
401 S. Cherry Lane, Fort Worth, Texas 76108 817-367-1300 Fax: 817-367-1351

www.wsisd.com



**REQUEST FOR
PROPOSAL**

**Transportation
Services
RFP #032017**

SCOPE OF WORK

The White Settlement School District (WSISD or District) is accepting proposals for a school bus Contractor to provide pupil transportation services. WSISD currently provides a terminal facility, parking area for all buses, office facilities, and other equipment. WSISD requires that the Contractor provide the management expertise, the necessary regular and standby drivers, buses, vehicle maintenance, driver training and safety personnel. The expectation of the vendor is to provide the best service of coordination, timeliness, proper functioning and safe buses for the transportation of students. Responses to this Request for Proposal shall be labeled, sealed and including all the information requested hereafter and must be received by the specified date and time at the:

White Settlement ISD – Admin Building
Attn: PURCHASING DEPARTMENT
401 S. Cherry Lane
Fort Worth, Texas 76108

WSISD's transportation services are presently under contract with Dallas County Schools. Operations presently include 30 buses, owned by White Settlement Independent School District (WSISD), operating 20 routes per day. There are 12 regular routes, 5 special needs routes performed daily and 3 special needs mid-day routes. In addition, these buses are used for back-up and field trips. During the 2015- 2016 school year, the current route service report mileage was 184,903 a total of 239,643 miles were driven. There is currently one terminal from which transportation services are operated. The location is: 1313 Mary Kay, White Settlement, TX 76108. WSISD is an educational institution providing quality learning services from Pre-K - 12 within and across three (2) city boundaries. WSISD enrollment is approximately 6,800 students, and the District covers approximately 24 square miles.

SPECIFIC TERMS AND CONDITIONS

1. This contract may be awarded to one vendor or a primary and secondary vendor, if determined to be the best value to White Settlement Independent School District. White Settlement Independent School District reserves the right to negotiate with any or all respondents and accept or reject any and/or all proposals. WSISD also reserves the right to waive any formalities and/or irregularities, modify the included agreement and to determine the award that is in the best interest of the District.
2. **The District may, at its own discretion, determine a short list, request a best and final offer, or conduct interviews with finalists. A thorough review will be performed by the District based on the stated evaluation criteria. Alternative proposals may be considered; however WSISD has a desire to receive proposals based on the criteria contained within this document. If you have proposals outside of these parameters, respond to request as described, and then offer additional or alternative proposals. All responses & information should be provided in the order and format requested. Any additional information or proposed services shall be provided in a separate tab. Any deviation from this format will be considered in the evaluation.**

3. **Length of Contract:** The term of this Agreement between the District and the awarded provider(s) shall be for a period of three (3) years beginning July 1, 2017 and ending June 30, 2020 (the “Initial Term”), with a three (3) year renewal term option through written mutual agreement of both parties, beginning July1, 2020 and ending June 30, 2023 (the “Renewal Term”), subject to the availability of funds. **The form of agreement to be used for these services and this proposal is included as part of the specifications, “Agreement for the Transportation of Pupils” (the “Agreement”).**
4. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, or specifications stated in the resulting contract.
5. Final evaluation of this RFP will be based on the Texas Educational Code 44.031 (b) per the General Conditions. Evaluation of pricing will be based on Unit Price value to be submitted on the “PRICING SHEET”.

Evaluation Criteria	Point Value
Purchase Price	35
Reputation of the vendor and vendor’s goods or services	10
Quality of the vendor’s goods or services	15
Extent to which the goods or services meet the District’s needs	15
Vendor’s past relationship with the District	0
Impact of District’s compliance with laws and rules relating to Historically Underutilized Businesses	0
Total long-term cost to the District	10
Principal place of business or number of employees in the State	0
Other relevant factors specifically listed in this RFP	15
Total Points	100

6. Timetable:

Release RFP	February 24, 2017
Pre-Proposal Meeting	February 27, 2017 – 10:00am CST
Deadline for Questions	March 8, 2017 – 2:00pm CST
Respond to Questions by	March 14, 2017 – 4:30pm CST
Deadline for Submittal of Proposal	March 23, 2017 – 2:00pm CST
Recommendation to Board of Trustees (tentative)	March 30, 2017

7. **Pre-Proposal Meeting:** WSISD will hold a pre-proposal meeting on February 27, 2017 at 10:00am CST at White Settlement ISD, 401 S. Cherry Lane, Fort Worth, TX 76108. Attendance is strongly recommended. A tour of the WSISD terminal will be provided at this time upon request. No tours will be provided after the Pre-Proposal meeting tour to the District facilities.

8. **Communications:** Contact between vendors and WSISD personnel, Board members, or officials during the proposal process or evaluation process is prohibited. Any attempt by vendors during the proposal process to contact WSISD personnel, Board members, or officials may result in disqualification. All communications shall go through the WSISD Purchasing Department during this competitive process. Questions received and the corresponding answers will be distributed to all proposers. **No verbal responses will be provided.** The deadline for questions about this proposal is stated in the timetable above and WSISD will not respond to questions after said time and date. Responses to questions will be posted in the form of an addendum to this RFP on the [WSISD Purchasing website](#) as stated in the timetable. **The vendors will be responsible for checking the [WSISD Purchasing website](#) for any posted addenda.**

9. **Proposal Submittal:** **One (1) original and three (3) copies of the proposal must be sealed in an envelope clearly marked on the outside with RFP #032017 – TRANSPORTATION SERVICES.**

10. **Acceptance:** WSISD reserves the right to accept or reject any or all of the proposals submitted, waive minor technicalities, and accept the offer most advantageous to the District. Contract, to awarded vendor, will be based on the determined "Best Value for the District".

11. The contract shall be put into effect by means of the included contract or "The Agreement", executed by both WSISD and the Vendor after the proposal has been awarded and approved by the Board of Trustees.

12. The District has the right to terminate this contract for convenience, without penalty, if the District fails to appropriate funds, following delivery to the Vendor of a "Notice of Termination" specifying the extent to which performance hereunder is terminated and the date upon which such termination becomes effective.

13. Transfer or assignment of contract by vendor is prohibited without express written permission of WSISD. The awarded contractor may not assign or delegate its rights and responsibilities under this Agreement without the prior written permission of WSISD.

14. All invoices must be submitted to WSISD's Business Office, billing address:

White Settlement ISD
Attn: Accounts Payable
PO Box 150187
Fort Worth, TX 76108

If your company uses any other billing address, White Settlement ISD will not be responsible for late payments, service charges, etc. WSISD's purchase order number must be referenced on the invoice. Payment terms will be net 30 after the receipt of invoice(s) for services requested, rendered and approval by Purchasing and the Business Department.

Invoices must delineate and show sufficient details, i.e. mileage, individual personnel hours, and all other rates per day and totals by route driven. Regular Transportation, Special Needs Transportation, Field Trips and/or Athletic Transportation, TAKS After-School Programs, and other such routes as may be added in the future should be in sufficient detail as well. TAKS-After School Programs and Field Trips/Athletic Transportation will need to be invoiced separately on invoices for each of these transportation programs. The purpose of each bill must be clearly understood by the District.

15. The White Settlement Independent School District reserves the right to use and duplicate as often as necessary any material that is submitted by the awarded vendor.

16. Provide WSISD with order information on where purchase orders are to be sent:

Company Name	
_____	_____
PO/Street Address	Phone Number
_____	_____
City/State/Zip Code	Fax Number

17. Provide WSISD with remit information on where payments are to be sent:

Company Name	
_____	_____
PO Box/Street Address	Phone Number
_____	_____
City/State/Zip Code	Fax Number

18. Does your company accept purchase orders by email?

Yes _____ No _____

If yes, please provide the email address: _____

19. Provide the contact information for the following:

WSISD will not discuss contract or disputed invoicing issues with the contractor's operational manager located at the WSISD terminal facility. Please provide the contact name and information of your company's individual who has the authority to discuss invoice issues and make contractual decisions.

(Name)		
Main Contact: _____	Phone: _____	
Email: _____	Fax: _____	

(Name)		
Invoicing Contact: _____	Phone: _____	
Email: _____	Fax: _____	

20. **References:** References: Please provide five (5) references, preferably from school Districts in the State of Texas or with a student population over 5,000 or who have used your services within the last three years. Additional references may be required. **It is highly recommended that the most current reference information be provided to the District.**

Should comparable references from Texas be unavailable, please expand your scope to surrounding states.

A.

School District	Title of Contact	Contact Name
Address		Telephone #
Role and responsibilities of contact		
Service Period		

B.

School District	Title of Contact	Contact Person
Address		Telephone #
Role and responsibilities of contact		
Service Period		

C.

School District	Title of Contact	Contact Person
-----------------	------------------	----------------

Address	Telephone #
---------	-------------

Role and responsibilities of contact

Service Period

D.

School District	Title of Contact	Contact Person
-----------------	------------------	----------------

Address	Telephone #
---------	-------------

Role and responsibilities of contact

Service Period

E.

School District	Title of Contact	Contact Person
-----------------	------------------	----------------

Address	Telephone #
---------	-------------

Role and responsibilities of contact

Service Period

21. **INSURANCE:** Copies of the successful contractor's liability insurance and workman's compensation certificates are required. This certificate does not amend, extend or alter the coverage afforded by the policies below.

Insurance Requirements:

Limits:

A.	General Liability	General Aggregate	\$1,000,000
		Products - Comp/or Agg.	\$1,000,000
	Commercial General Liability	Personal & Adv. Injury	\$1,000,000
	Claims Made Occur.	Each Occurrence	\$1,000,000
	Owner's & Contractor's Prot.	Fire Damage (Any one fire)	\$ 50,000
		Med. Expense (Any one person)	\$ 5,000
B.	Automobile liability	Combined Single Limit	\$1,000,000
	Any Auto	Bodily Injury	
	All Owned Autos	(per person)	
	Scheduled Autos	Bodily Injury	
	Hired Autos	(per accident)	
	Non-Owned Autos	Property Damage	
	Garage Liability		
C.	Umbrella form - Excess liability		
	State the limits that your company carries.	_____	
D.	Worker's Compensation	Statutory	
	And	Each Accident	\$ 500,000
	Employers' Liability	Disease - Policy Limit	\$ 500,000
	Disease - Each Employee		\$ 500,000

The insurance requirements as listed above are the minimum requirements set by the WSISD to the vendor. This requirement also applies to any sub-contractor(s) in the event that any that any work is sublet. The contractor is responsible to insure that the sub-contractor(s) meets the minimum insurance requirement limits as by law.

1. Should any of the above described policies be cancelled before the expiration date, the issuing company shall mail thirty (30) days advance written notice to the certificate holder, White Settlement ISD.
2. The Contractor shall agree to waive all right of subrogation against the District, its officials, employees and volunteers for losses arising from work performed by contractor for the District.
3. THE CONTRACTOR SHALL HOLD THE DISTRICT HARMLESS FROM AND INDEMNIFY IT AGAINST ALL LIABILITY, INCLUDING ATTORNEY'S FEES, WHICH MAY ARISE FROM AND ACCRUE DIRECTLY FROM THE PERFORMANCE OF THE WORK OR ANY OBLIGATION OF CONTRACTOR OR FAILURE OF CONTRACTOR TO PERFORM ANY WORK OR OBLIGATION PROVIDED FOR IN THIS AGREEMENT.
4. The selected proposer will be required to supply an insurance certificate naming White Settlement Independent School District as an additional insured.

****You are required to submit a certificate of insurance for the above insurance requirements with your bid. ****

****Item #2, 3, 4 (above) shall be required of the successful vendor/s only. ****

NOTE: ADDITIONAL INSURED

White Settlement Independent School District must be named as additional insured on certificate of insurance if your firm is awarded the contract.

I, the undersigned, have attached a copy of a certificate of insurance that I attest (1) remains currently in force; and (2) has been issued for the purposes of insuring a school District, nonpublic school or county superintendent of schools which (whom) currently contracts for student transportation services from my firm.

Company Name

Signature of Authorized Agent

Date

NOTE: Proposers must submit current certificate of insurance with a signed statement that the above stated coverage will be in force prior to award of contract.

22. **Performance Bond:** The District **may** require, as a condition to awarding a contract, receipt of a renewable annual performance bond (contract bod) naming WSISD as the obligee or beneficiary in the amount of the estimated annual amount of the contract. The performance bond must be issued by an approved surety duly licensed and authorized to transact business in the State of Texas, in a form and content acceptable to WSISD. The cost of such bond shall be stated separately on the proposal form and shall not be included in the contractor's calculations in arriving at service prices. If WSISD elects to require the contractor to provide a performance bond, it shall be separately invoiced to WSISD and paid by WSISD.

23. **Form of Agreement:** **The form of Agreement that WSISD, is to be used with this proposal and included as part of the specifications, titled "Agreement for the Transportation of Pupils" (the "Agreement").** Any agreement submitted by Proposer must include all numbered paragraphs as shown in the Agreement for the Transportation of Pupils, without modification by the Proposer. WSISD reserves the right to reject any Proposal that includes changes to the Agreement. Any changes to the Agreement submitted by Proposer shall not be considered part of the contract or agreement between Vendor and WSISD.

24. **Evidence of Responsibility:** Proposer's responses to questions included in the Questionnaire will be used to evaluate each Proposer's capability to provide proper and satisfactory transportation services as required pursuant to this bid. Upon request of WSISD, a Proposer whose proposal is under consideration for award of a contract may be required to submit additional information to support information previously adopted.

Proposers and Subcontractors shall have at least five (5) years' experience in providing regular home-to-school transportation and five (5) years' experience in providing transportation services for Special Needs pupils.

25. **Bid Disclosure:**

A. All proposals received shall remain confidential until a contract resulting from this proposal is awarded by the WSISD Board, thereafter the proposal shall be deemed a public record. In the event that a proposer desires to claim that portions of its proposal are exempt from disclosure, the proposer must mark such portions as "Confidential and Proprietary" and WSISD may submit such information to the Texas Attorney General for a ruling as to whether the information is exempt from disclosure.

B. Until an agreement resulting from this proposal is executed, no employee, agent or representative of any proposer shall make available or discuss its proposal with the press, any elected or appointed official or officer of WSISD, or any employee, agent, or other representative of WSISD, unless specifically allowed to do so in this proposal or in writing by WSISD for the purposes of clarification, evaluation and/or negotiation.

C. Proposers shall not issue any news release(s) or make any statement to the news media pertaining to this proposal or any proposal and/or contract or work resulting there from without the prior written approval of WSISD, and then only in cooperation with WSISD.

26. **Contractor's Response to the RFP Questionnaire:** Each Proposer must submit one (1) original and three (3) copies of the Proposal Questionnaire in Notebook with all questions answered with the Proposal response. This response will be used by WSISD as described during the evaluation and selection process. WSISD may also contact other organizations cited, such as banks and references, to verify that the Proposer's response is accurate. Proposers are hereby advised that WSISD maintains the sole and exclusive right to determine whether or not any Proposer is responsible and can provide satisfactory transportation services as defined herein. WSISD had attempted to provide upfront and accurate information contained in this proposal document. Changes from any previously released proposal documents may have only been done in an attempt to update or provide the best most accurate information available from WSISD.
27. **Forfeiture for Failure to Execute Contract:** In the event that a Proposer is awarded the Contract but fails or refuses to execute an agreement within seven (7) calendar days from the date of notification of award, WSISD may award the Contract to the Proposer whose proposal earned the next highest number of points if that proposal was not eliminated from consideration after the Written Proposal or Site Evaluation stages. WSISD, alternatively at its discretion, may call for a new proposal or may decline to award the contract.
28. **Agreement to Interview Current Drivers:** By submitting a proposal in response to this request, the proposer thereby agrees to interview all drivers currently serving WSISD's contractor who request interviews for school bus driver positions.

WSISD has a firm belief that service levels are directly impacted by the ability of the service provider to recruit, train, and retain an adequate supply of qualified transportation professionals. Because office personnel have been driving bus routes daily, the current contractor has incurred additional non-billable driver time to support the general and administrative functions of the operation. For the above stated reasons, WSISD is requiring each proposer to provide adequate pay to maintain a full staff of drivers and special needs monitors. The current driver wage ranges from \$13.10 per hour to a top wage of \$21.07. The current starting bus monitor wage ranges from \$8.87 per hour to a top wage of \$13.31. WSISD does not typically approve of overtime hours for its staff. As such, you as the contractor should adequately and consistently staff enough employees to ensure overtime hours are not billed to the District.

29. **Staffing:** Contractor shall have resident at their facilities a competent manager authorized to act on behalf of the Contractor. Contractor shall provide sufficient support staff during the hours of 5:30a.m. to 10:00p.m. or beyond depending on the season and trip count on school days; and on weekends and holidays if requested by District. Currently the support staff has 1 general manager, 1 Safety Specialist, 1 secretary, 1 field trip coordinator, 1 shop supervisor, 1 maintenance technician, 17 bus drivers, 5 bus monitors, and 20 WSISD Coach/drivers for Athletic events only. If your bid's staffing is different, please explain.

Criminal history record information must be obtained on all persons employed by the Contractor for the District. This includes but is not limited to persons working as a bus driver, bus monitor, or bus aide. Criminal History records must meet all requirements of Texas Senate Bill 9, Texas Education Agency TAC 153 including subchapters, and Texas Education Code Section 22.0834 and any future state and federal laws. Complete requirements for background checks are listed on the Felony Conviction Notification form of this bid. The contractor shall bear all expenses associated with this process.

Please provide the organizational structure that your company will set in place for the duration of the contract on a separate attachment.

30. **Visitations:** White Settlement Independent School District expects a corporate or regional executive to be in the District at least monthly at the Terminal. Timely advanced notification to the appropriate WSISD staff by phone or email is expected.
31. Prior to the start of any service under this Agreement, DISTRICT and CONTRACTOR shall cooperatively establish routes and schedules conforming to the needs of the DISTRICT.
32. The District has one diesel tank and one unleaded tank. White Settlement is open to purchasing the fuel or the vendor purchasing the fuel. The difference in cost under both options should be included in the proposal.

33. WSISD currently anticipates the following school schedule and bus schedule for the next school year:

	MORNING DROP OFF TIME	CLASSES BEGIN	CLASSES END	PICKUP TIME
Elementary Schools/Intermediate	6:45am	7:30am	3:00pm	3:00pm
Middle Schools	7:30am	8:00am	3:30pm	3:30pm
High School	8:00am	8:25am	4:00pm	4:00pm
Fine Arts Academy	7:30am	8:00am	3:30pm	3:30pm

*WSISD shall alter schedules as needed at WSISD's sole discretion to ensure the needs of students are met.

Does your organization see any problems with this schedule? _____ Yes _____ No

If yes, please explain the issues with this bus schedule. _____

34. A minimum of three cameras is expected per bus. One camera will focus on the driver. One camera will focus on the students and on camera will be focused outside.

35. Each bus must have its own computer routing software and GPS to be provided by the contractor.

36. It is WSISD's expectation that the transportation provider will have a proposed fleet that provides safe and efficient delivery of students. The fleet proposed including age will be considered as part of the evaluation criteria. Please reference the information on equipment requirements of the Transportation Services Agreement for additional specifications. It is desired by the District to have all buses air and heat controlled to ensure the safety of our students in the broad range of temperatures in North Texas.

37. An in-depth plan for reduction of costs to the District should be supplied annually as part of the operations report. The plan should be focused on reduction of fuel consumption, route efficiency, appropriate staffing or any other pertinent areas of cost assessed by the District or contractor. Advise the District on what areas information can be supplied annually for cost savings. This cost savings report should be presented to WSISD no later than September 30th annually.

38. White Settlement will file the route service report and operations report with the Texas Education Agency.

39. Transportation Data and Information:

ANY INFORMATION PROVIDED BY WHITE SETTLEMENT ISD IN RELATION TO THIS RFP IS CORRECT TO THE BEST OF WHITE SETTLEMENT ISD'S KNOWLEDGE. HOWEVER, SOME INFORMATION MAY HAVE BEEN OBTAINED FROM THIRD PARTIES AND WHITE SETTLEMENT ISD HEREBY DISCLAIMS ANY WARRANTY OR REPRESENTATION AS TO THE COMPLETENESS OR ACCURACY OF SAID INFORMATION.

Transportation Data and Information should not be construed as a guarantee for future trends. This information may contain inaccurate information, flaws, and errors, be subject to change and vary from year to year depending on the budgetary and educational needs of the District. *

Facility information:

WSISD currently operates its transportation program from a single location facility that is owned by the District. The District does **not** currently charge rent for the use of the facilities nor does WSISD anticipate charging rent for use of the facilities. All equipment necessary for operations at this location is the responsibility of the contractor. WSISD does not own or provide heavy equipment for the contractor. The contractor is only responsible for the maintenance and operations of vehicles contained and owned by its fleet. The facilities are intended for the use of District operations. Though the District currently utilizes 17 buses on daily basis, 30 buses are housed in the District. All buses housed within the District may or may not be used through the course of a school day. The District will at times request the use of all buses or request for additional buses if available from the contractor. This can be for a variety of reasons including athletic events, fine arts events, UIL competitions and field trips. The amount of buses housed at the District is at the contractor's discretion. The contractor should provide enough onsite buses to operate daily routes and to compensate in the event of mechanical failure, accident, or other circumstances that prevent a safe or reliable operation of buses. It is to be expected that buses stored on WSISD property shall be used to service the District's needs prior to the needs of any other third party. These facilities are District property and as such the contractor will not restrict District employees' access on property for District assessment, inspections or general District operations. The contractor will keep the facilities neat, clean and free from trash, debris, clutter and in compliance with EPA regulations, state and federal laws including safety standards, and the disposal of transportation products.

The White Settlement ISD Service Center: 401 S. Cherry Lane, Fort Worth, TX 76108

This site currently houses 22 Regular Ed Buses
 + 2 Subs and Buses used for coach driven trips
 + 6 Special Ed Bus
 = 30 Total Buses

This location is currently a shared location with the transportation contractor and WSISD.

DISTRICT	# ROUTES	# RUNS	# STUDENT RIDERS	YEARLY MILEAGE	# OF SCHOOLS
WHITE SETTLEMENT ISD	17	37	1,781	185,235	8

Bus information:

17 Buses are used daily. Other buses are run for field/activity trips and count ranges dramatically on a daily basis.

Bus Breakdown is as follows:

Regular Ed – 1 to 5 years is 1
Special Ed – 1 to 5 years is 2

Regular Ed – 6 to 10 years – 5
Special Ed – 6 to 10 years – 2

Regular Ed – 10+ years – 14
Special Ed – 10+ years – 6

Regular Ed Buses with AC - All

All Special Needs Buses are equipped with AC

Regular Ed Buses equipped with video monitoring – all (except 329)
Special Ed Buses equipped with video monitoring - 8

WSISD currently uses 12 Regular Ed Buses, 6 Special Needs Buses, and 10 Activity Ed Buses for back up and field trip buses.

Route information:

Number of Routes – 20 (current Regular Ed and Special Needs) of these, 12 are Regular Ed.

Regular Education – 12 Three Tier Routes

Special Needs – 5 Three Tier Routes

Special Needs – 3 Mid-day

A single tier route services only one school. There are two high school only routes. These would be considered single tier routes.

A double tier route services two schools. This can be any combination of schools.

A three tier route services three schools. This can be any combination of schools.

Regular Education Route Totals

1. Tier 1 Route total
 - a. 0 buses all with 77-84 Passenger capacity
2. Tier 2 Route total
 - a. 0 buses all with 77-84 Passenger capacity – operating 0 routes
3. Tier 3 Route total
 - a. 12 buses all with 0 passenger capacity – operating 12 routes

Determining factors are the dimensions of the area, the number of riders, and distance to travel from the last stop to get the riders to school on time.

Regular Ed - average daily H/S ridership – average = 155 per bus

Special Needs - average daily H/S ridership – average = 20 per bus

Special Needs - average daily H/S Summer School Ridership – average = 6 per bus (2 bus routes)

Midday – average daily ridership – average = 6 per bus

Other transportation services include bus runs which include the estimated amounts but are not limited to:

Miscellaneous Shuttles – BHS & BMS - 1

The 17 home to school routes listed is the total number of current routes. This includes the Regular Education routes and The Special Needs Routes that are currently running.

FINE ARTS DEPARTMENT NEEDS:

1. There will be band and orchestra instruments on busses going to and from school. In order for instruments to not block any floor escape routes, many drivers establish a row or two of seats for the larger instruments. The underneath storage space will not be utilized on busses going to and from school.

Can your company accommodate these circumstances? Yes _____ No _____

Please explain _____

2. For extra-curricular band/orchestra: the Fine Arts department will order enough busses to usually seat the child and their instrument in one seat. The larger instruments will be transported by truck.

Can your company accommodate these circumstances? Yes _____ No _____

Please explain _____

3. For busses involving art competitions it is imperative that we have spaces under the bus for their art projects. Busses should be able to use toll roads on Fine Arts field trips in order to take the quickest and safest routes. Our District currently requires a seating chart for extra-curricular outings.

Can your company accommodate these circumstances? Yes _____ No _____

Please explain _____

Can your company accommodate these circumstances? Yes_____ No_____

Please explain _____

ATHLETIC DEPARTMENT NEEDS:

Below are priorities for the Athletic Department needs

- Air conditioned buses
- Ability for coaches to drive with a minimum of additional instruction
- Charter style capability(under storage/seating) for long trips
- Suburban style, vans or small buses for smaller teams
- Ability to provide service for 4:30 p.m. / 5:00 p.m. games
- Capability to handle high volume February/March
 - Basketball—boys/girls and HS and MS
 - Wrestling
 - Baseball
 - Softball
 - Soccer
 - Track
 - Tennis
 - Golf

Can your company accommodate these circumstances? Yes_____ No_____

Please explain _____

SPECIAL EDUCATION DEPARTMENT NEEDS:

Below are priorities for the Special Education Department:

- All buses that transport special education students as specialized transportation per the students IEP will need to have a driver and a monitor
- All buses that transport special education students as specialized transportation per the students IEP will need to have the driver to maintain a log of which students were on the bus each and every day for each route
- All buses that transport special education students as specialized transportation per the students IEP will need to be available year round to include the school year and summer ESY
- All buses that transport special education students as specialized transportation per the students IEP will need to make staff available for specialized training to be provided to any driver or monitor
- Must be able to collaborate on documentation for specialized request for students who receive special education services
- Must be able to develop transportation routes that will ensure that students with specialized needs are delivered door to door transportation per the student's IEP within a reasonable period of time that does not exceed one hour.
- Must be able to work collaboratively with the special education department to develop routes for students with specialized behavioral or medical needs
- Must be able to provide specialized wheelchair buses, harnesses and safety seats as required for students with disabilities who have specialized needs
- Must be able to provide for cameras on any and all buses as needed

Can your company accommodate these circumstances? Yes_____ No_____

Please explain _____

The 2015-2016 WSISD school calendar includes 172 anticipated regular school days and 16 regular education summer school days.

Future school year days are decided yearly by the WSISD board of Trustees.

*ANY INFORMATION PROVIDED BY WHITE SETTLEMENT ISD IN RELATION TO THIS RFP IS CORRECT TO THE BEST OF WHITE SETTLEMENT ISD'S KNOWLEDGE. HOWEVER, SOME INFORMATION MAY HAVE BEEN OBTAINED FROM THIRD PARTIES AND WHITE SETTLEMENT ISD HEREBY DISCLAIMS ANY WARRANTY OR REPRESENTATION AS TO THE COMPLETENESS OR ACCURACY OF SAID INFORMATION.

PROPOSAL QUESTIONNAIRE

To the Contractor:

The following questionnaire is a section of this proposal. The information provided herein will be used for evaluating the qualifications of the Contractor to perform the work and services to be done. The questionnaire must be filled out accurately and completely and submitted with the other parts of your proposal. Any errors, omissions or misrepresentation of the information may be considered as a basis for the rejection of the proposal and may be grounds for the cancellation of any agreement executed as a result of the request for Competitive Sealed Proposals.

Where space is not provided for an answer, or your answer will not fit in the space provided, please attach additional sheets marked with the question number they address (for example I.C.5).

When completed, this questionnaire and the responses contained within it or attached to it shall be considered to be a part of the contract.

I. DESCRIPTION OF CONTRACTOR'S ORGANIZATION

A. FIRM

Firm Name _____

Address _____

Telephone _____

USDOT # _____

B. TYPE OF ORGANIZATION

Corporation (List officers and positions):

State in which incorporated:

Subsidiary Yes _____ No _____

(Give name and address of Parent Corporation)

Is your firm or a parent firm publicly held?

Yes _____ No _____

If not, what private individual(s) or family (ies) own more than 20% of your firm, or who is the general partner, or who is the sole proprietor?

Major Shareholder(s) _____

General Partner _____

Individual Proprietor _____

C. NATURE OF OPERATIONS

1. Is your firm currently engaged in providing home-to-school transportation services under a contract with a school District, non-public school or county superintendent of schools?

Yes _____ No _____ Number of Years _____

Number of school Districts in Texas _____

Number of school Districts outside Texas _____

2. List all transportation permits (City and State) under which you currently operate.

3. Are you currently, or have you ever, contracted to provide pupil transportation services for any school District, non-public school or county superintendent schools in the State of Texas?
Yes _____ No _____

4. Are you currently, or have you ever, provided transportation services, in Texas, for Special Needs pupils?
Yes _____ No _____ Number of Years _____

5. For every local education agency (LEA) or non-public school in Texas to which your firm currently provides, or has provided within the last **five** years, pupil transportation under contract, please provide name and location of the LEA or non-public school and the name and phone number of a contact person. Please also provide the following data for each LEA or non-public school:
 - a. Name of your firm's current or last terminal manager at the location and the manager's length of service at that location;
 - b. Types of transportation services your firm provides under the Contract; (regular home-to-school, Special Needs, desegregation, other)
 - c. Number of buses utilized.
 - d. When did the contract term begin and when does it end?
 - e. If employees are covered under a collective bargaining agreement please provide:
 - a. Name of labor organization: and
 - b. Name and phone number of President or Business manager for labor organization.

II. MANAGEMENT AT THE TERMINALS

- A. WSISD strongly believes that the individuals holding the Terminal Manager, Personnel, Safety and Training Coordinator positions, whether those positions are held by one or by several persons, are critical to the provision of consistent and high quality transportation services. While WSISD understands that you may not be able to name the specific individuals your firm will assign to these management positions at the Terminal with WSISD, WSISD requests that for each position, you list no more than two candidates who may be assigned to the WSISD Terminal. If your firm is awarded this contract, you may assign any of the two persons you have proposed for each position to actually take that position under this contract, unless WSISD has specifically rejected one or more of your proposed candidates. You must submit at least two sample resumes of candidates or current managers employed by your firm in each of these positions, so as to provide WSISD with an understanding of the qualities your management staff members possess. WSISD reserves the right to interview any or all candidates for the above mention positions.

For every individual you propose as a potential management staff member to be assigned to the WSISD Terminal, please provide the following information on a separate page:

1. Name and proposed position the person may be selected to fill terminal manager position.
2. Tenure with your firm in years.
3. Experience in related positions within your firm or with other firms in years.
4. Current and two most recent previous positions, including the location (District) of the position, the position's title, a description of responsibilities and authority including number of buses and/or drivers, and the dates between which the position was held.

- B. On a separate page, please provide a job description for each terminal management position you propose to assign to this contract.
- C. On a separate page, please provide an organizational chart of your firm as it would relate to the WSISD Terminal (It should give a clear understanding of the number of layers in your firm and the lines of accountability).
- D. Please provide the name(s) of those persons within your firm who would have immediate authority over the Terminal Manager you propose in item A above, and those who may play an advisory role to terminal management, in the areas of 1) Operations, 2) Training and Personnel, 3) Safety, and 4) Maintenance. Please provide the following information for each of these persons:
 - 1. Name.
 - 2. Location of staff member's office.
 - 3. Tenure with your firm in years.
 - 4. Experience in related position within your firm or with other firms in years.
 - 5. Current and most recent previous position, including the location of the position, the position's title, a description of responsibilities and authority and the dates between which the position was held.
- E. Explain the training that is given to your terminal managers:
 - 1. How many hours?
 - 2. What type of training? List components covered?
- F. Does your company have a terminal manager trainee program? If so, how many trainees are presently in the program? Explain in detail.

III. DRIVER PERSONNEL

State the number of regular bus drivers you now have employed in Texas:

School Districts: _____ Other: _____

In other states:

School Districts: _____ Other: _____

- A. How/where does your firm recruit drivers?
- B. What methods do you use to screen and select drivers from among the applicants?
What information do you use and how do you gather it?
What criteria or standards do you use and for what reasons might you reject an applicant?
Do you require all terminal employees to be drug tested? Yes_____ No_____ Explain.

- C. Do you check driver applicant references? Yes_____ No_____
- D. Do you use any objective qualification and driver testing procedures? If so, briefly describe the procedures or provide samples of your testing material.
- E. What percentage of driver applicants eventually begin your training program? _____%
- F. What percentage of your driver applicants are hired directly as certified school bus drivers? _____%
- G. Are the Department of Public Safety driving records of all your applicant drivers evaluated during the selection process? Yes_____ No_____

How does your company propose to handle criminal record checks?

- H. What is the current rate of annual turnover among drivers your firm employs? _____%
- I. Do you have driver training programs as a part of your current operational procedures?
- Original (for persons with no school bus driving experience): Yes_____ No_____
- In-service (continuing education and retraining for experienced school bus drivers): Yes_____ No_____
- J. Describe your current or proposed training program for driver applicants who have no experience driving school buses. Please describe the program components and content of your training program. If available, please provide the outline or course of study.

How long is the program?

Number of hours in classroom?

Number of hours behind-the-wheel?

Describe the components of the program and the number of hours devoted to each component.

Are driver applicants paid while they receive training? Yes_____ No_____

Do you evaluate applicants immediately before they are tested for certification? Yes_____ No_____

What proportion of persons entering your program gain certification as a School Bus Driver within a specified period after entering the program? (You may specify the period, but it may not be longer than one year.)

_____ % within _____ period.

- K. Describe your in-service driver training and retraining program. Please include the field supervision components in this program on the content of training. If available, please provide the outline or course of study.

How many training sessions are offered each semester at your typical terminal?

Explain your procedures and requirements to train District employees that need to drive buses to transport students to extra-curricular events, such as ball games, drama events, Special Needs activities, etc.

Are any independent reviews of training quality conducted on your training programs? Yes_____ No_____

If so, please describe the reviews.

How do you identify those drivers for whom retraining will be required?

- L. If you currently have a driver training program, does the program include a section on transportation service for Special Needs pupils? (If available, please provide the outline or course of study.)

Yes_____ No_____

- M. Describe your current or proposed driver motivation and discipline programs. How do the programs take into account, if at all: Safety, Absences, Tardiness, On Time Route Performance, Unrestricted License, Tenure on the Job, and Complaints (those which can be verified and are deemed serious).

Do your motivation and discipline programs offer progressive rewards and penalties? Yes_____ No_____

Can drivers participate in defining and developing standards, rewards and penalties? Yes_____ No_____

What monetary rewards and penalties are offered?

What non-monetary rewards and penalties are offered?

- N. Describe the wage and benefit plan you would expect to implement at WSISD's Terminal.

IV. SAFETY PROGRAM AND ACTIVITIES

- A. If you have established, continuing safety program, please describe the operation, contents and requirements of the program. Number of hours per year required per employee.

- B. How often are safety meetings held?

- C. Describe any established safety organization activities in which your organization or its key personnel participate.

- D. Do your buses have video cameras? _____

If not, what is the cost if any, to WSISD to install cameras on each bus? _____

- E. What have been the School Bus Accident Rates for school buses operated by your firm in each of the three most recent Academic years? **Provide a description of how you define school bus accidents.**

	<u>School Bus Accidents</u> <u>per million vehicle miles</u>	<u>Motor Vehicle Accidents</u> <u>per million vehicle miles</u>
2013-14	_____	_____
2014-15	_____	_____
2015-16	_____	_____

V. PREVENTIVE MAINTENANCE AND MECHANICAL REPAIR

- A. Do you have a formal, scheduled preventive maintenance program for vehicle fleets which your firm manages? Yes_____ No_____

Please provide samples of any checklists you use for each type of preventive maintenance program and please describe below your methods of ensuring that each vehicle actually receives preventive maintenance within the scheduled interval.

B. Do you require any daily regular written reports from your drivers on the condition of their vehicles?

Yes_____ No_____

Briefly describe and provide a sample of these reports, (including your daily bus checkout report form) and note their frequency.

C. Do you use any other methods of identifying defects in buses? (If so, please describe.)

Yes_____ No_____

D. What is your procedure for ensuring serious safety related or potentially vehicle-damaging defects are identified in a vehicle in a timely manner and the vehicle is immediately removed from service until such defects are corrected?

How do you insure that identified defects are generally corrected in a logical order and within a reasonable time?

E. Do you maintain and evaluate records of road failures? Yes_____ No_____

If Yes: During the past year, of the buses your firm maintained, on average how many per month experienced roadway failures?

F. During the past year, what percentage of time were the buses you maintained out of service? (This should include time for inspection, repair, maintenance, or other reasons.)

G. Do you have a manpower or mechanic allotment schedule? (Number of buses per mechanic, etc.)

Yes_____ No_____

Briefly describe this schedule.

H. What qualification and experience requirements do you have for your mechanical personnel?

I. Are your mechanics trained to perform maintenance to White Settlement Independent School District owned vans, pick-ups, 1-ton trucks, 2-ton trucks and autos? Do you currently do such work at any of your terminals?

If yes, where? _____

J. Do have a third party inspector come in to evaluate your buses? _____

If yes, how often?

VI. INSURANCE DATA

If requested, will you authorize your insurance carriers to furnish, in writing, your accident loss ratio and workers' compensation loss ratio for the past three years?

Yes_____ No_____

VII. FINANCIAL AND CREDIT DATA

Please supply the following data:

A. Please submit 3 current credit references.

Name: _____

Address: _____

Telephone: (_____) _____

Account Number: _____

Name: _____

Address: _____

Telephone: (_____) _____

Account Number: _____

Name: _____

Address: _____

Telephone: (_____) _____

Account Number: _____

B. Do you offer discounts for timely payment of invoices?

Yes_____ No_____

If so, specify the terms offered.

C. Provide your firms past two fiscal years financial statements.

VIII. IMPLEMENTATION PLAN

Please provide a plan and schedule for implementing the Agreement for Furnishing Transportation Services, should your firm be selected as the successful proposer. It is expected that your organization's leaders be present during any initial implementation phase within the District and be able to meet monthly with District executive administration at least for the first six months of implementation. Your schedule and plan should address:

- Inspection of vehicles, facility, and equipment;
- Acquisition of required vehicles;
- Occupation of terminal facility;
- Recruitment/relocation, if necessary, of management and supervisory personnel;
- Selection, any necessary training, and employment of drivers;
- Employee orientation, especially to WSISD routes and schedules;
- Explanation of fringe benefits funded by employee other than those required by law (amount of coverage and employee cost):
 - Life Insurance
 - Long Term Disability Insurance
 - Retirement Plan (eligibility, benefit formula, employee cost, etc.)
 - Medical/Hospitalization Plan (maximum benefit, annual deductible, co-insurance amount, stop-loss amount, employee cost)
 - Dental Plan (coverage, cost, etc.)
 - Sick Leave provision
 - Holidays (paid)
 - Vacation (paid)
 - Uniform policy
 - Dress Code
- An in-depth plan for reduction of costs to the District should be supplied annually as part of the operations report. The plan should be focused on reduction of fuel consumption, route efficiency, appropriate staffing or any other pertinent areas of cost assessed by the District or contractor. Advise the District on what areas information can be supplied annually for cost savings. This cost savings report should be presented to WSISD no later than September 30th annually.

IX. OTHER RELEVANT INFORMATION

1. WSISD would like your CEO to call on White Settlement Independent School District's Executive Administration at least twice a year or as needed.
 - i. WSISD may ask awarded vendor to present updates at the District's board meeting when necessary. At a minimum, Vendor could be asked to be in attendance to address any questions that may be presented regarding transportation service questions.
2. Explain what type of reports your terminal manager will provide to White Settlement Independent School District? (state reports, in-house reports, and study for YRE, etc.) Please list.
 - i. Provide a sample report of data available from your site manager.
 - ii. It is expected that all operational reports and invoices be prepared and available on the same day. (No later than the 7th day of each month)
 - iii. Bills will include a single cover page itemizing the contents of each bill and the pricing breakdown for each category. Bills will be consistent in language and data regardless for all operations. Line items within each bill must clearly be understood by WSISD and depict the hours worked by billed staff, the services performed, routes completed, miles billed, and hours billed for each day.
 - iv. The General Manager will provide a single page summary detailing the operations for the previous month. The summary will provide a total District operational pricing breakdown for services rendered. The General Manager will meet with executive administration at least monthly to discuss relevant District operations.
3. Explain training that is given to the local office staff? (i.e. telephone skills, stress management, etc.)

4. White Settlement Independent School District expects your company to be prepared to present to the WSISD Board of Trustees and give a review of the transportation services at WSISD and the status of your organization and how the terminal is operating should the need arise.
 - i. An annual performance summary and detail performance operational report will be provided to the District with explanation of operations that may be presented to the WSISD School Board of Trustees. At minimum, it is expected that the General Manager be prepared to answer any and all questions at a board meeting regarding this report.
5. Explain, in detail, how your company has responded to accidents involving passenger fatalities and/or injuries.
6. Explain your "plan of action" in the event of an emergency evacuation at WSISD.
7. How does your company measure:
 - 1) Parent satisfaction?
 - 2) Administrator satisfaction?
 - 3) WSISD Employee Satisfaction?
 - 4) Your company Employee Satisfaction?
 - 5) Customer Satisfaction?
8. How does/will your company handle unemployment compensation during winter break, spring break, and summer vacation for drivers and other staff that are not used during these periods?
9. White Settlement Independent School District expects all Contractor staff to wear a simple uniform with an identification badge or insignia. Explain how this will be implemented.
10. Explain the billing information process and procedures for accuracy.
11. Explain your organizations plan regarding the possibility of The State of Texas requiring buses to have seat belts?

12. What routing software does your company plan on using? _____. A detailed description of output and capabilities should be provided in your proposal. These software capabilities should be expanded into your annual reduction of cost plan.
13. The District has had a minor increase in transportation needs due to the construction of new campuses and student population growth within the District. How does your company accommodate the Districts needs should these trends continue over the next five or ten years?

14. Due to the high demand for activity buses, the District often will charter buses for extracurricular and overnight field trip buses. This demand is usually based on District athletic schedules and fine arts events.

Does your company offer a solution to help minimize the cost to the District for these events?

Yes _____ No _____

Expand if yes _____

A.) Do your buses include a restroom? Yes _____ No _____

15. Does your company offer a stop arm enforcement program?

a. Yes _____ No _____

If Yes, Please provide a detailed explanation and include incentives available to the District should the District approve the use of stop arm enforcement.

16. Is your company proposing air conditioning for all buses as part of your proposal?

a. Yes _____ No _____

b. If no, please provide a detailed explanation

17. Does each of your buses have its own computer routing software?

a. Yes _____ No _____

If Yes, please provide a detailed explanation

18. Does each of your buses have its own GPS?

a. Yes _____ No _____

If Yes, please provide a detailed explanation

I, the undersigned, hereby certify that I am a representative of the below named firm, and am duly authorized to execute contracts on behalf of the firm. I further hereby certify that all of the information presented in answer to the questions contained in this Bid/Questionnaire is complete and accurate to the best of my knowledge. I understand that if the White Settlement Independent School District Board of Trustees awards a Contract for transportation services to my firm that the information and commitments made within this questionnaire will become an effective part of the Contract between WSISD and my firm.

Name of Firm

(Authorized Agent)

Title

Date

END OF QUESTION PORTION

Pricing Sheet

Regular and Special Needs Home-To-School Transportation

Base prices for Regular and Special Needs Home-To-School Transportation will be based upon the 2015-2016 school year total miles provided. These figures are provided in good faith by the District with the best information available. These figures may fluctuate from year to year with actual use. No guarantee of mileage will be made by the District. Please enter your company’s costs for these amounts on the form below. Costs for additional transportation services are to be submitted as well. Cost should be calculated as cost per mile for billing mileage. In addition, the cost should be billed from facility to facility. **THIS FORM MAY NOT BE ALTERED.** The “Additional Transportation Services” costs must be detailed each month on the itemized bill. The proper number of daily hours and miles to be charged for each bus route will be mutually agreed upon by the Contractor and WSISD. WSISD reserves the right to require that the Contractor add and delete buses to or from service at the rates specified below. The number of buses required at the start of the agreement term may be more or less than current service levels, and is subject to change at any time during the term of the agreement due to several factors (i.e., opening or closing of schools, reorganization of schools and attendance zones, etc.). Information contained within this document is the best cost basis for evaluation by the District in conjunction with the previously determined evaluation criteria.

The District reserves the right, in its sole discretion, to approve or reject any increase or decrease in the costs on an annual basis during the term of this contract. Any annual change in the costs may require approval of the District’s Board of Trustees. The District also reserves the right, in its sole discretion, to approve or reject any increase or decrease in the wage per employee on an annual basis for the term of this contract. Any annual change in the wage per employee may require approval of the District’s Board of Trustees. Any annual changes in the costs or wage per employee approved by the District shall be signed by both parties and attached to the agreement as an amendment to form part of the agreement between District and Vendor.

**Regular and Special Needs Home-To-School Transportation
2015-2016 School Year**

	Cost
1. Regular Education Home-to-School	\$ _____/mile
2. Special Needs Home-to-School	\$ _____/mile
3. Special Needs Monitors (10*)	\$ _____/hour

- *WSISD is currently using approximately 7 Special Needs Monitors daily. (Number of monitor's on certain routes is determined by student IEP and some Special Needs routes require more than one monitor). These requirements are defined by the Special Education Department of WSISD.
- The maximum amount of time a student should be on a bus one-way is 45 minutes for regular and special needs home to school routes.
- Costs will include mid-day transportation.
- White Settlement ISD shall charge the contractor \$30 for each bus that is late.
- The standards for using a monitor on a bus are typically set out by our Special Needs Department and agreements in their ARD or IEP. Very few exceptions occur. Some buses require 2 monitors based on the student’s needs.
- Transportation is **not** billed currently by the District for facility costs.

Cost for monthly inspections on charter buses:	\$ _____
------------------------------------------------	----------

Cost for Annual Performance Bond:	\$ _____
-----------------------------------	----------

Additional Transportation

Other transportation services as needed by the District:	Cost
Field Trips & Athletic Trips (contractor employee driver)	
A. Activity Field Trips	
1. Vehicle Cost	\$ _____/mile
2. Driver	\$ _____/hour
B. Athletic Field Trips with WSISD coach drivers	
1. Vehicle Cost	\$ _____/mile
2. Driver	\$ _____/hour
3. WSISD Coach Drivers	\$ _____/trip
C. Charter Style buses Cost buses reserved for athletic transportation (August – May)	\$ _____

- WSISD currently uses the District’s athletic coaches to drive regularly for athletics and are trained and paid by the transportation services contractor for their services.
- The coaches are treated as employees of the contractor when driving.
- Currently the coaches are paid \$25 per trip. The District is billed \$80 per trip. There are currently 20 WSISD Coaches who are Drivers for Athletic events only.
- The decision to use the coaches as a driver is decided by Athletics and the coaches.
- The contractor is responsible for all necessary training of coaches who drive buses.
- Hours currently billed include pre and post trip time.
- Drivers are not responsible for fueling their buses.

The provided pricing sheet and proposal document is the historical method used by the District in comparing services within WSISD. Any provider wishing to be considered by WSISD shall respond to the questions and pricing requested by the District. The District may consider alternative transportation proposals, nontraditional fuel types, and innovative approaches that may provide the best value to of WSISD. These alternate proposals should be clearly separated from the information requested within this document.

PROPOSED SCHOOL BUS INVENTORY AND PROPERTY SUMMARY

School Bus Inventory

Description of buses to be provided for this contract by the Contractor:

No regular route buses will be expected to be provided by the contractor for the 2017-2018 school year.

Make & Model of Bus	Passenger Capacity	Wheelchair Capacity	Air Condition	Year of Manufacture	Brake Type	Mileage	Purpose *	Total Count of Bus Type

*Purpose should be noted as a general education daily run bus, special education daily run bus, activity bus, field trip bus, back up bus, etc.

Property Summary

Provide a description of Other Equipment, Tools, etc., to be provided by the Contractor to be utilized at the Terminals:

None

List of White Settlement ISD Campuses:

Brewer High School (9th thru 12th Grade)

1025 W. Loop 820 N
Fort Worth, TX 76108

Brewer Middle School (7th and 8th Grade)

1000 S. Cherry Lane
Fort Worth, TX 76108

Tannahill Intermediate (5th and 6th Grade)

701 American Flyer Blvd.
Fort Worth, TX 76108

Blue Haze Elementary School (Pre-k thru 4th Grade)

601 Blue Haze Dr.
Fort Worth, TX 76108

Liberty Elementary School (Pre-K thru 4th Grade)

7976 Whitney Drive
Fort Worth, TX 76108

North Elementary School (Pre-K thru 4th Grade)

9850 Legacy Drive
Fort Worth, TX 76108

West Elementary School (Pre-K thru 4th Grade)

8901 White Settlement Rd
Fort Worth, TX 76108

Fine Arts Academy (K thru 6th Grade)

8301 Downe Drive
Fort Worth, TX 76108

White Settlement ISD

Administration Building

401 S. Cherry Lane
Fort Worth, TX 76108