

PUPIL TRANSPORTATION SERVICES

Proposal Specifications

A bid bond or cashier's check must accompany the sealed proposals in the amount of 5 percent of the proposed annual home-to-school base cost. All security deposits received will be refunded when a contract is awarded by the District or if all proposals are rejected. The bid bond must be issued by an approved surety, duly licensed and authorized to transact business in the state of Tennessee, in a form and content acceptable to the District.

Proposal Specifications

1. OVERVIEW

The Warren County Schools (District) currently contracts for pupil transportation services for the general education and special needs students enrolled in the District. The Contractor also provides transportation for various extracurricular/field trips as requested by the individual school buildings of the District, as well as transportation for the various clubs, groups and athletic teams of the District. The purpose of this Request For Proposals For Pupil Transportation Services (the "RFP") is to establish a contractual relationship with an experienced and qualified pupil transportation services contractor to provide daily general education and special needs pupil transportation, extra-curricular and athletic transportation requested by the District, as well as transportation fleet maintenance services, to the District in the most efficient and cost-effective manner possible while, at the same time, maintaining the highest level of safety and reliability.

The District, in its sole and absolute discretion, reserves the right to request post-Proposal interviews from all, some, or none of the entities submitting Proposals. The process will include the review and evaluation of methods and procedures used to provide effective pupil transportation and transportation fleet maintenance services for the District within the scope of this RFP. Past experience will also be judged by the references of each entity. Staffing and experience with transitioning public school district transportation services within the state of Tennessee shall be included in the entity's qualifications. Contractors are required to have a minimum of five (5) years of experience contracting with school districts of similar size. A major portion of the negotiations will include the financial terms of the Contract. The District will select the Proposal, if any, that it deems most qualified to serve the best interests of the District, in its sole and absolute discretion.

2. PROPOSAL PROCESS

Use of District Documents

Proposals must be submitted on forms or in the format provided by the District. Any proposal submitted in altered form may result in rejection of such proposal at the option of the District. Alternate proposals are acceptable only if the Contractor has also submitted a proposal on forms provided by the District according to the terms stipulated by the District (base proposal). Any such alternate proposals submitted must be clearly marked and identified as an alternate.

The District RFP documents include:

- a. Invitation to Submit Proposals
- b. Terms and Conditions
- c. Proposal Form/Price Schedule
- d. Evidence of Insurance as indicated in the attached sample Certificate of Liability Insurance
- e. Proposal Checklist
- f. Any Addenda to this Invitation
- g. Transportation Data
 - h. Proposed Bus Replacement Plan

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Submitting Proposals

1. Proposals must be received by the District no later than the deadline. (See cover page- Notice to Bidders for date/time of deadline). Any proposal received after this time shall be returned unopened.
Three (3) copies of the proposal must be submitted.
2. Each Contractor must submit his/her proposal in a sealed envelope or box.
3. The envelope or box marked with the Contractor's name and address and the words "Transportation Proposal" must contain:
 - a. Submittals
 - b. Bid Security
 - c. Evidence of Insurance or Insurability as indicated in the attached sample Certificate of Liability Insurance
 - d. Contractor shall submit with their proposals the contract document that they are prepared to execute. The district will consider alternate proposals. Any proposal that is submitted without a form of Agreement may be rejected.
 - e. Contractor must include the last three years of financial statements and balance sheets.
 - f. A description of buses to be provided during the term of the Agreement to include passenger capacity, year of manufacture make and mileage. (Bus Replacement Form)
4. The right is reserved, as the interests of the District may require, to revise or amend the specifications prior to the date set for opening proposals. Such revisions and amendments, if any, will be announced by an addendum or addenda to this Request for Proposals. If the revisions and amendments are of a nature which requires material changes in quantities or prices proposed or both, the date set for opening proposals may be postponed by such number of days as in the opinion of the District will enable Contractors to revise their proposals. In such cases, the addendum will include an announcement of the new date for opening.
5. Any exceptions to the terms and conditions contained in this RFP, or any other special considerations or conditions requested or required by the Contractor MUST be specifically enumerated by the Contractor and be submitted as part of its Proposal, together with an explanation as to the reason such terms and conditions of this RFP cannot be met by, or in the Contractor's opinion should be not applicable to, the Contractor. The Contractor shall be required and expected to meet the specifications and requirements as set forth in this RFP their entirety, except to the extent exceptions or special considerations or conditions are expressly set forth in the Contractor's Proposal and those exceptions or special considerations or conditions are expressly accepted by the District.

Erasures or Corrections to Entries

If correction of an unintended entry is desired, such correction must be legible and clearly authenticated by initials of the person signing the proposal. Illegible or unauthenticated corrections may result in rejection of the proposal at the option of the District.

Withdrawal or Amendment of Submitted Proposal

No amendment, addendum, or modification shall be accepted after the deadline for submitting the proposal. If a change to a proposal that has been submitted is desired, the submitted proposal must be withdrawn and the replacement proposal submitted prior to the time scheduled for opening of proposals. After the scheduled time for opening of proposals, proposals may not be withdrawn for 90 days.

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Bid Security

A bid bond or cashier's check must accompany each sealed proposal in the minimum amount of 5 percent of proposed annual home-to-school base cost.

Restrictions on Communication

From the issue date of this RFP until a Contractor is selected and the selection announced, a prospective Contractor shall not communicate about the subject of this RFP or a Contractor's Proposal with the District, its Board of Education, or any individual Board member, administrators, faculty, staff, students, or employees, except for site/fleet inspections, or additional Requests For Clarification.

Term

The term of the Agreement is effective beginning July 1, 2021 and ending June 30, 2024, but may be extended at the option of the district for (2) two additional one-year terms by giving the Contractor notice of at least 30 days before the expiration of the initial term or option term. Time is of the essence. The chosen contractor must be in place and prepared to start service on July 1. The rates set forth in the Agreement shall be set to show a specific set rate per year for each year (1-5) for each type of route. Such rate shall be set and not adjusted for inflation. The cost of bus replacement make be factored as a part of the rate or as an additional cost.

Proposal Submittals

The following criteria will be used to evaluate all proposals:

Submittal 1: Implementation Plan

Contractor shall detail their implementation plan and specific timelines to be followed.

Submittal 2: Experience in School Transportation

Contractor shall provide a statement of its qualifications to provide the specific services requested herein. Evidence of the Contractor's understanding and acknowledgement of the requirement to meet all regulatory laws, codes, and requirements of Local, State, and Federal law that apply to Tennessee public school districts. Contractor must have a minimum of five (5) years' experience contracting with public school districts in the state of Tennessee.

Submittal 3: Staff Plan

The Proposal shall include background information and qualifications of the personnel, who will be involved with the District, including:

- A. A list of proposed management staff assigned to the District, including profiles describing experience, education, background, specific professional accomplishments, and any special qualifications. The District requires a minimum of one (1) full-time General Manager, one (1) full-time Safety Supervisor, one (1) full-time Dispatcher/Router, one (1) full-time Lead Technician, one (1) full-time mechanic and a plan to support these positions with other full-time or part-time personnel.
- B. A description of the chain of command and reporting relationships, including an organizational chart showing the staffing and lines of authority.
- C. Contractor shall provide a description of its proposed staffing, including wage and benefit plans for all positions.

Submittal 4: References

Contractor shall supply a list of five references and contracts, at least one of which must be held in Tennessee, describing their experience in transporting physically challenged and developing school-age children. Names,

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addresses and phone numbers of the references must be included.

Submittal 5: Maintenance Program

Contractor shall provide a description of its proposed vehicle maintenance program and how it will be administered. The maintenance program shall include the description of the number of maintenance personnel, bus maintenance schedule and service for all school owned white fleet vehicles.

Submittal 6: Hiring and Retention Program

Contractor shall provide a description of their hiring process and the selection criteria used, as well as, their plan to retain current District employees and new hires. This program must include a description of their pre-employment screening process to ensure the District that all necessary precautions will be met. The Contractor shall submit a list of bus driver qualifications, certifications and indications of ability to meet all driver requirements under Tennessee statutes and regulations, and how the Contractor proposes to supply these drivers, assuming existing drivers will not be available.

Submittal 7: Driver Safety and Training Program

Contractor shall provide an overall description of its training process and driver education and evaluation program.

Submittal 8: Student Safety Program

Contractor shall provide a description of how it will address the issue of student safety, including any educational programs it has implemented.

Submittal 9: Cost Proposal Form

Contractor must provide a fixed cost proposal for the services requested. Although cost is an important consideration, proposals will also be evaluated in terms of the quality of the Contractor's proposal relative to the other criteria listed here.

Submittal 10: Mechanics Training and Certification Process

Contractor shall describe its mechanic training and certification process.

Submittal 11: Customer Feedback

Contractor shall provide a description of its formal customer feedback system, provide sample tools used to gather data, and describe how results were shared with customers and used to improve service.

Submittal 12: Plan for Substitute Buses and Relief Drivers

Contractor shall address the provision for substitute buses and drivers needed for performance under the terms of this Agreement. The Contractor will be required to maintain standby relief drivers each and every day that school is in session in the amount of ten (10) percent of route drivers.

Submittal 13: Customer Service Philosophy

Contractor shall describe its customer relations philosophy and its program in this area.

Submittal 14: Site Evaluation

One or more members of the District's evaluation committee may conduct one or more site evaluations. If site evaluations are conducted, they will be conducted at facilities of the District's choice where the Contractor currently provides pupil transportation services. By submitting a proposal, each Contractor agrees to make selected facilities and facility's personnel available to District evaluation upon reasonable notice.

Submittal 15: All other documents which include:

(a) Bid Security

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- (b) Evidence of insurance as indicated in the attached sample Certificate of Liability Insurance
- (c) Proposed Contract document
- (e) Description of buses (Bus Replacement Form)

3. TRANSPORTATION DEPARTMENT EMPLOYEES

It must be understood that this RFP provides for the selection of a professional contractor to provide pupil transportation service including any applicable extracurricular activity and field trip transportation, for all regular education and special needs students within the District, as well as maintenance services for the all of the District's transportation fleet. Preference shall be given to all current employees who are in good standing with the current Contractor who wish to continue to provide their service to the students of Warren County School District. By submitting a proposal in response to this request, the Contractor agrees to interview all the employees currently serving the District. The employees that meet the Contractor's and District's requirements will have the right of first refusal for the Contractor's positions.

4. CURRENT OPERATION

Regular Education Daily Routing

The District currently operates a total of 45 daily transportation routes for general education students and these routes are generally operated 178 days per year.

Special Needs Daily Routing

The District currently operates a total of 10 daily transportation routes for special needs students to/from home, for programs within the District and to/from out-of-district programs. The special needs routes are generally operated 178 days per year.

Mid-Day Routing and Shuttles

The District currently operates 7 mid-day routes.

Bus Monitors

The District contracts for 18 bus monitors.

Trips

The District currently provides transportation for various extracurricular/field trips as requested by the individual school buildings of the District, as well as transportation for the various clubs, groups and athletic teams of the District.

Buses

The District operates a total of 55 buses, consisting of 45 daily route buses and 7 spare buses. The School District owns 37 of the buses and the incumbent contractor currently provides 18 buses. The Contractor shall utilize the District owned bus fleet for the sole purpose of providing transportation services for the District under the terms and conditions of this RFP and the Contract and for no other purpose(s) without the School District's prior written consent.

Transportation Facility

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The District owns and operates a facility located at 126 Middle School, McMinnville, Tennessee 37110 (the "Facility"). The Facility includes a transportation maintenance garage, bus parking area, restroom facilities and office space. The District will allow the successful Contractor to use the Facility pursuant to a separate lease agreement in order to provide the transportation and maintenance services contemplated under this RFP. The Contractor will be permitted to operate trips for the public, utilizing Contractor owned buses and Contractor provided fuel, as long as such operations do not interfere in any way with the District's transportation needs.

The successful Contractor will be responsible for keeping the facility and bus maintenance garage in a clean working order at all times, as well as the cost of utilities for the Facility. The District will be responsible for capital expenses for the Facility; however the Contractor will be responsible for repairs to the Facility caused by the acts or omissions of the Contractor, its employees and agents.

Transportation Facility Equipment and Inventory

The Facility contains vehicle bays used to service the buses as well as various large tools and equipment (bus lifts, compressors and brake lathers, etc). In addition to the capital equipment, the Contractor will be able to utilize the existing office equipment, such as desks, chairs, phones (long distance charges will be billed to Contractor at District's rates). Aside from the above, there is no office equipment, computers or other tools at the Facility which would be available to the successful Contractor.

5. PAYMENTS

Payment for services will be made by check within a reasonable time, not to exceed thirty (30) calendar days from receipt of invoice.

6. PERFORMANCE BOND

The District may require, as a condition to granting a contract award, receipt of a renewable annual performance bond naming the District as obligee or beneficiary in the amount of the estimated annual amount of the contract. The performance bond must be issued by an approved surety duly licensed and authorized to transact business in the state of Tennessee, in a form and content acceptable to the District. The cost of such bond shall be stated separately on the proposal form and shall not be included in Contractor's calculations in arriving at service prices per day. If the District elects to require the Contractor to provide a performance bond, it shall be separately invoiced to the District and paid by the District.

7. BUS OWNERSHIP

Contractors must submit a Proposal under which the District will maintain ownership of its current student transportation fleet and Contractor will provide replacements based on the age limits as set forth in the Agreement. Buses to be used in the performance under this RFP shall not exceed twelve (12) years of age. Age is defined as the model year of the bus and measured at the start of each school year. Description of the buses owned by the District is attached. In addition, the Contractor shall submit a description of the replacement buses to be provided during the initial term of the Agreement to include passenger capacity, and year of manufacture. All buses will be equipped with two-way radios, digital video cameras and GPS. The District seeks the Contractor should provide at least 12 contractor owned buses in the first year of the contract, at least 8 should be new buses.

8. FUEL

The Contractor shall purchase all fuel. The District will reimburse fuel costs on a monthly basis.

9. AUTOMATED ROUTING SOFTWARE

The Contractor must provide a computerized routing software program and utilize it for the creation and maintenance of efficient routes. Contractors must provide a detailed explanation of the software to be used and experience with the

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software. Contractor will also make available for posting on the District's website, an application that will allow parents/guardians to enter an address to determine what bus number and school zone is associated with a particular address. This may be included in the base proposal or as an additional option to be paid separately by the District.

10. TRANSPORTATION INFORMATION FOR STATE REPORTING

The Contractor shall timely enter data and information regarding all state mandated transportation information into the District's Student Management Information System (SIS) in a form that is usable and compatible with current state funding reports. Initial transportation information shall be entered into current SIS no later than 6 weeks following the first day of school for the current school year. Transportation attendance data must be entered by Contractor and kept current throughout the school year. Contractor will work cooperatively with District technology and will be responsible for insuring that state ADT reports are accurate for transportation funding.

11. FORCE MAJEURE

Contractor shall be excused from performance hereunder, and District shall not be allowed to levy any damages or penalties, liquidated or otherwise, during the time and to the extent that Contractor is prevented from performing in the customary manner by an act of God, fire, flood, war, riot, civil disturbance, state of emergency, terrorism, epidemic, quarantine, strike, lockout, labor dispute, oil or fuel shortage, freight embargo, rationing or unavailability of materials or products, loss of transportation facilities, commandeering of equipment, materials, products, plants, or facilities by the Government, or any other occurrence which is beyond the control of Contractor.

12. REDUCTIONS IN SERVICE

The following provisions shall apply in the event of the applicable reduction in service:

- a. This Agreement contemplates a minimum of 178 operating days per school year. If the actual number of operating days falls below 178 during any school year, then the parties agree to renegotiate in good faith a flat daily rate per day buses do not run under 178 days due to inclement weather, such as, but not limited to, snow, ice, flood, extreme cold/extreme heat or for other safety reasons or other emergency situations.
- c. If the average daily number of routes is reduced by five percent (5%) or more, then both parties agree to renegotiate in good faith the rates, if such renegotiation is requested by Contractor. If the parties cannot reach an agreement, Contractor may, at its option, continue to operate the Agreement at the original rates or terminate the Agreement upon thirty (30) days written notice.

13. USAGE OF BRIDGESTONE TIRES

Contractor agrees to use Bridgestone tires as replacement tires on all buses utilized in the District.

14. INSURANCE INDEMNITY HOLD-HARMLESS

On or before the Agreement date, the Contractor shall obtain certain insurance coverage by insurers duly licensed and authorized to operate in the state of Tennessee. The insurance coverage shall meet the following requirements (refer to pages 14 & 15);

- 1. At a minimum, provide the type of insurance coverage and limits indicted on pages 16 and 17 and in the enclosed sample Certificate of Liability Insurance. The Commercial General Liability, Automobile Liability and Commercial Umbrella Liability will be primary and noncontributory.
- 2. Provide uninterrupted Automobile Liability and Physical Damage insurance coverage for any and all school buses used to meet requirements of this Agreement. Include ISO Commercial Auto Endorsement Form CA 20 01 10 13 Lessor – Additional Insured and Loss Payee (sample attached).

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3. Commercial General Liability, Automobile Liability, Commercial Umbrella Liability and Worker's Compensation & Employers Liability Insurance to be placed with an insurance company that has an A.M. Best Rating A (Excellent) or better.
4. Name the Warren County Board of Education and Warren County School District as additional insureds regarding Commercial General Liability, Automobile Liability and Commercial Umbrella Liability. Include a Waiver of Subrogation in favor of Warren County Board of Education and Warren County School District applicable to Commercial General Liability, Automobile Liability, Commercial Umbrella Liability and Worker's Compensation & Employers Liability.
5. Be in compliance with the insurance coverages and limits as indicated in the sample Certificate of Insurance.

Additionally, the District shall be notified at least fifteen days prior to any cancellation or forfeiture of policy other than for nonpayment of premium and ten days for nonpayment of premium by email and registered mail.

The Contractor agrees to defend, indemnify and save harmless WCBOE and Warren County School District, each's officers, agents, employees, and representatives from any and all claims, demands, liabilities, penalties, damages, expenses and judgments of any nature and description based on the negligence of the Contractor and arising out of the performance by the Contractor, its employees, subcontractors or agents of the Contractor for the WCBOE.

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PROPOSAL FORM (page 1)

Proposed prices shall be submitted based on a Daily Rate that includes the first 4 hours of service each day. This Daily Rate will be calculated based on total driving time, lot-to-lot, including dead head and live hours. This rate must include all time for bus pre-trip, post-trip, checkout and clean-up, which is not included in the four hours. This form may not be altered. Each invoice period, total home-to-school charges submitted to the District shall be the sum of the applicable Daily Rates and the sum of all excess hours incurred beyond the hours included in each individual bus. The District reserves the right to require the Contractor to add and delete buses to or from service at the rates specified below subject to any reduction in service clause included in the RFP Specifications.

Regular and Special Education
Home-to-School Transportation

Based on 4 hours		
Bus Capacity – District owned bus	Daily Rate- 4 hours lot to lot	Excess Hourly Rate
	\$	\$
	\$	\$
	\$	\$
	\$	\$

Based on 4 hours		
Bus Capacity – Contractor Owned Bus	Daily Rate - 4 hours lot to lot	Excess Hourly Rate
	\$	\$
	\$	\$
	\$	\$
	\$	\$

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PROPOSAL FORM (page 2)

**Regular and Special Education
Home-to-School Transportation - Extended District School Year**

Based on 4 hours		
Bus Capacity – District owned bus	Daily Rate	Hourly Rate
	\$	\$
	\$	\$
	\$	\$
	\$	\$

Based on 4 hours		
Bus Capacity – Contractor owned bus	Daily Rate	Hourly Rate
	\$	\$
	\$	\$
	\$	\$
	\$	\$

The District requires the Contractor to submit rates for the performance of Extended Year and/or Summer School programs without regard to the current status of these programs in the District. The rates submitted here shall apply to all transportation services provided after the conclusion of the District's normal school year.

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PROPOSAL FORM (page 3)

In addition to home-to-school transportation, the District expects the Contractor to provide transportation services in support of other District-related activities. If the District requests bus service that conflicts with normal home-to-school service, the Contractor shall provide that service to the best of their ability.

Additional Transportation Services
Extracurricular Trips, Mid-Day Runs, And Other District Requested Bus Service

	Hourly Rate	Mileage Rate	Minimum Call-out Charge
All Bus Capacities	\$	\$	\$

Bus Monitors: The District may require the use of bus monitors in the performance of this contract. If monitors or aides are required, the District shall compensate the Contractor \$11.54 per hour per monitor or aides. Billable time is to be based on total driving time (lot to lot), including layover time. Monitors or aides working in excess of 40 hours in one week shall be billed at one-and-one-half times the hourly rate stated.

Maintenance on District Non-Student Transportation: The District will require the Contractor to provide routine maintenance on District Non-Student Transportation Fleet. The District will compensate the Contractor for parts utilized in such maintenance.

Rates provided for all transportation trips shall begin and end at the transportation center, and shall include total driver's time, including time for bus pre-trip checkout, clean-up, and layover time. For driver's time in excess of 40 hours per week, the charge will be one-and-one-half time the hourly rate stated above.

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PROPOSAL FORM (page 4)

THE UNDERSIGNED HAS READ AND FULLY UNDERSTANDS THE NOTICE TO CONTRACTORS, INFORMATION FOR CONTRACTORS, AND AGREEMENT FOR FURNISHING PUPIL TRANSPORTATION SERVICES, AND ALL OTHER PARTS OF THE PROPOSAL PACKAGE.

A BID BOND IN THE AMOUNT OF FIVE PERCENT (5%) OF ANNUAL HOME-TO-SCHOOL BASE COST IS ENCLOSED WITH THIS COST PROPOSAL AS SECURITY.

Each of these costs should be calculated from your prices above.

Contractor's Information:

Company: _____

Address: _____

City/State/Zip: _____

Email Address: _____

Phone: _____

Name of Authorized Agent: _____

Signature of Authorized Agent: _____

Date Signed: _____

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WORKERS' COMPENSATION CERTIFICATE

The Contractor shall sign and submit the following certificate with the transportation written proposal: Warren County School District requires Contractor to provide workers' compensation as per state law requirements.

WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY LIMITS

Workers' Compensation:	Statutory	
Employer's Liability:	Each Accident	\$ 1,000,000
	Disease - Each Employee	1,000,000
	Disease - Policy Limit	1,000,000

Company Name: _____

Signature of Authorized Agent: _____

Date Signed: _____

Note: Contractor may attach current certificate of coverage with a signed statement that if awarded the contract, they will obtain said coverage.

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INSURANCE COVERAGE

GENERAL LIABILITY:	<u>Limits</u>
A. Commercial General Liability	
1. General Aggregate	\$ 2,000,000
2. Products-Completed Operations Aggregate	2,000,000
3. Personal and Advertising Injury	1,000,000
4. Each Occurrence	1,000,000
5. Damage to rented premises (Each Occurrence)	500,000
6. Medical Expense (Any One Occurrence)	5,000

AUTOMOBILE LIABILITY:	<u>Limits</u>
A. Commercial Auto Liability	\$ 1,000,000
Any Auto (includes all owned, scheduled, hired and non-owned autos.)	
B. Garage Liability	\$ 1,000,000

COMMERCIAL UMBRELLA LIABILITY:	<u>Limits</u>
1. Each Occurrence	\$ 9,000,000
2. Aggregate	\$ 9,000,000
3. Retention	10,000

Warren County Board of Education (WCBOE) and Warren County School District (WCSD) will be named as additional insured on certificate regarding Commercial General Liability, Automobile Liability and Commercial Umbrella Liability.

Include a Waiver of Subrogation in favor of WCBOE and WCSD applicable to Commercial General Liability, Automobile Liability, Commercial Umbrella Liability and Worker's Compensation & Employers Liability. WCBOE will consider other configurations of insurance as long as Commercial General Liability, Automobile Liability, Garage Liability & Commercial Umbrella Liability total a minimum of \$10,000,000.00



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/17/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A:	
INSURED	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: CL2111746225

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
<input type="checkbox"/>	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
<input type="checkbox"/>		Y	Y				MED EXP (Any one person) \$ 5,000
<input type="checkbox"/>							PERSONAL & ADV INJURY \$ 1,000,000
<input checked="" type="checkbox"/>	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
<input type="checkbox"/>	OTHER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
<input type="checkbox"/>							\$
<input checked="" type="checkbox"/>	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
<input checked="" type="checkbox"/>	ANY AUTO						BODILY INJURY (Per person) \$
<input type="checkbox"/>	OWNED AUTOS ONLY	Y	Y				BODILY INJURY (Per accident) \$
<input checked="" type="checkbox"/>	HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
<input type="checkbox"/>	SCHEDULED AUTOS NON-OWNED AUTOS ONLY						\$
<input checked="" type="checkbox"/>	UMBRELLA LIAB						EACH OCCURRENCE \$ 9,000,000
<input type="checkbox"/>	EXCESS LIAB	Y	Y				AGGREGATE \$ 9,000,000
<input type="checkbox"/>	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
<input checked="" type="checkbox"/>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
<input type="checkbox"/>	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT \$ 1,000,000
<input type="checkbox"/>	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	Y				E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
<input type="checkbox"/>							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is recognized as Additional Insured with regard to Commercial General Liability, Automobile Liability and Commercial Umbrella coverage shown above, subject to the terms & conditions of the insurance policy.

Waiver of Subrogation also applies to Commercial General Liability, Automobile Liability, Commercial Umbrella Liability and Workers Compensation coverage shown above, subject to the terms & conditions of the insurance policy.

CERTIFICATE HOLDER**CANCELLATION**

Warren County Board of Education
Warren County School District
2458 Morrison Street
McMinnville

TN 37110

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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POLICY NUMBER:

COMMERCIAL AUTO
CA 20 01 10 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

LESSOR – ADDITIONAL INSURED AND LOSS PAYEE

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Named Insured:

Endorsement Effective Date:

SCHEDULE

Insurance Company:	
Policy Number:	Effective Date:
Expiration Date:	
Named Insured:	
Address:	
Additional Insured (Lessor):	
Address:	
Designation Or Description Of "Leased Autos":	

Coverages	Limit Of Insurance
Covered Autos Liability	\$ Each "Accident"
Comprehensive	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus \$ Deductible For Each Covered "Leased Auto"
Collision	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus \$ Deductible For Each Covered "Leased Auto"
Specified Causes Of Loss	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus \$ Deductible For Each Covered "Leased Auto"
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Coverage

- Any "leased auto" designated or described in the Schedule will be considered a covered "auto" you own and not a covered "auto" you hire or borrow.
- For a "leased auto" designated or described in the Schedule, the **Who Is An Insured** provision under **Covered Autos Liability Coverage** is changed to include as an "insured" the lessor named in the Schedule. However, the lessor is an "insured" only for "bodily injury" or "property damage" resulting from the acts or omissions by:
 - You;
 - Any of your "employees" or agents; or
 - Any person, except the lessor or any "employee" or agent of the lessor, operating a "leased auto" with the permission of any of the above.
- The coverages provided under this endorsement apply to any "leased auto" described in the Schedule until the expiration date shown in the Schedule, or when the lessor or his or her agent takes possession of the "leased auto", whichever occurs first.

B. Loss Payable Clause

- We will pay, as interest may appear, you and the lessor named in this endorsement for "loss" to a "leased auto".

- The insurance covers the interest of the lessor unless the "loss" results from fraudulent acts or omissions on your part.
- If we make any payment to the lessor, we will obtain his or her rights against any other party.

C. Cancellation

- If we cancel the policy, we will mail notice to the lessor in accordance with the Cancellation Common Policy Condition.
- If you cancel the policy, we will mail notice to the lessor.
- Cancellation ends this agreement.

- The lessor is not liable for payment of your premiums.

E. Additional Definition

As used in this endorsement:

"Leased auto" means an "auto" leased or rented to you, including any substitute, replacement or extra "auto" needed to meet seasonal or other needs, under a leasing or rental agreement that requires you to provide direct primary insurance for the lessor.

**PUPIL TRANSPORTATION SERVICES
Proposal Specifications**

PROPOSED SCHOOL BUS INVENTORY AND PROPERTY SUMMARY

School Bus Inventory

Description of buses to be provided for the first year of this contract by the Contractor:

Bus Number	Passenger Capacity	Year of Manufacture	Make	Mileage

Replacement Schedule:

I, the undersigned, have attached a copy of a certificate of insurance that I attest (1) remains currently in force and (2) has been issued for the purposes of insuring a school district, non-public school or county superintendent of schools which (whom) currently contracts for student transportation services from my firm.

Company Name

Printed Name of Authorized Agent

Signature of Authorized Agent

Date Signed

NOTE: **Contractor may submit current certificate of insurance with a signed statement that the above stated coverage will be in force prior to award of contract.**

PUPIL TRANSPORTATION SERVICES
Proposal Specifications

PROPOSAL CHECKLIST

To help ensure that you include all the materials necessary to complete a thorough evaluation of your bid proposal, we suggest that you use this checklist as a reminder to yourself, by placing a check in each box in the “Verified” column indicating that the item is included in your bid proposal packet. Include the completed checklist along with your bid proposal.

Verified	Description of Item
<input type="checkbox"/>	Submittal 1
<input type="checkbox"/>	Submittal 2
<input type="checkbox"/>	Submittal 3
<input type="checkbox"/>	Submittal 4
<input type="checkbox"/>	Submittal 5
<input type="checkbox"/>	Submittal 6
<input type="checkbox"/>	Submittal 7
<input type="checkbox"/>	Submittal 8
<input type="checkbox"/>	Submittal 9
<input type="checkbox"/>	Submittal 10
<input type="checkbox"/>	Submittal 11
<input type="checkbox"/>	Submittal 12
<input type="checkbox"/>	Submittal 13
<input type="checkbox"/>	Submittal 14
<input type="checkbox"/>	Submittal 15
<input type="checkbox"/>	Certificate of Liability Insurance
<input type="checkbox"/>	Proposed Modifications to the Agreement
<input type="checkbox"/>	Contract Document
<input type="checkbox"/>	3 years of financial statements and balances
<input type="checkbox"/>	Bus Inventory Form (capacity, year, make & mileage)
<input type="checkbox"/>	Bid Security