

Union School District
18 Kinney Hollow Rd.
Union, CT 06076

Ph: 860-684-3146

Request for Proposals #145

Student Transportation Services

The Union School District is seeking proposals from qualified and licensed student transportation companies to provide student transportation services to/from locations within the Town of Union as well as providing transportation to/from Union's designated high school.

Bids will be received until 12:00pm on December 4, 2024.

Proposals should be addressed as follows:

Office of the Superintendent
18 Kinney Hollow Rd.
Union, CT 06076

Proposals must be plainly marked in the lower left-hand corner of the envelope as follows:

PROPOSAL NUMBER: 145
PROPOSAL NAME: Union School Student Transportation Services

Questions related to this RFP must be submitted via e-mail to sjackopsic@unionschool.net no later than **November 10, 2024.**

Any addendums, if necessary, will be published on the Union School website at www.thelittleschoolonthehill.org and State of CT/DAS site by **November 10, 2024.**

Proposals must be received by December 4, 2024 by 12:00pm.

The District reserves the right to reject any and/or all proposal(s) or any parts thereof, to accept and/or reject any alternate proposal(s), to waive any informality, technical defect or omission in any proposal(s), to require a modification of the contract terms at any time, and to select the vendor who, in the opinion of the District, will meet the best interests of the District, provided that nothing herein shall be deemed to waive any requirement of federal, state or local law. Under no circumstances will the District be responsible for the costs involved in preparing or making any proposal by any vendor.

Request for Proposals # 145

Student Transportation Services

Background

Union School District (the "District") is seeking proposals from qualified and licensed student transportation companies to provide student transportation services to/from locations within the Town of Union, as well as designated high school(s). "Turnkey" service is required, with the contractor providing all equipment, vehicles, maintenance, labor, supervision/management, ~~fuel storage/metered delivery, land and facilities,~~ routing development and maintenance (including software/technology), insurance, training, and all other items required to provide a full-service student transportation operation, except for motor fuel.

The District intends to enter into a 3-5 year contract for these services, with several milestones included to determine the ultimate duration of the contract. In the event of a contract with a term greater than five years, the selected provider would be transitioning the entire school bus fleet to zero-emission vehicles by Fiscal Year 2030. Service providers will provide fixed pricing for the first (3) fiscal years of the contract as part of their RFP submittal.

Questions related to this RFP must be submitted via e-mail to sjackopsic@unionschool.net no later than **November 10, 2024**. All questions and the responses thereto will be published on the District's website at www.thelittleschoolonthehill.org **by December 4, 2024**.

Any addendums, if necessary, will be published on the Union School District website and State of CT/DAS site by **November 10, 2024**. It is the responsibility of all proposers to check DAS or district website for any addendums and/or RFP questions and answers prior to submitting a proposal.

Proposals must be received at Union School no later than **12:00PM on December 4, 2024**. Emails of proposals will also be accepted to sjackopsic@unionschool.net.

The District reserves the right to reject proposals, or any part thereof, to waive informalities and technicalities and to accept the proposal deemed to be in the best interest of the District.

Required Services / Scope of Work

- Provide “turnkey” daily transportation services to approximately 75 resident students to/from Union School and designated high school(s).
- Contractor to provide all equipment, vehicles, maintenance, labor, supervision/management, routing development and maintenance (including software/technology), insurance, training, and all other items required to provide a full-service student transportation operation, except for motor fuel.

Proposals

Respondents must provide the following in their response to this RFP:

1. General information and company history
2. Explain how your proposal will meet the student and parent needs of the District
3. Firm’s policy statement for hiring employees of a previous student transportation contractor
4. List of key management personnel and their resumes, including the primary supervisor/manager for day-to-day operations.
5. Completed “References” Form
6. Pricing submitted using “Appendix A- Pricing”
7. Completed required submittal forms as outlined in this Request for Proposals
8. Completed Non-Collusion/Non-Conflict Affidavit

Proposals must be received in hard-copy format or email (sjackopsic@unionschool.net) by the Superintendent by no later **12:00PM** on **December 4, 2024**. All proposals should be signed by an authorized agent of the proposer and should include the name, telephone number, fax number and email address of person(s) to be contacted for further information or clarification.

Terms and Conditions

A. Disclaimers and Disclosures

The District has prepared this document to give background information to interested parties for participating in the request for proposal process. While the District has taken due care in the preparation of this request for proposal document and believes it to be accurate, neither the District nor the Town of Union nor any of their respective officers, employees, agents, attorneys or advisors give any warranty or make any representations (collectively the “District Parties”), express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information set forth in this request for proposal document is not intended to be

exhaustive. The information disclosed herein is provided on the basis that it is non-binding on the District Parties. The District reserves the right to alter/increase/decrease the scope of work requirements as later determined. The District reserves the right not to proceed with the services requested. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest. The District reserves the right to accept or reject, in full or in part, any or all the offers without assigning any reason whatsoever. The District does not bind itself to accept the lowest or any offered proposal in response to this request for proposal and reserves the right to reject all or any or cancel the request for proposal without assigning any reason whatsoever. The District also has the right to re-issue the request for proposal without any proposer having the right to object to such reissue. No oral statement of any representatives of the District shall be effective to waive, change or otherwise modify any of the provisions of this request for proposal, and no proposer shall rely on any alleged statement.

Submission of a proposal indicates acceptance by the proposer of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the proposer selected.

The District may elect to meet with any, all, or none of the proposers prior to selection. The District reserves the right to reject any or all of the proposals submitted, to negotiate changes to proposal terms and to waive minor inconsistencies with the request for proposal. The District reserves the right to negotiate the cost of this proposal and to award the work to other than the proposer with the lowest cost, if it is in the best interest of the District. Submission of a proposal indicates acceptance by the proposer of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the proposer selected. The District may, before or after proposal opening and in its sole discretion, clarify, modify, amend or terminate this request for proposals if it is determined that doing so is in the District's best interests. Any such action shall be communicated to prospective consultants via a posting on the District's website. Each prospective bidder shall be responsible for checking the District's website at www.thelittleschoolonthehill.org to determine if the District has clarified, modified or amended this request for proposals and if so ensuring that its proposal is in accordance with the terms of the clarified, modified or amended request for proposal.

B. Indemnity

Unless otherwise provided by law, the proposer selected shall fully and completely indemnify and hold harmless the District, the Town of Union and their current and former officers, members, agents, attorneys and employees against any and all liability, loss, damages, costs and expenses, including reasonable attorneys' fees to the extent caused by the negligent acts, errors or omissions of the selected proposer or those for whom the selected proposer is legally responsible in the performance of the work. These provisions shall also include any liability, which may result from a worker's compensation claim or resulting third party action against the District.

C. Availability of Funds

Any contract award associated with this request for proposals is contingent upon the availability

of District funding. If funds for the continued fulfillment are at any time not forthcoming or are insufficient, through failure of any entity to appropriate funds or otherwise, then the District will have the right to terminate the Contract at no additional cost and with no penalty whatsoever by giving prior written notice documenting the lack of funding. The District will provide at least thirty (30) days advance written notice of such termination and will use reasonable efforts to ensure appropriated funds are available. In the event that funds are not available, any agreement resulting from this request for proposals shall become null and void.

D. Tax Exempt

The District is tax exempt under state and federal law. The selected proposer will be responsible for any and all federal, state and local taxes including personal property tax. Such taxes must not be included in proposals.

E. Freedom of Information Act

All information submitted in a proposal or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information Act as amended and judicially interpreted. A proposer's responses may contain financial, trade secret or other data that it claims should not be public (the "Confidential Information"). A proposer must identify specifically the pages or portions of its proposal or additional information that contain the claimed Confidential Information by visibly marking all such pages and portions.

If the District receives a request for a proposer's Confidential Information, it will promptly notify the proposer in writing of such request and provide the proposer with a copy of any written disclosure request. The proposer may provide written consent to the disclosure or may object to the disclosure by notifying the District in writing to withhold disclosure of the information, identifying in the notice the basis for its objection, including the statutory exemption(s) from disclosure. The proposer shall be responsible for defending any complaint brought in connection with the nondisclosure, including but not limited to appearing before the Freedom of Information Commission, and providing witnesses and documents as appropriate.

F. Non-Collusion

More than one offer from an individual, firm partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a proposer is interested in more than one bid for the work contemplated will cause rejection of all proposals in which the proposer is interested. Any or all proposer will be rejected if there is any reason for believing that collusion exists among proposers. Participants in such collusion may not be considered in the future for offers of the same work. Each proposer, by submitting a proposal, certifies that it is not a part to any collusive action. Each proposer shall be required to complete and submit a copy of the attached "Non-Collusive/Non-Conflict Affidavit" with their proposal.

G. Employment Discrimination Prohibited

The successful proposer will not discriminate against any employee, or applicant for employment on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability (including pregnancy), genetic information, veteran status or

gender identity or expression, or any other protected class status recognized under Connecticut or federal law except in the case of a bona fide occupational qualification. The successful proposer agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause. The successful proposer in all solicitation or advertisements for employees, placed by or on behalf of the proposer, will state that such successful proposer is an Equal Opportunity Employer. Employment discrimination by proposer prohibited. Notices, advertisements, and solicitations placed in accordance with Federal Law, rules or regulation shall, be deemed sufficient for the purpose of meeting the requirements of this section. The District shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates either in employment practices or in the provision of benefits or services to employees on the basis of protected classes.

H. Cancellation

The District reserves the right to cancel the award of a contract at any time before execution of the contract by both parties if cancellation is deemed to be in the District's best interest. In no event shall the District have any liability for the cancellation of the award. If the District deems it necessary, the District may postpone the date for the opening of the proposals by notifying each proposer by telephone, mail or the issuing of an addendum.

I. Additional Requirements

Proposers agree to comply with all applicable federal and state legal requirements in the performance of the services solicited by this request for proposals. The selected proposer shall be responsible for obtaining all legally required licenses and permits necessary to perform the services solicited by this request for proposals which shall be paid at the selected proposer's sole expense. Proposers shall be licensed in the State of Connecticut to perform the services solicited by this request for proposals.

Other Considerations

- Pricing submitted in Appendix A must be firm for a period of (120) days from the RFP due date. If awarded the contract, such pricing shall be firm prior to the execution of the contact through the term of the Contract.
- Transportation services are provided on a “Tiered” system based on the school day beginning and ending times (“Bell Times”) provided in Appendix B. A current schedule of vehicles is provided in Appendix C.
- Contractor and all Vehicle Operators shall be in compliance with all local, state and federal laws. Contractor shall perform criminal record checks and DCF Sex Offender Registry checks as described in the Connecticut General Statutes on Vehicle Operators, Bus Monitors and all other Contractor personnel who will have contact with children in providing the services solicited in this request for proposals. The results of all such criminal records checks shall be reported to the District.
- The Contractor shall provide an ongoing program of classroom and road training at its expense in accordance with federal, state and local laws, rules and regulations to assure continued state certification of all Vehicle Operators.
- The Contractor shall provide training for its Vehicle Operators as required pursuant to Connecticut Public Act 18-185.
- The District will purchase all gasoline, diesel, and propane fuel utilized to transport students, and provide the fuel to the contractor at the contractor’s bus terminal. ~~Contractor will place fuel orders on behalf of the District, take delivery of the fuel, store, monitor, dispense, and track consumption.~~
- It is expected that the contractor will be compensated for up to a maximum of 190 days of basic transportation services (excluding field trips, athletic events, special runs, late runs, and late buses) at the contracted per-vehicle, per-day prices for each school year covered by the resultant contract, limited by the following: For each school year, should the District not require transportation services for five (5) consecutive days or more, the District will compensate the Contractor for the average number of vehicles by type utilized by the Contractor for the immediately preceding five (5) school days for which basic transportation service was provided (the "Average Number of Vehicles by Type") at 60% of the applicable per Vehicle, per day rate set forth the resultant contract for those days that services are not required. In the event transportation services are not required for less than five (5) consecutive days, the District will compensate the Contractor for those days that services are not required for the Average Number of Vehicles by Type at 100% of the applicable per Vehicle, per day rate set forth in the resultant contract.
- Contractor will be expected to provide transportation for field trips and athletic events with 100% request coverage. If contractor is not able to self-perform requested coverage, they may sub-contract the service upon the District’s approval, but the rate charged may not exceed the Contractor’s rate. The District requires

coverage for an estimated 5-10 field trips per school year.

- Services are to be provided in compliance with all Union Board of Education transportation-related policies and regulations. Policy 3541-Transportation, and all associated sub-policies/regulations, are located on the District website.
- Union School District retains the right to enter into a separate contract for transporting students to Out-Of-Town facilities and other Out-placed students. In addition, the District retains the right to obtain other transportation not described in this RFP from other persons or entities.
- The Contractor shall provide a full-time manager who meets the approval of the District. **Manager must be located on-site at the bus terminal.**
- The Contractor will be obligated to self-perform all services (no sub-contracting or assignment) unless otherwise approved in writing by the District. The District has the option to require a Performance Bond each year for 100% of the contract value, so the Contractor must be able to secure such a bond immediately upon request. The Board will pay the agreed-upon cost of the Bond.
- The District is exempt from Connecticut Sales Tax. Do not include sales tax in any pricing submitted.

Selection Process and Criteria

Contractor will be selected based on overall quality of the contractor's RFP response and applicability to the needs of the District, relevance of experience, strength of references, and pricing. The strength, feasibility, and expediency of the firm's plan to transition to zero-emission school busses by 2030 will be considered in the selection process. The District may select firms to attend in-person interviews to determine the best fit between the firm and the needs of the Union School District. Final contracts are subject to negotiation between both parties, but will contain all provisions of this RFP document.

The District reserves the right to pursue or reject any and all proposals, in whole or in part, to give preference to local businesses, and to pursue any proposal deemed to be in the best interests of the District. The District is not under any obligation to award to the lowest priced response, but will purchase from the lowest, best qualified proposer meeting all selection criteria. The District shall reserve the right to amend or to terminate the proposal at its sole discretion, and at any time, and shall reserve the right to reject all proposals. The District reserves the right to waive any informalities or inconsistencies in, or reject, any or all proposals or any part of any proposal for any reason.

Any proposal may be withdrawn prior to the opening time and date. Any proposal received after the time and date as specified will not be accepted. The District reserves the right to negotiate any and all elements of any proposal directly with the proposer. No changes in or to the proposal submissions will be permitted after the opening of proposals unless approved by the District. The District may request clarifications on any portion of the proposal in order to develop a comprehensive assessment of the proposal.

The District shall have the right to take such steps, as it deems necessary, to determine the ability of the proposer to perform the work and the proposer shall furnish the District with information and

data for this purpose as requested. The District reserves the right to reject any proposal where, on investigation, the evidence or information submitted by such proposers does not satisfy the District and the proposer is not deemed qualified to carry out properly the terms of the contract.

REFERENCES

In the interest of securing competent contractors, the following information must be provided with your **Proposal**. Failure to provide this information may jeopardize award.

Please provide three references for other area smaller school districts within the state of Connecticut to Union School District to whom you **currently** provide full-service student transportation.

District #1

District Name: _____
Customer Contact Name/Phone Number/E-Mail: _____
Service Term: _____

Description of Services / Brief History of Business Relationship:

District #2

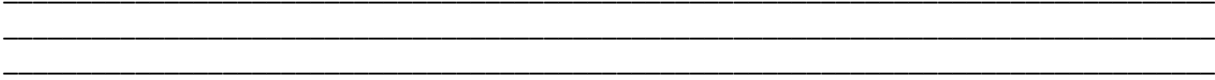
District Name: _____
Customer Contact Name/Phone Number/E-Mail: _____
Service Term: _____

Description of Services / Brief History of Business Relationship:

District #3

District Name: _____
Customer Contact Name/Phone Number/E-Mail: _____
Service Term: _____

Description of Services / Brief History of Business Relationship:



Appendix A- Pricing

Request for Proposals #145 Union School Student Transportation Services

	SY25	SY26	SY27
Cost Per Vehicle Per Day			
Type 1			
Type II			
Wheelchair Type 1			
Wheelchair Type II			
Van (Please indicate van maximum capacity.)			

Prices above include AM & PM Home to School Routes

Field Trips- Cost of Vehicle Per Hour from Student

P/U

Type 1			
Type II			
Wheelchair Type 1			
Wheelchair Type II			
Van (Please indicate van maximum capacity.)			

In-Town Field Trips- Cost of Vehicle Per Hour from Student P/U

Type 1			
Type II			
Wheelchair Type 1			
Wheelchair Type II			
Van (Please indicate van maximum capacity.)			

Noon Vehicle Per Day/Hour (Specify)

Type 1			
Type II			
Wheelchair Type 1			
Wheelchair Type II			
Van			

Summer School- Per Vehicle Per Day

Type 1			
Type II			
Wheelchair Type 1			
Wheelchair Type II			
Van			

Bus Monitors

Cost per Hour			
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SY28

SY29

Cost Per Vehicle Per Day

Type 1			
Type II			
Wheelchair Type 1			
Wheelchair Type II			
Van (Please indicate van maximum capacity.)			

Prices above include AM & PM Home to School Routes

Field Trips- Cost of Vehicle Per Hour from Student

P/U

Type 1			
Type II			
Wheelchair Type 1			
Wheelchair Type II			
Van (Please indicate van maximum capacity.)			

In-Town Field Trips- Cost of Vehicle Per Hour from Student P/U

Type 1			
Type II			
Wheelchair Type 1			
Wheelchair Type II			
Van (Please indicate van maximum capacity.)			

Noon Vehicle Per Day/Hour (Specify)

Type 1			
Type II			
Wheelchair Type 1			
Wheelchair Type II			
Van			

Summer School- Per Vehicle Per Day

Type 1			
Type II			
Wheelchair Type 1			
Wheelchair Type II			
Van			

Bus Monitors

Cost per Hour			
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SUBMITTED BY:

Vendor Contact Person

Written signature Title

Address

Telephone#

Email Date

Tax Collector verification: _____

No delinquent taxes owed by the awarded bidder to the Town of ____

Appendix B- Current "Bell Times"

Request for Proposals #145
Union School Student Transportation Services

Union School, 8:15am-3:00pm

High School(s), ~7:20am-2:10pm

Appendix C- Current Vehicle Schedule

Request for Proposals #145
Union School Student Transportation Services

Please note that the current runs provided, along with two other options, are all possibilities for next school year and beyond.

The schedule below reflects the current *daily* recurring services utilized by the District.

High School Bus Runs

- Bus #1
 - AM
 - High School-Drop off one student at Roaring Brook Campground at ~6:00am (exchange with Stafford HS) then proceed with bus run picking up students.
 - Exchange w/ Bus #2 at Union School at ~6:35am. Bus #2 takes all students (~15-20) to Woodstock Academy.
 - Bus #1 is off until elementary run begins at ~7:30am.
 - Bus #2 heads to Woodstock Academy and picks up any students (as needed) along the way.
 - PM
 - Bus picks up one student (vo-ag student) at Olympic Circle in Stafford for ~2:45pm. Bus then proceeds to Union School for ~3:00pm. High school students go home on elementary bus run.

- Bus #2
 - AM
 - High School pick-ups (~6:00-6:30am)/exchange at Union School at ~6:35am.
 - PM
 - Bus picks up 1-2 students at Ellis Tech at ~2:00pm then proceeds to Woodstock Academy to pick up ~15-20 students at ~2:20pm. After that, bus drops off any students that are on the route on the way back to Union School.
 - Bus does exchange at Union School at ~3:00pm. High school students go home on elementary bus run.

Elementary Bus Runs

- Bus #1
 - AM
 - Route begins at ~7:30am and arrives at school at ~8:15am.
 - PM
 - Route begins at ~3:05pm and is completed by ~3:45pm

- Bus #2
 - AM
 - Route begins at ~7:30am and arrives at school at ~8:15am.
 - PM
 - Route begins at ~3:05pm and is completed by ~4:00pm

The schedules below reflect a **possible** service for at least the 25-26 school year utilized by the District.

Option A

- Bus #1
 - AM
 - High School-Drop off 1-2 students at Roaring Brook Campground (exchange with Stafford HS) then proceed with bus run picking up students.
 - Exchange w/ Bus #2 at Union School at ~6:35am. Bus #2 takes all students (~15-20) to Woodstock Academy. Bus #1 then proceeds to take students to EO Smith High School.
 - Bus #2 heads to Woodstock Academy and picks up any students (as needed) along the way.
 - PM
 - Bus picks up students at EO Smith High School at 2:08pm. Bus then proceeds to Stafford for pick-up at Olympic Circle.
 - Bus picks up students at Olympic Circle in Stafford for ~2:45pm. Bus then proceeds to Union School for ~3:00pm. High school students go home on elementary bus run.
- Bus #2
 - AM
 - High School pick-ups (~6:00-6:30am)/exchange at Union School at ~6:35am.
 - PM
 - Bus picks up 1-2 students at Ellis Tech at ~2:00pm then proceeds to Woodstock Academy to pick up ~15-20 students at ~2:20pm. After that, bus drops off any students that are on way back to Union School.
 - Bus does exchange at Union School at ~3:00pm. High school students go home on elementary bus run.

Elementary Bus Runs-no change from current schedule

- Bus #1
 - AM
 - Route begins at ~7:30am and arrives at school at ~8:15am.
 - PM
 - Route begins at ~3:05pm and is completed by ~3:45pm
- Bus #2
 - AM
 - Route begins at ~7:30am and arrives at school at ~8:15am.
 - PM
 - Route begins at ~3:05pm and is completed by ~4:00pm

Option B

High School Bus Runs

- Bus #1
 - AM
 - High School-Drop off 1-2 students at Roaring Brook Campground at ~6:00am (exchange with Stafford HS) then proceed with bus run picking up students.
 - Exchange w/ Bus #2 at Union School at ~6:35am. Bus #2 takes all students (~15-20) to Woodstock Academy. Bus #1 is off until elementary run begins at ~7:30am.
 - Bus #2 heads to Woodstock Academy and picks up any students (as needed) along the way.
 - PM
 - Bus picks up students at EO Smith High School at 2:08pm. Bus then proceeds to Stafford for pick-up at Olympic Circle.
 - Bus picks up students at Olympic Circle in Stafford for ~2:45pm. Bus then proceeds to Union School for ~3:00pm.
- Bus #2
 - AM
 - High School pick-ups (~6:00-6:30am)/exchange with Ashford bus (EO Smith) @ ~6:15am and Union School at ~6:35am.
 - PM
 - Bus picks up 1-2 students at Ellis Tech at ~2:00pm then proceeds to Woodstock Academy to pick up ~15-20 students at ~2:20pm. After that, bus drops off any students that are on the route on the way back to Union School.
 - Bus does exchange at Union School at ~3:00pm. High school students go home on elementary bus run.

Elementary Bus Runs-no change from current schedule

- Bus #1
 - AM
 - Route begins at ~7:30am and arrives at school at ~8:15am.
 - PM
 - Route begins at ~3:05pm and is completed by ~3:45pm
- Bus #2
 - AM
 - Route begins at ~7:30am and arrives at school at ~8:15am.
 - PM
 - Route begins at ~3:05pm and is completed by ~4:00pm

**Union School District
REQUEST FOR PROPOSAL
FOR
UNION SCHOOL STUDENT TRANSPORTATION SERVICES**

RFP: #145 DUE: 12/4/24 AT 12:00 PM

NON-COLLUSION/NON-CONFLICT AFFIDAVIT OF RESPONDENTS
(To be submitted with proposal)

The undersigned Proposer, having fully informed themselves regarding the accuracy of the statements made herein certifies that:

The statement of qualifications has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other proposer designed to limit independent responses or competition, and no Board of Education member nor any Union School District employee or person whose salary is payable in whole or in part from the Union School District, the Town of Union, nor an immediate family member thereof, is directly or indirectly interested in the Bid/RFQ/Proposal, or in the services, supplies, materials, equipment, work, or labor to which it relates, or in any profits thereof.

State of Connecticut S.S.

County of _____

Subscribed and sworn before me this _____ day of _____, 20_____

Legal Name of Respondent: _____

Business Name: _____

Business Address: _____

Signature and Title of Person

My Commission Expires _____

Notary Public

Date