

REQUEST FOR PROPOSAL

The Central Greene, Carmichaels Area, and Jefferson-Morgan School Districts invite qualified vendors to submit proposals for:

CONTRACTED DAY-TO-DAY SCHOOL BUS TRANSPORTATION

SUBMISSION OF PROPOSALS

1. **Pre-Bid Meeting Requirement:** A mandatory pre-bid meeting will be held on September 24, 2025, at 10:00 a.m. at the Central Greene School District Administrative Offices, 250 S Cumberland Street, Waynesburg, PA 15370. Each district's Superintendent, Transportation Coordinator, and Business Manager will attend. All vendors intending to submit a proposal must attend this pre-bid meeting; failure to do so will disqualify the vendor from submitting a proposal.
2. Submit two (2) signed hard copies (1 original, 1 duplicate) and one (1) electronic copy (USB drive or secure digital link) of your sealed bid proposal.
3. Provide proof that the contractor is financially solvent; include the most recent annual financial statements with comparison statements from the previous three (3) years.

Proposals must be received by **Thursday, October 9, 2025, at 1:00 p.m.** Proposals must arrive in a sealed envelope clearly labeled:

"JOINT TRANSPORTATION RFP"

and addressed to:

ATTN: ADMINISTRATION OFFICE

Central Greene School District
250 S. Cumberland Street
Waynesburg, PA 15370

TENTATIVE TIME SCHEDULE

- **Pre-Bid Meeting:** Wednesday, September 24, 2025, at 10:00 a.m.
Central Greene Administrative Offices,
250 S. Cumberland Street, Waynesburg, PA 15370.
- **Bid Opening:** Thursday, October 9, 2025, at 1:00 p.m.
Central Greene Administrative Offices,
250 S. Cumberland Street, Waynesburg, PA 15370.

PROPOSAL FOR CONTRACTED DAY-TO-DAY SCHOOL BUS TRANSPORTATION

The undersigned hereby proposes to furnish day-to-day school bus transportation for the Central Greene, Carmichaels, and Jefferson-Morgan School Districts as per the prices quoted on the attached proposal pages. The undersigned certifies to have read and fully understands the specifications and offers to furnish the services in exact accordance with the specifications and at the prices quoted.

Name: _____

Signature: _____

Title: _____

Company: _____

Address: _____

Telephone: _____

Cell Phone: _____

Fax: _____

Email: _____

JOINT REQUEST FOR PROPOSALS (RFP)
For Student Transportation Services
Central Greene, Carmichaels, and Jefferson-Morgan School Districts

REQUEST FOR PROPOSAL (RFP)
Joint Contracted Student Transportation Services
Contract Term: 2026–2027 through 2030–2031

CENTRAL GREENE SCHOOL DISTRICT
CARMICHAELS AREA SCHOOL DISTRICT
JEFFERSON-MORGAN SCHOOL DISTRICT

This Request for Proposal (RFP) outlines the comprehensive requirements and expectations for contracted student transportation services across three participating school districts. It includes detailed information about:

- Proposal submission guidelines and timelines
- Scope of services required, including public, private, and special education transportation
- Vehicle specifications, technology standards, and safety protocols
- Driver qualifications, training, and supervision expectations
- Insurance and performance bond requirements
- Evaluation criteria for award determination
- Legal terms, termination clauses, and operational responsibilities

Each section that follows is intended to ensure that transportation contractors deliver safe, compliant, cost-effective, and student-focused services across all districts. The RFP reflects a unified approach to enhancing operational efficiency and maximizing accountability in student transportation.

SECTION A – INTRODUCTION TO PARTICIPATING DISTRICTS

Central Greene School District

- Located in Waynesburg, PA, serving approximately 1,452 students within a 168 square mile area.
- Operates one campus (PK-12) with 31 daily bus runs (19 full size 72 passenger, and 12 minibuses).
- Provides contracted student transportation services for regular routes, special education, and extracurricular activities.
- Questions regarding this Request for Proposal may be directed via email to Matt Blair, at mblair@cgsd.org.

Carmichaels Area School District

- Serves approximately 950 students across 39 square miles, including the Borough of Carmichaels and Cumberland Township.
- Operates one campus (PK-12) with two MS/HS and Elementary daily bus runs. Elementary (AM & PM) and MS/HS (AM & PM). Bus runs are average 30 minutes a run. The fleet currently operates 11 Buses; 7 mini-buses which include 2 early intervention and 3 non-public and 2 special transportation; 2 mid-day CTC buses; 2 vans; and one aide. We have a total of 22 vehicles.
- While the number of vehicles is anticipated to remain consistent, the Carmichaels Area School District reserves the right to add or reduce vehicles as enrollment trends shift or routing becomes more efficient. Additionally, the District reserves the right at any time during the contract term to transition to a single PreK–12 run, consolidating all student transportation into one route per day.
- Carmichael Area SD currently operates both propane and gas vehicles.
- Questions regarding this Request for Proposal may be directed via email to Amy Todd, Assistant Superintendent of Finance and Contracts, at atodd@carmarea.org or 724-966-5045.

Jefferson-Morgan School District

- The Jefferson-Morgan School District encompasses 48 square miles and educates approximately 790 students from Jefferson and Morgan Townships and the boroughs of Clarksville, Jefferson, and Rices Landing.
- The District operates on a single PreK–12 campus and currently maintains 18 vehicles under existing transportation arrangements: 8 (72) passenger, 7 (28) passenger, 2 (9)passenger vans, and 1 wheelchair-accessible vehicles. The district currently has 1 bus aide on a run. The entire fleet is currently run off of gas/diesel.
- Jefferson-Morgan operates 11 daily general education runs to its campus for both elementary and secondary students, 6 specialized runs to private, parochial, charter, or special education schools, and 2 daily runs (AM/PM) to the Greene County Career and Technology Center.
- The average daily mileage for a typical school bus route is approximately 65 miles, while specialized routes average around 86 miles per day.
- While the number of vehicles is anticipated to remain consistent, the Jefferson-Morgan School District reserves the right to add or reduce vehicles as enrollment trends shift or routing becomes more efficient. Additionally, the District reserves the right at any time during the contract term to transition to a single PreK–12 run, consolidating all student transportation into one route per day.
- All Transportation Policies for the Jefferson-Morgan School District may be found at : <https://go.boarddocs.com/pa/jeff/Board.nsf/Public>
 - Policies : 810- Transportation, 810.1 School Bus Drivers, 810.2 Transportation Audio/Video, 810
- Questions regarding this Request for Proposal may be directed via email to Brandon Robinson, Superintendent, at brobinson@jmsd.org

Shared Services and Driver Flexibility

All participating districts in this RFP are open to shared transportation runs across districts, including both regular education and specialized transportation services, where feasible and beneficial. Additionally, while not mandatory, drivers assigned to daily routes—regardless of district—are encouraged to elect to provide additional runs during the school day and after school for extracurricular, athletic, field trip, and activity transportation. This collaborative model is intended to expand the available

driver pool and improve flexibility and consistency in meeting all student transportation needs.

SECTION B – INSTRUCTIONS FOR PROPOSAL SUBMISSION

1. Pre-Bid Meeting Requirement: A mandatory pre-bid meeting will be held on September 24, 2025, at 10:00 a.m. at the Central Greene School District Administrative Offices, 250 S Cumberland St, Waynesburg, PA 15370. Each district’s Superintendent, Transportation Coordinator, and Business Manager will attend. All vendors intending to submit a proposal must attend this pre-bid meeting; failure to do so will disqualify the vendor from submitting a proposal
2. Submit two (2) signed hard copies (1 original, 1 duplicate) and one (1) electronic copy (USB drive or secure digital link) of **your sealed bid proposal**.
3. Proof that the contractor is financially solvent; submit most recent annual financial statements with comparison statements from previous 3 years
4. Proposals must be received by October 9th, 2025 at 1:00 PM, clearly labeled “Joint Transportation RFP” and addressed to:

Joint Transportation Services – RFP Submission
C/O Administrative Offices
Central Greene School District
250 S Cumberland St., Waynesburg, PA, 15370

3. Proposals must include:
 - Completed and signed RFP form
 - Non-collusion affidavit
 - At least 7 years of relevant student transportation experience
 - Client list with contact information and years of service
 - Three letters of reference from school districts(not involved in this joint transportation project) or from organizations with equivalent experience in a related field providing quality transportation services.
 - Current company handbook and employee code of conduct
 - Financial statements for the past three (3) years
 - Bid bond of 5% of the first-year proposed total
4. Proposal must be valid for ninety (90) days post-submission.

5. Proposals received after the deadline may be disqualified.

SECTION C – SCOPE OF SERVICES

1. Contractor shall provide:
 - Daily transportation of public, private, parochial, and charter students
 - Transportation up to ten (10) miles beyond district boundaries per Act 372
 - Services for special education students, including those requiring aides or equipment
 - Transportation for Career & Technical Education (CTE) centers
 - Athletic, activity, and field trip transportation
 - Summer, Extended School Year (ESY), and out-of-session needs
2. Contractor responsibilities include:
 - Route design in collaboration with districts
 - Vehicle acquisition, maintenance, and compliance
 - Provision and management of drivers, aides, and mechanics
 - Deployment of all technology, software, and safety tools as required
 - Accurate and timely communication with families
3. All services must comply with federal/state regulations including but not limited to:
 - PA School Code
 - PA DOT regulations
 - IDEA requirements (for special education)
 - Board-adopted transportation policies of each district

SECTION D – VEHICLES AND EQUIPMENT

1. All vehicles must meet or exceed Pennsylvania Department of Transportation and Federal Motor Carrier Safety Administration standards.
2. Vehicles must be maintained in good mechanical, sanitary, and visual condition.
3. Equipment required on each vehicle:
 - Two-way radios or real-time communication systems
 - GPS tracking with parent portal access
 - Video monitoring systems (multi-camera)
 - Child-check alarm system
 - Emergency equipment: first aid kit, fire extinguisher, spill kit, reflective triangles
4. Age limits:
 - Daily-use buses: Max 8 years
 - Spare vehicles: Max 10 years
 - Each district's fleet must maintain spare vehicles equal to at least 10% of the total number of vehicles assigned to that district.
 - All buses, including spare vehicles, must meet the requirements necessary to qualify for Pennsylvania Department of Education (PDE) transportation reimbursement.
5. Acceptable fuel types include diesel (preferred), gasoline (preferred), propane, and CNG.
6. Vehicles must have appropriate signage and numbering.
7. GPS must be compatible with district software, if possible.

SECTION E – SAFETY AND ROUTING

1. Drivers must stop fully at all railroad crossings.
2. Elementary students (PreK–4) must not be dropped off without an adult or responsible sibling present.

3. Drivers must obey all posted speed limits and adjust for weather and road conditions.
4. Bus stop changes must be approved by the district.
5. Route data, schedules, and rosters must be submitted 15 days prior to the start of school.
6. Monthly safety and route adherence reports are required.

SECTION F – PERSONNEL REQUIREMENTS

1. Driver qualifications:
 - Valid CDL with S and P endorsements
 - Current Act 34, 114, 151, and 168 clearances
 - Annual physical examination
 - Drug and alcohol screening per DOT standards
2. Contractor shall:
 - Maintain adequate number of substitute drivers
 - Ensure all drivers are trained and professional in appearance
 - Assign Management Staff
 1. The Contractor shall designate a qualified local manager responsible for the daily operation of student transportation services across Central Greene, Carmichaels, and Jefferson-Morgan School Districts. This individual must be authorized to act on behalf of the Contractor in all matters related to contract execution. All communications provided to the manager will carry the same authority as if delivered to the Contractor. The manager and their designated team must remain on duty until all students have been safely transported to their designated locations each day. The manager shall maintain 24-hour availability via a mobile phone, with contact information shared with all three participating school districts. The manager must respond to inquiries from district personnel and parents, and coordinate with drivers, aides, and school administrators as necessary to resolve any operational

issues in a timely and effective manner. A resume or credential summary of the proposed manager must be included in the submitted proposal.

2. The participating school districts, through the Joint Transportation Committee, reserve the right to interview the proposed manager and other key personnel prior to the award of the contract.
3. The appointment of the manager is subject to final approval by the Joint Transportation Committee of the participating districts, which retains the right to reject any candidate proposed by the Contractor.
4. The Contractor must also provide all necessary management support services required to fulfill the terms of this agreement. This includes, but is not limited to, personnel management, licensing compliance, employee training, operational supervision, and performance evaluation.
3. Drivers must complete pre- and post-trip inspections and report issues.
4. Bus aides will be assigned as needed and shall be employees of the Contractor. Assignment of a bus aide must be approved by the Special Education Director of each participating school district and will be based on either an Individualized Education Program (IEP) team decision or a school-approved safety determination.
5. Substitute drivers must be fully trained on routes and protocols.
6. All personnel, including dispatch, drivers, aides, managers, and supervisors, must be approved by the Board of Education of each participating school district prior to providing any services under this contract.

SECTION G – TRAINING AND COMPLIANCE

1. Contractor shall conduct:
 - New driver orientation
 - Annual safety and policy training
 - First aid, seizure, and IEP accommodation training
 - Mandated reporter and bullying prevention education

2. Additional training for special needs transportation.
 - The Contractor shall provide, at its own expense, all necessary training to its personnel, as well as to any aides hired or contracted by the participating school districts to support students with special needs. Drivers assigned to transport students with disabilities, those receiving special education services, or those in early intervention programs must receive specialized training in techniques for safely and appropriately managing these students. To support this training, the participating school districts may offer training opportunities and resources, which may be utilized by the Contractor at its own cost. Each district also reserves the right to assign its own personnel to these vehicles to assist students as needed for physical, emotional, or behavioral support.
3. Special Circumstance Training
 - The Contractor shall, at its own expense, provide all necessary training in coordination with the participating school districts for situations involving the appropriate handling of students and equipment in cases such as allergies or other specific medical or behavioral conditions.
 - For example, if a student with autism requires a harness restraint for safe transportation, the Contractor must ensure that all drivers and aides assigned to that student receive specialized training. This training should cover how to properly secure the harness, support the student's sensory and behavioral needs during the ride, and implement de-escalation strategies to promote a safe and calming environment on the bus. All training should be coordinated with the student's IEP team and district personnel to ensure consistency and dignity in the student's daily transportation experience.
4. Training documentation must be retained and available for district review.
 - Failure to comply with the testing and training requirements outlined in this section shall be considered a material breach of contract. Any participating district reserves the right to terminate the agreement with the Contractor upon written notice for such noncompliance.

SECTION H – INSURANCE REQUIREMENTS

1. Required coverages:

- General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate
 - Auto Liability: \$1,000,000
 - Umbrella/Excess: \$5,000,000
 - Workers' Comp: Statutory
 - Sexual Misconduct: \$1,000,000 per occurrence / \$5,000,000 aggregate
2. Policies must:
- Name all three districts as additional insureds
 - Provide 30-day cancellation notice
 - Be issued by AM Best "A" rated carriers
3. Proof of insurance must be provided before service start and annually.

SECTION I – PERFORMANCE BOND AND TERMINATION

1. Annual performance bond: 75% of that year's contract value.
2. Deadline: Within 10 days of award and annually before service starts.
3. Failures to perform may result in:
 - Payment withholding
 - \$1,000 daily penalties
 - Emergency replacement service billed to contractor
4. "Failure to perform" includes:
 - Chronically understaffed or unable to provide extracurricular or athletic runs on a consistent basis
 - Chronic lateness
 - Unauthorized route changes
 - Safety non-compliance
 - Unqualified or unapproved staff

SECTION J – PROPOSAL EVALUATION

- Experience & References: 20%
- Fleet Age and Equipment: 15%
- Staffing and Supervision Plan: 15%
- Safety, Technology & Training: 20%
- Cost Proposal: 20%
- Proposal Completeness: 10%

SECTION K – CONTRACT AWARD

1. The school districts reserve the right to:
 - Reject any or all proposals
 - Modify the RFP
 - Award in full or part, based on best value
2. Final approval is contingent on board approval from all three districts.

SECTION L – EMERGENCY DRILLS

1. Frequency of Drills
 - The contractor must conduct emergency evacuation drills twice annually, as mandated by Pennsylvania school transportation laws.
2. Documentation
 - Records of drill participation and outcomes must be submitted to each district within five (5) business days of the drill.
3. Driver and Aide Training
 - Drivers and aides must be trained in evacuation procedures as part of their annual training.

SECTION M – WEATHER ADVISORY AND DELAY PROCEDURES

1. Authority for Weather Decisions
 - The superintendent or their designee for each district has sole authority to delay, dismiss early, or cancel school transportation due to inclement weather.
2. Road Condition Monitoring
 - The contractor must participate in road checks when requested and report unsafe conditions by 5:30 AM.
3. Winterization and Preparation
 - All vehicles must be winterized, equipped with traction aids, and started early on cold-weather days.

SECTION N – PAYMENT FOR SERVICES

1. Payment Schedule
 - Each district will pay the contractor monthly based on approved invoices submitted no later than the fifth (30th) business day of the following month.
2. Invoice Requirements
 - Invoices must include detailed route logs, trip descriptions, and proof of service.
3. Payment Withholding
 - Payments may be withheld in cases of service deficiencies or incomplete documentation.
4. Additional Provision – Non-Payment on Non-Instructional Days
 - The participating school districts will not be responsible for payment on days when school is not in session, including but not limited to: professional development days, weather-related closures, holidays, remote learning days, Flexible Instructional Days (FIDs), Pandemics or other unscheduled or unforeseen cancellations. Transportation

services not performed on these days due to district calendar or emergency circumstances shall not be invoiced or paid.

SECTION O – FACILITIES, FUEL, AND PARK OUTS

1. Facilities

- The Contractor shall maintain a primary terminal and any necessary satellite locations positioned to ensure a vehicle emergency response time of no more than thirty (30) minutes to any of the participating districts—Central Greene, Carmichaels, and Jefferson-Morgan. These locations must be strategically situated to minimize mileage incurred without students onboard and to support efficient daily operations. Fuel Requirements

The primary terminal must include:

1. Secure parking for the contracted fleet
 2. On-site fueling capabilities or access to a fueling facility that ensures uninterrupted service;
 3. Facilities for vehicle maintenance and inspections;
 4. Office space for management and administrative personnel.
- The office must be equipped with a functional two-way communication system capable of maintaining real-time contact with drivers. It must also include standard office equipment and reliable internet connectivity to ensure seamless coordination and communication with the participating school districts.

2. Fuel Storage

- The Contractor shall be responsible for storing all fuel required to operate student transportation services for Central Greene, Carmichaels, and Jefferson-Morgan School Districts.
- All costs associated with the purchase, storage, maintenance, and insurance of fuel and fuel storage tanks shall be borne by the Contractor.

- The Contractor must implement a secure fuel management system that ensures fuel is used exclusively for vehicles assigned to the participating districts and protected from unauthorized use.
 - Monthly fuel usage reports shall be submitted to each district no later than five (15) business days after the end of each month. Reports must include:
 1. Fuel types and quantities used;
 2. Certification that all fuel was used for authorized student transportation;
 3. Identification of any non-district fuel usage, which must be reimbursed at the actual district cost.
 - The Contractor must notify the respective district of any fuel vendor delivery within one (1) school day of receipt.
 - Fuel storage and handling must comply with all applicable federal and state laws and regulations.
 - Under no circumstances shall a driver fuel a vehicle while students are on board.
 - Fuel for services under this agreement will be supplied by the participating school districts. The Contractor will be charged One hundred percent (100%) of the total cost of fuel, with this amount deducted from the Contractor's monthly payments.
 - The Contractor must maintain accurate and complete records of fuel consumption related to the execution of services under this contract.
3. Park Outs
- Drivers may park buses at home ("park outs") with prior district approval based on geographic efficiency.

SECTION S – MISCELLANEOUS

1. Unauthorized Passengers: No person other than approved personnel and enrolled students may ride in district-contracted vehicles without prior written authorization from the district.

2. Non-Collusion Affidavit: Each proposal must include a signed and notarized Non-Collusion Affidavit affirming that the bid is made without collusion or fraud.

SECTION T – AWARD

The school boards of Central Greene, Carmichaels, and Jefferson-Morgan School Districts are not obligated to award based solely on the lowest price. The districts reserve the right to reject any or all proposals or modify terms to protect the districts' interests. Any modifications deemed unacceptable by a proposer shall release them from obligation. The final decision will consider safety, experience, reliability, and cost-effectiveness.

All personnel must be board-approved by each district's school board.

SECTION U- RIGHT TO CONTRACT WITH OTHERS

1. Separate Contracts
 - Districts retain the right to contract separately for specialized or temporary transportation services.
2. No Obligation to Award All Services

This RFP does not obligate districts to award all transportation services to one Contractor

SECTION V- FINAL TERMS

1. Personnel Approval
 - All personnel assigned to routes must be formally approved by each school board.
2. Amendment or Cancellation
 - The districts may amend or cancel the RFP prior to contract award.
3. Incorporation of Documents
 - This RFP and the selected contractor's proposal shall be incorporated into the final contract.

FAILURE TO PERFORM

Failure to perform includes but is not limited to:

- Chronic understaffing
- Inability to provide substitute drivers
- Inability to provide athletic or extracurricular runs on a consistent basis
- Inability to provide transportation for specialized placements or out-of-district McKinney-Vento students

These issues may result in termination, financial penalties, or other remedies deemed appropriate by the districts.