**Student Transportation Services**

**for**

**Ontonagon Area School District**

**RFP: Request for Proposal**

INSTRUCTIONS TO BIDDERS:

1. NOTICE IS HEREBY GIVEN that the Ontonagon Area School District will accept bids for a five (5) year contract for **STUDENT TRANSPORTATION SERVICE**. Bids will be opened and read aloud in the Business Office, Ontonagon Area School District, 701 Parker Ave., Ontonagon, MI 49953. Bids should be submitted for a five year period, encompassing the 2015-2016, 2016-2017, 2017-2018, 2018-2019, and 2019-2020 fiscal years.
2. Sealed proposals shall be delivered to the above address, anytime prior to, but not later than March 2, 2015 at 12:00 Noon Eastern Time. Bids received after this time will be returned unopened to the bidder.
3. A pre-bid meeting may be held at the above address, if deemed necessary by the bidder. The date and time will be arranged with the District Administrator. The purpose of this meeting will be to answer any questions regarding the bid specifications and the current transportation operation.
4. Each proposal must be submitted on the bid forms provided with these specifications and must be contained in a sealed envelope, which shall be endorsed on the outside with the following information:
	1. **PROPOSAL FOR STUDENT TRANSPORTATION SERVICES**
	2. Name and Address of Bidder
	3. Date
5. All bids must be valid for a minimum period of 60 days after bid opening.
6. The Board of Education of the District reserves the right to reject any and all bids, 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 responsible bidder meeting specifications as determined by the Board of Education. Bids 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 Board. Acceptance of a bid by the District does not constitute a contract. The final contract document will be subject to negotiation and the Board will approve execution of a contract. While the financial responsibility of the bidder is a significant concern, the Board is equally concerned with the proven ability of the bidder to satisfactorily perform the contract so that the service will be provided in accordance with proposed contract documents.
	1. After determining that a proposal satisfies the mandatory requirements stated in the

Request for Proposal, the comparative assessment for the relative benefits and

deficiencies of the proposal in relationship to the published evaluation criteria shall be

made by using subjective judgment. The award of a contract resulting from this

Request for Proposal shall be based on the lowest responsible bid and best proposal

received in accordance with the evaluation criteria.

1. Any explanation or statement, which the bidder 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 hereto. Unless the bidder so indicates, it is understood that the bidder is in strict accordance with the specification requirements.
2. The primary bid shall be based on the premise that the District will not be responsible for financing, holding title to, or licensing vehicles.
3. Bidding is 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 starting up operations of this scope.
4. All figures for passengers, routes, or lengths of routes are based on data available for the proposed 2015-2016 school year needs.
5. The minimum charge for regular routes will be for up to 180 days of service in 2015-2020.
6. Bidders must satisfy themselves, upon examination of these specification, 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 bidding will be entertained.
7. All bids shall be deemed final, conclusive and irrevocable and no bid shall be subject to correction or amendment for any error or miscalculation.
8. Bidders must include with their bid:
	* 1. A description of its present operations and a list of outstanding transportation contracts including the number of school buses used and the first year transportation service was furnished.
		2. An organizational chart showing the staffing and lines of authority for key personnel to be used in performing the contract.
		3. A summary by narrative, brochure, chart or other means showing the bidder’s special qualifications and philosophy which may give the bidder the ability to satisfy all bid requirements.
9. The bidder 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.
10. No contract shall be assigned or any part of the same subcontracted without written consent of the Board, but in no case shall such consent relieve the Contractor from his obligations, or change the terms of the contract.
11. Alternate bids will be considered only secondarily to the contract specifications. Any alternates must be thoroughly detailed to merit consideration.
12. It is understood that all equipment furnished shall comply with all 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 the District and without claims for adjustment per diem, or per trip, compensation.
13. The Contractor shall own all buses or vehicles provided under this contract.

(Alternate): Contractor may offer a bid with lease and maintenance of the District bus fleet.

1. These bid specifications shall be affixed to the contract entered into with the Contractor, and shall be considered an integral part thereof. Should it be determined that there is contradiction between the bid specifications and Contract, terms and conditions as stated in the Contract shall prevail.

**GENERAL CONDITIONS TO BIDDERS**

1. The Contractor must adhere to all laws of the State of Michigan and the Revised School Code, and shall observe and comply with all laws and regulations pertaining to Equal Employment Opportunity and Fair Employment Practices.
2. SUB CONTRACTS

Contractors shall bid on all routes in connection with these specifications. It is unacceptable to the Board of Education for the company to sub-contract any portion of the routes to other contractors.

1. COLLUSIVE BIDDING

The Bidder certifies that this bid is made without any previous understanding, agreement or connection with any person, firm, or corporation making a bid for the same project, and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

1. DETAIL SPECIFICATIONS
	* 1. Contract shall be preferred for a term of five (5) years.
		2. Contractor shall provide all necessary equipment in order to provide transportation for the Ontonagon Area School District.
		3. Contractor shall ensure that all drivers are certified according to the transportation laws in the State of Michigan.
		4. Contractor shall provide all maintenance and costs associated with the transportation fleet.
		5. Contractor shall be responsible for providing facilities to house vehicles to be used for transportation.
		6. Contractor shall agree to abide by the rates identified within the contract. Alternate: Contractor or Ontonagon Area School District may request an adjustment to rates based on drastic increases or decreases in fuel costs.

ONTONAGON AREA SCHOOL DISTRICT

James D. Bobula, Superintendent/Principal

701 Parker Avenue

Ontonagon, MI 49953

Tele. (906) 813-0614

CONTRACTOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REPRESENTATIVE NAME & TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BASE PRICE:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2015-2016

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2016-2017

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2017-2018

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2018-2019

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2019-2020

MAINTENANCE OF DISTRICT NON-STUDENT TRANSPORATION VEHICLES

$\_\_\_\_\_\_\_\_\_\_\_\_\_ Labor per hour \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ minimum hours

$\_\_\_\_\_\_\_\_\_\_\_\_\_ Parts escalator

BUS AIDE

$\_\_\_\_\_\_\_\_\_\_\_\_ per hour \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ minimum hours

FIELD TRIPS – IN DISTRICT FIELD TRIPS – OUT – OF – DISTRICT

$\_\_\_\_\_\_\_\_\_\_\_\_ per hour $\_\_\_\_\_\_\_\_\_\_\_\_ per hour

Please submit proposal by 12:00 p.m., March 2, 2015 in a sealed envelope marked**“Proposal for Student Transportation Services.”**