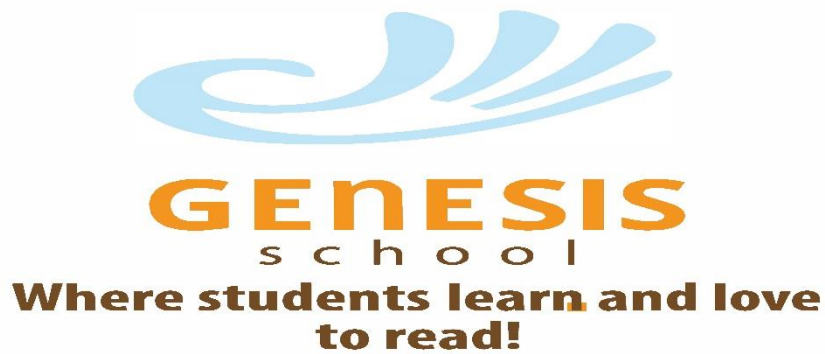




REQUEST FOR PROPOSAL

RFP Number: 0620-01

Revised – April 2, 2020

STUDENT TRANSPORTATION SERVICES AND MANAGEMENT SERVICES

Due Date: April 30, 2020

Time Due: 2:00PM CST

REQUEST FOR PROPOSAL - STUDENT TRANSPORTATION SERVICES

The Genesis School, Local Education Agency (hereinafter, "LEA") is seeking proposals from qualified providers (CONTRACTOR) to furnish comprehensive student transportation services beginning July 1, 2020.

Sealed proposals will be received by the Front office located at 3800 E 44th St. Kansas City, MO 64130 no later than Thursday, April 30, 2020 at 2:00PM.

Said proposals must conform to the specifications and instructions.

The LEA reserves the right to reject any and all proposals and to waive informalities.

Proposals must be returned on the form(s) provided, with "Transportation Proposal" clearly on the label. A proposal must consist of all pages of the proposal request including the signature page of the proposal, signed by an authorized representative of the firm. Non-conformance with these instructions may be grounds for rejection of proposal.

Faxed or e-mailed proposals will not be accepted. Late proposals will be rejected, unopened and returned.

Bennie J. Jackson, MBA, MPA
Business Accounting Director
Genesis School
3800 E. 44th Street
Kansas City, MO 64130
Office: 816-921-0775 ext.168
Cell: 816-816-490-5033
Fax: 816-245-5134
bjackson@genesisschool.org

Contents

PRE-PROPOSAL MEETING

A pre-proposal meeting will be held on Tuesday, April 13th, 2020 at 1:00 PM CST in the Support Services office. Bid specifications and answers to contractors' questions will be reviewed and discussed. Faxed or emailed questions will only be accepted prior to the Pre-Proposal Meeting. The questions will be addressed at

the Pre-Proposal meeting. All questions and answers will be provided to all CONTRACTORS at the pre-proposal meeting.

Questions may be submitted via fax: (816) 816-245-5134 or email bjackson@genesisschool.org.

RFP SCHEDULE

March 30, 2020	RFP Published
April 6, 2020	RFP questions due by 3:00 PM CST
April 13th, 2020	Pre-Proposal meeting 1:00 PM CST
April 30, 2020	RFP due by 2:00 PM CST
April 30, 2020	Target award Date and Time 2:00 PM CST (SUBJECT TO CHANGE)
May 26, 2020	Recommend CONTRACTOR to Board of Directors for approval.

GENERAL TERMS

1. Variances or conflicts between the General Terms and Conditions and the Special Conditions and Specifications outlined in the solicitation, the Special Conditions and Specifications shall prevail.
2. The CONTRACTOR must respond to this RFP by submitting all data required herein in order for its proposal to be evaluated and considered for award. Failure to submit such data shall be deemed sufficient cause for disqualification of the proposal from further consideration for award.
3. CONTRACTORS are required to state exactly what they intend to furnish the LEA in response to this solicitation and must indicate in writing any variances to the terms, conditions, and specifications of this proposal, no matter how slight. If variations are not stated in the CONTRACTOR'S proposal, it shall be conclusively presumed that the CONTRACTOR's proposal fully complies with all conditions identified in this RFP. No variation shall become part of the contract, unless it is specifically accepted by the LEA in writing
4. The LEA shall issue a written addendum to this RFP, if substantial changes are made which impact the submission of proposals. All addendums must be signed by a duly authorized employee of the LEA. A copy of the addendum will be e-mailed to each CONTRACTOR receiving the solicitation and posted on the LEA website. The CONTRACTOR shall certify its acknowledgement of the addendum by signing the addendum and returning it with the CONTRACTOR'S proposal. In the event of conflict between the original RFP and an addendum, the addenda shall control. Subsequent addenda shall govern over prior addenda.
5. The CONTRACTOR is advised that the ONLY official position of the LEA is that position which is stated in writing and issued by the Director of Operations as an RFP and any amendments or addenda thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
6. The Proposal must contain a manual signature of an authorized agent of the CONTRACTOR in the space provided on the proposal forms. If the CONTRACTOR's authorized agent fails to sign and return the proposal form; its bid shall be non-responsive and shall not be considered.
7. The CONTRACTOR by affixing its signature to its proposal certifies that the proposal is made without previous understanding, agreement, or connection, either with any persons, firms or corporations

offering the same items, or with the LEA. The CONTRACTOR also certifies that its proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

8. The proposal must be typed or legibly printed in ink. The use of erasable ink is not permitted. An authorized agent of the CONTRACTOR must initial all corrections made by the CONTRACTOR.
9. The proposal form shall be sealed in an envelope and “Transportation Proposal” CLEARLY marked on the front of the envelope.
10. Late proposals received after the date and time set forth in the bid opening shall be considered nonresponsive and returned unopened to the CONTRACTOR.
11. Modifications to a proposal may only be made by written notice on company letterhead and must be received prior to the time and date set for the opening. Each modification submitted must be in a sealed envelope and have the CONTRACTOR’S name and return address and the title of the proposal clearly marked on the face of the envelope. The modification must contain a manual signature of an authorized agent of the CONTRACTOR.
12. If more than one modification is submitted, the modification bearing the latest date of receipt by the LEA will be considered valid.
13. Proposals may be withdrawn prior to the time and date set for opening. Any such request must be made in writing on company letterhead and signed by the authorized officer of the CONTRACTOR.
14. The LEA reserves the right, before making an award, to investigate whether the qualifications or services offered by the CONTRACTOR meet the requirements set forth in the RFP to ensure proper performance of the contract. The LEA reserves the right to waive any defects and informalities in any proposal, to reject any and all proposals, take any or all proposals under advisement, or to accept any proposal as may be deemed in the best interest of the LEA.
15. The LEA reserves the right to consider historic information and fact, whether gained from CONTRACTOR’S submission in response to the RFP, question and answer conference, references, or any other source, in the evaluation process of this RFP.
16. CONTRACTORs shall not include federal, state or local excise or sales taxes in their proposal prices, as the LEA is exempt from payment of such taxes.

SPECIAL CONDITIONS

Intent

The intent of this Request for Proposal is to acquire Student Transportation Services for the LEA

Contract Period

This contract is effective July 1, 2020 through June 30, 2023 with two (2) year “not to exceed percentage increase” option years. The LEA will have the option to extend the contract to a 6th year and beyond pending negotiations between the LEA and the CONTRACTOR. Such extensions shall be under the same terms and conditions as the initial term of the contract, or as such contract has been amended as provided for herein.

Pricing

CONTRACTORS shall provide a firm price for years one, two and three of the contract and a “not to exceed percentage” for years 4 and 5. Pricing must be shown on the enclosed bid forms.

Copies

CONTRACTORS must submit an original hardcopy of the proposal and an electronic version (PDF format) of their proposal on a flash/thumb USB drive, including all information or documents requested.

Insurance

See “Specifications, #33”. The successful CONTRACTOR must submit a certificate of Insurance within ten (10) business days after notice to proceed.

Contract Award

This contract will be awarded to the CONTRACTOR, judged by the LEA, submitting the best overall proposal in accordance with the specifications and all required documents. The LEA reserves the right to reject any and all proposals based upon its sole discretion. Any non-responsive proposals will not be considered for award.

Negotiations

The LEA may or may not conduct negotiations of technical aspects of the proposals and/or prices after reviewing all proposals submitted. These negotiations will only be with the CONTRACTOR whom the LEA is considering for award of this contract. Post-proposal negotiations may be conducted jointly with representatives of the LEA and CONTRACTOR’s representatives. The CONTRACTORS representative shall be qualified and empowered with the authority for answering and giving administrative and technical/price clarifications relative to the proposal.

References

Please provide a listing of all school LEAs in which the CONTRACTOR has provided similar services in Missouri or states that are contiguous to Missouri. The following information is to be provided for each school LEA: name of LEA, address, telephone number, number of students in the LEA, number of eligible riders, and number of years CONTRACTOR has provided services in the LEA and the name of an appropriate administrator who will have knowledge of the transportation program. Alternate pricing the alternate pricing would assume the LEA will furnish the facility for transportation. This would include the land, building with furnishings, technology hardware items and any attached fixtures for the maintenance area. The maintenance and upkeep of the facility would be the responsibility of the LEA

Attachments

A– School Information, each school’s start/dismissal times, school names, addresses and grades served.
B -- Bid Forms

LEA AND TRANSPORTATION SERVICES INFORMATION

The LEA consists of an enrollment of approximately 280. The LEA will transport any student who requests transportation.

On an average day approximately 200 students will use transportation services.

There is one building locations in the LEA that house students.

The CONTRACTOR will be responsible for providing bus transportation for the LEA'S Special Education and Regular Education Summer School session. Summer school is usually a period of 23 or 24 days beginning early June.

Total days of regular school are 178; School day start time is 7:30 AM – 3:10 PM, except on Monday the end time is 7:45 A.M. – 2:20 P.M (subject To change.)

A Single route consists of picking up students at designated location, dropping them off at school and returning to base.

Currently 7 students attend out of district schools, The contractor will be required to transport these students from parent designated location to the school and from the school to parent designated location.

The CONTRACTOR is required to provide transportation for students that fall under the McKinney-Vento Homeless Assistance Act.

SPECIFICATIONS FOR PROVIDING PUPIL TRANSPORTATION

1. The CONTRACTOR shall furnish bus transportation to all students of the LEA for whom the LEA shall order such service. This shall include but not be limited to, transportation to and from school and supplemental transportation. Subject to the other provisions contained herein the CONTRACTOR shall provide the following basic school bus transportation services:
 - a. Provide transportation to and from school for all students enrolled in Kindergarten through grade 8th grade who request transportation.
 - b. Provide transportation for all orthopedically handicapped students and special needs students from their residence to and from the school in which they attend.

As a general rule the bus will stop for students included in subparagraphs a) and b) above at points which will require no pupil to walk more than ½ mile. Dead end streets or roads, or other unusual situations may result in an exception to this rule. The final decision is the LEA's.

2. All students shall be provided with a seat on the bus. The number of students transported on any bus shall not exceed the manufacturer's rated capacity for buses transporting elementary school students (K-8) on any bus shall not exceed Missouri Department of Elementary and Secondary Education Guidelines. In all cases, the number of students assigned to ride any bus must be acceptable to the LEA
3. The parties understand and agree that the LEA makes no guarantee or any assurance to the CONTRACTOR of the number of students within the LEA who will be or become passengers of the service provided by the CONTRACTOR.

4. Any proposals submitted shall be in accordance with the Pupil Transportation Laws of the State of Missouri and Regulations and Standards of the Missouri Department of Elementary and Secondary Education.
5. All data pertaining to the Genesis school such as mileage and headcount reports, routing information, etc., shall be the property of the LEA
6. Under the terms of this contract, CONTRACTOR agrees to perform and provide equipment and personnel necessary for the specified transportation service for the five year period beginning with the school year 2020-21 and ending with the 2022-23 school year.
7. The vehicles used for transporting pupils shall meet all the requirements of the Missouri Department of Elementary and Secondary Education and the laws of the State of Missouri at all times. Said vehicles or buses shall be subject to inspection at all times, as to the condition of the buses and overloading, by school officials of the LEA, law enforcement agencies, or any person designated by the Board of Education to inspect same. Any vehicle not meeting these requirements shall be immobilized until the requirements have been met.
8. A sufficient number of vehicles shall be operated so as to necessitate no pupil being on the bus longer than 45 minutes in route to school or home from school. Exceptions to the 45 minute ride time can only be made with the approval of the LEA. Students shall arrive at school no more than twenty minutes prior to the official starting time for that school. The return trip shall begin not more than ten minutes after the official dismissal time for that school. The starting and dismissal time for all schools shall be determined by the LEA
9. The CONTRACTOR shall provide the transportation herein designated each school day of the school year as established by the LEA. School closings for inclement weather shall be determined by school officials with input from the CONTRACTOR.
10. The CONTRACTOR agrees that sufficient extra buses shall be provided and available in the LEA in order to meet normal and emergency breakdowns, accommodate shuttles, field and athletic trips, mechanical failures, emergency situations and any supplementary services that may be required by the LEA. A minimum of 3 activity buses shall be provided.
11. The CONTRACTOR acknowledges and agrees that the fleet of regular route vehicles used in the performance of the contract will be comprised of Three (3) to eight (8) passenger school buses.

Any buses included in the above schedule shall meet the following guidelines:

- 71 or 72 passenger
- Crossing arm
- Front and rear stop arms
- White reflective roof

12. CONTRACTOR will provide a GPS system to track bus activity. CONTRACTOR shall equip all buses with GPS. GPS must be capable of, at a minimum, tracking and recording a bus' location, speed, idling time and any additional measurement that would be beneficial for the safe and timely transportation of students. The system used must also be capable of producing path reports for any and all buses, and transmitting data to CONTRACTOR and LEA during routes. The GPS software will be installed on up

to three (3) LEA computers. The CONTRACTOR will be responsible for all costs associated with the GPS system which must be approved by the LEA prior to implementation.

13. Preferred but not required that CONTRACTOR equip all buses with a student tracking system (Zonar ZPass or equivalent) to accurately identify ridership in real-time. The purchase, installation and maintenance of this system will be the sole responsibility of the CONTRACTOR.
14. Preferred but not required that CONTRACTOR's transportation software must have a certified Student Information Framework (SIF) agent and the software needs to be SIF compliant. The transportation software must be able to import student information from Tyler and export any bus information from their system to Tyler. CONTRACTOR will provide within their proposal the name of the transportation software and indicate whether it is SIF compliant. The Business Accounting Director or his/her designee must have access to the system. The LEA expects exported files to be processed and returned with accurate transportation data for each student (i.e. bus stops) by CONTRACTOR within one business day of receipt, up to three times a week.
15. All routes and schedules must be approved by the LEA. The LEA reserves the right to revise routes or schedules at any time during the school year.
16. The Business Accounting Director is recognized as the duly appointed agent of the LEA in coordinating routes and schedules and in dealing with the CONTRACTOR on behalf of the LEA for purposes of this Contract.
17. The CONTRACTOR shall furnish the LEA at the beginning of each school year printed itineraries of all approved routes before transporting students. The CONTRACTOR and The Business Accounting Director shall make any necessary changes to the bus routes in order to accommodate the needs of the LEA. Any route operated without a current route itinerary on file with the LEA may be subject to non-payment.
18. The CONTRACTOR shall have written approval of the Business Accounting Director prior to adding a bus once the initial routing has determined the number of buses required to transport eligible students.
19. The CONTRACTOR must explain in their proposal how they would minimize the number of substitute drivers who replace route drivers that are assigned to Charter routes. The LEA views LEA routes as a priority.
20. The CONTRACTOR shall furnish each driver with a printed route itinerary that indicates all pick-up locations, times, directions between pick-ups and school destinations, as well as student names at each designated pick-up point within a time frame mutually agreed upon between the LEA and CONTRACTOR. A current route itinerary shall be on each bus while transporting students, as well as on file with the LEA.
21. The CONTRACTOR shall furnish load count sheets to the LEA for every route by the end of the first full week of each month.
22. Immediately after the last student gets off the bus at the end of any trip, whether it is unloading students at school, dropping off the last student in the afternoon, unloading students on a field trip, activity trip,

etc., the driver shall walk to the back of the bus, check for students and any items remaining on the bus. CONTRACTOR will describe in their response the methods they use for child check.

23. The CONTRACTOR must obtain prior approval from the LEA for any changes in regular transportation to student pick-up times, locations or routes.
24. Buses shall at all times be operated by qualified drivers. The CONTRACTOR shall insure that all drivers meet the following standards:
 - a) Have a good driving record.
 - b) Not have any type of conviction related to manufacturing and/or distribution of a controlled substance.
 - c) No felony drug conviction.
 - d) No misdemeanor drug convictions related to personal use and/or possession if the conviction is less than 5 years old.
 - e) No felony within the past 5 years.
 - f) No felony that is related to violence.
 - g) No-one with a felony who is still on active supervision or on parole
 - h) Possess good mental and physical health, as shown by approved health
 - i) Exhibit conduct that will be a positive influence on students
 - j) Meet all standards specified in the Missouri State Transportation Laws and Regulations and Standards of the Missouri Department of Elementary and Secondary Education.
25. CONTRACTOR shall employ a driver that is assigned to each regularly run route. All drivers shall drive in a careful and prudent manner, exercising at all time the highest degree of care, and observing and complying with all rules of the road and traffic regulations. Monthly compliance reports will be provided to LEA by the CONTRACTOR by the end of the first full week of the month specifying filled positions (with employee names) and open positions as of the first day of the month.
26. The CONTRACTOR agrees to notify both the Business Accounting Director and Dean of Students when any bus that is involved in an accident, or an accident involving injury to any person. Notification shall be made within 15 minutes after the accident has occurred.
27. The LEA reserves the right to request removal of any employee of the CONTRACTOR under this contract and any driver of questionable habit, skill or character shall be replaced when requested by the LEA
28. The CONTRACTOR shall insure that all drivers have received comprehensive and thorough training, including actual bus driving experience, prior to transporting students. Regular training sessions for all drivers shall be conducted in the areas of safety, discipline on the bus, and emergency procedures. A written description of the driver training program shall be developed by the CONTRACTOR and provided to the LEA included with this proposal. The program must be acceptable to the LEA
29. Bus drivers shall be responsible for the maintenance of discipline on buses. Serious and/or continuous disciplinary problems shall be reported to the principal of the school in which the student is enrolled. The LEA may discontinue the right of service for any student for any period of time. Under no circumstances shall transportation be denied to any passenger if such transportation is requested by the LEA CONTRACTOR will follow LEA's guidelines regarding disciplinary procedures.

30. The CONTRACTOR shall supply trained bus monitors when requested by the LEA to be available for the morning and afternoon runs. Bus monitors shall be trained to perform the following duties:
- a. Help maintain order loading and unloading students at school.
 - b. Work with the bus driver as a team to maintain discipline and ensure a safe environment on the bus; record and report all inappropriate behavior, injuries, accidents, and incidents involving students.
 - c. Sit at the back of the bus or behind all students on the bus.
 - d. Be familiar with transportation policies and procedures.
 - e. Assist students with activities they cannot do themselves, such as fastening seatbelts, securing wheel chairs, and any other special devices.
31. All buses will be equipped with LEA approved live digital camera systems provided by the CONTRACTOR. Preferred but not required that all buses have a minimum of 3 live cameras for the purpose of recording while the buses are operational. The video must show accurate date and time. At no time will a bus operate with students on board without a live digital camera system. It is the LEA's preference that the CONTRACTOR only allows designated staff to disarm/disconnect/power off any and all parts of the digital camera system.
32. The CONTRACTOR is responsible for all costs associated with installation, maintenance, reviewing and managing requests from LEA personnel as it relates to the digital camera system.
33. CONTRACTOR shall, at its expense, procure and keep in force during the entire term of this Agreement, public liability and property damage liability insurance protecting LEA, its board, officers, employees and agents, and CONTRACTOR, its drivers and other personnel. CONTRACTOR shall, so long as available at reasonable prices from standard markets in the property and casualty insurance industry, provide limits of liability of not less than Five Million Dollars (\$5,000,000.00). Combined Single Limit for bodily injury and damage to property. CONTRACTOR agrees to provide LEA a certificate of insurance evidencing such coverage and designating LEA as an additional insured. All insurance policies shall provide that no coverage shall be cancelled except by thirty (30) days written notice to CONTRACTOR and LEA. CONTRACTOR shall provide LEA with evidence of Workers' Compensation coverage in the amount required by law.
34. The CONTRACTOR shall make and furnish such reports as may be required or requested by the LEA or by the Missouri Department of Elementary and Secondary Education.
35. All vehicles operating under this Contract shall be equipped with an immediate means of communication to the CONTRACTOR's office or base of operations by a two-way radio network system. The wattage power of the base station and the mobile radio units shall be sufficient with 95% operability a distance ten (10) miles beyond the farthest boundary of the school LEA location from the transmitting tower. Due to the elevation changes within the LEA, remote repeaters may be necessary.
36. The CONTRACTOR shall provide at least two (2) spare mobile two-way radio units to insure that communication with each vehicle shall be continuous.
37. CONTRACTOR will be responsible for the supply and upkeep of all car seats, harnesses/restraint systems mandated by Federal, State or Local law and/or is requested by the LEA

38. Timeliness is essential for any school bus operation. The LEA holds the timely pick-up and delivery of students in high regard. The LEA has established 15 minutes before school start time as the target arrival time for each route. CONTRACTOR will be assessed the following damages for non-timeliness within CONTRACTOR'S control :

- a. \$50 for any bus arriving 1-10 minutes after school start time, dismissal time or after the designated departure time of an activity trip.
- b. \$75 for any bus arriving 11-20 minutes after school start time, dismissal time or designated departure time of an activity trip.
- c. \$150 for any bus arriving later than 20 minutes after school start time, dismissal time or designated departure time of an activity trip.

All damages will be paid on a monthly basis to the LEA

39. The LEA will assess liquidated damages monthly in the amount specified for each of the following performance deficiencies:

- | | |
|---|------------------------|
| a) Unattended child left on bus | \$5,000 per deficiency |
| b) Missed route – Route not run or combined (“doubled-up”) with another route | \$1,000 per deficiency |
| c) Unreported accident with students on bus | \$1,000 per deficiency |
| d) Can't provide video within 3 business day of each request | \$500 per deficiency |
| e) Inoperable video recording system on bus | \$500 per deficiency |
| f) Timely data exchange (routes, stops) | \$250 per deficiency |

40. All damages will be paid on a monthly basis to the LEA

BID FORM
BASIC TRANSPORTATION SERVICE
DAILY RATE PER BUS

(LEA RESERVE THE RIGHT TO REQUEST AND ADJUSTMENT TO THE NUMBER OF BUSES BEING
DEPLOYED BASE OF SCHOOL RIDERSHIP NUMBERS)

BUS DESCRIPTION	FIRM PRICE 2020-21	FIRM PRICE 2021-22	FIRM PRICE 2022-23	Not to exceed 3% 2023-24	Not to exceed 3% 2024-25
Passenger Bus					
Single Rate					
Double Rate					
Triple Rate					
65 Passenger Bus					
Single Rate					
Double Rate					
71 Passenger Bus					
Single Rate					
Double Rate					
Triple Rate					

Transit Coach Bus	FIRM PRICE 2020-21	FIRM PRICE 2021-22	FIRM PRICE 2022-23	Not to exceed 3% 2023-24	Not to exceed 3% 2024-25
Single Rate					
Double Rate					
Triple Rate					

	FIRM PRICE 2020-21	FIRM PRICE 2021-22	FIRM PRICE 2022-23	Not to exceed 3% 2023-24	Not to exceed 3% 2024-25
Special Needs Buses/ECSE					

SHUTTLE BUSES	FIRM PRICE 2020-21	FIRM PRICE 2021-22	FIRM PRICE 2022-23	Not to exceed 3% 2023-24	Not to exceed 3% 2024-25
Includes Regular, CTE and Special Needs					
Round Trip Shuttle Buses					
Special Needs – Partial Day Buses					
ECSE – Mid-day Buses					

	FIRM PRICE 2020-21	FIRM PRICE 2021-22	FIRM PRICE 2022-23	Not to exceed 3% 2023-24	Not to exceed 3% 2024-25
Bus Monitor					

BID FORM
SUPPLEMENTAL TRANSPORTATION SERVICE
(RATES QUOTED ARE HOURLY INCLUDING DRIVER COST)

		FIRM PRICE 2020-21	FIRM PRICE 2021-22	FIRM PRICE 2022-23	Not to exceed 3% 2023- 24	Not to exceed 3% 2024- 25
1.	Provide transportation for students within the LEA/KCPS DISTRICT or no more than five miles outside the School DISTRICT for programs related to curricular or extra-curricular activities.					
2.	Provide transportation for student on trips more than five miles outside the LEA/KCPS district boundaries					
3	Provide transportation to and from school for ECSE students attending summer school, if such transportation service is requested by the LEA.					
4.	Provide transportation to and from school for Special Needs students attending summer school, if such transportation service is requested by the LEA.					

VENDOR should state minimum number of hours per trip for any/all of the above trips:

1. _____
2. _____
3. _____
4. _____

**BID FORM
BASIC TRANSPORTATION SERVICE
DAILY RATE PER BUS**

Submitted By:

Date: _____

Firm Name: _____

Address: _____

By: _____

Title: _____

Telephone: _____

Fax: _____

Email: _____