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## School Bus Transportation Request for Bid #2024-1

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**Submit proposals by:**  
**June 11, 2024**  
**10:00 a.m.**

**TO:**

Tarrant City Schools  
1318 Alabama Street  
Tarrant, AL 35217  
ATTN: John Lewis, CSF  
Website: <http://www.tarrant.k12.al.us/>  
Telephone: 205.849.3700  
Email: [lewis.john@tarrant.k12al.us](mailto:lewis.john@tarrant.k12al.us)

| KEY DATES  |
|--|
| <p>Submit all questions regarding this Bid by 2:00 p.m. on <b>June 7, 2024</b>.<br/>Proposals due by 10:00 a.m. on <b>June 11, 2024</b>.</p> <p>Recommendation for Award to School Board estimated to occur at next Board meeting<br/>on <b>June 25, 2024</b>.</p> |

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## Notice Inviting Bids for School Bus Transportation

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**Tarrant City Schools** (1318 Alabama Street Tarrant, AL. 35217) is hereby soliciting bids for services in accordance with the applicable specifications:

**Request for Bid  
School Bus Transportation  
Tarrant City Schools**

Firms are invited to submit proposals for School Bus Transportation at Tarrant City Schools. Proposals shall be made in the format described in the Bid. The Bid document and Amendments, if any, can be obtained free of charge by following the instructions at:

Tarrant City Schools  
1318 Alabama Street  
Tarrant, AL 35217  
ATTN: John Lewis, CSFO

Website: <http://www.tarrant.k12.al.us/>

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Email: [lewis.john@tarrant.k12.al.us](mailto:lewis.john@tarrant.k12.al.us)

Sealed proposals will be received at the Central Office of Tarrant City Schools at the address referenced above until June 11<sup>th</sup>, 2024 at 10:00 a.m. Any proposals received after the time specified in this notice shall be returned unopened.

No proposals received and read by the District may be withdrawn for a period of ninety (90) days after date of opening thereof.

The District reserves the right to accept or reject any or all proposals, or any combination of proposals and to waive any irregularities or informalities that may be legally waived.

Advertise: **May 25 & 26, 2024, and June 1, 2024**

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## Contacts/Project Identification

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Owner: John Lewis, CSFO  
1318 Alabama Street  
Tarrant, AL 35217

Contractor: To be identified in the Agreement as the party selected to perform the Work of the Contract.

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### NOTE

Inquiries during the Bid process shall be directed to the District's purchasing representative. All questions must be emailed to John Lewis at the District Office ([lewis.john@tarrant.k12.al.us](mailto:lewis.john@tarrant.k12.al.us)).

**The deadline to submit questions is 2:00 p.m. on June 7, 2024.**

Written response(s) may be issued as Amendments to the Documents. Do not direct questions to any other person associated with this project. Such action will only slow the District's ability to respond to your inquiry.

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# 1. Introduction

## 1.1. About the District

Tarrant City Schools are located in in the city of Tarrant, AL. The District consists of three (3) schools: Tarrant Elementary School grades K-2, Tarrant Intermediate School grades 3<sup>rd</sup> -6<sup>th</sup>, and Tarrant High School 7<sup>th</sup>-12<sup>th</sup> grade.

## 1.2. School Bus Transportation

Tarrant City Schools is seeking bids from qualified School Bus Transportation vendors ("Contractors") who will provide bus transportation for Tarrant City Schools. A successful bid will include three key elements:

- A proven track record of providing quality bus transportation services to private/public schools or to a similar environment
- The ability to provide services at reasonable prices
- A commitment to sustainable safety and operational practices

## 1.3. Enrollment and Staffing

Enrollment for Tarrant City Schools is projected to be 1,150 students for grades K-12.

## 1.4. Important Dates and Time Frames

|                                  |                                   |
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| Issuance of request for Bid      | May 24, 2024                      |
| Deadline for question submission | June 7, 2024 at 2:00 p.m.         |
| Deadline for proposal submission | June 11, 2024 at 10:00 a.m.       |
| Bid opening                      | June 11, 2024 at 10:00 a.m.       |
| Expected Date to Award Contract  | At Board meeting on June 25, 2024 |

The District reserves the right to alter the timeline with notification to Contractors according to its needs

## **2. Program Specifications/Contract Terms**

Tarrant City Schools will receive sealed bids for services hereinafter described and specified. Bids for furnishing of such services in accordance with the specifications here set out shall be in the form and on the basis set forth on the attached bid form will become a part of any resulting contract. It is understood that the Board may adjust routes and schedules consistent with the number and location of students to be transported. Board is authorized to reduce or increase the number of buses required to transport students. Board is authorized to reduce or increase the number of buses required to transport students provided such reduction or increase is justified based on the number of students eligible to use and utilize such transportation.

The contractor shall provide and compensate its drivers and other personnel and shall pay all expense of whatsoever kind and character pertaining to operating such buses and performing its duties under this contract. The contractor's drivers and other personnel will in no way be considered employees of Tarrant City Schools nor entitled to any benefits offered by Tarrant City Schools.

### **2.1. Bid Submissions**

No oral, electronic, or telephone proposals or modifications will be accepted. The bidder, before submitting a proposal, shall carefully examine the specifications so as to be fully informed of all conditions and limitations.

### **2.2. Bid Duration**

All bids shall remain in force for a minimum of ninety (90) days after the date of bid opening and may be accepted or rejected by Tarrant City Schools at any time.

### **2.3. Bid Award**

Tarrant City Schools reserves the right to reject any or all bids, or any items within a bid, and to waive informalities in awarding this bid to the lowest responsible bidder.

### **2.4. Other Uses of Buses**

The contractor agrees to furnish upon request and in accordance with rates provided for in the transportation bid form which is made a part of the contract, such buses as the schools may need to transport school children on the field trips during the school day or for transporting students to athletic events and to the other school sponsored activities either in or outside of Tarrant City Schools District.

### **2.5. Specifications**

All bids received shall guarantee the service bid to meet or exceed specifications listed. If quoting other than specified, pictures, descriptions and specification must accompany the bid response. Bidders shall specify all makes and models quoted.

### **2.6. Pricing**

All prices submitted on this proposal are to be delivered prices and shall not include state or local sales tax.

## **2.7. Assignment**

The successful vendor may not assign or transfer any part of this contract without the written consent of Tarrant City Schools.

## **2.8. Term**

The time during which service will be provided under this contract will be July 1, 2024, through June 30, 2027, with Tarrant City Schools having an option to review for two additional one-year terms.

## **2.9. Collusion**

Any agreement or collusion among bidders, or prospective bidders, in restraint of freedom of competition that results in bids at a fixed price or causes one to refrain from bidding, shall render the bids of such bidders void and shall cause disqualification of such bidders from participation in future Tarrant City Schools bid solicitations. The Alabama Competitive Bid Law states that those "knowingly and intentionally" participating in collusion are guilty of a Class C felony.

## **2.10. Bid Award**

Award shall be made to the lowest responsible bidder taking into consideration the cost, the quality of the service proposed and its conformity with specifications.

### **2.10.1. Bid Cancellation**

Tarrant City Schools reserves the right to cancel any contract executed as a result of this invitation to bid after 60 days written notice.

### **2.10.2. Bid Rejection**

Tarrant City Schools reserves the right to reject any and all proposals or to waive all informalities and/or technicalities where its best interests may be served including the right to award a contract without discussion.

### **2.10.3. Agreement to Enter Contract**

The successful bidder agrees to enter into a contract with the Board under the terms and provisions of these bid specifications. It is further agreed by the contractor that any addition, exceptions or deletions desired by the contractor must be included with the contractor's bid.

### **2.10.4. Disclaimer - Basis for Route Development**

To aid bidders in preparing their bids, the Board has made information available in Exhibits B, C, and D of this Bid document and will also make available additional information showing location of students and schools to which they are assigned as Board possesses at that time. It should be understood, however, that such information made available to bidders may be inexact and subject to change. The Board neither warrants nor guarantees the accuracy of any information accompanying this bid package.

Bidders assume the responsibility for eliciting and confirming to their satisfaction any information considered pertinent.

#### **2.10.5. Contract**

This contract shall be based on the current bid law of three (3) school years or changed to five (5) years if the maximum time is extended by legislative action regarding the bid law. The contract will begin on July 1, 2024, and shall expire on the last day of the 2026-2027 school year. (School year may vary in length of total days and buses may be contracted during summer months for transporting students who attend summer programs.)

#### **2.10.6. Compensation**

Compensation is to be based on a daily rate per bus, except where otherwise indicated on bid form. For compensation purposes, the number of buses shall be those buses carrying students on regular daily routes and excludes standby bus or buses not in use.

### **3. Scope of Services**

#### **3.1. School Buses**

The contractor shall provide and maintain an adequate number of school buses, including spares, to transport safely and efficiently all students designated by Tarrant City Schools during the contract period. Such transportation shall be provided in accordance with bus routes, schedules and events approved by Tarrant City Schools. There are 180 school days each school year. Tarrant City Schools reserves the right to revise its time schedules, routes and number of buses to best suits its needs before or during the school year.

#### **3.2. Student Transporting**

The service is to include transporting students over established daily routes, field trip activities and athletic events. Appropriate provisions will be made to transport special education pupils. Special education pupils under this contract shall mean duly enrolled and so-classified pupils of Tarrant City Schools who are unable to ride a regular bus or who are able to ride a regular bus but require special handling or equipment to ride legally and safely. Tarrant City Schools reserves the right to identify pupils requiring this service.

#### **3.3. Student Seating**

Each student transported shall have a seat on the transportation vehicle. The contractor shall be responsible for the care and supervision of students during their period of transportation.

#### **3.4. Contractor Safety and Payment**

The contractor will be expected to accomplish the requirements of the contract in a safe, timely and otherwise satisfactory manner. Tarrant City Schools shall pay the contractor on a monthly basis upon receipt and approval of invoices and itemized statements for each period of service rendered.

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**School Bus Transportation Request for Bid  
#2024-1**

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10:00 a.m.**

**TO:**

Tarrant City Schools

1318 Alabama

Street Tarrant, AL

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ATTN: John Lewis, CSF

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Advertise: **May 25 & 26, 2024, and June 1, 2024**

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Contractor: To be identified in the Agreement as the party selected to perform the Work of the Contract.

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### NOTE

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Bidders assume the responsibility for eliciting and confirming to their satisfaction any information considered pertinent.

#### **2.10.5. Contract**

This contract shall be based on the current bid law of three (3) school years or changed to five (5) years if the maximum time is extended by legislative action regarding the bid law. The contract will begin on July 1, 2024, and shall expire on the last day of the 2026-2027 school year. (School year may vary in length of total days and buses may be contracted during summer months for transporting students who attend summer programs.)

#### **2.10.6. Compensation**

Compensation is to be based on a daily rate per bus, except where otherwise indicated on bid form. For compensation purposes, the number of buses shall be those buses carrying students on regular daily routes and excludes standby bus or buses not in use.

### **3. Scope of Services**

#### **3.1. School Buses**

The contractor shall provide and maintain an adequate number of school buses, including spares, to transport safely and efficiently all students designated by Tarrant City Schools during the contract period. Such transportation shall be provided in accordance with bus routes, schedules and events approved by Tarrant City Schools. There are 180 school days each school year. Tarrant City Schools reserves the right to revise its time schedules, routes and number of buses to best suits its needs before or during the school year.

#### **3.2. Student Transporting**

The service is to include transporting students over established daily routes, field trip activities and athletic events. Appropriate provisions will be made to transport special education pupils. Special education pupils under this contract shall mean duly enrolled and so-classified pupils of Tarrant City Schools who are unable to ride a regular bus or who are able to ride a regular bus but require special handling or equipment to ride legally and safely. Tarrant City Schools reserves the right to identify pupils requiring this service.

#### **3.3. Student Seating**

Each student transported shall have a seat on the transportation vehicle. The contractor shall be responsible for the care and supervision of students during their period of transportation.

#### **3.4. Contractor Safety and Payment**

The contractor will be expected to accomplish the requirements of the contract in a safe, timely and otherwise satisfactory manner. Tarrant City Schools shall pay the contractor on a monthly basis upon receipt and approval of invoices and itemized statements for each period of service rendered.

### **3.5. Regulations**

Tarrant City Schools may establish regulations to be observed by the contractor in connection with all details incidental to the operation of the routes, including, but not limited to, starting time, bus stops, and student discipline during transportation.

## **4. General Information – Tarrant City Schools**

Approximately 1,275 students will be enrolled in Tarrant City Schools, grades K-12. The contractor provides drivers, Aides, buses, maintenance, and supervision. The successful contractor will be required to maintain a local adequate bus facility throughout the term of this contract.

## **5. Contractor is Not an Agent**

### **5.1. Independent Contractor**

The successful bidder and their employees will be considered an independent contractor and shall not be deemed an agent, servant, employee or representative of Tarrant City Schools.

### **5.2. Cost of Repairs**

Tarrant City Schools will not reimburse the contractor for the cost of repairs for any damages to the school buses caused by students, acts of vandalism or any other occurrences.

### **5.3. Taxes on Equipment**

All taxes on equipment, supplies or services or otherwise shall be paid by the contractor. Tarrant City Schools assumes no tax liability under the contract.

### **5.4. Equal Opportunity Employer Contractor**

The Contractor will be an equal opportunity employer employing the necessary personnel to supervise the total school transportation program.

## **6. Hold Harmless Agreement**

The contractor will protect, defend, and save harmless the Tarrant City Schools Board of Education, its members, its superintendent, and its employees from any and all suits or actions of every nature and description growing out of or as a result of the transportation contract, agreements made in the transportation contract or the performance of the transportation contract. This agreement to protect, defend and save harmless includes but is not limited to claims by employees of interference with constitutional and statutory rights; claims by employees based upon any theory of interference with any aspect of any employment relationship; claims made before the National Labor Relations Board and the courts; any ruling by the National Labor Relations Board and the courts on any charges; any expense, loss or damages resulting from any concerted activity including, but not limited to picketing and hand-billing; claims alleging personal injury; and any other common law or statutory claims.

The contractor, at its own expense, shall defend any legal proceeding which may be brought against the Board, its members, its superintendent or its employees on any claim or demand for which contractor has indemnified the Board. The contractor will satisfy any judgment that may be rendered against the Board, its members, its superintendent, and its employees arising from such claim or demand. In the event that any such proceeding is brought against the Board, its members, its superintendent or its employees on any such claim or demand, the contractor shall have the right to select and employ counsel to defend such person and entities and shall have the right to settle any and all claims. The Board, its members, its superintendent and employees shall cooperate in all reasonable manners in the defense of such claims.

## **7. Compliance with Laws and Regulations**

Contractor shall ensure that all equipment and operating personnel comply with Federal, State, and Local transportation laws and regulations. This shall include regulations of Tarrant City Schools, United States Department of Transportation, Alabama Department of Transportation, Alabama Department of Education, and the Alabama Department of Public Safety. This applies to all current and future laws and regulations. Without limiting the generality of the forgoing, each vehicle used for the transportation of children pursuant to such contract must conform to and comply with all rules and regulation promulgated by the Alabama Department of Education.

Each driver of each bus shall be properly licensed and trained to operate buses in accordance with all regulations, laws and statutes in such cases made and provided, and the regulations promulgated by the Alabama Department of Public Safety. Each vehicle must be painted school bus chrome yellow and must have been inspected and shall have affixed to the lower left front windshield a valid State of Alabama school bus inspection sticker or decal. The Board must be properly furnished with any and all inspection reports on any such vehicles performed pursuant to any law or regulation. In any event, any such inspection form must be submitted no later than three (3) days after such inspection. Board records concerning compliance with all school bus inspection reports and inspections and the licensing of its drivers. The contractor must have such licenses, authorizations, or permits as may be required by law. Each driver must undergo background checks/random drug test as required by the code of Alabama (see Exhibit E - Background Checks).

## **8. Insurance Requirements**

### **8.1. Minimum Required Coverage**

|                      |              |               |
|----------------------|--------------|---------------|
| Public Liability     | \$ 500,000   | each person   |
|                      | \$ 1,000,000 | each accident |
| Property Damage      | \$ 1,000,000 | each accident |
| Automobile Liability | \$ 200,000   | each accident |

### **8.2. Other Insurance Requirements**

The Tarrant City Schools Board of Education, its members, and its employees shall be named "Additional Insured" with provision for notification of cancellation for any reason.

School and youth activities - if units are operated for other than normal school bus routes in conjunction with a school activity, coverage is to be proved with no limitations as to mileage.

Insurance shall be kept in force for the entire period of the contract.

The Contractor shall supply Tarrant City Schools with a certificate of insurance for all specified coverage. Worker's compensation insurance (as required) must be provided by Contractor.

## **9. Assignment/Subcontractors**

The successful Contractor shall not, under any circumstances, assign the whole or any part of this contract or any monies due or to become due hereunder without prior written consent of Tarrant City Schools.

Any bidder desiring to subcontract any part of this agreement must inform and receive approval from Tarrant City Schools prior to the bid submittal date. Tarrant City Schools must be given the following information about any potential subcontractor: company name, address, including city and state, telephone number, at least two names of upper management employees, a brief company history, and financial statements for the last three years including, but not limited to, balance sheets and income statements. Determination of a bidder being responsible, including subcontractors, is the sole province of Tarrant City Schools.

## **10. Facilities**

### **10.1. Facility Requirements**

- The Contractor will be required to maintain an office and bus facility within the boundaries of Jefferson County throughout the term of this contract.
- Facilities should be located near enough to provide service to any area in the Tarrant City Town limits within 60 minutes.
- The Contractor shall employ adequate staff to operate communications equipment, including answering telephone queries, and provide dispatch services during regular operating hours. Dispatch service must be provided during the hours that students are transported on regular routes and mid-day routes.

## **11. Bus Requirements**

1. School buses provided for transporting children must meet all laws as stated in the Compliance with Laws section of this proposal.
2. Two-way radio equipment: The contractor will equip every bus with a two-way radio. The frequency and all equipment will be contractor-provided. The contractor will provide to Tarrant City Schools' personnel one (1) mobile radio transmitting over the contractor's frequency.
3. Cameras, boxes and recording media: Each bus used in service for this contract shall be equipped with a functional camera box. The contractor must install cameras with digital recording equipment on 100% of its regular route buses. Regular route buses must have cameras and digital recording equipment functional at all times that buses are student occupied. Video disks of bus activity requested by Tarrant City Schools' personnel must be submitted to Tarrant City Schools' personnel within two (2) business days. Digital recording equipment must be capable of retaining 4 school days of data.
4. No buses more than nine (9) years old may be assigned for transportation of any school children. All buses must be rear-heater equipped.
5. Buses shall be maintained in good operating order and all equipment shall function properly as required by state law. The interior, exterior and windows of all buses shall be kept clean.

6. Each bus transporting Tarrant City Schools' students must be signed on both sides with "Tarrant City Schools". Buses utilized must be numbered consecutively beginning with "1". Numbers should be clearly identifiable and on the front, rear and sides of each bus.
7. Buses will use diesel fuel.

## 12. Contractor Responsibilities

1. The transportation of school children is a unique and specialized function of education. It is the essence of this contract that the school children affected by the contract are transported regularly, promptly, safely and without interruption. The interest of the children in such transportation shall take precedence over the interest of all others. No agreement or arrangement between the contractor and its employees or employee representatives may in any respect modify, limit or interfere with any right or obligation of the board or Contractor to effectively and efficiently fulfill its obligations under this contract.
2. Tarrant City Schools' students will not ride on any bus to or from school for any period longer than 60 minutes.
3. Students transported to school shall not be delivered to their destination more than 30 minutes before school begins.
4. The contractor is responsible for the maintenance of proper behavior on the part of all children riding a bus. A standard code of conduct will be prepared and issued to all concerned drivers, children, parents and school personnel.
5. Improper behavior shall not be tolerated and must be reported in the manner prescribed by Tarrant City Schools.
6. **The contractor does not have authority to refuse service to any eligible child.** Matters that may require a withdrawal of riding privileges will be reported as soon as possible by the bus contractor in the manner prescribed by Tarrant City Schools.
7. The contractor shall make every reasonable effort to transport only eligible Tarrant City Schools' students.
8. The contractor shall promptly report all accidents in the manner prescribed by Tarrant City Schools.
9. The contractor shall ensure the safety of riders; boarding and offloading must occur at appropriate sites and riders must not be left on unattended buses.
10. The contractor shall furnish to the Superintendent/Designee of Tarrant City Schools, a complete list of drivers and substitutes, containing their background check, driver's license, school bus driving certificate, and random drug testing information.
11. The contractor shall ensure that routes approved by Tarrant City Schools are followed. The contractor will assign drivers in such a way that students will have the same drive both to and from the school facility.
12. The contractor shall ensure operation of vehicles in a reasonable and prudent manner with maximum regard at all times for the safety and welfare of the children being transported and with full knowledge of

and conformance with existing local and state laws governing the operation of motor vehicles upon all highways, public streets, and roads.

13. The contractor shall identify one or more individuals in its employ who will serve as driver trainer(s) and will notify the Tarrant City Schools' Superintendent/Designee in writing of the so appointed individual(s).
14. All personnel shall meet all state and federal requirements and shall be in good physical and mental condition and of good moral character. All personnel shall be neat, clean, courteous and capable. Drivers are responsible for maintaining discipline as is necessary under the circumstances and shall report all cases of student misconduct on buses to their supervisor who will in turn report to the school administrator.
15. Each driver shall be duly licensed to operate a school bus pursuant to this contract by the State of Alabama and any other authority which may have jurisdiction over the licensing and approval of bus drivers.
16. All safety regulations and precautions relating to the operation of school buses and responsibility for the safety and welfare of the pupils transported shall be strictly adhered to by school bus drivers.
17. The contractor will not assign any driver with a poor or questionable driving record, e.g., careless or reckless driving of a school bus, or for any serious traffic violations with a school bus or for misconduct or failure to perform the duties of a bus driver.
18. Drivers must pass a motor vehicle records check, MVR, and be tested for drugs and alcohol, and pass the examination. All drivers will display their licenses to operate a school bus to any designated Board employee at any time requested.

Before being allowed to drive a school bus, drivers shall be subject to **background checks** as required by the Code of Alabama and the Alabama Department of Education. Such background information will be provided to school system administration. Background checks shall be processed, at the vendor's expense, in accordance with the Alabama child Protection Act. **No driver or monitor shall be allowed on school buses without having completed the fingerprinting and background process check.** The selected vendor must execute and have results of a background check on all prospective drivers prior to any driver transporting Tarrant City Schools' students. The selected vendor will not utilize drivers in the performance of the contract with a criminal record as evidenced by the contractor's background check and the State of Alabama background check. **(See Exhibit E - Background Checks)**

19. The contractor shall administer an effective driver safety program. A driver trainer shall ride with every driver at least once a year for the purpose of observing their driving practices with respect to safety, mechanical operation and performance with applicable laws, rules and regulations, including adherence to published time schedules.

### **13. Contractor Performance**

1. Tarrant City Schools will impose penalties for performance infractions of the contracted services. Such penalties shall not be imposed for situations beyond the control of the contractor, e.g., accidents, traffic conditions, unforeseen street closings, impassable streets, and delays due to extremely poor weather. Assessment of performance penalties no way limits the right of Tarrant City Schools to institute termination proceedings. Tarrant City Schools reserves the right to terminate the contract specifications.

2. The decision to impose any penalties rests with Tarrant City Schools and will be based on Tarrant City Schools' investigation of the incident. The contractor will be notified in writing of performance infractions and provided an opportunity to respond. The contractor must provide a written response by the tenth business day of written notification. Tarrant City Schools' Superintendent/Designee will be the designated authority for investigating and imposing any penalties. Assessed penalties will be credited against the next invoice from the contractor following the completed investigation of the Superintendent/Designee.

3. The following possible infractions and penalties effective the first student transport date each school year:

|  |        |
|--|--------|
| • Driver transporting students(s) prior to return of contractor background check results   | \$ 500 |
| • Employing driver personnel with unsatisfactory background history  | \$ 500 |
| • Student left unattended on the bus   | \$ 500 |
| • Driver not possessing a current CDL  | \$ 500 |
| • Failure to comply with vehicle operation laws (including failure to wear seatbelt, verifiable speeding, and failure to stop at railroad crossings) | \$ 500 |
| • Driver use of cellular phone while operating vehicle   | \$ 500 |
| • Failure to provide drivers' list   | \$ 300 |
| • Failure to comply with posted vehicle capacity   | \$ 300 |
| • Failure to inspect and maintain vehicle  | \$ 300 |
| • Failure to adhere to approved route  | \$ 300 |
| • Driver improperly uniformed  | \$ 100 |

## 14. Bid Proposal Submission

### 14.1. Respondent Inquiries

Any potential Respondent to this Bid may request clarification or additional information regarding the requirements of this Bid or other information relating to the Bid by emailing John Lewis at [lewis.john@tarrant.k12.al.us](mailto:lewis.john@tarrant.k12.al.us).

The District may determine that the nature of the inquiry and/or the District's response may affect other Respondents or the requirements of this Bid, the District will issue the written response to all Respondents who have obtained a copy of this Bid ("District Amendment"). Bid Responses are deemed inclusive of a District Amendment. Submit inquiries and questions by April 15, 2019. Responses to questions will be posted on the district website. It is the responsibility of each individual firm to access responses to all questions concerning this Bid.

### 14.2. Bid Submission Package

To be considered, Bidders must submit timely written proposals that fully respond to the requirements of the Bid. Responses to the Bid must be submitted in sealed envelopes, with the name, address, telephone number and email address of the Respondent along with the notation of "**RESPONSE TO BID FOR SCHOOL BUS TRANSPORTATION, TARRANT CITY SCHOOLS.**" Each Respondent must submit an original and one copy of the Bid Response. The set of a Respondent's Bid Response designated as "original" must include the original signatures, submittals, etc. In the event of missing or contradictory information in any of the copies, the set of Bid Response marked "original" will be considered as the

"master" against which all others will be compared. Responses must be submitted to:

Tarrant City Schools  
1318 Alabama Street  
Tarrant, AL 35217  
ATTN: John Lewis, CSFO  
Email: lewis.john@tarrant.k12.al.us

#### **14.3. Latest Date/Time for Submission of Bid Response**

**The latest date/time for submission of Bid Responses is 10:00 a.m. on June 11, 2024.** Responses to the Bid are deemed timely submitted only if actually received by the District's contact set forth above. Respondents are advised that the District operates a central mailroom operation; packages delivered to the District's central mailroom may not be immediately delivered to the designated recipient. If the U.S. Postal Service or other commercial courier service is used for submission of a Response to this Bid, the Respondent is solely responsible for deposit of its Bid Response with the U.S. Postal Service or other commercial courier service in sufficient time for delivery to the District's central mailroom and sorting and distribution from the central mailroom to the intended recipient. Office hours for receipt of Bid Responses are Mondays through Fridays from 8:00 a.m. to 4:00 p.m. **No faxed or emailed Bid Responses will be accepted or considered.**

Any Bid Response submitted by fax or email will be deemed non-responsive and will be rejected.

#### **14.4. District Right to Modify Bid**

The District expressly reserves the right to modify this Bid or any portion hereof by District Addenda. Respondents must incorporate any District Addenda into their respective Bid Responses.

All proposals will become the property of the District. The District reserves the right to make use of any information or ideas in the proposals. All proposals will be maintained as confidential working papers until officially placed on the Board of Education's meeting agenda and acted upon by the Tarrant City Board of Education during regular session.

Tarrant City Schools is not liable for proposal preparation or submission expenses that may be incurred by the respondents.

### **15. Bid Proposal Submission Format**

The respondent shall submit the following information in the order and format indicated below.

- The proposal shall be bound or provided in a three (3) ring binder and contain numbered Tabs as indicated below.
- The front cover shall contain the name of the company and Bid number. The original package shall be marked "Original" on the front cover. Two (2) additional copies must be provided.
- A table of contents shall be included.
- All Bid Forms must be included at the time of submission of the proposal to be considered responsive to the Bid.

### ***Tab #1: Minimum Qualifications***

Minimum qualifications are as follows:

- A 1 page cover letter on company letterhead signed by the authorized representative describing how the proposer's firm satisfies the minimum qualifications.
- Bidders must show that they have sufficient capital to cover start-up costs.
- The location and description of regional management offices.
- A copy of the declaration page from the insurance company or from the broker/agent, stating that your firm is able to obtain all required insurance coverage.
- E-Verify

### ***Tab #2: Operations Experience***

- Provide the names of all schools, colleges, universities or similar operations presently operated by your company in the southeast. For each operation provide the full name and address of the institution.
- The name of the institution's administrative officers who has been designated as the liaison officer with your student bus transportation company. Also include the name and title of at least one other administrative officer at the institution. Provide the telephone number and email address of each officer.
- The number of years your company has provided continuous service. Include the initial date of original contract.
- Describe the service provided to the institution. (i.e. Student Bus Transportation).
- Provide hours of operation and service.
- Provide a list of all other states in which your firm operates a school, college or university.
- Required Licenses
- Company Policy (including Safety Provision)
- Brief Description of the contractor's Safety Program
- Insurance Requirements (3)

- Vehicle Liability Insurance Certificate
- Workman's Compensation
- Proof of Background Check (Required after bid is awarded)
- Has your firm discontinued or been discontinued at any school, university or similar operations at any location in the last five (5) years. If so, identify such institutions (including telephone numbers and addresses) and explain the reasons why the operations were discontinued. Was the discontinuation at your request, that of the institution involved or due to other factors (e.g. non-renewal due to institutional competitive bidding requirements)?
- Include a minimum of three references. (Prior to award of contract, the District reserves the right to visit the facilities of proposer provided references to observe proposers or subcontractors school bus transportation services in operation. The evaluation of the site visits will be part of the evaluation of the reference checks.)

***Tab #3: Student Bus Transportation Plan***

- Describe in detail the overall plan that your company proposes to implement at Tarrant City Schools.
- Tarrant City Schools will establish route, pick-up and drop-off points. **Information provided in this document in Exhibit B.**
- A detailed description of the buses that contractor proposes to use to perform the requirements of the bid and contract with initial quantities (bus size, manufacturer, year, type, model, etc.). No bus should exceed 10-years in age.

***Tab #4: Management and Personnel***

- Submit a copy of your personnel policies that includes complaint procedures.
- Submit a proposed organizational chart for this bid scope including the number of employees by position.
- Submit a profile of all proposed management positions also provide a proposed organizational chart and proposed job descriptions.
- Provide a complete resume of the proposed manager/s for the Tarrant City Schools Student Bus Transportation facility.

**Tab #5: Student Bus Fee Schedule**

- Bidders must quote prices in lump sum figures. Cost plus mileage or forms other than as specified will result in bidders considered as non-responsive. Field trips and athletic events should be priced in the format required. If there are annual increases in fees please state what the increase is based on, i.e. Consumer Price Index, etc.
- The right is reserved to reject any bid where an investigation and evaluation of the bidder's qualifications would give doubt that the bidder could perform prompt and efficient completion of the work per the contract.

1. Base Service

Approximately 1,250 students are eligible to be transported on regular routes with morning and afternoon transport.

There are currently 11 routes that service Tarrant City Schools. Routes are subject to adjustment each year.

Price quoted should provide for the transporting of all students listed above.

Additional buses to meet any increase in students shall be quoted at the applicable per day rate for each bus.

**Tarrant City Schools requires vendors to bid and the selected contractor to provide spare buses in the amount of 10% for all route buses. Spares should be provided in the required 10% according to type of route bus. The need for Special Education buses and regular transportation buses will be determined prior to school starting.**

2. Field Trips and Athletic Events (48 and 72 passenger bus)

Transportation service prices for field trips and athletic events should be provided

|   | YEAR 1 | YEAR2 | YEAR3 | Option Yr 1 | Option Yr 2 |
|---|--------|-------|-------|-------------|-------------|
| COST PER BUS/DAY                          |        |       |       |             |             |
| COST SPECIAL NEEDS BUS/DAY                |        |       |       |             |             |
| FIELD TRIPS                               |        |       |       |             |             |
| ATHLETIC EVENTS                           |        |       |       |             |             |
| Other Bus Trips (Career Tech, Jeff State) |        |       |       |             |             |

3. BusAides

The contractor will be required to provide on certain buses, aides whose duties will be to provide safe entry and exit of all pupils on these buses. Bus aides shall be carefully chosen based upon their character and ability to handle Special Needs and/or regular education students. At the minimum, all aides must be pre-screened and receive appropriate training and proof of certification.

III. BUS AIDES

Pricing for the contractor to provide bus aides. Pricing should be based on one (1) aide; however, approximately 3-5 aides may be necessary.

|                    | YEAR 1 | YEAR2 | YEAR3 | Option Yr 1 | Option Yr 2 |
|--------------------|--------|-------|-------|-------------|-------------|
| COST PER HOUR/AIDE |        |       |       |             |             |

**Tab #6: Sub Contractors**

All proposed sub-contractors must be listed on Bid Form in Bid Proposal Form.

**16. Evaluations of Bids/Award of Contracts**

**16.1. General**

Award of the Student Bus Service Agreement will only be by action of the District's Board of Education. Prior to the Board of Education action awarding the Contracts, upon invitation of the District, selected Bidders may be requested to make a presentation of their Proposals to the District's selection committee as further described here.

**16.2. Selection Committee**

The District will establish a Selection Committee for purposes of: (a) review of Bid Responses; (b) conducting Initial Interviews with selected Respondents; and (c) to make recommendations(s) to the District's Board of Education.

### 16.3. Review of Bid Responses for Qualification

The Selection Committee will qualify companies responding to Bid Responses based on the criteria below. The top three highest scoring firms will be asked to interview with the Selection Committee. Interviews will be scored separately.

| Bid Proposal Criteria* |   |
|------------------------|---|
| Tab                    | Qualifications                          |
| #1                     | Minimum Qualifications                  |
| #2                     | Operations Experience                   |
| #3                     | Student Bus Transportation Service Plan |
| #4                     | Management & Personnel                  |
| #5                     | Bus Fee Proposal                        |
| #6                     | Sub-Contractors                         |
|                        |   |

*\*Interviews will be scored separately.*

### 16.4. Interviews (OPTIONAL)

Interviews of the top scoring Bidders will be conducted at the time, place and location as designated by the District. Bidders who do not attend at the time, place and location designated will be disqualified from further consideration. The proposer must bring to the interview: (a) proposed manager responsible for providing Basic Services under the Student Bus Transportation Agreement; (b) the principal of the Proposer with overall responsibility for the Proposer's services and performance (c) personnel of proposed Sub-contractors if requested by the District. The District discourages attendance of marketing or business development personnel at the interviews.

### 16.5. Recommendations For and Award of Contract

Based on results of proposal evaluation and interviews the Selection Committee will recommend a proposer to the Board of Education for a contract. The Request for Bid does not commit the District to award a contract, to pay any costs incurred in preparation of the Bid or to procure or contract for services or supplies. The District reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or in its entirety this Bid, if it is in the best interests of the District to do so.

### 16.6. Award of Contract

The District will notify the respondent with the highest scoring to enter into an agreement to perform the work. If for some reason, the Contractor selected cannot perform per the Bid submission, the District shall then select the next qualified firm.

The award will be made in accordance with Code of Alabama 1975 Section 16-13 B1-B11

**16.7. Conflict of Interest**

These Bid procedures prohibit the practices which might result in unlawful activity including, but not limited to, rebates, kickbacks, or other unlawful considerations, and prohibit District employees from participating in the selection process when such employees have a relationship with a person or business entity seeking an agreement under this Bid that would create a conflict of interest.

## **BID PROPOSAL FORMS**

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## Proposal Form and Statement of Commission

**This form is to be signed and inserted in front of Tab #1 of the proposal.**

To: The Tarrant City Schools, acting by and through its Governing Board, herein called the "District".

From (Proposer): \_\_\_\_\_

*(Please print or type Company Legal Name)*

Pursuant to and in compliance with your Notice Inviting Bids and the other documents relating thereto, the undersigned Proposer, having familiarized him/herself with the terms of the contract, the local conditions affecting the performance of the contract and the cost of providing services where the services are to be offered, and with the specifications, general conditions and other contract documents, hereby proposes and agrees to perform, within the time stipulated, the contract, including all of its component parts, and everything required to be performed, and to provide and furnish any and all of the labor, management, materials, supplies, utensils, expendable equipment, and transportation services necessary to perform the contract and implement in a professional manner all of the work required in connection with:

Bid PRS-004 - Student Bus Transportation as Proposed Herein all in strict conformity with the specifications, general conditions and other contract documents on file at the Department of Purchasing Services of said District.

Attached to and by this reference hereby made part of this proposal are the following items:

Signed Proposal Form and Statement of Commission Tab

Tab #1 Minimum Qualification Documentation

Tab #2 Operations Experience

Tab #3 Student Bus Transportation Service Plan

Tab #4 Management & Personnel

Tab #5 Bus Fee Proposal

Tab #6 Sub-Contractors

Proposer agrees to liquidate damages section.

It is understood that the District reserves the right to reject any Bid. *This Bid* proposal shall remain open and not be withdrawn for a period of ninety (90) days.

It is understood and agreed that if written notice of the acceptance of this proposal is mailed, faxed, or delivered to the undersigned after the opening of the proposal, and within the time this proposal is required to remain open, or at any time thereafter before this proposal is withdrawn, the undersigned will execute and deliver to the District a contract in the form attached hereto in accordance with the proposal as accepted and Certificates of Insurance, as specified, 10 calendar days after receipt of notification of award, and that the implementation of services under the contract shall be completed and the services to be provided shall be fully operational by the undersigned Proposer, if awarded the contract, by June 25, 2024.

Proposer certified by the "Non-collusion Affidavit" contained within this section that his Bid is genuine and is not sham or collusive, or made in the interest or in behalf of any Proposer not herein named, and that the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a sham bid, or any other possible proposer to refrain from bidding, and that Proposer has not in any manner sought by collusion to secure for himself an **advantage over any other Proposer.**

Forms submitted with incomplete bid amount or signature is subject to non-acceptance by Owner. Amounts shall be stated in writing and figures. However, the District reserves the right to waive minor deficiencies in the bid.

Proposer agrees he is aware of the provisions of Section 3700 of the Labor Code, which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply, with such provisions before commencing the performance of the work of this contract.

Proposer states that the signature below is of a person authorized to bind the Proposer to this Bid and the Agreement. When requested by the Owner, a corporation must furnish satisfactory evidence of corporate existence and the authority of the officer signing on behalf of the corporation.

Proposer acknowledges receipt of \_\_\_ addenda relating to this Request for Bid.

All notices or other correspondence should be addressed to the undersigned at the address stated below.

The names of all persons interested in the foregoing proposal as principals are as follows (Please print or type):

Name & Title: \_\_\_\_\_

Name & Title: \_\_\_\_\_

Name & Title: \_\_\_\_\_

(IMPORTANT NOTICE: If Proposer or other interested person is a corporation, state the legal name of corporation, also the names of the president, secretary, treasurer, and manager thereof; if a co-partnership, state the true name of firm, also the names of all individual co-partners composing the firm; if the Proposer or other interested person is an individual, state first and last names in full.)

Note: If Proposer is a corporation, the legal name of the corporation shall be set forth below together with the signature of authorized officers or agents and the document shall bear the corporate seal; if Proposer is a partnership, the true name of the firm shall be set forth below together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership; and if Proposer is an individual, his signature shall be placed below.

Check One: Sole Ownership \_\_\_ Partnership \_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Corporation \_\_\_\_\_

Fax \_\_\_\_\_ Other \_\_\_\_\_

The undersigned is licensed by the contractor's State License Board of the State of Alabama to perform the work herein described and holds State Contractors License number as shown below.

Contractor's License No. \_\_\_\_\_ Expiration Date \_\_\_\_\_ Classification \_\_\_\_\_

Name of Proposer

Signature of Authorized Representative of Proposer

Date

## Student Bus Transportation Fee Schedule

### To be included in Tab #5: Bus Fee Proposal

- Bidders must quote prices in lump sum figures. Cost plus mileage or forms other than as specified will result in bidders considered as non-responsive. Field trips and athletic events should be priced in the format required.
- The right is reserved to reject any bid where an investigation and evaluation of the bidder's qualifications would give doubt that the bidder could perform prompt and efficient completion of the work per the contract.

#### Base Service

Approximately 1,150 students are eligible to be transported on regular routes with morning and afternoon transport.

There are currently 11 routes that the Bidder will be required to provide to Tarrant City Schools. Routes are expected to remain the same each year.

Price quoted should provide for the transporting of all students listed above.

Additional buses to meet any increase in students shall be quoted at the applicable per day rate for each bus.

Tarrant City Schools requires vendors to bid and the selected contractor to provide spare buses in the amount of 10% for all route buses. Spares should be provided in the required 10% according to type of route bus. The need for Special Education buses and regular transportation buses will be determined prior to school starting.

#### Field Trips and Athletic Events (48 and 72 passenger bus)

Transportation service prices for field trips and athletic events should be listed by the following categories:

- One-way no return trips within Tarrant City and/or Jefferson County - price at a flat rate.
- Roundtrip transportation within Tarrant City and/or Jefferson County involving no wait time (bus returns to get students) price at a flat rate.
- Roundtrip transportation within Jefferson County involving wait time. Price at "driving time" per hour and "wait time" per hour "Driving time" is computer from (1) the time the bus leaves the terminal and reaches the destination point and (2) departs from the destination point and arrives at the terminal. "Wait time" is defined as any time form arrival at destination point to departure from destination point.

- Air-conditioned, 48 and 72 passenger buses should be provided for out of county trips. Buses should have storage compartments adequate for the storage of football equipment and band instruments and equipment - price at "driving time" per hour and "wait time" per hour.

### Bus Aides

The contractor will be required to provide on certain buses, aides whose duties will be to provide safe entry and exit of all pupils on these buses. Bus aides shall be carefully chosen based upon their character and ability to handle Special Needs and/or regular education students. At the minimum, all aides must be pre-screened and receive appropriate training.

TAB 5 SHOULD REFLECT PRICING ACCORDING TO ABOVE CRITERIA.



**Non collusion Affidavit to be Executed by Proposer**

STATE OF ALABAMA

COUNTY OF \_\_\_\_\_

I \_\_\_\_\_ being first duly sworn, deposes and says that I am  
(Typed or Printed Name)  
the (Title) \_\_\_\_\_ of (Proposer Name) \_\_\_\_\_,

the party submitting the foregoing Bid Proposal (the 'Proposer'). In connection with the foregoing Bid Proposal, the undersigned declares, states and certifies that:

1. The Bid Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership **company, association, organization or corporation.**
2. The Bid Proposal is genuine and not collusive or sham.
3. The Proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any other proposer or anyone else to put in sham bid, or to refrain from bidding.
4. The Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price, or that of any other proposer, or to fix any overhead, profit or cost element of the bid price or that of any other proposer, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
5. All statements contained in the Bid Proposal and related documents are true.
6. The Proposer has not, directly or indirectly, submitted the bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to **any person, corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof** to effectuate a collusive or sham bid.

Executed this \_\_\_ day of \_\_\_, 2019 at \_\_\_\_\_

\_\_\_\_\_  
(City, County and State)

I declare under penalty of perjury under the laws of the State of Alabama that the foregoing is true and correct.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
Name Printed or Typed

\_\_\_\_\_  
(City, County and State)

\_\_\_\_\_  
Area Code and Telephone Number)



## Certificate of Workers' Compensation Insurance

I, \_\_\_\_\_ the \_\_\_\_\_  
(Name) (Title)

of \_\_\_\_\_ declare, state and certify that: \_\_\_\_\_  
(Contractor Name)

1. I am aware that Federal and Alabama Labor Code (b) provides:

"Every employer shall secure the payment of compensation:

(a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this state.

2. I am aware that the provisions of Federal and Alabama Labor Code require every employer to be insured against liability for workers' compensation in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of this Contract.

\_\_\_\_\_  
(Contractor Name)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed or printed name)

**Bid Proposal Questionnaire**  
**Bid # 2024-1**

**Question 1**

**Question 2**

**Question 3**

**Question 4**

**Question 5**

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## EXHIBITS

## **EXHIBIT A - School Calendar 2024/2025**

Calendar will be provided when finalized.

**EXHIBIT B - Tarrant City Town Limits Map**





## **EXHIBIT C - Bus Routes 2024/2025**

Tarrant City Schools  
Bus Routes for 2024/2025 School Year

**Please contact John Lewis via email  
([lewis.john@tarrant.k12.tx.us](mailto:lewis.john@tarrant.k12.tx.us)) for electronic documents.**

|                 |                       |                                 |
|-----------------|-----------------------|---------------------------------|
| <b>Route 1</b>  | See RouteDescription  | Combination Route               |
| <b>Route 2</b>  | See RouteDescription  | Combination Route               |
| <b>Route 3</b>  | See Route Description | High/Middle Route               |
| <b>Route 4</b>  | See RouteDescription  | High/Middle Route               |
| <b>Route 5</b>  | See RouteDescription  | High/Middle Route               |
| <b>Route 6</b>  | See RouteDescription  | High/Middle Route               |
| <b>Route 7</b>  | See RouteDescription  | High/Middle Route               |
| <b>Route 8</b>  | See RouteDescription  | High/Middle Route               |
| <b>Route 9</b>  | See Route Description | High/Middle Route               |
| <b>Route 10</b> | See Route Description | High/Middle Route               |
| <b>Route 11</b> | See RouteDescription  | High/Middle Route               |
| <b>Route 12</b> | See RouteDescription  | Mid-Day Route                   |
| <b>Route 13</b> | See Route Description | Technical School Route          |
| <b>Route 14</b> | See RouteDescription  | Special Ed W/Aide Mid-Day Route |

## **EXHIBIT D - Student Address List 2024/2025**

Please contact John Lewis via email  
([lewis.john@tarrant.k12.tx.us](mailto:lewis.john@tarrant.k12.tx.us)) for electronic documents.

\*Source: Tarrant City Schools

EXHIBIT E - Background Checks

### **Alabama Immigration Law Compliance Contract**

Contractor agrees that it will fully comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, which makes it unlawful for an employer in Alabama to knowingly hire or continue to employ an alien who is or has become unauthorized with respect to such employment or to fail to comply with the 1-9 requirements or fails to use E-Verify to verify the eligibility to legally work in the United States for all of its new hires who are employed to work in the State of Alabama. Without limiting the foregoing, Contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien, and shall have an officer or other managerial employee who is personally familiar with the Contractor's hiring practices to execute an affidavit to this effect on the form supplied by the Board and return the same to the Board. Contractor shall also enroll in the E-Verify Program prior to performing any work, or continuing to perform any ongoing work, and shall remain enrolled throughout the entire course of its performance hereunder, and shall attach to its affidavit the E-Verify Program for Employment Verification and Memorandum of Understanding and such other documentation as the Board may require to confirm Contractor's enrollment in the E-Verify Program. Contractor agrees not to knowingly allow any of its subcontractors, or any other party with whom it has a contract, to employ in the State of Alabama any illegal or undocumented aliens to perform any work in connection with the Project, and shall include in all of its contracts a provision substantially similar to this paragraph. If Contractor receives actual knowledge of the unauthorized status of one of its employees in the State of Alabama, it will remove that employee from the project, jobsite or premises of the Board and shall comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act. Contractor shall require each of its subcontractors, or other parties with whom it has a contract, to act in a similar fashion. If Contractor violates any term of this provision, this Agreement will be subject to immediate termination by the Board. To the fullest extent permitted by law, Contractor shall defend, indemnify and hold harmless the Board from any and all losses, consequential damages, expenses (including, but not limited to, attorneys' fees), claims, suits, liabilities, fines, penalties, and any other costs arising out of or in any way related to Contractor's failure to fulfill its obligations contained in this paragraph.

### **Background Checks**

All perspective personnel (Contractors) must complete a fingerprint criminal background check at the Contractor's expense. A criminal record, other than traffic offences, will disqualify an employee from being hired by the Contractor.

The Contractor will be expected to share all documents and records mentioned above with Tarrant City Schools and the Contractor will be responsible for all expenses incurred by the above mentioned requirements.

The Contractor will pay all taxes pertaining to his employees as required by law. Any employee whose work habits and/or conduct are deemed objectionable shall be removed from the work force upon the request of the authorized School System representative.

After the award has been made the lowest responsible bidder must have all their employees who

will be working on school property register through the Alabama Applicant Processing Service (AAPS) for a background check.

## **Step 1: Registration**

Alabama applicants **MUST** be registered online prior to arriving at the fingerprint location. Currently, only Alabama State Department of Education (ALSDE) applicants may use AAPS.

### *Option 1: Online Registration ([https://www.cogentid.com/al/index\\_adeNew.htm](https://www.cogentid.com/al/index_adeNew.htm))*

Applicants are responsible for their own registration. Information incorrectly entered during registration and submitted during fingerprinting **CANNOT** be corrected and is the responsibility of the applicants. Changes to incorrect registration data **MAY** be corrected online or by telephone prior to fingerprint submission.

### *Option 2: Telephone Registration (866-989-9316)*

3M Cogent encourages **ALL** applicants to register online. Applicants are responsible for their own registration. Information incorrectly entered during registration and submitted during fingerprinting **CANNOT** be corrected and is the responsibility of the applicants. Changes to incorrect registration data **MAY** be corrected online or by telephone prior to fingerprint submission.

### *Option 3 - Out-of-State Applicants/Paper Fingerprint Cards*

Out-of-State applicants may submit a completed fingerprint card **AND** a money order or cashier's check in the amount of \$57.65 made out to: 3M Cogent. Applicants **MUST** register **ONLINE** prior to mailing in a fingerprint card **AND** must include their **REGISTRATION ID** on the back of the fingerprint card (obtained online during registration).

Submit fingerprint cards to:  
3M Cogent ALSDE Cards Scan  
ALSDE Cards Scan  
5025 Bradenton Ave Suite 100  
Dublin, OH 43017

## **Step 2: Payment**

Fingerprint fee is \$49.65.

Applicants may pay online during registration using a debit or credit card.

No cash, credit card, or business checks are accepted at the fingerprint locations.

Applicants may pay at the fingerprint site with a money order or cashier's check. Payments must be made out to 3M Cogent.

## **Step 3: Fingerprinting**

Visit any 3M Cogent fingerprint location in Alabama. See *Print Locations & Hours* on the above website.

Bring valid identification. See *What to Bring; ID Verification* on the above website.

For frequently asked questions regarding the required fingerprinting, see *FAQs-Answers to Common Questions* on the above website.