

ELIZABETHTOWN AREA SCHOOL DISTRICT

600 East High Street
Elizabethtown, PA. 17022
phone:717-367-1521

REQUEST FOR PROPOSAL

The Elizabethtown Area School District School District invites qualified vendors to submit proposals for **CONTRACTED SCHOOL BUS TRANSPORTATION**

SUBMISSION OF PROPOSALS

The vendor shall submit three (3) signed copies (1 original, 2 photocopies) of the completed proposal in a sealed envelope clearly marked “TRANSPORTATION RFP”.

Proposals are due by 11:00 a.m. – April 2, 2024

Contract Approved no later than May 1, 2024

Mail or deliver proposal to the following address:

**Elizabethtown Area School District
Attention: Mr. Tom Strickler
Chief of Finance and Operations
600 E. High Street
Elizabethtown, PA 17022**

**Questions on the proposal should be submitted to Tom Strickler at
tom_strickler@etownschools.org.**

**ELIZABETHTOWN AREA SCHOOL DISTRICT
REQUEST FOR PROPOSAL
CONTRACTED SCHOOL BUS TRANSPORTATION**

GENERAL SPECIFICATIONS FOR STUDENT TRANSPORTATION

1) FAMILIARIZATION

Each contractor is required to examine the entire proposal plus any issued addendums, including the specifications and attachments, and to become familiar with the routes, schedules, bus stops, traffic conditions, topography, road conditions, locations of schools, including entrance driveways and exits and with all other physical facts pertinent to the performance of the work. The contractor is responsible to perform as many dry runs necessary to create a successful first day of school or any other routing change submitted by the District.

2) OFFICE SPACE AND TERMINAL FACILITIES

Contractor is required to provide a transportation office and a terminal facility within one mile of the School District's boundaries. If the Contractor does not have a current facility meeting this requirement, and it cannot be fulfilled by the start of the contract, July 1, 2024, the School District requires the Contractor to submit a detailed plan with a reasonable timeline, to meet this requirement. The absence of such office and facilities shall not be permitted to adversely affect the provision of transportation services while the plan is being implemented.

3) MANAGEMENT OF EMPLOYEES OTHER THAN SUPERVISION

Personnel furnished by the contractor to perform the functions specified in the contract shall be employees of the contractor. The contractor shall pay all salary, wages, Social Security taxes, federal and state unemployment insurance, and any other tax and benefit relating to the employment of such employees as may be required by law. The contractor shall provide all other required management services, including personnel services, such as licensing, training, supervision (**see exception in supervision #4 below**), and evaluation, necessary to carry out the terms of the contract. Contractor acknowledges and will advise its employees that they shall not be entitled to any employee benefits from the District in consideration for the services performed under this Contract, including but not limited to, vacation, disability insurance, health insurance, life insurance, workers' compensation and unemployment compensation coverage, retirement benefits and any other employee benefit. Any and all such benefits shall be the responsibility of Contractor.

4) SUPERVISION

- a) Contractor shall provide a qualified supervisor, router/scheduler, and staff of employees. The supervisor shall be trained and experienced in the supervision of school bus and van drivers. The Contractor's supervisor shall cooperate fully with the District, and Transportation Coordinator.
- b) Contractor will agree to make staff available to the School District for community related inquiries upon request and notice of the School District.
- c) School transportation contractors are responsible for the behavior and actions of their employees, particularly with regard to adherence to the transportation policies and regulations of the School District. The contractor who employs the driver shall consider violations of those policies and/or regulations by driver's violation of those policies and/or regulations.

- d) The contractor agrees to obtain directions to destinations for field trips, athletic trips, and band trips from the requestor at least 24 hours before the scheduled departure.
- e) The contractor will immediately investigate all accidents involving school vehicles under contract to the District. Every accident report shall include the name and seating location of every person on the vehicle at the time of the accident including information about any possible injuries and information requested by law enforcement personnel. Contractor shall submit a detailed written report to the Superintendent within 48 hours upon request.

5) DRIVERS

It shall be the intention of the School District to contract for the transportation of public, parochial, private, charter and special needs school students on each school day as established by their respective calendars. The contractor will be responsible for providing drivers, for managing drivers, and furnishing the required number of drivers to transport students to and from school on a daily basis and for assigned field trips, athletic trips, and band trips.

The Contractor will also provide drivers to operate school owned vehicles. The District will reimburse the contractor all costs related to the arrangement.

- a) Every school bus driver provided by the contractor shall meet all regulations, presently in existence or implemented over the term of this contract, of the Bureau of Traffic Safety of the Pennsylvania Department of Transportation with regard to application, age, fitness, competence, conduct, licensing, physical examination, and continuing eligibility. Drivers must pass periodically administered physical examinations which may be required by the Public Utility Commission, the Interstate Commerce Commission and/or the Pennsylvania Department of Transportation.
- b) A mandatory drug testing and approved random testing program, as specified by state and federal laws, are required to be performed by a District approved company at the expense of the contractor. Contractors are responsible to comply with all federal laws, state laws, local laws, and District policies pertaining to drug and alcohol testing of drivers and related personnel who provide student transportation services for the Elizabethtown Area School District.
- c) Both regular and substitute drivers shall be assigned as consistently as possible to the same bus run for the purpose of route familiarization and pupil control. It is the express desire of the School District that the rate of driver turnover be minimal. The contractor is required to have a driver staffing levels that cover all planned routes.
- d) Drivers will have physical examinations provided at the expense of the driver or contractor.
- e) The contractor agrees to submit a list of certified drivers and copies of driver licenses, physical examination cards, and certificates of school bus instruction to the District before the start of each school year under the contract or prior to the start of service by new drivers. Additionally, the contractor agrees to furnish Act 34 (PA Criminal History Background Check), Act 151 (Child Abuse History Clearance), Act 114 (FBI Fingerprint Report), ACT 126 (Child Abuse Recognition and Reporting Act) and any other required clearances for all personnel involved in the contract, including but not limited to all drivers, before drivers are allowed to transport students.

- f) All personnel, including drivers, assigned to perform under the contract shall be subject to approval by the District prior to their hiring by the contractor. The District retains the right to evaluate the drivers and all other personnel employed by the contractor for the performance of the contract by any and all reasonable means.
- g) The contractor will comply with a request by the District to reassign or remove any school bus driver, who, in the District's opinion, is not qualified to operate a school bus or cannot properly control students.
- h) The contractor agrees to maintain compliance with equal employment opportunity and affirmative action personnel policies as required by the Commonwealth of Pennsylvania and the Equal Employment Opportunity Commission.

6) VEHICLES PROVIDED

- a) School buses and all other vehicles used in the performance of the contract shall at all times conform to the standards for school transportation vehicles approved by the Department of Transportation. School buses shall meet the minimum standards of the Bureau of Traffic Safety and shall pass annual inspection by the Pennsylvania Officials during the summer months. Cars, vans and school mini-vans shall conform to the standards of the Bureau of Traffic Safety. All vehicles shall conform to the provision of the law of the Commonwealth of Pennsylvania, shall pass state required inspections, and be in good mechanical and sanitary condition. Required state inspections are to be completed annually.
- b) The contractor is to provide sufficient spare buses as backup units for breakdowns, preventative maintenance, and accident-damaged vehicles. The contractor will also supply a reasonable number of additional buses to provide for special services, such as athletic trips, band trips and field trips.
- c) The contractor agrees to provide all vehicle maintenance and repairs on all buses, cars, and van utilized under the contract at its own cost.
- d) The contractor shall furnish daily interior cleaning. Exterior cleaning will be done at least twice a month - September through June. Vehicle windows must be clean and clear and vehicle numbering must be visible at all times. The contractor shall also perform daily pre-trip and post-trip inspections and promptly correct any deficiencies discovered on any vehicles or equipment to be utilized under the contract. Under no condition may an unsafe bus be used to transport students. The contractor will keep on file the completed inspection sheets and submit copies of the sheets on demand to officials of the Elizabethtown Area School District when requested.
- e) The School District retains the right to inspect the school buses and all other vehicles to insure safety compliance.
- f) It is understood and agreed by both parties that the contractor when engaged in one or two hour delays for the start of classes will use the extra time to prepare the vehicles for service.
- g) The successful contractor will be required to provide buses and drivers to any or all municipalities of the District in the event of a community evacuation.

- h) All school buses assigned to regular daily routes by the contractor pursuant to the contract will average four (4) years or less. All vans to be utilized by the successful contractor for the performance of the contract shall be no older than five (5) years from the date of manufacture. Buses older than ten (10) years may be retained for use as spare buses, if designated by as such at the start of the school year. Daily use of spare buses will be kept to a minimum.

7) **SAFETY PRECAUTIONS**

The Contractor shall require all drivers to comply with the following safety precautions:

- a) All traffic regulations must be observed at all times.
- b) Each driver is expected to remain with the bus at all times whether at a school building or on the route while students are on the bus.
- c) The speed of a vehicle shall at all times be consistent with the safety of the passengers and shall at no time exceed the posted speed limit as set forth in the minimum standards of the Bureau of Traffic Safety, PA Department of Transportation, as promulgated from the Vehicle Code, or a reasonable speed for road conditions. It shall be the duty of each driver to operate the bus at a reasonable rate of speed at all times.
- d) Each driver shall use the greatest care to guard the children, prevent overcrowding and maintain order in the bus at all times. Any child refusing to obey the driver shall be reported to the school administration using the bus conduct forms provided by the School District.
- e) All children riding on the buses must be transported to their designated stops.
- f) No school bus shall be loaded beyond the seating capacity as set forth in the manufacturer's standards. Each vehicle shall have adequate seating for each student with no standing permitted.
- g) There shall be no eating (food or drinks) in any of the vehicles of regular routes used to transport students. Use of tobacco, drugs or alcoholic beverages in the buses or on school property is prohibited at all times.

8) **FUEL**

The successful contractor shall use the motor fuels provided by the School District for the performance of the contract. Fuel furnished by the School District shall be used exclusively for transportation of the Elizabethtown Area School District's pupils pursuant to the terms and conditions of this agreement and may not be used for any other purpose whatsoever by the contractor or any of its employees, agents or representatives. The School District reserves the right to examine and inspect without penalty and at reasonable times all contractor records and equipment to insure compliance herewith.

9) BUS ROUTES AND BUS STOPS

- a) Bus routes and bus stops shall be prepared and approved by the School District and may be modified at the sole discretion of the School District. The contractor shall not deviate from the designated routes or stops except by prior written consent of the School District or in an emergency.
- b) Operating time schedules shall be carried in the bus and shall be provided by the School District. The time schedule may be modified by the School District as the occasion demands, but only after due notice has been given to parents and contractor.
- c) Schedule A provides information on the routes and the number of students that were scheduled in the School District for 2023-2024.
- d) Schedule B provides information on Athletic and Band Activities, and co-curricular Field Trips will be provided and billed on monthly basis. A quote must be provided for all of these field trips in Exhibit G.
- e) The Board reserves the right to add or delete bus routes.
- f) The Board reserves the right to revise any and all routes to suit the educational program at any time and such revision shall be deemed an ordinary part of the contract.

10) PAYMENT SCHEDULE

The Contractor shall be paid monthly based on submitted invoices for services provided over nine (9) consecutive months beginning in September and for the remaining eight months. Payments for the base contract for each school year will be made as follows:

The Contractors shall invoice before the 15th of each month for the estimated annual level of scheduled services. Supplementary trips will be invoiced monthly and paid separately based upon the timeliness of invoices submitted by the contractor to the Transportation Office. The Contractor will provide banking information for the District to pay using ACH.

11) PUPIL SUPERVISION

- a) The School District delegates to the contractor the necessary authority to supervise and control students on buses and vans in accordance with School District rules. Authorization shall not include corporal punishment, or the right to eject any offender under circumstances other than those, which present an immediate danger likely to result in injury. Bus conduct reports will be supplied by the District and must be completed by the driver and given to the student's building administrator with a copy forwarded to the Transportation Office. The Contractor shall handle all disciplinary matters in strict accordance with the School District's policies and guidelines.
- b) Pupils shall be taken on and discharged from the bus only at the designated stops and or other locations as designated by the District. No pupils shall be permitted to get on or off the bus while it is in motion. No school bus operator shall start the bus, or signal the driver of any vehicle who has stopped in compliance with the provision of Section 3208 of the School Laws of Pennsylvania to proceed, until after each child on the vehicle has been safely seated, or when exiting, has reached a place of safety.

- c) No person other than a school pupil shall be transported in a school vehicle except in an emergency or when designated by the Superintendent or their designee. Space will not be reserved for Driver children. Nothing except passengers and their belongings shall be transported in the school vehicle while it is engaged in transporting pupils to and from school. Only the bus driver, students, and authorized School District and Contractor staff are permitted on the bus.

12) VIDEO MONITORS

Contractors will provide, maintain, and install a Rosco Dual-Vision Continuous Video Recording System (or District approved equal) recording device capable of receiving and recording video and audio on each school bus including spare buses under contract to the Elizabethtown Area School District, and for Elizabethtown Area School District owned vehicles used for transporting students. All digital recordings shall be maintained for at least fifteen days for District viewing purposes. Future replacements/additions will be shared equally between District and contractor.

13) TWO WAY RADIOS

The successful contractor will agree to utilize and the FirstNet radio system used by the Elizabethtown Area School District. Radios and holders will be provided to the contractor. All buses purchased during the term of this contract must be equipped with said radios. The radio system will remain the property of the District. The Contractor will reimburse the District \$12.00 per radio per month for each radio. Use of the radio system must be in compliance with FCC regulations and is strictly intended for the requirements of this contract. The contractor will assume the ongoing maintenance of the radios and purchase of additional radios, as it deems necessary. The contractor will replace any radios that are damaged. The contractor will, at their expense, install and maintain base-station radio(s) to provide for direct communication between the buses and the contractor.

14) GPS TRACKING SOLUTION/BUS ROUTE PLANNING SOFTWARE

The Contractor will install GPS units on all of the buses, including spares. The GPS solution will be integrated with the District's Transportation operations. Bus planning software will be made available and integrated with GPS system. Preferred GPS system is Synovia Solution combined with Bus Planner by GeoREF (or District approved equal). Contractor and District will equally share the cost, installation, and ongoing maintenance of both integrated systems solution software.

15) SCHOOL CANCELLATION OR DELAYED START OF SCHOOL

The Superintendent, or designee, shall have the sole responsibility of altering, delaying or canceling bus service during inclement weather. The contractor agrees to advise the School District of road conditions when requested. The contractor further agrees to abide by the decision of the Superintendent, or designee, and operate on the assigned schedules and routes.

16) TERM

- a) The contract will be awarded for a five-year term, as mutually agreed between by the District and Contractor. The contract will commence on July 1, 2024.
- b) The transportation provided shall be performed in compliance with the terms and conditions of this Agreement and its attached Schedules and shall commence on the first day of classes as stipulated by the Board and shall run for a period of 176 school days for

each of the school years of the contract. Should the District extend the school year beyond 176 days, additional days will be charged at per day per vehicle rate appropriate for the said school year in the contract. If less than 176 days are utilized, the daily per rate will be reduced from annual charges.

17) INSURANCE

- a) The contractor agrees that, prior to the effective date of the contract, said contractor will file with the School District evidence of a Public Liability Insurance Policy, issued by a company authorized by law to insure in Pennsylvania and with an AM Best rating of A or better. Verification of the rating, in writing, must be submitted to the District prior to the effective date of the contract. The Certificate of Insurance should indicate that Elizabethtown Area School District and its Board of Directors are Additional Named Insured on the policy. The coverage must be in effect for the duration of the contract and shall run concurrently with the effective dates of the contract. Proof of this insurance shall be communicated to the District's Business Office annually.
- b) The contractor will, at their expense, prior to the effective date of the Contract, provide the District with valid and collectible evidence of Business Automobile Insurance for each vehicle in an amount not less than the \$1,000,000 per occurrence for property damage; \$5,000,000 per occurrence for bodily injury or death. The Certificate of Insurance should indicate that the District and its Board of School Directors are Additional Named Insured on the policy that provided Business Automobile Liability to the contractor. The coverage must be in effect for the duration of the contract and shall run concurrently with the effective dates of the contract.
- c) These certificates shall contain a provision that the coverage afforded under the policies will not be canceled or materially changed until at least thirty (30) days prior written notice has been given to the District.
- d) Worker's Compensation insurance will be required on all employees of the contractor who will be involved in any aspect of the operations contemplated by the contract with the District. Insurance coverage shall be issued by a company with AM Best rating of A or better.
- e) The certificate of insurance on the liability and workers compensation naming the District and its Board of School Directors as additional insured must be forwarded to the District prior to the commencement of all contracts
- f) Each party will immediately notify the other of any accident or condition which arises out of or touches upon the work performed by the contractor on District business, so as to handle potential problems on a timely basis in the best interest of both parties.

18) INDEMNIFICATION

In addition to the insurance requirements included as part of the specifications, The contractor shall also defend, indemnify and hold harmless the School District from and against any and all claims, suits judgments, and demands whatsoever, including without limitation to costs, litigation expenses, counsel fees, and liabilities with respect to injury to, or death of, any person or persons whatsoever, or damage to property of any kind by whosoever owned, arising out of or caused or claimed to have been caused in whole or in part by the acts or omissions of the contractor, it's agents or employees, in the performance of the contract and further agrees to indemnify the school district against any such claims allegedly caused in whole or in part, whether or not it be the fact, by reason or negligent

instructions or directions given or purportedly given by any of the school district representatives with respect to the performance of the contract.

19) REGULATIONS AND COMPLIANCE

The contractor must comply with the regulations of the Pennsylvania Department of Education, the laws of the Commonwealth of Pennsylvania, and the regulations of the Pennsylvania Department of Transportation, all federal laws and the policies, rules and regulations of the District.

20) INDEPENDENT CONTRACTOR

It is understood that the contractor is an independent contractor and not an officer, agent or employee of the District while engaged in carrying out and complying with any of the terms and conditions of the contract.

21) NON-TRANSFERABLE CONTRACT

The contract shall not be transferred or assigned without the prior approval of the Board and the written consent of the District.

22) FORFEITURE

If the contractor fails to perform satisfactorily, or to furnish safe and adequate personnel and equipment, or otherwise fails to comply with the terms of the contract, including home to school transportation, co-curricular trips, and additional routes, the District may cancel the contract without prior notice and procure services elsewhere. If Contractor fails to perform any of the terms of this Agreement to the satisfaction of the District for a period of thirty (30) days after written notice of the default from the District, then the District may, at its sole discretion, treat such a default as justifying the termination of this Agreement and may cancel this Agreement upon ten (10) days advance written notice to the Contractor without prejudice to any other remedy to which the District may be entitled either at law, in equity, or under this Agreement.

23) RIGHT TO CONTRACT WITH OTHERS

The District reserves the right to contract with parents, guardians, and others for the transportation of pupils

24) SUPPLEMENTAL INFORMATION

Each contractor is required to submit the following information along with their proposal.

- a) Client list comprised of PA school districts; include name of school district, contact information, and years of service to that district.
- b) Proof that the contractor is financially solvent: submit most recent annual financial statements with comparison statements from previous years or a letter from banker indicating financial health and/or lines of credit available.
- c) List of any pending or previously resolved litigation to which the contractor is a party.

25) **AWARD**

The School Board will not be required to make an award entirely on the basis of the lowest bid in dollars and reserves the right to reject any and all proposals and/or to modify the terms of the proposals to protect the interests of the District. In the event such modifications are unacceptable to the contractor, such contractor shall be released from any obligation to the District. The Board shall consider all matters arising out of this contract not specifically provided for therein.

ATTACHMENTS SUMMARY

SCHEDULE A

A. Daily Bus Route Summary

SCHEDULE B

B. Supplementary Bus Information

- a. Activity Bus Schedule
- b. Athletic, Band, and Field Trips

SCHEDULE A

Elizabethtown Area School District
23-24 base runs

Number of Vehicles

Big Buses Type C	23
Mini Buses Type A	19
Vans	8

*Optional: Mini Bus and Van numbers
could be modified*

Pupil Counts

Total	3,979
# Bused	3,243
Walkers	736
NonPub	184

Schools

Etown Public	5
NonPub	16
Special Ed	18

Total Daily Time: Minutes	14,285
Total Daily Time: Hours	238
Daily	

Total Miles	5,127
Deadhead Miles	2,000
# Stops	649
Students	6,201

SCHEDULE B

ELIZABETHTOWN AREA SCHOOL DISTRICT Supplementary Bus Information

Athletic Trips, Band Trips, and Field Trips

Throughout the school year, buses are needed to transport students to athletic events, band competitions, co-curricular field trips, and so on. Bus runs for athletic and band events are scheduled in advance by the Athletic Director and the Band Director as soon as the season's schedule is prepared and finalized.

The contractor will submit separate invoices for the above listed services based on an hourly driving rate and per mile charge.

EXHIBITS SUMMARY

Exhibit A

- A. Contractor Certification
- B. Contractor Contact Information

Exhibit B

- C. Non-Collusion Affidavit

Exhibit C

- D. Insurance Carrier

Exhibit D

- E. List of video/ communication/ GPS equipment and bus planning software proposed to support this contract

Exhibit E

- F. Client list of PA school districts
 - a. Name of District and Contact Person
 - b. Number of years of service to the district

Exhibit F

- G. Proof of financial solvency
 - a. Submit most recent annual financial statements with comparison statements from previous years or letter from banker verifying financial strength and lines of credit available.
- H. Litigation Status
 - a. List any pending and previously resolved litigation to which the contractor is a party

Exhibit G

- I. Pricing information and other operational issues.

EXHIBIT A
ELIZABETHTOWN AREA SCHOOL DISTRICT
PROPOSAL FOR CONTRACTED
SCHOOL BUS TRANSPORTATION

Elizabethtown Area School District
600 E High Street
Elizabethtown, PA 17022
717-367-1521

The undersigned hereby proposes to furnish school bus transportation for the Elizabethtown Area School District as per the prices quoted on the attached bid response form(s) pages. The undersigned certifies to have read and fully understand the specifications and offers to furnish the services in exact accordance with the specifications and at the prices quoted.

In submitting this Bid, the undersigned agrees:

- a. To hold the bid open until 90 days after RFP opening.
- b. To enter into and execute a Contract if awarded this RFP, and to furnish insurance required by the RFP Documents.
- d. To accomplish the work in accordance with the RFP Documents.
- e. To complete the work by the time stipulated in the RFP Documents.

The undersigned acknowledges that the terms, conditions, and specifications of this Request for Proposals are understood and unconditionally accepted.

Printed Name of Contractor (Company)

Address (Company)

Address (Company)

Phone FAX E-mail (Company)

By _____
Signature Title

Printed Name and Title of Signer

Phone FAX E-mail (Signer)

EXHIBIT B
NON-COLLUSION AFFIDAVIT

Bid Description: ELIZABETHTOWN AREA SCHOOL DISTRICT - TRANSPORTATION RFP 2024

State of: _____

County of: _____

I state that I am _____ (*title*) of _____ (*Name of firm*) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, contractor or potential contractor.
- (2) Neither the prices(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a contractor or potential contractor, and they will not be disclosed before bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- (4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
- (5) _____ (*Name of firm*), its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ (*Name of firm*) understands and acknowledges that the above representations are material and important, and will be relied on by Elizabethtown Area School District in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Elizabethtown Area School District of the true facts relating to the submission of bids for this contract.

(*Name and Company Position*)

SWORN TO AND SUBSCRIBED
BEFORE ME THIS ____ DAY
OF _____, 20 ____

(Notary Public) My Commission Expires: _____

(Seal)

EXHIBIT C
ELIZABETHTOWN AREA SCHOOL DISTRICT
PROPOSAL FOR CONTRACTED
SCHOOL BUS TRANSPORTATION

Certificate of Insurance to be provided with Elizabethtown Area School District indicated as Additional Name Insured. Certificate to be provided: Yes _____ No _____

Insurance Vendor Carrier _____

Insurance Vendor Address _____

Insurance Vendor Town/State _____

Insurance Vendor Representative (print name) _____

Insurance Vendor Representative (phone, fax, e-mail) _____

Insurance Vendor (AM Best Rating) _____

Exhibit D

ELIZABETHTOWN AREA SCHOOL DISTRICT PROPOSAL FOR CONTRACTED SCHOOL BUS TRANSPORTATION VEHICLE INVENTORY

Equipment to be used for the transportation specified and described by the attached documents and included in the attached proposal form must be listed on this form.

A. Video equipment to be purchased and available for use on July 1, 2024:

<u>Video Type</u>	<u>Make</u>	<u>Model</u>	<u>Storage Type</u>	<u>Recording Capacity</u>

Attach additional information as needed

B. Communication equipment to be purchased and available for use on July 1, 2024

<u>Communication Type</u>	<u>Make</u>	<u>Model</u>	<u>Range</u>	<u>Frequency</u>
<u>FirstNet</u>				
<u>Supplied by EASD</u>				

Attach additional information as needed

C. GPS equipment to be purchased and available for use on July 1, 2024:

<u>GPS Type</u>	<u>Make</u>	<u>Model</u>	<u>Range</u>	<u>Frequency</u>

Attach additional information as needed

D. Bus Planning Software to be purchased and available for use on July 1, 2024:

<u>Software</u>	<u>Make</u>	<u>Other Information</u>		

Attach additional information as needed

Exhibit E

Please attach the following:

Client list of PA school districts

Name of District and Contact Person

Number of years of service to the district

Exhibit F

Please attach the following:

Proof of financial solvency

Submit most recent annual financial statements with comparison statements from previous years or letter from banker verifying strength of financial health and/or available lines of credit.

Litigation Status

List any pending and previously resolved litigation to which the contractor is a party

Exhibit G

Pricing information and other operational issues

1. How many full-time mechanics will be available to specifically work in District facility? _____
2. Will you provide contractor employed drivers to drive District owned vehicles?
Yes _____ or No _____

When you get reimbursed for your driver wages, what percentage will you add to cover taxes and overhead? _____%

3. We had 42 buses running for the 2013-14 school year. How many buses will you have as spares? _____
4. Does your proposal include any fuel adjustments or sharing based on unusual price spikes? Yes _____ or No _____

If yes, please explain:

Proposed Field Trip Rates

Year	2024-25	2025-26	2026-27	2027-28	2028-29
Mileage Rate	\$	\$	\$	\$	\$
Hourly Rate	\$	\$	\$	\$	\$
Minimum Charge	\$	\$	\$	\$	\$

If your field trip pricing model is different than a mileage and hourly rate, please provide details.

Proposed Daily Rates for Regular Bus Routes

Year	2024-25	2025-26	2026-27	2027-28	2028-29
Passenger					
84	\$	\$	\$	\$	\$
72	\$	\$	\$	\$	\$
48	\$	\$	\$	\$	\$
30	\$	\$	\$	\$	\$
24	\$	\$	\$	\$	\$
9	\$	\$	\$	\$	\$

If your pricing model is different than a per day charge per bus, please provide specifics.

Proposed Daily Rates for Activity Trips

Year	2024-25	2025-26	2026-27	2027-28	2028-29
Activity Pricing	\$	\$	\$	\$	\$

If your pricing model is different than a per day charge per bus, please provide specifics.

**RECAP OF TOTAL PRICING FOR
BASE ROUTES AND ACTIVITY TRIPS ONLY**

Using the data provided on regular route runs and the two activity runs please insert the total estimated cost for providing transportation services using your pricing model as provided above.

Year	2024-25	2025-26	2026-27	2027-28	2028-29
Overall Annual Pricing	\$	\$	\$	\$	\$