, parent contact, management, and staffing.
  - Negotiation for adjustments based on changes in student numbers, routes, or schedules.
3. **Contract Duration**: Initial 5 years, renewable.
4. **Price and Payment Terms**:
  - Prices must be firm for 60 days.
  - Payment terms to be agreed upon.
5. **Bid Submission**:
  - Proposal to include legal name, organizational structure, and staffing details.
  - Copies of the proposal and supporting documents required.
6. **Vehicle Requirements**:
  - District to provide buses meeting specified standards.
  - All buses equipped with wheelchair lifts.
7. **Driver and Staff Requirements**:
  - Drivers must be CDL qualified with safe driving records.
  - Criminal records checks and drug/alcohol testing required.
  - Staff must be trained to handle children with disabilities.
8. **Routing and Scheduling**:
  - Contractor responsible for planning routes and schedules.
  - Routes to be approved by the Board.
  - Notification of passengers regarding pick-up times and any changes.
9. **Fleet Maintenance**:
  - Contractor responsible for maintaining the fleet to specified standards.
  - Monthly maintenance reports required.
10. **Driver Training**:
  - Minimum training requirements for new drivers.
  - In-service programs addressing various transportation topics.
11. **Insurance**:
  - Contractor must have public liability insurance.
12. **Driver and Monitor Conduct**:
  - Investigation of complaints regarding conduct.
  - Prohibition of smoking, drinking, or drug use by drivers and monitors.
13. **References**:
  - Proposers must provide references for similar contracts.

This comprehensive set of specifications ensures that the selected contractor meets all necessary requirements for providing safe and efficient student transportation services.



If you have questions concerning bid specifications, please contact Cliff Miller at 870-762-2053, extension 1013.

**Public Advertisement:** April 5, 2024, NEA Town Courier News, Arkansas Democrat-Gazette, Website, Social Media

**Questions** All Questions Due May 3, 2024 @ 4:00pm

**Pre-Bid Meeting** April 26, 2024 9:00 am @ 3933 E Main St, Blytheville, AR 72315(Service Center)

**Bid Closes** May 17, 2024, at 3:00 PM

**Bid Opening:** May 20, 2024, 11:00 AM at the Blytheville Schools Administration Building

**Current Wages**

Pay Rate for Transportation

rev.11/30/2023 Miller

<b>Bus Driver (standby)</b>	<b>\$12.00 per hour</b>
<b>Bus Drivers (hourly)</b>	<b>\$21.00 per hour</b>
<b>Bus Drivers (ride/drive)</b>	<b>\$12.00 per hour</b>
<b>Bus Monitors</b>	<b>\$12.50 per hour</b>
<b>Bus Trainer</b>	<b>\$12.00 per hour</b>
<b>Bus Washers/Custodian</b>	<b>\$12.00 per hour</b>
<b>Substitute Driver</b>	<b>\$25.00 per hour</b>

All drivers are guaranteed a minimum of 4 hours. Special needs routes will be projected to have 6 hours for the 2024-25 school year, subject to adjustment.

As of 4/1/2024, there are 9 bus drivers, 1 sub-driver, and 1 special service route for daily operation.



Fleet as of April 1, 2024

Fleet 2023-2024												
DISTRICT	Bus #	Year	Capacity	Date	Mileage	Vin #	Type	Use	Body	Transmission	Fuel	
Blytheville	3-2-20	1992	72	07/10/23	215,826	NFO49754	D	Route	Blue Bird	Auto	Diesel	
Blytheville	3-2-25	2000	71	07/11/23	120,243	YF091364	D	Route	Blue Bird	Auto	Diesel	
Blytheville	3-2-31	1998	71	07/11/23	168,389	WF080086	D	Spare	Blue Bird	Auto	Diesel	
Blytheville	3-2-41	2006	71	07/11/23	165,232	6F233254	C	Route	Blue Bird	Auto	Diesel	
Blytheville	3-2-42	2006	78	07/12/23	156,869	6F235621	D	Spare	Blue Bird	Auto	Diesel	
Blytheville	3-2-43	2006	78	07/12/23	160,317	6F235625	D	Spare	Blue Bird	Auto	Diesel	
Blytheville	3-2-46	2007	77	07/12/23	231,436	7F242339	D	Route	Blue Bird	Auto	Diesel	
Blytheville	3-2-47	2007	77	07/12/23	101,265	7F242344	D	Route	Blue Bird	Auto	Diesel	
Blytheville	3-2-48	2008	78	07/12/23	142,976	8F252021	D	Route	Blue Bird	Auto	Diesel	
Blytheville	3-2-49	2008	78	07/13/23	174,074	8F251998	D	Route	Blue Bird	Auto	Diesel	
Blytheville	3-2-50	2010	78	07/13/23	101,265	AF269182	D	Spare	Blue Bird	Auto	Diesel	
Blytheville	3-2-51	2007	77	07/13/23	161,519	7F244640	D	Route	Blue Bird	Auto	Diesel	
Blytheville	3-2-52	2007	77	07/13/23	153,384	7F244646	D	Route	Blue Bird	Auto	Diesel	
Blytheville	3-2-53	2013	78	07/13/23	102391	DF291529	D	Activity	Blue Bird	Auto	Diesel	
Blytheville	3-2-54	2014	77	07/13/23	100,598	EF302689	D	Activity	Blue Bird	Auto	Diesel	
Blytheville	3-2-55	2015	51	07/14/23	64019	FF308772	D-LIFT	Spare	Blue Bird	Auto	Diesel	
Blytheville	3-2-56	2015	77	07/14/23	83274	FF313880	C	Activity	Blue Bird	Auto	Diesel	
Blytheville	3-2-57	2016	78	07/14/23	75348	GF316747	D	Activity	Blue Bird	Auto	Diesel	
Blytheville	3-2-58	2019	77	07/14/23	33369	KF352888	D-LIFT	Activity	Blue Bird	Auto	Diesel	
Blytheville	3-2-59	2018	51	07/15/23	212060	JF339663	D	Route	Blue Bird	Auto	Diesel	
Blytheville	3-2-62	2024 IC BUS	71	03/25/2024	516	4DREBE2R3R8029272	D	Route	Blue Bird	Auto	Electric CE	
Blytheville	3-2-63	2024 IC BUS	71	03/25/2024	1132	4DREBE2R5R8029273	D	Route	Blue Bird	Auto	Electric CE	
Blytheville	3-2-64	2024 IC BUS	71	03/25/2024	500	4DREBE2R7R8029274	D	Route	Blue Bird	Auto	Electric CE	
Blytheville		2024		04/01/2024		4drbuc8n4rb316576					Diesel	
Blytheville		2024		04/01/2024		4drbuc8n2rb316575					Diesel	

Mileage on Routes

**Blytheville School District 5**

Run Listing Report

Name	Description	Start Date	End Date	Vehicle #	Riders	# Stops	Distance (mi)	Time
Bus 15 Am		10/22/2023		15	51 / 31	27	13.77	1 hr 21 min
BUS 15 PM		8/8/2023	8/8/2023	15	39 / 45	36	18.70	56 min
Bus 31 am		8/7/2023	8/7/2030	31	14 / 15	20	44.89	2 hr 15 min
BUS 31 PM		8/7/2023	8/7/2030	31	16 / 23	27	51.57	2 hr 52 min
Bus 40 a.m		8/7/2023	8/7/2030	40	35 / 44	11	21.39	1 hr 32 min
BUS 40 PM		8/7/2023	8/7/2030	40	30 / 0	17	24.52	1 hr 3 min
Bus 41 am		10/23/2023	10/23/2024	41	28 / 33	21	15.56	1 hr 28 min
BUS 41 PM		8/7/2023	8/7/2030	41	26 / 5	31	15.60	1 hr 19 min
Bus 42 am		10/24/2023	10/24/2024	42	28 / 28	18	13.61	1 hr 17 min
BUS 42 PM		8/7/2023	8/7/2030	42	25 / 14	20	16.02	1 hr 40 min
Bus 47 AM		1/20/2024	1/20/2025	47	72 / 0	27	16.04	44 min
BUS 47 PM		8/8/2023	8/8/2023	47	54 / 0	27	16.43	1 hr 41 min
Bus 48 am		10/23/2023		48	47 / 28	17	15.32	1 hr 13 min
BUS 48 PM		8/8/2023	8/8/2030	48	34 / 0	21	25.72	1 hr 40 min
Bus 50 PM		8/7/2023		50	38 / 31	30	14.73	1 hr 44 min
Bus 50AM		10/21/2023	10/21/2024	50	46 / 37	20	13.73	1 hr 5 min
Bus 51 am		10/5/2023	10/5/2025	51	34 / 19	20	13.52	44 min
Bus 51 pm		11/2/2023		51	25 / 1	22	16.81	43 min
Bus 52 Am		8/7/2023		52	68 / 46	22	13.94	2 hr 57 min
Bus 52 PM		8/7/2023		52	59 / 0	32	16.47	1 hr 43 min
Bus 53 am		10/21/2023	1/11/2024	53	50 / 30	19	20.96	1 hr 13 min
Bus 53 P.M		10/16/2023		53	40 / 33	19	19.86	43 min
Bus 53 pm		10/21/2023	1/11/2024	53	36 / 43	19	30.18	1 hr 42 min
<b>4/4/2024 2:19:23 PM</b>								<b>1 of 2</b>

Mileage on Routes

**Blytheville School District 5**

**Run Listing Report**

<b>Name</b>	<b>Description</b>	<b>Start Date</b>	<b>End Date</b>	<b>Vehicle #</b>	<b>Riders</b>	<b># Stops</b>	<b>Distance (mi)</b>	<b>Time</b>
Bus 59 am		8/10/2023	8/10/2030	59	18 / 0	21	18.43	1 hr 28 min
Bus 59 pm		10/28/2023		59	18 / 0	21	23.39	1 hr 20 min
Bus 61 am		8/8/2023	8/8/2023	61	27 / 21	11	15.46	1 hr 23 min
BUS 61 PM		8/8/2023	8/8/2023	61	14 / 0	11	21.17	1 hr 13 min



**BID SUBMISSION FORM**

**STUDENT TRANSPORTATION SERVICES**

**LOCATIONS: Primary, Elementary, Middle School, High School**

\$ \_\_\_\_\_

Name of Company Submitting Bid: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**A Company will be selected based on qualifications, experience, responsiveness, and price. It is understood that before a proposal is considered for award the Bidder may be requested by the Board to submit a statement of facts as to his previous experience in performing similar or comparable work, and of his business and technical organization and financial resources available to be used in performing the contemplated work. The Board reserves the right to reject or accept any or all bids as deemed in the best interest of the Board.**

**I certify by my signature below that the bid price provided above is correct and that I have the authority to obligate the company to perform under the conditions outlined herein. By submission of this bid, I certify that neither the vendor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_