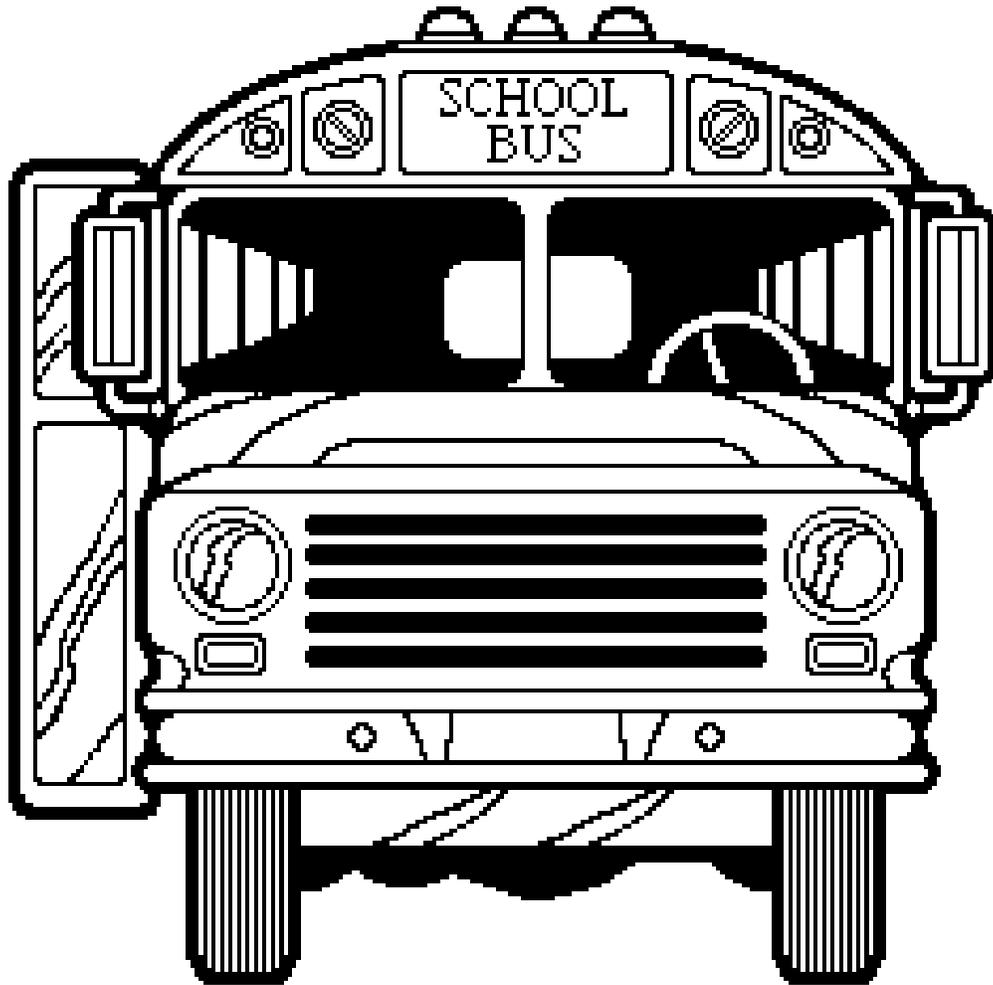


IOWA CITY COMMUNITY SCHOOL DISTRICT

REQUEST FOR PROPOSALS 18011



FOR
CONTRACTED PUPIL
TRANSPORTATION EQUIPMENT AND SERVICES



IOWA CITY
COMMUNITY
SCHOOL DISTRICT
Child-Centered • Future-Focused

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Iowa City Community School District

REQUEST FOR PROPOSAL

FOR

CONTRACTED PUPIL TRANSPORTATION EQUIPMENT AND SERVICES

Notice is hereby given that the Iowa City Community School District, of Johnson County, acting on behalf of its Board of Education and hereinafter referred to as "District" is requesting written, sealed proposals from qualified contractors for:

1. PUPIL TRANSPORTATION EQUIPMENT AND SERVICES AS SPECIFIED IN THE REQUEST FOR PROPOSALS

- 1.1. **This procurement of pupil transportation equipment and services is divided into two parts consisting of a vehicle equipment lease and a services contract. Separate proposals shall be submitted for the lease of the necessary buses and other vehicle equipment and for the driver staffing, vehicle maintenance, program management, and other services. Proposers may submit a proposal for the vehicle equipment lease, or a proposal for the services contract, or both.** Each proposal must contain a completed cost proposal form, required documents, the prescribed amount of Proposal Security in an acceptable form, and required insurance certificates as noted in the proposal specifications. The Cost Proposal shall be submitted on the form included in this package. Proposal forms and other components of this proposal request may be obtained from the District's Educational Services Center during regular business hours, Monday through Thursday 7:30 a.m. to 4:30 p.m. and Friday 7:30 a.m. to 4:00 p.m. Proposals shall be received in the District's Educational Services Center at:

ATTN: Craig Hansel, Chief Financial Officer
Iowa City Community School District
1725 North Dodge Street
Iowa City, Iowa 52245

- 1.2. **Any proposal not received before 2:00 p.m. local time on January 14, 2019 at the above location will not be considered.** The time be determined by reference to the clock at the District office. Proposals received after this time will be returned unopened to the contractor. Faxed proposals will not be accepted.
- 1.3. All parties desiring to submit a proposal **must attend the pre-bid meeting described in 13.2.** All proposals must be contained in a sealed opaque envelope endorsed on the outside with the following information:
1. PROPOSAL FOR RFP 18011
 2. Name and address of the contractor.
 3. Date and time due.

- 1.4. The District reserves the right to reject any and all proposals, or to waive any informalities, irregularities or technicalities in any proposal, should it be deemed to be in the best interest of the Iowa City Community School District to do so. Separate contracts for pupil transportation equipment and services will be awarded, if at all, to the responsible contractor(s) meeting specifications as determined by the District, in its sole and exclusive discretion. The District reserves the right to enter into a contract with a proposer for the lease of the buses and other vehicle equipment and to enter into a separate contract with a different proposer for the driver staffing, vehicle maintenance, program management, and other services, based on the best interests of the District. The terms and provisions of this RFP shall be made part of the contracts.

2. STATEMENT OF PURPOSE

- 2.1. The transportation of the Iowa City Community School District students is a specialized function. The function extends to providing service for approximately 4,613 students per day of various ages and needs who are entrusted to our care by their parents and guardians.
- 2.2. The essence of any student transportation contract is that the students be transported to and from school and other activities and events safely, regularly, promptly, and without interruption or incident. The Contractor, and its staff, as well as the District and its staff, shall develop and maintain a positive partnership which places the children's best interests above other considerations. The primary obligation of the Contractor is to design and operate a system of services and communication which assures the District of continuous, reliable, high-quality, and timely performance for the duration of the contract. The District will, in turn, obligate itself to work with the Contractor in good faith so as to develop and maintain a safe and efficient transportation program within the terms and conditions of the service contract.

3. CONTRACT TERM AND EXTENSIONS:

- 3.1. The initial term of the contract shall be for three (3) years, beginning on July 1, 2019 through the end of the 2021 – 2022 school year. The contract may be extended upon mutual agreement for one (1) additional three (3) year term.
- 3.2. Notification of intent to extend the contract, by either party, must be given in writing by December 1, 2021.

4. CONTACT PERSON:

- 4.1. All questions concerning the Request for Proposals shall be in writing and addressed to:

Craig Hansel, Chief Financial Officer
Iowa City Community School District
1725 North Dodge Street
Iowa City, IA 52245
Email address: hansel.craig@iowacityschools.org
(Emails must include "RFP 18011" in the subject line.)

5. AWARD:

- 5.1. No proposal may be withdrawn for a period of 90 days after opening in order to allow for committee selection.
- 5.2. A contract may be awarded by the Board of Directors on February 12, 2019, Iowa City Community School District Educational Service Center, 1725 North Dodge Street, Iowa City, IA 52245. The Board may delay the awarding of a contract in its sole discretion.
- 5.3. The Contract shall be awarded to that Proposer who, in the District's sole discretion, provides that proposal which is in the best interests of the District. The District shall make that determination after an analysis and evaluation of the information provided by Proposer. However, the District reserves the right to reject any and all proposals and re-advertise to prospective Proposers. Separate contracts will be awarded for the lease of the buses and other vehicle equipment and for the driver staffing, vehicle maintenance, program management, and other services. The District may award such contracts to the same or different proposers.

6. TERMINATION:

- 6.1. If the Contractor at any time fails to comply with and fully perform any covenant contained herein to be performed by the Contractor, the District shall give prompt notice in writing to the Contractor of such failure and in the event the Contractor does not remedy such failure within thirty (30) days from the receipt of such notice (unless such failure is caused by an event of Force Majeure), then at the option of the District, the contract may be terminated immediately by delivery to the Contractor of written notice of such election to terminate, but the Contractor shall remain liable for any costs to the District directly resulting from Contractor's failure. However, in the event that the Contractor's failure to perform any such covenant jeopardizes the safety or welfare of the students or the District, immediate action will be taken by the Contractor to remedy the misconduct following notice from the District. If the Contractor fails to remedy the said situation immediately, the District may at its option terminate this contract immediately upon notice to the Contractor.
- 6.2. This contract may be terminated by the District or Contractor at any time with or without cost on Ninety (90) days written notice in conformity with Iowa Code 285.5. During any termination notice period, the District reserves the right, without waiver of other rights against the contractor and its surety, to arrange for the transportation of students itself or to enter into a contract with another person, firm or corporation, or to do any other act or thing necessary to assure continuity of transportation operations. If the contractor is unwilling or unable to provide the necessary services, the District shall have the emergency authority to take possession of and use the buses and other physical assets, and directly employ the drivers and bus assistances of the contractor until such time as alternate transportation arrangements can be made by the District.

7. DISCLAIMERS:

- 7.1. The District reserves the right to withdraw this Request for Proposals at any time and for any reason, and to issue such clarification, modifications, and/or amendments as it may

deem appropriate. Receipt of Proposal materials by the District or submission of a Proposal to the District confers no right upon the agent nor obligates the District in any manner. The District reserves the right to waive minor irregularities in this proposal, provided that such actions are in the best interest of the District. Any such waiver shall not modify any remaining Request for Proposals requirements or excuse the Contractor from full compliance with the Request for Proposals specifications and other contract requirements if the Contractor is awarded the contract.

8. INDEMNIFICATION:

- 8.1. Contractor agrees to indemnify and hold harmless the District from any and all claims, demands, causes of action of every kind, nature and description as a result of injury to or death of persons or damage to property caused by or resulting in any manner from the acts or omission of the Contractor, its agents or employees, performing or failing to perform any of the services, duties, operations to be performed by the Contractor under the Agreement.
- 8.2. Contractor shall also indemnify and hold the District harmless against claims, demands or causes of action as a result of injury to Contractor's employees while in the course and scope of their employment under this Agreement, and to purchase compensation insurance in order to insure the risk assumed pursuant to this Section.

9. PAYMENT TERMS:

- 9.1. The Contractor shall submit an invoice to the District no later than the third day of the month following the month in which services have been provided. The invoice shall be based upon the actual number of days of service within that calendar month. District shall submit the invoice to the Board of Directors for approval at its next regularly scheduled meeting. Payment shall be made to the Contractor within thirty (30) days following the regular meeting of the Board of Directors. Invoices for payment should be sent to:

Transportation Department
Iowa City Community School District
1725 North Dodge Street
Iowa City, IA 52245

- 9.2. The District expects the Contractor to provide service to the District using accepted industry practices and standards of service which meet or exceed those defined in this agreement. When deficiencies occur, the District and Contractor agree that a schedule Appendix O of liquidated damages may, at the District's discretion, be imposed upon the Contractor as a remedy for inconveniences. The Contractor will be notified in writing of such deficiencies by the District Designated Representative. Notification shall identify the type of infraction along with information that clearly details the date, time, location, route number, school, driver (if known) and vehicle number. Payment for damages will be deducted from Contractor's next invoice. In the event that there are unknown or extenuating circumstances, the contractor shall have the right of appeal. Appeals are to be made in writing within ten (10) school days and addressed to the District Designated Representative. In the event that the Contractor and District Designated Representative cannot reach agreement on an appeal a final determination will be made by the Superintendent.

10. AMENDMENTS:

- 10.1. The Agreement between the District and the Contractor will contain the entire understanding between the parties and cannot be changed or terminated orally but only by an agreement in writing signed by both parties.

11. PROPRIETARY INFORMATION:

- 11.1. All proposals submitted are considered public records.
- 11.2. Proprietary information in your proposal shall be identified and will be protected from public disclosure to the extent legally permissible.

12. EVALUATION OF PROPOSALS:

- 12.1. A contract shall be awarded on the basis of the best proposal, in the sole and exclusive discretion of the Board of Education, taking into consideration the following factors to the extent relevant to the proposal:
 - Price
 - Firm experience
 - Management capability
 - Financial condition and strength
 - Hiring practices
 - Safety program
 - Training program
 - Maintenance program
 - Equipment
 - Compensation plan
 - Proposal
 - Questionnaire
- 12.1. If the Transportation Cost Proposal of the apparently successful proposer is within an acceptable range, the District may either enter into a contract with the apparently successful proposer at the prices set forth in his/her Transportation Cost Proposal, or enter into negotiations with the apparently successful Contractor, at the District's option.
- 12.3. If the Transportation Cost Proposal of the apparently successful proposer is not within an acceptable range, or if the District is unable to negotiate to its satisfaction, the District, at its option, may then enter into a contract or negotiations with the proposer receiving the second highest ranking in the evaluation.

13. ADMINISTRATION OF THE CONTRACTS:

- 13.1. The District Designated Representative will administer the contracts and will coordinate the following functions:
 - Monitoring and Compliance
 - Regular and unscheduled inspections

- Complaints brought to management’s attention
- Reports, monthly summary of all activity and shall include:
 - Public Welfare and safety
 - Corrective Action
 - State reporting in collaboration with the District

Submit invoices to the Board of Education for approval and make payment pursuant to the Board of Education’s direction.

13.2. RFP SCHEDULE

Event	Deadline
RFP published	11.13.2018
Mandatory Vendor Pre-Bid Meeting	12.3.2018 2:00 PM Central 1725 N. Dodge St, Iowa City
RFP questions due to District	12.14.2018 2:00 PM Central
RFP answers/addendum published	12.21.2018
Proposal submission deadline	1.14.2019 2:00 PM Central
Review proposals (internal)	1.15 – 18.2019
Submission to Board agenda (internal)	2.5.2019
Anticipated Board approval	2.12.2019

14. INSTRUCTIONS TO CONTRACTORS:

- 14.1. Each proposer shall be responsible for the delivery of one (1) original and two (2) copies on or before January 14, 2019, 2:00 p.m. on the forms contained within the proposal package, for each proposal submitted.
- 14.2. All supplemental information required by the RFP specifications shall be attached to the response. Omission of such information may result in rejection of the proposal.
- 14.3. Proposals shall be mailed or delivered to:

Craig Hansel, Chief Financial Officer
Iowa City Community School District
1725 North Dodge Street
Iowa City, IA 52245
- 14.4. The Board of Education reserves the right to reject any and all proposals, or to waive any informalities or technicalities in the proposal, should it be deemed to be in the best interest of the Iowa City Community School District to do so.
- 14.5. All proposals submitted must remain valid for a minimum period of 90 (ninety) days after the date set for the opening of proposals.
- 14.6. Any explanation or statement which the contractor wishes to have considered by the District must be written on a separate sheet of paper and placed in the same envelope with

the proposal. Unless the Contractor so indicates, it is understood that the proposal is in strict accordance with the specification requirements.

- 14.7. Contractors must satisfy themselves, upon examination of the specifications, as to the scope of the work. After the submission of the proposal no complaint or claim of misunderstanding will be entertained from either party.
- 14.8. Contractors shall not include taxes, which school districts are not subject to, in their proposal.
- 14.9. All proposals shall be deemed final, conclusive and irrevocable and no proposal shall be subject to correction or amendment for any error or miscalculation.
- 14.10. The Contractor shall at all times observe and comply with all laws, ordinances, regulations and codes of the Federal, State, County or other local agency and District policies which pertain to the delivery of pupil transportation equipment and/or services.
- 14.11. While this document describes the current range of equipment and services provided to the District, contractors are encouraged to propose alternate systems or improve upon the specification in any way that they believe will benefit the District. Bell times that are currently in place in the District must be used in the Proposal. Each proposal will include costs for a three (3) year contract and for one (1) possible additional three (3) year term and be in a comparable format. Any information relative to interpretation of the specification shall be requested of the District, in writing, in ample time before opening of proposals. Any interpretation made to prospective Contractors will be expressed in the form of an addendum to the specifications which, if issued, will be sent to all prospective Contractors. Oral answers will not be considered by the District.

15. QUALIFICATIONS OF CONTRACTORS:

- 15.1. Each Contractor is required to submit as part of their proposal a statement outlining their qualifications to perform the work under consideration. The purpose of the summary is to provide a description of the offerings available to meet the requirements of the Request for Proposal.
- 15.2. The District reserves the right to investigate all references and qualification statements made by the contractor. Upon investigation and evaluation the District choose to reject any proposal where the Contractor's qualifications are below those deemed as necessary to perform the work in a safe and efficient manner.
- 15.3. Proposals will be limited to companies with at least five (5) years of experience providing pupil transportation for school districts with at least one hundred (100) school buses or more.

16. REQUIRED PROPOSAL DOCUMENTS:

- 16.1. Contractors are to provide the following documents and information with their response for each proposal submitted, as applicable to the proposal for the vehicle equipment lease or the services contract.
- 16.2. Completed proposal pricing forms, using Appendix J-1 and J-2 based on Current District Service, Activity charges, building to building shuttle and contracted routes.
- 16.3. Proposal security
- 16.4. Workers compensation certificate
- 16.5. Evidence of insurability
- 16.6. Fleet summary with vehicle replacement schedule for the duration of the contract.
- 16.7. Audited financial statements for the past three (3) years prepared by an independent certified public accountant.
- 16.8. Two copies of reference listings from school districts of comparable size in which the Contractor has provided similar services. The addresses, telephone number and the name of an appropriate administrator who will have knowledge of the transportation program are required for each reference.
- 16.9. Staff resumes for management personnel only assigned to the contract, up to and including the President shall be included with the Proposer's response. Resumes shall include an outline of experience, training, and qualifications of each individual on said staff. In the event that the contract staff has not been identified the Contractor will include the qualifications necessary to fill the position.
- 16.10. A definition of the safety program that the operator will maintain while under contract to the District and how it would be measured.
- 16.11. The qualifications for school bus operators including a listing of background checks and screening processes conducted by the Contractor prior to hire. Further, the Contractor shall identify ongoing programs which continue to monitor the driving staff for compliance with minimum employment qualifications set forth in the service contract.
- 16.12. An outline and description of the training program for drivers and associates. This outline shall identify both pre-service and in-service training requirements to provide transportation for both regular and special education students. In addition, the Contractor shall indicate the frequency of its in-service programs.
- 16.13. Plans for recruitment of drivers, driver incentive programs, and a complete wage and benefit package for the drivers.
- 16.14. An action plan will be included with the proposal describing steps anticipated to establish the service. The plan should contain sufficient detail to assure the district that the successful contractor can secure the needed equipment, personnel and licensures to begin services on the first date of the contract.

16.15. Completed general information questionnaire

17. PROPOSAL BOND:

- 17.1. Responses to this RFP shall include a surety bond in the amount of fifteen percent (15%) of the annual contract value. Bonds of finalists will be held for ninety (90) days or until execution of the contract. Bonds of non-finalists will be returned after initial consideration of the proposals within thirty (30) days of the opening of proposals.
- 17.2. In the event that a Contractor is awarded the contract but fails to execute the contract within twenty (20) working days from the date of notification of award, the Board of Education will declare the contract null and void and contractor will forfeit its surety bond.

18. PERFORMANCE BOND:

- 18.1. A \$500,000 performance bond is required from the successful Contractor. The bond will be written in a form acceptable to the District and underwritten by a bonding company approved to conduct business in the State of Iowa.

19. PERSONNEL:

- 19.1. Contractor shall furnish qualified licensed operators as are necessary for the safe and efficient operation of the buses used in providing service, and shall furnish all other personnel necessary for the continued operation, supervision of service of the Routes, including but not limited to supervising, scheduling, purchasing, dispatching, checking, cleaning, accounting, legal, clerical, administrative and management personnel. The Contractor further agrees to cooperate with the District in providing training for operators and other personnel to ensure safe and efficient operating standards and will not make changes to office personnel without the District's prior written consent.
- 19.2. It is specifically agreed and understood that all personnel furnished by the Contractor in connection with the performance of the service under this contract shall be and remain during the term of this Contract the employee of the Contractor and not the employee of the District. Contractor shall pay all wages, salaries, fringe benefits, social security taxes, unemployment compensation contributions, and all other remuneration of said employees. It is specifically agreed and understood that the Contractor operating the service shall be an independent contractor as that term is construed under the applicable laws, rules, regulations and decisions of the courts of the State of Iowa. Contractor further agrees to abide by all federal, state and local laws and District policies.
- 19.3. Contractor agrees to furnish evidence to the District that all personnel employed in the operation of the Service meet the requirements of all authorities charged with regulation of transportation facilities and equipment including but not limited to, physical and mental capacity to discharge the duties assigned. In addition, Contractor agrees to perform criminal and traffic background checks on each employee in the operation of service as well as provide evidence that no employee in the operation of Service is listed in the Child Abuse Registry or Sex Offender Registry. Upon employment and during annual review or

upon request by District the Contractor shall provide records of operator experience and performance.

20. DRIVERS:

- 20.1. The contractor shall employ, train and assign to the contract a sufficient number of licensed school bus drivers and driver substitutes to meet all of the service needs of the contract. "Doubling-up" routes or using management staff in driving positions is prohibited other than in the event of unusual circumstances or emergency.
- 20.2. Each driver shall be at least 21 years old and must obtain and maintain, at a minimum, a Class B Commercial Driver's License (CDL) with a passenger endorsement and an air-brake endorsement. In addition, each driver shall continue to meet all Iowa Department of Education regulations including a valid current Iowa School Bus Driver's Permit.
- 20.3. For the protection of the children entrusted to the care of the contractor, all drivers and other persons employed by the contractor who may come into contact with the student population must be of pleasant and stable personality, and the highest moral character.
- 20.4. The Superintendent or his/her designee, with written cause, may call for the removal from service under this agreement of an employee who in their opinion is no longer fit to provide service under the terms of the contract. The contractor, upon written notification by the Superintendent or his/her designee, shall immediately cease to assign said employee to any work, direct or indirect, that relates to this contract.
- 20.5. The use of tobacco products and possession of alcohol, controlled substances, illegal drugs, firearms, weapons of any kind by employees of the contractor are prohibited on school buses and school grounds at all times.
- 20.6. Each driver must meet or exceed all physical requirements as determined by physical examination, pass a drug-screening test (and submit to subsequent random drug screening), background screening, and have an acceptable Motor Vehicle Record (MVR) and no other criminal history record. MVR checks must be conducted by Contractor before employment and at least every six (6) months thereafter.
- 20.7. Bus Assistants must meet the requirements above with the exception of the Motor Vehicle Record.
- 20.8. The Contractor shall provide sufficient standby drivers to meet day-to-day vacancies due to illness, vacation, personal days and unplanned absences. All standby drivers shall be thoroughly familiar with the routes of the District and competent to meet the assigned schedule on any assigned route.

21. MECHANICS:

- 21.1. Mechanics assigned to the contract must be trained and certified for the work they are to perform.

- 21.2. Mechanic staff must receive regular in-service training in school bus maintenance to remain current with the vehicle manufacturer's standards for maintaining buses.
- 21.3. Each mechanic shall obtain and maintain, at a minimum, a Class B Commercial Driver's License (CDL) with a passenger endorsement and an air-brake endorsement. In addition, each mechanic shall continue to meet all Iowa Department of Education regulations including a valid current Iowa School Bus Driver's Permit.
- 21.4. Mechanic staff must pass standard drug and background screening as required for school bus operators.
- 21.5. As part of this RFP, the Contractor must state their proposed mechanic to bus ratio.
- 21.6. At a minimum, F.T.E. to include Lead Vehicle Technician, two Vehicle Technicians and Lot Maintenance Person.
- 21.7. The Contractor shall provide mechanic service to the District upon the District's request, for non-school bus vehicle maintenance. The Contractor shall provide an hourly rate for such services in its pricing.

22. SUPERVISORY AND MANAGERIAL PERSONNEL:

- 22.1. To insure responsible service for transportation, the Company shall employ and maintain a local management group qualified to perform assigned duties. Identify the management group and assigned duties in Appendix B. Maintenance program requirements shall be directed by a person experienced in the school bus mechanical repairs field.
- 22.2. The manager assigned to the contract must be available to meet with the District Designated Representative, Superintendent, and/or the Board of Education as needed to discuss the transportation operations and services.
- 22.3. Management staff must pass standard drug and background screening as required for school bus operators.
- 22.4. Management staff shall participate in an ongoing, in-service, training program to remain current with Federal and State pupil transportation codes as well as to improve management skills in personnel management, fleet management, school bus operations or other relevant areas.
- 22.5. The Contractor will use its best efforts to obtain a no-strike clause in any collective bargaining agreement that may be entered in relation to services provided under this Contract.
- 22.6. At a minimum, F.T.E. to include Contract Manager, Assistant Manager, Routing Dispatcher, Clerk, Safety Coordinator, and Medicaid Coordinator (at least 0.5 F.T.E).
- 22.7. At least once per year, the Contract Manager will meet with the District Designated Representative to present proposed changes for the next school year taking into account new homes, roads, sidewalks and all elements that will impact school bus services.

23. DEFINITIONS:

1. Board of Education or Board of Directors: The Board of Directors of the Iowa City Community School District.
2. Superintendent: Superintendent of the Iowa City Community School District
3. Contractor: The Proposer to whom the award is made.
4. District: Iowa City Community School District
5. Specifications: The direction and requirements of the detailed technical specification requirements as may be provided, pertaining to the manner of performing the work or the quantity and quality of work to be furnished.
6. Proposal: The written offer or copy thereof by a proposer to perform the work described within the specifications, when made out and submitted on the prescribed proposal form properly signed and guaranteed.
7. Contract: The written agreement covering the performance of the work as described within the specifications, including all supplemental agreements thereto and all general and special provisions pertaining to the work.

24. DAYS OF SERVICE:

- 24.1. Transportation shall be provided on each of the 175 days on which school shall be held. The school calendar for the 2019-2020 school year is attached as Appendix L. The school calendar notwithstanding, service shall be provided only on those days on which school is in session. It shall be recognized that inclement weather or other factors may necessitate the closing of School, negating the need for transportation service. Further, transportation service shall be needed on those days classified as makeup, at no additional charge. Payments shall be made only for transportation services actually provided.

In addition, summer routes may be needed. The summer school term typically runs for 7 weeks starting in June. Payment for services related to summer school activities will be made at the same rate as the daily vehicle rate in the immediately preceding school year.

25. VEHICLES:

- 25.1. The Contractor shall provide such buses, automobiles, trucks and other vehicles necessary for day-to-day operation, supervision and maintenance of the Service for the District. All vehicles shall be equipped with two-way radios and a base station at the Contractor's terminal. The Contractor agrees to maintain the radios currently owned by the District including any fees associated with the service.
- 25.2. Each bus shall be given a safety inspection by a team composed of representatives of the Department of Education and the Iowa State Highway Patrol in the fall and mid-year of each year, or otherwise specified by the Iowa Department of Education. The result of the inspection shall be provided to the District.

- 25.3. Substitute or spare vehicles will be kept in reserve to accommodate planned vehicle maintenance and vehicle breakdowns. Spares will equal not less than twenty percent (20%) of the active fleet and not less than one handicap accessible to meet the same standards as the route buses. In addition, spare buses must be dedicated to the Iowa City Community School District alone and be garaged with the active route fleet.
- 25.4. All pupil transportation vehicles shall be kept in a safe, clean and sanitary condition and open for examination at all times by the Superintendent or his designee.
- 25.5. Appendix H calls for a listing of vehicles which shall be used by the Contractor in the performance of services. Maximum age of the fleet shall not exceed a retention cycle of 10 years for route and spare buses and the average age of the fleet shall not exceed 7 years. Each proposer must explain their retention cycle on the bid form.
- 25.6. A complete fleet listing shall be provided by the contractor each year of the contract. This listing shall indicate active route buses and substitute vehicles.
- 25.7. Vehicles provided by the contractor shall meet all Federal and State school bus requirements for the term of the contract. Vehicle upgrades mandated by law, for the life of the agreement, will remain the responsibility of the contractor. Any cost for such upgrades will be the responsibility of the contractor.
- 25.8. Video Cameras - Buses shall be equipped with a digital camera per bus for video and audio recording with clear view of inside of bus. Contractor shall be responsible for installing said equipment in all buses and the maintenance and replacement of the said equipment during the term of this agreement.
- 25.9. Video Storage - The contractor shall label and store video recordings for a period of 175 school days. Video which records student behavior on the bus shall be treated as confidential and may only be viewed by the contractor's site manager or the superintendent of schools or his/her designee.
- 25.10. GPS – All buses must be equipped with live GPS technology in order to identify immediate location during the routes. GPS technology must record relevant information (speed, time, location) to be stored for at least 175 school days. The District must have access to the GPS system at all times. All costs for the purchase, maintenance, and replacement of GPS equipment shall be paid by the Contractor.
- 25.11. Bus Tracker – The Contractor shall provide real-time visibility of the location of the bus in relation to assigned bus stops to be tracked as an automated system for District families. All costs for the purchase, maintenance, and replacement of the tracker shall be paid by the Contractor.
- 25.12. Child Sleeper Check System – All buses must be equipped with an electronic child sleeper check system to ensure each bus is checked at the end of each shift.
- 25.13. Purchase of Contractor's Buses – Contractor will sell the equipment to the District should the contract be terminated. Provided the District should desire to purchase said equipment, the price of the equipment to be determined by an appraisal board composed of one person

appointed by the District, one appointed by the owner of the equipment, and a third selected by these two (Iowa Code 285.5(1)b).

- 25.14. The Contractor shall maintain its buses under this agreement in good operating condition and in condition to meet or exceed the State of Iowa inspection standards. The Contractor will be responsible for the costs of bringing those buses into such condition. The Contractor will also be responsible for all other repairs and maintenance on all vehicles during the life of this agreement at its sole cost.
- 25.15. Fleet school buses shall be used only for transporting regularly enrolled students to and from school and to extracurricular activities approved and designated by the District Designated Representative.

25.16 VEHICLE OPTIONS

The District may request all or some of the following vehicle options. Pricing is to be provided on the pricing page. All costs for purchase, maintenance, and replacement shall be paid by the Contractor.

- 25.16.1 The District requests pricing on a system or systems that allow video recordings (provided for in 25.8. and 25.9.) to be automatically uploaded to a District-accessible server upon return of each bus to the bus lot.
- 25.16.2 The District requests pricing on implementing three (3) cameras per bus instead of a single camera as requested in 25.8.
- 25.16.3 The District requests pricing on implementing a school bus stop arm camera in addition to any cameras provided for in 25.8 or 25.15.2.
- 25.16.4 The District requests pricing on implementing a rear stop sign in addition to the standard front, driver-side stop sign.

26. VEHICLE MAINTENANCE and REQUIRED INSPECTIONS:

- 26.1. The contractor shall implement a comprehensive maintenance program for the school bus fleet to provide safe and efficient service to the school community.
- 26.2. The contractor will provide the District Designated Representative with copies of all school bus inspections performed by the Department of Education. A written explanation will be given to the District Designated Representative by the contractor for any vehicle that fails this inspection. In addition, the contractor will outline corrective steps to be taken to avoid or reduce the likelihood of such vehicle inspection failures in the future.
- 26.3. Contractor shall operate the buses and related equipment and service in compliance with all lawful orders, rules, regulations and laws of properly constituted authorities governing the operations, and in a manner reasonably suitable for furnishing service, including but not limited to, enforcement of all state statutes, municipal ordinances, and District policies prohibiting smoking on buses.

- 26.4. The Contractor shall provide all oil, lubricants, supplies and accessories necessary for the operation of the vehicles and shall undertake the repair and maintenance to keep them in good and sound operating condition. Maintenance shall be in compliance with all lawful orders, rules, regulations, and laws of properly constituted authorities governing the operations, and in a manner suitable for the furnishing of service, including but not limited to, maintenance as stipulated in the manufacturer's guide for warranty period and beyond for the term of this Contract. The Contractor shall further provide inspection and cleaning of all vehicles necessary and suitable for the maintenance, comfort, convenience, and safety of passenger, including repair or replacement of damage to seats, handrails, steps and all other portions of the interior and exterior of said equipment. Contractor shall further supply storage of all vehicles used in the operations of said system, parts, and supplies required in furnishing service for the District. All costs associated with this maintenance function will be paid by the Contractor.
- 26.5. All Vehicles shall be maintained in good repair and working order, and in a clean and sanitary condition. A thorough preventative maintenance program on all vehicles shall be ongoing at all times and documentation of this program shall be provided to the District upon written request. A copy of all state vehicle inspections shall be forwarded on to the District.

27. PHYSICAL PLANT:

- 27.1. The Contractor shall be permitted to use the current facility located at 2185 South Gilbert Street, Iowa City, Iowa. This facility is to be used for the storage of busses used for District transportation.
- 27.2. The contractor will supply its own telephone service, utilities and garbage.
- 27.3. Contractor shall provide maintenance of the facility to include snow removal and lawn maintenance.
- 27.4. Contractor will be responsible for obtaining business personal property and vehicle insurance for all their property on the premises. The contractor's general liability insurance shall extend to the leased premises.

28. FUEL:

- 28.1. Fuel shall be paid for and provided by District.

29. INSURANCE:

- 29.1. The contractor shall be required to maintain insurance coverage which is satisfactory to the Board of Education. Minimum limits for said coverage shall be:
- 29.1.1. Automobile Liability combined single limit for bodily injury and/or property damage shall equal ten million dollars (\$10,000,000).
- 29.1.2. Commercial General Liability combined limit for bodily and/or property damage shall equal ten million dollars (\$10,000,000) per occurrence.

29.1.3. Workers Compensation coverage to be statutory and include all employees of the contractor.

29.1.4 Employers Liability coverage in the amount of \$1,000,000.

29.1.5. Contractual liability coverage in the amount of \$10,000,000.

29.1.6. Catastrophic Umbrella Liability in the amount of \$10,000,000.

29.2. Conditions of coverage are to include the following:

29.2.1. All certificates must contain thirty (30) day notice of cancellation to the District.

29.2.2. All insurance policies and/or bonds will be written with insurance companies licensed to do business in the state of Iowa and subject to the approval of the District.

29.2.3. Commercial General Liability and automobile liability must include the District as an additional insured. The policy shall be primary and non-contributory.

29.2.4. Commercial General Liability insurance shall include Broad form Comprehensive General Liability Endorsement.

29.2.5. Insurance shall be provided by a company with a current Best's rating of "A+" or better.

29.3. The contractor shall hold the Board of Education harmless and indemnify the District, the Superintendent, and District employees from every claim or demand by reason of injury to the contractor, or to its employees and to third parties and injury to the extent caused by the contractor or by direct employees of the contractor.

29.4 The selected Contractor shall name the District as an additional insured.

30. PERMITS AND LICENSES:

30.1. The Contractor shall provide and maintain in effect all licenses, permits or certifications which are or may be required by properly constituted authorities for the performance of the service to the District, and shall pay taxes assessed on vehicles. The Company shall procure and maintain all licenses, permits or certificates required on other property owned by it and used in connection with the furnishing of service to the District.

31. ROUTING:

31.1. The Contractor shall be responsible for providing bus routes and bus stops for the subsequent school years during the term of this Agreement. Bus routes will be maintained in the most efficient way possible. New routes will not be added without approval of the District Designated Representative. The Contractor shall review routes for improved efficiency and route reduction strategies.

- 31.2. The District may request alterations, modifications, or amendments to the bus routes, timing and/or stops in order to meet changing conditions upon reasonable prior notice to Contractor. Rules and regulations for details incidental to the operation of bus routes, bus stops and other attendant matters which may arise shall be mutually agreed upon. If the parties cannot agree on the foregoing, the District's decision will be final.
- 31.3. The Contractor shall require the Drivers to adhere to routes and time schedules as established. Drivers who discover cause for route or time adjustment will report same to the Contractor, which will take the matter up with the District. The Contractor will be responsible for all routing and changes to routes following the initial start-up, subject to specific approval of each such change by the District.
- 31.4. The District will provide Contractor with access to Versatrans routing software module and existing computer hardware to run said module to operate on behalf of the District. The Contractor will reimburse the District for annual software maintenance fee for said module and for any maintenance required due to Contractor's use, for the computer hardware during the term of this Agreement. The Contractor will provide personnel and required training to operate the Versatrans routing software module and will be responsible for the cost of training staff on the software and on ensuring continued competency.
- 31.5. The Contractor shall ensure that drivers are familiar with their assigned routes. To facilitate this process, the Contractor shall, prior to the opening of school each year, have each regularly assigned route driver accomplish two complete dry runs (practice runs without students) of the driver's assigned route. The contractor's price proposal should provide for this requirement
- 31.6. In addition to regular bus routes scheduled hereunder, Contractor shall also provide all other student transportation services which are specifically requested by the District. The Contractor acknowledges that such other requested student transportation services must be requested in writing and signed by the District's superintendent or his/her designee.
- 31.7. The District shall have the sole responsibility of setting policy pertaining to the transportation for private or parochial schools and shall communicate said policy to Contractor.
- 31.8. The District shall have the sole responsibility of altering, delaying or canceling bus service during inclement weather. The Contractor shall assist the District in any determination of whether runs should be canceled due to inclement weather. To this end, a specific person shall be designated by the Contractor, who shall remain available to the District for consultation on a daily basis. Contractor agrees to abide by the decision of the District to operate on the assigned schedules and routes.
- 31.9. At dismissal time, buses shall arrive at the school prior to dismissal, and shall depart no later than the time set by the District.
- 31.10. Based upon representation of past years, the contractor reasonably believes that the Contractor will be given an opportunity to perform approximately 100,000 miles of district activity/charter work for each year of service.

31.11. Based upon representation of past years, there are approximately 515,000 route miles. The contractor will supply a formula to be used should district exceed or not exceed these miles in one contract year. See Appendix M for current routes. A route reduction cost schedule shall be provided as part of proposal indicating cost to add or subtract routes.

32. INDEPENDENT CONTRACTOR AND INDEMNIFICATION:

32.1. The Contractor is an independent contractor, and as such, is not and shall not be construed to be an agent or employee of the District. The Contractor further agrees to indemnify, hold harmless and defend the District from and against any and all liability, expense, loss, or damage, including but not limited to judgment, interest, costs and attorney's fees, which the District may suffer or for which the District may be held liable as a result of claims, suits, causes of action or demands, made by any person or entity, whether related to injury, including death, property damage, or otherwise, in any way arising out of to any extent the negligent or careless acts or any other acts or omissions of Contractor or Contractor's drivers, employees, agents, and independent Contractors, in the performance of services under this Agreement.

33. SAFETY and TRAINING:

33.1. The contractor shall be responsible for establishing and maintaining an ongoing comprehensive safety program that addresses all pre-service and in-service training requirements established by Federal and State regulations for pupil transportation. In addition, as well as an annual Quality Behavioral Competencies training for all employees, approved by the District. A complete description of each program is to be submitted with the contractor's response. Amendments and/or updates should be continuously provided for the duration of the contract. In addition, the contractor will provide: First Aid and CPR training, as well as monthly safety meetings.

33.2. After being hired and prior to placement on District routes, drivers will receive an additional one hour block of classroom instruction and orientation in the organization, policies and procedures of the District. The curriculum for this training will be developed in conjunction with District staff.

33.3. From time to time the District may specify that individual drivers, for individual reasons, may require additional training prior to resuming transporting District students. The Contractor will assume responsibility for fulfilling this additional training requirement.

33.4 TRAINING OPTION

The District may request the following option. Pricing is to be provided on the pricing page. Pricing shall include all associated costs, including costs of Contractor personnel, curriculum materials, training facility, etc. District shall provide vehicles as needed.

33.4.1. The District requests pricing for the Contractor to provide training to selected District personnel on the safe transportation of students in District-owned and personal vehicles. Training is to include topics, developed in conjunction with District staff, such as: following traffic laws, handling the vehicle (blind spots,

anti-lock brakes, etc.), handling student disruptions during transport (misbehavior, sickness, etc.), handling vehicle malfunction (flat tires, check engine light, etc.), handling accidents, and safely loading and unloading students.

33.4.2 The District request pricing for the Contractor to provide training to all District-employed bus assistants. Training is to include topics, developed in conjunction with District staff, such as: following safety procedures, appropriate use of restraints and safety devices (wheelchair tie downs, harness, etc.), and safely loading and unloading of students.

33.4.3. Pricing for this option should be provided on a per-class basis, based on a minimum of 15 classes combined with a minimum of 10 students per class.

34. ACCIDENTS:

34.1. For purposes of the RFP an accident shall be defined as an unplanned event or incident that results in bodily injury, vehicle damage, property damage, or vehicle under contract coming in contact with any other object.

34.2. All accidents must be verbally reported to the District Designated Representative by the Authorized Company Representative prior to the close of business on the day they occur. Serious accidents, those involving bodily injury or damage to property, are to be reported to the District Designated Representative by the Authorized Company Representative as soon as he/she has knowledge of the accident. All accidents will be documented in writing and forwarded to the District Designated Representative within twenty-four (24) hours of their occurrence. THE CONTRACTOR WILL ALSO NOTIFY THE PARENTS OF ANY STUDENT ABOARD A BUS AT THE TIME OF A SERIOUS ACCIDENT.

34.3. The contractor will maintain a log of all accidents involving the school bus fleet. This log will contain the names of individuals involved in the accident, date, location, accident description, damage amount, police report, injury reports and whether the accident was preventable or not. The Superintendent/or designee will be allowed to review this log, at any time, with or without advance notice.

35. DRUG AND ALCOHOL TESTING PROGRAM:

35.1. The contractor shall implement an employee drug and alcohol screening program which complies with all Federal and State laws and that meets or exceeds District policy for such tests. Drug and alcohol screening shall include pre-employment, reasonable suspicion; post-accident as well as random sample testing for all employees assigned to the pupil transportation contract, and shall comply with Federal and State Laws.

35.2. All costs associated with this ongoing screening process shall be paid by the contractor.

35.3. A copy of the contractor drug and alcohol screening program shall be included with the submission.

36. TRANSFER OF CONTRACT:

36.1. The contract shall not be transferred or assigned without the prior written consent of the Board of Education.

37. EQUAL OPPORTUNITY POLICY:

37.1. The contractor shall take all necessary steps to ensure that every applicant and employee is treated during hiring and employment without regard to their age, sex, race, creed, marital or parental status, political affiliation, color, handicap condition, national origin or veteran's status.

37.2. The contractor shall include in all advertisements for employees a statement that summarizes their nondiscrimination policy.

38. STUDENT/PASSENGER BEHAVIOR:

38.1. Student behavior issues shall be documented in writing by the bus driver and/or bus assistant with the passenger's name and/or description of the situation, which will be forwarded to the appropriate school district administrator via the contract manager.

38.2. The District shall take appropriate steps to correct the situation and advise the contract manager in writing of the final outcome of their actions.

38.3. Under no conditions shall the Contractor or his/her staff deny transportation to an eligible rider without a written statement to do so by the District.

38.4. Contractor shall insure good discipline aboard school bus and enforce the District's disciplinary procedures fairly for all bus riders. It is understood that should a bus require an attendant for purposes of maintaining proper discipline, the Contractor shall make such provisions.

39. REPORTING REQUIREMENTS:

39.1. The contractor shall provide student and mileage information in order to assist the District in complying with Department of Education regulations. In addition, the Contractor will provide reasonable assistance to the District to assist it in completing and filing necessary reports to governmental regulators.

39.2. The following additional reports must be submitted based on the period identified.

39.2.1 Monthly Student Load Count - This report lists the number of students at each bus stop who rode the bus on a given day. The report shall be taken every second week of the month that schools are in session. Results will be tabulated and detailed in a written form acceptable to the District. Forms are to be returned to the District Designated Representative within five (5) business days of the count.

39.2.2 Customer's Incident/Complaint Form - The purpose of this report is to inform the Contractor in writing of an incident or complaint about services or a driver by the District. Customers shall include students, parents, school employees and members of the public. The Contractor shall investigate these reports and provide a written reply within ten (10) school days. All written replies shall state corrective action taken to prevent recurrence of the condition that caused the problem, or an explanation as to why corrective action was not required.

39.2.3 Driver's Incident/Complaint Form - The purpose of this form is to inform the District in writing of an incident or complaint about students, to report difficulties at a school site or with a parent, or to record any unusual incident. This form will be forwarded to the District for review and corrective action as necessary. The District will review the complaint and respond in writing to the Contractor within ten (10) business days.

39.2.4 Late bus report - District staff may also be present to review the arrival and departure of bus runs to ensure that route times maintained in the Versatrans system are consistent with actual route times. In the event that a bus arrival or departure is 10 or more minutes different from the established time, District staff will provide the Contractor with notification of the issue. The Contractor will have two (2) work days to provide a written response detailing the reasons for the time discrepancy and the corrective action that will be taken. This report will also be used to support the requirements of Section 9.2.

40. PROJECT DESCRIPTION:

- 40.1. Appendix M contains a summary of the District's current pupil transportation program. Contractors are to base their cost projections on delivering this level of service within the requirements of the RFP.

41. OTHER REQUIREMENTS:

- 41.1. All revenues resulting from any fares which may be collected from persons who ride a vehicle while it is operating under the provisions of this Contract and all receipts by the Contractor for items sold as substitutes for cash for such fares on the vehicles shall be remitted to the District on a regular basis at such time and in such manner as the parties may agree.
- 41.2. The successful Proposer shall, within ten (10) days after notice of selection, enter into the written Contract with District(s) and by this reference made a part hereof.
- 41.3. Proposer certifies that he or she has read, understands, and will fully and faithfully comply with this invitation for proposal, its attachments and any referenced documents. Proposer also certifies that the prices offered were independently developed without collusion with any other proposer or potential proposers.
- 41.4. Contract Documents will consist of the proposal notice as advertised, the invitation for proposals, scope of work, the signed and accepted proposal form, the signed and accepted contract, the approved performance bond, proposal conditions, and the insurance certificates.

- 41.5. In the event the Contractor wishes to make changes involving substantial additional expense and time, the District shall be advised in writing. Such changes shall be made only after the District gives written authorization to the Contractor. The District or Contractor may, from time to time, request changes in the scope of service by the Contractor. Such changes, including any increase in the amount of compensation to the Contractor which are mutually agreeable, shall be in written form and incorporated in this contract.
- 41.6. The undersigned has read and fully understands the notice to Contractors, information for Contractors and has carefully researched all requirements of the proposal along with all other parts of the proposal package.
- 41.7. All documents as noted in REQUIRED PROPOSAL DOCUMENTS section are included with the proposal response.
- 41.8. The Contractor shall respect and comply with District's policies and regulations.
- 41.9. The Contractor shall respect and comply with Iowa Code Chapter 285, which specifically sets the provisions for a contract for District and Contractor.

APPENDIX A

EXPERIENCE

The Proposer shall submit the names, addresses and telephone numbers of five (5) references from within the State of Iowa and five references in states bordering Iowa. In addition, the Proposer must include a detailed description of its experience in transporting K-12 students, including physically and/or mentally disabled.

APPENDIX B

MANAGEMENT

The Proposer shall describe the management's background and experience in the operation of a transportation system. The name of the on-site manager shall be reported. The proposer should also present an organizational chart of the local operation including, at a minimum, the title of all management positions (or its full time equivalence) and a brief description of that position's responsibilities.

Company

Authorized Company Representative

Date

APPENDIX C

FINANCES

The Proposer shall demonstrate financial ability to carry out the performance of the terms of this contract. The source or means of finances for the duration of this contract should be evidenced by the Proposer. The Proposer shall insure that the evidence is of a nature that allows the District to evaluate the financial ability of the Proposer to meet financial obligations.

Company

Authorized Company Representative

Date

APPENDIX D

PERSONNEL

The Proposer shall provide a detailed description of its recruiting and hiring processes and selection criteria for bus drivers, including the criminal, driver's record, child abuse and sex offender background check process.

Company

Authorized Company Representative

Date

APPENDIX E

SAFETY PROGRAM

The Proposer shall provide a detailed description of its safety program. Identify the onsite safety coordinator and provide a description of the safety coordinator's duties.

Company

Authorized Company Representative

Date

APPENDIX F

TRAINING PROGRAM

The Proposer shall provide a detailed description of its training program for newly selected bus drivers and continuing training for bus drivers.

Company

Authorized Company Representative

Date

APPENDIX G

MAINTENANCE PROGRAM

The Proposer shall provide a detailed description of its maintenance program for all vehicles used on District routes.

Company

Authorized Company Representative

Date

APPENDIX H

EQUIPMENT

The Proposer shall list or attach a schedule of the vehicles which shall be used to provide the transportation services. It is the intent of this schedule to insure to the District the availability of proper equipment in order to carry out the contract. The year of manufacture on each bus shall also be recorded. Proposer shall provide evidence of ownership, lease or lease-purchase of the equipment. It shall be understood that said evidence will be under the condition that Proposer is awarded contract.

Company

Authorized Company Representative

Date

APPENDIX I

COMPENSATION

The Proposer shall submit a detailed description of its compensation package for employees who would perform services under this Agreement.

Company

Authorized Company Representative

Date

APPENDIX J - 1

Transportation Services Pricing* Proposal

	Cost per Day		
	2019-20	2020-21	2021-22
(Unless otherwise noted, pricing is per bus per day based on 175 days)			
AM/PM Route, 35 – 71 Passenger			
AM/PM Route, 84 Passenger (up to 4 hours per day)			
AM/PM Route, Special Education - Wheel Chair Position (up to 4 hours per day)			
Suburban			
Special Education Mid-day			
After School Route: 35 – 71 Passenger			
Per Bus Associate Per Day (4 Hour base)			
Bus Associate Per Hour (Over 4 Hour base)			
Building-to-Building Shuttle, Per Bus			

2019-20

Sports/Activity/Field Trips	Hourly Rate	Cost per Mile	Minimum Charge
In Town Rate			
In Town Layover Rate			
Out of Town Rate			
Out of Town Layover Rate			

2020-21

Sports/Activity/Field Trips	Hourly Rate	Cost per Mile	Minimum Charge
In Town Rate			
In Town Layover Rate			
Out of Town Rate			
Out of Town Layover Rate			

2021-22

Sports/Activity/Field Trips	Hourly Rate	Cost per Mile	Minimum Charge
In Town Rate			
In Town Layover Rate			
Out of Town Rate			
Out of Town Layover Rate			

Equipment-Related Services (if applicable)	Annual Cost		
	2019-20	2020-21	2021-22
Single camera system (25.8, 25.9)			
GPS (25.10)			
Bus Tracker (25.11)			
Child Sleeper Check System (25.12)			
Auto video uploading (25.16.1)			
Three camera system (25.16.2)			
Addition of stop arm camera (25.16.3)			
Rear stop sign (25.16.4)			
Training			
Training of District staff (33.4.1 and 33.4.3)			
Training of District staff (33.4.2 and 33.4.3)			

***Not to include costs of related equipment**

Company Name _____

Company Address _____

City, State and Zip Code _____

Business Telephone Number _____

Name and Title of Authorized Agent _____

Signature of Authorized Agent _____

Date Signed _____

APPENDIX J – 2

Transportation Equipment Pricing* Proposal

Equipment	Annual Cost per Equipment Item per Vehicle		
	2019-20	2020-21	2021-22
35-71 Passenger Bus			
84 Passenger Bus			
Special Education Bus			
Suburban			
Single camera system (25.8, 25.9)			
GPS (25.10)			
Bus Tracker (25.11)			
Child Sleeper Check System (25.12)			
OPTIONS:			
Auto video uploading (25.16.1)			
Three camera system (25.16.2)			
Addition of stop arm camera (25.16.3)			
Rear stop sign (25.16.4)			

***Not to include costs of related services**

Company Name _____

Company Address _____

City, State and Zip Code _____

Business Telephone Number _____

Name and Title of Authorized Agent _____

Signature of Authorized Agent _____

Date Signed _____

APPENDIX K

GENERAL INFORMATION QUESTIONNAIRE

COMPANY NAME: _____

1. Where is your company's headquarters?

Local Office? _____

2. State how long your company has offered the proposed services to the market. _____

3. State how many school districts you currently service. Provide a list of all the school districts you are currently or have previously serviced, list the size, address, phone number and contact person.

Nationally: _____ Iowa: _____

4. Describe the buses you propose to use. If you plan to use fewer buses, or smaller buses, please describe the basis for this decision:

5. State your vehicle replacement policy:

6. Describe how you plan to store and maintain the school bus fleet? Be sure to list various options.

7. What training do you propose to provide your personnel?

8. What commitments will your company make to Iowa City Community School District for accommodating necessary changes in routing and scheduling throughout the school year?

9. What commitments will your company make to the District for accommodating requested field trips and transportation for athletic events?

10. Please describe how your company would conduct the public relations activity required, including notification to parents

and students of routes, schedules, bus stops and any subsequent changes.

11. Does your company have insurance coverage in amounts specified in the RFP?

Yes _____ No _____

Does your company understand that it, and not the District, retains all liability associated with providing these proposed services and is indemnifying the District, its board members, officers, employees, and agents against the same due to acts or omissions by the contractor? Yes _____ No _____

If NO to either question, explain. _____

12. Please describe what controls your company has in place to ensure a high quality of uninterrupted services provided to the District.

13. Have you, or do you, plan to designate a current employee to serve as on-site manager for your operations at Iowa City Community School District? Yes _____ No _____

If **YES**, and you have not included his/her resume in the proposal package, please explain why not.

If **NO**, please list the minimum criteria for qualifications and experience that such an on-site manager would possess.

14. Please list the minimum criteria for qualifications and experience that the drivers you will use at Iowa City Community School District would possess. Please attach all employment policies including those related to drug testing and pupil safety programs.

15. Have you included in your proposal a copy of your latest audited financial statements? Yes _____ No _____

If NO, please explain. _____

16. Please add any additional comments that may assist in the evaluation of your proposal.

APPENDIX L

2019-2020 School Calendar

175 Day Calendar
(August - May)

Summary of Calendar

Days in classroom:
 First Trimester 59
 Second Trimester 59
 Third Trimester 57
TOTAL CALENDAR DAYS 175

CALENDAR LEGEND

First/Last Day Classes
End of Trimester
No School

THURSDAY DISMISSAL SCHEDULE

Elementary 1 hour early
 Junior high 1 hour early
 High School 1 hour early

BELL SCHEDULE

Elementary 7:55 am – 2:55 pm
 Junior high 8:50 am – 4:00 pm
 High School 8:50 am – 4:00 pm

175 Student Days
 184 Teacher Days

August					Student Days
M	T	W	Th	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	
September					
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					
October					
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		
November					
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
December					
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				
January					
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	
February					
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
March					
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				
April					
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		
May					
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
June					
1	2	3	4	5	
8	9	10	11	12	

Date Events

Aug TBD	Elementary Registration
Aug TBD	Ice Cream Socials
Aug 15-16	New Teacher Orientation
Aug 23	1 st Day of classes for students (One hour early release)
Sept 2	No School/District Offices Closed
Oct 4	No School
Oct 7	No School
Nov 18	End of 1 st Tri (59 days)
Nov 19	No School
Nov 27-29	No School/District Offices Closed
Dec 23 –Jan 3	No School /District Offices Closed
Jan 20	No School/District Offices Closed
Feb 28	End of 2 nd Tri (59 days)
Mar 2	No School
Mar 16-20	No School/District Offices Closed 19-20
April 17	No School
May 21	Last Day for Seniors
TBD	City High Graduation
TBD	Liberty High Graduation
TBD	West High Graduation
TBD	Tate High Graduation
May 25	No School/District Offices Closed
May 29	End of 3 rd Tri (57 days) and last day of classes for students (Early release following Thursday dismissal schedule)

APPENDIX M

Route Set	Route #	Description	Actual Load
ELEMENTARY SCHOOLS			
ALEXANDER AM	AAWE1A1	ROUTE 021	58
ALEXANDER AM	AAWE2A1	ROUTE 022	52
ALEXANDER AM	AANW1A1	ROUTE 023	46
ALEXANDER AM	AANW2A1	ROUTE 024	56
ALEXANDER AM	AANW3A1	ROUTE 025	63
ALEXANDER PM	AAWE1P1	ROUTE 021	59
ALEXANDER PM	AAWE2P1	ROUTE 022	52
ALEXANDER PM	AANW1P1	ROUTE 023	45
ALEXANDER PM	AANW2P1	ROUTE 024	57
ALEXANDER PM	AANW3P1	ROUTE 025	62
BORLAUG AM	NBLB1A1	ROUTE 026	71
BORLAUG AM	NBWE2A1	ROUTE 027	53
BORLAUG AM	NBWE3A1	ROUTE 028	58
BORLAUG AM	NBNC4A1	ROUTE 031	60
BORLAUG AM	NBNC5A1	ROUTE 032	37
BORLAUG PM	NBLB1P1	ROUTE 026	71
BORLAUG PM	NBWE2P1	ROUTE 027	53
BORLAUG PM	NBWE3P1	ROUTE 028	59
BORLAUG PM	NBNC4P1	ROUTE 031	60
BORLAUG PM	NBNC5P1	ROUTE 032	37
C-CENTRAL AM	CCNW1A1	ROUTE 034	46
C-CENTRAL AM	CCNC2A1	ROUTE 033	64
C-CENTRAL AM	CCCI3A1	ROUTE 036	46
C-CENTRAL PM	CCNW1P1	ROUTE 034	46
C-CENTRAL PM	CCNC2P1	ROUTE 033	65
C-CENTRAL PM	CCCI3P1	ROUTE 036	45
GARNER AM	GRLB1A1	ROUTE 160	59
GARNER PM	GRLB1P1	ROUTE 160	59
HILLS AM	HLNW2A1	ROUTE 130	66
HILLS AM	HLNW1A1	ROUTE 161	51
HILLS PM	HLNW2P1	ROUTE 130	65
HILLS PM	HLNW1P1	ROUTE 161	51
HOOVER EAST AM	HE5A1	ROUTE 043 (LN)	55
HOOVER EAST AM	HESE6A1	ROUTE 124 (LN)	50
HOOVER EAST AM	HELB1A1	ROUTE 059 (MN)	57
HOOVER EAST AM	HENW2A1	ROUTE 040 (MN)	66
HOOVER EAST AM	HEWE3A1	ROUTE 041 (MN)	51
HOOVER EAST AM	HELB7A1	ROUTE 071 (LN)	60
HOOVER EAST AM	HELB4A1	ROUTE 162 (LN)	57
HOOVER EAST PM	HE5P1	ROUTE 043 (LN)	55
HOOVER EAST PM	HESE6P1	ROUTE 124 (LN)	50

Route Set	Route #	Description	Actual Load
HOOVER EAST PM	HELB7P1	ROUTE 071 (LN)	59
HOOVER EAST PM	HELB4P1	ROUTE 162 (LN)	57
HOOVER EAST PM	HELB1P1	ROUTE 059 (MN)	57
HOOVER EAST PM	HENW2P1	ROUTE 040 (MN)	66
HOOVER EAST PM	HEWE3P1	ROUTE 041 (MN)	50
HORN AM	HNWE1A1	ROUTE 072	14
HORN PM	HNWE1P1	ROUTE 072	14
KIRKWOOD AM	KWNC1A1	ROUTE 047	53
KIRKWOOD PM	KWNC1P1	ROUTE 047	53
LEMME AM	LMSE1A1	ROUTE 048	48
LEMME PM	LMSE1P1	ROUTE 048	48
LONGFELLOW AM	LFC11A1	ROUTE 049	72
LONGFELLOW PM	LFC11P1	ROUTE 049	72
LUCAS AM	LUWE1A1	ROUTE 050	69
LUCAS AM	LUSE1A1	ROUTE 052	39
LUCAS PM	LUWE1P1	ROUTE 050	70
LUCAS PM	LUSE1P1	ROUTE 052	39
PENN AM	PNLB1A1	ROUTE 053	46
PENN AM	PNLB2A1	ROUTE 055	59
PENN PM	PNLB1P1	ROUTE 053	45
PENN PM	PNLB2P1	ROUTE 055	59
SHIMEK AM	SH1A1	ROUTE 056	49
SHIMEK PM	SHIP1	ROUTE 056	51
TWAIN AM	TWSE1A1	ROUTE 058	68
TWAIN AM	TWSE2A1	ROUTE 105	60
TWAIN AM	TWWE3A1	ROUTE 060	50
TWAIN AM	TWC11A1	ROUTE 067	33
TWAIN PM	TWSE1P1	ROUTE 058	68
TWAIN PM	TWSE2P1	ROUTE 105	61
TWAIN PM	TWWE3P1	ROUTE 060	49
TWAIN PM	TWC11P1	ROUTE 067	33
VAN ALLEN AM	VALB1A1	ROUTE 061	48
VAN ALLEN PM	VALB1P1	ROUTE 061	48
WEBER AM	WBNW1A1	ROUTE 062	45
WEBER AM	WB2A1	ROUTE 063	20
WEBER AM	WBNW4A1	ROUTE 128	65
WEBER AM	WBNW3A1	ROUTE 064	61
WEBER PM	WBNW1P1	ROUTE 062	45
WEBER PM	WB2P1	ROUTE 063	20
WEBER PM	WBNW4P1	ROUTE 128	65
WEBER PM	WBNW3P1	ROUTE 064	62
WICKHAM AM	WKNC1A1	ROUTE 066	48
WICKHAM PM	WKNC1P1	ROUTE 066	48

Route Set	Route #	Description	Actual Load
SECONDARY SCHOOL			
NORTH CENTRAL AM	WKNC1A2	ROUTE 066	64
NORTH CENTRAL AM	NBNC4A2	ROUTE 031	61
NORTH CENTRAL AM	KWNC1A2	ROUTE 047	52
NORTH CENTRAL AM	NBNC5A2	ROUTE 032	72
NORTH CENTRAL AM	NC6A2	ROUTE 068	61
NORTH CENTRAL AM	CCNC2A2	ROUTE 033	62
NORTH CENTRAL PM	WKNC1P2	ROUTE 066	64
NORTH CENTRAL PM	NBNC4P2	ROUTE 031	61
NORTH CENTRAL PM	KWNC1P2	ROUTE 047	52
NORTH CENTRAL PM	NBNC5P2	ROUTE 032	72
NORTH CENTRAL PM	NC6P2	ROUTE 068	61
NORTH CENTRAL PM	CCNC2P2	ROUTE 033	62
NORTHWEST AM	CCNW1A2	ROUTE 034	61
NORTHWEST AM	HLNW1A2	ROUTE 161	58
NORTHWEST AM	HENW2A2	ROUTE 040	68
NORTHWEST AM	AANW1A2	ROUTE 023	54
NORTHWEST AM	WBNW3A2	ROUTE 064	49
NORTHWEST AM	WBNW4A2	ROUTE 128	57
NORTHWEST AM	AANW2A2	ROUTE 024	49
NORTHWEST AM	WBNW1A2	ROUTE 062	51
NORTHWEST AM	HLNW2A2	ROUTE 130	56
NORTHWEST AM	AANW3A2	ROUTE 025	52
NORTHWEST PM	CCNW1P2	ROUTE 034	61
NORTHWEST PM	HLNW1P2	ROUTE 161	58
NORTHWEST PM	HENW2P2	ROUTE 040	68
NORTHWEST PM	AANW1P2	ROUTE 023	54
NORTHWEST PM	WBNW3P2	ROUTE 064	49
NORTHWEST PM	WBNW4P2	ROUTE 128	57
NORTHWEST PM	AANW2P2	ROUTE 024	49
NORTHWEST PM	WBNW1P2	ROUTE 062	51
NORTHWEST PM	HLNW2P2	ROUTE 130	56
NORTHWEST PM	AANW3P2	ROUTE 025	52
SOUTHEAST AM	SE6A2	ROUTE 069	33
SOUTHEAST AM	SE2A2	ROUTE 070	63
SOUTHEAST AM	HESE6A2	ROUTE 124	57
SOUTHEAST AM	TWSE2A2	ROUTE 105	50
SOUTHEAST AM	LUSE1A2	ROUTE 052	60
SOUTHEAST AM	LMSE1A2	ROUTE 048	74
SOUTHEAST AM	TWSE1A2	ROUTE 058	56
SOUTHEAST PM	SE6P2	ROUTE 069	33
SOUTHEAST PM	SE2P2	ROUTE 070	62
SOUTHEAST PM	HESE6P2	ROUTE 124	57
SOUTHEAST PM	TWSE2P2	ROUTE 105	50

Route Set	Route #	Description	Actual Load
SOUTHEAST PM	LUSEIP2	ROUTE 052	60
SOUTHEAST PM	LMSEIP2	ROUTE 048	74
SOUTHEAST PM	TWSEIP2	ROUTE 058	56
CITY AM	TWCIIA2	ROUTE 067	30
CITY AM	CCCI3A2	ROUTE 036	47
CITY AM	LFCIIA2	ROUTE 049	57
CITY PM	TWCIIIP2	ROUTE 067	32
CITY PM	CCCI3P2	ROUTE 036	47
CITY PM	LFCIIP2	ROUTE 049	58
ELIZABETH TATE AM	ETIA2	ROUTE 121	18
ELIZABETH TATE AM	ET2A2	ROUTE 122	24
ELIZABETH TATE AM	ET3A2	ROUTE 123	11
ELIZABETH TATE PM	ET1P2	ROUTE 121	18
ELIZABETH TATE PM	ET2P2	ROUTE 122	25
ELIZABETH TATE PM	ET3P2	ROUTE 123	10
LIBERTY AM	HELB7A2	ROUTE 071	58
LIBERTY AM	PNLB1A2	ROUTE 053	75
LIBERTY AM	NBLB1A2	ROUTE 026	59
LIBERTY AM	VALB1A2	ROUTE 061	63
LIBERTY AM	HELB1A2	ROUTE 059	60
LIBERTY AM	HELB4A2	ROUTE 162	48
LIBERTY AM	PNLB2A2	ROUTE 055	66
LIBERTY AM	GRLB1A2	ROUTE 160	57
LIBERTY PM	HELB7P2	ROUTE 071	58
LIBERTY PM	PNLB1P2	ROUTE 053	75
LIBERTY PM	NBLB1P2	ROUTE 026	59
LIBERTY PM	VALB1P2	ROUTE 061	63
LIBERTY PM	HELB1P2	ROUTE 059	60
LIBERTY PM	HELB4P2	ROUTE 162	48
LIBERTY PM	PNLB2P2	ROUTE 055	66
LIBERTY PM	GRLB1P2	ROUTE 160	57
WEST AM	NBWE3A2	ROUTE 028	92
WEST AM	TWWE3A2	ROUTE 060	77
WEST AM	HNWE1A2	ROUTE 072	77
WEST AM	NBWE2A2	ROUTE 027	127
WEST AM	HEWE3A2	ROUTE 041	108
WEST AM	AAWE2A2	ROUTE 022	25
WEST AM	AAWE1A2	ROUTE 021	85
WEST AM	LUWE1A2	ROUTE 050	32
WEST PM	NBWE3P2	ROUTE 028	92
WEST PM	TWWE3P2	ROUTE 060	77
WEST PM	HNWE1P2	ROUTE 072	76
WEST PM	NBWE2P2	ROUTE 027	126
WEST PM	HEWE3P2	ROUTE 041	108

Route Set	Route #	Description	Actual Load
WEST PM	AAWE2P2	ROUTE 022	25
WEST PM	AAWE1P2	ROUTE 021	85
WEST PM	LUWE1P2	ROUTE 050	32
SPECIAL EDUCATION			
ALEXANDER/WOOD/TWAIN SPED AM	SAASE1A1	ROUTE 009	4
ALEXANDER/WOOD/TWAIN SPED AM	SAA3A1	ROUTE 030	9
ALEXANDER/WOOD/TWAIN SPED AM	SAA2A1	ROUTE 014	3
ALEXANDER/WOOD/TWAIN SPED PM	SAASE1P1	ROUTE 009	4
ALEXANDER/WOOD/TWAIN SPED PM	SAA3P1	ROUTE 030	8
ALEXANDER/WOOD/TWAIN SPED PM	SAA2P1	ROUTE 014	3
BORLAUG SPED AM	SNB2A1	ROUTE 004	4
BORLAUG SPED AM	SNB1A1	ROUTE 017	5
BORLAUG SPED MID	SNB1M1	ROUTE 007	2
BORLAUG SPED MID	SNB2M1	ROUTE 014	1
BORLAUG SPED PM	SNB2P1	ROUTE 004	4
BORLAUG SPED PM	SNB1P1	ROUTE 017	5
CITY SPED AM	SCI3A2	ROUTE 135	10
CITY SPED AM	SCI2A2	ROUTE 015	5
CITY SPED AM	SSHC1A2	ROUTE 010	6
CITY SPED PM	SCI3P2	ROUTE 135	10
CITY SPED PM	SCI2P2	ROUTE 015	7
CITY SPED PM	SSHC1P2	ROUTE 010	7
EASTDALE TRANSITIONS AM	STR4A1	ROUTE 082	10
EASTDALE TRANSITIONS AM	STR5A1	ROUTE 084	6
EASTDALE TRANSITIONS PM	STR4P1	ROUTE 082	9
EASTDALE TRANSITIONS PM	STR5P1	ROUTE 084	6
GARNER/PENN SPED AM	SPN2A1	ROUTE 013	5
GARNER/PENN SPED AM	SPN1A1	ROUTE 074	3
GARNER/PENN SPED PM	SPN2P1	ROUTE 013	4
GARNER/PENN SPED PM	SPN1P1	ROUTE 074	3
HILLS SPED AM	SHLWE1A1	ROUTE 002	1
HILLS SPED PM	SHLWE1P1	ROUTE 002	1
HOOVER EAST SPED AM	SHVE1A1	ROUTE 075	5
HOOVER EAST SPED PM	SHVE1P1	ROUTE 075	5
HOOVER SPED AM	SHV1A1	ROUTE 003	5
HOOVER SPED AM	SHV2A1	ROUTE 136	7
HOOVER SPED MID	SHV1M1	ROUTE 003	3
HOOVER SPED PM	SHV1P1	ROUTE 003	2
HOOVER SPED PM	SHV2P1	ROUTE 136	6
HORN SPED AM	SHN1A1	ROUTE 007	7
HORN SPED PM	SHN1P1	ROUTE 007	7
KIRKWOOD/C-CENTRAL SPED AM	SKWNW1A1	ROUTE 016	9
KIRKWOOD/C-CENTRAL SPED PM	SKWNW1P1	ROUTE 016	9

Route Set	Route #	Description	Actual Load
LIBERTY SPED AM	SLB1A2	ROUTE 077	3
LIBERTY SPED AM	SLB2A2	ROUTE 008	9
LIBERTY SPED PM	SLB1P2	ROUTE 077	5
LIBERTY SPED PM	SLB2P2	ROUTE 008	8
LONGFELLOW SPED AM	SLF2A1	ROUTE 089	5
LONGFELLOW SPED MID	SLF1M1	ROUTE 089	1
LONGFELLOW SPED MID	SLF2M1	ROUTE 134	3
LONGFELLOW SPED PM	SLF2P1	ROUTE 089	3
LUCAS SPED AM	SLU1A1	ROUTE 088	6
LUCAS SPED AM	SLU2A1	ROUTE 006	7
LUCAS SPED PM	SLU1P1	ROUTE 088	6
LUCAS SPED PM	SLU2P1	ROUTE 006	6
NORTH CENTRAL SPED AM	SVANC1A2	ROUTE 018	3
NORTH CENTRAL SPED AM	SNC2A2	ROUTE 001	4
NORTH CENTRAL SPED PM	SVANC1P2	ROUTE 018	3
NORTH CENTRAL SPED PM	SNC2P2	ROUTE 001	4
NORTHWEST SPED AM	SKWNNW1A2	ROUTE 016	3
NORTHWEST SPED AM	SNW3A2	ROUTE 011	4
NORTHWEST SPED AM	SWBNW2A2	ROUTE 137	1
NORTHWEST SPED MID	SNW1M1	ROUTE 011	1
NORTHWEST SPED PM	SKWNNW1P2	ROUTE 016	3
NORTHWEST SPED PM	SNW3P2	ROUTE 011	5
NORTHWEST SPED PM	SWBNW2P2	ROUTE 137	1
PENN SPED MID	SPN2M1	ROUTE 135	1
PENN SPED MID	SPN1M1	ROUTE 015	1
SHIMEK SPED AM	SSHCI1A1	ROUTE 010	1
SHIMEK SPED PM	SSHCI1P1	ROUTE 010	1
SOUTHEAST SPED AM	SSE2A2	ROUTE 078	4
SOUTHEAST SPED AM	SSE3A2	ROUTE 091	5
SOUTHEAST SPED MID	SSE2M1	ROUTE 084	2
SOUTHEAST SPED MID	SSE1M1	ROUTE 053	3
SOUTHEAST SPED PM	SSE2P2	ROUTE 078	4
SOUTHEAST SPED PM	SSE3P2	ROUTE 091	5
TREC AM	STR2A1	ROUTE 080	7
TREC AM	STR3A1	ROUTE 081	8
TREC PM	STR2P1	ROUTE 080	8
TREC PM	STR3P1	ROUTE 081	8
TWAIN SPED MID	STW1M1	ROUTE 030	1
VAN ALLEN SPED AM	SVANC1A1	ROUTE 018	2
VAN ALLEN SPED MID	SVA2M1	ROUTE 012	1
VAN ALLEN SPED PM	SVANC1P1	ROUTE 018	3
WEBER SPED AM	SWB1A1	ROUTE 073	5
WEBER SPED AM	SWBNW2A1	ROUTE 137	6
WEBER SPED MID	SWB1M1	ROUTE 137	3

Route Set	Route #	Description	Actual Load
WEBER SPED MID	SWB2M1	ROUTE 009	1
WEBER SPED PM	SWB1P1	ROUTE 073	3
WEBER SPED PM	SWBNW2P1	ROUTE 137	6
WEST SPED AM	SWE2A2	ROUTE 134	4
WEST SPED AM	SHLWE1A2	ROUTE 002	1
WEST SPED PM	SWE2P2	ROUTE 134	4
WEST SPED PM	SHLWEIP2	ROUTE 002	1
WICKHAM SPED AM	SWK2A1	ROUTE 138	3
WICKHAM SPED AM	SWK1A1	ROUTE E1	3
WICKHAM SPED PM	SWK2P1	ROUTE 138	3
WICKHAM SPED PM	SWK1P1	ROUTE E1	3
AFTER SCHOOL			
ALEXANDER AFS	AAAFS1	ROUTE 021	29
HILLS AFS	HLAFS	ROUTE 075	30
LUCAS AFS	LUAFS1	ROUTE 089	22
TWAIN AFS	TWAFS1	ROUTE 036	36
BUILDING TO BUILDING			
KIRKWOOD REGIONAL CENTER INBOUND	KCIA1	ROUTE 087	
KIRKWOOD REGIONAL CENTER INBOUND	KCIP2	ROUTE 087	
KIRKWOOD REGIONAL CENTER OUTBOUND	KCIP3	ROUTE 087	
KIRKWOOD REGIONAL CENTER OUTBOUND	KC2M1	ROUTE 087	
PRE-ALGEBRA	NBWE3P3	HE, AA, HN	3
PRE-ALGEBRA	SNB2P3	SH, LM, LF	4
PRE-ALGEBRA	SNB1P3	WK, CC, WB	13
NORTH CENTRAL PM	HE5P2	NCJH ATHLETIC SHUTTLE	
NORTH CENTRAL PM	SPN1P2	NCJH ATHLETIC SHUTTLE	

APPENDIX N

BELL TIMES

ELEMENTARY SCHOOLS	EARLIEST ARRIVAL	AM START	PM DISMISSAL	THURSDAY DISMISSAL
ALEXANDER	7:30	7:55	2:55	1:55
BORLAUG	7:30	7:55	2:55	1:55
CORALVILLE CENTRAL	7:30	7:55	2:55	1:55
GARNER	7:30	7:55	2:55	1:55
HILLS	7:30	7:55	2:55	1:55
HOOVER	7:30	7:55	2:55	1:55
HOOVER EAST	7:30	7:55	2:55	1:55
HORN	7:30	7:55	2:55	1:55
KIRKWOOD	7:30	7:55	2:55	1:55
LEMME	7:30	7:55	2:55	1:55
LINCOLN	7:30	7:55	2:55	1:55
LONGFELLOW	7:30	7:55	2:55	1:55
LUCAS	7:30	7:55	2:55	1:55
MANN	7:30	7:55	2:55	1:55
PENN	7:30	7:55	2:55	1:55
SHIMEK	7:30	7:55	2:55	1:55
TWAIN	7:30	7:55	2:55	1:55
VAN ALLEN	7:30	7:55	2:55	1:55
WEBER	7:30	7:55	2:55	1:55
WICKHAM	7:30	7:55	2:55	1:55
WOOD	7:30	7:55	2:55	1:55

SECONDARY SCHOOLS	EARLIEST ARRIVAL	AM START	PM DISMISSAL	THURSDAY DISMISSAL
NORTH CENTRAL	8:35	8:50	4:00	3:00
NORTHWEST	8:35	8:50	4:00	3:00
SOUTH EAST	8:35	8:50	4:00	3:00
CITY	8:35	8:50	4:00	3:00
LIBERTY	8:35	8:50	4:00	3:00
WEST	8:35	8:50	4:00	3:00
TATE	8:35	9:00	3:00	2:15

OFF SITE PROGRAMS	EARLIEST ARRIVAL	AM START	PM DISMISSAL	THURSDAY DISMISSAL
TREC	8:40	8:45	2:15	1:15
TRANSITIONS	8:40	8:45	2:45	1:45
HEADSTART	Varies (Will be discussed during mandatory pre-bid conference.)			

APPENDIX O

Liquidated Damages Schedule:

1. The District may assess liquidated damages in the amount of 100 % of the price for a daily route (AM & PM) for each of the following deficiencies:
 - Missed route – Route not run or combined (“doubled-up”) with another route.
 - Illegal use of equipment (un-inspected equipment, unlicensed driver, uninsured equipment and seriously faulty equipment)
 - Unattended child left on bus.
 - Unauthorized and inappropriate discipline of student or students by driver.

2. The District may assess liquidated damages in the amount of 75 % of the price for a daily route (AM & PM) for each of the following deficiencies:
 - Late bus - Arriving at or departing from school 30 minutes to one hour or more late. (Circumstances must be within Contractor’s control)
 - Operating without an aide on the bus.
 - Failure to meet assigned equipment size requirement for route.
 - Running out of fuel while on route.

3. The District may assess liquidated damages in the amount of 50 % of the price for a daily route (AM & PM) for each of the following deficiencies:
 - Driver operating without the use of a seat belt.
 - Failure to fasten a student’s seat belt as required by IEP.
 - Unreported accident with students on bus.
 - Intentional operation an overloaded bus. (Overload equals greater number than manufacturers capacity)

4. The District may assess liquidated damages in the amount of 25 % of the price for a daily route (AM & PM) for each of the following deficiencies:
 - Unauthorized deviations from route.
 - Unauthorized stop.
 - “Bus Empty” sign not placed in bus while stopped. (Driver and / or aide off bus)
 - Late bus - Arriving at or departing from school 10 minutes to twenty-nine minutes late. (Circumstances must be within Contractor’s control)

5. The District may assess liquidated damages in the amount of 10 % of the price for a daily route (AM & PM) for each of the following deficiencies:
 - Equipment age infraction.
 - Inoperable radio on bus. (Damaged prior to dispatch or turned off by driver)
 - Inoperable air conditioning unit on Special Education bus. (Damaged prior to dispatch)
 - Inoperable lift on Special Education bus. (Damaged prior to dispatch)
 - Operating equipment without proper route number identification.