REQUEST FOR PROPOSALS
RFP NO. 026-013-01

Transportation Services for Frank Otis Elementary –
Students Transportation to and from
Temporary Campus

ALAMEDA UNIFIED SCHOOL DISTRICT
REQUEST FOR PROPOSAL - RFP NO. 026-013-01
Transportation Services for Frank Otis Elementary – Students Transportation to and from Temporary Campus

NOTICE IS HEREBY GIVEN that the Alameda Unified School District (hereinafter referred to as "DISTRICT") invites and will receive sealed proposals from interested and qualified vendors for the provision of Transportation Services beginning August 11, 2026.

The RFP package will be posted on the Fiscal Services page of the DISTRICT's website beginning **November 7, 2025**, and may be accessed at https://www.alamedaunified.org/departments/fiscal-services/current-bids. Sealed proposals must be clearly marked with RFP number and title and delivered to:

Alameda Unified School District
Attn: Fiscal Services Department
2060 Challenger Drive
Alameda, CA 94501

and received no later than **2:00 P.M. PST on December 12, 2025**. Proposals received after the scheduled deadline will be returned unopened. Proposals must bear original signatures and figures.

The DISTRICT reserves the right to accept or reject any and all proposals and to waive any informality in bidding as deemed to be in the best interest of the DISTRICT. Proposals will remain open and valid for ninety (90) days after the date set for the opening. Any bidder may withdraw his/her proposal, either personally or by written request, prior to the scheduled closing time for receipt of proposals. No objections concerning the application, meaning, or interpretation of these specifications will be considered after the opening of the subject proposals.

Shariq Khan
Assistant Superintendent, Business Services

Legal – East Bay Times
Publish Dates: **11/07/25 and 11/14/25**

REQUEST FOR PROPOSAL

Alameda Unified School District

TENTATIVE SCHEDULE

1. Advertising Dates	11/07/25 & 11/14/25
2. Bid Release Date	11/07/25
3. Questions Due from Bidders	12/01/25 by 2:00 pm
4. Answers Posted	12/03/25 by 2:00 pm
5. Bid Due Date	12/12/25 by 2:00 pm
5. Interviews (if deemed necessary)	Week of 12/15
6. Notice of Intent to Award	12/19/25 by 2:00 pm
7. Protest Period Ends	01/02/26 by 2:00 pm
8. Governing Board-Bid Award	01/13/26
9. Contract Start Date	08/11/26

INFORMATION FOR BIDDERS

STATEMENT OF INTENT

Alameda Unified School District ("DISTRICT" or "AUSD") is issuing this Request for Proposal (RFP) to interested and qualified transportation providers (at times referred to as "Contractor," "Bidder," or "Vendor") for furnishing Student Transportation Services. It is the intent of DISTRICT to enter into a contractual agreement with a term of two (2) years, for the period August 11, 2026 through June 8, 2028, and reserves the rights to award the contract to more than one (1) Vendor.

DISTRICT will be constructing a new main school building at Otis Elementary as part of its Measure B Bond program. This project shall commence in the summer of 2026 with estimated completion of summer 2028. This project will require the students of Otis Elementary to be served at the DISTRICTS' Temporary Campus. The base bid services shall consist of furnishing bus transportation on a daily basis as required for pupils and other persons designated by the DISTRICT from Otis Elementary located at **3010 Fillmore Street, Alameda, CA 94501 to its Temporary Campus located at 1801 Sandcreek Way, Alameda, CA 94501 a distance of 1.4 miles.** The DISTRICT reserves the right to change school hours, adjust starting and dismissal times, increase or decrease service and to make increases or decreases in the number of students. For the purposes of this Proposal the Bidder should consider that plans presently call for the transportation of up to 300+ students. Please see Attachment C for details to assist in providing a proposal.

A submittal must contain: Bidder's Bond ($50,000) , a completed Proposal Questionnaire, Attachment "A" , a completed Proposal Form Price Schedule, Attachment "B", a Non-Collusion Affidavit, Attachment "D", the Iran Contracting Act Certification, Attachment "E", and Certificates of Insurance.

TIMELY RECEIPT OF BID PROPOSAL PACKAGES

SEALED proposals must be **received** by DISTRICT no later than 2:00 pm PST on Friday, December 12, 2025. One (1) original and three (3) paper copies of the proposal must be submitted together, one (1) electronic copy on a USB flash drive. Any proposal received after this time will be rejected and returned unopened. Electronic copies will not be accepted. Incomplete proposals may be deemed non-responsive and therefore not considered. The DISTRICT assumes no responsibility for delay in delivery of the proposal either by the United States Post Office or overnight package delivery services.

If submission time is a factor, the DISTRICT encourages hand delivery of the proposal to:

Alameda Unified School District
Attn: Fiscal Services Department
2060 Challenger Drive
Alameda, CA 94501

Envelopes containing proposals should be clearly marked with the bidder's name and address and the words: "**RFP NO. 026-013-01, Transportation Services – Frank Otis Elementary School".**

WITHDRAWAL OF PROPOSAL

Any Bidder may withdraw his or her proposal, either personally or by written request, at any time prior to the scheduled time for receipt of proposals. A successful Bidder shall not be relieved of the proposal submitted without DISTRICT'S consent or Bidder's recourse pursuant to Public Contract Code Section 5100 et seq.

DETERMINATION OF AWARD

The DISTRICT reserves the right to reject any or all proposals and to waive any immaterial irregularities in the proposal process or any proposal. The DISTRICT also reserves the right to select any proposal or combination of proposals which the DISTRICT believes is in the best interest of the DISTRICT and its student population and which may not provide the lowest price(s) submitted. The DISTRICT may negotiate the terms of the contract, including but not limited to pricing, with the selected VENDORS prior to entering into a contract. Proposals and any other information submitted by BIDDERS in response to this RFP shall become the property of the DISTRICT. Notwithstanding any indication by BIDDER of confidential contents, and with the exception of bona fide confidential information, contents of proposals are public documents subject to disclosure under the California Public Records Act after award. The DISTRICT will award the bid to the lowest responsive Bidder(s) who best satisfies the terms, bid specifications, and conditions contained in this RFP, and the special education student transportation requirements of the DISTRICT. The DISTRICT reserves the right to reject the Bid Proposal Package submitted by any bidder who in its opinion has previously failed to perform satisfactorily when providing services of a similar nature to any other school district or county.

This solicitation shall not be construed in any manner to be an obligation by the DISTRICT to enter into an agreement with any proposer or to reimburse any firm for costs incurred in submitting a proposal. The DISTRICT reserves the right to cancel or revise in part or in its entirety this RFP. If the DISTRICT cancels or revises this RFP, all respondents will be notified by an addenda posted on the DISTRICT website. The DISTRICT also reserves the right to extend the date responses are due and/or to alter any of the key dates set forth above.

The DISTRICT reserves the right to issue other contracts to meet its transportation requirements. Contract award does not preclude the DISTRICT from using other service providers for the same contracted services as those secured through this RFP. The underlying principle of the RFP is best value. Best Value is determined through a process that evaluates strengths, weaknesses, risks and exemplary customer service.

INTERIM QUESTIONS DURING BID PREPARATION PERIOD

Questions related to this RFP should be submitted in writing to Marilou Tirona, Fiscal Services Department, at mtirona@alamedaunified.org no later than December 1, 2025 at 2:00 pm PST. Specify "RFP# 026-013-01 Students Transportation RFP" in the subject line. Answers will be posted under "Current Bids" on the Fiscal Department webpage on the DISTRICT website at https://www.alamedaunified.org/departments/fiscal-services/current-bids by 2:00 pm on December 3, 2025. Vendors are responsible for checking this page for additional information prior to submitting proposals.

Proposers are not to contact any other DISTRICT employees or members of the Board of Education about this RFP or the selection process. Any Proposers who violate this request may be disqualified from further consideration.

BID BOND

A bid bond or cashier's check in the amount of $50,000 (fifty thousand dollars) payable to the Alameda Unified School DISTRICT shall be required with each sealed bid submittal. The check or bond shall be given as a guarantee that the bidder will enter into a contract to perform the required services according to the bid specifications and will be declared forfeited if the bidder refuses, neglects or otherwise fails to enter into a contract after the award is made. Failure to provide bid security in the proper amount may result in rejection of the bid.

PERFORMANCE BOND

The successful Bidder, simultaneously, with the award of the contract, shall be required to submit a surety bond in an amount of one hundred percent (100%) of the estimated annual contract price for the first-year performance of the contract. A Bidder's failure to submit the performance bond in suitable form may result in forfeiture of the bid security. Said bond is to be secured from a California Admitted Surety Company satisfactory to the governing Board of the DISTRICT. Said bond and proof of insurance shall be provided to the DISTRICT within ten (10) calendar days from the date of the Notice of Award and annually thereafter, as appropriate.

DELIVERY DATE

Barring any unforeseen circumstances, DISTRICT intends to have Transportation Services fully operational by August 11, 2026.

MANUFACTURER NAMES

The use of the name of a manufacturer or any special brand, make, or model or trademark name in describing any item in this RFP does not restrict Bidders to that manufacturer or specific article. They are being used to indicate the quality and utility of the article described, but the items on which the quotations are submitted must in all cases be equal to or exceed in quality and utility to those referred.

RFP NEGOTIATIONS

A bid response to any specific item of this RFP with the terms such as: "negotiate," "will negotiate," or similar words or phrases will be considered as non-compliant with that specific item.

INVOICE PAYMENTS

Payments for services under the contract shall be made after service is completed. A listing of late trips and missed trips must accompany the invoice. Monthly invoices shall be submitted to Fiscal Services-Accounts Payable or emailed to accountspayable@alamedaunified.org. Each Invoice submitted for payment must contain the correct DISTRICT Purchase Order (PO) number, as the DISTRICT may require multiple POs per funding structure.

BIDDER'S SIGNATURE AND AUTHORITY

Each Bid must provide the full business address of the Bidder and be signed by Bidder with Bidder's usual signature. All required signatures must be in longhand. The name of the person signing shall also be typed or printed below the signature. If the bid is made by an individual, this person's name, signature, and post office address must be shown; if made by a firm or partnership, the name and post office address of the firm or partnership, a list of the general partners, and the signature of a least one of the general partners must be shown; if made by a corporation, the bid shall show the name of the state under the laws of which the corporation is chartered, the name and post office address of the corporation, and the title of the person(s) who sign(s) on behalf of the corporation. If the bid is made by the corporation, a certified copy of the bylaws or resolution of the Board of Directors of the corporation shall be furnished, upon request, showing the authority of the officer signing the bid to execute Contracts on behalf of the corporation. If the bid is made by a joint venture, the bid shall be signed by a representative of one of the joint venture firms. Additionally, the bid shall include a copy of the resolution or agreement empowering the representative to execute the bid and bind the joint venture.

GENERAL INSTRUCTIONS FOR BID SUBMITTAL

GENERAL INSTRUCTIONS FOR BID SUBMITTAL

DEFINITIONS

Except as otherwise specifically provided, definitions set forth in the General Conditions or in other contract Documents are applicable to all Bidding Documents.

The term "Addenda" means written or graphic instruments issued by DISTRICT prior to the Bid Deadline which modify or interpret the Bidding Documents by additions, deletions, clarifications or corrections.

The term "Bid Deadline" means the date and time designated in the Advertisement for Bids as the last date and time for receipt of Bids, as may be revised by Addenda.

The term "Bidder" means a person or business entity that submits a Bid.

The term “Contractor” means the successful bidder.

The term "Bidding Documents" means the transportation documents prepared and issued for bidding purposes including all Addenda thereto.

The terms "Agreement" or "Contract" means the Agreement for Special Education Student Transportation Services.

The terms "Request For Proposal", "Bidding Instructions" or "Bid Documents" means these instructions, all attachments and any Addenda hereto.

A. USE OF ALAMEDA UNIFIED SCHOOL DISTRICT DOCUMENTS

Bid submittals must be made on forms or in the format provided in this "Request For Proposals" ("RFP"). The reproduction of said documents is permitted so long as reproduced copies are exactly the same in size, format and content as the forms prepared by the DISTRICT.. Any proposal submitted in altered form may result in rejection of such proposal at the discretion of the DISTRICT.

B. INSPECTION. INTERPRETATION AND/OR CORRECTION OF DOCUMENTS

1. Each Bidder receiving DISTRICT Bid Documents is responsible for inspection of said documents for missing or illegible pages, or other indications of incomplete information provided to the Bidder.

2. The failure or neglect of any Bidder to receive or examine any contract document form, instrument, addendum, or other document shall in no way relieve any Bidder from

obligations with respect to his or her proposal. The submission of a proposal shall be taken as prima facie evidence of compliance with this section.

3. Bidder shall report to the DISTRICT any errors, inconsistencies, or ambiguities discovered after Bidder's examination of the Bidding Documents.

4. Requests for clarification or interpretation of the Bidding Documents must be in writing by 2:00 pm PST on December 01, 2025 and addressed only to:

Alameda Unified School District
Attn: Marilou Tirona
2060 Challenger Drive
Alameda, CA 94501
Phone: (510) 337-7000 ext. 77087
Fax: (510) 522-8274
Email: mtirona@alamedaunified.org

Specify "RFP #026-013-01 Transportation Services" in the subject line.

5. Clarifications, interpretations, corrections, and changes to the Bidding Documents will be made by Addenda and posted to the DISTRICT website. Clarifications, interpretations, corrections, and changes to the Bidding Documents made in any other manner shall not be binding and Bidders shall not be entitled to reasonably rely upon them. Oral responses to a Bidder's question will not be binding on DISTRICT.

C. BIDDING PROCEDURES

1. Each Bidder must submit his/her Bid Proposal Package in the format prescribed herein. A complete package must include One (1) original and three (3) paper copies and one (1) copy on a flash drive of the following documents:

LIST OF REQUIRED SUBMITTALS
Transportation Services – Frank Otis Elementary School
RFP# 026-013-01

Note: The following items must be filled in completely with appropriate signatures and submitted with your bid. Failure to submit any of the required materials will be non-responsive to the bid requirements and may be grounds for disqualification.

- Bidder's Bond ($50,000) _____
- Proposal Questionnaire, Attachment "A" _____
- Proposal Form Price Schedule, Attachment "B" _____
- Non-Collusion Affidavit, Attachment "D" _____
- Iran Contracting Act Certification, Attachment "E" _____
- Certificates of Insurance _____
  Evidencing General & Auto Liability, Workers' Compensation, Property Insurance and Sexual Misconduct coverage as required, (Detailed under General Instructions for Bid Submittal, Section R. INSURANCE COVERAGE)
- Flash Drive with Electronic version of proposal _____

2. Bidders shall use a complete set of Bid Documents in preparing Bids. Bids which are incomplete shall be rejected.

3. Bids shall be submitted on the Bid Forms included in the Bidding Documents. Bids not submitted on DISTRICT Bid Forms shall be rejected.

4. All blanks on the Bid Form must be filled in legible ink or type. All numbers must be stated in words and figures.

5. The right is reserved, as the interests of the DISTRICT may require, to revise or amend the specifications prior to the date set for submittal of proposals. Such revisions and amendments, if any, will be announced by an Addendum or Addenda to this Request for Proposal. If the revisions and amendments are of a nature which require material changes in quantities or prices proposed or both, the date set for the submittal of proposals may be postponed by such number of days as in the opinion of the DISTRICT will enable Bidders to revise their proposals. In such cases, the Addendum will include an announcement of the new date for submittal of proposals.

6. No bid will be considered which makes exceptions, changes, or in any manner makes reservations to the terms of the Bidding Documents.

7. The Bid Forms shall be signed, and all other required Bidding Documents shall be initialed, by a person or people legally authorized to bind Bidder to the Agreement. Failure to sign and date the declaration on the Proposal Questionnaire will cause the Bid to be rejected.

8. Bids shall be enclosed in a sealed opaque envelope or box, and clearly marked: "**RFP# 026-013-01, Transportation Services – Frank Otis Elementary School** ". The envelope shall be addressed to:
   Alameda Unified School District
   Attn: Fiscal Services Department
   2060 Challenger Drive, Alameda, CA 94501
   The envelope shall be identified with the RFP number, Bidder's name and address.

9. Bids shall be received at the designated location on or before the Bid Deadline as set forth in the "Request for Proposal" document. Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids. A Bid received after the Bid Deadline will be returned to the Bidder unopened.

10. Bids transmitted orally, by facsimile or by electronic mail are invalid and will not be accepted.

D. BIDDER'S REPRESENTATIONS

Bidder, by making a Bid, represents that:

1. Bidder has read, understood, and made the Bid in accordance with the provisions of the Bidding Documents.

2. The Bid is based upon the materials, equipment, and systems required by the Bidding Documents with no exceptions.

3. At the time of the submission of the Bid, Bidder shall have the appropriate current licenses issued by the State of California.

4. Bidder has read and shall abide by the nondiscrimination requirements contained in the Bidding Documents.

5. Bidder has the expertise and financial capacity to perform and complete all obligations under the Bidding Documents.

6. The person executing the Bid Forms is duly authorized and empowered to execute the Bid Forms on behalf of Bidder.

7. Bidder is aware of and, if awarded the Agreement, will comply with applicable Federal, State and Local laws, regulations and other requirements.

E. ERASURES OR CORRECTIONS TO ENTRIES

1. A bid submittal that contains any erasures, strike-over or other corrections of entries that impair accurate interpretation of the entry and understanding of the bid proposal may be rejected as non-responsive.

2. If correction of an unintended entry is desired, such correction must be legible and clearly authenticated by initials of the person signing the proposal. Illegible or unauthenticated corrections may result in rejection of the proposal at the discretion of the DISTRICT.

F. WITHDRAWAL OR AMENDMENT OF SUBMITTED PROPOSAL

Any bid proposal which has been submitted may be withdrawn prior to the scheduled time for receipt of bid proposals. A request to withdraw a bid proposal must be in writing and be received by the DISTRICT prior to the scheduled time for the receipt of bid proposals.

G. AMENDMENT OF SUBMITTED PROPOSAL

No amendment,addendum or modification will be accepted after the bid proposal has been submitted. If a change to a bid proposal that has been submitted is desired, the submitted bid proposal must be withdrawn and the replacement bid proposal submitted prior to the time scheduled for the receipt of bid proposals.

H. EVALUATION AND AWARD OF CONTRACT

The award of the Special Education Student Transportation Services Contract will be made in accordance with the following evaluation criteria:

Cost – 50%

- Competitiveness of pricing
- Value to the DISTRICT

Safety Record & Training Program – 25%

- Safety record and safety program
- Training Program
- Driver Qualification and Screening
- Safety Management
- Maintenance of a safe bus yard
- Fleet Maintenance Quality
- Recordkeeping (e.g., vehicle maintenance & safety/training records)

Experience -- 15%

- Commitment to and history of providing safe, reliable and responsive service
- Proposed supervisory/managerial structure
- Transition process and plan
- Evidence of a corporate culture supporting excellent customer service and responsiveness

References – 10%

- References from other school districts or child-based programming

The Bid Proposal Package will be reviewed by the Contract Committee consisting of designated representatives of the DISTRICT. The Bid Proposal Package will be initially screened for completeness and responsiveness. Those bid proposals determined to be deficient in the opinion of the DISTRICT will be rejected. All data and information in the proposal package will be subject to verification and consideration.

At its discretion, the DISTRICT may eliminate a bid proposal from further consideration if such evaluation determines that the Bidder is incapable of meeting or unlikely to meet the DISTRICT's student transportation needs. Bid proposals that have not been eliminated shall be assigned a rating which will be used in the proposal evaluation process.

One or more members of the DISTRICT Contract Committee may conduct site evaluations for those Bidders not eliminated during the "Bid Proposal Package" evaluation phase. As well, the DISTRICT Contract Committee may contact any references provided by the Bidder, and/or representatives of other School Districts served by the Bidder. Site evaluations will be conducted at the discretion of the DISTRICT Contract Committee of some or all the facilities where the Bidder currently provides pupil transportation services.

I. AWARD OF THE CONTRACT

1. DISTRICT will have the right to reject all Bids for any reason or for no reason at all.

2. DISTRICT will have the right to reject any Bid not accompanied by the required Bid Bond or any other item required by the Bidding Documents, or a Bid which is in any other way materially incomplete or irregular.

3. DISTRICT reserves the right to waive any irregularities in any bid proposal or the bid proposal process. DISTRICT reserves the right to select any bid proposal or combination of proposals which the DISTRICT Contract Committee believes is in the best interest of the DISTRICT and which may not be the lowest responsive bid proposal.

4. The DISTRICT shall send a Notice of Intent to Award letter to the successful bidder. If no bid protests are properly and timely submitted pursuant to Paragraph B of these Instructions, or DISTRICT determines that the submitted bid protests are without merit, DISTRICT will mail, fax or deliver a Notice of Award of Contract to the selected Bidder within ninety (90) days after the date for Receipt of Bid Proposals, or reject all bids. Within ten (10) days after receipt of the Notice of Award of Contract, Bidder shall submit to the DISTRICT all of the following items:

- Two originals of the Agreement signed by Bidder.
- Certificates of Insurance as required under Article 13 of the Contract.
- Two originals of the Bid Bond required under Paragraph J of these Instructions.
- Two originals of the Performance Bond required under Paragraph K of these Instructions.

5. Once the DISTRICT receives all items required by Paragraph C-1, the DISTRICT will sign the Agreement and return a signed copy of the Agreement to Bidder. The Agreement will have no binding effect unless and until it is ratified or approved by the DISTRICT Board of Education.

J. BID BOND

Each Bid shall be accompanied by a bid bond or cashier's check in the amount of $50,000 (fifty thousand dollars) payable to Alameda Unified School District. If the bidder chooses to submit a bid bond, such bond shall be obtained from an insurance organization authorized by the Insurance Commissioner to transact the business of insurance in the State of California at the time of the Bid ("Admitted Surety"). Failure to submit either form of Bid security in the proper amount may result in rejection of the Bid.

The bid security for each proposal remaining under consideration by the DISTRICT will be retained until a Contract has been fully executed, and all bonds and insurance in compliance with the requirements of the Contract provided.

The bid bond or cashier's check is given as a guarantee that the Bidder will timely enter into the Contract, if awarded. In the case of refusal or failure to enter into said Contract within ten (10) calendar days after the DISTRICT provides notification of award of the Contract, the DISTRICT

shall be entitled to declare the bid security forfeited, whereupon the DISTRICT may negotiate the bid security and retain the proceeds as liquidated damages. The DISTRICT may also award the Contract to another Bidder. Notwithstanding the preceding two sentences, the DISTRICT shall be entitled to pursue all other remedies in law or equity to such breach including, but not limited to, seeking recovery of damages for breach of contract. This paragraph shall apply to each successive Bidder awarded the Contract by the DISTRICT.

K. PERFORMANCE BOND

The DISTRICT requires that as a condition for awarding an Agreement, the receipt of a renewable annual Performance Bond naming DISTRICT beneficiary in the amount of one hundred (100) percent of the estimated annual contract price of the first year. The Performance Bond must be issued by an Admitted Surety.

The Performance Bond shall be in a form and content acceptable to the DISTRICT Contract Committee, and shall, at a minimum, secure the faithful performance of the Contract, including without limitation, the complete, timely, and faithful performance of all covenants, conditions, and obligations set forth in or implied from the Agreement and any amendments thereof, in the manner therein specified, and in all respects according to their true intent and meaning.

L. OBTAINING INFORMATION

1. Outside Sources: The DISTRICT reserves the right to obtain from any and all sources, information concerning a Bidder which the DISTRICT Contract Committee deems pertinent to this RFP and to consider such information in evaluating the Bidder's proposal.

2. Inspections: By submitting a Bid Proposal, each Bidder grants the DISTRICT the right to make on-site inspections of the Bidder's facilities and vehicles and any proposed subcontractor facilities and vehicles which the DISTRICT Contract Committee deems pertinent to evaluate the Bidder's proposal and to consider any information received in evaluating the Bidder's proposal.

M. BID PROPOSAL COSTS

The DISTRICT shall not be liable for any cost incurred by a Bidder in the preparation or delivery of its response to this RFP or for any other costs incurred because of this RFP.

N. BID PROPOSAL DISCLOSURE

1. It is the intent of the DISTRICT that all Bid proposals received shall remain confidential until the Contract resulting from this RFP is signed by the DISTRICT and the successful Bidder. Thereafter the proposals shall be deemed public records with the exception of materials exempted by law. However, notwithstanding the foregoing, if a request to inspect any portion of a Bid proposal is received by the DISTRICT before the Contract is signed by the DISTRICT and the successful

Bidder, or if a request to inspect any bidder's financial statement is received by the DISTRICT at any time, the DISTRICT shall proceed in accordance with the procedures set forth in Paragraph N-3 of these Instructions.

2. The DISTRICT will consider a Bidder's request(s) for exemption from disclosure in light of the Public Records Act by which school districts are bound. An assertion by a Bidder that all or part of its proposal is exempt from disclosure will not be honored unless Bidder follows the procedure set forth in the three following sentences of this Paragraph N-2 of these Instructions. If a Bidder desires to claim that portions of its proposal other than its financial statement are exempt from disclosure under the Public Records Act, the Bidder must specifically and particularly identify each of these portions in the transmittal letter. The transmittal letter must clearly and unequivocally identify the page, the particular exemption(s) from disclosure and the contended justification for exemption upon which it is making its claim. Each page, or part thereof, claimed to be exempt from disclosure must be clearly identified by the word "confidential" printed on the lower right-hand corner of the page. No such claim or designation shall in any way bind Alameda shall proceed in accordance with the procedures set forth in Paragraph N-3 of these Instructions if a request is made for any portion of a proposal claimed to be exempt from disclosure.

3. In the event the DISTRICT receives a request to inspect any record prepared in connection with or related to this Agreement, including without limitation any portion of any proposal submitted by any Bidder, the DISTRICT shall give the affected Bidder written notice of that request five (5) days prior to the DISTRICT response to the request. Notwithstanding any other provision of this Agreement, the DISTRICT shall have no obligation to withhold any portion of a proposal, including without limitation a Bidder's financial statement, the disclosure of which is required by law. Bidder shall, at its sole expense, defend itself and the DISTRICT in any lawsuit by a third party to compel disclosure of any portion of a proposal, and shall indemnify and hold the DISTRICT harmless against any judgment, award of costs or litigation expenses, or settlement payment for which the DISTRICT would otherwise be liable as a result of such lawsuit.

4. Until a Contract is signed by the DISTRICT and the successful Bidder, no employee, agent or representative of any Bidder shall make available or discuss its proposal with the news media or press, any elected or appointed official, unless specifically allowed to do so in this RFP or in writing by the DISTRICT.

O. NOTIFICATION

Bidders whose proposals have not been selected for award will be notified in writing within fifteen (15) days of the issuance of the Intent to Award letter.

P. TRANSPORTATION DATA

The 2026–27 academic year will be the first of a two-year transportation service by the DISTRICT to transport students from the existing Otis Elementary School campus to the Temporary Campus. As such, the DISTRICT does not possess historical ridership data to share with bidders. The actual number of buses required will be contingent upon the volume of student enrollment in the District-provided transportation program and as determined by the provider based on best value. Prospective vendors

should anticipate variability in service demand and are advised that final fleet requirements will be determined based on confirmed student participation data collected prior to the commencement of the school year, with final numbers to be confirmed between parties by September 15 of each year. Further information regarding transportation is included as Attachment C of this packet.

Q. INDEMNITY

The selected Bidder shall hold harmless and indemnify Alameda Unified, its Board of Education, officers, agents, and employees from and against every claims or demand which may be made by reason of any injury to person or damage to property sustained by any person, firm or corporation, caused by any negligent act or omission, willful misconduct, or contractual default of the Bidder or of any person, firm, or corporation, directly or indirectly employed by Bidder upon or in connection with its performance under the Agreement. Selected Bidder at its own expense and risk shall defend any legal proceeding that may be brought against Alameda Unified, its Board of Education, officers, agents, and employees, and each of them, on any such claim or demand, and shall satisfy any judgement that may be rendered against Alameda Unified, its Board of Education, officers, agents, and employees. In the event that any such proceeding is brought against Alameda Unified, its Board of Education, officers, agents, and employees on any such claim or demand, selected Bidder shall have the right to select and employ counsel, reasonably acceptable to Alameda Unified, to defend such persons and entities and shall have the right to settle any claims when Bidder, in its sole discretion, deems such a settlement advisable. Alameda Unified, its Board of Education, officers, agents, and employees shall cooperate in all reasonable manners in the defense of such claims.

The duty of the selected Bidder to indemnify and save harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

R. INSURANCE COVERAGE

As a condition of the award, the awarded Bidder shall, at its own cost and expense, procure and maintain in full force and effect for the duration of the Agreement the following insurance coverage with limits not less than those specified below. All insurance shall be placed with insurers admitted to do business in the State of California and rated no less than A- by A.M. Best.

A. Required Coverages and Minimum Limits

1. Commercial General Liability (CGL)

   The awarded Bidder shall maintain commercial general liability insurance with limits of not less than $1,000,000 per occurrence and $2,000,000 general aggregate. Coverage shall include, but not be limited to, bodily injury, personal injury, property damage, premises/operations, products/completed operations, and contractual liability. The policy shall name the District, its officers, employees, and agents as Additional Insureds using ISO Form CG 20 10 (or equivalent), covering both ongoing and completed operations.

2. Automobile Liability

The awarded Bidder shall maintain automobile liability insurance with a combined single limit of not less than $5,000,000 per accident for bodily injury and property damage. Coverage shall apply to all owned, hired, and non-owned vehicles used in the performance of services under this Agreement. The District, its officers, employees, and agents shall be named as Additional Insureds under this policy.

3. Workers' Compensation and Employer's Liability

The awarded Bidder shall maintain workers' compensation insurance as required by the State of California.

4. Sexual Misconduct and Abuse Liability

The awarded Bidder shall maintain coverage for claims arising from sexual abuse, molestation, or misconduct by the Bidder's employees, agents, or volunteers. Coverage may be provided under a separate policy or as an endorsement to the general liability policy and shall carry limits of not less than $1,000,000 per occurrence and $2,000,000 aggregate.

5. Umbrella or Excess Liability

The awarded Bidder may satisfy the above required liability limits with an umbrella or excess liability policy, provided that such policy is follow-form to the underlying liability coverages and includes the same Additional Insured and waiver of subrogation provisions.

B. Evidence of Coverage

- The awarded Bidder shall provide Certificates of Insurance and all required endorsements prior to the commencement of any work or services under the Agreement.
- All required insurance shall be primary and non-contributory with any insurance maintained by the District.

S. PREVAILING LAW

In the event of any conflict or ambiguity between these instructions and Federal, State and Local law or regulations, the latter shall prevail. Additionally, all services to be performed under the bid proposal shall conform to all applicable requirements of Federal, State and Local law.

T. RIGHTS AND REMEDIES IN THE EVENT OF DEFAULT

If the Bidder defaults, by not providing Special Education Student Transportation Services as required by the DISTRICT, the DISTRICT may procure the services from other sources and may recover the loss occasioned thereby from any unpaid balance due to the Bidder or by proceeding against a Bidder's Performance Bonds, if any, or by suit against the Bidder.

U. SPECIAL INSTRUCTIONS

All bid documents submitted automatically become the property of the DISTRICT. The DISTRICT reserves the right in its sole discretion to:

a. Reject or modify any or all bids.
b. Waive any informality, technical defect, or clerical error.

Any information which may have been released either orally or in writing prior to the issuance of the RFP shall be deemed preliminary in nature and bind neither the DISTRICT nor Bidder.

V. NON-COLLUSION

See Attachment D.

6. FILING OF BID PROTESTS

1. Bidders may file a protest of a contract award with DISTRICT. The protest must be filed in writing within five (5) business days after DISTRICT issues a Notice of Intent to Award Contract.

2. In order for a Bidder's protest to be considered valid, the protest must:
- Be filed timely and in writing as detailed in this Article.
- Clearly identify in detail the specific issues related to the bid protest.
- Clearly identify in detail the specific DISTRICT recommendation or action being protested.
- Clearly identify in detail the specific grounds of the protest and all facts supporting the particular protest.
- Include all relevant and supporting documentation with the protest at the time of filing.

3. If the bid protest does not comply with each and every one of the requirements set forth in this Paragraph, it will be rejected as invalid.

4. If a protest is valid, the DISTRICT shall review the basis of the protest, along with all relevant information and documents, and will provide the protesting bidder a written decision.

5. The DISTRICT will not execute an Agreement with the successful Bidder and shall be excused from its obligation until the DISTRICT issues its written decision(s) on all bid protests.

Reference: Public Contract Code section 7106
Code of Civil Procedure section 2015.5

SCOPE OF WORK

The CONTRACTOR will furnish DISTRICT with the required number of appropriately licensed/permitted vehicles, administrative and support staff, and supplies for transporting students to and from:

Frank Otis Elementary School
3010 Filmore St,
Alameda, CA 94501
and
Temporary Campus
1801 Sandcreek Way,
Alameda, CA 94501

The DISTRICT reserves the right to change school hours, adjust starting and dismissal times, increase or decrease the number and type of vehicles required.

The Bidder who is awarded this contract (CONTRACTOR) will be responsible for the following:

A) SERVICE: The term "Service," as used in this document, shall refer to the provision of all necessary vehicles, qualified personnel, and operational support by the awarded contractor to transport students safely and reliably. "Daily service" shall mean transportation provided each instructional day of the 2026–27 and 2027-28 school year, with students being transported from a designated location near the current Otis Elementary School Campus to the Temporary Campus in the morning and returned to the same location in the afternoon. The specific pick-up and drop-off location(s) have not yet been finalized; however, they will be situated within a reasonable distance of the existing Otis Campus to ensure accessibility for families. The contractor shall work in close coordination with the DISTRICT and California Highway Patrol (CHP) to identify and confirm these location(s), and shall assist in obtaining any required regulatory approvals or permits necessary to establish compliant and safe student loading and unloading zones.

B) ROUTING: Bus Route will be efficient and direct and made to accommodate the greatest number of students to and from Otis Elementary School to the Temporary Campus. The transportation route between the current Otis Elementary School Campus and the designated Temporary campus is approximately 1.5 miles each way. Depending on the total number of students who enroll in the DISTRICT-provided transportation service, the awarded contractor may be required to operate one or more buses, with each vehicle potentially making one or multiple trips in each direction per school day. The contractor, in collaboration with the DISTRICT, will be responsible for designing efficient and compliant routes that ensure all students arrive at the Temporary Campus no more than 35 minutes prior to the scheduled start of the school day. In the event that multiple trips are necessary to accommodate all students, the DISTRICT reserves the right to implement a staggered transportation schedule, assigning specific pick-up and drop-off times to students accordingly. The final routing plan will be subject to DISTRICT approval and may be adjusted based on actual ridership and operational considerations.

A general route map is provided as part of Attachment C to illustrate the approximate travel corridor between the Otis Elementary School and the Temporary Campus. Contractors should consider local traffic patterns, school start/end times, and potential congestion points when proposing routing and scheduling solutions. The DISTRICT requires the use of a system to track live attendance on each bus.

C) The DISTRICT will:

1. Establish arrival and departure times at school
2. Provide timely information with respect to minimum.modified day schedule (current year schedule provided as an example in Attachment C).

D) SEAT BELTS: Furnish all vehicles with a fully operational seat belt for each passenger and driver. The CONTRACTOR shall at all times provide for the safety and welfare of the students transported.

E) AUTHORIZED PASSENGERS: Deny transportation of person other than an enrolled pupil or an employee of the DISTRICT or CONTRACTOR without first obtaining the DISTRICT's permission.

F) ATTENDANCE: Take daily attendance on an automated system with a time stamp on both the morning and afternoon routes and provide attendance data to the DISTRICT. Notify DISTRICT of any student who is absent for three (3) days without an excuse from the parent/guardian or DISTRICT.

G) COMPLIANCE: Secure, maintain and enforce for itself and its employees and agents, such licenses and permits as are required by law for furnishing the services herein specified and to comply with all laws, regulations, and provisions of the California Vehicle code, the Education Code, the Government Code, all other governmental agencies, the DISTRICT, and the bus manufacturer's specifications relating to the transportation of pupils and the use and operation of all busses and equipment.

CONTRACTOR must also comply with all federal, state and local laws and regulations, statutes, ordinances, and rules applicable to a CONTRACTOR's performance under the contract, including but not limited to: licensing, employment and purchasing practices, and wages, hours and conditions of employment, including non-discrimination.

H) ACCIDENT RECORDS: All Accidents shall be reported to the DISTRICT immediately. Internal communication problems shall in no way relieve the CONTRACTOR of its obligation to provide sufficient information and advance notifications to the DISTRICT as specified in Sections 3.3.1 and 3.3.2 of the Passenger Transportations Safety Handbook published by the California Highway Patrol. Keep complete and accurate records of all reportable accidents (as defined by law including but not limited to Title 13 of the California Code of Regulations section 1219a) involving the CONTRACTOR'S equipment or

personnel while operating for DISTRICT. A preliminary oral report shall be made to DISTRICT within thirty (30) minutes following the accident, and shall include whether any fatalities or injuries occurred and a general description of property damage. Follow-up accident written reports shall be made periodically until all the pertinent facts have been reported to DISTRICT. A legible copy of both the responding police agency and the CONTRACTOR's accident investigator's final report shall be submitted to DISTRICT within ten (10) working days following the accident or incident or when such report is completed, whichever occurs first. Finally, the CONTRACTOR's internal communication problems shall not relieve the CONTRACTOR of its obligation to provide sufficient information and advance notification to DISTRICT, law enforcement or any other person/entity regarding an accident/incident as may be required by the California Highway Patrol's Passenger Transportation Safety Handbook.

The CONTRACTOR shall provide any and all operational records DISTRICT deems necessary within ten (10) business days of the DISTRICT's request.

I) VEHICLES:
All vehicles provided under the awarded contract must be California Highway Patrol (CHP) SPAB (School Pupil Activity Bus) certified. All vehicles shall be equipped with air conditioning, and individual seat belts. All vehicles shall also be equipped with two-way radios; fire extinguishers (as described in California Education Code Section 39838); and first aid and blood borne pathogen kits.

CONTRACTOR shall submit to DISTRICT a vehicle manifest within five (5) business days of the DISTRICT's request.

J) ALTERNATIVE VEHICLES: At no expense to the DISTRICT, the contractor shall provide standby vehicles, of appropriate sizes, that meet all of the noted requirements, which shall be located by the CONTRACTOR at points close enough to the DISTRICT so they may be substituted for regularly assigned vehicles, if needed, for immediate use. Buses and vehicles designated as spare shall not be considered as part of the regular fleet necessary to provide spares for State- mandated safety inspections and/or preventative maintenance of the regular fleet.

K) QUALIFIED PERSONNEL: CONTRACTOR shall maintain a list of sufficient qualified personnel to perform the work required pursuant to the contract if regularly assigned personnel are absent or otherwise unavailable.

L) CONFIDENTIALITY – The CONTRACTOR and its agents, personnel, employees, and/or subcontractors shall maintain the confidentiality of all student/family information received in the course of performing the services pursuant to the Contract. The CONTRACTOR and its agents, personnel, employees, and/or subcontractors shall maintain records in accordance with all applicable federal and state laws and regulations and DISTRICT's RFP for Students Bus Services.

CONTRACTOR agrees that records relating to individual pupils provided by the DISTRICT are subject to the Family Educational Rights and Privacy Act ("FERPA"). Such records shall be confidential to the extent required by FERPA, 20 U.S.C. § 1232g; 34 C.F.R. Part 99; and

California Education Code §§ 49060, et seq.; and other state and federal law. Each party to the Contract will provide satisfactory assurances to the other party that confidential education information will be appropriately safeguarded through the execution of the Contract. This requirement to maintain confidentiality shall extend beyond the termination of the **Contract**. The CONTRACTOR and its agents, personnel, employees, and/or subcontractors will be permitted access to student data only.

M) DISCIPLINE ON THE SCHOOL BUS: Submit a written report of serious or persistent misconduct on the part of students to the designated person employed by the DISTRICT within 24 hours of occurrence. The DISTRICT shall then impose reasonable disciplinary measures upon the students in accordance with its discipline management program. The CONTRACTOR may refuse to transport any student who, based upon past conduct, presents a potential danger to other persons.

N) NOTIFICATION OF SCHEDULE TO DISTRICT: Notify and receive final approval from DISTRICT of proposed routes. Changes in pick-up or drop-off locations can only be made through the DISTRICT.

O) VEHICLE MECHANICAL CONDITIONS & APPEARANCE: All vehicles utilized by the Contractor under the contract shall be in excellent mechanical and safe operating condition during the entire term of the contract, and shall meet or exceed the applicable standards established by federal and California state laws and regulations, as well as accepted industry maintenance standards. Regular preventive maintenance shall be practiced on all vehicles.

All vehicles utilized shall be clean and sanitary, and shall have an excellent exterior and interior appearance in accordance with DISTRICT standards during the entire term of the contract. In addition, repairs to visible body damage, inside and out, shall be made within thirty (30) days from the date such damage occurs.

The CONTRACTOR shall maintain vehicle inspection reports and shall make said reports available to DISTRICT for review within five (5) business days of DISTRICT's request.

P) RADIO EQUIPMENT: Equip each vehicle with radios/phones for communication to a base station dispatch terminal before being used pursuant to the contract. A citizens band radio is not allowed. All communication equipment will be maintained in good working condition at all times during the term of the contract.

Q) DRIVER REQUIREMENTS:

• Provision of Personnel: The CONTRACTOR shall employ a sufficient number of qualified drivers and support personnel to assure DISTRICT of continuous, reliable, safe and on- time service. The CONTRACTOR shall also employ an adequate number of substitute drivers to ensure DISTRICT receives continuous and on-time service.

• Licenses: CONTRACTOR, its employees, and its agents shall secure and maintain valid permits and licenses and certifications as required by federal, state, and local laws and regulations, for the execution of this Agreement.

All drivers employed by the CONTRACTOR to provide DISTRICT service must have a valid and current California Driver's License and each school bus driver must hold any special certificates or licenses required by law to transport students appropriate for driving the vehicle type that corresponds with the assignment AND include SPAB or higher certification. The CONTRACTOR shall maintain a list of each driver's name, California Driver's License number and DMV summary record (also known as a DMV "employer pull notice"), which list shall be made available to DISTRICT upon two (2) days request.

• Prohibition: The CONTRACTOR shall not use drivers to provide DISTRICT services who have accrued more than three (3) moving violations for any reason in the last two (2) years, and shall not use drivers who have had a DUI, DWI, or any controlled substance- related violation. CONTRACTOR is to conduct a Department of Motor Vehicle Records' Check on the historical driving record.

• Background: The CONTRACTOR shall certify completion of and be liable for the payment of all driver criminal record checks prior to transporting students, with such verification placed in the driver's file. The CONTRACTOR shall ensure that a driver does not provide service to DISTRICT when any background check or findings indicate criminal history convictions, as obtained through state and national searches (e.g., DOJ and FBI). The CONTRACTOR shall maintain a record keeping system available for the DISTRICT's inspection upon two (2) days request to verify the foregoing.

• Health Requirements: Each driver employed by the CONTRACTOR to provide service to DISTRICT shall be in good health. Each driver shall have a skin test or chest x-ray indicating the driver is free from Tuberculosis prior to driving for DISTRICT, which test or examination shall then take place every four (4) years thereafter. CONTRACTOR shall establish and maintain a record keeping system to assure that each driver meets these requirements. These records shall be available for review by DISTRICT within two (2) business days upon request.

• Smoking Prohibition: Drivers shall abstain from using tobacco products while students are present in the vehicle or on school grounds. Drivers, as well as their vehicles, must not smell of smoke or any other offensive odor.

• Training: The CONTRACTOR will conduct and ensure compliance of training for all drivers which shall include all as required by local, state and federal laws, including commercial driver's license requirements and test preparation; drug-free workplace requirements; pre-trip and post-trip equipment and safety inspections; defensive driving; railroad crossing safety procedures; backing maneuvers; emergency procedures; evacuation procedures; seasonal weather conditions; student management; relationships with school personnel and the general public; student discipline; and other pertinent information. These training records shall be filed in the driver record and available to the DISTRICT.

ATTACHMENT A
PROPOSAL CONTENTS AND QUESTIONNAIRE

Attachment A

PROPOSAL QUESTIONNAIRE

The *Proposal Questionnaire* is integral to this Request for Proposal (RFP). The responses provided herein will be used to evaluate contractor qualifications to perform the required special education pupil transportation services. The Proposal Questionnaire must be filled out accurately and completely. It is to be submitted with the other parts of your proposal. The reproduction of said documents is permitted so long as reproduced copies are exactly the same in size, format and content as the forms prepared by the Alameda Unified School District ("DISTRICT "). Any proposal submitted in altered form may result in rejection of such proposal at the option of DISTRICT. Any errors, omissions or misrepresentations of the information may be considered basis for rejecting the proposal and may be grounds for the cancellation of any agreement executed as a result of the Request for Proposal.

Where adequate space is not provided for an answer, or where your answer will not fit into the space provided, please attach additional sheets marked with the question they address (i.e., I.C.5).

When completed, the Proposal Questionnaire and the responses contained within it or attached to it shall be considered to be a part of the Agreement for Transportation Services. If you expect your firm's policies or practices to change from those it currently uses if your firm is awarded this contract, you must make explicit the policies and practices your firm will follow during the term of this Agreement in providing Transportation Services to the Policy Board of the DISTRICT.

PROPOSAL CONTENTS:

I. DESCRIPTION OF CONTRACTOR'S ORGANIZATION

1. Name of Entity Presenting Proposal: _____

2. Name of Authorized Principal of Entity: _____

3. Address of Entity: _____

4. Telephone Number of Entity: _____

5. Corporation? Yes ❑ No ❑

   a. Corporation (List officers and positions)

_____

_____

b. State in which incorporated: _____

c. If corporation is a subsidiary, give name and address of Parent Corporation.

Parent Firm Name: _____

Address: _____

Telephone Number: _____

6. Partnership? Yes ❑ No ❑

a. List partner's names and address:

a. Individual Proprietorship? Yes ❑ No ❑

1. List branch office that would support AUSD

Manager Name: _____

Dispatcher Name: _____

Address: _____

Telephone Number: _____

B. NATURE OF OPERATIONS

1. Is your firm currently engaged in providing Student Transportation Services under a contract with a school district, non-public school, or County Office of Education?

Yes ❑ No ❑

Number of Years:

Number of school district contracts in California:

Number of buses involved:

II OFFICE PERSONNEL

A. The individual holding the position of Dispatcher, whether or not this position is held by one or several persons, is critical to the provision of consistently high quality pupil transportation services. Provide a delineation of duties for the dispatcher.

III. BUS DRIVER PERSONNEL

A. State the number of bus drivers you now have employed in California:

Regular Education:_____ Other:_____

B. How do you conduct background checks on drivers?

Do you conduct such checks at both the time of hire and periodically during employment, such as every three years?

How do you inform DISTRICT of any crimes committed by drivers?

C. Do you require your drivers to be fingerprinted and screened by the Dept. of Justice and Federal Bureu of Investigations (FBI) as a condition of employment?

Yes ❑ No ❑

D. After hire, are DMV driving records of all your drivers reviewed on a regular basis? If so, how often?

E. During the last 3 years, what is the annual percentage of drivers employed by your firm who have been:

Terminated: _____ Resigned: _____

F. Describe your in-service driver training and retraining program, including the field supervision components in this program on the content of training. (If available, provide the outline or course of study.)

1. How frequently do you offer in-service training sessions?

G. Describe your current or proposed driver discipline program. Explain how the program takes into account inappropriate behavior or handling of students, absences, tardiness, and complaints (those which can be verified and are deemed serious).

1. Does your discipline program offer progressive penalties?

Yes ❑ No ❑

2. If available, provide copy of Disciplinary Policy.

H. SAFETY PROGRAM AND ACTIVITIES

A. Please describe your continuing safety program, including the operation, contents and requirements of the program and the number of hours per year required per employee.

B. How often are safety meetings held?

C. Provide a description of how you define school bus accidents.

D. What have been the chargeable school bus accident rates for school buses operated by your firm in each of the three most recent academic years?

IV. PREVENTATIVE MAINTENANCE AND MECHANICAL REPAIR

A. Provide samples of any checklists utilized for each type of preventative maintenance program and describe your methods of ensuring that each vehicle actually receives preventative maintenance within the scheduled interval.

B. Does your firm maintain and evaluate records of on-road failures?

Yes ❑ No ❑

If so, how many on-road failures, per month, per hundred vehicles, have your firm experienced, on average, during the past year?

C. What percentage of your fleet are spare vehicles ready to be put into service in the event that your regular vehicles are put out of service?

V. FLEET PROFILE

A. Provide a listing of vehicles proposed for use in this contract. Identify vehicles by age, year of manufacture, manufacturer and model, passenger capacity, fuel type and passenger restraint systems.

B. Please specify if your vehicles have a GPS feature and who will have access to it.

C. Please specify the method in which you will take attendance of the students. In other words, how will we know if a student is on the vehicle or not.

VI. INSURANCE DATA

A. Furnish to DISTRICT your accident loss ratio and workers' compensation loss ratio for the past five (5) years.
B. Furnish data on the number of lawsuits filed, settlements, judgments and jury awards for the past five (5) years.
C. Furnish to DISTRICT evidence of required insurance coverage as detailed in R, INSURANCE COVERAGE.

VII. OTHER RELEVANT INFORMATION

A. Explain and list the type of reports your terminal manager will provide to Alameda Unified (state reports, in-house reports, etc.):

B. Provide an explanation or description of the evaluation procedure your firm uses to measure customer satisfaction:

C. Please provide references for three (3) school districts for whom your firm has worked in the last seven (7) years. Your answer should include the name of the school district, name of the responsible school administrator and contact information.

D. Has your firm ever had one of your contracts with a school district, county office or SELPA terminated in the last ten (10) years? Have you terminated an agreement with a school district, county office or SELPA in the last ten (10) years? If the answer is yes, please identify the school district and the date of the termination.

E. Have there been any claims made on your firm's performance bond by any school district, county office or SELPA in the last ten (10) years? If the answer to foregoing

question is "yes", please state the name of the district, the date of the claim and how the claim was resolved.

F. Has your firm been named as a defendant in personal injury lawsuit arising from your providing transportation agencies for a public agency? If the answer to the foregoing question is "yes", please provide the name of the state in which the suit was brought, the case number and describe how the lawsuit was resolved.

I, the undersigned, hereby certify that I am a representative of the below named firm, and am duly authorized to execute contracts on behalf of the firm. I further hereby certify that all of the information presented in response to the questions contained in this Proposal Questionnaire is complete and accurate to the best of my knowledge. I understand that if DISTRICT awards a Contract for Special Education Student Transportation Services to my firm that the information and commitments made within this Proposal Questionnaire will become an integral part of the Contract between DISTRICT and my firm.

Name of Firm: _____

Signature of Authorized Agent: _____

Title: _____Date: _____

ATTACHMENT B

PROPOSAL FORM PRICE SCHEDULE (COST PROPOSAL)

Attachment B

PROPOSAL FORM PRICE SCHEDULE (COST PROPOSAL)

IN CONSIDERATION of the terms of the Agreement for Transportation Services, the Bidder is proposing the following sums for pupil transportation services rendered.

1. Please complete Table 1 using the format shown in the example below:

Example

Bus Type	Student Seating Capacity	Daily Fixed Rate	Number of Hours Included in the Daily Fixed Rate	Miles Included in the Daily Rate	Cost for each Additional Mile	Rate of Each Additional Hour
Example:Type D	75	$100.00	6	50.00	$2.00	$8.00
Example:Type C	55	$75.00	6	50.00	$0.00	$5.00

2. How will the DISTRICT use the cost data to compare submitted proposals?
Example with 300 students, using Type D bus, Assuming a 10-hour day with 10 miles:

No. of Students	300
Type D Capacity	75
No. of buses needed	4
Daily Rate/Bus	$ 100.00
Total Daily Rate	$ 400.00
2 Additional Hours	$ 16.00
Total 10 miles	$ 20.00
Total charge for one bus	$ 436.00

TABLE 1 – To be filled by the bidder

Bus Type	Student Seating Capacity	Daily Fixed Rate	Number of Hours Included in the Daily Fixes Rate	Miles Included in the Daily Rate	Cost for each Additional Mile	Rate of Each Additional Hour

ATTACHMENT C

DATA TO SUPPORT PROPOSAL SUBMISSION

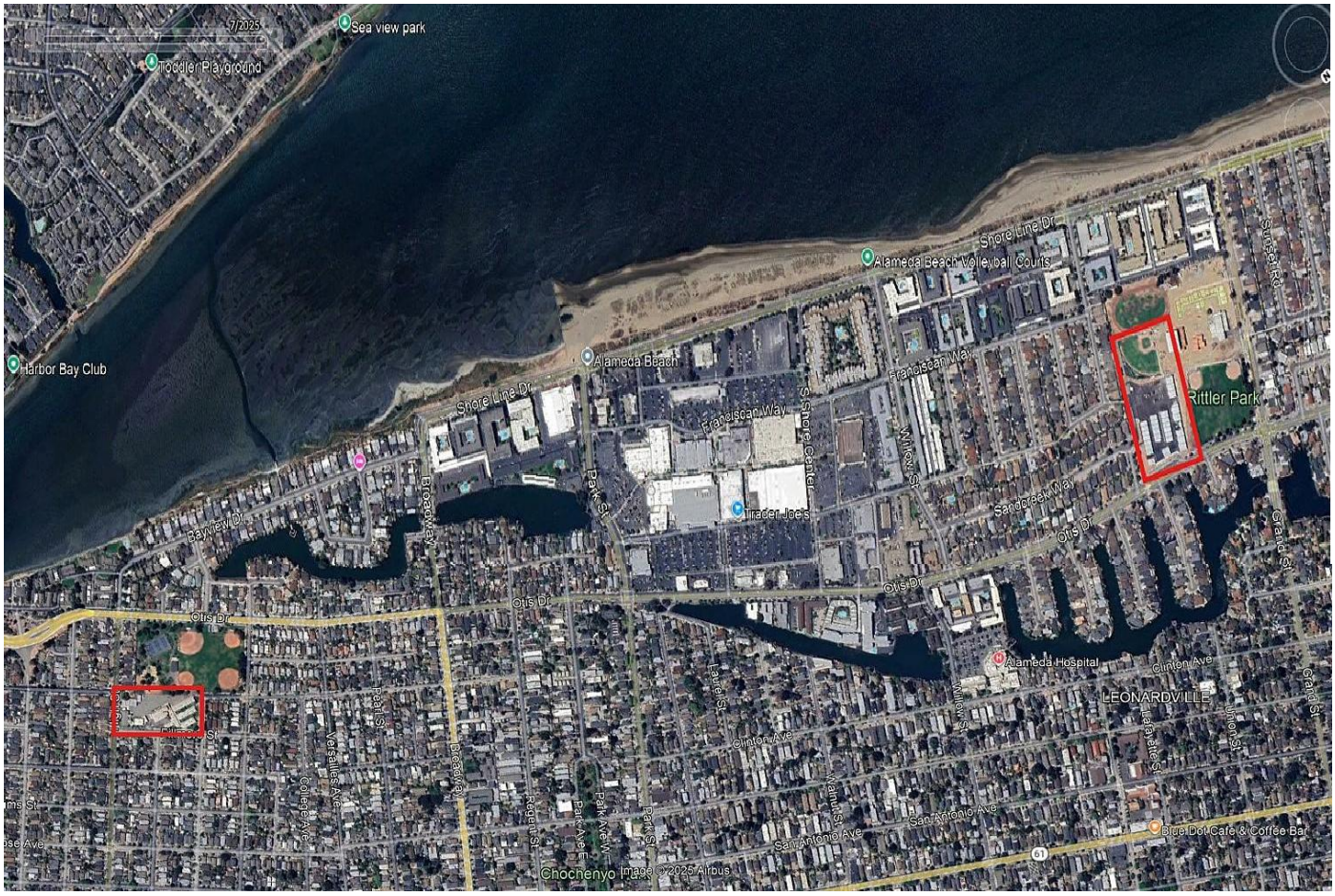
- Locations of Otis Elementary and Temporary Campus
- 2026-2027 School Calendar
- 2025-2026 School Site Minimum/Modified Days Calendar (used as example, 2026-27 calendar not yet available)

Attachment C

Map Guide – Otis and Temporary Campus

Current Otis School Location:
3010 Fillmore Street
Alameda, CA 94501

Temporary Campus Location:
1801 Sandcreek Way
Alameda, CA 94501



MONTH	M	Tu	W	Th	F	Teaching Days	Cumulative Teaching Days
Jul-2026			1	2	(3)		
	6	7	8	9	10		
	13	14	15	16	17		
	20	21	22	23	24		
	27	28	29	30	31	0	0
Aug-2026							
	3	4	5	[6]	[7]		
	[10]	[11]	12	13	14		
	17	18	19	20	21		
	24	25	26	27	28		
	31					15	15
Sep-2026		1	2	3	4		
	(7)	8	9	10	11		
	14	15	16	17	18		
	21	22	23	24	25		
	28	29	30			21	36
Oct-2026				1	2		
	5	6	7	8	9		
	[12]	13	14	15	16		
	19	20	21	22	[23]		
	26	27	28	29	30	20	56
Nov-2026	2	3	4	5	6		
	9	10	(11)	12	13		
	16	17	18	19	20		
	[23]	[24]	[25]	(26)	(27)		
	30					15	71
Dec-2026		1	2	3	4		
	7	8	9	10	11		
	14	15	16	17	18		
	[21]	[22]	(23)	(24)	(25)		
	[28]	[29]	(30)	(31)		14	85
Jan-2027					(1)		
	4	5	6	7	8		
	11	12	13	14	15		
	(18)	19	20	21	[22]		
	25	26	27	28	29	18	103
	1	2	3	4	5		
Feb-2027	8	9	10	11	12		
	[15]	[16]	[17]	[18]	[19]		
	22	23	24	25	26	15	118
Mar-2027	1	2	3	4	5		
	8	9	10	11	12		
	[15]	16	17	18	19		
	22	23	24	25	26		
	29	30	31			22	140
Apr-2027				1	2		
	5	6	7	8	9		
	[12]	[13]	[14]	[15]	(16)		
	19	20	21	22	23		
	26	27	28	29	30	17	157
May-2027	3	4	5	6	7		
	10	11	12	13	14		
	17	18	19	20	21		
	24	25	26	27	28		
	(31)					20	177
Jun-2027		1	2	[3]	[4]		
	7	8	9	10	11		
	14	15	16	17	(18)		
	21	22	23	24	25		
	28	29	30			3	180

Important Dates

First Day of School
Aug 11

Last Day of School
Jun 03

Staff Development Days
(No Students)
Aug 06
Aug 07

Staff Collaboration Days
(No Students)
Oct 23
Jan 22

Teacher Work Days
(No Students)
Aug 10
Jun 04

12/23 Half day Classified Holiday

Holidays and Breaks

Independence Day:	Jul 03
Labor Day:	Sep 07
October Break	Oct 12
Veteran's Day:	Nov 11
Fall Break:	Nov 23-Nov 27
Winter Break:	Dec 21-Jan 1
MLK Jr.:	Jan 18
Presidents Week:	Feb 15-Feb 19
March Break	Mar 15
Spring Break:	Apr 12-Apr 16
Memorial Day	May 31
Juneteenth	Jun 18

( ) = District Holiday

[ ] = School Breaks

= First and Last Student Day

= Teacher PD Day

=Teacher Workday

Schedule of 2025-26 Districtwide Minimum/Modified Days

Elementary Grades: Transitional Kindergarten (TK) – 5th* All sites have a 5 minute passing period that starts at 8:15.

Definition	Grade	Start/End Times	
Regular days All school days with the exceptions below	TK	8:45 - 12:45	
	K - 5	8:20 - 2:50	
Minimum days Every Wednesday **Including Conference Weeks for Elementary*	TK	8:45 - 12:10	
	K - 5	8:20 - 12:10	
Minimum days Opening, closing and conference days	TK	8:45 - 12:10	
	K-5	8:20 - 12:10	
Purpose	**Grade**	**Start/End Times**	**Dates**
End of the Trimester - Report card Preparation	TK	8:45 – 12:10	11/5/2025 2/25/2026 5/20/2026
	K-5	8:20 – 12:10	
Fall Parent/Guardian Conferences	TK	8:45 – 12:10	11/17/2025 - 11/21/2025 (5)
	K-5	8:20 – 12:10	
Spring Parent/Guardian Conferences	TK	8:45 – 12:10	3/11/2026 - 3/13/2026(3)
	K-5	8:20 – 12:10	
Opening/Closing 12:10	TK	8:45 – 12:10	**All Students start on the Monday, 11th, 2025** **Kindergarten:** First 15 days of school (15 days): August 11th - August 29th June 1st - 4th (4 days) **TK, 1st - 5th** First Week of School: Aug 11th - August 15th June 1st - 4th
	K-5	8:20 –12:10	
Staff Development Days	(no students)		8/6/2025 8/7/2025 10/31/2025 1/30/2026

Middle Schools - Wood and Lincoln			
Definition	**Grade**	**Start/End Times**	
Regular Days: All school days with the exceptions below	6th -8th Grade	8:40 - 3:10	
Minimum Days: All Wednesdays	6th -8th Grade	8:40 - 1:55	
Modified Days: Listed below	6th - 8th grade	8:40 - 12:30	
Purpose	**Site(s)**	**Start/End Times**	**Dates**
Middle School Articulation days	Wood and Lincoln	*8:40 - 12:30*	9/26, 10/24, 12/5, 12/19, 2/6, 3/27, 4/24 (7)
SBAC Testing			May 5th - 8th 5/5, 5/6, 5/7, ⅝ (4)
Closing			June 1st - 4th 6/1, 6/2, 6/3, 6/4 (4)

High Schools (AHS, ASTI, EJSHS)*Encinal Junior/Senior High School serves grades 6-12. All 6th-12th graders at EJSHS follow the same calendar. Please check with your respective High Schools as their schedules vary.

ATTACHMENT D

NON-COLLUSION AFFIDAVIT

Attachment D

NON-COLLUSION AFFIDAVIT TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID (PUBLIC CONTRACT CODE SECTION 7106)

I, [print name]_____, being first duly sworn, depose, say and declare, that I am the [title]_____of [bidder name]_____, the party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her 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 corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid, and has not paid and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct and that this declaration is executed on [date]_____, at [city]_____, County of _____, [state]_____.

_____Signature of Bidder

NOTARY FOR NON-COLLUSION AFFIDAVIT

Subscribed and sworn to (or affirmed) before me this _____day of _____2023

_____ (SEAL OF NOTARY)

Signature of Notary

_____

Printed Name of Notary

ATTACHMENT E

IRAN CONTRACTING ACT CERTIFICATION

Attachment E

IRAN CONTRACTING ACT CERTIFICATION
(Public Contract Code § 2202-2208)

Prior to bidding on, submitting a proposal or executing a contract or renewal for a State of California contract for goods or services of $1,000,000 or more, a vendor must either: a) certify it is **not** on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to Public Contract Code section 2203(b) and is not a financial institution extending twenty million dollars ($20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS; or b) demonstrate it has been exempted from the certification requirement for that solicitation or contract pursuant to Public Contract Code section 2203(c) or (d).

To comply with this requirement, please insert your vendor or financial institution name and Federal ID Number (if available) and complete **one** of the options below. Please note: California law establishes penalties for providing false certifications, including civil penalties equal to the greater of $250,000 or twice the amount of the contract for which the false certification was made; contract termination; and three-year ineligibility to bid on contracts. (Public Contract Code section 2205.)

OPTION #1 - CERTIFICATION

I, the official named below, certify I am duly authorized to execute this certification on behalf of the vendor/financial institution identified below, and the vendor/financial institution identified below is **not** on the current list of persons engaged in investment activities in Iran created by DGS and is not a financial institution extending twenty million dollars ($20,000,000) or more in credit to another person/vendor, for 45 days or more, if that other person/vendor will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

Vendor Name/Financial Institution (Printed)	*Federal ID Number (or n/a)*
By (Authorized Signature)	
Printed Name and Title of Person Signing	
Date Executed	*Executed in*

OPTION #2 – EXEMPTION

Pursuant to Public Contract Code sections 2203(c) and (d), a public entity may permit a vendor/financial institution engaged in investment activities in Iran, on a case-by-case basis, to be eligible for, or to bid on, submit a proposal for, or enters into or renews, a contract for goods and services.

If you have obtained an exemption from the certification requirement under the Iran Contracting Act, please fill out the information below, and attach documentation demonstrating the exemption approval.

Vendor Name/Financial Institution (Printed)	*Federal ID Number (or n/a)*
By (Authorized Signature)	

Printed Name and Title of Person Signing *Date Executed*