



MEDFORD SCHOOL DISTRICT 549C

**REQUEST FOR PROPOSAL
FOR**

MSD CHARTER TRANSPORTATION SUPPORT FOR 24-27 SCHOOL YEARS

RFP

25-00-25

MEDFORD SCHOOL DISTRICT
Facilities Office
900 Kenyon St.
Medford, OR 97501

Telephone: (541) 842-3068
Facsimile: (541) 842-1160

DUE DATE & TIME

JULY 9, 2024 NO LATER THAN 2:00 P.M.

I. GENERAL INFORMATION:

Medford School District 549C (District) is seeking written proposals from Charter Companies that would be willing to support Medford Secondary Schools with athletic and activities related travel during the 2024-2025, 2025-2026 & 2026-2027 school years.

This RFP will be awarded to multiple vendors.

Medford School District Facilities Office must receive your proposal no later than **2:00 p.m. on Tuesday, July, 9** Proposals must be in a sealed opaque envelope, clearly marked **RFP MSD Charter Transportation Support for 2024-2027** and can be delivered by mail, in person or by **e-mail (subject line: RFP MSD Charter Transportation Support)** to the following address:

Medford School District 549C
Purchasing Office
Attention: Jackie Flory, Purchasing Manager
900 Kenyon St.
Medford, Oregon 97501
Or
Jackie.Flory@medford.k12.or.us

This proposal will be awarded to multiple vendors that can provide periodic Charter Bus transportation to Medford School District athletics teams and school activities related travel between August 29, 2024, through June 7, 2025 and for the 25-26 and 26-27 school years, respectively.

Proposals should be prepared simply and economically, providing a straightforward, concise description of proposer's capabilities to satisfy the requirements of the RFP. Please include any costs associated with travel including hourly fees, flat fees, mileage rates, fuel related costs and any additional costs associated with longer trips, such as overnight travel.

Proposals shall be firm for a period of thirty (30) days after the closing date. Each responding proposer may withdraw their proposal if it has not been accepted within thirty (30) days from the RFP closing date.

The award of this contract will be made by the District to multiple vendors, in the District's sole and absolute judgment, will best serve the best interests and needs of the District. The District reserves the right to accept or reject any or all the proposals, and waive any informalities and irregularities in said proposals.

ADDENDA:

Any changes and/or addenda to this solicitation will be posted on the Medford School District (MSD) website at <https://www.medford.k12.or.us/departments1/purchasing-and-distribution-center>

Failure to acknowledge all addenda may result in declaration of your bid as non-responsive.

APPEALS AND PROTEST OF AWARD:

Adversely affected or aggrieved Bidders shall have seven (7) calendar days from the date of the Intent-to-Award Announcement within which to file a written protest. All appeals must be in writing and physically received by the Purchasing Manager no later than 10:00 a.m. on the seventh (7th) calendar day after the date of the Intent-to-Award Announcement or Bid Results are posted to the website.

APPEAL OF AWARD TO RFP NO.
Medford School District
Purchasing
900 Kenyon St.
Medford OR 97501

Protests submitted after that date will not be considered. Protests must specify the grounds upon which the protest is based.

In order to be an adversely affected or aggrieved Bidder, the Bidder must claim to be eligible for award of the Contract as the lowest responsible and responsive Bidder and that any and all lower Bidders are ineligible to receive Contract award.

An actual Bidder who is adversely affected or aggrieved by the award of the Contract to another Bidder may protest award, in writing, within the timeline established. The written protest shall state the grounds upon which the protest is based. No protest of award shall be considered after the deadline.

Protests must specify the grounds for the appeal including the specific citation of law, rule, regulation, or procedure upon which the protest is based. The judgment used in scoring by individual evaluators is not grounds for appeal.

No protest against award shall be considered because of the content of solicitation terms and conditions, contract terms and conditions or Specifications after the deadline established for submitting protests of solicitation terms and conditions, contract terms and conditions or Specifications.

Questions, interpretations or clarifications of this RFP must be requested in writing. All questions should be directed to Jackie Flory, Purchasing Manager. All questions are due by 2:00 PM, July 2, 2024. Send questions to Jackie.Flory@medford.k12.or.us. It is the Representative's responsibility to check our website at <https://www.medford.k12.or.us/departments1/purchasing-and-distribution-center> for any addenda information.

The Intent to Award will be issued electronically through e-mail.

II. SCHEDULE OF EVENTS/DATES:

ACTION	DATE
Issue RFP	June 19, 2024
Final Questions Due	July 2, 2024, 2:00 P.M.
Last Addenda Issued	July 3, 2024, 4:00 P.M.
Proposals Due	July 9, 2024 2:00 P.M.
Review RFP Proposals	July 10 - 12, 2024

The district reserves the right to deviate from this schedule.

III. PROPOSAL SUBMISSION REQUIREMENTS:

The proposing agent shall be responsible for preparing an effective, clear, and concise proposal. The proposals must include the following minimum information:

1. Cover letter addressed to Fred Kondziela, Athletics and Activities Director, and signed by a person legally authorized to bind the applicant to its proposal. The cover letter must include name of the vendor, address, telephone number of the vendor and email address of the person(s) who are authorized to represent the proposer. Also, include names (s), titles, and qualifications of proposed key personnel.
2. Forms for Exhibits A, B, C and D.

IV. MINIMUM QUALIFICATIONS:

1. Any proposer must be properly insured to provide services;
2. Be able to pass any required background checks;
3. Be solely responsible for all taxes, licenses and fees, wages, insurance and other costs required to provide the Services to the District, and agree the total liability of District to Contractor for the Services is the compensation included in the proposal;
4. Medford School District is an Equal Opportunity Employer. Each service provider must comply with federal, state and local Equal Employment Opportunity requirements.

V. SELECTION PROCESS:

1. Each proposal received will be evaluated to determine if it meets the stated requirements.
2. The District reserves the right to reject any and all proposals, to waive any technicalities, informalities and irregularities, to accept or reject all parts of the proposal, and to be the sole judge of the suitability of the proposals offered.
3. Proposals will be evaluated generally on the following criteria, evaluation will include, but not be limited to, the following weighted criteria:
 - a. Qualifications of the provider
 - b. Ability to meet scope of work, and service required
 - c. Completeness of the proposal
4. All submittals in response to this RFP are public records and available for inspection and copying upon request. Any portions of the RFP submittal marked as confidential will not be made public without consent of the consultant prior to the award of the contract.

5. The proposals received will be evaluated by the District Athletics and Activities Director and two others assigned by the Director.

VI. TERMS AND CONDITIONS:

1. Term of Agreement: The District anticipates selecting multiple companies during the 2024-2025; 2025-2026 and 2026-2027 school years. In the event of funding, need and upon satisfactory performance by the provider, the parties may choose to extend the term Service Agreement for one additional year in the year 2027-2028 and shall do so by executing a renewal agreement.
2. Withdrawal of RFP: Proposals may be withdrawn before the RFP submittal deadline by submitting a written request to Brad Earl, Chief Financial Officer. Re-submittal before the RFP submittal deadline can be made, however, they may not be re-submitted after the deadline.

RFP Costs: All costs incurred in the preparation and presentation of the RFP shall be the responsibility of the responding party to the RFP. All documents submitted as part of the RFP will become property of the District. Requests for specific material to be returned will be considered. Any material submitted that is confidential must be clearly marked as such. The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance.” Therefore, non-disclosure of documents or any portion of a document submitted as part of a response may depend upon official or judicial determination made pursuant to the Public Records Law.

3. During the term of any resulting contract, the successful Consultant shall maintain in full force, at its own expense, from insurance companies or entities with an A.M. Best rating of A- or better that are authorized to transact the business of insurance and issue coverage in the State of Oregon.
4. Medford School District Contacts: The designated individual responsible for coordination of the RFP is Fred Kondziela, District Athletics and Activities Director. Any questions relating to this RFP should be directed to Jackie Flory at Jackie.Flory@medford.k12.or.us in writing only.

The following forms must be signed and returned as a part of your proposal:

- Exhibit A – Vendor Information
- Exhibit B – Proposal Support Form
- Exhibit C – Signature Page
- Exhibit D – Certificate of Compliance with Tax Laws

EXHIBIT A
Vendor Information

Company Name _____

Address _____

City, State, Zip _____

Phone _____

Fax _____

E-Mail _____

Name (printed) & Title _____

Signature _____ Date: _____

Proposals are to be received at the Facilities Office of the Medford School District 549C, 900 Kenyon St., Medford, OR 97501 in a sealed envelope clearly identified as "RFP Charter 2024" and to the attention of Jackie Flory. You may also e-mail your proposal if you prefer, to Jackie.Flory@medford.k12.or.us, no later than 2:00 p.m., Wednesday, March 27, 2024. It is the responsibility of the sender to verify receipt of the Proposal by the District.

Specifications may be obtained at the Purchasing Office, or by calling 541-842-3780, by e-mailing Jackie.Flory@medford.k12.or.us or by accessing the purchasing webpage at <https://www.medford.k12.or.us/departments1/purchasing-and-distribution-center> .

Oregon Revised Statutes (ORS) regulations governing public entities require that questions regarding this proposal need to be submitted in writing via e-mail, fax, and regular mail so that all potential vendors may be equally apprised of project parameters and any addenda.

EXHIBIT B

RFP Proposal for MSD Charter Transportation Support

Name of company: _____

Contact Person: _____ Title: _____

Email: _____ Phone: _____

Brief description of services (attach any additional information to this document you would like):

Briefly explain your qualifications to provide these services:

Proposed costs:

*Costs may also be represented in the table below (optional).

Item	One Bus	Two Busses	Three Busses
Hourly Fees			
Flat Fees			
Mileage Costs			
Other (fuel./miscellaneous personnel costs)			
Total			

Any other pertinent information in consideration of proposal:

It is not a requirement for consideration of this proposal, but you may attach any other information you feel is needed.

Attachments:

No Yes, Number of Pages _____

Signature: _____ Date: _____

**EXHIBIT C
SIGNATURE PAGE**

SIGNATURE OF FIRM'S DULY AUTHORIZED REPRESENTATIVE FOR THIS PROPOSAL MUST BE SIGNED IN INK BY AN AUTHORIZED REPRESENTATIVE OF THE FIRM; ANY ALTERATIONS OR ERASURES TO THIS PROPOSAL MUST BE INITIALED IN INK BY THE UNDERSIGNED AUTHORIZED REPRESENTATIVE.

The undersigned agrees and certifies that (s)he:

1. Has read and understands all Proposal instructions, specifications, and terms and conditions contained herein.
2. Is an authorized representative of the Proposer, that the information provided in this Proposal is true and accurate, and that providing incorrect or incomplete information may be cause of Proposal rejection or contract termination.
3. Is bound by and will comply with all requirements, specifications, and terms and conditions contained herein.
4. Will furnish the designated item(s) and/or service(s) in accordance with the contract if awarded to Proposer.
5. Proposer will provide its Federal Tax Identification number or Social Security Number with Proposal submission.
6. The proposer hereby acknowledges the requirement to carry or indicates the ability, to obtain the insurance required by the contract documents.

Indicate in the affirmative by initialing here: _____

7. The proposer hereby acknowledges awareness of addendum posted to our website regarding this RFP.

Indicate in the affirmative by initialing here: _____

Signature _____ Date: _____

EXHIBIT D
CERTIFICATE OF COMPLIANCE WITH TAX LAWS

CONTRACTOR DATA AND CERTIFICATION

Name (tax filing): _____

Address: _____

Citizenship, if applicable:

Non-resident alien ___ yes ___ no

Business Designation (check one):

_____ Corporation

_____ Partnership

_____ Sole Proprietorship

_____ Governmental/Non-Profit

Federal Tax ID# _____ - _____ - _____ OR SSN _____ - _____ - _____

Above payment information must be provided prior to contract approval. This information will be reported to the Internal Revenue Service (IRS) under the name and taxpayer I.D. number submitted. (See IRS 1099 for additional instructions regarding taxpayer ID numbers.) Information not matching IRS records could subject contractor to 31 percent backup withholding.

Certification: I, under penalties of perjury, do hereby certify that (a) the number shown on this form is my correct taxpayer ID (or I am waiting for the number to be issued to me) and (b) I am not subject to backup withholding because (i) I am exempt from backup withholding or (ii) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified me that I am no longer subject to backup withholding.

I, the undersigned also (a) agree to perform the work required by Exhibit A in accordance with the terms and conditions (listed on the front and back side hereof and made part of this contract by reference); (b) certify under penalty of perjury that I/my business am not/is in violation of any Oregon tax laws; and (c) certify I am an independent contractor as defined in ORS 670.600.

I, the undersigned, being first duly sworn, hereby certify under penalty of perjury that I am authorized to act on behalf of

_____ [insert Proposer's name] and to the best of my knowledge, _____ [insert Proposer's name] is not in violation of any Oregon Tax Laws. For purposes of this Certificate, "Oregon Tax Laws" are those laws and programs listed in ORS 305.380(4), namely ORS Chapters 118, 314, 316, 317, 318, 320, 321 and 323 and Sections 10 to 20, Chapter 533, Oregon Laws 1981, as amended by Chapter 16, Oregon Laws 1982 (first special session); the elderly rental assistance program under ORS 310.630 to 310.706; and any local tax laws administered by the Oregon Department of Revenue under ORS 305.620. I will continue to comply with the tax laws of this state, or a political subdivision of this state, during the term of the public contract, and provide that my failure to comply with the tax laws, of this state or a political subdivision of this state, before I have executed the public contract or during the term of the public contract is a default for which the contracting agency may terminate the public contract, and seek damage and other relief available, under the terms of the public contract or under applicable law.

Contractor's Authorized Agent:

Signature/Title

Print Name/Date

Contractor: _____

Contact Person: _____

Address: _____

Address: _____

Phone: _____

Email Address: _____