

Bid Specifications

Conditions

1. Vendors are hereby invited to submit a bid for transportation of pupils of Hagerman Joint School District No. 233.
2. Sealed bids will be received by the District until 9:00 a.m., May 18, 2022, at the district administration office, 324 North 2nd Avenue, Hagerman, ID 83332. Any bids received after this time and date will be returned unopened to the sender. Bids will be publicly opened and read aloud at the stated date and place at 2:00 p.m.
3. All envelopes containing bids are to be clearly marked "Transportation Bid" on the face of the envelope. The envelope itself is to be addressed to Hagerman Joint School District No. 233.
4. All bids or proposals must be made on the forms supplied by the District and must be signed by the vendor in pen and ink.
5. No bid may be withdrawn after the time of opening.
6. Bids are to be held firm for 90 days after the due date of submissions.
7. The Board reserves the right to accept or reject any and/or all bids, or portions thereof, and waive any formality which it deems to be in the best interest of the District.
8. The Contractor and all his/her employees or agents shall secure and maintain in force such licenses and permits as required by law for furnishing the services herein specified, and comply with and observe all provisions of the Idaho Motor Vehicle Code, State Department of Education, Transportation Codes, and District policies relating to the transportation of pupils.
9. The Vendor will bid as per requirements in the attached model contract.

Hagerman Joint School District No. 233 is requesting proposals for school bus transportation services approximately 75-100 pupils per day.

It is the District's intent to determine the lowest, responsible bidder for all District-approved routes through evaluation of various criteria including, but not limited to:

- Price and overall cost of services to be rendered
- The quality of management and operations
- Company stability
- Service reputation
- Length of time in business
- Preventative maintenance program
- Safety program
- Technology and buses that will handle the number of students to be transported daily

The proposals will be evaluated from the standpoint of capability to operate the current needs in an efficient manner and to provide leadership in improving routing, bus stops, etc. The successful vendor will provide necessary leadership, coordination, and cooperation to assure that plans and services are responsive to the needs of the District and service goals are consistent with state requirements and all applicable laws.

The services and equipment required and offered in the vendor's proposal should meet the needs described and relate to the number of students transported daily. Only one proposal from a vendor may be submitted for consideration. Vendors will be allowed to include any special or unique service(s) with their bid that may prove beneficial to the District. Such special or unique services shall be submitted in a separate sealed envelope marked "supplementary services".

Discussions may be held with vendors who submit proposals determined to be reasonable of being selected for award. Any clarifications of a proposal by the vendor shall be in writing. The District will keep a detailed record of all discussions.

The District reserves the right to interview prospective vendors by appointment.

In the interest of maintaining continued services, the District will award the contract to one Contractor only for a five-year period with the option to extend the original five-year contract another five years. The District will award a single contract for all years with addendums subsequent years.

It is understood that the Board of Trustees reserves the right to reject any or all proposals, or waive any informality in a proposal; and, it is expressly contemplated that no contract exists on the part of the District until formal written notice has been given or until contract is executed.

In this instance of request for several proposals, it is understood that the Board of Trustees reserves the right to award a contract for the proposal in the manner deemed to be in the best interest of the District.

Should a vendor find discrepancies or ambiguities in or omissions from the specifications, they shall once notify the Superintendent of Schools of the District who will send a written bulletin to all bidders. The District will not be responsible for any oral instructions. All bulletins to vendors are to be considered as, and do become, part of the contract. Telephoned and faxed bids are not acceptable. The submission of a bid will be construed to mean that the vendor understands the requirements and that he/she can supply the services specified.

The model contract supplied by the Idaho Department of Education will serve as the final contract along with a District-specified addendum. Both documents will need final approval by officials of the Idaho State Department of Education before the final contract may be consummated.

Specifications

Pre-Bid Conference

In order to remove any doubt regarding the true meaning of any part of the specifications or contract documents, a pre-conference may be held at the District administration office of the Hagerman Joint School District, 324 North 2nd Avenue, Hagerman, ID 83332, at the request of prospective Contractors. A Pre-Bid Conference shall be called no later than two weeks prior to the bid opening date.

Contractor Responsibilities/Expectations

The Contractor will be expected to act as an independent Contractor in providing, managing, and operating the District's school transportation system. The Contractor will be expected to:

- Manage the day-to-day operations of the system to assure on-time, convenient service.
- Plan and evaluate routes to assure optimal use of system resources.
- Manage maintenance of equipment and facilities, including the cost thereof, to assure safety and efficiency of all buses used for the purpose of transporting pupils under this contract, and to maintain a strong and attractive public image for the system.
- Provide all labor required to meet the contract.
- Cooperate closely with District personnel with planning, administering, evaluating, and supporting the school bus transportation system.
- Demonstrate a strong capacity for change in operating conditions when requested.
- Comply with all applicable state and federal laws, and all applicable rules and regulations of any public agency, including but not limited to, the State and District.
- Prepare all applicable state of federal reports as required.

Bus Routes

The Contractor agrees to transport to and from the School, such pupils as shall be authorized by the District; and over and above such bus routes as have been or will be designated by the District, and on such time schedules as are from time to time designated by the District.

	Average Miles	High Ridership	Low Ridership	
Route #1	41	22	6	
Route #2	51	29	11	
Route #3	53	23	10	
Route #4	<u>120</u>	<u>2</u>	<u>2</u>	(Handicap accessible to ISDB 3 trips daily)
Day Totals	265	76	29	

- Annual mileage is estimated at 23,500 miles per school year
- Routes #1 through #3 will be bid on a per mile basis.
- Vendor will also list a minimum charges for trips of 20 miles or less.
- Vendor will also list a per-mile charge for activity trip, different passenger coach sizes, and suburban/van specialty trips.
- The District shall not be obligated to pay for any services on those days when the schools and classes of the District are closed.
- The Board, or designee, in cooperation with the Contractor, will establish the routes each year that will comply with Idaho State Code and District regulations.
- The Board, or designee, reserves the right to change the bus routes and under circumstances are established routes to be changed without the consent of the Board or designee.
- Copies of existing bus routes will be on file with the District.
- The Board, or designee, also reserves the right alter or additional routes during a school year.
- Fuel will be furnished by the Contractor
- Insurance will be furnished by the Contractor as required by State Code § 33-1507.

- This contract shall be effective from July 1, 2022, to June 30, 2027, and shall continue for a total period of up to five years, and shall end on June 30, 2027, and also can be extended for an additional five years after the initial five year contract, unless sooner terminated in accordance with the provisions of this contract. Any contract extension must be under the same terms and conditions as originally agreed to or as amended by mutual consent of the parties, such amendments to exclude rate structure changes.

Extra-Curricular Bid

- All requirements as set forth herein in the bid process for routes shall apply to extra-curricular bus transportation. District policies shall also govern the conduct of passengers on field trips or activity trips of any kind.
- Extra-Curricular activities will be bid on a per mile basis.
- Minimum charge for extra-curricular activities will be a dollar amount
- Wait time after three hours for extra-curricular activities will be a dollar amount
- The District reserves the right to use other vehicles to transport pupils for field trips or activity trips as circumstances warrant.

Summer School Bid

- All requirements as set forth herein in the bid process for routes shall apply to summer school bus transportation. District policies shall also govern the conduct of passengers on summer school, summer school activity, or summer field trips of any kind.
- Summer school will be bid on a per mile basis
- The District reserves the right to use other vehicles to transport pupils for field trips or activity trips as circumstances warrant.
- The District may or may not provide summer school transportation for summer school.