

CRIVITZ SCHOOL DISTRICT
400 SOUTH AVE.
CRIVITZ, WI 54114

EXTRA CURRICULAR
TRANSPORTATION

BID SPECIFICATION

JUNE 2020

GENERAL SCOPE AND CONDITIONS

1. The Contractor shall transport students, staff and chaperones with buses of sufficient capacity to legally accommodate the number of passengers for a given trip. The Contractor shall provide and operate transportation vehicles which meet the specification, rules and regulations adopted and invoked by the Motor Vehicle Department and /or by the State Department of Public Instruction, and /or by the District.
2. The Contractor shall provide and furnish all buildings and sites, bus maintenance, materials, labor, and equipment necessary to transport staff, students and chaperones.
3. The Contractor shall make buses available within a reasonable amount of time to the District for the purpose of transporting the District's students, staff and chaperones to other points and destinations such as field trips, athletic trips, and extracurricular trips. This includes trips for the District's athletic teams, musical groups, debate and forensic teams, and other groups. It also includes providing school bus transportation for field trips both during school hours and/or extending beyond school hours or on non-school days.
4. The Contractor shall, at its expense, procure and maintain in effect any and all licenses, permits and certifications, which are or may be required by the regulatory bodies for the performance of student transportation services.
5. The Contractor shall assume all costs of the transportation operation, including but not limited to costs for purchase of buildings and sites, vehicles, two-way bus communications, fuel, maintenance, unemployment and all other required insurance's, supplies, accessories, salaries, benefits for drivers, mechanics and all other transportation employees.
6. The Contractor shall have exclusive rights to all District sponsored athletic, extracurricular, and field trips.
7. The District will provide at least one chaperone for all trips. The chaperone will be responsible for accounting for all passengers and maintaining proper discipline while on the trip.
8. The Contractor reserves the right to pass on costs associated with services that are canceled late or canceled due to weather
9. The Contractor will be responsible for all extracurricular trips for a 3 year period beginning on the date of acceptance and **ending on June 30th 2023.**

CONTRACTOR PERSONNEL

1. The Contractor shall employ appropriate personnel to adequately perform the duties of this contract.
2. It is essential that employed personnel are trained, experienced individuals capable of maintaining a student transportation system of the highest caliber. The terminal manager must be a full time, yearly employee with a minimum of three years' experience in the student transportation field.

DRIVERS AND TRAINING

1. All buses shall be operated at all times by trained and competent drivers who will meet the requirements for school bus drivers as set forth by the Wisconsin Department of Transportation. In addition, all drivers will be required to follow all School District of Crivitz transportation policies and regulations. The Contractor reserves the right to pass onto the District any costs associated with changes to these policies.
2. The Contractor will be required to establish and implement a screening, hiring, and training program that includes as a minimum the following steps:
 - a. Driver completes a written application form that is provided by the Contractor.
 - b. Contractor conducts a record check on the applicant's driving record.
 - c. Contractor conducts a check of the applicant's references.
 - d. Applicants have an interview to determine the applicant's aptitude for the job.
 - e. Applicants must possess a current Commercial Drivers License (CDL) with appropriate school bus endorsements.
 - f. Applicant must pass a physical exam as prescribed by the Wisconsin Department of Transportation. All applicants will be required to pass a pre-employment drug test before being hired. They will be also expected to participate in any monthly random drug testing conducted by the Department of Transportation.
 - g. Contractor must provide a minimum of fifteen (15) hours of route training, safety training, assertive discipline training, and defensive driving training.
 - h. The Contractor will be responsible for conducting a behind the wheel evaluation on each driver annually.
 - i. Monthly safety meetings will be conducted by the Contractor for all drivers and mechanics
3. The Contractor will be responsible for proper supervision of the drivers to ensure that the trips are being run efficiently and on time. Also included in this supervision should be an annual evaluation of all drivers in the areas of driving competency, understanding of laws, regulations, and District policies.

LABOR SELECTION

Contractor must complete the following steps in selecting personnel to perform services to the District:

1. Contractor must complete the standard I-9 process to confirm employee's authorization to legally work in the United States;
2. Contractor must conduct a criminal background check and will not select employees to provide services to the District who have criminal convictions that are substantially related to the job, giving consideration to the intended provisions to the services to the District;
3. The vendor shall hold harmless and indemnify the school district for any claim arising out of the failure to comply with this agreement.

In addition, Contractor must provide the District with contact information for each employee who will provide services to the District including a phone number and email address.

VEHICLE REQUIREMENTS

1. The Contractor shall provide the appropriate number of and size of vehicles needed for this transportation contract. All vehicles must meet the specifications as prescribed by the federal government, the Wisconsin Department of Transportation, Wisconsin Department of Public Instruction, and the School District of Crivitz. The Contractor reserves the right to pass onto the District any costs associated with changes to these policies.

2. All buses used in this transportation service must be equipped with two way communication devices (cell phone or two-way radios) with adequate range to be used anywhere in the District. An adequate number of cell phones or spare radios must be available so that no routes are made without the possibility of communication with the vehicle.
3. All buses are to be maintained in good mechanical condition so as to meet any and all requirements of the Wisconsin Department of Transportation at all times. They shall be kept neat and clean inside and outside at all times.

All buses must be inspected and approved for use by the Wisconsin Department of Transportation annually. Upon request the District will be provided with copies of all inspection reports.

INSURANCE

1. The Contractor shall at all times provide and pay for the public liability, property damage, medical coverage, and uninsured motorist insurance for all vehicles that it operates in compliance with all requirements of Wisconsin state law. The Contractor shall provide the following minimum coverage:

\$5,000,000 Combined single limit for bodily injury and property damage per accident.

\$5,000 Medical payments per person.

2. Policies providing the above described insurance coverage shall include the District as an additional insured. All insurance coverage shall be obtained from an approved insurance carrier authorized to do business in the State of Wisconsin.
4. Certificates of insurance shall be filed annually with the District during the period of this contract and any cancellation thereof shall be made only after written advance notice of thirty (30) days to the District.

PLEASE FILL OUT AND SUBMIT THIS FORM WITH YOUR BID

CONTRACTOR: (company name) _____

PER TRIP COSTS

These three values (Base Trip Rate, Per Mile Rate & Per Hour Rate), when added, will comprise the total cost of a trip. Please fill in each bracketed section, and return a copy to the District.

| | Base Trip Rate | + | Per Mile Rate | + | Per Hour Rate |
|----------------|-----------------------|----------|----------------------|----------|----------------------|
| 2020-21 | [\$_____] | + | [\$_____] per mile | + | [\$_____] per hr |
| 2021-22 | [\$_____] | + | [\$_____] per mile | + | [\$_____] per hr |
| 2022-23 | [\$_____] | + | [\$_____] per mile | + | [\$_____] per hr |

Explanation

1. Base Trip Rate: the base amount that will be charged for each trip to cover maintenance and administration costs.
2. Per Mile Rate: the rate that will be charged per mile for each trip *while the bus is loaded*. The mileage will be calculated from the pickup location to the event location and from the event location back to the drop-off location. Additional miles travelled at the group's request will also be calculated in.
3. Per Hour Rate: the rate that will be charged for each hour of the trip. A maximum of 1 hour of "deadhead" time can be charged. For example, if the driver leaves the terminal at 3:00 pm, arrives at the school at 4:00 pm, takes a team to an athletic event, waits for the event to finish, arrives back to school at 9:00 pm, arrives back at the terminal at 10:00 pm, the total time that can be charged for this trip is 6 hours.

Fuel Clause:

A base fuel price will be set based on the fuel price of local stations on the first day of school during each contract year. Increases or decreases in operational expense will be calculated according to this base price; For every five (5) cent increase/decrease in fuel there will be a one (1) cent increase/decrease in the per mile rate. The cost will be determined by the fuel price of local stations twice monthly.

The District reserves the right to promulgate rules and regulations for obtaining quotes on fuel prices. Fuel cost will exclude all federal fuel taxes

Overnight trips:

Overnight trips that require the bus and driver to stay will be charged: Actual miles used plus driver hotel room, and actual time gone or 15 hours maximum per calendar day, whichever is less.