

Request for Proposals

For: Student Transportation – School Year Routes, Extra-Curricular/Athletic, and Summer School and/or Camp Pecatonica

Timeline

Issued: 10-30-23

Due: 12-21-23, 3:00 PM

Deadline for final submission of questions: 11-17-23, 3:00 PM

Questions

Questions can be submitted prior to the due date of November 17, 2023 at 3:00 PM; however no answers are guaranteed to be provided or circulated after that date. Questions may be submitted to Dani Scot, District Administrator, dscott@pecatonica.k12.wi.us.

Request for Proposal

The Pecatonica Area School District invites proposals for a three-year contract to provide student transportation. The Contractor shall provide the district and its students with school bus services including regular route transportation to and from public schools in the school district, as designated by the district (Elementary in Hollandale, WI, and Middle School/High School in Blanchardville, WI). The contractor shall provide the district and its students extracurricular and athletic/field trips, and shuttle runs for those students in the district that the district requires and authorizes the contractor to transport.

The school district has approximately 400 students that are eligible for school district transportation in 4 counties, Dane, Iowa, Green, and Lafayette. The district currently has five (5) bus routes that run in the morning and after school.

Bidders should note that any and all work intended to be subcontracted as a part of the bid submittal must be accompanied by background materials and references for proposed subcontractors (no exceptions). All contractors and subcontractors are subject to background checks and proof of insurance is required to be furnished before the contract commences.

Additional Specifications

1. Contract for three years, and annual increases, if anticipated, should be noted. Duration of contract should commence on July 1, 2024 and expire on June 30, 2027. Contract year should be a twelve month period from July 1 to June 30.
2. Average age of buses to not exceed 6 years.
3. Price of contract with and without video cameras installed on buses at a per route/per day rate.
4. Five (5) routes, specify minimum number of riders, if applicable.

5. Contractor shall assume all costs for vehicle replacement, radio services, fuel, maintenance, employee training, unemployment and other insurances, supplies, and accessories necessary for safe operation.
6. Contractor will provide 2 spare buses.
7. No regular route bus will be more than twelve (12) years old at the beginning of the school year.
8. Provide an exhibit to the RFP that indicates the prices for regular daily routes, extracurricular and athletic trips, and shuttle trips (between school buildings that runs once daily), per bus per day for both a company driver and a district employed driver.
9. Contractor will provide timely data as requested by the district in order to complete DPI and/or locally required reports.
10. Contractor must agree to utilize any scheduling software as dictated by the district.
11. The district would like also written into the contract language how billing will be handled when buses do not run for days due to acts of God, snow delays, public health emergencies, or school closure, due to no fault of the school district.

Timeline

10-30-23 – Request for Proposals and Bids is open and posted on the School District website and sent to different transportation vendors in our school district's area.

11-17-23 – Last date to submit questions.

12-21-23– RFP closes at 3:00pm. All submissions are final at this point.

The school board meets for a regular meeting on the third Monday of the month. The School District will have selected a vendor no later than February 19, 2024. There will be no bidder's meeting, however, questions may be submitted. Questions posed before 11-17-23 will be posted to the school district website: <https://www.pecatonica.k12.wi.us/page/requests-for-bids> along with answers.

Submission Procedure

Proposals conforming to the requirements set out above must be received by December 21, 2023, by 3:00 PM either by mail, courier, or email to the principle point of contact (dscott@pecatonica.k12.wi.us) no later than the deadline given above.