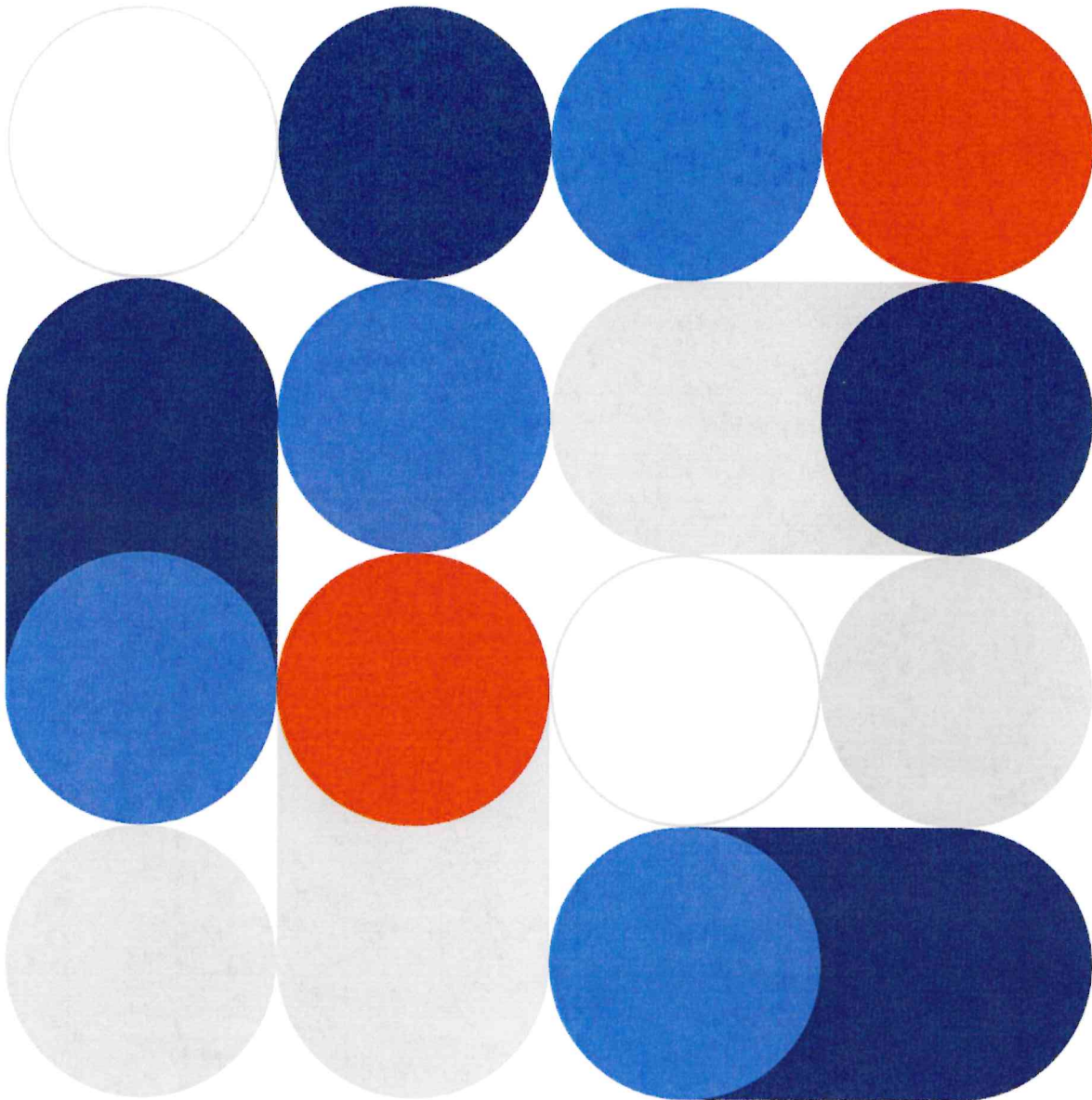




CST Partnership

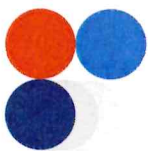
Newport-Mesa Unified School District

Proposal for BID NO. 103-24 NON SCHOOL BUS HOME TO SCHOOL TRANSPORTATION SERVICES

September 14, 2023

Prepared By:

Dillon LaHaye, CEO | Owner



Collaborative
Student
Transportation

Dear Mr. Geiszler,

Transportation has the power to change lives. Each time we connect schools to resources, drivers to routes and students to their education, we create opportunities for stability. Transportation fuels the health of communities by getting people to places and resources they need to thrive. But it isn't always easy, and that's where we come in. We are here to create solutions and partnerships that make transportation easier and more attainable by removing barriers in the process.

Founded in 2018, Collaborative Student Transportation (CST), set out with a mission to create stability for our nation's most vulnerable student populations. We support transportation departments across the United States by managing the extensive logistics needed to safely and effectively transport a district's special needs, homeless and McKinney-Vento students.

At CST, we are driven to break down barriers and connect resources every chance we get, because it's our responsibility to the students we serve, to the communities, schools, partners and livelihoods that depend on us and to the nation-wide need for education stability that transportation can provide.

Who we are:

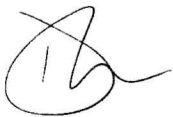
We are transportation professionals, technologists and logistical experts with a heart for students. We work across time zones, cultures and languages. We understand the transportation difficulties schools face, and are here to facilitate connections to solve those problems and drive stability.

What we do:

We leverage our fleet and technology capabilities to provide cost-effective, safe and efficient transportation solutions for students across the nation. We are constantly assessing the best ways to standardize safety, create new efficiencies and reduce the organizational lift required to route the most vulnerable students a district may have.

How we do it:

We provide comprehensive transportation services that include daily routing & planning, customer service, safety & compliance, management, and billing & reporting that allows schools to focus on other areas of responsibility of the department.

A handwritten signature in black ink, appearing to read 'Dillon LaHaye', with a stylized flourish at the end.

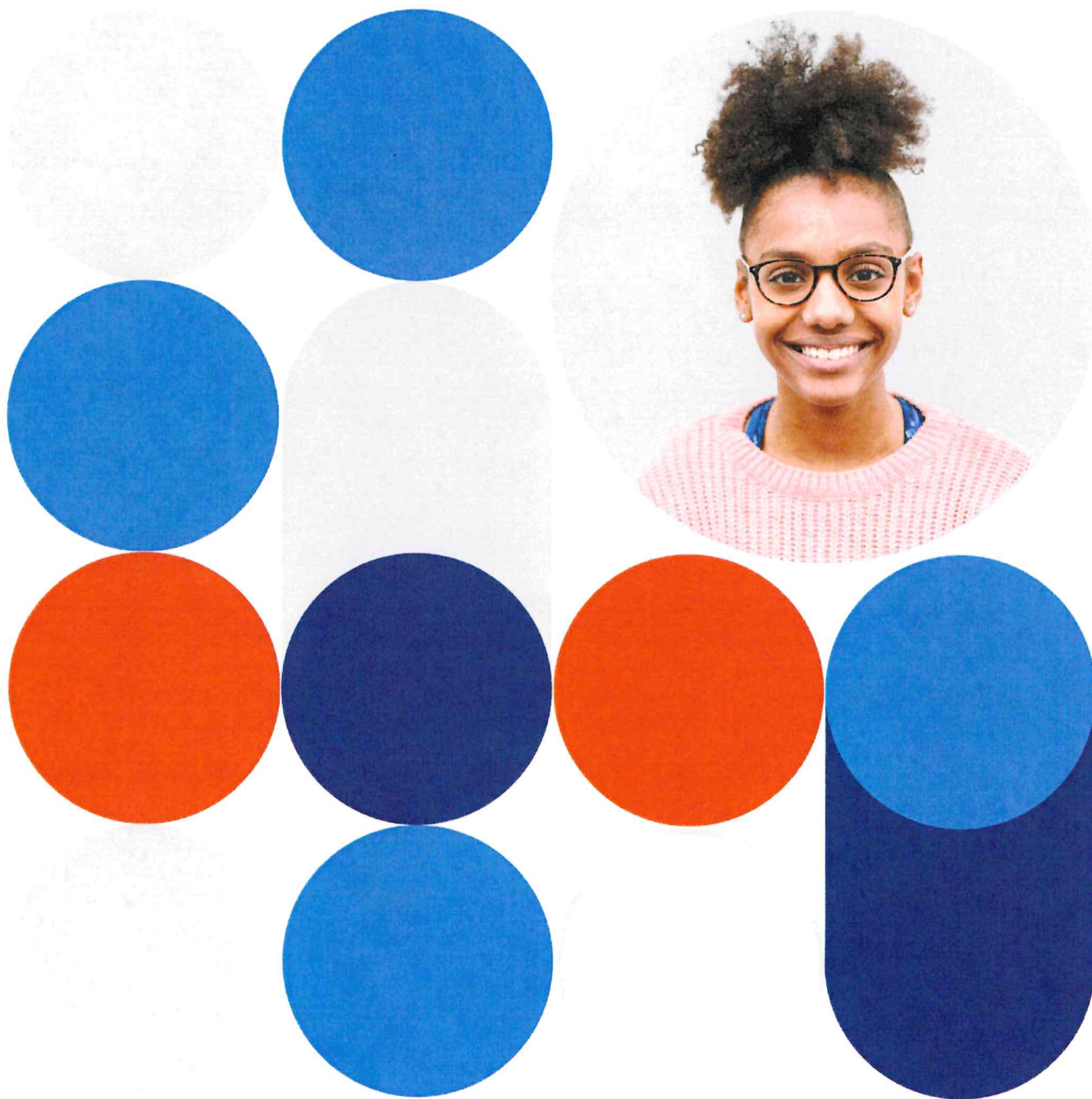
Dillon LaHaye, CEO

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1.0 | Instructions for Bidders



1.0 | Section 1

1 PREPARATION OF BID FORM

CST has read and understands.

2 BID SUBMISSION ADDRESS

CST has read and understands.

3 BID OPENING READING

CST has read and understands.

4 SIGNATURE

CST has read and understands.

5 MODIFICATIONS

CST has read and understands.

6 ERASURES

CST has read and understands.

7 WITHDRAWAL OF BID

CST has read and understands.

8 INTERPRETATION OF BID DOCUMENTS

CST has read and understands.

9 AWARD OF A CONTRACT

CST has read and understands.

10 PRICES

CST has read and understands.

11 EVIDENCE OF RESPONSIBILITY

CST has read and understands.

12 INSURANCE

CST has read and understands.

13 FAILURE TO PROVIDE EVIDENCE OF INSURANCE, POST SECURITY, OR EXECUTE CONTRACT

CST has read and understands.

14 PERFORMANCE BOND

CST has read and understands.

15 DEFAULT

CST has read and understands.

16 FAILURE TO PROVIDE SERVICE

CST has read and understands.

17 TERMINATION FOR DEFAULT

CST has read and understands.

18 VENDOR NOT OFFICER, EMPLOYEE, OR AGENT OF DISTRICT

CST has read and understands.

19 ANTI-DISCRIMINATION

CST has read and understands.

20 INSPECTION OF BIDDER'S FACILITY

CST has read and understands.

21 INDEMNIFICATION

CST has read and understands.

22 PROTESTS AFTER AWARD

CST has read and understands.

23 CAL-OSHA

CST has read and understands.

24 PERMITS AND LICENSES

CST has read and understands.

25 EMPLOYEE BACKGROUND CHECKS

CST has read and understands.

26 DRUG AND ALCOHOL-FREE WORKPLACE

CST has read and understands.

27 TOBACCO-FREE WORKPLACE

CST has read and understands.

28 ADJUSTMENT OF RATES

CST has read and understands.

29 ELIGIBILITY OF BIDDERS

CST has read and understands.

30 FORCE MAJEURE

CST has read and understands.

31 GOVERNING LAW

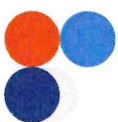
CST has read and understands.

32 JURISDICTION

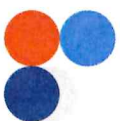
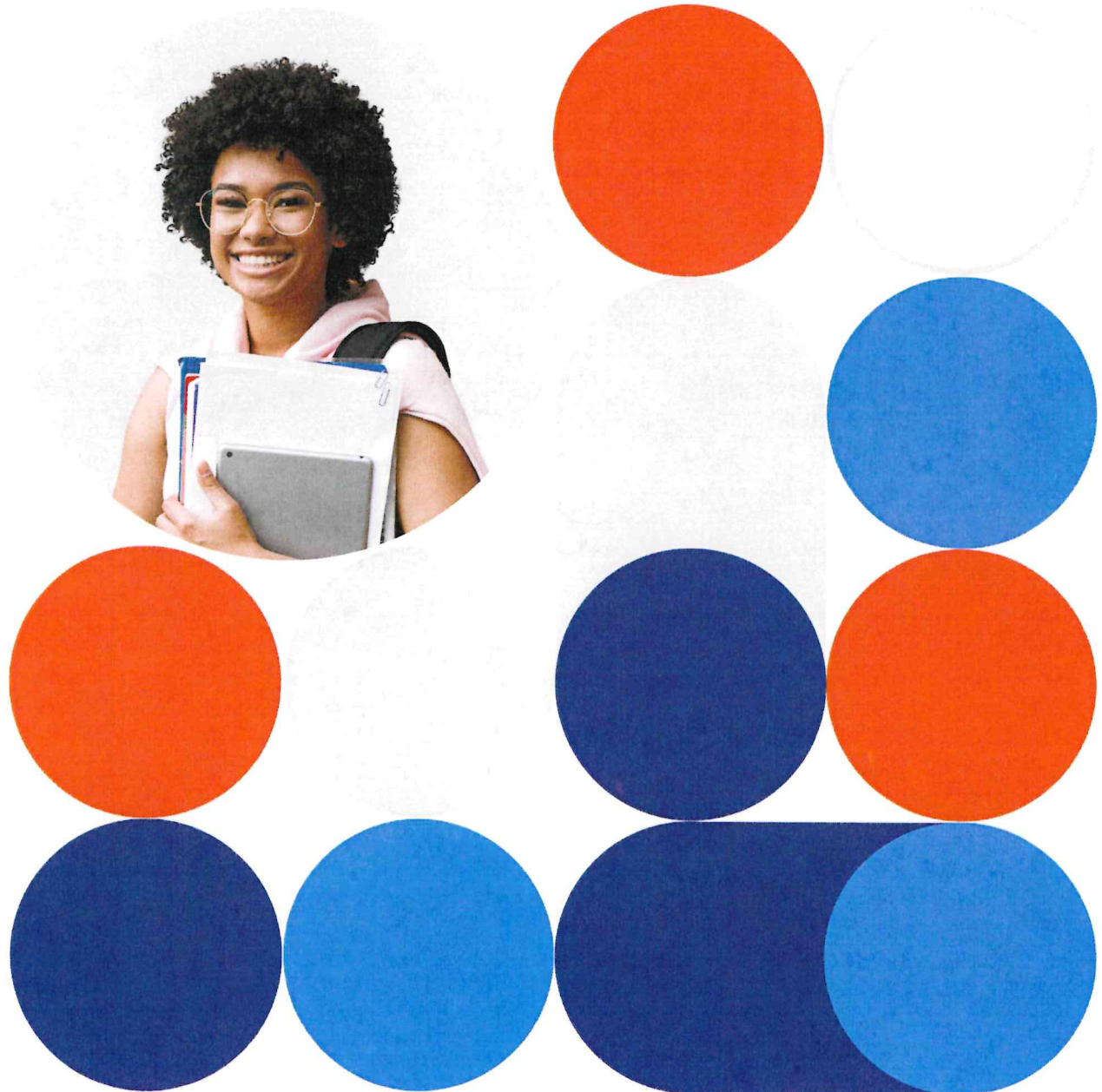
CST has read and understands.

33 BID DOCUMENTS

CST has read and understands.



2.0 | Scope of Services



2.0 | Bid Specifications

CST has read and understands.

2.1 | Equipment Requirements

Vehicles Standards

All vehicles used for CST services for the purpose of transporting students to and from school and school-related activities must meet the following requirements in addition to all requirements in current law and regulation:

- All vehicles must meet the standards and specifications that meet all local, State and Federal standards. All vehicles must display a valid state inspection certificate (annual, interim or temporary) if required in the state where transportation services are being offered.
- All vehicles shall be clearly identified with a unit number on the driver and passenger side of the vehicle so as to be identifiable from a distance.
- All vehicles shall be clearly identified with the company name on the driver side and passenger side of the vehicle so as to be identifiable from a distance.
- Vehicle drivers shall post a route identifying sign in the front window when loading students.

A vehicle list detailing vehicle / unit number, vehicle identification number (VIN), year (manufacturing date to include month and year), make, model, color, license plate number, state, vehicle type, safety information (enclosed vehicle, safety harness securement, etc), name of the camera system (14 days recording), vehicle name in GPS system, name of the GPS system, capacity (ambulatory passenger capacity, number of wheel chair positions, etc), communication devices (two-way radio, cell phone, tablet, etc), and verification of compliance with all applicable local, state and federal vehicle inspection requirements will be made available to Newport-Mesa Unified School District upon request.

Vehicles shall transport students at a capacity less than or equal to the manufacturer's rated seating capacity. Drivers are responsible to report overload situations and to ensure that no vehicle is operated with an overloaded capacity.

All vehicles shall comply with State Statute and Department of Public Safety requirements related to equipment. All vehicles must carry safety equipment.

All vehicles will operate an air conditioning capable of maintaining a temperature of no greater than 78 degrees inside the vehicle at all times while in use.

All vehicles shall not be more than 10 years old

Equipment Standards

At CST, we are committed to utilizing industry leading technology and equipment in every aspect of our student transportation programs. We utilize a web-based phone system to be able to communicate instantly with Newport-Mesa Unified School District from anywhere across the country.

All vehicles are equipped with full HD cameras and GPS units.

Vehicles are all equipped with necessary safety equipment including, but not limited to:

- Wheelchair Lifts
- Appropriate child restraint equipment such as car seats, boosters, safety vests and star seats.
- Fire Extinguisher
- Seatbelt Cutter
- Body Fluid Cleanup Kit
- First Aid kit

All vehicles and equipment used by CST must pass all required inspections in the state where service is being performed. Inspection results shall be made available to the district upon request.

CST has a preventative maintenance program that is managed by our Safety and Compliance Team. This documentation is available to the district upon request.

Vehicle Maintenance

CST maintains a robust preventative maintenance program that is overseen by the CST Safety and Compliance Team and is in compliance with CST standards as well as all local, state and federal regulations. Our preventative maintenance program includes the review of student safety issues, emergency procedures, student management procedures, including issues related to student with disabilities, booster seats, child restraint systems, safety vests, and wheelchairs), review of relevant laws, rules of the road, and local school bus safety policies. CST has implemented an ongoing performance monitoring and assistance program to address issues such as drug testing and driver

competency. Documentation of the detailed preventative maintenance program will be made available to the district once the contract is awarded.

Vehicle Inspections

All vehicles in our CST fleet are required to complete an annual safety review conducted by our Director of Safety and Compliance, ensuring that all vehicles are properly maintained. All vehicles are evaluated in several areas, including but not limited to the following:

- Current Inspection Sticker
- Safety Equipment is secured in vehicle and operational
- Cleanliness
- Route Signs Present
- Vehicle Properly labeled with company name/logo
- Vehicle meets our age requirements (SUV's, Wheelchair Accessible Vans, Minivans, and 10 Passenger Vans shall not be more than 10 years old.)

Stand-By Vehicles

CST maintains a backup fleet of 10% of the vehicles required to service the contract.

Pre-Trip Inspections

All vehicles will receive a daily pre-trip inspection and that inspection shall be recorded. Vehicle inspection standards shall comply with all applicable local, state, and federal laws. CST requires at minimum the driver shall daily inspect all fluids under the hood, battery terminals, all tires, brakes, lights, horn, wipers and washer fluid, seat belts, windows, mirrors, defrost, air conditioning in summer and heat in winter, suspension, fuel level above half a tank, light indicators on the dash and check safety equipment. These records shall be made available to the district upon request. CST requires that front tires shall require a minimum tread depth of 4/32" and rear tires shall require 2/32".

2.3 | Operational Requirements

Start Up

The CST Customer Experience Team works hard to ensure that every organization we partner with has a smooth, seamless onboarding process. We work closely with district staff to ensure that student data is accurate, routes are efficient and running on time, and that administrative functions like billing and invoicing are set up appropriately.

The following is a comprehensive onboarding procedure that we customize to fit your district needs:

- Secure service provider(s) that meet district and CST standards of service
- Vet and confirm driver training
- Confirm driver background checks and all drug screening requirements are met
- Confirm compliance for all drivers and vehicles
- Obtain student data from district
- Analyze student data and create routes
- Get District approval of routes and cost
- Order, maintain, and distribute needed safety equipment
- Coordinate with campuses we are transporting to/from to ensure we understand the pick-up and drop-off locations and expectations of each campus.
- Review accident/incident reporting procedures with district
- Set up district portal and/or district trip tracker with district, as requested

Note that many of these steps are happening at the same time. This ensures a worry-free transition and a timely start-up. CST will work with Newport-Mesa Unified School District with any of the requirements outlined in the RFP.

Routing

Headed by our Director of Routing & Planning, our routing team has combined experience of over 50 years in pupil transportation. Our routing team is responsible for developing and executing route effectiveness and efficiency strategies throughout the school year with a global logistic lens of the CST network. They will work closely with Newport-Mesa Unified School District staff to ensure that all routes are running on time and that changes are implemented without service interruptions. Newport-Mesa Unified School District shall identify the geographic areas that comprise the routes, specific schools served and student pick-up and drop-off locations that will be assigned by CST. CST will coordinate with the district to make changes to the route assignment on an as needed basis.

The CST Routing Team is equipped to provide route directions, total route and run optimization, and detailed reporting. They work hard to make sure that no student shall ride in excess of 45 minutes each way to or from school.

At the start of the school year, all passengers will be notified of daily pick up times. Our routing team works closely with our customer experience team to communicate route changes to drivers, as well as the district. As part of our Trip Request procedure, passengers will be notified of any route changes within 2 to 4 days of change requests, prior to the new route beginning.

We use SIF compliant routing software, EZRouting. EZRouting is designed to work with all major SIS systems and has the capability to perform daily imports with unlimited custom fields. Nightly imports will take place between the SIS system and EZRouting via an SFTP site. Data can be exported as a CSV file, allowing for information to be easily transferred to any other system. This will allow for the district to easily access all necessary data at their convenience.

Before the first day of service on any routes, assigned drivers are expected to travel over the assigned routes on a “dry run” on a weekday at the time specified on the route sheet during the week prior to the start of the school year. Dry runs include both the AM and PM routes. This practice ensures that drivers are familiar with their routes on the first day of school, ensuring that routes are running on time.

Ride Requests

At CST, we strive to make timely transportation accessible to every student who needs it, regardless of changing circumstances. To that end, we follow this protocol when a district wants to provide transportation for a new student:

- Ride Requests can be submitted using the online form on our website, www.collaborativestudenttransportation.com.
- Most routing requests are processed within 2-3 business days
- We review emergency requests on a case-by-case basis for expedited turnaround time
- Families are notified by phone and email with new or changed bus information for their student

Family Support

Each family has the opportunity to meet with a caring and respectful CST representative prior to starting transportation. These foundational meetings allow us to gather important information and guarantee that each student’s unique needs are met. On top of that, we get the privilege of listening and responding to parents, which provides a sense of peace as the transportation experience begins.

Additionally, when the student begins transportation, we provide these communication touchpoints on a daily basis:

- Notify families via phone and email if a vehicle is running late
- Reach out to families if student does not come to vehicle on a given day
- Families can connect with their driver during the route via our Radio Check system

Child Check Policy

CST requires all providers that are transporting students on our behalf to adopt a formal written child check procedure and policy for checking all vehicles operating under all contracts. Contractors shall provide the written child check procedure to CST prior to service starting. Annual training regarding child check procedures must be provided to all drivers. Drivers are to immediately report and notify CST of any incidents of students being left on vehicles after students scheduled drop off or when a student is left unattended on a vehicle. Failure to follow formal written child check procedure may result in the driver being removed from driving CST routes.

The policy shall, at a minimum, require the driver to physically check each seat area for any remaining students whenever:

- The driver finishes a tier and route
- The driver returns to the terminal
- The driver leaves the vehicle

Customer Experience

Our organization is staffed from 5am - 7pm each day with accessibility to our administrative team outside of these hours in case of an emergency or additional support. Our team utilizes a web-based phone system to ensure we are able to support your team and community consistently throughout the day from any location around the country. This function also gives us the ability to provide an emergency phone line that is exclusive to your district and will ring as a priority line into our system. This ensures a prompt connection to a representative when you need it most.

Newport-Mesa Unified School District will be assigned an exclusive CST account representative to ensure that your transportation experience is positive and performing at a high level. This account representative will work with your team daily and will provide monthly reviews of our services provided.

Our partnership with Newport-Mesa Unified School District also includes a robust communications capability using our existing systems. These include:

- a. Mass messaging capability to notify families of new bus information, time changes, weather delays, and emergency communication (if needed) within seconds, E-link login information for your school admin and staff to view your current student transportation information within our live routing system
- b. Student data management and reporting for accurate records accessible to your staff at any time
- c. Management of all student conduct reports and accident reports (electronic historical files are kept for reference as needed)
- d. GPS monitoring to know the coordinates of each route each day.
- e. English and Spanish Speaking Customer Experience Representatives

Customer Experience Team

Our Customer Experience team is led by our Customer Experience Lead, Brent Libengood. With over 30 years of pupil transportation experience, Brent leads our customer experience team. With experience managing a team of 80 drivers and customer experience professionals, Brent is equipped to handle any issue that may arise while servicing our contract with Newport-Mesa Unified School District.

Brent, along with his team, creates a first rate customer experience for all schools, their staff and their communities through responsive and detailed communication efforts. He leads daily case studies to ensure that our team is performing at a high level and that our member districts receive reliable service and accurate information.

Safety and Compliance

A thorough Safety & Compliance team is critical to the success of our organization. Our team has developed processes to ensure all of our personnel and vehicles are compliant with state and federal regulations so that they are transporting students safely each day. We evaluate annually through an on-site program and inspection of all data, vehicles and personnel.

GPS and camera footage are utilized heavily to monitor daily activity in addition to our data analytics and reports. Below are the features of our Safety & Compliance department.

- Management of all student conduct reports and accident reports. (Electronic historical files are kept for reference as needed)
- Assurance that routes are being test run prior to a route schedule change becomes live.
- GPS and Camera systems on each vehicle.
- Support and guidance on training
- Collection and distribution of all vehicle information including the year, make and model.
- Collection and distribution of all contractor employee information as needed.

Collection and distribution of all Certificates of Insurance featuring your school as an additional insured.

Student Discipline

The ultimate responsibility and authority to suspend or expel any student from transportation services shall rest with CST or student's resident or providing school district.

Drivers are responsible only for such discipline as is required to safely and properly operate vehicles. In no case will a driver eject a student from a vehicle for misbehavior except in the event of an extreme emergency endangering the safety of the student, other students, the driver or the vehicle aide, and then only after radio notice to the terminal and to the student's building principal. If the misbehavior is extreme to the point of removing the student from the vehicle, police will be called to assist with the issue. The district will be notified if police intervention is required.

All discipline problems shall be reported in writing following completion of the route so that the school and/or CST can address the issue in accordance with their policies. The repair and/or replacement of equipment or facilities due to vandalism shall be the sole responsibility of CST.

On Time Performance

Based on the past 3 year's (3/2020-4/2023) late trips vs. total trips data, our on time percentage is ~98.9%.

2.4 | Staffing

Leadership Team

To manage the non school bus home service to school transportation services for Newport-Mesa Unified School District we have recruited a diverse set of talent to ensure each function of our transportation program is executed at a high level. Our leadership team leads over 25 customer service, finance and routing professionals to bridge the gap in transportation accessibility for communities with limited resources. We've worked hard to develop an inspiring work culture full of personal and professional development opportunities to help our staff serve families with uncommon empathy and unmatched expertise.

- **Dillon LaHaye-Chief Executive Officer**

As our CEO, Dillon is responsible for developing enriched partnerships with school districts and charter schools, as well as overseeing all functions of the organization operations to ensure the mission of providing educational stability for students through collaborative transportation services is achieved each day.

- **Sara Houle -Chief Administrative Officer**

Sara has spent nearly 17 years in school transportation, combining a talent for business administration with a desire to help students start and finish their day with reliable, safe transportation. In her position as CAO, Sara plays a critical role in the refinement, design, and alignment of operational efficiency and strategic management of CST.

- **Matt Kelm - Senior Operations Manager**

As a Senior Operations Manager, Matt serves as a point person between school district administrative staff and our internal team of routers and customer experience specialists to ensure students are safely transported each day.

- **Kevin Miller - Senior Operations Manager**

Kevin is an industry leading expert with over 15 years of experience working in pupil transportation. As a Senior Operations Manager, Kevin provides constant detailed oversight of our safety program and compliance regulations.

Hiring Practices

At CST, we hold true to our core values of Sincerity, Curiosity and Inclusivity in our hiring practices. In the last year, 30 percent of our new hires were women or BIPOC (black, indigenous or people of color) individuals. Our Full-Time employees enjoy a generous benefits package that includes health care (including dental) for families, paid vacation, sick and safe time, and a company match for retirement savings. We are committed to ensuring that our team is well compensated with competitive salaries that set the pace for our industry. This commitment to creating a vibrant company culture has led to a high staff retention rate, ensuring consistency and stability for the students counting on us each day.

With the unprecedented organizational growth CST has experienced, we expect to maintain and expand our team over the course of time that we are servicing Newport-Mesa Unified School District contract.

The hiring process begins with having a clear job profile. The manager and human resources will go over the job description to ensure that any necessary changes are made. HR will then post the position on the appropriate job boards. Applications are reviewed daily and first round interviews are set up after the application submission slows down - typically within 10 days. Applications are reviewed for qualifications and like job experience. HR will set up an interview schedule and the manager and HR will write interview questions that pertain to the position as well as the basic skills that we are looking for. An interview team is created consisting of the manager, HR, team member or members. The interviews are conducted in the same way each time and the questions remain the same each time to create an equitable situation. The team discusses the interviewees and decides on a candidate to pursue or several candidates to bring back for a second interview. After a candidate has been chosen, an offer is extended.

Driver Qualifications

All drivers must meet the qualifications below to be eligible transport students on behalf of CST:

- Complete a pre-employment national criminal background check.
- Complete a national criminal records check bi-annually.
- Complete a national fingerprint background check for states and/or districts where it is required.

- Pass all state and federal requirements prior to performing transportation services for CST.
- Complete a pre-employment motor vehicle license check and pre-employment drug screening.
- Complete at minimum two moving violation reports (MVRs) checks annually for each driver providing services to CST.
- Obtain a compliant physical exam indicating that they are medically qualified to drive the vehicle and shall maintain a valid physical exam (medical card) at all times while providing CST transportation services.
- Drivers shall not operate or have physical control of a vehicle under contract to CST with any presence of alcohol in their system.
- Drivers will have in their possession a valid State Driver's License for the class of vehicle operated.
- I.D. badge must be worn above the waist on the outermost clothing and that is visible.

Non-Driver Qualifications

All non-driver employees, including aides, must pass a pre-employment criminal background check. All aides will complete a criminal records check regularly as required by local, state, and federal law and will also be drug screened.

Driver Evaluation

Annual evaluations are conducted on each driver that transports students on behalf of CST. All drivers must pass evaluations and receive certifications that they are eligible to continue driving on behalf of CST.

Driver Support

We make sure that drivers have all of the resources they need to be successful each day. All vehicles are equipped with 2-way radios to give drivers instant access to dispatchers at all times. Drivers are given training on student management and emergency situations, preparing them to confidently handle difficult situations.

Driver Drug Screening Policy

All drivers must complete a pre-employment drug screening to be eligible transport students on behalf of CST.

All CST's employees are required to comply fully with all state and federal laws and regulations governing the mandatory drug and alcohol testing of individuals including individuals required to hold a commercial driver's license. Because of the safety sensitivity of transporting school students, All Federal, State and Local laws for alcohol and controlled substance testing shall be followed. Transportation providers will provide a copy of their alcohol and controlled substance policy and procedures prior to driving on behalf of CST.

Employees performing safety sensitive functions shall be subject to all applicable state and federal alcohol, controlled and prohibited substance laws and regulations. Safety-sensitive employee alcohol and controlled substance testing shall be conducted as necessary per company policy or conforming to the authorized drug and alcohol testing requirements of the state where work is being performed. CST transportation providers shall conduct pre-employment, reasonable suspicion, random, post-accident and return to duty testing shall be conducted in compliance with state and federal laws and regulations.

CST Background Check Policy

CST has a practice of conducting reference checks on any new hire entering the organization; references are completed by the hiring supervisor and any issues are reviewed with Human Resources prior to extending an offer of employment. All new hires are required to complete and pass a criminal background check prior to signing an offer of employment. Human Resources reviews all background check results prior to sending an offer of employment. These background checks are kept confidential and are not automatically shared with school districts, other than to confirm that a background check has been completed and cleared.

Our background checks include a County Criminal History search (7 years), National Criminal Search, Sex Offender Search, SSN Trace, Global Watchlist Search.

Drivers shall undergo additional criminal background checks annually.

2.5 | Training Requirements

CST training program for new vehicle driver applicants shall meet or exceed the State of California minimum requirements and shall consist of as many hours as necessary to train drivers to a competent level.

All CST drivers will complete Sensitivity and Confidentiality Training and must be in compliance with safeguarding and protecting all Student and District data in accordance with applicable laws and regulations.

CST Training

Driver Training

Student Safety is our first priority at CST. All new drivers will be provided pre-service training which includes:

- pre-trip inspection training
- behind-the-wheel training
- training on special needs transportation
- training on student management
- training on child safety restraint systems (CSRS)
- training on policies, laws and regulations
- training on securing wheelchairs (if applicable)
- training on emergency evacuation procedures.
- First aid and CPR instruction
- Family Education Rights and Privacy Act (FERPA) Pupil Confidentiality

All new drivers will be evaluated and certified to drive prior to being placed into service.

All drivers will be required to attend monthly safety meetings. The meeting topics may include some of the above new driver training topics along with location specifics and district policies.

Aide/Paraprofessional Training

All vehicle aides will be provided pre-service training which includes:

- training on special needs transportation
- training on student management
- training on child safety restraint systems (CSRS)
- training on policies, laws and regulations
- training on securing wheelchairs (if applicable)
- training on emergency evacuation procedures.

All aides will be required to attend monthly safety meetings. The meeting topics may include some of the above training topics along with location specifics and district policies.

2.6 | Reporting Requirements

Reporting Procedures

Drivers are expected to submit the following written reports:

Daily Reports

- Pre-Trip Inspection Reports

Ad Hoc Reports

- No Show Reports
- Accident Reports
- Incident Reports

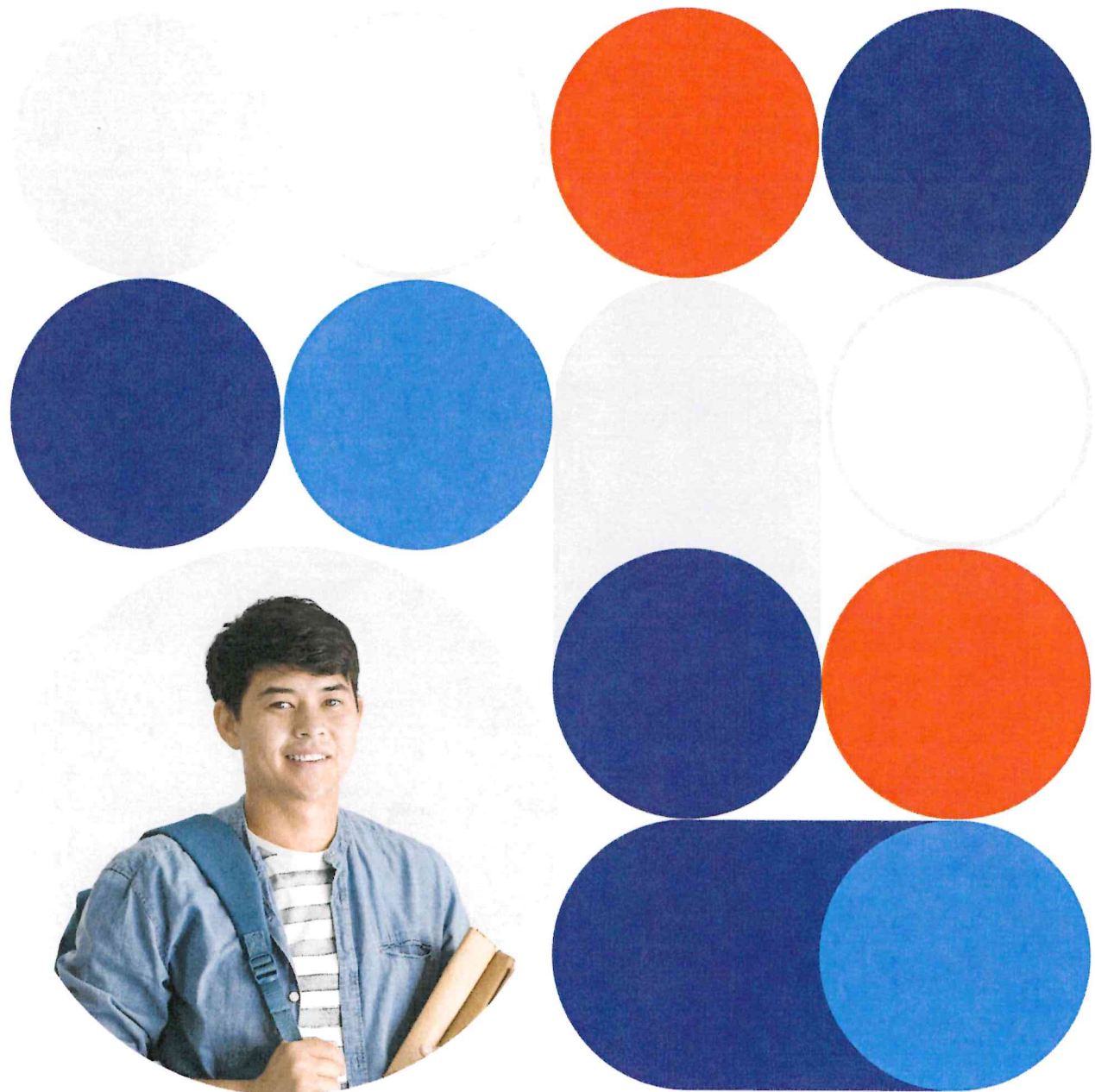
Emergency Procedures

CST will provide a report to the district whenever an accident or incident occurs that involves equipment, personnel, or pupils being transported. The following is an example of possible operating procedures in the event of an accident or emergency. We will work closely with your district to establish an official district/ CST schools policy.

- CST to receive a verbal report immediately or within 15 minutes following of an accident with basic information which includes:
 - Are there injuries?
 - The number of students on board at the time of the accident
 - Location of the accident
 - Time of the accident
 - Basic information of what happened to cause the accident
 - Has 911 been called
- Call 911 to report the accident anytime there are students on board a route
 - 911 is called immediately if the driver suspects injuries to driver or passengers
- Follow CST's drug & alcohol policy in regards to post-crash requirements
- Provide detailed written report within 4 hours of the time of the accident using CST's accident report

- Submit police report and other information (pictures, video, etc) when available to CST
- Submit insurance claim to insurance provider when applicable
- Provide insurance claim information when other parties are injured
- Send additional vehicle to transport students to destinations
- Customer success representative reports accident immediately to CST leadership
- Report accident to district (transportation department and school) immediately following district reporting procedures
- Send accident report to district upon request

3.0 | Required Bid Forms



3.0 | Bid Form



NEWPORT MESA UNIFIED SCHOOL DISTRICT

BID FORM

BID NO. 103-24

NON SCHOOL BUS HOME TO SCHOOL TRANSPORTATION SERVICES

1. Pursuant to and in compliance with this bid, and all other documents relating thereto, the undersigned bidder, having familiarized himself with the terms of the contract, the local conditions affecting the performance of the contract and the cost of the work at the place where the work is to be done, hereby proposes and agrees to perform, within the time stipulated, the contract, including all of its component parts, and everything required to be performed and to provide and furnish any and all of the labor, materials, tools, equipment, and all utility and transportation services necessary to perform the contract and complete in a workmanlike manner all of the work required in connection with this contract.

All in strict conformity with the specifications and other contract documents including any addendums for the amounts as set forth below.

2. It is understood that this bid, once approved by the Newport Mesa Unified School Dist. Board of Education, is an annual contract to provide services to the District per this bid for a period of one year from the Board approval date. Any extension beyond the initial year must be Board approved.
3. It is understood that the District reserves the right to reject this bid as specified in the Instructions For Bidders and that the bid shall remain open and not be withdrawn for a period of sixty (60) days.

Date: 09/14/2023

Collaborative Student Transportation, LLC

Proper Name of Bidder

Sara Houle, CAO

By



Signature of Bidder

Note: If a bidder is corporation, the legal name of the corporation shall be set forth above together with the signature of authorized officers or agents; if a bidder is a partnership, the true name of the firm shall be set forth above together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership; and if a bidder is an individual, his full signature shall be placed above.

3.1 | Bid Form Worksheet

Bid Form Home -to-School Rates, Non-School Bus

<u>Non-Bus Based Services</u>	<u>Rate</u>	<u>NOTES</u>
Origination Dispatch Charge	\$ \$0.00	
Cost Per 1-Way Trip Mile	\$ \$1.95	Billing starts after the first 5 miles
Fuel Surcharge	\$ 50%	See Attached for details
Route Minimum Charge	\$ 350.00	minimum per vehicle per day AM/PM Routes
No Show Fee	\$	Full cost unless notified with 2hrs notice
Other Surcharges	\$ 40.00	Lift vehicle route/day
	\$ 80.00	Aide/Para 2hr minimum, extra 1/4 hr rate= \$8
	\$ 50.00	Enclosed/Barrier route/day

<u>Anticipated Number of Routes Able to Serve</u>		
Non -School Bus Routes		10

Fuel Surcharge

Fuel Surcharge(gasoline): If the average price of gasoline or diesel fuel for a given service month exceeds the fuel base rate, established at **\$3.75** per gallon for gasoline for SY2023-24, Newport-Mesa Unified School District will reimburse Contractor for fifty percent (50%) of the per gallon cost over the established base rate. The average price of fuel will be determined by “Retail On-Highway Regular Grade Gasoline Prices” (gasoline) and “Retail On-Highway Diesel Prices” (diesel), for the State of California, as published by the U.S. Department of Energy. CST shall provide calculation of the adjustment due if any.

Fuel Escalation will be calculated using the following assumptions:

Standardized Miles Per Gallon (MPG) Rate:

Gasoline - Miles Per Gallon Calculation:	20 miles per gallon – 7 passenger van
	16 miles per gallon – 10 passenger van

Route mileage calculation: Route mileage will be based on CST routing software calculation, routed miles from the software. Route mileages will be sent monthly alongside the invoice.

Final fuel escalation calculation will be:

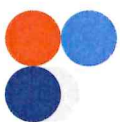
Step 1: Routed mileage divided by Standard MPG rate by vehicle type assigned = Total gallons

Step 2: Average Actual Fuel Rate minus Fuel Base Rate = Rate Escalator

Step 3: Total gallons multiplied by Rate Escalator divided by 2 = Final Fuel Escalation Charge

The fuel base rate will be adjusted for each subsequent school year of the contract, including any contract extensions, by taking the previous 12-month average of the cost per gallon.

3.2 | Non-collusion Affidavit



NONCOLLUSION DECLARATION TO BE EXECUTED BY
BIDDER AND SUBMITTED WITH BID
(Public Contract Code section 7106)

The undersigned declares:

I am the CAO of Collaborative Student Transportation, LLC, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 09/14/2023 [date], at Minneapolis [city], Minnesota [state].


Sara Houle, CAO

3.3 | Addendums



Newport-Mesa
Unified School District

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

ADDENDUM NO. 1

Non School Bus Home to School Transportation

BID No. 103-24

NEWPORT MESA UNIFIED SCHOOL DISTRICT
2985 BEAR ST., BLDG.-A
COSTA MESA, CALIFORNIA 92626

August 21, 2023

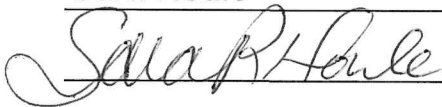
The following revisions and/or clarifications shall be made to the BID documents for the above-named work. All work described in the original BID documents and all applicable Sections of the original BID documents shall be included in the contract, except as herein modified: Acknowledgement of this Addendum shall be made below and submitted with the BID submission. If acknowledgement is not made the proposal may be considered non-responsive.

- ***Change: RFI due date to August 30, 2023 at 4:00PM PST***
- ***Change: Bid due date to September 7, 2023 at 3:00PM***

All other provisions of the BID remain unchanged.

BELOW, PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM AND SUBMIT IT WITH YOUR PROPOSAL.

Name: Sara Houle

Signature: 

Firm Name: Collaborative Student Transportation, LLC

Address: 615 1st Ave NE, Suite 115

Minneapolis, MN 55413

Telephone #: 612-213-2828

(END OF ADDENDUM NO.1)



Newport-Mesa
Unified School District

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

ADDENDUM NO. 2

Non School Bus Home to School Transportation

BID No. 103-24

NEWPORT MESA UNIFIED SCHOOL DISTRICT
2985 BEAR ST., BLDG.-A
COSTA MESA, CALIFORNIA 92626

September 1, 2023

The following revisions and/or clarifications shall be made to the BID documents for the above-named work. All work described in the original BID documents and all applicable Sections of the original BID documents shall be included in the contract, except as herein modified: Acknowledgement of this Addendum shall be made below and submitted with the BID submission. If acknowledgement is not made the proposal may be considered non-responsive.

- ***Change: Bid due date to September 14, 2023 at 3:00PM***

All other provisions of the BID remain unchanged.

BELOW, PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM AND SUBMIT IT WITH YOUR PROPOSAL.

Name: Sara Houle

Signature: 

Firm Name: Collaborative Student Transportation, LLC

Address: 615 1st Ave NE, Suite 115

Minneapolis, MN 55413

Telephone #: 612-213-2828

(END OF ADDENDUM NO.2)