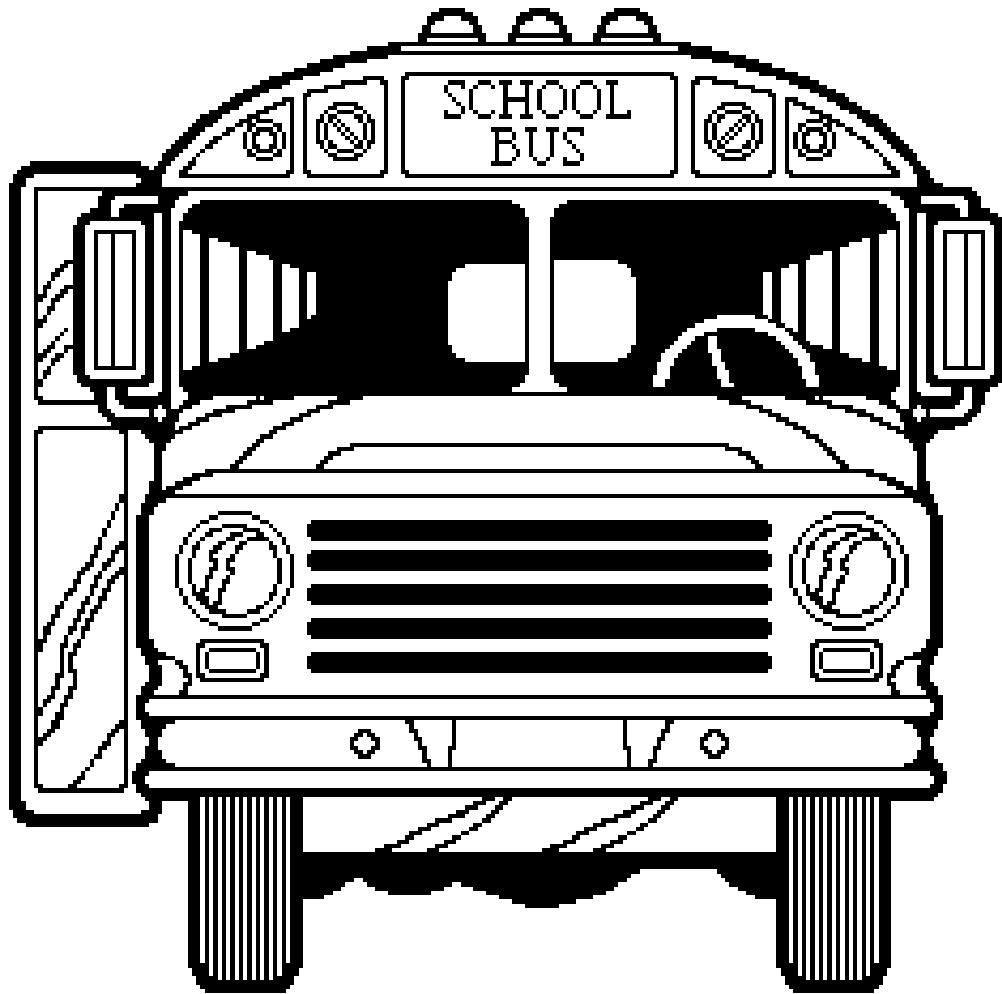


Iowa City Community School District

Request for Proposals 2411



For

**CONTRACTED PUPIL TRANSPORTATION
EQUIPMENT AND SERVICES**



**IOWA CITY COMMUNITY
SCHOOL DISTRICT**
All In for All Kids

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Iowa City Community School District

REQUEST FOR PROPOSAL

FOR

CONTRACTED PUPIL TRANSPORTATION EQUIPMENT AND SERVICES

Notice is hereby given that the Iowa City Community School District, of Johnson County, acting on behalf of its Board of Education and hereinafter referred to as "District" is requesting written, sealed proposals from qualified contractors for:

1. PUPIL TRANSPORTATION EQUIPMENT AND SERVICES AS SPECIFIED IN THE REQUEST FOR PROPOSALS

- 1.1. **This procurement of pupil transportation equipment and services is divided into two parts consisting of a vehicle equipment lease and a services contract. Separate proposals shall be submitted for the lease of the necessary buses and other vehicle equipment and for the driver staffing, vehicle maintenance, program management, and other services. Proposers may submit a proposal for the vehicle equipment lease, or a proposal for the services contract, or both.** Each proposal must contain a completed cost proposal form, required documents, the prescribed amount of Proposal Security in an acceptable form, and required insurance certificates as noted in the proposal specifications. The Cost Proposal shall be submitted on the form included in this package. Proposal forms and other components of this proposal request may be obtained from the District's Educational Services Center during regular business hours, Monday through Friday 7:45 a.m. to 4:00 p.m. Proposals shall be received in the District's Educational Services Center at:

ATTN: Adam Kurth, Chief Financial Officer
Iowa City Community School District
1725 North Dodge Street
Iowa City, Iowa 52245

- 1.2. **Any proposal not received before 2:00 p.m. local time on January 24, 2025 at the above location will not be considered.** The time will be determined by reference to the clock at the District office. Proposals received after this time will be returned unopened to the contractor. Faxed proposals will not be accepted.
- 1.3. All parties desiring to submit a proposal **must attend the pre-bid meeting described in 13.2.** All proposals must be contained in a sealed opaque envelope endorsed on the outside with the following information:
1. PROPOSAL FOR RFP 2411
 2. Name and address of the contractor.
 3. Date and time due.

- 1.4. The District reserves the right to reject any and all proposals, or to waive any informalities, irregularities or technicalities in any proposal, should it be deemed to be in the best interest of the Iowa City Community School District to do so. Separate contracts for pupil transportation equipment and services will be awarded, if at all, to the responsible contractor(s) meeting specifications as determined by the District, in its sole and exclusive discretion. The District reserves the right to enter into a contract with a proposer for the lease of the buses and other vehicle equipment and to enter into a separate contract with a different proposer for the driver staffing, vehicle maintenance, program management, and other services, based on the best interests of the District. The terms and provisions of this RFP shall be made part of the contracts.

2. STATEMENT OF PURPOSE

- 2.1. The transportation of the Iowa City Community School District students is a specialized function. The function extends to providing service for approximately 4,000 students per day of various ages and needs who are entrusted to our care by their parents and guardians.
- 2.2. The essence of any student transportation contract is that the students be transported to and from school and other activities and events safely, regularly, promptly, and without interruption or incident. The Contractor, and its staff, as well as the District and its staff, shall develop and maintain a positive partnership which places the children's best interests above other considerations. The primary obligation of the Contractor is to design and operate a system of services and communication which assures the District of continuous, reliable, high-quality, and timely performance for the duration of the contract. The District will, in turn, obligate itself to work with the Contractor in good faith so as to develop and maintain a safe and efficient transportation program within the terms and conditions of the service contract.

3. CONTRACT TERM AND EXTENSIONS:

- 3.1. The initial term of the contract shall be for three (3) years, beginning on July 1, 2025, through the end of the 2027 – 2028 school year. The contract may be extended upon mutual agreement for one (1) additional three (3) year term.
- 3.2. Notification of intent to extend the contract, by either party, must be given in writing by December 1, 2027.

4. CONTACT PERSON:

- 4.1. All questions concerning the Request for Proposals shall be in writing and addressed to:

Adam Kurth, Chief Financial Officer
Iowa City Community School District
1725 North Dodge Street
Iowa City, IA 52245
Email address: transportation-rfp-uc@iowacityschools.org
(Emails must include "RFP 2411" in the subject line.)

5. AWARD:

- 5.1. No proposal may be withdrawn for a period of 90 days after opening in order to allow for committee selection.
- 5.2. A contract may be awarded by the Board of Directors on February 25, 2025, Iowa City Community School District Educational Service Center, 1725 North Dodge Street, Iowa City, IA 52245. The Board may delay the awarding of a contract in its sole discretion.
- 5.3. The Contract shall be awarded to that Proposer who, in the District's sole discretion, provides that proposal which is in the best interests of the District. The District shall make that determination after an analysis and evaluation of the information provided by Proposer. However, the District reserves the right to reject any and all proposals and re-advertise to prospective Proposers. Separate contracts will be awarded for the lease of the buses and other vehicle equipment and for the driver staffing, vehicle maintenance, program management, and other services. The District may award such contracts to the same or different proposers.

6. TERMINATION:

- 6.1. If the Contractor at any time fails to comply with and fully perform any covenant contained herein to be performed by the Contractor, the District shall give prompt notice in writing to the Contractor of such failure and in the event the Contractor does not remedy such failure within thirty (30) days from the receipt of such notice (unless such failure is caused by an event of Force Majeure), then at the option of the District, the contract may be terminated immediately by delivery to the Contractor of written notice of such election to terminate, but the Contractor shall remain liable for any costs to the District directly resulting from Contractor's failure. However, in the event that the Contractor's failure to perform any such covenant jeopardizes the safety or welfare of the students or the District, immediate action will be taken by the Contractor to remedy the misconduct following notice from the District. If the Contractor fails to remedy the said situation immediately, the District may at its option terminate this contract immediately upon notice to the Contractor.
- 6.2. This contract may be terminated by the District or Contractor at any time with or without cost on Ninety (90) days written notice in conformity with Iowa Code 285.5. During any termination notice period, the District reserves the right, without waiver of other rights against the contractor and its surety, to arrange for the transportation of students itself or to enter into a contract with another person, firm or corporation, or to do any other act or thing necessary to assure continuity of transportation operations. If the contractor is unwilling or unable to provide the necessary services, the District shall have the emergency authority to take possession of and use the buses and other physical assets, and directly employ the drivers and bus assistants of the contractor until such time as alternate transportation arrangements can be made by the District.

7. DISCLAIMERS:

- 7.1. The District reserves the right to withdraw this Request for Proposals at any time and for any reason, and to issue such clarification, modifications, and/or amendments as it may deem appropriate. Receipt of Proposal materials by the District or submission of a Proposal to the District confers no right upon the agent nor obligates the District in any manner. The District reserves the right to waive minor irregularities in this proposal, provided that such actions are in the best interest of the District. Any such waiver shall not modify any remaining Request for Proposals requirements or excuse the Contractor from full compliance with the Request for Proposals specifications and other contract requirements if the Contractor is awarded the contract.

8. INDEMNIFICATION:

- 8.1. Contractor agrees to indemnify and hold harmless the District from any and all claims, demands, causes of action of every kind, nature and description as a result of injury to or death of persons or damage to property caused by or resulting in any manner from the acts or omission of the Contractor, its agents or employees, performing or failing to perform any of the services, duties, operations to be performed by the Contractor under the Agreement.
- 8.2. Contractor shall also indemnify and hold the District harmless against claims, demands or causes of action as a result of injury to Contractor's employees while in the course and scope of their employment under this Agreement, and to purchase compensation insurance in order to insure the risk assumed pursuant to this Section.

9. PAYMENT TERMS:

- 9.1. The Contractor shall submit an invoice to the District no later than the third day of the month following the month in which services have been provided. The invoice shall be based upon the actual number of days of service within that calendar month. District shall submit the invoice to the Board of Directors for approval at its next regularly scheduled meeting. Payment shall be made to the Contractor within thirty (30) days following the regular meeting of the Board of Directors. Invoices for payment should be sent to:

Transportation Department
Iowa City Community School District
1725 North Dodge Street
Iowa City, IA 52245

- 9.2. The District expects the Contractor to provide service to the District using accepted industry practices and standards of service which meet or exceed those defined in this agreement. When deficiencies occur, the District and Contractor agree that a schedule Appendix O of liquidated damages may, at the District's discretion, be imposed upon the Contractor as a remedy for inconveniences. The Contractor will be notified in writing of such deficiencies by the District Designated Representative. Notification shall identify the type of infraction along with information that clearly details the date, time, location, route number, school, driver (if known) and vehicle number. Payment for damages will be deducted from the Contractor's next invoice. In the event that there are unknown or extenuating circumstances, the contractor shall have the right of appeal.

Appeals are to be made in writing within ten (10) school days and addressed to the District Designated Representative. In the event that the Contractor and District Designated Representative cannot reach agreement on an appeal a final determination will be made by the Superintendent.

10. AMENDMENTS:

- 10.1. The Agreement between the District and the Contractor will contain the entire understanding between the parties and cannot be changed or terminated orally but only by an agreement in writing signed by both parties.

11. PROPRIETARY INFORMATION:

- 11.1. All proposals submitted are considered public records.
- 11.2. Proprietary information in your proposal shall be identified and will be protected from public disclosure to the extent legally permissible.

12. EVALUATION OF PROPOSALS:

- 12.1. A contract shall be awarded on the basis of the best proposal, in the sole and exclusive discretion of the Board of Education, taking into consideration the following factors to the extent relevant to the proposal:
 - Cost: 30%
 - Compliance with RFP Requirements: 25%
 - Hiring practices
 - Safety program
 - Training program
 - Maintenance program
 - Equipment
 - Employee relations: 20%
 - Compensation plan
 - Firm Experience: 15%
 - Management capability: 5%
 - Financial condition and strength: 5%
- 12.2. If the Transportation Cost Proposal of the apparently successful proposer is within an acceptable range, the District may either enter into a contract with the apparently successful proposer at the prices set forth in his/her Transportation Cost Proposal, or enter into negotiations with the apparently successful Contractor, at the District's option.
- 12.3. If the Transportation Cost Proposal of the apparently successful proposer is not within an acceptable range, or if the District is unable to negotiate to its satisfaction, the District, at its option, may then enter into a contract or negotiations with the proposer receiving the second highest ranking in the evaluation.

13. ADMINISTRATION OF THE CONTRACTS:

13.1. The District Designated Representative will administer the contracts and will coordinate the following functions:

- Monitoring and Compliance
- Regular and unscheduled inspections
- Complaints brought to management’s attention
- Reports, monthly summary of all activity and shall include:
 - Public Welfare and safety
 - Corrective Action
 - State reporting in collaboration with the District

Submit invoices to the Board of Education for approval and make payment pursuant to the Board of Education’s direction.

13.2. RFP SCHEDULE

Event	Deadline
RFP published	12.16.2024
Mandatory Vendor Pre-Bid Meeting	01.07.2025 2:00 PM Central 1725 N. Dodge St, Iowa City
RFP questions due to District	01.13.2025 2:00 PM Central
RFP answers/addendum published	01.17.2025
Proposal submission deadline	1.24.2025 2:00 PM Central
Review proposals (internal)	1.27 – 29.2025
Submission to Board agenda (internal)	2.18.2025
Anticipated Board approval	2.25.2025

14. INSTRUCTIONS TO CONTRACTORS:

14.1. Each proposer shall be responsible for the delivery of one (1) original and two (2) copies on or before January 24, 2025, 2:00 p.m. on the forms contained within the proposal package, for each proposal submitted.

14.2. All supplemental information required by the RFP specifications shall be attached to the response. Omission of such information may result in rejection of the proposal.

14.3. Proposals shall be mailed or delivered to:

Adam Kurth, Chief Financial Officer
Iowa City Community School District
1725 North Dodge Street
Iowa City, IA 52245

14.4. The Board of Education reserves the right to reject any and all proposals, or to waive any informalities or technicalities in the proposal, should it be deemed to be in the best interest of the Iowa City Community School District to do so.

- 14.5. All proposals submitted must remain valid for a minimum period of 90 (ninety) days after the date set for the opening of proposals.
- 14.6. Any explanation or statement which the contractor wishes to have considered by the District must be written on a separate sheet of paper and placed in the same envelope with the proposal. Unless the Contractor so indicates, it is understood that the proposal is in strict accordance with the specification requirements.
- 14.7. Contractors must satisfy themselves, upon examination of the specifications, as to the scope of the work. After the submission of the proposal no complaint or claim of misunderstanding will be entertained from either party.
- 14.8. Contractors shall not include taxes, which school districts are not subject to, in their proposal.
- 14.9. All proposals shall be deemed final, conclusive and irrevocable and no proposal shall be subject to correction or amendment for any error or miscalculation.
- 14.10. The Contractor shall at all times observe and comply with all laws, ordinances, regulations and codes of the Federal, State, County or other local agency and District policies which pertain to the delivery of pupil transportation equipment and/or services.
- 14.11. While this document describes the current range of equipment and services provided to the District, contractors are encouraged to propose alternate systems or improve upon the specification in any way that they believe will benefit the District. Bell times that are currently in place in the District must be used in the Proposal. Each proposal will include costs for a three (3) year contract and for one (1) possible additional three (3) year term and be in a comparable format. Any information relative to interpretation of the specification shall be requested of the District, in writing, in ample time before opening of proposals. Any interpretation made to prospective Contractors will be expressed in the form of an addendum to the specifications which, if issued, will be sent to all prospective Contractors. Oral answers will not be considered by the District.

15. QUALIFICATIONS OF CONTRACTORS:

- 15.1. Each Contractor is required to submit as part of their proposal a statement outlining their qualifications to perform the work under consideration. The purpose of the summary is to provide a description of the offerings available to meet the requirements of the Request for Proposal.
- 15.2. The District reserves the right to investigate all references and qualification statements made by the contractor. Upon investigation and evaluation the District may choose to reject any proposal where the Contractor's qualifications are below those deemed as necessary to perform the work in a safe and efficient manner.
- 15.3. Proposals will be limited to companies with at least five (5) years of experience providing pupil transportation for school districts with at least one hundred (100) school buses or more.

16. REQUIRED PROPOSAL DOCUMENTS:

- 16.1. Contractors are to provide the following documents and information with their response for each proposal submitted, as applicable to the proposal for the vehicle equipment lease or the services contract.
- 16.2. Completed proposal pricing forms, using Appendix J-1 and J-2 based on Current District Service, Activity charges, building to building shuttle and contracted routes.
- 16.3. Proposal security
- 16.4. Workers' compensation certificate
- 16.5. Evidence of insurability
- 16.6. Fleet summary with vehicle replacement schedule for the duration of the contract.
- 16.7. Audited financial statements for the past three (3) years prepared by an independent certified public accountant.
- 16.8. Two copies of reference listings from school districts of comparable size in which the Contractor has provided similar services. The addresses, telephone number and the name of an appropriate administrator who will have knowledge of the transportation program are required for each reference.
- 16.9. Staff resumes for management personnel only assigned to the contract, up to and including the President shall be included with the Proposer's response. Resumes shall include an outline of experience, training, and qualifications of each individual on said staff. In the event that the contract staff has not been identified the Contractor will include the qualifications necessary to fill the position.
- 16.10. A definition of the safety program that the operator will maintain while under contract to the District and how it would be measured.
- 16.11. The qualifications for school bus operators including a listing of background checks and screening processes conducted by the Contractor prior to hire. Further, the Contractor shall identify ongoing programs which continue to monitor the driving staff for compliance with minimum employment qualifications set forth in the service contract.
- 16.12. An outline and description of the training program for drivers and associates. This outline shall identify both pre-service and in-service training requirements to provide transportation for both regular and special education students. In addition, the Contractor shall indicate the frequency of its in-service programs.
- 16.13. Plans for recruitment of drivers, driver incentive programs, and a complete wage and benefit package for the drivers.
- 16.14. An action plan will be included with the proposal describing steps anticipated to establish the service. The plan should contain sufficient detail to assure the district that the successful contractor can secure the needed equipment, personnel and licensures to begin services on the first date of the contract.
- 16.15. Completed general information questionnaire.

17. PROPOSAL BOND:

- 17.1. Responses to this RFP shall include a surety bond in the amount of fifteen percent (15%) of the annual contract value. Bonds of finalists will be held for ninety (90) days or until execution of the contract. Bonds of non-finalists will be returned after initial consideration of the proposals within thirty (30) days of the opening of proposals.
- 17.2. In the event that a Contractor is awarded the contract but fails to execute the contract within twenty (20) working days from the date of notification of award, the Board of Education will declare the contract null and void and the contractor will forfeit its surety bond.

18. PERFORMANCE BOND:

- 18.1. A \$500,000 performance bond is required from the successful Contractor. The bond will be written in a form acceptable to the District and underwritten by a bonding company approved to conduct business in the State of Iowa.

19. PERSONNEL:

- 19.1. Contractor shall furnish qualified licensed operators as are necessary for the safe and efficient operation of the buses used in providing service and shall furnish all other personnel necessary for the continued operation, supervision of service of the Routes, including but not limited to supervising, scheduling, purchasing, dispatching, checking, cleaning, accounting, legal, clerical, administrative and management personnel. The Contractor further agrees to cooperate with the District in providing training for operators and other personnel to ensure safe and efficient operating standards and will not make changes to office personnel without the District's prior written consent.
- 19.2. It is specifically agreed and understood that all personnel furnished by the Contractor in connection with the performance of the service under this contract shall be and remain during the term of this Contract the employee of the Contractor and not the employee of the District. Contractor shall pay all wages, salaries, fringe benefits, social security taxes, unemployment compensation contributions, and all other remuneration of said employees. It is specifically agreed and understood that the Contractor operating the service shall be an independent contractor as that term is construed under the applicable laws, rules, regulations and decisions of the courts of the State of Iowa. Contractor further agrees to abide by all federal, state and local laws and District policies.
- 19.3. Contractor agrees to furnish evidence to the District that all personnel employed in the operation of the Service meet the requirements of all authorities charged with regulation of transportation facilities and equipment including but not limited to, physical and mental capacity to discharge the duties assigned. In addition, Contractor agrees to perform criminal and traffic background checks on each employee in the operation of service as well as provide evidence that no employee in the operation of Service is listed in the Child Abuse Registry or Sex Offender Registry. Upon employment and during annual review or upon request by District the Contractor shall provide records of operator experience and performance.

20. DRIVERS:

- 20.1. The contractor shall employ, train and assign to the contract a sufficient number of licensed school bus drivers and driver substitutes to meet all of the service needs of the contract. "Doubling up" routes or using management staff in driving positions is prohibited other than in the event of unusual circumstances or emergency.
- 20.2. Each driver shall be at least 21 years old and must obtain and maintain, at a minimum, a Class B Commercial Driver's License (CDL) with a passenger endorsement and an air-brake endorsement. In addition, each driver shall continue to meet all Iowa Department of Education regulations including a valid current Iowa School Bus Driver's Permit.
- 20.3. For the protection of the children entrusted to the care of the contractor, all drivers and other persons employed by the contractor who may come into contact with the student population must be of pleasant and stable personality, and of the highest moral character.
- 20.4. The Superintendent or his/her designee, with written cause, may call for the removal from service under this agreement of an employee who in their opinion is no longer fit to provide service under the terms of the contract. The contractor, upon written notification by the Superintendent or his/her designee, shall immediately cease to assign said employee to any work, direct or indirect, that relates to this contract.
- 20.5. The use of tobacco products and possession of alcohol, controlled substances, illegal drugs, firearms, weapons of any kind by employees of the contractor are prohibited on school buses and school grounds at all times.
- 20.6. Each driver must meet or exceed all physical requirements as determined by physical examination, pass a drug-screening test (and submit to subsequent random drug screening), background screening, and have an acceptable Motor Vehicle Record (MVR) and no other criminal history record. MVR checks must be conducted by Contractor before employment and at least every six (6) months thereafter.
- 20.7. Bus Assistants must meet the requirements above with the exception of the Motor Vehicle Record.
- 20.8. The Contractor shall provide sufficient standby drivers to meet day-to-day vacancies due to illness, vacation, personal days and unplanned absences. All standby drivers shall be thoroughly familiar with the routes of the District and competent to meet the assigned schedule on any assigned route.

21. MECHANICS:

- 21.1. Mechanics assigned to the contract must be trained and certified for the work they are to perform.
- 21.2. Mechanic staff must receive regular in-service training in school bus maintenance to remain current with the vehicle manufacturer's standards for maintaining buses.
- 21.3. Each mechanic shall obtain and maintain, at a minimum, a Class B Commercial Driver's License (CDL) with a passenger endorsement and an air-brake endorsement. In addition, each mechanic shall continue to meet all Iowa Department of Education regulations including a valid current Iowa School Bus Driver's Permit.

- 21.4. Mechanic staff must pass standard drug and background screening as required for school bus operators.
- 21.5. As part of this RFP, the Contractor must state their proposed mechanic to bus ratio.
- 21.6. At a minimum, F.T.E. to include Lead Vehicle Technician, two Vehicle Technicians and Lot Maintenance Person.
- 21.7. The Contractor shall provide mechanic service to the District upon the District's request, for non-school bus vehicle maintenance. The Contractor shall provide an hourly rate for such services in its pricing.

22. SUPERVISORY AND MANAGERIAL PERSONNEL:

- 22.1. To ensure responsible service for transportation, the Company shall employ and maintain a local management group qualified to perform assigned duties. Identify the management group and assigned duties in Appendix B. Maintenance program requirements shall be directed by a person experienced in the school bus mechanical repairs field.
- 22.2. The manager assigned to the contract must be available to meet with the District Designated Representative, Superintendent, and/or the Board of Education as needed to discuss the transportation operations and services.
- 22.3. Management staff must pass standard drug and background screening as required for school bus operators.
- 22.4. Management staff shall participate in an ongoing, in-service, training program to remain current with Federal and State pupil transportation codes as well as to improve management skills in personnel management, fleet management, school bus operations or other relevant areas.
- 22.5. The Contractor will use its best efforts to obtain a no-strike clause in any collective bargaining agreement that may be entered in relation to services provided under this Contract.
- 22.6. At a minimum, FTE to include Contract Manager, Assistant Manager, Routing Dispatcher, Clerk, Safety Coordinator, and Medicaid Coordinator (at least 0.5 FTE).
- 22.7. At least once per year, the Contract Manager will meet with the District Designated Representative to present proposed changes for the next school year taking into account new homes, roads, sidewalks and all elements that will impact school bus services.

23. DEFINITIONS:

- 1. Board of Education or Board of Directors: The Board of Directors of the Iowa City Community School District.
- 2. Superintendent: Superintendent of the Iowa City Community School District
- 3. Contractor: The Proposer to whom the award is made.
- 4. District: Iowa City Community School District

5. Specifications: The direction and requirements of the detailed technical specification requirements as may be provided, pertaining to the manner of performing the work or the quantity and quality of work to be furnished.
6. Proposal: The written offer or copy thereof by a proposer to perform the work described within the specifications, when made out and submitted on the prescribed proposal form properly signed and guaranteed.
7. Contract: The written agreement covering the performance of the work as described within the specifications, including all supplemental agreements thereto and all general and special provisions pertaining to the work.

24. **DAYS OF SERVICE:**

- 24.1. Transportation shall be provided on each of the days on which school shall be held. The school calendar for the 2025-2026 school year is attached as Appendix L. The school calendar notwithstanding, service shall be provided only on those days on which school is in session. It shall be recognized that inclement weather or other factors may necessitate the closing of School, negating the need for transportation service. Further, transportation service shall be needed on those days classified as makeup, at no additional charge. Payments shall be made only for transportation services actually provided.

In addition, summer routes may be needed. The summer school term typically runs for 7 weeks starting in June. Payment for services related to summer school activities will be made at the same rate as the daily vehicle rate in the immediately preceding school year.

25. **VEHICLES:**

- 25.1. The Contractor shall provide such buses, automobiles, trucks and other vehicles necessary for day-to-day operation, supervision and maintenance of the Service for the District. All vehicles shall be equipped with two-way radios and a base station at the Contractor's terminal. The Contractor agrees to maintain the radios currently owned by the District including any fees associated with the service.
- 25.2. Each bus shall be given a safety inspection by a team composed of representatives of the Department of Education and the Iowa State Highway Patrol in the fall and mid-year of each year, or otherwise specified by the Iowa Department of Education. The result of the inspection shall be provided to the District.
- 25.3. Substitute or spare vehicles will be kept in reserve to accommodate planned vehicle maintenance and vehicle breakdowns. Spares will equal not less than twenty percent (20%) of the active fleet and not less than one handicap accessible to meet the same standards as the route buses. In addition, spare buses must be dedicated to the Iowa City Community School District alone and be garaged with the active route fleet.
- 25.4. All pupil transportation vehicles shall be kept in a safe, clean and sanitary condition and open for examination at all times by the Superintendent or his designee.

- 25.5. Appendix H calls for a listing of vehicles which shall be used by the Contractor in the performance of services. Maximum age of the fleet shall not exceed a retention cycle of 10 years for route and spare buses and the average age of the fleet shall not exceed 7 years. Each proposer must explain their retention cycle on the bid form.
- 25.6. A complete fleet listing shall be provided by the contractor each year of the contract. This listing shall indicate active route buses and substitute vehicles.
- 25.7. Vehicles provided by the contractor shall meet all Federal and State school bus requirements for the term of the contract. Vehicle upgrades mandated by law, for the life of the agreement, will remain the responsibility of the contractor. Any cost for such upgrades will be the responsibility of the contractor.
- 25.8. Video Cameras - Buses shall be equipped with a digital camera per bus for video and audio recording with clear view of the inside of the bus. Contractor shall be responsible for installing said equipment in all buses and the maintenance and replacement of the said equipment during the term of this agreement.
- 25.9. Video Storage - The contractor shall label and store video recordings in a secure onsite or cloud environment for a period of 30 calendar days. Video which records student behavior on the bus shall be treated as confidential and may only be viewed by the contractor's site manager or the superintendent of schools or his/her designee.
- 25.10. GPS – All buses must be equipped with live GPS technology in order to identify immediate location during the routes. GPS technology must record relevant information (speed, time, location) to be stored for at least 175 school days. The District must have access to the GPS system at all times. All costs for the purchase, maintenance, and replacement of GPS equipment shall be paid by the Contractor.
- 25.11. Bus Tracker – The Contractor shall provide real-time visibility of the location of the bus in relation to assigned bus stops to be tracked as an automated system for District families. All costs for the purchase, maintenance, and replacement of the tracker shall be paid by the Contractor.
- 25.12. Child Sleeper Check System – All buses must be equipped with an electronic child sleeper check system to ensure each bus is checked at the end of each shift.
- 25.13. Purchase of Contractor's Buses – Contractor will sell the equipment to the District should the contract be terminated. Provided the District should desire to purchase said equipment, the price of the equipment to be determined by an appraisal board composed of one person appointed by the District, one appointed by the owner of the equipment, and a third selected by these two (Iowa Code 285.5(1)b).
- 25.14. The Contractor shall maintain its buses under this agreement in good operating condition and in condition to meet or exceed the State of Iowa inspection standards. The Contractor will be responsible for the costs of bringing those buses into such condition. The Contractor will also be responsible for all other repairs and maintenance on all vehicles during the life of this agreement at its sole cost.
- 25.15. Fleet school buses shall be used only for transporting regularly enrolled students to and from school and to extracurricular activities approved and designated by the District Designated Representative.

25.16. Electric Vehicle (EV) Bus Option - The Contractor shall provide the option to incorporate electric school buses into the fleet, either for immediate deployment or as a phased addition throughout the contract term, as requested by the District. Any proposed EV buses must meet all Federal and State safety standards for school buses and be capable of operating reliably within the District's service area and climate conditions. The Contractor shall outline an EV transition plan, including infrastructure requirements, cost estimates, projected timelines, and any applicable incentives or subsidies available. All associated costs for EV-specific infrastructure are the responsibility of the District. Costs associated with maintenance and compliance with legal requirements shall be the responsibility of the Contractor.

25.17. Vehicle Options

The District may request all or some of the following vehicle options. Pricing is to be provided on the pricing page. All costs for purchase, maintenance, and replacement shall be paid by the Contractor.

25.17.1 The District requests pricing on a system or systems that allow video recordings (provided for in 25.8. and 25.9.) to be automatically uploaded to a District-accessible server upon return of each bus to the bus lot.

25.17.2 The District requests pricing on implementing three (3) cameras per bus instead of a single camera as requested in 25.8.

25.17.3 The District requests pricing on implementing a school bus stop arm camera in addition to any cameras provided for in 25.8 or 25.16.2.

25.17.4 The District requests pricing on implementing a rear stop sign in addition to the standard front, driver-side stop sign.

26. VEHICLE MAINTENANCE and REQUIRED INSPECTIONS:

26.1. The contractor shall implement a comprehensive maintenance program for the school bus fleet to provide safe and efficient service to the school community.

26.2. The contractor will provide the District Designated Representative with copies of all school bus inspections performed by the Department of Education. A written explanation will be given to the District Designated Representative by the contractor for any vehicle that fails this inspection. In addition, the contractor will outline corrective steps to be taken to avoid or reduce the likelihood of such vehicle inspection failures in the future.

26.3. Contractor shall operate the buses and related equipment and service in compliance with all lawful orders, rules, regulations and laws of properly constituted authorities governing the operations, and in a manner reasonably suitable for furnishing service, including but not limited to, enforcement of all state statutes, municipal ordinances, and District policies prohibiting smoking on buses.

26.4. The Contractor shall provide all oil, lubricants, supplies and accessories necessary for the operation of the vehicles and shall undertake the repair and maintenance to keep them in good and sound operating condition. Maintenance shall be in compliance with all lawful orders, rules, regulations, and laws of properly constituted authorities governing the operations, and in a manner suitable for the furnishing of service, including but not limited to, maintenance as stipulated in the manufacturer's guide for warranty period and beyond for the term of this Contract. The Contractor shall further provide inspection and cleaning of all vehicles necessary and suitable for the maintenance, comfort, convenience, and safety of passenger, including repair or replacement of damage to seats, handrails, steps and all other portions of the interior and exterior of said equipment. Contractor shall further supply storage of all vehicles used in the operations of said system, parts, and supplies required in furnishing service for the District. All costs associated with this maintenance function will be paid by the Contractor.

26.5. All Vehicles shall be maintained in good repair and working order, and in a clean and sanitary condition. A thorough preventative maintenance program on all vehicles shall be ongoing at all times and documentation of this program shall be provided to the District upon written request. A copy of all state vehicle inspections shall be forwarded on to the District.

27. Facilities:

27.1. The Contractor shall be permitted to use the current facility located at 2185 South Gilbert Street, Iowa City, Iowa. This facility is to be used for the storage of buses used for District transportation.

27.2. The contractor will supply its own utilities and garbage.

27.3. Contractor shall provide maintenance of the facility to include snow removal and lawn maintenance.

27.4. Contractor will be responsible for obtaining business personal property and vehicle insurance for all their property on the premises. The contractor's general liability insurance shall extend to the leased premises.

28. FUEL:

28.1. Fuel shall be paid for and provided by the District.

29. INSURANCE:

29.1. The contractor shall be required to maintain insurance coverage which is satisfactory to the Board of Education. Minimum limits for said coverage shall be:

29.1.1. Automobile Liability combined single limit for bodily injury and/or property damage shall equal ten million dollars (\$10,000,000).

29.1.2. Commercial General Liability combined limit for bodily and/or property damage shall equal ten million dollars (\$10,000,000) per occurrence.

29.1.3. Workers Compensation coverage to be statutory and include all employees of the contractor.

29.1.4 Employers Liability coverage in the amount of \$1,000,000.

29.1.5. Contractual liability coverage in the amount of \$10,000,000.

29.1.6. Catastrophic Umbrella Liability in the amount of \$10,000,000.

29.2. Conditions of coverage are to include the following:

29.2.1. All certificates must contain thirty (30) day notice of cancellation to the District.

29.2.2. All insurance policies and/or bonds will be written with insurance companies licensed to do business in the state of Iowa and subject to the approval of the District.

29.2.3. Commercial General Liability and automobile liability must include the District as an additional insured. The policy shall be primary and noncontributory.

29.2.4. Commercial General Liability insurance shall include Broad form Comprehensive General Liability Endorsement.

29.2.5. Insurance shall be provided by a company with a current Best's rating of "A+" or better.

29.3. The contractor shall hold the Board of Education harmless and indemnify the District, the Superintendent, and District employees from every claim or demand by reason of injury to the contractor, or to its employees and to third parties and injury to the extent caused by the contractor or by direct employees of the contractor.

29.4. The selected Contractor shall name the District as an additional insured.

30. **PERMITS AND LICENSES:**

30.1. The Contractor shall provide and maintain in effect all licenses, permits or certifications which are or may be required by properly constituted authorities for the performance of the service to the District, and shall pay taxes assessed on vehicles. The Company shall procure and maintain all licenses, permits or certificates required on other property owned by it and used in connection with the furnishing of service to the District.

31. **ROUTING:**

31.1. The Contractor shall be responsible for providing bus routes and bus stops for the subsequent school years during the term of this Agreement. Bus routes will be maintained in the most efficient way possible. New routes will not be added without approval of the District Designated Representative. The Contractor shall review routes for improved efficiency and route reduction strategies.

31.2. The District may request alterations, modifications, or amendments to the bus routes, timing and/or stops in order to meet changing conditions upon reasonable prior notice to Contractor. Rules and regulations for details incidental to the operation of bus routes, bus stops and other attendant matters which may arise shall be mutually agreed upon. If the parties cannot agree on the foregoing, the District's decision will be final.

- 31.3. The Contractor shall require the Drivers to adhere to routes and time schedules as established. Drivers who discover cause for route or time adjustment will report to the Contractor, which will take the matter up with the District. The Contractor will be responsible for all routing and changes to routes following the initial start-up, subject to specific approval of each such change by the District.
- 31.4. The District will provide Contractor with access to Versatrans routing software module and existing computer hardware to run said module to operate on behalf of the District. The Contractor will reimburse the District for annual software maintenance fee for said module and for any maintenance required due to Contractor's use, for the computer hardware during the term of this Agreement, including costs required to maintain hardware and software compatibility per the District's established technology lifecycles. The Contractor will provide personnel and required training to operate the Versatrans routing software module and will be responsible for the cost of training staff on the software and on ensuring continued competency.
- 31.5. The Contractor shall ensure that drivers are familiar with their assigned routes. To facilitate this process, the Contractor shall, prior to the opening of school each year, have each regularly assigned route driver accomplish two complete dry runs (practice runs without students) of the driver's assigned route. The contractor's price proposal should provide for this requirement
- 31.6. In addition to regular bus routes scheduled hereunder, Contractor shall also provide all other student transportation services which are specifically requested by the District. The Contractor acknowledges that such other requested student transportation services must be requested in writing and signed by the District's superintendent or his/her designee.
- 31.7. The District shall have the sole responsibility of setting policy pertaining to the transportation for private or parochial schools and shall communicate said policy to the Contractor.
- 31.8. The District shall have the sole responsibility of altering, delaying or canceling bus service during inclement weather. The Contractor shall assist the District in any determination of whether runs should be canceled due to inclement weather. To this end, a specific person shall be designated by the Contractor, who shall remain available to the District for consultation on a daily basis. Contractor agrees to abide by the decision of the District to operate on the assigned schedules and routes.
- 31.9. At dismissal time, buses shall arrive at the school prior to dismissal and shall depart no later than the time set by the District.
- 31.10. Based upon representation of past years, the contractor reasonably believes that the Contractor will be given an opportunity to perform approximately 100,000 miles of district activity/charter work for each year of service.
- 31.11. Based upon representation of past years, there are approximately 515,000 route miles. The contractor will supply a formula to be used should the district exceed or not exceed these miles in one contract year. See Appendix M for current routes. A route reduction cost schedule shall be provided as part of proposal indicating cost to add or subtract routes.

32. INDEPENDENT CONTRACTOR AND INDEMNIFICATION:

- 32.1. The Contractor is an independent contractor, and as such, is not and shall not be construed to be an agent or employee of the District. The Contractor further agrees to indemnify, hold harmless and defend the District from and against any and all liability, expense, loss, or damage, including but not limited to judgment, interest, costs and attorney's fees, which the District may suffer or for which the District may be held liable as a result of claims, suits, causes of action or demands, made by any person or entity, whether related to injury, including death, property damage, or otherwise, in any way arising out of to any extent the negligent or careless acts or any other acts or omissions of Contractor or Contractor's drivers, employees, agents, and independent Contractors, in the performance of services under this Agreement.

33. SAFETY and TRAINING:

- 33.1. The contractor shall be responsible for establishing and maintaining an ongoing comprehensive safety program that addresses all pre-service and in-service training requirements established by Federal and State regulations for pupil transportation. In addition, as well as an annual Quality Behavioral Competencies training for all employees, approved by the District. A complete description of each program is to be submitted with the contractor's response. Amendments and/or updates should be continuously provided for the duration of the contract. In addition, the contractor will provide: First Aid and CPR training, as well as monthly safety meetings.
- 33.2. After being hired and prior to placement on District routes, drivers will receive an additional one hour block of classroom instruction and orientation in the organization, policies and procedures of the District. The curriculum for this training will be developed in conjunction with District staff.
- 33.3. From time to time the District may specify that individual drivers, for individual reasons, may require additional training prior to resuming transporting District students. The Contractor will assume responsibility for fulfilling this additional training requirement.

33.4. TRAINING OPTION

The District may request the following option. Pricing is to be provided on the pricing page. Pricing shall include all associated costs, including costs of Contractor personnel, curriculum materials, training facility, etc. District shall provide vehicles as needed.

- 33.4.1. The District request pricing for the Contractor to provide training to all District-employed bus assistants. Training is to include topics, developed in conjunction with District staff, such as: following safety procedures, appropriate use of restraints and safety devices (wheelchair tie downs, harness, etc.), and safely loading and unloading of students.
- 33.4.2. Pricing for this option should be provided on a per-class basis, based on a minimum of 15 classes combined with a minimum of 10 students per class.

34. ACCIDENTS:

- 34.1. For purposes of the RFP an accident shall be defined as an unplanned event or incident that results in bodily injury, vehicle damage, property damage, or vehicle under contract coming in contact with any other object.

34.2. All accidents must be verbally reported to the District Designated Representative by the Authorized Company Representative prior to the close of business on the day they occur. Serious accidents, those involving bodily injury or damage to property, are to be reported to the District Designated Representative by the Authorized Company Representative as soon as he/she has knowledge of the accident. All accidents will be documented in writing and forwarded to the District Designated Representative within twenty-four (24) hours of their occurrence. THE CONTRACTOR WILL ALSO NOTIFY THE PARENTS OF ANY STUDENT ABOARD A BUS AT THE TIME OF A SERIOUS ACCIDENT.

34.3. The contractor will maintain a log of all accidents involving the school bus fleet. This log will contain the names of individuals involved in the accident, date, location, accident description, damage amount, police report, injury reports and whether the accident was preventable or not. The Superintendent/or designee will be allowed to review this log, at any time, with or without advance notice.

35. DRUG AND ALCOHOL TESTING PROGRAM:

35.1. The contractor shall implement an employee drug and alcohol screening program which complies with all Federal and State laws and that meets or exceeds District policy for such tests. Drug and alcohol screening shall include pre-employment, reasonable suspicion; post-accident as well as random sample testing for all employees assigned to the pupil transportation contract and shall comply with Federal and State Laws.

35.2. All costs associated with this ongoing screening process shall be paid by the contractor.

35.3. A copy of the contractor drug and alcohol screening program shall be included with the submission.

36. TRANSFER OF CONTRACT:

36.1. The contract shall not be transferred or assigned without the prior written consent of the Board of Education.

37. EQUAL OPPORTUNITY POLICY:

37.1. The contractor shall take all necessary steps to ensure that every applicant and employee is treated during hiring and employment without regard to their age, sex, race, creed, marital or parental status, political affiliation, color, handicap condition, national origin or veteran's status.

37.2. The contractor shall include in all advertisements for employees a statement that summarizes their nondiscrimination policy.

38. STUDENT/PASSENGER BEHAVIOR:

38.1. Student behavior issues shall be documented in writing by the bus driver and/or bus assistant with the passenger's name and/or description of the situation, which will be forwarded to the appropriate school district administrator via the contract manager.

38.2. The District shall take appropriate steps to correct the situation and advise the contract manager in writing of the final outcome of their actions.

- 38.3. Under no conditions shall the Contractor or his/her staff deny transportation to an eligible rider without a written statement to do so by the District.
- 38.4. Contractor shall ensure good discipline aboard the school bus and enforce the District's disciplinary procedures fairly for all bus riders. It is understood that should a bus require an attendant for purposes of maintaining proper discipline, the Contractor shall make such provisions.

39. REPORTING REQUIREMENTS:

39.1. The contractor shall provide student and mileage information in order to assist the District in complying with Department of Education regulations. In addition, the Contractor will provide reasonable assistance to the District to assist it in completing and filing necessary reports to governmental regulators.

39.2. The following additional reports must be submitted based on the period identified.

39.2.1 Monthly Student Load Count - This report lists the number of students at each bus stop who rode the bus on a given day. The report shall be taken every second week of the month that schools are in session. Results will be tabulated and detailed in a written form acceptable to the District. Forms are to be returned to the District Designated Representative within five (5) business days of the count.

39.2.2 Customer's Incident/Complaint Form - The purpose of this report is to inform the Contractor in writing of an incident or complaint about services or a driver by the District. Customers shall include students, parents, school employees and members of the public. The Contractor shall investigate these reports and provide a written reply within ten (10) school days. All written replies shall state corrective action taken to prevent recurrence of the condition that caused the problem, or an explanation as to why corrective action was not required.

39.2.3 Driver's Incident/Complaint Form - The purpose of this form is to inform the District in writing of an incident or complaint about students, to report difficulties at a school site or with a parent, or to record any unusual incident. This form will be forwarded to the District for review and corrective action as necessary. The District will review the complaint and respond in writing to the Contractor within ten (10) business days.

39.2.4 Late bus report - District staff may also be present to review the arrival and departure of bus runs to ensure that route times maintained in the Versatrans system are consistent with actual route times. In the event that a bus arrival or departure is 10 or more minutes different from the established time, District staff will provide the Contractor with notification of the issue. The Contractor will have two (2) work days to provide a written response detailing the reasons for the time discrepancy and the corrective action that will be taken. This report will also be used to support the requirements of Section 9.2.

40. PROJECT DESCRIPTION:

40.1. Appendix M contains a summary of the District's current pupil transportation program. Contractors are to base their cost projections on delivering this level of service within the requirements of the RFP.

41. OTHER REQUIREMENTS:

- 41.1. All revenues resulting from any fares which may be collected from persons who ride a vehicle while it is operating under the provisions of this Contract and all receipts by the Contractor for items sold as substitutes for cash for such fares on the vehicles shall be remitted to the District on a regular basis at such time and in such manner as the parties may agree.
- 41.2. The successful Proposer shall, within ten (10) days after notice of selection, enter into the written Contract with District(s) and by this reference made a part hereof.
- 41.3. Proposer certifies that he or she has read, understands, and will fully and faithfully comply with this invitation for proposal, its attachments and any referenced documents. Proposer also certifies that the prices offered were independently developed without collusion with any other proposer or potential proposers.
- 41.4. Contract Documents will consist of the proposal notice as advertised, the invitation for proposals, scope of work, the signed and accepted proposal form, the signed and accepted contract, the approved performance bond, proposal conditions, and the insurance certificates.
- 41.5. In the event the Contractor wishes to make changes involving substantial additional expense and time, the District shall be advised in writing. Such changes shall be made only after the District gives written authorization to the Contractor. The District or Contractor may, from time to time, request changes in the scope of service by the Contractor. Such changes, including any increase in the amount of compensation to the Contractor which are mutually agreeable, shall be in written form and incorporated in this contract.
- 41.6. The undersigned has read and fully understands the notice to Contractors, information for Contractors and has carefully researched all requirements of the proposal along with all other parts of the proposal package.
- 41.7. All documents as noted in the REQUIRED PROPOSAL DOCUMENTS section are included with the proposal response.
- 41.8. The Contractor shall respect and comply with District's policies and regulations.
- 41.9. The Contractor shall respect and comply with Iowa Code Chapter 285, which specifically sets the provisions for a contract for District and Contractor.

APPENDIX A

EXPERIENCE

The Proposer shall submit the names, addresses and telephone numbers of five (5) references from within the State of Iowa and five references in states bordering Iowa. In addition, the Proposer must include a detailed description of its experience in transporting K-12 students, including physically and/or mentally disabled.

APPENDIX B

MANAGEMENT

The Proposer shall describe the management's background and experience in the operation of a transportation system. The name of the on-site manager shall be reported. The proposer should also present an organizational chart of the local operation including, at a minimum, the title of all management positions (or its full-time equivalence) and a brief description of that position's responsibilities.

Company

Authorized Company Representative

Date

APPENDIX C

FINANCES

The Proposer shall demonstrate financial ability to carry out the performance of the terms of this contract. The source or means of finances for the duration of this contract should be evidenced by the Proposer. The Proposer shall insure that the evidence is of a nature that allows the District to evaluate the financial ability of the Proposer to meet financial obligations.

Company

Authorized Company Representative

Date

APPENDIX D

PERSONNEL

The Proposer shall provide a detailed description of its recruiting and hiring processes and selection criteria for bus drivers, including the criminal, driver's record, child abuse and sex offender background check process.

Company

Authorized Company Representative

Date

APPENDIX E

SAFETY PROGRAM

The Proposer shall provide a detailed description of its safety program. Identify the onsite safety coordinator and provide a description of the safety coordinator's duties.

Company

Authorized Company Representative

Date

APPENDIX F

TRAINING PROGRAM

The Proposer shall provide a detailed description of its training program for newly selected bus drivers and continuing training for bus drivers.

Company

Authorized Company Representative

Date

APPENDIX G

MAINTENANCE PROGRAM

The Proposer shall provide a detailed description of its maintenance program for all vehicles used on District routes.

Company

Authorized Company Representative

Date

APPENDIX H

EQUIPMENT

The Proposer shall list or attach a schedule of the vehicles which shall be used to provide the transportation services. It is the intent of this schedule to insure to the District the availability of proper equipment in order to carry out the contract. The year of manufacture on each bus shall also be recorded. Proposer shall provide evidence of ownership, lease or lease-purchase of the equipment. It shall be understood that said evidence will be under the condition that Proposer is awarded contract.

Company

Authorized Company Representative

Date

APPENDIX I

COMPENSATION

The Proposer shall submit a detailed description of its compensation package for employees who would perform services under this Agreement.

Company

Authorized Company Representative

Date

APPENDIX J - 1

Transportation Services Pricing* Proposal

	Cost per Day		
	2025-26	2026-27	2027-28
(Unless otherwise noted, pricing is per bus per day based on 175 days)			
AM/PM Route, 35 – 71 Passenger			
AM/PM Route, 84 Passenger (up to 4 hours per day)			
AM/PM Route, Special Education-Wheelchair (up to 4 hrs per day)			
Suburban / Van			
Special Education Mid-day			
After School Route: 35 – 71 Passenger			
Per Bus Associate Per Day (4 Hour base)			
Bus Associate Per Hour (Over 4 Hour base)			
Building-to-Building Shuttle, Per Bus			
Trips, In Town/Layover/ Out of Town (hourly)			
Trips, In Town/Layover/ Out of Town (minimum)			

	Annual Cost		
	2025-26	2026-27	2027-28
Equipment-Related Services (if applicable)			
Single camera system (25.8, 25.9)			
GPS (25.10)			
Bus Tracker (25.11)			
Child Sleeper Check System (25.12)			
Auto video uploading (25.16.1)			
Three camera system (25.16.2)			
Addition of stop arm camera (25.16.3)			
Rear stop sign (25.16.4)			
Training			
Training of District staff (33.4.1 and 33.4.2)			

***Not to include costs of related equipment**

Company Name _____

Company Address _____

City, State and Zip Code _____

Business Telephone Number _____

Name and Title of Authorized Agent _____

Signature of Authorized Agent _____

Date Signed _____

APPENDIX J – 2

Transportation Equipment Pricing* Proposal

Equipment	Annual Cost per Equipment Item per Vehicle		
	2025-26	2026-27	2027-28
35-71 Passenger Bus			
84 Passenger Bus			
Special Education Bus			
Suburban			
Single camera system (25.8, 25.9)			
GPS (25.10)			
Bus Tracker (25.11)			
Child Sleeper Check System (25.12)			
OPTIONS:			
Auto video uploading (25.16.1)			
Three camera system (25.16.2)			
Addition of stop arm camera (25.16.3)			
Rear stop sign (25.16.4)			

***Not to include costs of related services**

Company Name _____

Company Address _____

City, State and Zip Code _____

Business Telephone Number _____

Name and Title of Authorized Agent _____

Signature of Authorized Agent _____

Date Signed _____

APPENDIX K

GENERAL INFORMATION QUESTIONNAIRE

COMPANY NAME: _____

1. Where is your company's headquarters?

Local Office? _____

2. State how long your company has offered the proposed services to the market. _____

3. State how many school districts you currently service. Provide a list of all the school districts you are currently or have previously serviced, list the size, address, phone number and contact person.

Nationally: _____ Iowa: _____

4. Describe the buses you propose to use. If you plan to use fewer buses, or smaller buses, please describe the basis for this decision:

5. State your vehicle replacement policy:

6. Describe how you plan to store and maintain the school bus fleet? Be sure to list various options.

7. What training do you propose to provide your personnel?

8. What commitments will your company make to Iowa City Community School District for accommodating necessary changes in routing and scheduling throughout the school year?

9. What commitments will your company make to the District for accommodating requested field trips and transportation for athletic events?

10. Please describe how your company would conduct the public relations activity required, including notification to parents and students of routes, schedules, bus stops and any subsequent changes.

11. Does your company have insurance coverage in amounts specified in the RFP? Yes _____ No _____

Does your company understand that it, and not the District, retains all liability associated with providing these proposed services and is indemnifying the District, its board members, officers, employees, and agents against the same due to acts or omissions by the contractor? Yes _____ No _____

If NO to either question, explain. _____

12. Please describe what controls your company has in place to ensure a high quality of uninterrupted services provided to the District.

13. Have you, or do you, plan to designate a current employee to serve as on-site manager for your operations at Iowa City Community School District? Yes _____ No _____

If YES, and you have not included his/her resume in the proposal package, please explain why not.

If NO, please list the minimum criteria for qualifications and experience that such an on-site manager would possess.

14. Please list the minimum criteria for qualifications and experience that the drivers you will use at Iowa City Community School District would possess. Please attach all employment policies including those related to drug testing and pupil safety programs.

15. Have you included in your proposal a copy of your latest audited financial statements? Yes _____ No _____

If NO, please explain. _____

16. Please add any additional comments that may assist in the evaluation of your proposal.

2025-26 Iowa City Community School District Calendar

■ First/Last Day
 ■ End of Trimester
 ■ End of Quarter
 ■ No School
 ■ Early Release

DATE	EVENTS
AUG TBD	Elementary Registration
AUG TBD	Elementary Meet the Teacher Night
AUG 25	1st Day of classes for students
AUG TBD	1st Day of Preschool Classes
SEP 1	No School/District Closed
OCT 2	No School/District Closed
OCT 3	No School
OCT 21	No School /District Closed
OCT 31	End of 1st Quarter
NOV 4	No School
NOV 18	End of 1st Trimester
NOV 19	No School
NOV 26-28	No School/District Closed
DEC 19	2 Hour Early Release
DEC 22-JAN 2	No School/District Closed
JAN 5	Classes Resume
JAN 19	No School/District Closed
JAN 23	End of 2nd Quarter
FEB 17	No School/District Closed
MAR 3	End of 2nd Trimester
MAR 4	No School
MAR 13	2 Hour Early Release
MAR 16-20	No School (District Closed 19 & 20)
APR 3	No School/District Closed
APR 3	End of 3rd Quarter
APR 24	No School
MAY 25	No School/District Closed
MAY 29	Last Day for Seniors
TBD	Online Program Graduation
TBD	Tate High Graduation
TBD	Liberty High Graduation
TBD	West High Graduation
TBD	City High Graduation
JUN 5	End of 3rd Tri/4th Quarter - Last day of classes for students: 2 hour early release

JULY		AUGUST			SEPTEMBER			OCTOBER																																						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																			
							1	2	3	4	5	1	2	3	4	5	6	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			

OCTOBER		NOVEMBER			DECEMBER																																			
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																				
							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			

JANUARY		FEBRUARY			MARCH																																				
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																					
							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				

APRIL		MAY			JUNE																																				
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																					
							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				

Thursday Dismissal Schedule

Elementary	1 hour early
Middle School	1 hour early
High School	1 hour early

Bell Schedule

Elementary	7:55 AM - 2:55 PM
Middle School	8:50 AM - 4:00 PM
High School	8:50 AM - 4:00 PM
Tate High	9:00 AM - 3:00 PM



APPENDIX M

ELEMENTARY Route Set	Route #	Description	Actual Load
ALEXANDER AM	AAWE3A1	ROUTE 5148	60
ALEXANDER AM	AASE2A1	ROUTE 5160	56
ALEXANDER AM	AANW1A1	ROUTE 5166	52
ALEXANDER AM	AANW2A1	ROUTE 5168	47
ALEXANDER AM	AASE1A1	ROUTE 5170	28
ALEXANDER PM	AAWE3P1	ROUTE 5148	60
ALEXANDER PM	AASE2P1	ROUTE 5160	56
ALEXANDER PM	AANW1P1	ROUTE 5166	52
ALEXANDER PM	AANW2P1	ROUTE 5168	48
ALEXANDER PM	AASE1P1	ROUTE 5170	30
BORLAUG AM	NBCI2A1	ROUTE 5153	39
BORLAUG AM	NBNW2A1	ROUTE 5156	56
BORLAUG AM	NBNW1A1	ROUTE 5169	50
BORLAUG AM	NBNC3A1	ROUTE 5172	35
BORLAUG PM	NBCI2P1	ROUTE 5153	39
BORLAUG PM	NBNW2P1	ROUTE 5156	56
BORLAUG PM	NBNW1P1	ROUTE 5169	50
BORLAUG PM	NBNC3P1	ROUTE 5172	35
C-CENTRAL AM	CCNW1A1	ROUTE 5152	52
C-CENTRAL AM	CCLB2A1	ROUTE 5154	58
C-CENTRAL PM	CCNW1P1	ROUTE 5152	49
C-CENTRAL PM	CCLB2P1	ROUTE 5154	58
CHRISTINE GRANT AM	CGNC1A1	ROUTE 5192	38
CHRISTINE GRANT PM	CGNC1P1	ROUTE 5192	38
HOOVER AM	HVSE3A1	ROUTE 5151	30
HOOVER AM	HVSE1A1	ROUTE 5161	48
HOOVER AM	HVSE4A1	ROUTE 5164	39
HOOVER AM	HVSE2A1	ROUTE 5183	52
HOOVER PM	HVSE3P1	ROUTE 5151	34
HOOVER PM	HVSE1P1	ROUTE 5161	48
HOOVER PM	HVSE4P1	ROUTE 5164	36
HOOVER PM	HVSE2P1	ROUTE 5183	51
HORN AM	HNNW1A1	ROUTE 5188	71
HORN PM	HNNW1P1	ROUTE 5188	71
LEMME AM	LMNW1A1	ROUTE 5165	39
LEMME PM	LMNW1P1	ROUTE 5165	39
LINCOLN AM	LISE2A1	ROUTE 5125	75
LINCOLN PM	LISE2P1	ROUTE 5125	75
LONGFELLOW AM	LFSE1A1	ROUTE 5128	83
LONGFELLOW PM	LFSE1P1	ROUTE 5128	83
PENN AM	PNNC3A1	ROUTE 5155	49
PENN AM	PNLB2A1	ROUTE 5171	53
PENN AM	PNNC5A1	ROUTE 5179	37
PENN PM	PNNC3P1	ROUTE 5155	49

PENN PM	PNLB2P1	ROUTE 5171	57
PENN PM	PNNC5P1	ROUTE 5179	38
SHIMEK AM	SHSE1A1	ROUTE 5143	22
SHIMEK PM	SHSE1P1	ROUTE 5143	21
TWAIN AM	TWNW1A1	ROUTE 5167	56
TWAIN PM	TWNW1P1	ROUTE 5167	56
VAN ALLEN AM	VALB2A1	ROUTE 5196	24
VAN ALLEN PM	VALB2P1	ROUTE 5196	24
WEBER AM	WBWE2A1	ROUTE 5175	67
WEBER AM	WBNW3A1	ROUTE 5177	66
WEBER PM	WBWE2P1	ROUTE 5175	70
WEBER PM	WBNW3P1	ROUTE 5177	66
WICKHAM AM	WKNC1A1	ROUTE 5180	36
WICKHAM PM	WKNC1P1	ROUTE 5180	36

SECONDARY Route Set	Route #	Description	Actual Load
CITY AM	NBCI2A2	ROUTE 5153	68
CITY AM	CI1A2	ROUTE 5181	47
CITY PM	NBCI2P2	ROUTE 5153	68
CITY PM	CI1P2	ROUTE 5181	47
ELIZABETH TATE AM	ET1A1	ROUTE 5189	31
ELIZABETH TATE AM	ET2A1	ROUTE 5190	15
ELIZABETH TATE PM	ET1P1	ROUTE 5189	32
ELIZABETH TATE PM	ET2P1	ROUTE 5190	15
LIBERTY AM	SGRLB1A2	ROUTE 5142	40
LIBERTY AM	SPNLB1A2	ROUTE 5146	60
LIBERTY AM	CCLB2A2	ROUTE 5154	39
LIBERTY AM	PNLB2A2	ROUTE 5171	43
LIBERTY AM	VALB2A2	ROUTE 5196	78
LIBERTY PM	SPNLB1P2	ROUTE 5146	60
LIBERTY PM	SGRLB1P2	ROUTE 5142	40
LIBERTY PM	CCLB2P2	ROUTE 5154	39
LIBERTY PM	PNLB2P2	ROUTE 5171	43
LIBERTY PM	VALB2P2	ROUTE 5196	78
NORTH CENTRAL AM	NCSH2A	ROUTE 5126	70
NORTH CENTRAL AM	NCSH1A	ROUTE 5126	57
NORTH CENTRAL AM	PNNC3A2	ROUTE 5155	67
NORTH CENTRAL AM	NBNC3A2	ROUTE 5172	58
NORTH CENTRAL AM	NCNC2A2	ROUTE 5173	47
NORTH CENTRAL AM	NCNC1A2	ROUTE 5173	52
NORTH CENTRAL AM	NC2A1	ROUTE 5174	56
NORTH CENTRAL AM	PNNC5A2	ROUTE 5179	55
NORTH CENTRAL AM	WKNC1A2	ROUTE 5180	60
NORTH CENTRAL AM	NC1A1	ROUTE 5191	59
NORTH CENTRAL AM	CGNC1A2	ROUTE 5192	53
NORTH CENTRAL PM	NCSH1P	ROUTE 5126	70
NORTH CENTRAL PM	NCSH2P	ROUTE 5126	57

NORTH CENTRAL PM	PNNC3P2	ROUTE 5155	67
NORTH CENTRAL PM	NBNC3P2	ROUTE 5172	58
NORTH CENTRAL PM	NCNC1P2	ROUTE 5173	52
NORTH CENTRAL PM	NCNC2P2	ROUTE 5173	47
NORTH CENTRAL PM	NC2P1	ROUTE 5174	56
NORTH CENTRAL PM	PNNC5P2	ROUTE 5179	55
NORTH CENTRAL PM	WKNC1P2	ROUTE 5180	60
NORTH CENTRAL PM	NC1P1	ROUTE 5191	59
NORTH CENTRAL PM	CGNC1P2	ROUTE 5192	53
NORTHWEST AM	NWNW1A1	ROUTE 5127	63
NORTHWEST AM	NWNW2A1	ROUTE 5127	44
NORTHWEST AM	WBNW1A2	ROUTE 5144	45
NORTHWEST AM	NW2A1	ROUTE 5149	54
NORTHWEST AM	CCNW1A2	ROUTE 5152	46
NORTHWEST AM	NBNW2A2	ROUTE 5156	59
NORTHWEST AM	LMNW1A2	ROUTE 5165	43
NORTHWEST AM	AANW1A2	ROUTE 5166	43
NORTHWEST AM	TWNW1A2	ROUTE 5167	43
NORTHWEST AM	AANW2A2	ROUTE 5168	56
NORTHWEST AM	NBNW1A2	ROUTE 5169	49
NORTHWEST PM	CCNW1P2	ROUTE 5152	46
NORTHWEST AM	WBNW3A2	ROUTE 5177	62
NORTHWEST AM	HNNW1A2	ROUTE 5188	54
NORTHWEST PM	NWNW1P1	ROUTE 5127	44
NORTHWEST PM	NWNW2P1	ROUTE 5127	63
NORTHWEST PM	WBNW1P2	ROUTE 5144	45
NORTHWEST PM	NW2P1	ROUTE 5149	54
NORTHWEST PM	NBNW2P2	ROUTE 5156	59
NORTHWEST PM	LMNW1P2	ROUTE 5165	43
NORTHWEST PM	AANW1P2	ROUTE 5166	43
NORTHWEST PM	TWNW1P2	ROUTE 5167	43
NORTHWEST PM	AANW2P2	ROUTE 5168	56
NORTHWEST PM	NBNW1P2	ROUTE 5169	49
NORTHWEST PM	WBNW3P2	ROUTE 5177	61
NORTHWEST PM	HNNW1P2	ROUTE 5188	54
SOUTHEAST AM	LISE2A2	ROUTE 5125	60
SOUTHEAST AM	LFSE1A2	ROUTE 5128	62
SOUTHEAST AM	SHSES1A2	ROUTE 5143	55
SOUTHEAST AM	HVSE3A2	ROUTE 5151	47
SOUTHEAST AM	AASESH1A	ROUTE 5160	53
SOUTHEAST AM	AASE2A2	ROUTE 5160	47
SOUTHEAST AM	HVSESH1A	ROUTE 5161	45
SOUTHEAST AM	HVSESH2A	ROUTE 5161	32
SOUTHEAST AM	HVSE4A2	ROUTE 5164	38
SOUTHEAST AM	AASE1A2	ROUTE 5170	48
SOUTHEAST AM	HVSE2A2	ROUTE 5183	66
SOUTHEAST AM	CISE1A1	ROUTE 5187	80

SOUTHEAST PM	LISE2P2	ROUTE 5125	60
SOUTHEAST PM	LFSE1P2	ROUTE 5128	63
SOUTHEAST PM	SHSES1P2	ROUTE 5143	55
SOUTHEAST PM	HVSE3P2	ROUTE 5151	47
SOUTHEAST PM	AASESH1P	ROUTE 5160	53
SOUTHEAST PM	AASE2P2	ROUTE 5160	47
SOUTHEAST PM	HVSESH1P	ROUTE 5161	45
SOUTHEAST PM	HVSESH2P	ROUTE 5161	32
SOUTHEAST PM	HVSE4P2	ROUTE 5164	38
SOUTHEAST PM	AASE1P2	ROUTE 5170	48
SOUTHEAST PM	HVSE2P2	ROUTE 5183	66
SOUTHEAST PM	CISE1P1	ROUTE 5187	81
WEST AM	CCWE1A2	ROUTE 5145	65
WEST AM	AAWE3A2	ROUTE 5148	61
WEST AM	WBWE2A2	ROUTE 5175	83
WEST AM	NWWE1A1	ROUTE 5184	57
WEST AM	WE4A1	ROUTE 5193	85
WEST PM	NWWE1P1	ROUTE 5184	57
WEST AM	NWWE2A1	ROUTE 5186	50
WEST AM	WE1A1	ROUTE 5194	58
WEST PM	CCWE1P2	ROUTE 5145	65
WEST PM	AAWE3P2	ROUTE 5148	61
WEST PM	WBWE2P2	ROUTE 5175	83
WEST PM	NWWE2P1	ROUTE 5186	50
WEST PM	WE4P1	ROUTE 5193	85
WEST PM	WE1P2	ROUTE 5194	58

SPECIAL EDUCATION Route Set	Route #	Description	Actual Load
ALEXANDER-GRANTWOOD SPED AM	SAACI1A1	ROUTE 5113	10
ALEXANDER-GRANTWOOD SPED PM	SAACI1P1	ROUTE 5113	10
BORLAUG SPED AM	SNBWE1A1	ROUTE 5102	9
BORLAUG SPED AM	SNBNC1A1	ROUTE 5119	2
BORLAUG SPED PM	SNBWE1P1	ROUTE 5102	9
BORLAUG SPED PM	SNBNC1P1	ROUTE 5119	3
C-CENTRAL SPED AM	SCCWE1A1	ROUTE 5145	6
C-CENTRAL SPED PM	SCCWE1P1	ROUTE 5145	7
CITY SPED AM	SAACI1A2	ROUTE 5113	5
CITY SPED AM	SLFCI1A2	ROUTE 5117	7
CITY SPED AM	SCI1A1	ROUTE 5120	6
CITY SPED AM	SCI1A2	ROUTE 5120	1
CITY SPED AM	SMNCI1A2	ROUTE 5124	7
CITY SPED PM	SAACI1P2	ROUTE 5113	6
CITY SPED PM	SLFCI1P2	ROUTE 5117	7
CITY SPED PM	SCI1P1	ROUTE 5120	6
CITY SPED PM	SCI1P2	ROUTE 5120	1
CITY SPED PM	SMNCI1P2	ROUTE 5124	8
CHRISTINE GRANT SPED AM	SCGLB1A1	ROUTE 5122	7

CHRISTINE GRANT SPED PM	SCGLB1P1	ROUTE 5122	7
EASTDALE TRANSITIONS AM	STAE1A1	ROUTE 5103	4
EASTDALE TRANSITIONS PM	STAE1P1	ROUTE 5103	4
GARNER SPED AM	SGRLB1A1	ROUTE 5142	6
GARNER SPED PM	SGRLB1P1	ROUTE 5142	6
HOOVER SPED AM	SHVSE2A1	ROUTE 5118	4
HOOVER SPED PM	SHVSE2P1	ROUTE 5118	4
HORN SPED AM	SHNNW1A1	ROUTE 5112	7
HORN SPED PM	SHNNW1P1	ROUTE 5112	7
KIRKWOOD SPED AM	SKWNC1A1	ROUTE 5140	3
KIRKWOOD SPED PM	SKWNC1P1	ROUTE 5140	5
LIBERTY SPED AM	SLILB1A2	ROUTE 5115	9
LIBERTY SPED AM	SVALB1A2	ROUTE 5116	6
LIBERTY SPED AM	SCGLB1A2	ROUTE 5122	7
LIBERTY SPED PM	SLILB1P2	ROUTE 5115	9
LIBERTY SPED PM	SVALB1P2	ROUTE 5116	6
LIBERTY SPED PM	SCGLB1P2	ROUTE 5122	7
LINCOLN SPED AM	SLILB1A1	ROUTE 5115	3
LINCOLN SPED PM	SLILB1P1	ROUTE 5115	3
LONGFELLOW SPED AM	SLFCI1A1	ROUTE 5117	6
LONGFELLOW SPED PM	SLFCI1P1	ROUTE 5117	4
LUCAS SPED AM	SLUSE1A1	ROUTE 5107	4
LUCAS SPED PM	SLUSE1P1	ROUTE 5107	4
MANN SPED PM	SMNCI1P1	ROUTE 5124	1
NORTH CENTRAL SPED AM	SNBNC2A2	ROUTE 5119	8
NORTH CENTRAL SPED AM	SKWNC1A2	ROUTE 5140	6
NORTH CENTRAL SPED PM	SNBNC2P2	ROUTE 5119	8
NORTH CENTRAL SPED PM	SKWNC1P2	ROUTE 5140	6
NORTHWEST SPED AM	SHNNW1A2	ROUTE 5112	4
NORTHWEST SPED AM	STWNW1A2	ROUTE 5114	6
NORTHWEST SPED PM	SHNNW1P2	ROUTE 5112	4
NORTHWEST SPED PM	STWNW1P2	ROUTE 5114	6
PENN SPED AM	SPNLB1A1	ROUTE 5146	5
PENN SPED PM	SPNLB1P1	ROUTE 5146	5
SOUTHEAST SPED AM	SLUSE1A2	ROUTE 5107	5
SOUTHEAST SPED AM	SHVSE2A2	ROUTE 5118	8
SOUTHEAST SPED PM	SLUSE1P2	ROUTE 5107	5
SOUTHEAST SPED PM	SHVSE2P2	ROUTE 5118	7
TWAIN SPED PM	STWE1P1	ROUTE 5114	2
VAN ALLEN SPED AM	SVALB2A1	ROUTE 5116	1
VAN ALLEN SPED PM	SVALB2P1	ROUTE 5116	1
WEBER SPED AM	WBNW1A1	ROUTE 5144	18
WEBER SPED PM	WBNW1P1	ROUTE 5144	18
WEST SPED AM	SWE1A1	ROUTE 5101	6
WEST SPED AM	SNBWE1A2	ROUTE 5102	7
WEST SPED AM	SWE2A2	ROUTE 5121	6
WEST SPED PM	SWE1P1	ROUTE 5101	6

WEST SPED PM	SNBWE1P2	ROUTE 5102	7
WEST SPED PM	SWE2P2	ROUTE 5121	6

Route Set	Route #	Description	Actual Load
KIRKWOOD REGIONAL CENTER INBOUND	KC1A1	ROUTE 5190	SHUTTLE
KIRKWOOD REGIONAL CENTER INBOUND	KC2P1	ROUTE 5171	SHUTTLE
KIRKWOOD REGIONAL CENTER OUTBOUND	KC1M1	ROUTE 5127	SHUTTLE
KIRKWOOD REGIONAL CENTER OUTBOUND	KC2M1	ROUTE 5127	SHUTTLE

MIDDAY Route Set	Route #	Description	Actual Load
BORLAUG MID INBOUND	SNB1M1	ROUTE 5118	1
C-CENTRAL MID INBOUND	SCC1M1	ROUTE 5192	1
HORN SPED MID INBOUND	SHN2M1	ROUTE 5103	1
LONGFELLOW MID OUTBOUND	SLF1M1	ROUTE 5117	1
LONGFELLOW MID OUTBOUND	SLF2M1	ROUTE 5113	1
NORTHWEST SPED AM		ROUTE 5114	1

APPENDIX N

BELL TIMES

ELEMENTARY SCHOOLS	EARLIEST ARRIVAL	AM START	PM DISMISSAL	THURSDAY DISMISSAL
ALEXANDER	7:30	7:55	2:55	1:55
BORLAUG	7:30	7:55	2:55	1:55
CORALVILLE CENTRAL	7:30	7:55	2:55	1:55
GARNER	7:30	7:55	2:55	1:55
GRANT	7:30	7:55	2:55	1:55
HOOVER	7:30	7:55	2:55	1:55
HORN	7:30	7:55	2:55	1:55
KIRKWOOD	7:30	7:55	2:55	1:55
LEMME	7:30	7:55	2:55	1:55
LINCOLN	7:30	7:55	2:55	1:55
LONGFELLOW	7:30	7:55	2:55	1:55
LUCAS	7:30	7:55	2:55	1:55
MANN	7:30	7:55	2:55	1:55
PENN	7:30	7:55	2:55	1:55
SHIMEK	7:30	7:55	2:55	1:55
TWAIN	7:30	7:55	2:55	1:55
VAN ALLEN	7:30	7:55	2:55	1:55
WEBER	7:30	7:55	2:55	1:55
WICKHAM	7:30	7:55	2:55	1:55
WOOD	7:30	7:55	2:55	1:55

SECONDARY SCHOOLS	EARLIEST ARRIVAL	AM START	PM DISMISSAL	THURSDAY DISMISSAL
NORTH CENTRAL	8:35	8:50	4:00	3:00
NORTHWEST	8:35	8:50	4:00	3:00
SOUTH EAST	8:35	8:50	4:00	3:00
CITY	8:35	8:50	4:00	3:00
LIBERTY	8:35	8:50	4:00	3:00
WEST	8:35	8:50	4:00	3:00
TATE	8:35	9:00	3:00	2:15

OFF SITE PROGRAMS	EARLIEST ARRIVAL	AM START	PM DISMISSAL	THURSDAY DISMISSAL
TRANSITIONS	8:40	8:45	2:45	1:45
CFI	Varies (Will be discussed during mandatory pre-bid conference.)			

APPENDIX O

Liquidated Damages Schedule:

1. The District may assess liquidated damages in the amount of 100 % of the price for a daily route (AM & PM) for each of the following deficiencies:
 - Missed route – Route not run or combined (“doubled-up”) with another route.
 - Illegal use of equipment (un-inspected equipment, unlicensed driver, uninsured equipment and seriously faulty equipment)
 - Unattended child left on bus.
 - Unauthorized and inappropriate discipline of student or students by driver.
2. The District may assess liquidated damages in the amount of 75 % of the price for a daily route (AM & PM) for each of the following deficiencies:
 - Late bus - Arriving at or departing from school 30 minutes to one hour or more late. (Circumstances must be within Contractor’s control)
 - Operating without an aide on the bus.
 - Failure to meet assigned equipment size requirement for route.
 - Running out of fuel while on route.
3. The District may assess liquidated damages in the amount of 50 % of the price for a daily route (AM & PM) for each of the following deficiencies:
 - Driver operating without the use of a seat belt.
 - Failure to fasten a student’s seat belt as required by IEP.
 - Unreported accident with students on bus.
 - Intentional operation an overloaded bus. (Overload equals greater number than manufacturers capacity)
4. The District may assess liquidated damages in the amount of 25 % of the price for a daily route (AM & PM) for each of the following deficiencies:
 - Unauthorized deviations from route.
 - Unauthorized stop.
 - “Bus Empty” sign not placed in bus while stopped. (Driver and / or aide off bus)
 - Late bus - Arriving at or departing from school 10 minutes to twenty-nine minutes late. (Circumstances must be within Contractor’s control)
5. The District may assess liquidated damages in the amount of 10 % of the price for a daily route (AM & PM) for each of the following deficiencies:
 - Equipment age infraction.
 - Inoperable radio on bus. (Damaged prior to dispatch or turned off by driver)
 - Inoperable air conditioning unit on Special Education bus. (Damaged prior to dispatch)
 - Inoperable lift on Special Education bus. (Damaged prior to dispatch)
 - Operating equipment without proper route number identification.