

SMITHVILLE



School District

Tradition of Excellence

TRANSPORTATION SERVICES REQUEST FOR PROPOSAL

CENTRAL OFFICE 816-532-0406

TRANSPORTATION RFP (2023-2024 SCHOOL YEAR)

Overview

1 Request for Proposal-Purpose and Scope

The purpose of this Request for Proposal (RFP) is to solicit transportation service companies to provide transportation services for Smithville School District (The District).

General information about the District can be found on the District's website at <http://www.smithvilleschooldistrict.net>

The District reserves the right to reject any and/or all proposals in response to this request. Force Majeure is in effect.

1.1 Scope of Services

Buses

1. The Contractor agrees to furnish and operate a minimum of:
 - a. Fifteen (15) regular school buses operating on a double-route system (the number of buses could increase or decrease depending on student enrollment).
 - b. No less than five (6) spare buses will be available for extra-curricular activities immediately after school each day.
 - c. Three (3) Early Childhood Special Education buses with a wheelchair lift.
 - d. One (1) special education bus for travel outside the boundaries of the District.
 - e. One (1) separate bus to transport the daily vocational technical students back to Smithville HS in the afternoon from the Voc. Tech. School in Platte City because the Voc. Tech. School and Smithville HS will dismiss at approximately the same time each afternoon and all regular buses will be in use.
2. The Contractor will furnish the aforementioned vehicles in the sizes and condition that will meet the transportation needs of the Smithville R-II School District and be satisfactory to the District. Said vehicles will meet all requirements of the laws of the State of Missouri and meet the approval of the State Board of Education of Missouri. No vehicle furnished by contractor shall be more than eight years old or exceed 200,000 miles, however, the district may grant contractor permission to use a vehicle which exceeds these age and mileage requirements if, prior to using said vehicle, Contractor provides whatever information is requested by the District to satisfy the District's approval of said vehicle including but not limited to detailed maintenance records/history of said vehicle.
3. The District will determine the exact number of buses and routes in August of each year. The Contractor will make recommendations to assist the District in this determination. 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 events, etc. Reserve buses shall meet the same standards as regular buses. Buses shall be of sufficient capacity to permit every pupil transported to be seated.

4. The Contractor agrees to make every effort to have all buses in good, safe, clean condition at all times and to maintain all school buses at proper safety standards at all times. Accurate and complete daily, weekly, monthly, and yearly maintenance records will be maintained and made available to the district upon request.
5. The Contractor shall for the school years indicated above furnish as many buses as the District requires to satisfy its pupil and related transportation requirements and pay all drivers' salaries, including Workman's Compensation insurance, social security tax and all payroll related expenses, all vehicle maintenance, repair and replacement expenses and all other incidental expenses.
6. All buses provided by the Contractor, and the operation of said buses, shall satisfy all requirements of the laws and regulations of the State of Missouri and the Federal Government.
7. Each bus shall meet current revised State and Federal specifications for both body and chassis.
8. The Contractor will provide spare buses in a sufficient number to handle the extra-curricular needs of the school district, and they shall be kept locally available for such purposes and there shall be no charge for these buses while on standby.
9. The Contractor shall keep and maintain all buses used in performing this agreement in such condition as to satisfy the requirements of all applicable laws and regulations governing school buses.
10. The Contractor shall at all times during the term hereof, keep all buses assigned or used in performing this agreement stored on premises within the District at such location or locations as may from time to time be approved by the District.
11. All such buses shall be subject to taxation by all political subdivisions having authority to levy and collect taxes in the area where the District is located.
12. The Contractor shall provide a list of vehicles with description, inspection number, and model year prior to putting vehicles in services.
13. All vehicles shall meet all requirements of the Laws and Regulations of the State of Missouri, including revised specifications for both body and chassis.
14. The Contractor shall be responsible for the proper licensing of all buses and their proper listing upon the County tax records. All buses used for transportation of District students shall be stored and counted for tax purposes within the boundaries of the District.

Drivers

1. The Contractor is responsible for the hiring and training of all drivers and the costs associated with such hiring and training.
2. The Contractor shall submit a list of potential bus drivers to the District before the regular Board of Education meeting in August of each year and anytime the driver list changes.
3. The District reserves the right to disapprove any bus driver recommended for employment by the Contractor.
4. The Contractor shall employ drivers that possess a valid Missouri school bus operator's permit and a Commercial Driver's License (CDL) with an "S" endorsement issued by the State of Missouri. The Contractor will ensure that each driver shall meet all bus driver requirements as set forth by the laws of the State of Missouri.
5. All drivers shall be required to pass necessary physical examinations and meet other minimum state requirements, if any. The Contractor will ensure that each driver has annually submitted an approved health certificate signed by a licensed physician before said driver shall drive any bus for the purpose of transporting students.
6. Contractor agrees that each driver will be adequately trained before transporting students, with such training to include, at a minimum all of the following:
 - i. A minimum of 12 hours of classroom training in the safe operation of a school bus with at least two hours dedicated to conflict/human relations training. The behind the wheel instruction shall be a minimum of 8 hours with the driver trainee in control of the school bus.
 - ii. Each driver shall possess a minimum of 8 hours of in-service training on the safe operation of a school bus annually. The Contractor shall also conduct regular training for management and support personnel as well as drivers including but not limited to, safety, discipline, emergency procedures/first aid, operational procedures, human relations, defensive driving and state regulations/District policies and procedures.
 - iii. Contractor must provide an annual listing of scheduled training sessions and topics to the District.
 - iv. Contractor shall have a company policy requiring each driver to wear a photo ID badge containing facial photograph, employee's full name and the name of the bus company.
 - v. Contractor must have a written training program for all drivers. Such program should be similar to the Missouri School Bus Driver Training Program. A detailed overview of this training program should be submitted to the district.
 - vi. Contractor must have a company policy addressing proper dress code for employees. Drivers must not wear attire that might be considered offensive or that would otherwise violate the District's dress code.
7. The Contractor will ensure that each driver knows how to properly and safely operate a school bus and is familiar with all laws, rules and regulations regarding the operation of a school bus.

8. The District shall retain the authority to compel the Contractor to remove and terminate the employment of any employee whose personal habits and/or conduct are deemed detrimental to the welfare and best interests of the students transported.
9. Upon receipt of the written request of the District or its superintendent, the Contractor shall discontinue the association with the District of a driver or other person used in performing this agreement who, in the sole discretion of the District's Board of Education or superintendent, is deemed unfit or unsuitable to operate a bus to transport District pupils.
10. The Contractor shall employ as bus drivers only qualified, experienced drivers who have received a state approved driver safety training program, and they must submit to the following, which shall be paid for by the Contractor:
 - Annual physical examinations as required by law
 - Random drug/alcohol testing as required by law
 - Motor vehicle records check (driving record) as required by law
 - Criminal records check as required by law
12. The drivers shall be required at all times to exercise the highest degree of care and to observe and comply with all laws, ordinances, rules and regulations now in effect or hereafter enacted and pertaining to the operation of school buses imposed by any authority governing the same.
13. The Contractor shall at all times keep all bus drivers informed of all applicable District rules and regulations governing the operation of school buses, the conduct of pupils and methods and procedures for maintaining pupil discipline. No person shall use nor possess tobacco on a school bus regardless of whether students are on board.
14. The Contractor shall cause all drivers to comply with all applicable rules and regulations pertaining to qualifications and licensing of operators or school buses, whether Federal or State.
15. The Contractor shall maintain accurate personnel records and make available to the District upon request.
16. Contractor will ensure that all drivers are of good moral character. Contractor agrees that all drivers will have completed fingerprinting and criminal background checks in accordance with Mo. Rev. Stat. § 168.133 and the requirements of the Missouri Department of Elementary and Secondary Education, including a background check through the Federal Bureau of Investigation's criminal history files, the Missouri Highway Patrol's criminal history database and sexual offender registry, the Family Care Safety Registry (FCSR) or the central registry of child abuse and neglect of the Missouri Children's Division, and Missouri case.net. Background checks on drivers shall be conducted pursuant to Mo. Rev. Stat. § 168.133 and conform to the requirements of the National Child Protection Act of 1993, as amended by the Volunteers for Children Act. Contractor will not employ any drivers whose background check reveals that he/she has exhibited behavior that is violent or harmful to children or adults.

Insurance

1. The Contractor shall procure and provide at all times, at his expense, insurance coverage with an insurance company approved by the District and name the District as an additional named insured on those policies, with minimum coverage as follows for each accident, but in no event shall insurance coverage be less than the laws of Missouri require on school buses and the Contractor agrees to provide a copy of his insurance policies to the District before the beginning of each school year:
 - A. LIABILITY
 1. Bodily injury \$2,000,000 each person \$5,000,000 each accident
 2. Property damage \$2,000,000 each accident
 - B. MEDICAL PAYMENTS
\$5000 each person
 - C. UNINSURED MOTOR VEHICLE
Bodily injury \$100,000 each person \$300,000 each accident
2. All insurance policies and certificates of insurance called herein shall contain a clause to the effect that no coverage shall be cancelled except by a thirty (30) day written notice delivered personally or by certified mail to the District.
3. All insurance coverage shall be in compliance with and conformity to all Federal or State laws or regulations governing the same to the extent that such requirements exceed the minimum coverage here provided.
4. Contractor expressly agrees to indemnify and save harmless the School District, its Board of Directors, officers and employees (hereinafter in the 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 the District at Contractor's own cost and expense or, at the sole option of the District, to reimburse the District for any reasonable cost and expense including attorney's fees, which the District may incur or be put to for the defense from any such claim. Contractor understands and agrees that the District cannot and will not save and hold harmless and/or indemnify the Contractor, its sub-contractors, or employees against any liability incurred or arising as a result of any activity of the Contractor, its subcontractor(s), or the contractor's employees related to the contractor's performance under the contract.

5. The Contractor shall, at his expense, cause all eligible drivers to be covered by Workmen's Compensation insurance, pay Social Security taxes, pay payroll, and pay other taxes as required by law. Neither Contractor nor its employees and drivers shall be held or deemed in any way to be an agent, employee or official of the District.

Drug Testing

1. The Contractor shall, at their expense, follow the guidelines of the Omnibus Transportation Employee Testing Act. In meeting these guidelines, the Contractor shall provide a comprehensive program that includes conducting pre-employment, reasonable suspicion, random and post-accident testing for use of alcohol or drugs by operators of commercial motor vehicles, notifying such operators of the requirements and consequences of the program, and maintaining appropriate records. The Contractor has received a copy of the Smithville R-II Board of Education's policy FILE:GBEBA – Drug-Free Workplace.

Fuel

1. The district will pay for fuel used to transport students. Contractor shall keep accurate records of all fuel usage and provide documentation to the district as necessary including but not limited to:
 - i. Maintaining a monthly mileage sheet for ALL busses (spares and regular route) kept on district property, to be delivered to the Central Office at month end.
 - ii. Providing the district office with proof of fill-up when any bus that is kept on district property is used for any purpose other than transporting district students including but not limited to providing transportation services to community groups, churches, other school districts, and/or servicing of a bus outside of the Smithville city limits).
 - iii. Providing a log of all fuel including which bus was filled, date filled and mileage at time of fill.

Bus Radios/GPS/Cameras and Other Equipment

1. The District will furnish a repeater radio system with a two-way business band radio for each bus and the District Central office. As of July 1, 1998, the District owned the current radio repeater located at the water tower near the entrance to the south campus of the District, one base radio, and twenty (20) two-way business band radios. It is agreed that the Contractor may use this equipment to assist in the transportation of students as long as this contract is in effect. The cost of additional radios, when needed, as well as the maintenance and repair of the radio equipment described above, will be the expense of the Contractor.
2. All buses will be equipped with digital video surveillance equipment (minimum three cameras) which will be provided by the Contractor and maintained by the Contractor. The video footage produced by the cameras must be accessible remotely at any time. The cost to repair, maintain, and install the surveillance equipment will be the expense of the Contractor. The Contractor will provide upon the district's request any or all recorded video.
3. All buses will be equipped with GPS systems that track movement of the bus and allow the District to monitor location and speed of the bus. This information should be available by multiple users in the District through an online portal. The Contractor will also provide a parent

app that is accessible through a mobile device (IOS and Android), that alerts the parents of the progress of the bus as it progresses through the route. This way parents will know when buses are running late and the time their students was picked up or dropped off. The software provider "Transportant" does not satisfy this requirement, as their product fails to properly communicate with parents related to routing delays.

4. Routing software will be provided by the Contractor and shall be used by the Contractor to generate reports, create efficient routes, create rosters, and schedule extra trips. The Contractor must designate a primary contact to receive training, learn the software, and perform necessary expectations. The routing software will be housed, updated, and maintained by the Contractor. The data and routing information created will be the sole property of The District. The District may request an export of the all data housed in the routing software at any time.

Other Costs

1. All expenses of operations of the bus transportation, unless noted above, shall be borne by the Contractor.

Miscellaneous

1. The Contractor agrees to abide by the rules and regulations of the District, which shall be in conformity with the regulations for the operation of school buses adopted by the State Board of Education in Missouri.
2. The superintendent of the District shall have the authority to determine if the buses shall run under questionable road conditions and shall be entitled to the advice of the Contractor when requested.
3. In the event of questionable road conditions, the District superintendent of schools, or his designee, shall have the authority to determine whether the buses will run. The Contractor shall constantly monitor weather and road conditions and perform sufficient road checks to provide input in a timely and responsible manner.
4. The Contractor shall present school bus safety assemblies during the first school quarter to all elementary students, each year.
5. The District shall be the ultimate authority with respect to all disciplinary problems, suspensions or expulsions of any student from transportation services hereunder.
6. The Contractor's drivers are responsible for discipline on the Contractor's buses and the appropriate building principals of the District will assist the drivers with that responsibility. Each driver shall handle all disciplinary matters in strict accordance with District policy. In no case will a driver eject a student from a bus during a bus route for misbehavior except in the event of an extreme emergency endangering the safety of other students. All discipline problems shall be reported in writing following completion of the bus route. Further

procedures and regulations for the administration of discipline shall be established cooperatively between the District and the Contractor.

7. Vandalism damage to the Contractor's equipment or facilities will be the responsibility of the Contractor. In any event, the District shall give the Contractor all reasonable assistance in obtaining restitution for damaged equipment or facilities. The Contractor may, upon concurrence by the District, refuse to provide a student with transportation services until vandalism damages caused by such student are paid.
8. In the event of destruction or mutilation of the Contractor's property, upon concurrence by the District, the Contractor may refuse a student transportation until the damages are paid.
9. All regular route buses are to be lettered "Smithville R-II School District" centered on each side of the bus in black lettering which fills the beltline, or otherwise in such a manner as to conform with state and federal law.
10. The Contractor shall provide the District such reports as may be requested, on forms provided by the District, and within the time frames requested by the District. Contractor recognizes that timely and accurate completion of these forms is necessary for the District to be able to properly complete its obligations under Missouri law. Records sufficient to confirm the accuracy of all such reports shall be kept by the Contractor and made available for inspection by the District at all reasonable times for one (1) year after the submission of each report.
11. In the event the Contractor is unable to provide transportation services as herein specified because of acts of God, civil disturbance, fire, riot, war, governmental action or any other cause beyond the Contractor's control, the District shall excuse the Contractor from performance under this agreement. The District shall have the right to take over the operation of such buses if the Contractor is prevented from operating for the reasons described above, whether such buses are supplied by the Contractor or the District and may operate such buses with school employees or other persons as the District may deem appropriate until the Contractor is able to resume its regular operations. The District shall pay the Contractor for the use of such buses the compensation which would be due in accordance with this agreement had the Contractor operated such buses, less all expenses and costs incurred in securing the services of operating personnel and other such costs of operation.
12. The Contractor shall provide drivers with cell phones on those occasions when a bus will travel beyond two-way radio range.
13. Contractor will conduct emergency school bus evacuation drills once per semester for all students in grades K-12. The first drill must be conducted prior to October 31 and the second drill must be conducted prior to March 31. The drill must be conducted under the direction of supervisory personnel and must include instruction and practice in the location, use and operation of the emergency door, fire extinguisher and first aid kit; opening windows in case of fire or accident; and in vacating the bus quickly through the emergency door, service door or both. The contractor will notify the District of the planned date for drills. Following completion of each evacuation drill, the contractor will submit to the District a written listing of the run identification, date, time and place of evacuation drill. Failure to

conduct such drills may result in a penalty of not more than 5% of the total amount owed for October and/or March.

14. 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 shall provide any reports required by the state Department of Education or the Missouri Division of Transportation. The Contractor, in performing this contract, shall not discriminate against any worker, employee or applicant, or any member of the public, because of race, creed, color, age, sex or national origin, or otherwise commit an unfair employment practice. The Contractor shall at all times observe and comply with the District's Board of Education policies and procedures.

Routes

1. The Contractor, in cooperation with the District, shall be responsible for the planning of all routes and are be furnished to the District no later than August 1st of each upcoming school year. Routes will be created electronically with the computerized routing software provided by the district. Contractor shall furnish for the district all preliminarily student rosters, route copies, and bus line-up prior to the first day of school each year. All routes shall be determined in accordance with District policies.
2. 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. If a school bus is operating ten (10) or more minutes late, the Contractor will notify the District immediately. 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 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 last Friday in August of each year.
3. The Contractor will, at their own expense, communicating through email notifying them their route bus number, bus stop and pick-up and drop off, along with ridership rules no later than the second Monday in August. This will also apply to newly enrolled students/parents throughout the year.
4. Routes shall be subject to change and approval by the District.
5. All routes shall be planned in the most economically, efficient manner to provide the District with maximum reimbursement in State transportation aid.
6. The Contractor shall operate said vehicles to transport pupils to and from school and school-related activities upon the routes and schedules as set by the District each year.

2 Responding to Smithville School District Request

2.1 Deadline for Questions

Questions with regard to the RFP maybe asked via e-mail. Questions may be submitted by e-mail to hedgecor@smithville.k12.mo.us up to 11:59 PM CST on Wednesday, November 29th, 2023.

A pre-proposal conference will be held at 655 S. Commercial, Ave., Smithville, Missouri 64089, at **9 a.m. on Tuesday, November 14, 2023**. Attendance at this pre-proposal conference is ***mandatory*** for any vendor wishing to submit a proposal. If a vendor cannot attend the meeting, they will need to contact the District before the meeting to be considered part of the bidding process. The decision to allow the vendor to participate will be the sole discretion of the District. The purpose of this conference will be to answer any questions regarding proposal specifications and the current transportation system.

Responses to submitted questions will be posted on District's web site at:

<https://www.smithvilleschooldistrict.net/o/ssd/page/request-for-proposals>

2.2 Proposal Requirements

Below is a list of information to be provided by responding firms. Please draft your proposals clearly and concisely in response to the questions below. A proposal that does not include all the information required below shall be deemed non-responsive and subject to rejection.

Required Information

1. Smithville R-II School District will accept proposals for a five (5) year contract for STUDENT TRANSPORTATION SERVICES. Proposals will be opened and read aloud in the Smithville R-II School District Office, located at 655 South Commercial Ave, Smithville, MO. Proposals should be submitted for a **five-year period**, encompassing the **2024-2025, 2025-2026, 2026-2027, 2027-2028, and 2028-2029 school years**. Vendors shall provide a **firm price for years one and two of the contract** and a **not to exceed percentage increase for years three through five**. Pricing must be shown on the proposed form below.

Description (per day)	Minimum Required	Firm Price 2024-25	Firm Price 2025-26	Not to Exceed % 2026-27	Not to Exceed % 2027-28	Not to Exceed % 2028-29
77 Passenger or Greater Double Route	15					
Bus with Chair Lift	3					
Summer School single route	15					
Vo-tech in Plate City	1					
Spare Bus per day	6					
Special Education/ECSE in District	4					
Bus Monitor per day	4					
Activity Trips/Shuttle (in district)						
Activity Trips (out of District 60 miles or less round trip)						
Activity Trip Driver (over 4 hours layover)						
Activity Trips (out of District 60 miles or mor3 round trip)						

2. Each proposal must be submitted in a sealed envelope, which shall be endorsed on the outside with the following information:
 - a. PROPOSAL FOR STUDENT TRANSPORTATION SERVICES
 - b. Name and Address of Vendor
 - c. Date and time submitted

3. All proposals submitted must be valid for a minimum period of 90 days after the date set for the proposal opening.

4. The Smithville R-II School District Board of Education reserves the right to reject any and all proposals, or to waive any informalities, irregularities, or technicalities in any proposal, should it deem to be in the best interest of the district to do so. The contract will be awarded, if at all, to the lowest and best bidder meeting specifications as determined by the Smithville R-II School District Board of Education. Proposals should be submitted on the premise that the district intends to contract as a single unit, and that the proposal must be acceptable to the Smithville R-II School District Board of Education. While the financial responsibility of the vendor is a significant concern, the Smithville R-II School District Board of Education is equally concerned with the proven ability of the vendor to satisfactorily perform the contract so that the service will be provided in accordance with proposed contract documents.



5. Any explanation or statement which the vendor 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. Unless the vendor so indicates, it is understood that the vendor is in strict accordance with the specification requirements.
6. Proposals must be accompanied by a proposal or bid bond in the amount of five percent (5%) of the regular route cost for one year. Bonds will be returned concurrent with the proposal award selection.
7. The Smithville R-II School District Board of Education reserves the right to require, from the successful contractor, a performance bond for the period of the contract, in the amount of 100 percent of the regular route cost. Upon such requirement, the bond shall be filed with the Smithville R-II School District treasurer on or before the beginning of each contract year. The bond shall be placed with a surety company having a policyholder rating not lower than "A" and a financial rating not lower than "AAA" in the current edition of Best's Insurance Guide. Hopefully, the financial soundness of the contractor will preclude this requirement. To assist in proposal comparisons, do not include the cost of a performance bond in your pricing, but do show the cost of the performance bond as a separate cost item in your proposal.
8. The primary proposal shall be based on the premise that the Smithville R-II School District will not be responsible for financing, holding title to, or licensing vehicles. The proposal shall also be based on the premise that the District will not be responsible for repairing, storing, or maintaining vehicles.
9. Proposals are limited to contractors with at least five (5) years of experience providing pupil transportation for school districts with similar-size transportation operations and with demonstrated ability in launching operations of this scope. 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.
10. The minimum charge for regular routes will be for 172 days of service and 20 days for summer school.
11. Vendors must satisfy themselves, upon examination of these specifications, as to the intent of the specifications. After submission of the proposal, no complaint or claim that there was any misunderstanding in regard to items listed for proposals will be entertained from either party.
12. All proposals shall be deemed final, conclusive, and irrevocable and no proposals shall be subject to correction or amendment for any error or miscalculation.
13. Vendors shall be prepared to submit upon request of the district, an audited financial report for the three (3) most recent fiscal years. In addition, the district may request:

- a. A description of its present operations and a list of outstanding transportation contracts including the number of school buses used and the first year that transportation services were furnished.
 - b. The corporate or individual history of the vendor.
 - c. A resume summarizing the experience and qualifications of the contract manager who will be primarily responsible for the performance of the contract, or if the contract manager has not been identified or hired, the qualifications necessary to fill the position.
 - d. An organizational chart showing the staffing and lines of authority of key personnel to be used in performing the contract.
 - e. A summary by narrative, brochure, chart, or other means showing the vendor's special qualifications and philosophy which may give the vendor the ability to satisfy all proposal requirements.
14. The vendor shall at all times observe and comply with all 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, and in particular, such laws pertaining to safety. The contractor, in performing under this contract shall not discriminate against any worker, employee or applicant, or any member of the public because of race, creed, color, age, sex, or national origin, nor otherwise commit an unfair employment practice.
15. No contract shall be assigned or any part of the same subcontracted without written consent of the Smithville R-II School District Board of Education, but in no case shall such consent relieve the contractor from its obligations, or change the terms of the contract.
16. Alternate proposals will be considered only secondarily to the contract specifications. Any alternates submitted must be thoroughly detailed to merit consideration.
17. Contractor shall maintain all equipment, unless defined by the school district, solely at their cost used in the transportation of students in accordance with laws and regulations of the State of Missouri regarding school buses, and such equipment shall be maintained in good mechanical order at all times to pass Missouri State School Bus inspection. Buses shall be kept clean and sanitary condition and open to examination of the Smithville R-II School District at all times.
18. Contractor shall submit a description of the equipment which they propose to use in carrying out the contract prior to the beginning of the school term including year, model, VIN, capacity, and fuel type.

19. It is understood that all equipment shall comply with all state and federal statutes, school bus specifications, and safety regulations in force, and that if any bus equipment owned by the contractor fails at any time to comply in whole or in part during the term of the contract, it shall be replaced by the contractor without expense to Smithville R-II School District and without claims for adjustment per diem, or per trip, compensation.
20. All buses or vehicles provided by the contractor, under this contract, shall be owned by the contractor.
21. A minimum of six (6) stand-by buses and drivers meeting the same specifications of the route buses, shall be available on-site to provide extra-curricular service and to be used in the event any buses regularly transporting students shall be inoperable. **These buses will not count toward the calculation of the average age of the contractor's fleet.**
22. The contractor agrees that before any school buses are used for transportation, the driver or designee shall inspect same carefully for defects, and remedy any defects before using said vehicles.
23. These proposal specifications shall be affixed to the contract entered into with the contractor, and shall be considered an integral part thereof. Should there be a contradiction between the proposal specifications and contract, the terms and conditions as stated in the contract shall prevail.
24. The Contractor will be responsible for the completion of data for transportation reports as required by the District. Contractor shall also provide the district with data on student transportation in an electronic format compatible with the district's computer operating system.
25. The contractor will be expected to employ a transportation director and dispatch/safety trainer (2 FTE) at minimum. Personnel will be expected to have their office location at the new Transportation facility to service the contract.
26. The contractor will guarantee a route minimum of 3 hours for the morning and 3 hours for the afternoon route using a double route system. The minimum hourly wage to be paid to the drivers will be \$20 per hour. These minimums must be met as part of the Transportation contract.
27. The District currently has under construction a Transportation facility with the intended use for the Transportation contractor. The facility is located on 92 highway just south of the main campus at 655 S. Commercial Ave., Smithville MO, 64089. The facility has sufficient parking for the bus fleet, bus bays for mechanical repairs, office space for the transportation director, dispatch/safety trainer, and fuel tanks for fueling. It is understood that the winner of the contract will use this space and perform maintenance on the buses at this location. Once the contract with the contractor comes to an end, the contractor will be expected to vacate the premises.

28. When submitting the RFP, please submit answers to the proposal questionnaire below.

Proposal Questionnaire

1. _____ Number of years your company has been in business as a transportation contractor?

2. Size of Fleet operated by your company:

2018-19 _____

2019-20 _____

2020-21 _____

2021-22 _____

2022-23 _____

3. Number of contracts presently holding: _____

4. Please list three references that can be contacted where you have provided services.
(Prefer district of size comparable to Smithville R-II School District / 2,600 students)

Name of District: _____

Address: _____

Contact Person & Number: _____

Number of years you have provided their service: _____

5. Annual Salary paid to local contract director \$ _____

6. Annual Salary paid to dispatch/safety trainer \$ _____

7. Insurance – Amount of coverage in the following areas your company will maintain during the period of the contract:

Bodily Injury Liability (amount each person) \$ _____

Aggregate \$ _____



Property Damage Liability per Occurrence \$ _____
Excess Liability Umbrella \$ _____

8. All buses will be diesel powered with an automatic transmission. Yes / No
9. What make of buses will be used? _____
10. What will be the maximum age of a bus in the fleet planned for use in the district?

11. What will be the average age of the buses planned for use in the district?

12. What will be the maximum mileage of the buses placed in the fleet?

13. How many reserve/activity buses will be maintained?

14. How many stand by drivers will be employed for the district?

15. What will be the starting salary for drivers?

16. Will your company provide the district with the option of a three-year extension? Yes / No
- If yes, please describe how you would price the additional three years:

17. Will your company permit personnel of the Smithville R-II School District holding appropriate license to drive a bus for requested activity trips? Yes / No
- Discuss your provisions:

18. Are your buses equipped with any special features? Yes / No
- Please list:

19. Do you have an employee benefit package? Please list benefits:

2.3 RFP Submission

Bids are due on or before Friday, December 1st, 2023 at 1:00 PM, CST. Please adhere to the requested format for response. Please use the subject of Bid: Transportation Services RFP. Responses are to be mailed only.

Forms may be submitted in person or mailed to:
Attn: Bids- Transportation Services RFP
Smithville School District
Attn. Robert Hedgecorth
655 S. Commercial Ave.
Smithville, MO 64089

A copy of this Request for Proposal (RFP) may be obtained from the District's web site at <https://www.smithvilleschooldistrict.net/o/ssd/page/request-for-proposals>. It is the sole responsibility of the "proposer" to monitor the District website for any amendments to the RFP.

The District and/or Board of Education reserve the right to reject any and all offers, or any part thereof, and to waive informalities and to enter into such contract or contracts as shall be deemed in the best interest of the Smithville School District.

3 RFP Response Form

3.1 Selection Process and Timeline

The contract will be awarded based on best-value to the District and its constituents, as well as evaluation criteria set forth in this document. Any proposal that does not meet the requirements of the RFP or that does not address the questions as posed will be rejected.

The District will evaluate all responsive and responsible proposals based on the Evaluation Criteria as referenced below, and may afford firms the opportunity to clarify the contents of their proposal for the purpose of assuring a full understanding of their response to the RFP. The District will rank all proposals from highest to lowest evaluation score. After the District has selected a proposal, the firm will enter into negotiations for a contract. The contract will become final and binding only with the approval from the District’s Board of Education. All contracts will be reviewed by district counsel. Any contract terms that are not acceptable by the District, may be grounds for dismissing the selected vendor. In the event the primary selection cannot provide the products or services, an alternate company will be selected. All companies will be notified within seven days of the selection.

3.2 Evaluation Criteria

The District will evaluate all proposals and select the underwriter.

The District will evaluate proposals based on an assessment of responses to the “Proposal Requirements” in section 2.2.

Weighted criteria contributing to the award are included in the following breakdown:

Criteria	WEIGHT
1) Proposed Fees, Pricing and Structuring Recommendations	40
2) Transportation Services Experience and Performance	30
3) Proposed Leadership Team	15
4) References	15

Oral interviews are not anticipated.

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Adopted: 11/7/2018

Revised: 11/6/2023

Smithville School District, Smithville, Missouri

