

Request for Proposal - District School Transportation Services
Warren County Vocational School District/Warren County Career Center
February 2016

Introduction:

The Warren County Vocational School District Board of Education ("Board") is requesting Proposals for the provision of District School Transportation Services herein described. These Specifications outline all the requirements and conditions for furnishing this service. Any aspects of the service not addressed by the Specification are left for the Proposer to address. It is important for the Proposer to state any assumptions on which its Proposal rests. The contract will be awarded to the Proposer or Proposers as determined by the Board. It is appropriate to emphasize that the lowest Proposer may not be the best. The Board reserves the right to consider all relevant and reasonable criteria in selecting the Contractor including but not limited to, the following:

Competence of the Company to perform the required services as indicated by the technical training, education and experience of the personnel who are likely to be assigned to perform the services.

Ability in terms of workload and the availability of qualified personnel, equipment, and facilities to perform the required services competently and expeditiously.

Experience of the Company with comparable services for comparable school districts, based on, among other things, the size and nature of the project and Board.

Past performance as reflected in evaluations of previous clients with respect to factors such as control of costs, quality of work and meeting deadlines.

Ability of the Company to provide reasonable financial assurance of nature and in an amount satisfactory to the Board.

This contract is not subject to the competitive bidding requirements of R.C. 3313.46 and therefore is not subject to the standard of awarding the bid to the "lowest responsible bidder" in compliance with R.C. 3313.46.

Rejection of Proposals:

The Board reserves the right to reject any and all Proposals based upon its sole discretion and to reissue this RFP if it so chooses. Companies who meet the Board's criteria are requested to submit a sealed Proposal for this work. All work will be performed under the statutes and regulations of the State of Ohio, Ohio Department of Education, Ohio State Highway Patrol and the Board that relate to school transportation and school bus drivers.

Prohibition against Conflicts of Interest, Gratuities and Kickbacks:

Any employee or any official of the Board, elective or appointive, who shall take, receive, or offer to take or receive, either directly or indirectly, any rebate, percentage of contract, money, or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for, or to, or from, any person, partnership, firm or corporation, offering, proposing for, or in the open market seeking to make sales to the Board, shall be subject to prosecution to the full extent of the law as provided for by the Ohio Revised Code.

Any person, firm or corporation offering to make, or pay, or give, any rebate, percentage of contract, money, or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, to any employee of the Board, elective or appointive for the purpose of inducing sales to the Board, shall be subject to prosecution to the full extent of the law as provided for by the Ohio Revised Code.

Instructions:

Three (3) copies of the Proposer's sealed Proposal for the following work will be received by the Treasurer's Office, c/o Warren County Career Center, 3529 N. State Route 48, Lebanon, OH 45036 (513-932-5677, ext. 5205) in the manner and on the date hereinafter specified for the furnishing of Fleet Management Service to the Board for three year period commencing with the 2016-2017 school year and as set forth in this request and approved by the Board, and under the terms and conditions of this invitation.

Project Description:

This Proposal consists of supplying necessary staff and equipment for providing District Transportation Services which shall include the successful Proposer providing all buses, maintenance, parts, materials, tires, maintenance supervision, routing, and logistic support, parent contact and communication, student training, driver and attendant training, employee selection and certification, transportation system management, and day-to-day staffing, supervision and direction of transportation employees. Additionally, Company may be asked to provide a quantity of Company-owned Vehicles that, together with Board-owned Vehicles, is sufficient to efficiently transport all students for whom Board approves services. Company agrees that it shall carry standard public liability insurance with some responsible Company or companies licensed to do business in Ohio with minimum combined single limit of liability in excess of \$1,000,000 up to \$25,000,000 per bus for each accident and liability in excess of \$1,000,000 up to \$25,000,000 for bodily injury and property damage per accident.

Transportation services to and from schools and programs required by the Board currently consists of approximately 4 daily morning routes and 3 daily afternoon routes. In addition, multiple trips for applied learning projects and for student organization events. Company will be required to utilize and maintain computerized routing software. Company will be required to take direction from the Board regarding the frequency of and total number of school busses to be replaced.

Questions:

All questions regarding the RFP should be directed to Kim Fladung, Director of Facilities @ kim.fladung@mywccc.org. 513-933-3929 ext 5280.

Date and Time of Deadline:

The Proposals for Fleet Management Service will be received until 12:00 noon, Eastern Daylight Savings Time, Friday, February 26, 2016. All Proposals must be received by the time and date designated in this document and none will be considered thereafter. The Board will not assume the responsibility for any delay as a result of failure of the mails to deliver Proposals on time.

Mailing Address:

Proposals must be mailed or delivered to the Treasurer's Office, Attn: Cathy McMonigle, Warren County Career Center, 3529 N. State Route 48, Lebanon, OH 45036 in an envelope clearly marked "Transportation Proposals for Warren County Vocational School District."

Period of Contract:

The initial period of the contract will be for three (3) years, renewable for additional terms at the option of both parties.

Award of Contract:

The issuance of an award of the contract is contingent upon securing an acceptable Proposal within the Board's discretion. The contract entered into will be finalized upon the approval of the Board. Unless otherwise provided in the Specifications, the agreement to contract will be negotiated between the Board and the Contractor or Contractors in the Board's sole discretion.

Proposals:

The Board reserves the right to reject any and all Proposals and to reissue this RFP if it's in its sole discretion it so chooses. The Board also reserves the right to waive all informalities and/or technicalities where the best interests of the Board may be served including the right to award a contract without any further discussion or negotiation with anyone proposing these services.

Prices:

All prices proposed by Proposer's 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. It is the intention of the Board to award the contract no later than April 30, 2016.

Corrections:

All prices and quotations must be in ink or typewritten. No pencil figures will be permitted. Mistakes are to be crossed out and corrections inserted adjacent thereto and initialed by the person signing the Proposal.

Evaluation Period:

It is the intent of the Board to award the contract in due course and after a reasonable Proposal evaluation period to the best Proposer or Proposers, in the Board's sole discretion.

Proposal Documents – Copies:

Three (3) copies of the Proposal shall be submitted.

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. Each Proposer shall provide the address of the Company's headquarters and a description of its ownership structure. If Proposer is wholly owned or controlled subsidiary of another entity, the parent entity(ies) and it's (their) ownership structure shall also be provided. A Proposal submitted by an agent shall have a current Power-of-Attorney, certificate of authorization, or board resolution attached certifying agent's authority to bind the Proposer in contract.

Preparation costs:

Neither the Board nor its representatives will be liable for any expenses incurred in connection with preparation of a response to this invitation. Proposers should prepare its responses simply and economically, providing straightforward and concise responses.

Submission of Proposals:

The Proposal and any support data required (if any) to be submitted with the Proposal shall be enclosed in the same envelope. The envelope containing the Proposal and a completed Exhibit I shall be addressed to Treasurer's Office, c/o Warren County Career Center, 3529 N. State Route 48, Lebanon, OH and shall be identified with the Proposer's name and address. If the Proposal is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with notation "PROPOSAL ENCLOSED" on the face thereof.

Delivery:

Proposers shall assume full responsibility for timely delivery at location designated for receipt of Proposals. Proposals received after the closing time and date for receipt of Proposals will not be considered. Proposals shall be deposited at the designated location prior to the time and date for receipt of Proposals or any extension thereof made by addendum. Oral, electronic, telephonic or telegraphic Proposals are INVALID and will not receive consideration.

Proposer's Representative:

Each Proposer by making his Proposal represents that:

- He/she has read and understands the Specification documents and his/her Proposal is made in accordance therewith.
- He/she has visited the Board and district and has familiarized himself/herself with the local conditions under which the work is to be performed.
- His/her price Proposal is based upon personnel and equipment described in the Specification and in accordance with all Specification conditions and terms or clearly described as an alternative to the requirements of this specification.

Non-Collusion and Non-Conflict of Interest:

Proposers, by submission of the Proposal, acknowledge that no officer or employee of the Board shall benefit financially or have any interest in this transportation contract nor has it attempted to influence any public employee to breach ethical conduct standards. Proposers shall state under oath and affirmation if their firm has ever been under investigation, indictment or criminal information for any of the following:

- Attempting to influence a public employee to breach ethical conduct standards;
- Colluding or attempted colluding with other bidders to restrain competition by any means;
- A criminal offense related to the application for or performance of any public or private contract, including, but not limited to, embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, tax fraud and any other offense that directly reflects on the vendor's business integrity;
- Criminal offense under state or federal antitrust laws;
- Deliberately or willfully submitting false or misleading information in connection with the application for or performance of a public contract; or
- Has been debarred by another state or by any agency or department of the federal government.

Terminated Accounts:

Proposers must include a listing of all transportation contracts terminated, non-renewed or otherwise ended in the last three years. Proposers must include the agency name, address, contact person, and phone number.

Proposal Review and Negotiations:

The Board may or may not conduct negotiations of technical aspects of the Proposals after reviewing all Proposals submitted. If negotiations are warranted, the Board shall begin negotiations with the representative of the Proposer(s) that have submitted the best Proposal(s) in the Board's sole discretion. The Board may execute a contract with the best Proposer or Proposers under whatever terms and conditions the Board determines to be in its best interests.

Waiver of Technicalities or Informalities:

The right to reject any and all Proposals and to waive technicalities and minor irregularities in Proposals shall be maintained and preserved by the Board. Technicalities or minor irregularities in Proposals may be waived when the Board determines that it will be in the Board's best interest to do so. The Board may either give a Proposer an opportunity to cure any deficiency that results from a technicality or minor irregularity in his Proposal, or waive such deficiency where it is advantageous to the Board to do so.

Warren County Vocational School District

**Exhibit 1
PRICING FORM**

District School Transportation Services

2016-2017 School Year

Company charges to Board for Transportation Services beginning with the 2016-2017 SY.

AM/PM routes, Company owned vehicles.	\$_____ per school day per bus.
AM/PM routes, District owned vehicles.	\$_____ per school day per bus.
Spare Bus, Company owned, and	\$_____ per school day per bus.
Spare Bus, District owned, and	\$_____ per school day per bus.
Applied Learning, Company owned vehicles	\$_____ per school day per bus.
Field Trip, Company owned vehicles	\$_____ per mile.
CTSO runs, Company owned vehicles	\$_____ per mile.

_____ % Increase for the 2017-2018 school year starting the beginning of the school year.

_____ % Increase for the 2018-2019 school year starting the beginning of the school year.

_____ % Increase for the 2019-2020 school year starting the beginning of the school year.