



**BID NO. 2016/17:R10**  
**STUDENT CHARTER BUS AND SHUTTLE TRANSPORTATION SERVICES**

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All forms marked with an asterisk (\*) shown above must be completed and returned by interested bidders prior to the bid deadline which is **not later than 2:00 p.m. on Thursday, May 18, 2017.**

A mandatory bidder's conference will be held on Thursday, **May 4, 2017, at 1:00 p.m.** for the purpose of acquainting all prospective bidders with the bid documents and bid requirements.

If any person contemplating submitting a bid for the proposed contract is in doubt as to the true meaning of any part of the specifications, or other proposed contract documents, or finds discrepancies in, or omissions from the specifications, bidder is instructed to contact Rosana McLeod, Director of Purchasing, Rowland Unified School District to request an interpretation or correction thereof no later than 2:00 p.m. on May 10, 2017.



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**NOTICE TO BIDDERS**

NOTICE IS HEREBY GIVEN that the ROWLAND UNIFIED SCHOOL DISTRICT, acting by and through its Board of Education, hereinafter referred to as **the District will receive up to, but not later than 2:00 p.m. on Thursday, May 18, 2017, sealed bids for the award of contracts for the following:**

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Such bids shall be received at **Rowland Unified School District, District Purchasing Department Office, 1830 S. Nogales Street, Rowland Heights, CA 91748** and shall be opened at the stated time and place.

Each bid must conform and be responsive to this invitation, the Information for Bidders, the Specifications, and all other documents comprising the contract documents. Copies of the Contract Documents may be obtained in the Rowland Unified School District Purchasing Department by emailing Rosana McLeod at [rmcleod@rowlandschools.org](mailto:rmcleod@rowlandschools.org).

**A mandatory bidder's conference will be held on Thursday, May 4, 2017, at 1:00 p.m.** for the purpose of acquainting all prospective bidders with the bid documents and bid requirements. Potential Bidders are to meet at the Rowland Unified School District, Purchasing Department at the address shown above for the conference. **It is mandatory that all bidders attend this conference. Please call (626) 854-8387 to confirm your attendance at the pre-bid conference.**

The District intends to award contracts to responsive and responsible bidder(s) for the services described above. Because it is known that the lowest bidder may not be able to meet all the needs of the District on any given date/time, qualified contractors will be awarded contracts and will be given an opportunity to provide trips in the order of their ranking that will result from the bids submitted by responsive and responsible contractors.

The District reserves the right to reject any or all bids, to accept or to reject any one or more items of a bid, or to waive any irregularities or informalities in the bids or in the bidding.

No bidder may withdraw his bid for a period of sixty (60) days after the date set for the opening of bids.

Publication: San Gabriel Valley Tribune

Publication Dates: Thursday, April 21, 2017 and Thursday, April 28, 2017  
Bid Conference: Thursday, May 4, 2017 at 1:00 p.m., District Board Room



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**INFORMATION FOR BIDDERS**

1. **SECURING DOCUMENTS:** Specifications and other contract document forms will be available without charge, and may be secured by prospective bidders from the Purchasing Department of Rowland Unified School District, Purchasing Department, 1830 S. Nogales Street, Rowland Heights, CA 91748. The bid and an updates will be posted on our District's website at [www.rowlandschools.org](http://www.rowlandschools.org)
2. **PROPOSALS:** Bids to receive consideration shall be made in accordance with the following instructions:
  - A. Bids shall be made upon the form therefore obtained at the Purchasing Department office of the Rowland Unified School District, properly executed. Bids shall be written in ink or by typewriter before submission. Bids are to be verified, as they cannot be corrected after bids are opened. The signature of all persons signing shall be in longhand. The completed form shall be without interlineations, alterations, or erasures. Alternative proposals will not be considered unless requested in the specifications. No oral or telegraphic modifications will be considered. Indicate "no bid" in areas that you do not intend to provide services. Price shall not include sales tax.
  - B. Before submitting a bid, bidders shall carefully examine specifications, and the forms of other documents. They shall fully inform themselves as to all existing conditions and limitations, and shall insure that unit cost and total cost is reflected in the bid. No allowance will be made because of lack of such examination or knowledge.
  - C. No bid shall include California sales or use tax, or Federal excise tax.
  - D. Bids shall be delivered to said Rowland Unified School District, or its representative, at its office on or before the day and hour set for the opening of bids in the NOTICE TO BIDDERS published in the San Gabriel Valley Tribune which bids shall be enclosed in a sealed envelope bearing the description of the bid call, the name of the bidder, to see that the bid is received in proper time. Any bids received after the scheduled closing time for receipt of bids shall be returned to the bidder unopened.
3. **ADDENDA OR BULLETINS:** Any addenda or bulletins issued by the District during the time of bidding or forming a part of the documents issued to the bidder for the preparation of the bid shall be covered in the bid and shall be made a part of the Contract. Addenda will be posted on District's website at [www.rowlandschools.org](http://www.rowlandschools.org)
4. **WITHDRAWAL OF BIDS:** Any bidder may withdraw their bid, either personally or by a written request, at any time prior to the scheduled time for opening of bids, but not after.
5. **OPENING OF BIDS:** Bids will be opened at the time and place scheduled in the NOTICE TO BIDDERS.



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6. **AWARD CRITERIA OR REJECTION OF BIDS:** The District intends to award contracts to responsive and responsible bidder(s) for the services described herein. Because it is known that the lowest bidder may not be able meet all needs of the District on any given date/time, qualified contractors will be awarded contracts and will be given an opportunity to provide available trips in the order of their ranking that will result from the bids submitted by responsive and responsible contractors. The lowest bidder will receive the most favored position in terms of getting the first right of refusal of the district's business. Therefore, the District will offer available trips to the lowest bidder and, as the need arises, progress to the next low bidder, third lowest bidder and, until all of the bidding Contractors are booked including the high bidder.

Contracts will be awarded (by item) for 78-84/91 passenger school busses, 47-56 passenger coach busses and 57+ passenger coach busses, 9-15 passenger school van for shuttle service and Graduation Night Coach Buses.

All trip quantities included in these documents are estimates only and are only inserted for bid comparison purposes. Companies awarded contracts are to invoice for actual trip quantities as ordered by District Transportation Department staff.

The Board of Education of the Rowland Unified School District, however, reserves the right to reject any or all bids, to accept or reject any one or more items of a bid, and to waive any informality in the bids or in the bidding.

7. **WITHDRAWAL OF BIDS AFTER OPENING:** No bidder may withdraw their bid for a period of sixty (60) days after the date set for the opening thereof.

8. **AGREEMENT:** The form of agreement, which the successful bidder, as contractor, will be required to execute, is included in the contract documents and should be carefully examined by the bidder. The agreement will be executed in two (2) original counterparts. The complete contract consists of the following documents: Notice to Bidders, the Information for Bidders, the Accepted Bid, the Contract Specifications, and the Agreement, including all modifications thereof duly incorporated therein. All of the above named documents are intended to be complementary so that any instructions or requirements called for in one and not mentioned in the other, or vice versa, are to be executed the same as if mentioned in all said documents. The intention of the documents is to include all labor, materials, equipment, transportation and services necessary for the proper delivery and installation of all items called for in the Contract.

9. **INTERPRETATION OF DOCUMENTS:** **If any person contemplating submitting a bid for the proposed contract is in doubt as to the true meaning of any part of the specifications, or other proposed contract documents, or finds discrepancies in, or omissions from the specifications, bidder is instructed to contact Rosana McLeod, Director of Purchasing, Rowland Unified School District, to request an interpretation or correction thereof no later than 2:00 p.m. on May 10, 2017, by e-mail: [rmcleod@rowlandschools.org](mailto:rmcleod@rowlandschools.org) .** The District requires that such request be in writing, in which case the person submitting the request will be responsible for its prompt delivery. Any interpretation or correction of the proposed documents will be made only by Addendum duly issued by said bid administrator and a copy of such Addendum will be mailed or delivered to each person receiving a set of the contract documents. At the option of the Director, all addenda may be mailed, delivered, faxed, made available for pick-up or sent via electronic mail. The



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District will not be responsible for any other explanation or interpretation of the proposed documents. No oral interpretation of any provision in the contract documents will be made to any bidder. Numbers spelled out in words will take precedence over numerals/figures.

10. **BIDDERS INTERESTED IN MORE THAN ONE BID:** No person, firm, or corporation shall be allowed to make or file or be interested in more than one bid for the same work, unless alternate bids are called for. A person, firm, or corporation submitting a sub-proposal to a bidder, or who has quoted prices on materials to a bidder, is not thereby disqualified from submitting a sub-proposal or quoting prices to other bidders. No person, firm or corporation shall be allowed to bid who has participated in the preparation of contract specifications; a bid by such a person, firm or corporation shall be determined to be non-responsive.

11. **ASSIGNMENT OF CONTRACT:** No assignment by the Contractor of any contract to be entered into hereunder or any part thereof, or of funds to be received thereunder by the Contractor, will be recognized by the District unless such assignment has had the prior approval of the District.

12. **BID SECURITIES, PERFORMANCE BONDS, PAYMENT BONDS:** No bonds are required for this contract.

If any other bonds or guarantees are required by the District of the bidders or the successful bidders, those bonds or guarantees are so stated in the Specifications of these bid documents.

13. **DEMONSTRATIONS:** If the District considers a need, bidders shall be required to arrange demonstrations of items or services bid. Failure to be able to provide such working demonstration may disqualify the bidder's bid submittal.

Unless otherwise requested by the District, bidders shall be required to provide the requested demonstrations at the District's facility. **ALL DEMONSTRATIONS SHALL BE PROVIDED FREE OF CHARGE TO THE DISTRICT** Bidders may be required to reimburse the District for travel to demonstrations not held at the District's facility.

14. **EQUAL BIDS:** When bids are equal, they shall be awarded by a drawing of lots, and shall be witnessed by three (3) impartial observers.

15. **ESTIMATED USAGE QUANTITIES:** The District anticipates contract quantity requirements for the supplies/equipment listed in the bid sheets. The District, however, does not guarantee orders in these amounts nor shall the District be required to limit its orders to only those figures. This is an indefinite-quantity bid. Bidders shall not specify minimum or maximum quantities or charges for specific order types. Unlimited orders within the term of the contract shall be allowed at the prices bid.

16. **DISABLED VETERAN BUSINESS ENTERPRISE REQUIRMENTS:** This bid is **not** subject to DVBE 3% participation requirements.

17. **TOBACCO FREE SCHOOLS:** State law prohibits tobacco or use of tobacco on any District property.



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**CONTRACT SPECIFICATIONS**

**Scope:** The District's intent is to contract for student transportation services to augment the services the District is able to provide with its own forces.

**Charter Bus Services** - Although the District maintains a bus fleet for home-to-school transportation, the needs for extracurricular student transportation far exceed what our own fleet can provide, both in number and type of equipment needed. Therefore, the District desires to contract with one or more contractors for student charter bus services to be provided by privately owned carriers for student travel as needed. Successful contractors will be required to supply School Bus and Charter Bus equipment and drivers that meet all State and District requirements.

**Shuttle Transportation** -The District also has need for student shuttle services, which may include transporting one or several students up to as frequently as on a daily basis from home-to-school and back when the needed service is not provided by the District's home-to-school resources. Successful contractors will be required to supply passenger vehicle equipment and drivers that meet all State and District requirements.

**Initial Term:** The initial agreement shall be for a period of one (1) year beginning from the date of contract commencement after award.

**Bid Rates:** The District will not accept any rate adjustments during the contract period unless such adjustments will be in the District's best interest as determined by the Purchasing Department.

Discount for multi-bus charters will not be considered in awarding trips. Contractors are encouraged to include any discounts into their bid price(s) at the time of bid.

Premium rates that are additional to bid prices for weekend, time of the year or special event charter will not be considered.

Hourly charges for overages will be billed and paid at quarter hour increments based on actual overages.

**Contract Extension:** Rowland Unified School District, reserves the right to consider the extension for up to four subsequent one year periods beginning the day after the end of the initial term. In addition, the District reserves the right to further extend this contract to the full extent allowed by law. Factors that will influence the District in exercising this option will be satisfactory service being rendered by the holder(s) of the contract and that any increase in price requested for the extension be a nominal amount and not excessive as measured by local market conditions. A price increase request shall be fully justified by vendor and proved by submission of economic data from independent sources.

**Extension Rates:** The rates shall be subject to adjustment upward or downward once each year commencing with the beginning of the next year in the contract period. Rate increases shall not exceed the non-deficit Revenue Limit Cost of Living Allowance (COLA) as determined by the State of California for that fiscal year. The successful bidder(s) must notify the District in



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writing of their desired price changes for the upcoming extension period no less than sixty (60) calendar days prior to the end of the current contract term. The District reserves the right to reject said price changes and not renew contract, if it is felt to be in the best interest of the District to do so.

If the charter bus contract is extended and a price increase is agreed to, the appropriate pricing will be determined based on the trip booking date (not trip date). Trips booked prior to the end of the current contract term will be at the rate in effect for that contract term, even if the trip will be taken in the next contract term.

If the shuttle service contract is extended the cost for the current routes that will continue into the new period may be adjusted to the agreed-upon new rate. Rate changes will coincide with the contract extension term.

**Contractor Requirements:** The District expects that all bidders, by the act of their bidding, own or lease the equipment that will be provided to transport students and that all drivers will be employees (not subcontractor's) of the bidding company. Bidders may NOT subcontract out any portion of the work to be provided under this contract.

The District expects that all bidders, by the act of their bidding, shall be certified in accordance with the applicable laws of the State of California as a School Pupil Activity Bus (SPAB) <http://www.dmv.ca.gov/pubs/vctop/d01/vc546.htm> and that all drivers of such vehicles will likewise have a valid SPAB license whether or not passengers are students or adults on school or District related activities utilizing either public or private funds.

All work performed and all equipment used by bidders shall meet all applicable "Regulations and Laws Relating to Pupil Transportation in California" as published by the California State Department of Education. A signed bid will be considered a declaration that the equipment to be used in the execution of the contract, if awarded, does and will continue to meet all safety regulations. In addition, SPAB carriers will provide a current copy of:

A list of SPAB certified buses in the fleet (include bus number, VIN, license, and last inspection date by CHP on each bus), and a complete list of all SPAB drivers (include name, CDL number, expiration date, medical expiration date).

**School Pupil Activity Bus and Driver Regulations (SPAB):** All drivers are to be fully certified school bus or SPAB operators with the necessary license and credentials. The District retains the right to inspect both driver and buses/vehicles to insure these requirements are met before leaving on any scheduled trip/route.

All buses being used under this bid are to be certified school or SPAB buses. All school buses must be manufactured after April 1, 1987.

Vendor shall submit a list of all SPAB qualified drivers including name, driver's license number and length of employment. Vendor shall submit a list of all SPAB buses/vehicles including year, model and capacity. These lists shall be updated and sent to the District's Transportation Department quarterly.



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During the contract duration, if awarded, the Contractor shall notify the District in writing within ten days of any additions or deletions of equipment and drivers.

**Pass Through Fees:** Charter Service - Parking fees, entrance fees, tolls, hotel fees, aides (as determined necessary by District Transportation Department staff) and any additional time added to the pre-trip itinerary if approved or ordered by the trip chaperon, shall be expenses of the District and will be payable to the Contractor. Shuttle Service – Parking fees, entrance fees, tolls or aides (as determined necessary by District Transportation Department staff) shall be expenses of the District and will be payable to the Contractor. Contractors should be prepared to prepay and add these expenses to the trip invoice.

If the Charter Service Contractor is required to book a driver's room, it shall be a single room at a reasonable rate. Lodging shall be at the same location trip participants are using if available. If cost of the room is to be more than student participation rate for said trip, prior approval must be granted by the Director of Transportation.

Driver's meals shall be the responsibility of the Contractor. In the event of unknown conditions (drivers exceeding itinerary), the District will reimburse the Contractor at a rate not to exceed the following: Breakfast - \$5.00, Lunch - \$8.00, and Dinner - \$15.00.

**Authorized Order Process:** The District may request transportation services verbally or in writing. Written orders must be acknowledged by the Contractor within 24 hours from the date of the order on the Contractor's standard order confirmation form. Verbal orders must be acknowledged within 8 hours and emergency situation within the hour.

**ONLY ORDERS, VERBAL OR WRITTEN, PLACED BY THE TRANSPORTATION DEPARTMENT WILL BE ACKNOWLEDGED AND AUTHORIZED BY THE DISTRICT.**

**Suspension By District:** The District's Director of Transportation reserves the right to suspend a Contractor for excessive equipment failure and/or breakdowns, excessive trip refusals, or immediately if any certifications are expired or non-existent.

**Inspection of Contractor's Facility:** The District reserves the right to visit the carrier's properties and inspect driver records, vehicle records, and vehicle shop at any time prior to award of contract or during contract term.

**Hold Harmless:** Contractor agrees to and does hereby indemnify, hold harmless and defend the District and its officers, agents and employees from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:

(a) Liability for damages for: (1) death or bodily injury to person; (2) injury to, loss or theft of property; or (3) any other loss, damage or expense arising out of (1) or (2) above, sustained by the Contractor or any person, firm or corporation employed by the Contractor, either directly or by independent contract, upon or in connection with the services called for in this Agreement, however caused, except for liability for damages referred to above which result from the sole negligence or willful misconduct of the District or its officers, employees or agents.





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(b) Any injury to or death of any person, including the District or its officers, agents and employees, or damage to or loss of any property caused by any act, neglect, default, or omission of the contractor, or any person, firm or corporation employed by the Contractor, either directly or by independent contract, arising out of, or in any way connected with, the services covered by this Agreement, whether said injury or damage occurs either on or off District's property, except for liability for damages which result from the sole negligence or willful misconduct of the District or its officers, employees or agents.

(c) Any liability for damages which may arise from the furnishing or use of any copyrighted or uncopyrighted matter or patented or unpatented invention under this Agreement.

**Liability Insurance:** Contractor must carry a comprehensive general liability insurance policy with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage which may arise out of this Agreement in a form mutually acceptable to both parties to protect Contractor and District against liability or claims of liability to be in effect during the term of the contract. If a form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the District, or the general aggregate shall be twice the occurrence. The policy shall provide coverage for sexual abuse allegations.

Contractor agrees to name District and its officers, agents, employees and representatives as additional insured under said policy and to provide an endorsement to this policy evidencing such.

In addition, Contractor agrees to provide an endorsement to this policy stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by District shall be excess and noncontributory."

Contractor will also provide automobile liability insurance with limits of Five Million Dollars (\$5,000,000) per occurrence combined single limit for bodily injury and property damage. All policy periods shall be continuous through the term of the agreement and shall be valid and non-restrictive for interstate travel.

**If awarded a contract, Contractor(s) shall provide District with certificates of insurance evidencing all coverages and endorsements required hereunder, including a thirty (30) day written notice of cancellation or reduction in coverage within ten (10) days of award notification.**

**Worker's Compensation Insurance:** Contractor agrees to procure and maintain in full force and affect Worker's Compensation Insurance covering its employees and agents adequate to protect them from Claims under Workers' Compensation Laws and from claims for damages for Personal injury, including death, and damage to property, which may arise from Bidder's operations under the contract while these persons are participating in the activities hereunder. In the event a claim under the provisions of the California Workers' Compensation Act is filed against District by a bona fide employee of Consultant participating under this Agreement, Consultant agrees to defend and hold harmless the District from such claim.

**Invoice/Billing/Trip Sheet:** Invoice(s) will be honored only through the following procedures and are to be submitted no later than the 10<sup>th</sup> working day following the previous calendar



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month of service. If billing is late, for whatever reason, a two percent (2%) penalty of full billing charge will be assessed to the vendor, for each month late (not to exceed 20% of bill) and that amount is to be deducted from the invoice in the District's favor.

For charter service, a copy of the Contractor's standard trip document is to be filled out upon completion of the trip by the driver and the trip chaperon. This copy is to be sent to the Purchasing Department, Rowland Unified School District, 1830 S. Nogales St., Rowland Heights, CA 91748. There will be no exceptions to this procedure; non-compliance may cause delay in payment of invoice.

**Inspection Reports:** Prior to the starting date of the contract, the vendor must furnish the District proof in the form of school bus inspection reports or SPAB reports that all School buses and coaches/vehicles used to transport students have been inspected by the California Highway Patrol and meet all rules and regulations of the California Vehicle Code, California Education Code, and the California Department of Education for school buses if applicable. All students must be seated as provided for in the Education Code.

Vendor agrees to maintain a satisfactory Motor Carrier rating with the California Highway Patrol. Failure to maintain this rating shall be justification for immediate exclusion from the contract. Vendor must furnish proof of this rating with submission of bid documents.

Preceding paragraph does not apply to motor vehicles subject to and meeting all of the requirements of the Public Utilities Commission, operated by carriers Operating under the jurisdiction of the Public Utilities Commission as provided for In Education Code Section 39830. <http://www.leginfo.ca.gov/cgi-bin/waisgate?WAIISdocID=86700219716+0+0+0&WAISaction=retrieve>

**Accident Procedures:** A. In case of accident, it shall be the responsibility of the vendor to first notify the California Highway Patrol and second, notify the District's Transportation Department.

Within twenty-four (24) hours after the accident, the vendor shall furnish a written report of the accident to the District's Transportation Department.

**Submission of Documents by Successful Bidder:** Ten (10) working days from the notification by the District to the awarded vendor have been allowed for successful bidder to submit additional data required in the bid documents (i.e. proof of insurance and fingerprinting certification). If the successful bidder does not comply with the requirements, consideration must be given to the next lowest bidder.

**Disputes:** Except as otherwise provided in this contract, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the Superintendent or designee. This decision shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary or to grossly erroneous as necessary to imply bad faith.

In connection with any dispute pending decision under this contract, the vendor shall proceed diligently with the performance of the contract and in accordance with the decision of the Superintendent or designee.



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**Fingerprinting Requirements:** The District has determined under Education Code section 45125.1 Subdivision (C) that in performing services pursuant to this Agreement, Contractor's employees may have contact with pupils. As required under Education Code Section 45125.1 , subdivision (A) Contractor shall require their employees who will provide services pursuant to the Agreement to submit their fingerprints in a manner authorized by the Department of Justice together with a fee determined by the Department of Justice together in order to conduct a criminal background check to determine whether such employees have been convicted of or have charges pending for a felony as defined under Education Code Section 45122.1.

Contractor shall not permit any employee to perform services that may come in Contact with pupils under this agreement until the Department of Justice has determined that the employee has not been convicted of a felony or has no criminal charges pending for a felony as defined in Section 45122.1.

Contractor shall certify in writing to the Board of Education of the District, to the Attention of Rosana McLeod, Director of Purchasing, 1830 S. Nogales St., Rowland Heights, CA 91748, that all of its employees who may come in contact with pupils have not been convicted of or have no criminal charges pending for a felony as defined in Education Code section 45122.1. Contractor will provide a listing of employees who may come in contact with pupils.

Contractor shall defend, indemnify, protect and hold the District and its agents, officers and employees harmless from and against any and all claims asserted or liability established for damages or injuries to any person or property which arise from or are connected with or are caused or claimed to be caused by Contractor's failure to comply with all of the requirements contained in Education Code section 45122.1, including but not limited to, the requirement prohibiting Contractor from using employees who may have contact with pupils who have been convicted or have charges pending for a felony as defined in Education Code section 45122.1.

Fingerprints will not have to be redone for SPAB drivers as fingerprints have been submitted through DMV. Contractor shall still have to certify in writing that all employees who may come in contact with pupils have not been convicted of or have no criminal charges pending for a felony, as defined in Education Code Section 45122.1.

**Contractor Refusal to Provide Service:** Any contractor awarded a contract in accordance with the terms and conditions herein that refuses more than five percent (5%) of the jobs offered in any given month, will be considered to be out of compliance with the contract and may be put on notice and found in breach, and if not rectified immediately may subsequently be relieved of their contract with the District or be charged the difference between their bid price and the price actually paid by the District for the refused trip.

**Multiple Bus Travel:** The District requires all buses travel together whether they are the same or different carriers if trips consist of more than one bus unless directed otherwise by the trip chaperon.

**Bus to Bus Communication:** The District requires bus to bus communication and emergency communication. Cellular phones, while not required, are preferred.



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**Bus Driver Responsibilities:** The trip chaperon and the bus driver must work in unison on any bus trip. However, when a safety or driving-related issue is concerned, the bus driver has the final authority and ultimate responsibility.

The driver will arrive at the pickup point a minimum of ten (10) minutes prior to the scheduled departure time for the loading of equipment. Pickup and discharge of students shall be made at designated points only.

Upon arrival at the trip destination, the driver will keep the trip chaperon informed as to the location of the bus and unless excused by the trip chaperon, will remain in the immediate area of the bus.

A school bus shall not be put into motion until all passengers are seated (CCR 1217E). All passengers must remain seated while the bus is in motion. Only the trip chaperon may stand or walk while the bus is in motion to supervise students. The trip chaperon must coordinate their movements on the bus with the driver to ensure his/her safety.

Driver may be required to assist in the loading or unloading of luggage as required by the group.

Prior to departing on any trip, the Driver will review weather conditions for the proposed route. If weather conditions are deemed to be unsafe, trips will be reviewed and if needed, delayed until such time conditions improve. Trips may be cancelled due to these conditions.

In the event that a driver encounters reduced visibility during a trip which in their opinion causes it to be unsafe the driver has the responsibility to pull vehicle over in a safe location and wait until conditions improve. Drivers shall notify, or cause to be notified, the District Transportation Department of the delay as soon as possible. This will allow the District to notify the affected school sites or parents of the delay.

Safety instruction is to be given to all pupils regardless of grade level prior to departure on each school activity trip. The instruction must include the location of emergency exits and location and use of emergency equipment. The driver of the trip give signed proof on trip sheet or card certifying that they have given the safety instruction to the group, prior to departure of the trip.

**Charter Bus Service Cancellations:** A charge of fifty percent (50%) of the contracted trip price will apply if a trip is cancelled within four hours prior to the trip departure. A charge of twenty-five percent (25%) of the contracted trip price will apply if a trip is cancelled within forty-eight (48) hours prior to the scheduled trip departure. No charge will apply if a trip is cancelled more than forty-eight (48) hours prior to the scheduled trip departure.

**Shuttle Service Charges:** Shuttle service charge shall be based on the distance from student pickup point to student drop of point.

**Shuttle Routes and Combination of Riders:** Shuttle routes and combination of riders will be subject to the district's approval. If riders are combined on routes, only actual miles in route will determine trip price.



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**Shuttle Service Cancellations:** Shuttle service trips cancelled one hour or more prior to pick up time will not be charged. Trips cancelled within one hour of scheduled pick up time may be charged at the usual rate.

**Attendants/Aides:** The District may have a need to require that an attendant accommodate a student or students. In some cases, the awarded contractor may be required to provide the aide/attendant. The cost will be a responsibility of the District, and the District will decide if the contractor or District will provide the aide/attendant on a per case and availability basis. Attendants must always meet the approval of the District.



**ROWLAND UNIFIED SCHOOL DISTRICT  
BID NO.2016/17:R10 - STUDENT CHARTER BUS AND SHUTTLE TRANSPORTATION SERVICES**

**BID FORM**

The undersigned hereby proposes and agrees to furnish, and deliver the goods and services in accordance with the terms, conditions, specifications and prices herein quoted.

Corporate Seal  
(if a corporation)

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Proper name Company or Corporation

---

Signature of Company's Authorized Agent

---

Type or Print Agent's Name

---

Title

---

Address

---

Telephone

---

Date

---

E-Mail Address

---

Company Website

References: (List the names and contact information of a minimum of three (3) school districts to which the bidder currently provides similar services). Use an additional sheet of paper if necessary.

**BID FORM (Continued)**

<b>Charter Bus Service</b>		a	b	c	d	e	f	g	h
	<b>Bus/Vehicle Size</b>	<b>***Est No. of Trips Per Year</b>	<b>Flat Rate Up to 2 hours</b>	<b>Flat Rate 2-5 hours</b>	<b>Flat Rate 6-12 hours</b>	<b>Hourly rate for exceeding original trip plan</b>	<b>Hourly rate for trip in excess of 16 hours</b>	<b>Fuel Surcharge (percent of trip cost)</b>	<b>Extension For Bid Comparison Purposes</b>
<b>School Bus Service</b>									
1.1	<b>78-84/91 Passenger School Bus Service</b> Regular Route (insert flat rate in 1.1 b. Multiply 1.1 b by no. of trips in 1.1 a and enter that figure in 2.1 h)	17 x		\$					\$
1.2	Hourly Rate for exceeding original trip plan (insert hourly rate in 1.2 e. Multiply 1.2 e by no. of trips in 1.2 a and enter that figure in 1.2 h.)	2 x				\$			\$
1.3	Total of 1.1 h and 1.2 h								\$
1.4	Fuel Surcharge (insert percentage that will be charged for each trip in col g. Multiply figure in 1.3 h x percentage entered in 1.4 g and enter total in 1.4 h)							%	
1.5	Total Bid for Item 1 (Add figure in line 1.4 h to 1.3 h)								\$
2.1	<b>78-84/91 Passenger School Bus</b> (insert flat rate in 2.1 c. Multiply 2.1 c by no. of trips in 2.1 a and enter that figure in 2.1 h)	52 x		\$					\$
2.2	Hourly Rate for exceeding original trip plan (insert hourly rate in 2.2 e. Multiply 2.2 e by no. of trips in 2.2 a and enter that figure in 2.2 h.)	5 x				\$			\$
2.3	Total of 2.1 h + 2.2 h								\$
2.4	Fuel Surcharge (insert percentage that will be charged for each trip in 2.4 g Multiply figure in 2.3 h x percentage entered in 2.4 g and enter total in 2.4 h)							%	
2.5	Total Bid for Item 2 (Add figure in line 2.4 h to 2.3 h)								\$

**BID FORM (Continued)**

<b>Charter Bus Service (Cont.)</b>		a	b	c	d	e	f	g	h
	<b>Bus/Vehicle Size</b>	<b>***Est No. of Trips Per Year</b>	<b>Est Quantity*/Flat Rate Up to 2 hours</b>	<b>Flat Rate 2-5 hours</b>	<b>Flat Rate 6-12 hours within L.A. County</b>	<b>Hourly rate for exceeding original trip plan</b>	<b>Hourly rate for trip in excess of 16 hours</b>	<b>Fuel Surcharge (percent of trip cost)</b>	<b>Extension For Bid Comparison Purposes</b>
3.1	<b>74-84/91 Passenger School Bus</b> (insert flat rate in 3.1 d. Multiply 3.1 d by no of trips in 3.1 a and enter that figure in 3.1 h)	70 x							\$
3.2	Hourly Rate for exceeding original trip plan (insert hourly rate in 3.1 e. Multiply 3.1 e by no. of trips in 3.2 a and enter that figure in 3.2 h)	10 x							\$
3.3	Hourly rate for trip in excess of 16 hours (insert hourly rate in 3.3 f. Multiply 3.3 f by no. of trips in 3.3 a and enter that figure in 3.3 h)	10 x							\$
3.4	Total of figures in 3.1 h, 3.2 h and 3.3 h								\$
3.5	Fuel Surcharge (insert percentage that will be charged for each trip in col g. Multiply figure in 3.4 h x percentage entered in 3.5 g and enter total in 3.5 h)							%	\$
3.6	Total Bid for Item 3 (Add figures in line 3.4 h to 3.5 h)								\$



**BID FORM (Continued)**

<b>Charter Bus Service (Cont.)</b>		a	b	c	d	e	f	g	h
	<b>Bus/Vehicle Size</b>	<b>***Est No. of Trips Per Year</b>	<b>Est Quantity*/Flat Rate Up to 2 hours</b>	<b>Flat Rate 2-5 hours</b>	<b>Flat Rate 6-12 hours to destinations within Ventura or Orange County</b>	<b>Hourly rate for exceeding original trip plan</b>	<b>Hourly rate for trip in excess of 16 hours</b>	<b>Fuel Surcharge (percent of trip cost)</b>	<b>Extension For Bid Comparison Purposes</b>
3A.1	<b>74-84/91 Passenger School Bus</b> (insert flat rate in 3A.1 d. Multiply 3A.1 d by no of trips in 3A.1 a and enter that figure in 3A.1 h)	52 x							\$
3A.2	Hourly Rate for exceeding original trip plan (insert hourly rate in 3A.1 e. Multiply 3A.1 e by no. of trips in 3A.2 a and enter that figure in 3A.2 h)	10 x							\$
3A.3	Hourly rate for trip in excess of 16 hours (insert hourly rate in 3A.3 f. Multiply 3A.3 f by no. of trips in 3A.3 a and enter that figure in 3A.3 h)	10 x							\$
3A.4	Total of figures in 3A.1 h, 3A.2 h and 3A.3 h								\$
3A.5	Fuel Surcharge (insert percentage that will be charged for each trip in col g. Multiply figure in 3A.4 h x percentage entered in 3A.5 g and enter total in 3A.5 h)							%	\$
3A.6	Total Bid for Item 3A (Add figures in line 3A.4 h to 3A.5 h)								\$

**BID FORM (Continued)**

<b>Charter Bus Service (Cont.)</b>		a	b	c	d	e	f	g	h
	<b>Bus/Vehicle Size</b>	<b>***Est No. of Trips Per Year</b>	<b>Est Quantity*/Flat Rate Up to 2 hours</b>	<b>Flat Rate 2-5 hours</b>	<b>Flat Rate 6-12 hours to destinations within Los Angeles County</b>	<b>Hourly rate for exceeding original trip plan</b>	<b>Hourly rate for trip in excess of 16 hours</b>	<b>Fuel Surcharge (percent of trip cost)</b>	<b>Extension For Bid Comparison Purposes</b>
3B.1	<b>78-84/91 Passenger School Bus</b> (insert flat rate in 3B.1 d. Multiply 3B.1 d by no of trips in 3B.1 a and enter that figure in 3B.1 h)	52 x							\$
3B.2	Hourly Rate for exceeding original trip plan (insert hourly rate in 3B.1 e. Multiply 3B.1 e by no. of trips in 3B.2 a and enter that figure in 3B.2 h)	10 x							\$
3B.3	Hourly rate for trip in excess of 16 hours (insert hourly rate in 3B.3 f. Multiply 3B.3 f by no. of trips in 3B.3 a and enter that figure in 3B.3 h)	10 x							\$
3B.4	Total of figures in 3B.1 h, 3B.2 h and 3B.3 h								\$
3B.5	Fuel Surcharge (insert percentage that will be charged for each trip in col g. Multiply figure in 3B.4 h x percentage entered in 3B.5 g and enter total in 3B.5 h)							%	\$
3B.6	Total Bid for Item 3B (Add figures in line 3B.4 h to 3B.5 h)								\$
3B.7	<b>TOTAL BID FOR SCHOOL BUS CATEGORY (Add figures in lines 1.5, 2.5, 3.6, 3A.6, and 3B.6)</b>								\$

**BID FORM (Continued)**

<b>Charter Bus Service (Cont.)</b>		a	b	c	d	e	f	g	h
	<b>Bus/Vehicle Size</b>	<b>***Est No. of Trips Per Year</b>	<b>Flat Rate Up to 2 hours</b>	<b>Flat Rate 2-5 hours</b>	<b>Flat Rate 6-12 hours</b>	<b>Hourly rate for exceeding original trip plan</b>	<b>Hourly rate for trip in excess of 16 hours</b>	<b>Fuel Surcharge (percent of trip cost)</b>	<b>Extension For Bid Comparison Purposes</b>
<b>Coach Bus Service</b>									
4.1	<b>28-42 Passenger Coach Bus</b> (insert flat rate in 4.1 b. Multiply 4.1 b by no of trips in 4.1 a and enter that figure in 4.1 h)	5 x	\$						\$
4.2	Hourly Rate for exceeding original trip plan (insert hourly rate in 4.2 e. Multiply 4.2 e by no. of trips in 4.2 a and enter that figure in 4.2 h.)	5x				\$			\$
4.3	Total of 4.1 h and 4.2 h								\$
4.4	Fuel Surcharge (insert percentage that will be charged for each trip in col g. Multiply figure in 4.3 h x percentage entered in 4.4 g and enter total in 4.4 h)							%	
4.5	Total Bid for Item 4 (Add figure in line 4.4 h to 4.3 h.)								\$
5.1	<b>28-42 Passenger Coach Bus</b> (insert flat rate in 5.1 c. Multiply 5.1 c by no. of trips in 5.1 a and enter that figure in 5.1 h)	5 x		\$					\$
5.2	28-42 Passenger Coach Bus (insert flat rate in 5.1 d. Multiply 5.1 db by no. of trips in 5.1 a and enter that figure in 5.2 h)	5 x				\$			\$
5.3	Total of 5.1 h + 5.2 h								\$
5.4	Fuel Surcharge (insert percentage that will be charged for each trip in 5.4 g Multiply figure in 5.3 h x percentage entered in 5.4 g and enter total in 5.4 h)							%	
5.5	Total Bid for Item 5 (Add figure in line 5.4 h to 5.3 h)								\$

**BID FORM (Continued)**

<b>Charter Bus Service (Cont.)</b>		a	b	c	d	e	f	g	h
	<b>Bus/Vehicle Size</b>	<b>***Est No. of Trips Per Year</b>	<b>Est Quantity*/Flat Rate Up to 2 hours</b>	<b>Flat Rate 2-5 hours</b>	<b>Flat Rate 6-12 hours within San Diego County</b>	<b>Hourly rate for exceeding original trip plan</b>	<b>Hourly rate for trip in excess of 16 hours</b>	<b>Fuel Surcharge (percent of trip cost)</b>	<b>Extension For Bid Comparison Purposes</b>
6.1	<b>28-42 Passenger Coach Bus</b> (insert flat rate in 6.1 d. Multiply 6.1db by no. of trips in 6.1 a and enter that figure in 6.1 h)	5x							\$
6.2	Hourly Rate for exceeding original trip plan (insert hourly rate in 6.2 e. Multiply 6.2 e by no. of trips in 6.2 a and enter that figure in 6.2 h)	5 x							\$
6.3	Hourly rate for trip in excess of 16 hours (insert hourly rate in 6.3 f. Multiply 6.3 f by no. of trips in 6.3 a and enter that figure in 6.3 h)	5 x							\$
6.4	Total of above lines								\$
6.5	Fuel Surcharge (insert percentage that will be charged for each trip in col g. Multiply figure in 6.4 h x percentage entered in 6.5 g and enter total in 6.5 h)							%	\$
6.6	Total Bid for Item 6 (Add figures in line 6.4 h to 6.5 h)								\$
Please indicate equipment available in bidder 28-42 passenger coach by checking the appropriate boxes that follow: ___ High Back Seats, ___ Restroom(s), ___ Underneath Storage Bays									

**BID FORM (Continued)**

<b>Charter Bus Service (Cont.)</b>		a	b	c	d	e	f	g	h
	<b>Bus/Vehicle Size</b>	<b>***Est No. of Trips Per Year</b>	<b>Est Quantity*/Flat Rate Up to 2 hours</b>	<b>Flat Rate 2-5 hours</b>	<b>Flat Rate 6-12 hours to destinations within Ventura or Orange Counties</b>	<b>Hourly rate for exceeding original trip plan</b>	<b>Hourly rate for trip in excess of 16 hours</b>	<b>Fuel Surcharge (percent of trip cost)</b>	<b>Extension For Bid Comparison Purposes</b>
6A.1	<b>28-42 Passenger Coach Bus</b> (insert flat rate in 6A.1 d. Multiply 6A.1db by no. of trips in 6A.1 a and enter that figure in 6A.1 h)	5x							\$
6A.2	Hourly Rate for exceeding original trip plan (insert hourly rate in 6A.2 e. Multiply 6A.2 e by no. of trips in 6A.2a and enter that figure in 6A.2 h)	5 x							\$
6A.3	Hourly rate for trip in excess of 16 hours (insert hourly rate in 6A.3 f. Multiply 6A.3 f by no. of trips in 6A.3a and enter that figure in 6A.3 h)	5 x							\$
6A.4	Total of above lines								\$
6A.5	Fuel Surcharge (insert percentage that will be charged for each trip in col g. Multiply figure in 6A.4 h x percentage entered in 6A.5 g and enter total in 6A.5 h)							%	\$
6A.6	Total Bid for Item 6A (Add figures in line 6A.4 h to 6A.5 h)								\$
Please indicate equipment available in bidder 28-42 passenger coach by checking the appropriate boxes that follow: <input type="checkbox"/> High Back Seats, <input type="checkbox"/> Restroom(s), <input type="checkbox"/> Underneath Storage Bays									

**BID FORM (Continued)**

<b>Charter Bus Service (Cont.)</b>		a	b	c	d	e	f	g	h
	<b>Bus/Vehicle Size</b>	<b>***Est No. of Trips Per Year</b>	<b>Est Quantity*/Flat Rate Up to 2 hours</b>	<b>Flat Rate 2-5 hours</b>	<b>Flat Rate 6-12 hours to destinations Within Los Angeles County</b>	<b>Hourly rate for exceeding original trip plan</b>	<b>Hourly rate for trip in excess of 16 hours</b>	<b>Fuel Surcharge (percent of trip cost)</b>	<b>Extension For Bid Comparison Purposes</b>
6B.1	<b>28-42 Passenger Coach Bus</b> (insert flat rate in 6.1 d. Multiply 6B.1db by no. of trips in 6B.1 a and enter that figure in 6B.1 h)	5x							\$
6B.2	Hourly Rate for exceeding original trip plan (insert hourly rate in 6B.2 e. Multiply 6B.2 e by no. of trips in 6B.2 a and enter that figure in 6B.2 h)	5 x							\$
6B.3	Hourly rate for trip in excess of 16 hours (insert hourly rate in 6B.3 f. Multiply 6B.3 f by no. of trips in 6B.3 a and enter that figure in 6B.3 h)	5 x							\$
6B.4	Total of above lines								\$
6B.5	Fuel Surcharge (insert percentage that will be charged for each trip in col g. Multiply figure in 6B.4 h x percentage entered in 6B.5 g and enter total in 6B.5 h)							%	\$
6B.6	Total Bid for Item 6B (Add figures in line 6B.4 h to 6B.5 h)								\$
Please indicate equipment available in bidder 28-42 passenger coach by checking the appropriate boxes that follow: <input type="checkbox"/> High Back Seats, <input type="checkbox"/> Restroom(s), <input type="checkbox"/> Underneath Storage Bays									
6B.7	<b>TOTAL BID FOR 28-42 PASSENGER COACH BUS CATEGORY (Add figures in lines 4.5, 5.5 and 6.6, 6A.6, and 6B.6)</b>								\$

**BID FORM (Continued)**

<b>Charter Bus Service (Cont.)</b>		a	b	c	d	e	f	g	h
	<b>Bus/Vehicle Size</b>	<b>***Est No. of Trips Per Year</b>	<b>Flat Rate Up to 2 hours</b>	<b>Flat Rate 2-5 hours</b>	<b>Flat Rate 6-12 hours</b>	<b>Hourly rate for exceeding original trip plan</b>	<b>Hourly rate for trip in excess of 16 hours</b>	<b>Fuel Surcharge (percent of trip cost)</b>	<b>Extension For Bid Comparison Purposes</b>
<b>Coach Bus Service - 47-56 Passenger Coach Bus</b>									
7.1	<b>47-56 Passenger Coach Bus</b> (insert flat rate in 7.1 b. Multiply 7.1 b by no of trips in 7.1 a and enter that figure in 7.1 h)	10 x	\$						\$
7.2	Hourly Rate for exceeding original trip plan (insert hourly rate in 7.2 e. Multiply 7.2 e by no. of trips in 7.2 a and enter that figure in 7.2 h.)	5 x				\$			\$
7.3	Total of 7.1 h and 7.2 h								\$
7.4	Fuel Surcharge (insert percentage that will be charged for each trip in col g. Multiply figure in 7.3 h x percentage entered in 7.4 g and enter total in 7.4 h)							%	
7.5	Total Bid for Item 7 (Add figure in line 7.4 h to 7.3 h.)								\$
8.1	<b>47-56 Passenger Coach Bus</b> (insert flat rate in 8.1 c. Multiply 8.1 c by no. of trips in 8.1 a and enter that figure in 8.1 h)	25 x		\$					\$
8.2	Hourly Rate for exceeding original trip plan (insert hourly rate in 8.2 e. Multiply 8.2 e by no. of trips in 8.2 a and enter that figure in 8.2 h.)	10 x				\$			\$
8.3	Total of 8.1 h + 8.2 h								\$
8.4	Fuel Surcharge (insert percentage that will be charged for each trip in 8.4 g Multiply figure in 8.3 h x percentage entered in 8.4 g and enter total in 8.4 h)							%	
8.5	Total Bid for Item 8 (Add figure in line 8.4 h to 8.3 h)								\$

**BID FORM (Continued)**

<b>Charter Bus Service (Cont.)</b>		a	b	c	d	e	f	g	h
	<b>Bus/Vehicle Size</b>	<b>***Est No. of Trips Per Year</b>	<b>Est Quantity*/Flat Rate Up to 2 hours</b>	<b>Flat Rate 2-5 hours</b>	<b>Flat Rate 6-12 hours within Los Angeles County</b>	<b>Hourly rate for exceeding original trip plan</b>	<b>Hourly rate for trip in excess of 16 hours</b>	<b>Fuel Surcharge (percent of trip cost)</b>	<b>Extension For Bid Comparison Purposes</b>
9.1	<b>47-56 Passenger Coach Bus</b> (insert flat rate in 9.1 d. Multiply 9.1 d by no. of trips in 9.1 a and enter that figure in 9.1 h)	20 x							\$
9.2	Hourly Rate for exceeding original trip plan (insert hourly rate in 9.1 e. Multiply 9.1 e by no. of trips in 9.2 a and enter that figure in 9.2 h)	10 x							\$
9.3	Hourly rate for trip in excess of 16 hours (insert hourly rate in 9.3 f. Multiply 9.3 f by no. of trips in 9.3 a and enter that figure in 9.3 h)	10 x							\$
9.4	Total of 9.1 h, 9.2 h and 9.3 h								\$
9.5	Fuel Surcharge (insert percentage that will be charged for each trip in col g. Multiply figure in 9.4 h x percentage entered in 9.5 g and enter total in 9.5 h)							%	\$
9.6	Total Bid for Item 9 (Add figures in line 9.4 h to 9.5 h)								\$
Please indicate equipment available in bidder 47-56 passenger coach by checking the appropriate boxes that follow: ___ High Back Seats, ___ Restroom(s) ___, ___ Underneath Storage Bays									



**BID FORM (Continued)**

<b>Charter Bus Service (Cont.)</b>		a	b	c	d	e	f	g	h
	<b>Bus/Vehicle Size</b>	<b>***Est No. of Trips Per Year</b>	<b>Est Quantity*/Flat Rate Up to 2 hours</b>	<b>Flat Rate 2-5 hours</b>	<b>Flat Rate 6-12 hours to destinations within Ventura or Orange Counties</b>	<b>Hourly rate for exceeding original trip plan</b>	<b>Hourly rate for trip in excess of 16 hours</b>	<b>Fuel Surcharge (percent of trip cost)</b>	<b>Extension For Bid Comparison Purposes</b>
9A.1	<b>47-56 Passenger Coach Bus</b> (insert flat rate in 9A.1 d. Multiply 9A.1 d by no. of trips in 9A.1 a and enter that figure in 9A.1 h)	20 x							\$
9A.2	Hourly Rate for exceeding original trip plan (insert hourly rate in 9A.1 e. Multiply 9A.1 e by no. of trips in 9A.2 a and enter that figure in 9A.2 h)	10 x							\$
9A.3	Hourly rate for trip in excess of 16 hours (insert hourly rate in 9A.3 f. Multiply 9A.3 f by no. of trips in 9A.3 a and enter that figure in 9A.3 h)	10 x							\$
9A.4	Total of 9A.1 h, 9A.2 h and 9A.3 h								\$
9A.5	Fuel Surcharge (insert percentage that will be charged for each trip in col g. Multiply figure in 9A.4 h x percentage entered in 9A.5 g and enter total in 9A.5 h)							%	\$
9A.6	Total Bid for Item 9A (Add figures in line 9A.4 h to 9A.5 h)								\$
Please indicate equipment available in bidder 47-56 passenger coach by checking the appropriate boxes that follow: <input type="checkbox"/> High Back Seats, <input type="checkbox"/> Restroom(s) <input type="checkbox"/> , <input type="checkbox"/> Underneath Storage Bays									

**BID FORM (Continued)**

<b>Charter Bus Service (Cont.)</b>		a	b	c	d	e	f	g	h
	<b>Bus/Vehicle Size</b>	<b>***Est No. of Trips Per Year</b>	<b>Est Quantity*/Flat Rate Up to 2 hours</b>	<b>Flat Rate 2-5 hours</b>	<b>Flat Rate 6-12 hours to destinations within Los Angeles Counties</b>	<b>Hourly rate for exceeding original trip plan</b>	<b>Hourly rate for trip in excess of 16 hours</b>	<b>Fuel Surcharge (percent of trip cost)</b>	<b>Extension For Bid Comparison Purposes</b>
9B.1	<b>47-56 Passenger Coach Bus</b> (insert flat rate in 9B.1 d. Multiply 9B.1 d by no. of trips in 9B.1 a and enter that figure in 9B.1 h)	20 x							\$
9B.2	Hourly Rate for exceeding original trip plan (insert hourly rate in 9B.1 e. Multiply 9B.1 e by no. of trips in 9B.2 a and enter that figure in 9B.2 h)	10 x							\$
9B.3	Hourly rate for trip in excess of 16 hours (insert hourly rate in 9B.3 f. Multiply 9B.3 f by no. of trips in 9B.3 a and enter that figure in 9B.3 h)	10 x							\$
9B.4	Total of 9B.1 h, 9B.2 h and 9B.3 h								\$
9B.5	Fuel Surcharge (insert percentage that will be charged for each trip in col g. Multiply figure in 9B.4 h x percentage entered in 9B.5 g and enter total in 9B.5 h)							%	\$
9B.6	Total Bid for Item 9B (Add figures in line 9B.4 h to 9B.5 h)								\$
Please indicate equipment available in bidder 47-56 passenger coach by checking the appropriate boxes that follow: <input type="checkbox"/> High Back Seats, <input type="checkbox"/> Restroom(s) <input type="checkbox"/> , <input type="checkbox"/> Underneath Storage Bays									
9B.7	<b>TOTAL BID FOR 47-56 PASSENGER COACH BUS CATEGORY (Add figures in lines 7.5 h, 8.5 h, 9.6 h, 9A.6 h, and 9B.6 h)</b>								\$

<b>Charter Bus Service (Cont.)</b>		a	b	c	d	e	f	g	h
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**BID FORM (Continued)**

	Bus/Vehicle Size	***Est No. of Trips Per Year	Flat Rate Up to 2 hours	Flat Rate 2-5 hours	Flat Rate 6-12 hours	Hourly rate for exceeding original trip plan	Hourly rate for trip in excess of 16 hours	Fuel Surcharge (percent of trip cost)	Extension For Bid Comparison Purposes
<b>Coach Bus Service - 57 + Passenger Coach Bus</b>									
10.1	<b>57 + Passenger Coach Bus</b> (insert flat rate in 10.1 b. Multiply 10.1 b by no. of trips in 10.1 a and enter that figure in 10.1 h)	5 x	\$						\$
10.2	Hourly Rate for exceeding original trip plan (insert hourly rate in 10.2 e. Multiply 10.2 e by no. of trips in 10.2 a and enter that figure in 10.2 h.)	2 x				\$			\$
10.3	Total of 10.1 h and 10.2 h								\$
10.4	Fuel Surcharge (insert percentage that will be charged for each trip in col g. Multiply figure in 10.3 h x percentage entered in 10.4 g and enter total in 10.4 h)							%	
10.5	Total Bid for Item 1 (Add figure in line 10.4 h to 10.3 h.)								\$
11.1	<b>57 + Passenger Coach Bus</b> (insert flat rate in 11.1 c. Multiply 11.1 c by no. of trips in 11.1 a and enter that figure in 11.1 h)	20 x		\$					\$
11.2	Hourly Rate for exceeding original trip plan (insert hourly rate in 11.2 e. Multiply 11.2 e by no. of trips in 11.2 a and enter that figure in 11.2 h.)	5 x				\$			\$
11.3	Total of 11.1 h + 11.2 h								\$
11.4	Fuel Surcharge (insert percentage that will be charged for each trip in 11.4 g Multiply figure in 11.3 h x percentage entered in 11.4 g and enter total in 11.4 h)							%	
11.5	Total Bid for Item 11 (Add figure in line 11.4 h to 11.3 h)								\$

**BID FORM (Continued)**

<b>Charter Bus Service (Cont.)</b>		a	b	c	d	e	f	g	h
	<b>Bus/Vehicle Size</b>	<b>***Est No. of Trips Per Year</b>	<b>Est Quantity*/Flat Rate Up to 2 hours</b>	<b>Flat Rate 2-5 hours</b>	<b>Flat Rate 6-12 hours within Los Angeles County</b>	<b>Hourly rate for exceeding original trip plan</b>	<b>Hourly rate for trip in excess of 16 hours</b>	<b>Fuel Surcharge (percent of trip cost)</b>	<b>Extension For Bid Comparison Purposes</b>
12.1	<b>57 + Passenger Coach Bus</b> (insert flat rate in 12.1 d. Multiply 12.1 d by no of trips in 12.1 a and enter that figure in 12.1 h)	25x							\$
12.2	Hourly Rate for exceeding original trip plan (insert hourly rate in 12.1 e. Multiply 12.1 e by no. of trips in 12.2 a and enter that figure in 12.2 h)	10							\$
12.3	Hourly rate for trip in excess of 16 hours (insert hourly rate in 12.3 f. Multiply 12.3 f by no. of trips in 12.3 a and enter that figure in 12.3 h)	10							\$
12.4	Total of 12.1 h, 12.2 h, and 12.3 h								\$
12.5	Fuel Surcharge (insert percentage that will be charged for each trip in col g. Multiply figure in 12.4 h x percentage entered in 12.5 g and enter total in 12.5 h)							%	\$
12.6	Total Bid for Item 3 (Add figures in line 12.4 h to 12.5 h)								\$
Please indicate equipment available in bidder 47-56 passenger coach by checking the appropriate boxes that follow: ___ High Back Seats, ___ Restroom(s) ___, ___ Underneath Storage Bays									

**BID FORM (Continued)**

<b>Charter Bus Service (Cont.)</b>		a	b	c	d	e	f	g	h
	<b>Bus/Vehicle Size</b>	<b>***Est No. of Trips Per Year</b>	<b>Est Quantity*/Flat Rate Up to 2 hours</b>	<b>Flat Rate 2-5 hours</b>	<b>Flat Rate 6-12 hours to destinations within Ventura or Orange Counties</b>	<b>Hourly rate for exceeding original trip plan</b>	<b>Hourly rate for trip in excess of 16 hours</b>	<b>Fuel Surcharge (percent of trip cost)</b>	<b>Extension For Bid Comparison Purposes</b>
12A.1	<b>57 + Passenger Coach Bus</b> (insert flat rate in 12A.1 d. Multiply 12A.1 d by no of trips in 12A.1 a and enter that figure in 12A.1 h)	25x							\$
12A.2	Hourly Rate for exceeding original trip plan (insert hourly rate in 12A.1 e. Multiply 12A.1 e by no. of trips in 12A.2 a and enter that figure in 12A.2 h)	10							\$
12A.3	Hourly rate for trip in excess of 16 hours (insert hourly rate in 12A.3 f. Multiply 12A.3 f by no. of trips in 12A.3 a and enter that figure in 12A.3 h)	10							\$
12A.4	Total of 12A.1 h, 12A.2 h, and 12A.3 h								\$
12A.5	Fuel Surcharge (insert percentage that will be charged for each trip in col g. Multiply figure in 12.4 h x percentage entered in 12.5 g and enter total in 12.5 h)							%	\$
12A.6	Total Bid for Item 3 (Add figures in line 12A.4 h to 12A.5 h)								\$
Please indicate equipment available in bidder 47-56 passenger coach by checking the appropriate boxes that follow: <input type="checkbox"/> High Back Seats, <input type="checkbox"/> Restroom(s) <input type="checkbox"/> , <input type="checkbox"/> Underneath Storage Bays									

**BID FORM (Continued)**

<b>Charter Bus Service (Cont.)</b>		a	b	c	d	e	f	g	h
	<b>Bus/Vehicle Size</b>	<b>***Est No. of Trips Per Year</b>	<b>Est Quantity*/Flat Rate Up to 2 hours</b>	<b>Flat Rate 2-5 hours</b>	<b>Flat Rate 6-12 hours to destination within Los Angeles County</b>	<b>Hourly rate for exceeding original trip plan</b>	<b>Hourly rate for trip in excess of 16 hours</b>	<b>Fuel Surcharge (percent of trip cost)</b>	<b>Extension For Bid Comparison Purposes</b>
12B.1	<b>57 + Passenger Coach Bus</b> (insert flat rate in 12.1 d. Multiply 12.1 d by no of trips in 12.1 a and enter that figure in 12.1 h)	25x							\$
12B.2	Hourly Rate for exceeding original trip plan (insert hourly rate in 12.1 e. Multiply 12.1 e by no. of trips in 12.2 a and enter that figure in 12.2 h)	10							\$
12B.3	Hourly rate for trip in excess of 16 hours (insert hourly rate in 12.3 f. Multiply 12.3 f by no. of trips in 12.3 a and enter that figure in 12.3 h)	10							\$
12B.4	Total of 12.1 h, 12.2 h, and 12.3 h								\$
12B.5	Fuel Surcharge (insert percentage that will be charged for each trip in col g. Multiply figure in 12.4 h x percentage entered in 12.5 g and enter total in 12.5 h)							%	\$
12B.6	Total Bid for Item 3 (Add figures in line 12.4 h to 12.5 h)								\$
Please indicate equipment available in bidder 47-56 passenger coach by checking the appropriate boxes that follow: <input type="checkbox"/> High Back Seats, <input type="checkbox"/> Restroom(s), <input type="checkbox"/> Underneath Storage Bays									
12B.7	<b>TOTAL BID FOR 57 + PASSENGER COACH BUS CATEGORY (Add figures in lines 10.5 h, 11.5 h, 12.6 h, 12a.6 h AND 12b.6 h)</b>								\$

**BID FORM (Continued)**

Shuttle Service		a	b	c	d	e	f	g	h
		***Est No. of Trips Per Year	Flat Rate up to 25 miles	Flat Rate 25 mile +					Extension For Bid Comparison Purposes
	9-15 passenger van								
13.1	Vehicle to accommodate min. 4 passengers I	200x							
13.2	Vehicle to accommodate min. passengers	200x							
13.3	Vehicle to accommodate min. 4 passengers wheelchair student	200x							
13.4	Vehicle to accommodate min. 4 passengers wheelchair student	200x							
13.5	<b>TOTAL BID FOR SHUTTLE SERVICE</b> <b>(Add totals in 13.1 h with total in 13.4 h.</b> <b>Insert total in 13.5 h.)</b>								\$

## Equipment List

Please indicate any specialized equipment (busses that accommodate handicapped riders, car seats as required for small children, etc.) that your company can provide.

Vehicle No.	Year <u>and</u> Make/Brand	Model	VIN	Lic No	Passenger Max. Capacity (Inc. Driver)	Last CHP Inspection Date



### Driver List

Name	California DL No.	Date Hired	License Expiration Date	Commercial Medical Certificate Expiration

## INSURANCE

In accordance with paragraph 14 and 15 of this Independent Contractor Agreement dated \_\_\_\_\_ between \_\_\_\_\_ and Rowland Unified School District, \_\_\_\_\_ for services to \_\_\_\_\_

the following coverage and proof thereof must be provided prior to commencing any services.

- Commercial General Liability Insurance**  
Limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage and:
  - Endorsement naming the District and its officers, agents and employees as additional insureds
  - Endorsement stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by District shall be excess and noncontributory"
  
- Professional Liability Insurance**  
Limit of Liability One Million Dollars (\$1,000,000)
  
- Automobile liability covers "any auto" (and/or non-owned)**  
Limits of One Million Dollars (\$5,000,000) per occurrence combined single limit for bodily injury and property damage
  
- Worker's Compensation Insurance**

**CERTIFICATION OF  
CRIMINAL RECORDS CHECK**

To the Board of Education of the Rowland Unified School District:

I, \_\_\_\_\_ (name of Consultant's authorized representative) certify that:

1. I have carefully read and understand California Education Code Section 45125.1 required by the passage of AB 1610, 1612, and 2102. See the following internet site to review code: <http://www.leginfo.ca.gov/calaw.html>
2. Due to the nature of the work \_\_\_\_\_ will be performing for the District, company employees may have contact with students of the District.
3. None of the employees who will be performing the work have been convicted of a violent or serious felony as defined in the Notice and in Penal Code Section 1192.7 and this determination was made by a fingerprint check through the Department of Justice.

I declare under penalty of perjury that the foregoing is true and correct.

Executed at \_\_\_\_\_, California on \_\_\_\_\_ (date).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-Mail Address

**Student Charter Bus and Shuttle Transportation Services  
RFQ/RFP # 2016/17:R10**

**NON-COLLUSION DECLARATION  
PUBLIC CONTRACT CODE § 7106**

**TO BE EXECUTED BY VENDOR/PROPOSER**

State of California )  
County of \_\_\_\_\_ ) ss.

I, \_\_\_\_\_, in my position as \_\_\_\_\_ of \_\_\_\_\_, the party making the foregoing bid/proposal, declare that the bid/proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid/proposal is genuine and not collusive or sham; that the bidder/proposer has not directly or indirectly induced or solicited any other bidder/proposer to put in a false or sham bid/proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder/proposer or anyone else to put in a sham bid/proposal, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid/proposal price of the bidder/proposer or any other bidder/proposer, or to fix any overhead, profit or cost element of the bid price, or of that of any other bidder/proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid/proposal are true; and, further, that the bidder/proposer has not, directly or indirectly, submitted his or her bid/proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid/proposal depository, or to any member or agent thereof to effectuate a collusive or sham bid/proposal.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this \_\_\_\_ day of \_\_\_\_\_, 2017, at \_\_\_\_\_, California.  
(City)

\_\_\_\_\_  
(Signature of Bidder/Person Submitting Proposal)