

PROPOSAL QUESTIONNAIRE

RFP # 24-01 – Pupil Transportation Services

(*THIS DOCUMENT MUST BE COMPLETED, SIGNED AND SUBMITTED WITH THE BID PROPOSAL*)

SECTION A: BIDDER INFORMATION

This Section will not be evaluated, but Bidder's failure to complete it may result in its Bid being considered "non-responsive".

1. **Bidder's Name** (Official business name/ Legal name)

2. **Bidder's Licenses and Transportation Permits** (Please list below)

3. **Bidder's Physical Address (and Mailing Address, if different)**

4. **Bidder's Main Telephone/Fax Number** _____

5. **Bidder's Website** _____

6. **Main Contact Person's Name, Email Address and Direct Phone Number**

7. **Type of Entity** (Check one box. This information must correspond with any license(s).)

- Corporation
- Limited Liability Company
- Other (specify): _____
- Partnership
- Sole Proprietorship

8. **Corporate Information**

a. Date/State of Formation or Incorporation: _____

If your Company/entity was organized in a State other than California, indicate the date when your company was qualified/ registered to conduct business in California? _

In addition to California, does your company/entity operate in other states? _____

b. TIN/SSN: _____

(NOTE: SSN may be provided upon award of the Contract)

c. At any time during the last five years, has your firm changed names or license numbers? _____. (If yes, please provide additional information)

d. At any time during the last five years, has any owner, partner or officer of your firm operated a different transportation/carrier firm ? _____. Complete the table below, as applicable.

Bidders Owners/Officers Employed with Other Transportation Firm in Prior 5 Years			
Person's Name	Final Position/ Title at the Other Firm	Name and address of other firms	Dates (MM/YY-MM/YY)

END OF SECTION A

**SECTION B: QUALIFICATIONS; TRANSPORTATION EXPERIENCE;
FINANCIAL AND BONDING CAPACITY**

BUSINESS SOLVENCY	
<i>Bidder will be immediately disqualified if the answer to any of questions 9 through 11 is "yes."</i>	
Question	Answer (Yes/No)
9. During the last five years, has your firm or any firm with which any of your firm's owners, partners or officers are associated received a notice of suspension or forfeiture from the California Secretary of State or the Franchise Tax Board?	
10. During the last five years, was your firm the debtor in a bankruptcy case, whether voluntary or involuntary, or did your firm assign any or all of its assets for the benefit of any creditor, or is your firm currently the debtor in a bankruptcy case?	
11. During the last five years, has any license held by your firm or its responsible managing employee or responsible managing officer been suspended?	
TRANSPORTATION CLIENT DISPUTES OR ISSUES	
<i>(NOTE: The questions below apply only to disputes between your firm and your transportation services clients. You need not include information about disputes between your firm and an employee or other third parties. You may also omit reference to all disputes regarding amounts less than \$50,000)</i>	
Question	Answer (Yes/No)
12. During the last five years, has your firm received a notice of noncompliance or notice of default from any public agency regarding your work/services?	
13. During the last five years, has your firm filed a request to withdraw or be released from a public agency bid?	
14. During the last five years, has your firm been charged liquidated damages in relation to a public agency contract or private contract?	
15. During the last five years, has your firm been denied an award of a public agency contract based on a finding that your company was not a "responsible" bidder?	
16. During the last five years, has your firm, or any firm which any of your firm's owners, officers or partners was or is associated with been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any public agency contract for any reason? <u>NOTE</u> : "Associated with" means a firm listed in response to Question 8.d. in Section A, above.	
17. During the past five years, has any public agency formally filed (in court, arbitration, or mediation) or informally made a claim against your firm (even if the claim resulted in a settlement)?	
18. During the past five years, has your firm made a claim against a public agency under a Contract (even if the claim resulted in a settlement)?	
19. Within the last five years, has anyone protested a bid that you submitted to a public agency that resulted in the rejection of your bid or all bids?	
20. Within the last five years has Bidder filed a bid protest with a public agency that did not result in the rejection of the protested bid or all bids?	
INSURABILITY AND BONDING CAPACITY	
Question	Answer (Yes/No)
21. During the last five years, has any insurance carrier refused to renew an insurance policy for your firm?	

22. Is your firm's insurance deductible equal to or less than one hundred thousand dollars (\$100,000)?	
23. Has your firm exhausted its insurance limits or is your firm within five hundred thousand dollars (\$500,000) of exhausting its insurance limits? Regardless of your answer, please attach a clearly labeled summary of your firm's loss history for the past five years.	
24. During the past five years, has any surety company made any payments against a performance or payment bond issued on your firm's behalf in connection with a transportation contract?	
25. During the last five years, has any surety company denied bond credit to your firm, or was your firm ever without a surety bond although one was required?	
26. At any time during the last five years, was your firm required to pay a premium of more than 1% for a performance bond on any transportation services contract(s)? If yes, state the percentage that your firm was required to pay: _____%	
RELEVANT TRANSPORTATION EXPERIENCE	
Question	Answer
27. How many years has your firm been in business in the State under your present business name?	
28. How many years/months has your firm provided pupil transportation services?	
29. How many years/months has your firm provided pupil transportation services for special education students?	
30. Does your firm provide pupil transportation services on a full-time, regularly scheduled or part-time basis?	
31. What approximate percentage of the pupil transportation clients you serve are State school districts or county offices of education?	_____%
32. What approximate percentage of the pupil transportation clients you serve are located in (or require services within) Ventura County?	
FALSE CLAIMS; OTHER CRIMINAL OR CIVIL LIABILITIES	
Question	Answer (Yes/No)
33. Has your firm or any of its owners, officers or partners ever been found liable in a civil suit or found guilty in a criminal action for making a false claim or material misrepresentation to any public agency (e.g., county office of education, public school district, city) or any private party?	
34. Has your firm or have any of its owners, officers or partners ever been convicted of a crime involving any federal, state, or local law related to transportation services?	
35. Is your firm currently or within the last five years been under a court order, consent decree or other settlement obligation involving pupil transportation services? If yes, please describe how the court order, consent decree or other settlement obligation will or may affect your firm's performance of the Contract.	
OTHER FINANCIAL INFORMATION	
Question	Answer (Yes/No)
36. State your firm's gross revenues for each of the last three years.	
37. At any time during the last ten years, has your firm received a notice of tax lien from the Internal Revenue Service or the State, including, but not limited to, the	

Employment Development Department; been assessed penalties for failure to properly pay or withhold taxes; become the subject of a State or federal notice of tax levy; or otherwise failed to properly pay or withhold State or federal taxes?	
38. Are there currently any outstanding judgment liens against your firm or any of its personal property (<i>i.e.</i> , a lien created when someone wins a lawsuit against you and records the judgment against your property) or anticipated to be filed against your firm?	
39. At any time during the last five years, was your firm the subject of any effort to collect delinquent debt in excess of \$100,000.00, and your firm DID NOT substantially prevail on such claim?	

END OF SECTION B

SECTION C: SAFETY; BUS DRIVERS

(Answer each question below fully. Provide all details and supporting information and documentation you deem appropriate. Attach and clearly identify additional page(s) as needed)

40. Provide the name and title of the persons responsible for implementing/ managing your driver recruitment, retention and training program(s), and briefly describe their background(s) and qualifications. _____

41. Describe your firm’s driver selection procedures, including (a) the procedure for securing data on applicants, (b) the personal interview procedures, (c) the reference check procedure, (d) the driving test procedures, and (e) the communication test procedures (*i.e.*, the drivers’ verbal and written communication skills). _____

42. How many employees are currently employed by your firm specifically to provide pupil transportation services (drivers, dispatchers etc.). _____

What is your firm’s contingency plan in the event the firm cannot hire the number of regular and spare drivers required under the Contract by July 1, 2025? _____

43. Please describe the uniforms, safety vests, and other required apparel for your firm’s drivers. Indicate if you are willing to provide different uniforms if requested to do so by District.

44. Describe your firm’s ability and availability to provide emergency transportation services beyond the contracted daily trips, extracurricular activities, and field trips. Please include a quote for these services.

45. Provide a copy of your firm’s complete salary schedule for all school bus drivers to be employed by bidder if awarded the Contract. The schedule must include beginning rates and all steps necessary to reach the top of the schedule.

SAFETY; BUS DRIVERS	
Question	Answer (Yes/No)
46. Does your firm have a driver training program for its employees? If yes, provide the name and title of the person(s) providing the training, and briefly describe their experience and the training program.	
47. Does your firm train its drivers on best practices for working with special education students and their families? If yes, provide the name and title of the person(s) providing the training, and briefly describe their experience and the training program.	
48. Does your firm have a system in place for detecting, testing, reporting, and training employees with regard to drug and alcohol abuse? If yes, briefly describe the program.	
49. Does your firm possess a written safety program for its drivers? If yes, provide a copy with your bid.	
50. How often does your firm require its drivers to undertake safety training, including safety training refreshers/continuing safety training?	
51. If your firm has a policy or system in place to address drivers who are involved in preventable vehicular accidents, briefly describe how this is handled.	
52. If your firm has experience using computerized routing software, describe the experience, including the type of software and the length and extent of experience.	
53. During the last five years, has any public agency ever found that you violated its safety and health program?	
54. During the last five years, has any public agency found that your firm violated its drug-free workplace or alcohol and tobacco policy (Gov. Code Sections 8350, <i>et seq.</i>)?	
55. Has any public agency ever found that your firm failed to properly take the precautionary measures designed to ensure the safety of students (<i>e.g.</i> , ensuring that your employees passed applicable background checks) (<i>see, e.g.</i> , Ed. Code Sections 45125.1 and 45125.2))?	

END OF SECTION C

SECTION D – FLEET; MAINTENANCE PROGRAM

(Answer each question below fully. Provide all details and supporting information and documentation you deem appropriate. Attach and clearly identify additional page(s) as needed)

FLEET; MAINTENANCE PROGRAM	
Question	Answer (Yes/No)
56. Provide a list (vehicle roster) of all school buses/vehicles currently owned or leased by your firm that are approved for pupil transportation for State public schools . Include the make, model, capacity, and year manufactured.	
57. Does your firm currently own or lease a fleet sufficient to perform the Contract in addition to other current obligations?	

58. If your firm has to purchase or lease the fleet required for performance of the Contract, will financing be required? - If yes, describe how the firm will obtain the financing and attach verifiable financing information.	
59. Does your firm have a garage or maintenance/service facility for regular maintenance and repair of the fleet that would be used in performance of the Contract? - If yes, please briefly describe the facility, including its location and whether the site is owned or leased by your firm.	
60. Does your firm currently employ mechanic personnel who would service the fleet attributable to the Contract? - If yes, please briefly describe the number of mechanics, and the qualifications and experience your firm requires of its mechanics.	
61. Does your firm have a mechanic allotment schedule – that is, a schedule for the number of buses/vehicles per mechanic? - If yes, please describe the schedule.	
62. Does your firm has a formal preventative maintenance program? - If yes, attach a summary description of the program or procedure	
63. Does your firm require its drivers to provide regular written or electronic reports about the condition of buses/vehicles? - If yes, attach a summary description of this requirement (e.g., frequency of reports, type of reporting).	
64. Does your firm maintain records of and evaluate road failures? - If yes, attach a summary description of the program or procedure	

END OF SECTION D AND END OF QUESTIONNAIRE

I, the undersigned, hereby certify that I am an authorized representative of the Contractor identified on the first page of this Proposal Questionnaire by its full legal name. I am duly authorized to submit bids and proposals and to bind Contractor to performance of the obligations, terms and conditions specified in the RFP and the Bid Proposal. I further hereby certify that I have prepared or reviewed all answers and all attachments being provided with this Questionnaire and that, to the best of my knowledge after due inquiry, all information, answers and documentation provided herein are accurate and complete as of the date hereof. I will update or correct, or cause to be updated or corrected, such information as necessary and appropriate during the Term of the Contract.

By: _____

Type Name: _____

Title: _____

Date: _____