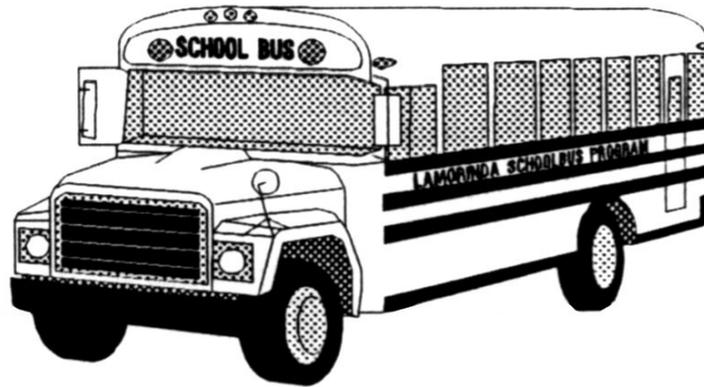


# Request for Proposal



## School Bus Transportation Services

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Requested by:

**Lamorinda School Bus Transportation Agency**  
3675 Mt. Diablo Blvd., Suite 255  
Lafayette, CA 94549

Proposals due: August 8, 2018

Serving the Lafayette School District, Moraga School District,  
Orinda Union School District and Acalanes Union School District

July 9, 2018

Dear Potential Proposer:

Attached please find Request for Proposal (“RFP”) for school bus transportation services for the communities of Lafayette, Moraga and Orinda (“Lamorinda”) for an approximately five year period, with pupil transportation services to commence on August 1, 2019.

The Lamorinda School Bus Program was approved by the Contra Costa Transportation Authority in 1994 as a traffic mitigation program. The program is governed by a joint powers authority, the Lamorinda School Bus Transportation Agency (“Agency”). The Agency’s contract with its current carrier expires July 31, 2019.

The Agency currently contracts for the operation of twenty-two (22) routes on a daily basis. For this RFP, Proposers will need to bid on twenty-two (22) routes. (Also note the requirement for spare buses in the contract.) Note that this RFP includes a base route configuration (“Base Routes”) and an alternate route configuration (“Alternate Routes”) where Routes 11, 13 and 18 in Orinda are configured differently. Proposers may submit proposals for the Base Routes, Alternate Routes or both. A safety study entitled School Bus Stop Safety Study by School Bus Consultants providing analysis of the Base Routes is attached hereto as **Exhibit B**. A letter from the Agency’s current school bus transportation services contractor providing feedback regarding the Base Routes is attached hereto as **Exhibit C**. The Agency reserves the right to award a contract for either the Base Routes or Alternate Routes in the Agency’s sole discretion.

The Agency will consider new diesel buses or new alternative fuel buses, or a combination of both. All buses must have three point seat belts and must meet current federal and state emissions requirements.

**A MANDATORY Proposer’s Conference is scheduled for July 13, 2018** at the offices of the City of Lafayette located at 3675 Mt. Diablo Blvd., Conference Room 240, Lafayette CA 94549. Please direct any questions at the Proposer’s Conference to Juliet Hansen. The Agency will have appropriate staff in attendance to respond to questions regarding topics such as routes, services, stops, etc.

**Proposals are due by August 8, 2018** at the Lafayette City offices. We look forward to receiving your proposal.

Sincerely

Juliet Hansen  
Program Manager

## **NOTICE TO PROPOSERS**

The Lamorinda School Bus Transportation Agency (“Agency”) is seeking proposals for school bus transportation services (twenty-two (22) routes) for the communities of Lafayette, Moraga, and Orinda for an approximately five-year period, with start-up services commencing in early 2019 and ending July 31, 2024.

The Agency has prepared a comprehensive proposal package consisting of information for proposers, forms, and a proposed contract. The package will be available on July 9, 2018 and may be obtained by contacting Juliet Hansen, at the Lamorinda School Bus Program, 3675 Mt. Diablo Blvd., #255, Lafayette, CA 94549, Tele 925-299-3216.

The Agency will receive proposals up to August 8, 2018. Proposals must be submitted in a sealed envelope titled “Proposal to Lamorinda School Bus Transportation Agency for Transportation Services.”

A mandatory proposer’s conference will be held at the City of Lafayette on July 13, 2018. Bids received from bidders who do not attend this conference will not be considered by the Agency.

By: Juliet Hansen  
Program Manager, LSBTA

PUBLISHED ON: July 9, 2018; Contra Costa Times

## **1. INFORMATION FOR PROPOSERS**

### **A. BACKGROUND INFORMATION**

The Lamorinda area in Contra Costa County is composed of the three communities of Lafayette, Moraga and Orinda. These communities are situated adjacent to State Route 24 between Interstate 680 and the Caldecott Tunnel. Local streets serving the three communities are primarily two lane roads. The Town of Moraga is accessed via Moraga Road in Lafayette and Moraga Way in Orinda.

TK and K-12 grade students are served by four school districts in the three communities. The schools within each school district are generally located adjacent to heavily traveled (commute) routes.

In 1988, Contra Costa County voters approved Measure C, a ½ cent sales tax for transportation improvements. The Measure C program directs funds to projects designed to improve transportation services in Contra Costa County. A portion of the money generated through Measure C is allocated to the Lamorinda communities for the operation of the Lamorinda School Bus Program. The Lamorinda School Bus Program, in operation since the fall of 1994, is operated as a traffic mitigation program and is primarily funded by Measure C and parent contributions.

Measure C expired in 2009 and was followed by Measure J. The Lamorinda School Bus Program will continue to receive local transportation tax dollars through Measure J until 2034.

The Lamorinda School Bus Program is operated by a public joint powers authority called the Lamorinda School Bus Transportation Agency (“Agency”). The Agency is composed of the City of Lafayette, the City of Orinda and the Town of Moraga, and four school districts within the cities. The Agency is governed by a Board of Directors consisting of seven elected officials chosen from each of the city councils and school boards. The Agency is charged with overseeing the operational and financial aspects of the program. The Agency desires to operate a joint bus program to serve TK-12<sup>th</sup> grade students in order to relieve traffic congestion. The City of Lafayette provides administrative services to the Agency and its Board of Directors.

The Agency’s contract with its current school bus transportation services contractor is set to expire on July 31, 2019. There are approximately 180 school days per year.

Proposers are advised that the Agency fills its middle school and high school routes to approximately 83% of capacity rather than 100%. The Agency’s goal in implementing this policy is to assure that most of the older students will sit two-to-a-seat.

Proposers must provide an all-inclusive daily rate for home-to-school transportation for a five year Contract on the Price Proposal Form.

Should the Agency, in its sole discretion, opt to award the Contract, the Agency will award the Contract following successful negotiations with the successful proposer, estimated to be in the early part of 2019.

### **B. ANTICIPATED ROUTE STRUCTURE**

Currently, the Agency is running a Type I, home-to-school transportation program. School bus transportation for special needs students is provided through Contra Costa County and is not part of the service provided by the Agency.

The Lamorinda School Bus Program currently serves approximately 1500 students on twenty-two (22) routes using twenty-two (22) buses. Most elementary and middle schools have a.m. and p.m. service. Miramonte High School in Orinda has three am only runs and Campolindo High School in Moraga has two am only runs. Proposers are required to drive each route and identify any safety concerns taking into account the width of the roadways, the existence of sharp turns, double yellow lines, elevation or any other challenge the roadway may present.

Proposers are advised that this RFP includes a base route configuration (“Base Routes”) and an alternate route configuration (“Alternate Routes”) where Routes 11, 13 and 18 in Orinda are configured differently. Proposers may submit proposals for the Base Routes, Alternate Routes or both. A safety study entitled School Bus Stop Safety Study by School Bus Consultants providing analysis of the Base Routes is attached hereto as **Exhibit B**. A letter from the Agency’s current school bus transportation services contractor providing feedback regarding the Base Routes is attached hereto as **Exhibit C**. Bus schedules and route maps depicting the Base Routes and Alternate Routes are attached hereto as **Exhibit D and Exhibit E, respectively**. Proposers may submit proposals for the Base Routes, Alternate Routes or both.

A summary of the daily routes and runs is listed below. For the Base Routes, the average annual mileage per route (live miles) is 4876. Live miles is the mileage from the first bus stop to school and from school to the last bus stop. Live miles does not include travel to or from the Proposer’s bus yard (deadhead miles).

**Base Routes**

<u>City</u>	<u>Route #</u>	<u>School(s) Served</u>	<u>Runs/day</u>	<u>Bus Size</u>	<u>Live Miles/Day</u>
Moraga	1	JM/Los Perales	5	71	15
Moraga	2	JM/Los Perales	6	71	21
Moraga	3	JM/Rheem	6	71	27
Moraga	4	JM/Rheem	6	80	28
Moraga	5	Campo/JM/Rheem	6	71	28
Orinda	10	Sleepy Hollow/OIS	5	71	37
<b>Orinda<sup>1</sup></b>	<b>11</b>	<b>Wagner Ranch/OIS</b>	<b>5</b>	<b>71</b>	<b>44</b>
Orinda	12	Wagner Ranch/OIS	5	71	32
<b>Orinda<sup>1</sup></b>	<b>13</b>	<b>Sleepy Hollow/OIS</b>	<b>5</b>	<b>47</b>	<b>42</b>
Orinda	14	Campo/OIS	3	71	20
Orinda	15	Glorietta/OIS	5	71	40
Orinda	16	Miramonte H.S/OIS	3	71	16
Orinda	17	Miramonte H.S./OIS/SH	5	71	35
<b>Orinda<sup>1</sup></b>	<b>18</b>	<b>OIS/Wagner Ranch</b>	<b>5</b>	<b>47</b>	<b>38</b>
Orinda	19	Sleepy Hollow/OIS	5	71	39
Lafayette	21	Stanley/Burton Valley/Activity	4	71	26
Lafayette	22	Stanley/Activity	3	80	26
Lafayette	23	Stanley	2	80	13
Lafayette	25	Burton Valley/K mid-day	3	80	18
Lafayette	27	Springhill	2	71	13
Lafayette	28	Burton Valley/K mid-day	3	71	21
Lafayette	<u>29</u>	Stanley	<u>2</u>	71	<u>17</u>

<sup>1</sup> Routes 11, 13 and 18 have two different configurations under this RFP as depicted in the bus schedules and route maps for the Base Routes and Alternate Routes.

Total Routes 22 Total Runs/day 94 596

For the Alternate Routes, the average annual mileage per route (live miles) is 4565. Live miles is the mileage from the first bus stop to school and from school to the last bus stop. Live miles does not include travel to or from the Proposer’s bus yard (deadhead miles).

**Alternate Routes**

<u>City</u>	<u>Route #</u>	<u>School(s) Served</u>	<u>Runs/day</u>	<u>Bus Size</u>	<u>Live Miles/Day</u>
Moraga	1	JM/Los Perales	5	71	15
Moraga	2	JM/Los Perales	6	71	21
Moraga	3	JM/Rheem	6	71	27
Moraga	4	JM/Rheem	6	80	28
Moraga	5	Campo/JM/Rheem	6	71	28
Orinda	10	Sleepy Hollow/OIS	5	71	37
<b>Orinda<sup>2</sup></b>	<b>11</b>	<b>Wagner Ranch/OIS</b>	<b>5</b>	<b>47</b>	<b>39</b>
Orinda	12	Wagner Ranch/OIS	5	71	32
<b>Orinda<sup>2</sup></b>	<b>13</b>	<b>Sleepy Hollow/OIS</b>	<b>5</b>	<b>47</b>	<b>34</b>
Orinda	14	Campo/OIS	3	71	20
Orinda	15	Glorietta/OIS	5	71	40
Orinda	16	Miramonte H.S/OIS	3	71	16
Orinda	17	Miramonte H.S./OIS/SH	5	71	35
<b>Orinda<sup>2</sup></b>	<b>18</b>	<b>OIS/Park Out</b>	<b>2</b>	<b>71</b>	<b>13</b>
Orinda	19	Sleepy Hollow/OIS	5	71	39
Lafayette	21	Stanley/Burton Valley/Activity	4	71	26
Lafayette	22	Stanley/Activity	3	80	26
Lafayette	23	Stanley	2	80	13
Lafayette	25	Burton Valley/K mid-day	3	80	18
Lafayette	27	Springhill	2	71	13
Lafayette	28	Burton Valley/K mid-day	3	71	21
Lafayette	<u>29</u>	Stanley	<u>2</u>	71	<u>17</u>
Total Routes	22	Total Runs/day	91		558

**C. VEHICLE TYPE AND SPECIFICATIONS**

The Agency anticipates operating a total of twenty-two (22) routes starting August 2019. Proposers must bid an all-inclusive daily rate. Deadhead charges to and from the Proposer’s location are to be included in the daily rate. All proposed buses must be new and must be equipped with three-point seat belts as required by California law. Buses may run on diesel or alternative fuel. All buses must meet federal and state emissions requirements. Proposers must provide details on buses it plans to operate as itemized in the Proposer’s Questions Item F. Vehicle Information. All buses must be wired to allow for future installation of video surveillance cameras upon request by the Agency.

Base Route Bus Specifications: Four (4) buses must be Type D school buses (transit) and carry 80 passengers three-to-a-seat. Fifteen (15) buses must be Type C school buses (conventional) and carry 71 passengers three-to-a-seat. *If bidding on the Base Routes, Proposers must determine the best bus size, manufacturer and number of buses required to operate Routes 11, 13 and 18.*

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<sup>2</sup> Routes 11, 13 and 18 have two different configurations under this RFP as depicted in the bus schedules and route maps for the Base Routes and Alternate Routes.

Alternate Route Bus Specifications: Base Route Bus Specifications: Four (4) buses must be Type D school buses (transit) and carry 80 passengers three-to-a-seat. Sixteen (16) buses must be Type C school buses (conventional) and carry 71 passengers three-to-a-seat. Two (2) buses must be Type B (short conventional) and must carry 47 passengers three-to-a-seat.

All buses must be wired to allow for future installation of video surveillance cameras upon request by the Agency.

#### D. NUMBER OF COPIES

Ten (10) complete copies of the proposal must be submitted no later than August 8, 2018.

Lamorinda School Bus Program  
3675 Mt. Diablo Boulevard, Suite 255  
Lafayette, CA 94549  
Attn: Juliet Hansen, Program Manager

The Agency will not accept proposals after the above-noted time and date. Proposals received after that time and date will be returned unopened.

#### E. SCHEDULE OF EVENTS

<u>Event</u>	<u>Date/Time</u>
Notice to Proposers Published in Contra Costa Times	July 9, 2018
Request for Proposals Issued	July 9, 2018
Mandatory Proposer's Conference	July 13, 2018
Location: City of Lafayette 3675 Mt. Diablo Blvd., #240 Lafayette, CA	
Last Day to Submit Questions	July 31, 2018
Proposals Due	August 8, 2018
Interview/Presentation	August 14, 2018
Tentative Award of Contract/Contract Commencement Date	September 2018

#### F. DOCUMENTS COMPRISING THE CONTRACT

The following documents will be considered to be a part of the executed final Contract:

1. Notice to Proposers;
2. Information for Proposers;
3. Completed Price Proposal Forms;
4. Proposer's Questionnaire; and
5. Contract for Furnishing Pupil Bus Transportation.

In case of conflict between these documents and the Contract, the Contract prevails.

#### G. EXAMINATION OF DOCUMENTS

Proposers shall thoroughly examine the RFP, including all Contract documents. The failure or neglect of a Proposer to receive or examine any contract, form, instrument, addendum, or other document in no way

relieves a Proposer from obligations with respect to its proposal. The submission of a proposal shall be taken as prima facie evidence of compliance with this section.

#### H. WITHDRAWAL OR MODIFICATION OF PROPOSALS

Proposals may not be withdrawn at any time following the proposal due date. A Proposer may withdraw its proposal either in person or by written request at any time prior to the time for receipt of proposals. No oral or telephonic modifications to a proposal will be accepted at any time. Proposals subject to conditions or limitation specified by the Proposer will be rejected.

#### I. FORMS AND CORRECTIONS

Proposers are advised that they may complete the Questionnaire and Price Proposal Forms on the enclosed sheets or on the enclosed CD. Prices shall be entered in the spaces provided on the Price Proposal Form. Any corrections to proposals shall be authenticated by affixing in the margin immediately opposite the correction the signature of the person or persons signing the proposal. Proposals must be returned in a sealed envelope clearly identified on the outside by title and opening date.

#### J. ADDENDA AND AMENDMENTS

Proposers are advised that modifications in the form of addenda and amendments to the various proposal documents may be required and that such modifications may be made in letter form by the Agency prior to the proposal due date. These modifications have the same effect as though contained in the original documents.

#### K. PROPOSER'S CONFERENCE AND INTERVIEW

A mandatory Proposer's conference has been scheduled for July 13, 2018. Proposers are required to attend the conference. Proposers may submit questions in writing with respect to any part of this proposal package or with respect to the proposal process at any time before the date of the conference. Written questions and questions asked orally at the conference will be answered in writing, and copies of the questions and answers will be forwarded to all persons who attend the conference and persons receiving the proposal package. All questions must be submitted no later than July 31, 2018.

One or more proposers may be selected for an interview/ presentation on August 14, 2018. Proposers are encouraged to bring their management team to the interview.

#### L. CLARIFICATION OF PROPOSAL SPECIFICATIONS AND CONTRACT DOCUMENTS

Inquiries regarding the Request for Proposal should be directed to Juliet Hansen at (925) 299-3216. If a Proposer finds a discrepancy in, or omission from, the proposal specifications or any Contract document, he or she may submit a written request for clarification or correction. Such requests must be received by the date of the Proposer's conference or they are considered waived. A copy of the request for clarification and the response will be mailed to all prospective proposers and the correction will be made in the form of an addendum issued to each prospective Proposer.

#### M. EVALUATION OF PROPOSALS

An evaluation team will review each proposal. In the event that only one proposal is received, the Agency retains the right to conduct a price or cost analysis on the proposal. The Proposer will be required to provide all requested cost or pricing data, documentation and explanation requested by the

Agency. The Agency shall not be obligated to accept the single proposal. The Agency reserves the right to reject such proposal.

#### N. AWARD OF CONTRACT

The Agency reserves the right to accept or reject any or all proposals or any part thereof, to modify or negotiate any part of the service for which the proposal is submitted, to make a partial award and to waive technicalities and immaterial deviations in a proposal. The Agency reserves the right to contract for services in the manner that most benefits the Agency including awarding more than one contract if desired. The Agency retains the right to enter into negotiations with the apparent successful Proposer if the Agency believes that the price proposed may necessitate a substantial reduction in service as a result of budget limitations. Cost shall not be the sole determining factor with respect to contract award as quality of service, safety and other criteria related to the Proposer's ability to provide satisfactory service are of the utmost importance to the Agency. Contract award shall be made to the Proposer that can furnish the described services at a reasonable cost consistent with safe, proper and satisfactory service. The Agency reserves the right to conduct interviews as needed. Certain firms may be selected to make a brief presentation and oral interview. The contract will be awarded on the basis of information provided in the proposals, presentations and interviews (if conducted), and the results of the Agency's independent research and investigation.

Upon selection of a firm, the successful Proposer will be required to enter into a Contract for the furnishing of bus transportation services in substantially the form that is included in the proposal package, attached hereto as **Exhibit A**. In submitting a proposal in response to this RFP, Proposer is certifying that it takes no exceptions to this RFP including, but not limited to, the Contract. If any exceptions are taken, such exceptions must be clearly noted in the proposal and may be reason for rejection of the proposal. As such, each Proposer is directed to carefully review the proposed Contract and, in particular, the insurance and indemnification provisions therein.

If a Proposer, to whom the award is made, refuses or fails to execute the Contract and submit the required insurance certificates within ten (10) working days after the award of the Contract, the Agency may determine that this Proposer has abandoned its proposal, declare the award of the Contract null and void and re-award the Contract.

#### O. EVALUATION CRITERIA

In making the award, the Agency will apply the following evaluation criteria:

##### **Completeness of Proposal**

All required documents, forms, sample materials and plans included with the proposal. The following is a list of items that must be included:

1. Completed Price Proposal Form;
2. Completed Proposer's Questionnaire;
3. Management resumes included;
4. Safety program described;
5. Vehicle details provided;
6. Vehicle maintenance and repair program included;
7. Financial information provided;
8. Insurance information provided;
9. Management and implementation plan provided; and
10. Drug and alcohol program described.

11. Child Check program described
12. GPS bus locator program described
13. Responses to miscellaneous section provided;

**Demonstrated Service Quality**

1. References and Proposer's personnel qualifications;
2. On-time performance; and
3. Safety record.

**Proposer's Management and Implementation Plan**

1. Management and operations staffing plan, including a detailed transition plan from the previous contractor;
2. Facility plan, including location, overnight parking and fueling;
3. Driver selection and training plan; use of permanent drivers;
4. Student management plan;
5. Route and stop inspection and notification plan; and
6. Late bus notification plan.

**Proposal Price**

The Proposer's price will be determined by the following formula:

Step 1: Multiply all 5 years' Daily Rate by the total number of buses

Step 2: Divide the total Daily prices by 5 to obtain the weighted average Daily Price for all bus types. This yields the weighted average Daily Rate for all buses. The total daily average will be used to evaluate pricing.

Please be advised that price proposal forms for the Base Routes and Alternate Routes are included in the RFP. Proposers may fill out and submit one or both price proposal forms with their proposal. The Agency reserves the right to request price per individual routes from Proposers following evaluation of the price proposal forms.

**Alternative Fuel Vehicles**

The use of alternative fuel vehicles may be considered in the evaluation.

**P. PROPOSED VEHICLE EVALUATION**

Before the award, the Agency will require submittal of certifications, documents and assurances which will include the following:

- a) Proposer must be prepared to show evidence before the award that it can deliver equipment required under the Contract;
- b) Proposer will be required to furnish a certificate of compliance issued by the California State Highway Patrol certifying that buses proposed to be furnished are in compliance with the Vehicle Code and Regulations of the State Board of Education with current federal and California emissions requirements.
- c) Proposer will be required to furnish evidence of its intent and ability to comply with the California Education Laws, Rules and Regulations governing the operation of school transportation vehicles, the California Highway Patrol and Motor Vehicle Laws, Rules and Regulations, plus Federal Minimum Standards governing school transportation vehicles effective during the term of this Contract; and

- d) A letter of commitment from Proposer's insurance provider(s) to provide the insurance coverage as specified in this Contract.

#### Q. MANUFACTURER NAMES

The use of the name of a manufacturer or special brand, make, or model or trademark name in describing an item in this proposal does not restrict proposers to that manufacturer or specific article. They are being used to indicate the quality and utility of the article described, but the item on which the quotation is submitted must be equal in quality and utility to that referred to.

#### R. GENERAL PROVISIONS

- i. Addenda. The Agency may modify this RFP or any of its deadline dates set forth in Section E of the RFP prior to the date fixed for submission of proposals by issuance of an addendum to all firms.
- ii. Alternative Proposals. Each Proposer may submit price proposal forms and responses to the questions set forth in this RFP for both the Base Routes and Alternate Routes; however, each price proposal form and set of responses must be submitted as part of one proposal package. Multiple proposal packages from one Proposer will result in rejection of all proposal packages submitted by the Proposer.
- iii. Reservations. The Agency reserves the right to cancel this RFP at any time prior to contract award without any obligation. The Agency may reject any or all proposals and may waive any immaterial deviations in a proposal. The Agency's waiver of an immaterial deviation shall in no way modify the RFP documents or excuse the Proposer from compliance with the other provisions of this RFP.
- iv. Disposition of Proposals. Proposals become the property of the Agency and may be returned only at the Agency's option and at the Proposer's expense. Information contained therein shall become public documents subject to the Public Records Act.

## 2. PROPOSER'S QUESTIONNAIRE AND RESPONSES

### TO THE PROPOSER:

In making its award the Agency will take into consideration Proposer's experience, financial responsibility and capability. The following Questionnaire is a part of the proposal. Receipt of a proposal without this completed Questionnaire is grounds for rejection of the proposal. The Agency will use, but is not limited to, the information provided for evaluating the qualifications of the Proposer and its organization to carry out the terms of the Contract in a satisfactory manner. The Questionnaire must be filled out accurately and completely and submitted with the proposal. An error, omission or misrepresentation of information may be considered a basis for the rejection of the proposal and may be grounds for the cancellation of the Contract.

Proposers are advised to use as many sheets of paper as necessary to accurately and completely answer the questions presented. A Proposer need not use the actual Questionnaire form. However, every question must be addressed.

#### A. DESCRIPTION OF PROPOSER'S ORGANIZATION

1. Firm Name, Address, Telephone Number and Federal Identification #.
2. Type of Organization.
  - (a) Corporation (List officers and positions)  
State in which incorporated: \_\_\_\_\_
  - (b) Individual Proprietorship. (List name and address of office where Contract will be executed.)
  - (c) Subsidiary. (List name and address of parent corporation.)

**B. NATURE OF OPERATIONS**

1. How long have you been engaged in the pupil transportation business under your present business name? Number of years?
2. Have you now contracts, or have you ever contracted, to provide pupil transportation for any school district or County Office in the State of California?

Yes ( ) No ( ) Number of years \_\_\_\_\_

- a. If your firm operates within California, please provide the following information for each school contract operated within the last 3 years:
  - 1) Name and location of the client agency.
  - 2) Name and phone number of a contact person.
  - 3) Number of students transported daily.
  - 4) Number of buses in daily operation.
  - 5) Was the contract canceled for any reason? Is so, why?
- b. Please provide on-time performance data for the past 3 years for the terminal from which you intend to operate this contract, or if a new terminal, for the nearest 3 locations to that from which this contract will operate. On-time is defined as trips that are not more than 15 minutes early or late to the destination, either home or school.

**C. MANAGEMENT AND ADVISORY PERSONNEL**

Describe the organization of your company including key personnel. Include resumes. Information must include the following:

1. Direct supervisors of the General Manager listed under subsection 2.a. below - names and titles.
2. Provide names and resumes of local management personnel who would be involved in implementing and working with this contract:
  - a. General Manager (A local GM or equivalent is required.)

- b. Field Representative (A local FR or equivalent is required)
- c. Driver Trainer and Safety Program Supervisor
- d. Dispatchers
- e. Fleet Maintenance Supervisor/Shop Manager

3. Explain the training given to your management personnel.

#### D. DRIVER PERSONNEL

If your firm proposes to operate this contract from an existing terminal, provide answers to the following questions specific to that terminal. If your firm intends to establish a new terminal for this contract, provide answers specific to your other locations in Northern California.

1. State the number of school bus drivers now in your regular employment in the terminal from which you propose to operate.
2. Driver selection process:
  - a. Provide detailed descriptions and supporting documents as they relate to your selection process:
    - 1) Recruitment procedures.
    - 2) Screening and selection procedures and criteria (e.g. are driving records checked; what criteria regarding driving records are used to screen applicants?).
    - 3) Reference checking programs.
    - 4) Driver testing procedures.
  - b. Provide detailed descriptions and supporting documents as they relate to your driver training process:
    - 1) Original training, including student management.
    - 2) In-service training, including student management.
3. What percent of routes operating from the proposed terminal are now being operated by permanent drivers?
4. What has been the rate or turnover for the past two years among drivers in the proposed terminal location?
5. Describe any current or proposed driver motivation and discipline programs.
6. Specify the driver wage scale and benefit package you will implement for this contract.

#### E. SAFETY PROGRAM AND HISTORY

1. Describe the essential features of your current safety program for school bus drivers including but not limited to the following:
  - (a) Number of annually scheduled safety meetings.
  - (b) Name and title of persons responsible and their related experience.
2. Have any of your school buses been involved in accidents involving serious injuries or death in the past five (5) years? If so please explain.
3. Please provide accident statistics for the past three years for the terminal from which you intend to operate this contract, or if a new terminal, for the nearest three locations to that from which this contract will operate. Accident statistics should include the number of accidents or incidents reported to the California Highway Patrol for each year and the number of these accidents or incidents per 1,000 miles operated at that location.
4. Describe any established safety organization activities in which your organization or its key personnel participate.

#### F. VEHICLE INFORMATION

Responses to the following questions must be labeled “Response for Base Routes” or “Response for Alternate Routes.” Proposers submitting proposals covering both the Base Routes and Alternate Routes must provide separate responses to the following questions for each route configuration as part of their proposal with the above labels identifying each set of responses.

1. Please describe the number and types of buses that will be provided under the contract.  
Each Proposed Bus

- (a) Seating Capacity (list capacity three-to-a-seat)
- (b) Manufacturer, Model and Year of Manufacture
- (c) Body Type
- (d) Chassis
- (e) Engine and Horsepower
- (f) Fuel Economy
- (g) Length and Width of Bus including mirrors
- (h) Wheelbase
- (i) Provide emissions for HC, NOx and PM per bus as provided by engine manufacturer
- (j) Summary of improvements to buses and estimated costs of improvements required to install video surveillance cameras in the future

2. If proposing alternative fuel vehicles, list the following:

- a) How many years has the engine been available for purchase?
- b) What is your experience with this particular engine?
- c) Provide manufacturer information re: performance and reliability. Provide two contact names and phone numbers for customers/school districts using the technology

3. For each proposed bus, please indicate which route(s) the bus will be utilized on.

#### G. PREVENTATIVE MAINTENANCE AND MECHANICAL REPAIR

1. Describe your current program and schedule for the preventive maintenance and repair of school buses. Descriptions must address the following:
  - (a) Location of the maintenance facilities you propose to use if awarded this contract and the time required to become operational.
  - (b) Identify the location(s) of fueling facility(s).
  - (c) Names and titles of personnel responsible for the management of the facility and their related experience.
  - (d) Number, title and level of experience of personnel who will be employed to service and repair the school buses. List number of fleet/shop managers and techs and number of buses serviced at the maintenance facility.
  - (e) Description of preventive maintenance program including sample checklists.
2. Please attach the most recent three Safety Compliance Reports (California Highway Patrol Form 343, or the equivalent from other states) for the terminal from which you intend to operate this contract. If you will be opening a new terminal for this contract, please attach copies of the three most recent Reports for the nearest three terminals to the proposed location.
3. Do you require daily regular written reports from your drivers on vehicle conditions? If yes, please describe and provide a sample of these reports.
4. Do you have a daily bus check-out procedure? If yes, please provide a sample.
5. Do you maintain and evaluate records of road failures? How many road failures per 1,000 miles did your firm experience during each of the last three years at the terminal from which you propose to operate this contract? If you propose to operate from a new terminal, provide this information for the nearest three terminals to the proposed location.
6. What percentage of time were the buses that you maintained out of service for part or all of each day for inspection, maintenance, repair, etc.? How did you come by this figure?
7. Please provide a copy of all inspection and maintenance forms to be used during the contract period. These forms will become part of the contract.

#### H. FINANCIAL AND CREDIT DATA

1. Please supply the following items with your proposal:
  - a) The name and address of a bank or banks where your firm regularly does business;
  - b) Your firm's most recent audited financial statement;
  - c) A current Dunn and Bradstreet Report on your firm; and
  - d) The names and addresses of banks, finance companies, dealers, suppliers, etc., where you have notes or contracts payable.
2. Please list the name(s) of surety companies which may be contacted for references as to the financial responsibility and general reliability of the Proposer.

Name and address of Surety Company, Contact Person and Telephone Number:

## I. INSURANCE

1. If requested, will you authorize your insurance carriers to furnish in writing your accident loss ratio and workers' compensation loss ratio for the past three years?

Yes ( )      No ( )

2. Please list the name(s) of your insurance carrier(s) for purposes of satisfying the insurance requirements under the Contract.

Company, Address, Coverage, Contact Person and Phone Number:

## J. IMPLEMENTATION PLAN

1. Provide a complete management and implementation plan, including a detailed plan for transitioning service from the previous operator, and including the following specific items:

- a) Management and operation staffing plan, including what hours key personnel will be on duty.
- b) Facility plan, including location, other operations located at the same site, distance from the service area and fueling arrangements, including specific fueling locations and overnight parking.
- c) Driver selection and training plan, including the specific schedule to hire and train drivers for this contract; the specification of the number of permanent drivers to be dedicated to this contract and how they will be assigned.
- d) Student management plan, including training provided, procedures and forms used for on-board behavior management and procedures for coordinating with the Program Manager and the schools.
- e) Process for identifying late buses and for reporting status to parents, schools and the Agency.
- f) Process for dealing with mechanical failures while on route. How will students get to school/home if the bus "breaks down?"

- K. Please provide any other information or data that shows the experience and qualifications of your firm and/or that ensures that your firm will provide consistent and high-quality transportation services to the Agency.

## L. DRUG AND ALCOHOL DETECTION AND USE PREVENTION POLICY

1. Please describe your drug prevention program. Proposers are directed to the provisions of the Contract form which requires a comprehensive drug and alcohol detection and use prevention policy.
2. Please describe your plan for complying with all applicable laws and regulations regarding criminal background checks, including fingerprinting procedures.

## M. MISCELLANEOUS

Responses to the following items must be labeled "Response for Base Routes" or "Response for Alternate Routes." Proposers submitting proposals covering both the Base Routes and Alternate Routes

must provide separate responses to the following items for each route configuration as part of their proposal with the above labels identifying each set of responses.

1. Please verify that you have driven the routes you are proposing to operate.
2. Please provide a detailed description of any safety concerns regarding the routes you are proposing to operate including the particular safety issue involved, the location(s) where the safety issue exists (please include diagrams or maps to illustrate the locations), and your plan for resolving the safety issue.
3. Please provide a detailed description of any safety improvements the Agency and its member agencies could make in order to improve the safety of the routes including a detailed description of the particular safety improvement (i.e., mirrors, stop signs, crosswalks, etc.) and the location(s) where the safety improvement should be made (please include diagrams or maps to illustrate the locations).
4. Do you feel a pilot car is necessary to provide safe operation for any of the routes? If yes, please provide the specific routes you believe require pilot car service in order to be operated safely. Are you willing to provide pilot car services for the above-specified routes? If yes, what are the additional costs per car/driver combination per day for each specified route? Have you provided pilot car service before?

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Signature

I, the undersigned hereby certify that I am a representative of the firm named below, and am duly authorized to execute contracts on behalf of the firm. I further hereby certify that all of the information presented in answer to the questions contained in this Questionnaire is complete and accurate to the best of my knowledge and are hereby submitted under the penalty of perjury. I understand that if the Agency awards a Contract for transportation services to my firm, the information and commitments made within this Questionnaire will become a part of the Contract between the Agency and my firm.

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Name of Firm

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Authorized

---

Title

---

Date

## Price Proposal Form: BASE ROUTES (Five Year Contract)

ATTENTION: PROPOSERS USING THIS FORM ARE SUBMITTING A PROPOSAL FOR THE BASE ROUTES.

**Agency:**

In accordance with your notice calling for Proposals for the transportation of pupils in the Moraga, Lafayette, Orinda Union and Acalanes School districts, with the contract documents, the undersigned agrees to furnish equipment, labor, insurance, fuel and other specified services from Contract award (anticipated to be early 2019) through July 31, 2024 for Base Routes for the following daily rates (all-inclusive rate with no additional undisclosed costs):

**HOME TO SCHOOL TRANSPORTATION AS FOLLOWS:**

**Base Routes**

	2019/20	2020/21	2021/22	2022/23	2023/24
<b>Daily Rate Per Bus</b>	\$	\$	\$	\$	\$
<b>Number of Buses for 22 Routes</b>	#	#	#	#	#

“Deadhead” charges to and from the Proposer’s location are to be included in the Daily Rate.

Submitted By:

\_\_\_\_\_  
Proposer

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

Receipt of Addendum:  
Dated: \_\_\_\_\_

## Price Proposal Form: ALTERNATE ROUTES (Five Year Contract)

ATTENTION: PROPOSERS USING THIS FORM ARE SUBMITTING A PROPOSAL FOR THE ALTERNATE ROUTES.

**Agency:**

In accordance with your notice calling for Proposals for the transportation of pupils in the Moraga, Lafayette, Orinda Union and Acalanes School districts, with the contract documents, the undersigned agrees to furnish equipment, labor, insurance, fuel and other specified services from Contract award (anticipated to be early 2019) through July 31, 2024 for Alternate Routes for the following daily rates (all-inclusive rate with no additional undisclosed costs):

**HOME TO SCHOOL TRANSPORTATION AS FOLLOWS:**

**Alternate Routes**

	2019/20	2020/21	2021/22	2022/23	2023/24
<b>Daily Rate Per Bus</b>	\$	\$	\$	\$	\$
<b>Number of Buses for 22 Routes</b>	#	#	#	#	#

“Deadhead” charges to and from the Proposer’s location are to be included in the Daily Rate.

Submitted By:

\_\_\_\_\_  
Proposer

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

Receipt of Addendum:  
Dated: \_\_\_\_\_

## Price Proposal Form: OTHER TRANSPORTATION (Five Year Contract)

ATTENTION: PROPOSERS USING THIS FORM ARE SUBMITTING A PROPOSAL FOR OTHER TRANSPORTATION.

**Agency:**

In accordance with your notice calling for Proposals for the transportation of pupils in the Moraga, Lafayette, Orinda Union and Acalanes School districts and in accordance with the contract documents, the undersigned agrees to furnish equipment, labor, insurance, fuel and other specified service from Contract award (anticipated to be early 2019) through July 31, 2024 for the following prices (all-inclusive rate with no additional undisclosed costs):

**OTHER TRANSPORTATION AS FOLLOWS:**

Other transportation includes field trips, athletic trips, or any other school sponsored trips using buses assigned to regular morning or afternoon school day runs:

	2019/20	2020/21	2021/22	2022/23	2023/24
<b>Flat Rate (2 hours)</b>					
<b>Excess Hourly Rate (Over 2 hours)</b>					

Time and mileage charges shall begin at the time and place specified in the official request for such service, shall end when all passengers have been returned to school or other prescribed destination following such service, and shall include layover time and mileage incurred by the bus leaving and returning to its scheduled home to school runs. Note that the Proposer is responsible for reservations, billing and all other support for providing Other Transportation; the Agency does not provide this service.

Submitted By:

\_\_\_\_\_  
PROPOSER

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

Receipt of Addendum:  
Dated: \_\_\_\_\_

**EXHIBIT A**

**CONTRACT FOR FURNISHING SCHOOL BUS TRANSPORTATION**

**EXHIBIT B**

**SCHOOL BUS STOP SAFETY STUDY  
BY  
SCHOOL BUS CONSULTANTS**

**EXHIBIT C**

**SCHOOL BUS TRANSPORTATION SERVICES CONTRACTOR  
ROUTE FEEDBACK LETTER**

**EXHIBIT D**

**BUS SCHEDULES AND ROUTE MAPS**

**BASE ROUTES**

**EXHIBIT E**

**BUS SCHEDULES AND ROUTE MAPS**

**ALTERNATE ROUTES**