

	<p>Colchester Public Schools</p>	<p>Mr. Jeffrey Burt, Superintendent of Schools</p> <p>Mario G. Hurtado, Director of Educational Operations</p>
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SPECIFICATIONS and PROPOSAL FORM

COLCHESTER PUBLIC SCHOOLS

REQUEST FOR PROPOSAL

RFP #21/22-050-BOE

Due on or before April 26th, 2021, @ 10:00 a.m.

at the:

Colchester Public Schools
Administration Offices
127 Norwich Avenue, Suite 202
Colchester, CT 06415

*Sealed Proposals for “Colchester Public Schools Special Education Transportation” will be received by the Director of Educational Operations for the Colchester Public Schools of the Town of Colchester, Connecticut, until **April 26th, 2021, @ 10:00 a.m.**, at which time said Proposals shall be publicly opened. Each sealed Proposal shall be clearly marked:*

“RFP #21/22-050-BOE: Colchester Public Schools Special Education Transportation”

127 Norwich Avenue, Suite 202, Colchester, CT 06415 Telephone: (860) 537-2296 Fax: (860) 537-9640
Email: mhurtado@colchesterct.org Web: www.colchesterct.org

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NOTICE TO PROPOSERS

The Colchester Public Schools of Colchester, Connecticut, (hereafter "District") hereby invites the submission of sealed proposals from reputable and qualified transportation companies for furnishing special education transportation services in the Town of Colchester beginning July 1, 2021. Forms for proposal, certification, conditions, and specifications and appends, may be obtained from the Town of Colchester website: <http://www.colchesterct.gov>.

Any deviations from these conditions or specifications must be listed on a separate sheet attached to the proposer's detailed conditions and specifications and referred to separately in the proposals. In all cases not indicated by proposers as a deviation, it is understood that the conditions and specifications of the District shall apply. **Proposals will be received until 10:00 a.m. on April 26th, 2021** at the Colchester Public Schools Administration Offices, 127 Norwich Ave., Suite 202, Colchester, CT 06415, at which time and place all proposals will be publicly opened.

Proposals shall remain firm for a period of sixty (60) days following the date of the opening, and shall thereafter remain firm until the proposer provides written notice to the Colchester Public Schools Director of Educational Operations that the proposal has been withdrawn.

The District reserves the right to consider cost, experience, service, and reputation in the special education transportation field, as well as the financial responsibility and specific qualifications set out herein of the prospective proposer, in considering proposals and awarding the contracts.

The District reserves the right to waive technical defects in proposals, to reject any or all proposals, in whole or in part, and to make such awards, in whole or in part, including accepting a proposal or part of a proposal, that in its judgment will be in the best interest of the District even if such proposal is not the low-cost proposal. The District also reserves the right to discuss the scope of services with one or more Proposers and to make such modifications as the District, in its sole discretion, deems to be in its best interest.

The contract period will be for a three (3) year term, beginning June 1, 2021. The District is requesting proposals for the provision of a range of Special Education transportation services [including home-to-school and school-to-home, late runs, summer transportation, athletics and extra-curricular]. Each proposer shall be required to furnish, at its own expense, a PROPOSAL BOND or CERTIFIED CHECK in the amount of 10 percent (10%) of the proposed price for the first year of the contract. A PERFORMANCE BOND may be required as part of the CONTRACT, as described in more detail herein.

INSTRUCTIONS TO PROPOSERS

1. Inspect carefully all provisions of this document.
2. Provide all information requested, including but not limited to, the "Proposal Certification" and the "Proposal Form". Be sure to sign in all required places, and initial each page where indicated. It is the

District's desire to award the contract for Special Education transportation service to one vendor (except as otherwise noted herein). If no Proposal is being submitted on one or more of the requested Proposal categories, please indicate in each space by entering "No Bid" wherever a price is indicated. All spaces must be completed with either a Proposal amount or "No Bid" designated. Do not enter zero (\$0) if "No Bid" is being submitted as zero (\$0) is an amount that could be awarded by the District.

3. Submit **TWO (2) COMPLETE** sets of the Proposal, including the Proposal Documents and all supporting materials. The Proposer is responsible for making its own copies of any or all parts of this document for its files. All materials submitted to the District become the property of the District and will not be returned to the Proposer.

4. A voluntary Pre-Proposal conference for all interested Proposers will be held on April 6, 2020, at 10:00 a.m. at the Colchester Public Schools Administration Offices, 127 Norwich Ave., Suite 202, Colchester, CT 06415. Notification of the platform for the meeting will be posted on the BOE District website.

5. Proposals must be presented in a sealed, opaque envelope or box and addressed as follows:

**Colchester Public Schools
127 Norwich Ave., Suite 202
Colchester, CT 06415
ATTN: Mario G. Hurtado, Director of Educational Operations
"RFP #21/22-050-BOE: Colchester Public Schools Special Education
Transportation"**

Proposals must be received no later than 10:00 a.m. on April 26th, 2020. Proposals received after the deadline shall be disregarded.

6. Proposals will remain firm for a period of sixty (60) days following the date of the opening, and shall thereafter remain firm until the Proposer provides written notice to the Colchester Public Schools' Director of Educational Operations that the proposal has been withdrawn.

7. Each Proposer must furnish, at its own expense and with the Proposal, a Proposal Bond or Certified Check in the amount of ten percent (10%) of the Proposer's submitted price for the first year of the Contract. **Proposer must also furnish proof of the ability to furnish a performance bond as described in more detail herein.**

8. Proposers are encouraged to thoroughly check submissions, as these documents require significant detailed information to support the Proposal. It is the Proposer's responsibility to ensure that all requested information is supplied with the initial Proposal. The District will reject any late submissions, and the District is not responsible for notifying the Proposer of any missing elements of the Proposal. Proposers are also encouraged to include additional information about their services or company that will assist the District in the review of Proposals and awarding of contracts.

1. GENERAL CONDITIONS

1.1 DEFINITIONS

Unless otherwise defined, these definitions shall apply to the Proposal Documents and the Contract.

"Addenda"	Written instruments issued by the District, or its agent, prior to the date of the proposal opening, which modify or
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	interpret the Proposal Documents by additions, deletions, clarifications, or corrections.
"Bid" or "Proposal"	An offer to furnish materials, services, supplies, and/or equipment in accordance with the Proposal Documents. Throughout this document, "Bid" or "Proposal" may be used interchangeably.
"Bidder" or "Proposer"	Any individual, company, or corporation or other entity submitting its Proposal, and qualified consistent with the Proposal Documents.
"District"	The Board of Education of the Town of Colchester, CT. Interchangeable with "Colchester Public Schools", and/or "School District".
"Contract"	An agreement executed by the District and the Contractor for the transportation services described in the Proposal Documents.
"Contractor"	The successful Proposer that executes the Contract with the District.
"He/she/it, him/her/it"	When used to refer to the Contractor or employees thereof, it is not gender specific; fully interchangeable with he/she, and/or, him/her, and it.
"Proposal Documents"	Includes the "Notice to Proposers", Instructions to Proposers, the Request for Proposals, the Proposal forms, all appendices and Proposal and contract terms attached hereto, including any "Addenda" issued prior to receipt of proposals.
"School Year"	The number of days for which transportation will be required will be governed by the actual school calendar as adopted by the District including the calendars of all other schools for which the District is responsible for furnishing transportation. The District reserves the right to modify the length of the school year, including increasing or decreasing the number of days of service.
"Successful Bidder", "Successful Proposer" or "Contractor"	The Proposer who is selected by the District to provide the transportation services described in the Proposal Documents.
"Town"	The Town of Colchester, Connecticut.

1.2 GENERAL CONDITIONS

1.2.1 The District is an equal opportunity employer and we advise all Special Education Transportation Carriers of its intent to negotiate business only with other equal opportunity employers. All individuals, corporations, businesses, vendors, distributors, contractors and subcontractors with

whom the District contracts with are obligated to provide equal opportunity without regard to race, creed, color, national origin, age, sex, disability, or sexual orientation.

1.2.2 Any alleged oral agreement or arrangement made by a Special Education Transportation Carrier representative with any representative or employee of the Town or the District shall be disregarded.

1.2.3 No charge will be allowed for federal, state, or municipal sales and excise taxes since the District is exempt from such taxes. Such taxes should not be included in any Proposal price involving the payment of funds from the Town/District. Exemption certificates will be furnished by the District upon request.

1.2.4 All proposals received after the time stated on the NOTICE TO PROPOSERS will not be considered and will be returned to the Proposer unopened. The Proposer assumes the risk of any delay in the mail or in the handling of the mail by employees of the District. Whether sent by mail or by means of personal delivery, the Proposer assumes responsibility for having its Proposal deposited on time at the place specified.

1.2.5 THE COLCHESTER PUBLIC SCHOOLS RESERVES THE SOLE AND ABSOLUTE RIGHT TO WAIVE WHAT IT DEEMS INFORMALITIES OR TECHNICAL DEFECTS RELATING TO A SPECIFIC PROPOSAL, TO REJECT ANY AND ALL PROPOSALS, IN WHOLE OR IN PART, TO RE-ADVERTISE AND INVITE NEW PROPOSALS, IN WHOLE OR IN PART, OR TO ACCEPT A PROPOSAL, IN WHOLE OR IN PART, INCLUDING ACCEPTING A PROPOSAL OR PART OF A PROPOSAL, ALTHOUGH NOT THE LOWEST COST PROPOSAL, AS IN THE DISTRICT'S JUDGMENT, IT DEEMS TO BE IN THE BEST INTEREST OF THE DISTRICT AND/OR THE TOWN OF COLCHESTER.

THE DISTRICT RESERVES THE RIGHT TO MODIFY PROPOSALS IN THE FINAL CONTRACT BASED UPON NEGOTIATIONS WITH THE PROPOSER(S) THAT IN ITS JUDGMENT WILL BE IN THE BEST INTEREST OF THE DISTRICT AND/OR TOWN.

THE DISTRICT ALSO RESERVES THE RIGHT TO INTERVIEW AND NEGOTIATE WITH ONE OR MORE PROPOSERS AFTER THE PROPOSALS ARE OPENED.

2. PROPOSALS

2.1 PROPOSAL PROCEDURES AND REQUIREMENTS

2.1.1 The date and time of Proposal opening is April 20, 2021, at 10:00 a.m. *If the Colchester Public Schools is officially closed on the date scheduled for Proposal Opening due to weather or another emergency, the proposal submission and proposal opening will still occur on the published date and time. If the Town of Colchester suspends all Town services and closes the Town Hall all proposers shall be notified as soon as possible of a rescheduled proposal opening.*

2.1.2 All proposals must be submitted on and in accordance with forms provided by the District and included in the Proposal Documents. All proposals must include, **as a minimum**, the required information as detailed in the Proposal Documents.

2.1.3 Where so indicated by the Proposal Form, sums shall be expressed in clearly written (ink only) or typed figures. Any corrections or changes on the submission forms made by the Proposer should be initialed by the Proposer, and must be clear and readable. The District reserves the right to interpret figures where lack of clarity of submission requires such action.

2.1.4 Except where specifically noted otherwise, all requested alternates must have a proposal submitted.

2.1.5 Proposals may not be considered which purport to qualify, limit, amend or omit any of the minimum requirements as detailed in the Proposal Documents. A determination as to the impact of any proposed change is the sole responsibility of the District.

In case of any ambiguity, inconsistency, or error in any of the Proposal Documents or of a conflict between the provision of the Proposal Documents and provisions of a State or Federal Law or regulation, the Proposer is required to draw such matter to the attention of the District before it submits its Proposal. If the Proposer fails to draw a matter to the attention of the District, its Proposal will be interpreted by the District.

2.1.6 A Proposal shall include the legal name of Proposer and a statement whether the Proposer is a sole proprietor, a partnership, a corporation, or other legal entity, and shall be signed by the person or persons legally authorized to bind the Proposer to a Contract. All required signatures shall be handwritten in ink with the full name of the person executing the same. No initials, stamp, photocopy or company name may be used in lieu of any required signature. A Proposal by a corporation shall also give the State of Incorporation and have any corporate seal affixed. A Proposal submitted by an agent shall have a current Power of Attorney attached certifying the agent's authority to bind the Proposer. Proposer must be authorized to do business in the State of Connecticut, and must submit proof if requested by the District.

Additionally, the name(s) of the principals of the Sole Proprietorship, Partnership, Corporation, or other legal entity shall be provided to the District for all those individuals whose ownership is equal to, or is greater than, ten percent (10%) of the entity. In the case of a publicly traded Corporation, the latest annual report listing all officers shall be provided in lieu of the ownership information. If the Proposer operates related companies that may provide services to the District under this proposal, information on these firms must be provided.

2.1.7 Proposer's responses to information requested will be used to evaluate each Proposer's capability to provide proper and satisfactory transportation services as required pursuant to these Proposal Documents. Upon request of the District, a Proposer who is under consideration for an award of the Contract may be required to submit additional information to support or clarify information previously provided. One or more Proposers may be asked to provide additional information, to meet with the District to discuss its proposal, to modify one or more sections of its proposal, or to address such other issues as deemed important by the District.

2.1.8 Submissions with Proposals: Along with the completed Proposal Form, each Proposer shall submit the following information and documents.

a) Proposers will provide, along with the completed Proposal package, evidence demonstrating an ability to provide Special Education transportation, including, if applicable, a list of any and all Connecticut school districts which they have served during the past three years and a summary of their experience over at least three years of successfully operating a Special Education transportation program in compliance with the applicable laws, rules and regulations of the State of Connecticut.

In lieu of organizational experience, staff experience must be demonstrated. The name and telephone number of each business official or other contact person must be provided for each district reference listed. The Proposer, by submitting a Proposal, hereby authorizes the District, or its authorized agent, to contact any school district listed for references, without obtaining any other consent from the Proposer.

b) The Proposer must provide proof, along with its proposal, that it can provide the required insurance coverage as outlined in these Proposal Documents. This proof can be in the form of a certificate of insurance naming the Colchester Public Schools, Colchester Board of Education and the Town of Colchester as additional insureds, showing all the requested types and levels of coverage

required, or a letter from the insurance company(s) (not insurance agent), guaranteeing what types and levels of coverage it will provide in the event the Proposer is awarded the contract. The types and levels of coverage must, of course, meet or exceed the required levels in the Proposal Documents.

c) The Proposer must submit, with the proposal, proof that the Proposer can furnish a Performance Bond for the performance of the Contract should the Board decide to accept the Performance Bond Alternate (Section 13.1). The requirements of the Performance Bond are in Section 13 ALTERNATES herein. The proof must be in the form of a bona fide letter of surety from a surety company authorized to do business in the State of Connecticut. The letter must guarantee that the surety company will provide the Performance Bond in the event the Proposer is awarded the Contract and the Board selects a Performance Bond as described in more detail in Section 13.1 ALTERNATES. a determination on the acceptance of the Performance Bond alternate rests solely with the District. The Proposer shall also include on its Proposal Form, the annual cost of the Performance Bond for each year, as detailed in the Proposal Form.

d) In order to provide the required services envisioned in this document, Proposers must have a sufficient number of competent, trained driving personnel. Proposers shall submit descriptions of their driver recruitment programs, including *typical* wage and benefit information. For each district provided as a reference above, Proposer shall provide an employment profile including at least the number of daily drivers required, the actual number of drivers employed, a description of targeted recruitment programs, and driver training programs.

e) The Proposer must provide a brief resume summarizing the experience and qualifications of the terminal manager and other members of the managerial and supervisory staff who will be directly responsible for the performance of the Contract. Other managers and supervisory staff include assistant manager(s), dispatcher(s), trainer(s), safety supervisor(s), maintenance supervisor(s), etc. If any of these positions have not yet been filled, please list the qualifications (job description) for the position(s).

Please provide a job description for the terminal manager as well as each of the other site managers that will be directly involved in the performance of the Contract. An organizational chart is to be provided showing the relationship of the various management positions within the terminal that will provide services to the District.

Please provide an additional organizational chart showing the terminal manager's position within the Proposer's company as a whole. Within the organizational chart, specific areas of authority and responsibility are to be identified for line and staff positions that affect the performance of the Contract.

f) The Proposer should supply details on the typical operating program that would be utilized in the performance of the Contract, including such items as specialized training for new and experienced drivers and bus aides; accident reduction programs; vehicle maintenance and inspection programs; computerized fleet maintenance, management, and routing systems; and student safety programs.

g) A detailed list of terminated contracts over the last three years in Connecticut, except those contracts lost as a result of the proposal/bidding process.

h) Information identifying any pending, threatened and/or outstanding claims, legal issues, or litigation, as well as any outstanding judgments and liens against the Proposer must be provided with the proposal. If the Proposer deems such legal actions not to be material, and consistent with the normal course of business, a statement to this effect must be submitted by an authorized representative of the Proposer. The District reserves the right to request additional information about any pending legal actions, whether disclosed in this submittal or not.

i) The Proposer must provide a description of any bankruptcy filings by the Proposer, any related entities, or principal(s) of the Proposer, within the last seven (7) years. The District reserves the right to reject any Proposal submitted from an entity that has filed for bankruptcy protection within the past seven (7) years.

j) The Proposer must provide a statement as to whether the Proposer, any related entities, or principal(s) of the Proposer, has ever been denied a Performance Bond. If yes, the Proposer must provide information about the situation, the name of the bonding company that denied the bond, explanation for the denial, and what resolution was achieved.

k) Proposers are required to provide with their Proposal, on Appendix B, the make, model, year, fuel type and seating capacity of each vehicle to be supplied during the initial year of the Contract. If vehicles are to be purchased to fulfill the Contract, a letter from the sales agent or vehicle distributor as to vehicle(s) descriptions and availability **must be enclosed** with the Proposal.

l) Proposers shall submit information about its customer service program, including plans for customer service training for office staff members, telephone activity monitoring, effective communications training, complaint tracking, and similar proactive programs.

m) Once selected, the successful Proposer (if not the current contractor) shall submit a Transition Plan to the District within ten (10) calendar days after being notified that it will be awarded the contract. Such a Transition Plan must be approved by the District prior to any formal award by the Board of Education. Hiring of personnel, securing vehicles and the procedures and timeline(s) for the continuation of the existing program. The Transition Plan will contain information of what will be completed, when and how it will be done, and performance indicators to ensure that everything will be completed fully and timely. While the District will provide whatever assistance it can, the responsibility for the development and implementation of the Transition Plan will rest fully with the successful Proposer.

2.1.9 All information required in the Proposal Documents must be submitted by the Proposer to constitute an acceptable Proposal.

2.1.10 No alteration, erasure, or addition is to be made in the typewritten or printed matter. Any deviations from the conditions and specifications in the Proposal Documents may constitute sufficient grounds for rejection of Proposal.

2.1.11 Prices and information required, except signature of Proposer, should be typewritten for legibility. Illegible or vague proposals may be rejected.

2.1.12 The submission of a Proposal will be construed to mean that the Proposer is fully informed as to the extent and character of the services, supplies, materials, or equipment required and a representation that the Proposer can furnish the services, supplies, materials or equipment satisfactorily in complete compliance with the Proposal Documents. The submission of a Proposal will also mean that the Proposer is fully informed as to the rules, regulations, policies, procedures, and requirements of the Federal Government, the State of Connecticut and the Town of Colchester and the Colchester Board of Education, and that the Proposer will fully comply with said rules, regulations, policies, procedures, and requirements.

2.1.13 All submitted proposals must be sealed. They must be submitted in a plain opaque envelope, or in a sealed plain opaque box. All proposals must be addressed as specified in INSTRUCTIONS TO PROPOSERS, #5. Telephone quotations or amendments will not be accepted at any time. All materials submitted with the Proposals will become the property of the District and will not be returned.

2.2 PROPOSER'S CERTIFICATIONS, REPRESENTATIONS, AND QUALIFICATIONS

2.2.1 The Proposer shall submit a completed Non-Collusive Proposal Certification attached as Appendix C to the Proposal Documents.

QUALIFICATIONS OF PROPOSERS: The work and services described in these Proposal documents include the performance of activities directly affecting the safety of the students of the district and the public generally.

The District may make any investigation necessary to determine the ability of the Proposer to fulfill the Contract(s), and the Proposer shall furnish the District with all such information for this purpose as the District may request. **If, in the sole opinion of the District, the Proposer is not properly qualified or responsible to perform any obligations of the Contract proposal, the District reserves the right to reject its Proposal.**

The District reserves the right to investigate all references and qualifications statements made by the Proposer. Upon investigation and evaluation, the District may choose to reject any proposal where the Proposer's stated qualifications are such that the District feels that the Proposer may not be able to perform the Special Education transportation services in a safe and an efficient manner. The following information categories will be reviewed, at a minimum, and each Proposer must supply information consistent with the detailed requirements described. **The Proposer is encouraged to provide any additional information or data that further demonstrates its experience or qualifications, and/or ensures that high quality services will be provided to the District.**

Proposer must possess and demonstrate facilities, knowledge and capabilities to satisfy all Connecticut Department of Motor Vehicles rules, regulations, and vehicle inspection requirements, in addition to all federal, state and local laws, rules and regulations relating to transportation.

2.2.3 PROPOSER'S FINANCIAL INFORMATION: Proposers may be asked to provide, if they are being considered for a contract award, the following financial information. Failure to provide this information within 72 hours of the request by the District may result in the contract not being awarded to the Proposer. The District will request professionally prepared (audited or reviewed) financial statements for the past three years, prepared by an independent certified public accountant. These statements must contain financial information specific to the Special Education Transportation company that is proposing the Contract, not just a consolidated financial statement for a group of companies (special education transportation or other) owned by the Proposer. These statements must contain all the formal parts of a financial statement, including, but not limited to, Balance Sheets, Profit & Loss Statements, Statements of Cash Flows, and the notes to the financial statements. If the company has not been financially active for the period requested, or is actually an affiliate of another company, then the Proposer should submit financial statements of the affiliates, updated interim financial reports, and parent and cross-corporate guarantees indicating that the affiliates and the Proposer will be held financially responsible for the Proposer and his/her operations.

Pursuant to Section 2.1.6, herein, if any related entities or companies provide services, vehicles or assets in the performance of the Contract, the Proposer certifies through this submission that these entities or companies will provide parent and/or cross-guarantee performance, and that all entities or companies shall be bound by the Terms and Conditions of the Contract.

The purpose here is to determine whether the Proposer is clearly in a financial position to take on and operate a bus contract of this size. It is the responsibility of the Proposer to provide the financial proof that the company is financially capable of performing the Contract. If the financial statements do not supply that information then the Proposer must include other documents that will provide this proof. The District may have the financial data analyzed by its independent auditor. If the Proposer cannot provide sufficient information to prove the Proposer has the financial capability to perform the Contract, the District has the right to reject the proposal.

2.3 CONTACT PERSON / INTERPRETATION OF PROPOSAL DOCUMENTS: ALL communication regarding the Request For Proposal is to be between the Proposer and Mario Hurtado, Director of Educational Operations, Colchester Board of Education, 127 Norwich Ave., Suite 202, Colchester, CT 06415 [860 537-2296]. No interpretation of the meaning of the Proposal Documents will be made to any Proposer orally. Every communication and/or request for an interpretation should be made via email sent to mhurtado@colchesterct.org or in writing addressed to: Mario Hurtado, Director of Educational Operations, Colchester Board of Education, 127 Norwich Ave., Suite 202, Colchester, CT 06415. All requests for information or interpretation should be submitted no later than the close of business on **Monday, April 19, 2021**. Notice of any and all interpretations and any supplemental instructions will be posted on the BOE website at: <http://www.colchesterct.org> and shall become a part of the Proposal Documents. Failure of any Proposer to receive any such addendum or interpretation shall not relieve any Proposer from any obligations under its Proposal.

3. AWARD

3.1 AWARD TIMELINE: The District will endeavor to make an award within forty-five (45) days after the date of the Proposal opening, and all proposals shall remain firm during that time period. The District further reserves the right to make awards following this initial forty-five (45) day period to any Proposer who has not provided written notice to the District that its Proposal has been withdrawn.

The District will evaluate every written proposal submitted and reserves to itself the right to be the sole judge of which proposal best meets the needs of the District. Prior to the award of the contract and during the course of the contract, the District reserves the right to negotiate changes in the scope and/or cost of the required services as well as changes in the scope and/or cost of the enhancements offered by the Proposer to the District. As stated herein, the District encourages Proposers to submit any additional information or suggestions that they believe will enhance the provision of quality, responsive Special Education transportation services on a cost-efficient basis.

3.2 TRANSPORTATION PROGRAM

3.2.1 CONTRACT TERM: The Contract will be awarded for a period of three (3) years, the 2021 - 2022 (06/01/21 - 06/30/22) school year through the 2023 - 2024 (07/01/22 - 06/30/23) school year. The program described herein covers various aspects of the Special Education transportation program operated by the District.

3.2.2 ROUTES: It is the expectation of the District that the Proposer awarded a Contract will make every effort to better utilize the vehicles by sharing or tiering existing or future Routes.

3.2.3 AWARD: The Contract will be awarded based upon a review by the District of all elements of the Proposal submitted, including mandatory and voluntary categories of information, and requested alternates. Given the nature of the services, the District may award one or more contracts for the services.

3.2.4 COMPLAINTS: The Contractor will investigate all complaints, keep a log of such complaints, and will report any action taken to the District, or any authorized agent, within 24 hours from such action.

3.2.5 ACCIDENTS AND BREAKDOWNS: Any accident involving a Student or the Services shall be reported orally to the emergency number(s) provided by the District IMMEDIATELY. The Contractor shall send a Manager, Dispatcher, or Driver Trainer to the scene of each accident who will obtain all appropriate information to fill out an accident report. The Contractor shall (1) prepare a written report of any such event and deliver it to the District as soon as possible and not later than twenty-four (24) hours after such event; and (ii) provide the District with a copy of the police report issued for such event as soon as such report is available. If a Vehicle breakdown occurs, the Vehicle Operator shall

immediately notify the Contractor and the Contractor shall immediately send a replacement Vehicle and notify the District.

3.2.6 **VEHICLES:** The current Transportation carrier operates the following vehicles:

Twelve (12)	7-8 Passenger Van	
One (1)	Wheelchair Accessible Van	

DURING THE COURSE OF THE CONTRACT THE PROPOSER SHALL PROVIDE NO VAN FOR USE IN COLCHESTER THAT IS IN EXCESS OF EIGHT (8) YEARS OLD.

3.2.7 HOME-TO-SCHOOL AND SUMMER TRANSPORTATION

The Board is requesting prices from the Contractor for the provision of a variety of services as described below:

a. In district Special Education Transportation Services. Contractor will submit a price per mile.

b. Out of district Special Education Transportation Services. Contractor will submit a price per mile.

c. Transportation for homeless students to and from school/residences outside of the Colchester School District. Contractor will submit a price per mile.

d. Van Aide.- If a student is identified as requiring an aide in order to be transported safely, then an aide should be recommended by the transportation contractor. If approved by the Colchester Pupil Services and Special Education Department and/or the Superintendent of Schools, the aide should be employed by the transportation contractor. Contractor shall submit a price per hour for supplying a trained aide.

The prices shall be all inclusive and shall include all vehicles, drivers, labor, materials and equipment, permits, licenses and other facilities necessary to provide the transportation and services necessary. The number of vehicles under the Contract shall vary. The price shall be based upon actual vehicle usage at the per vehicle per mile price proposed, regardless of the number of vehicles added or removed.

The Contractor shall provide vehicles, without any additional charge or cost, to all schools twice a year (or more frequently if required by law) for van evacuation training.

The Town of Colchester, or any department thereof, may choose to contract for vehicles for its summer programs, field trip services and/or emergency services. These vans will be provided to the Town, or any department thereof, at the same rates as proposed in the appropriate category to the Board pursuant to these Proposal Documents, and pursuant to a separate contract between the Town and the Contractor.

3.2.8 PROPOSAL REVIEW: Once the District receives proposals, the District will review each element of the Proposal. In order to clarify certain elements of a Proposal, or in an effort to modify certain elements in order to better meet the District's needs, the District may interview or meet with one or more Proposers to discuss their Proposals. Any changes to the Proposals that are agreed to by the Proposer will be placed in writing and acknowledged by the Proposer, and will then serve as both a formal modification to the original Proposal and as the basis for any Contract(s) awards and will be incorporated into the Contract.

4. STUDENT DATA PRIVACY

4.1 STUDENT DATA: This Section shall identify the obligations of the parties relative to the safety and confidentiality of student information, student records and student-generated content (collectively, "student data") received or obtained by the Contractor in connection with this Contract.

4.2 DEFINITIONS: For purposes of this Contract, "directory information," "de-identified student information," "personally-identifiable information," "school purposes," "student information," "student records," "student-generated content," and "targeted advertising," shall be as defined by Connecticut Public Act 16-189. "Education records" shall be defined by the Family Educational Rights and Privacy Act of 1974 ("FERPA"), codified at 20 U.S.C § 1232g (as amended); and its implementing regulations, 34 CFR 99.1 - 99.67 (as amended).

4.3 GENERAL PROVISIONS

4.3.1. All student data provided or accessed pursuant to this Contract is and remains under the control of the District. All student data is not the property of, or under the control of, the Contractor.

4.3.2 The District may request that the Contractor delete or destroy student data in the Contractor's possession by sending such a request to the Contractor by electronic mail. The Contractor will delete or destroy the requested student data within two (2) business days of receiving such a request.

4.3.3 The Contractor shall not use student data for any purposes other than those authorized in this Contract, and may not use student data for any targeted advertising.

4.3.4 If the Contractor receives a request to review student data in the Contractor's possession directly from a student, parent, or guardian, the Contractor agrees to refer that individual to the District and to notify the District within two (2) business days of receiving such a request. The Contractor agrees to work cooperatively with the District to permit a student, parent, or guardian to review personally identifiable information in student data that has been shared with the Contractor, and correct any erroneous information therein, by following the amendment procedures outlined in the District's applicable policies, if any.

4.3.5 SECURITY AND CONFIDENTIALITY OF STUDENT DATA: The Contractor and the District shall ensure that they each comply with the FERPA. Further, the Contractor shall take actions designed to ensure the security and confidentiality of student data, including but not limited to:

1. Using technologies and methodologies consistent with the guidance issued in the American Recovery and Reinvestment Act of 2009, Public Law 111-5, § 13402(h)(2), 42 U.S.C. § 17932;

2. Maintaining technical safeguards relating to the possession of education records in a manner consistent with 45 C.F.R. 164.312;

3. Otherwise meeting or exceeding industry standards relating to the safeguarding of confidential information.

4.3.6 PROHIBITED USES OF STUDENT DATA

1. The Contractor shall not use student data for any purposes other than those authorized pursuant to this Contract.
2. The Contractor shall not retain, and the District shall not otherwise make available, any student data upon completion of the contracted services unless a student, or parent or legal guardian of a student chooses to establish or maintain an electronic account with the Contractor for the purpose of storing student-generated content.

4.3.7 DATA BREACHES

1. Upon the discovery by the Contractor of a breach of security that results in the unauthorized release, disclosure, or acquisition of student data, or the suspicion that such a breach may have occurred, the Contractor shall provide initial notice to the District as soon as possible, but not more than forty-eight (48) hours after such discovery ("Initial Notice"). The Initial Notice shall be delivered to the District by electronic mail to Colchester's Superintendent of Schools and shall include the following information, to the extent known at the time of notification:

- a. Date and time of the breach;
- b. Names of student(s) whose student data was released, disclosed or acquired;
- c. The nature and extent of the breach;
- d. The Contractor's proposed plan to investigate and remediate the breach.

2. Upon discovery by the Contractor of a breach, the Contractor shall conduct an investigation and restore the integrity of its data systems and, without unreasonable delay, but not later than thirty (30) days after discovery of the breach, shall provide the District with a more detailed notice of the breach, including but not limited to the date and time of the breach; name(s) of the student(s) whose student data was released, disclosed or acquired; nature and extent of the breach; and measures taken to ensure that such a breach does not occur in the future.

3. The Contractor agrees to cooperate with the District with respect to investigation of the breach and to reimburse the District for costs associated with responding to the breach, including but not limited to the costs relating to notifications required by state law.

4.3.8 TERM AND TERMINATION

1. Upon the expiration or termination of this Contract, for any reason, Contractor shall return or, if requested by the District, delete or destroy all student data maintained by Contractor on behalf of the District, without retaining any copies.

2. The provisions in this Section shall remain in effect while this Contract is in effect, shall survive the termination of this Contract and shall terminate when all of the student data maintained by Contractor on behalf of the District is returned to the District and/or properly and completely deleted or destroyed.

5. AWARD OF CONTRACT

5.1 Upon award to the successful proposer, the successful proposer and the District shall enter into a Contract, which shall contain all of the terms and conditions described in these Proposal Documents. Failure to enter into a contract with the District or provide required items, within 21 days after notice of the award, shall constitute grounds for the forfeiture of the proposal security.

5.2 The placing in the mail of a notice of award to a successful Proposer, to the address given in the Proposal, will be considered sufficient notice of acceptance of a Proposal, subject to the execution of a Contract by the parties.

6. INSURANCE

6.1 The Contractor will provide the District prior to the execution of this Contract, and will provide during each year of this Contract, prior to July 1st, and will replace twenty (20) days prior to the renewal date, at its own cost and expense, Evidence of Insurance in form and substance satisfactory to the District, written by sureties or insurers, licensed in the State of Connecticut. All certificates shall be approved by the District prior to commencement of the Services. The Contractor shall maintain insurance of the kinds, and in the amounts, specified hereunder. Such Certificates of Insurance shall contain a provision that the Town of Colchester, Colchester Board of Education, and Colchester Public Schools, and their respective agents and employees, are "Additional Insureds" on all policies. In addition, the Board shall be given thirty (30) calendar days' advance notice by certified mail, return receipt requested, or by hand delivery, of any change to, or cancellation of, any or all insurance policies required under this Contract.

6.1.2 The policies required under this Contract shall be with an insurance company with an AM Best Rating of A-VII, or better licensed, to write such insurance in the State of Connecticut and acceptable to the District.

6.1.3 If, at any time, any of the insurance policies shall be, or become, unsatisfactory to the District in form or substance, or if the surety or insurer issuing any such policies is unsatisfactory to the District, the Contractor shall promptly obtain a new policy and submit a Certificate of Insurance to the District for approval.

6.1.4 The failure of the Contractor to maintain the required insurance or to furnish or deliver the insurance certificates, shall give the District the right, at their election, to terminate the Contract in accordance with the terms and conditions of the Contract entered into.

6.1.5 The policies of insurance shall include, but not be limited to, the following:

a.	The Contractor shall maintain general liability insurance for bodily injury, Personal Injury, Independent Contractors, and Contractual Liability and Property Damage, with a combined single limit, of not less than \$15,000,000 per accident .
b.	The Contractor shall maintain automobile liability insurance for Bodily Injury, Property Damage, and Contractual Liability, with a combined single limit of not less than \$15,000,000 per accident .
c.	The Contractor shall provide and maintain in force for the full term of the Contract Workers' Compensation Insurance, in accordance with the statutory requirements of the State of Connecticut and Employer's Liability, limits of \$1,000,000 .
d.	Sexual Misconduct and Corporal Punishment insurance must be provided with limits of at least \$1,000,000 , and must include an additional insured endorsement naming the Town of Colchester, Colchester Public Schools, Colchester Board of Education, and any of their public officials, agents, employees, and volunteers. This can be either a separate

	policy or as an endorsement to the General Liability. If endorsed on the General Liability, it must be clearly stated that the Auto exclusion on the General Liability policy does not apply to this coverage.
e.	Unemployment Insurance coverage covering all employees consistent with the requirements of Connecticut laws.
f.	All Contractor coverage shall be primary and noncontributory.

6.1.6 The Contractor and its insurers shall waive all rights of subrogation against the Town of Colchester, Colchester Board of Education, Colchester Public Schools, and their respective officers, agents, servants, and employees, for losses arising from work performed under the Contract.

6.1.7 In fulfilling Contract obligations or in the providing of Services, care must be exercised by the Contractor to avoid damage to, or disfigurement of the buildings, equipment, driveways, or other property of the District. The Contractor shall be required to make the necessary repairs at its expense, as soon as possible after the damage occurs, for any property damaged by the Contractor or its employees.

7. INDEMNIFICATION

7.1 To the fullest extent permitted by law, the Contractor shall, defend, indemnify and hold harmless, the Town of Colchester, Colchester Board of Education, Colchester Public Schools and their respective officers, employees and agents, from any and all loss, liability, damage, penalty, expense or fee, including attorneys' fees, or other costs or obligations, arising from or relating to (i) the Contractor's breach of this Contract; (ii) any negligence or willful misconduct of the Contractor and its officers, employees, and agents; and (iii) any other action or event arising out of, or in any way connected, with this Contract. The Contractor agrees that the District shall have the right to participate in the defense of any such claim through counsel of their choosing. This indemnity shall not be affected by other portions of a Contract entered into. This provision shall survive the termination of a Contract entered into.

8. LAWS AND BOARD POLICIES

8.1 The Contractor shall comply with the laws, rules, regulations, and policies of Federal, State, and Local governments. It shall be the responsibility of the Contractor to ensure that all personnel employed are familiar and abide with all of the aforesaid laws, rules, regulations, and policies as well as the contents of any transportation manual or other rules, regulations, and policies which the District might publish.

8.2 The Contractor will comply with the State Occupational Safety and Health Act ("SOSHA") and the "Toxic Substance Act" ("Right to Know Act") with respect to all operations or activities at the Schools' premises.

8.3 The Contractor must be familiar with any and all policies, or regulations, of the District which affect the Services and that have been, or will be, distributed to it during the term of this Contract.

9. SCOPE OF CONTRACT

9.1 These specifications are intended to provide for school van services for Special Education transportation for the Colchester Public Schools for the 2021 - 2022 (06/01/21 - 06/30/22) school year through the 2023 - 2024 (07/01/23 - 06/30/24) school year. Each Proposer must inform itself fully as to the conditions relative to the fulfillment of the Contract(s). In that regard, all Proposers are invited to review, among other things, the routing schedules used in the 2020 - 2021 school year which are on file with the District and available upon request.

It should be noted that the Special Education Transportation Program typically varies each year based upon a number of factors, including but not limited to, **classroom locations and placements**. Therefore, the District envisions a Proposal based upon a **price per mile** for those vehicles necessary to meet the needs of the program as described herein.

10. PROPOSAL BOND

10.1 Proposer will be required to furnish, at its own expense and with the Proposal, a proposal bond or certified check in the amount of 10% of the Proposer's proposed price for the first year of the contract (in the Proposal). The Proposal Bond or certified check will be deposited with the Finance Department of the Town/District as a guarantee that the Contract will be signed and delivered by the Proposer, and in default thereof, the amount of such proposal bond or check shall be retained by the Colchester Public Schools as liquidated damages.

11. TERM OF CONTRACT

11.1 The term of the Contract shall be for a three (3) year period, beginning 06/01/21, and ending with the completion of the 2023 - 2024 school year (June 30, 2024).

12. ALTERNATES

The District has determined certain options that it would like to consider in reviewing the proposals submitted by the Proposer. These options or alternates to the bid will be reviewed and their acceptance or rejection by the District will be solely at the discretion of the District. It is important to note that if a Proposer fails to submit a response to one or more of the alternates requested, the District may reject the Proposer's proposal.

12.1 **PERFORMANCE BOND:** Proposers must submit pricing on the Proposal Form for a performance bond as follows: 100% performance bond (100% of the estimated Contract price), 75% performance bond (75% of the estimated Contract price) and a 50% performance bond (50% of the estimated Contract price). The District may select a 100% performance bond, a 75% performance bond, a 50% performance bond or not require a performance bond, in its sole discretion. If the District selects a performance bond, it shall pay the Contractor for such performance bond the annual price for the selected type of performance bond that is shown in the successful proposer's pricing pages from its proposal.

Proof of bondability must be also submitted with the proposal. At the time of submission of a Proposal, each Proposer must submit evidence from a bonding company indicating that a performance bond can be obtained and that it will be issued by a company authorized to do business within the State of Connecticut.

12.2 **VIDEO SYSTEM:** The District is interested in having a video system installed on each van in the fleet serving Colchester. The video systems shall be in good working order at all times. The Contractor shall have an effective preventative maintenance program in place for the video cameras. The video monitoring shall not include audio recording and use of such electronic monitoring shall be in compliance with the District's policy on student data privacy and confidentiality of student records.

All Contractor use of video monitoring shall be in compliance with District policy and applicable law.

The Proposer is to submit a detailed specification data sheet on the proposed video system to be provided.

The determination on the implementation of a video system, and the number of vehicles to be so equipped, rests solely with the District.

12.3 DRIVER BASIC FIRST AID TRAINING: The District is interested in all Vehicle Drivers assigned to Colchester to be certified in basic first aid training and to be recertified annually. The Proposer is to submit a cost for the annual basic first aid training as an Alternate on the Proposal Form.

12.4 DRIVER EPIPEN TRAINING: The District is interested in all Vehicle Drivers assigned to Colchester to receive training in the use of an EpiPen (epinephrine injection) and to be retrained annually. The Proposer is to submit a cost for the annual EpiPen training as an Alternate on the Proposal Form.

APPENDIX "A"

PROGRAM DESCRIPTION

DESCRIPTION OF 2020- 2021 SCHOOL YEAR

- Three (3) AM preschool van runs to and from Colchester Elementary School
- Three (3) PM preschool van runs to and from Colchester Elementary School
- One (1) van for single service speech-language students (Mon-Thurs 11:00AM-11:30AM)
- Three (3) vans, one (1) of which is wheelchair accessible for Colchester Elementary School
- One (1) van run for students attending Jack Jackter Intermediate School
- One (1) van run for students attending William J. Johnston Middle School
- Two (2) van runs for students attending Bacon Academy
- One (1) van run for students attending Community Transition Academy of Colchester
- One (1) van run for students attending the district's Alternative Education Program
- Van runs for students receiving tutoring services
- Van runs for students deemed homeless under the McKinney-Vento Act
- Thirteen (13) out of district runs to the following placements:
 - 1.-Woodland School-East Hartford
 - 2.-Intensive Education Academy-West Hartford
 - 3.-Waterford Country School-Quaker Hill
 - 4.-Benz Bronz Academy -West Hartford
 - 5.-The Learning Clinic-Brooklyn
 - 6.-CREC River Street-Windsor
 - 7.-EastConn (EVP)-Columbia
 - 8.-Gengras Center-West Hartford
 - 9.-LEARN @ Center School-Old Lyme
 - 10.-Salem Elementary School-Salem
 - 11.-CREC River Street (extended day program)-Windsor
 - 12.-EastConn (EAP)-Columbia
 - 13.-CREC River Street-Bloomfield

BID QUOTE PRICE PER MILE

	2021-2022	2022-2023	2023-2024
7 or 8 Passenger Van			
Wheelchair Accessible Van			

COST FOR TRANSPORTATION AIDE PER HOUR

	2021-2022	2022-2023	2023-2024

APPENDIX "B"

Proposer's Name: _____

Pursuant to Section 2.1.8.k I hereby certify that the following list is representative of those vehicles that will be utilized in the performance of the Contract.

Make/Model	Year	Seating Capacity	Fuel Type

	REQUEST FOR PROPOSAL ALTERNATES					
		2021-2022	2022-2023	2023-2024		
1.	PERFORMANCE BOND (ANNUAL COST) [Ref. Section 13.1]	\$	\$	\$	\$	\$
2.1	VIDEO SYSTEM (<i>PER VEHICLE PRICE</i>) [Ref. Section 13.4]	\$	\$	\$	\$	\$
2.2	VIDEO SYSTEM (<i>ALL VEHICLES</i>) [Ref. Section 13.4]	\$	\$	\$	\$	\$
3.	DRIVER BASIC FIRST AID TRAINING [Ref. Section 13.5]	\$	\$	\$	\$	\$
4.	DRIVER EPIPEN TRAINING [Ref. Section 13.6]	\$	\$	\$	\$	\$

REPRESENTED BY: _____

(Name)

(Title)

SIGNATURE:

Dated this _____ day of _____ 2020

APPENDIX "C"

NON-COLLUSIVE BIDDING CERTIFICATION

Firm Name:

Business Address:

Telephone No.

Date of Proposal:

I. GENERAL PROPOSAL CERTIFICATION

The Proposer certifies that he or she will furnish, at the prices herein quoted, the materials, equipment, and/or services as proposed on this proposal.

II. NON-COLLUSIVE PROPOSAL CERTIFICATION

By submission of this proposal, the Proposer certifies that:

a) Each Proposer and each person signing on behalf of any Proposer certifies, and in the case of a joint Proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1) The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Proposer or with any competitor;

2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to opening, directly or indirectly, to any other Proposer or to any competitor; and

3) No attempt has been made or will be made by the Proposer to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

b) A proposal shall not be considered for award nor shall any award be made where (a) - (1), (2), and (3) above have not been complied with, provided however, that if in any case the Proposer cannot make the foregoing certification, the Proposer shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefore. Where (a) - (1), (2), and (3) above have not been complied with, the proposal shall not be considered for award nor shall any award be made unless the District determines that such disclosure was not made for the purpose of restricting competition.

The fact that a Proposer has (a) published price lists, rates or tariffs covering items being procured, (b) informed prospective customers of proposed or pending publication of new or revised price lists for such items or (c) sold the same items to other customers at the same prices being proposed, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

Signature: _____
Date: _____

APPENDIX "D"

FINANCIAL INFORMATION COMPLIANCE

Pursuant to Section 2.2.3. PROPOSER'S FINANCIAL INFORMATION of the Colchester Public Schools Special Education Transportation **RFP # 21/22 050-BOE** the undersigned hereby acknowledges the following:

If requested, the stipulated financial information will be provided within 72 hours of the District's request.

a) Information relative to any pending lawsuits, judgments and/or liens has been provided.

€ YES € NO

If NO, the Bidder stipulates by initialing in the following space that there are no lawsuits, judgment and/or liens.

Initials: _____

b) Information on any bankruptcy filings has been submitted.

€ YES € NO

If NO, the Bidder stipulates by initialing in the following space that there are no applicable bankruptcy filings.

Initials: _____

c) Information on any denials of Performance Bonds has been submitted.

€ YES € NO

If NO, the Bidder stipulates by initialing in the following space that there are no Performance Bond denials to report.

Initials: _____

Signature: _____

Name: _____

Title: _____
Company: _____
Date: _____

COLCHESTER STUDENT TRANSPORTATION SERVICES

RFP #21/22-050-BOE

PROPOSAL FORM

Due on or before April 26, 2021 @ 10:00a.m.

Colchester Public Schools
Administration Offices
127 Norwich Avenue, Suite 202
Colchester, CT 06415

INSTRUCTIONS: *The undersigned, attesting to be a duly authorized representative of the Proposer, having familiarized himself/herself with and carefully examined the proposal documents contained herein affecting the cost of the work, hereby proposes to furnish the Colchester Public Schools with all supervision, technical personnel, labor, materials, equipment, tools, appurtenances, permits, fees and services required to perform and satisfactorily complete the Special Education transportation services specified, in accordance with said proposal documents, for the sums as indicated in the response to the request for proposals.*

BIDDERS: COMPLETE ALL INFORMATION REQUESTED BELOW. BIDDER MUST SIGN BID FORM.

COMPANY NAME & ADDRESS: _____

TELEPHONE #: _____ - _____

FAX #: _____ - _____

EMAIL: _____

REPRESENTED BY: _____
(Name)

(Title)

As the Proposer is your Company a:

- ☐ SOLE PROPRIETOR
- ☐ PARTNERSHIP
- ☐ CORPORATION (Include State of Incorporation and have any corporate seal affixed)
 - ☐ OTHER LEGAL ENTITY (*Define:*

PROPOSER'S SUBMISSION CHECKLIST

SUBMISSIONS REQUIRED WITH PROPOSALS:

- ☐ Reference Section 2.1.8 a) ABILITY TO PROVIDE SERVICES INFORMATION
- ☐ Reference Section 2.1.8 b) INSURANCE
- ☐ Reference Section 2.1.8 c) PERFORMANCE BOND
- ☐ Reference Section 2.1.8 d) DRIVER INFORMATION
- ☐ Reference Section 2.1.8 e) MANAGEMENT PERSONNEL INFORMATION
- ☐ Reference Section 2.1.8 f) OPERATING PROGRAM
- ☐ Reference Section 2.1.8 g) TERMINATED CONTRACTS
- ☐ Reference Section 2.1.8 h) CLAIMS, LEGAL ISSUES AND LITIGATION
- ☐ Reference Section 2.1.8 i) BANKRUPTCY FILINGS
- ☐ Reference Section 2.1.9 j) DENIAL OF PERFORMANCE BOND
- ☐ Reference Section 2.1.9 k) APPENDIX "B" VEHICLE LISTING
- ☐ Reference Section 2.1.9 l) TRANSPORTATION FACILITY INFORMATION
- ☐ Reference Section 2.1.9 m) CUSTOMER SERVICE PROGRAM
- ☐ APPENDIX "C" NON-COLLUSIVE BIDDING CERTIFICATION
- ☐ APPENDIX "D" FINANCIAL INFORMATION COMPLIANCE
- ☐ **PROPOSAL FORM**