Lakes International Language Academy (LILA)

Comprehensive Request for Proposal (RFP)

Student Transportation Services – 2026–2027 School Year

Cover Letter

Date: April 17, 2026

Re: Formal Solicitation – Student Transportation Services

To Whom It May Concern:

Lakes International Language Academy (hereinafter referred to as "LILA" or "the School"), a Minnesota public charter school, is hereby soliciting sealed proposals from qualified, licensed, and experienced student transportation providers ("Proposers" or "Contractors") to furnish comprehensive pupil transportation services for the 2026-2027 school year.

This Request for Proposal (RFP) is issued for the purpose of securing a contractual partner capable of delivering safe, reliable, efficient, and fully compliant transportation services. The selected Contractor shall assume full responsibility for providing all labor, supervision, vehicles, fuel, maintenance, insurance, administrative oversight, and any other resources necessary to perform the services described herein.

LILA currently contracts transportation services within Independent School District 831 boundaries and seeks to expand service coverage to areas not currently served. The intent of this RFP is to ensure continuity of service, expansion of access, and adherence to the highest standards of student safety and operational excellence.

Submission of a proposal constitutes acknowledgment and acceptance of all terms, conditions, specifications, and legal requirements contained within this RFP unless explicitly stated otherwise in writing.

SECTION 1: INSTRUCTIONS TO PROPOSERS

1.1 Proposal Deadline and Submission Requirements

All proposals must be received no later than:

May 15, 2026 at 4:00 PM (Central Time)

Proposals received after this deadline will be considered non-responsive and will not be opened or evaluated.

1.2 Submission Method

Proposals must be submitted in a sealed envelope clearly labeled:

"RFP – Student Transportation Services"

and delivered to:

Lakes International Language Academy
246 11th Avenue SE
Forest Lake, MN 55025

1.3 Point of Contact

All questions, clarifications, and communications regarding this RFP shall be directed exclusively to:

Tiffany Kurpiel
Transportation Supervisor
651-464-0771 ext. 276
tkurpiel@mylila.org

Unauthorized contact with other staff or Board members may result in disqualification.

1.4 Addenda and Interpretations

Any interpretation, correction, or change to this RFP will be made by written addendum issued by LILA. It is the responsibility of the Proposer to ensure receipt of all addenda.

1.4 Proposal Validity

All proposals shall remain firm and binding for a period of ninety (90) days following the submission deadline.

SECTION 2: GENERAL TERMS AND CONDITIONS

2.1 Reservation of Rights

LILA reserves the right, at its sole discretion, to:

- Reject any or all proposals
- Waive informalities or minor irregularities
- Request clarification or supplemental information
- Conduct interviews or negotiations
- Award a contract in whole or in part
- Cancel or reissue this RFP at any time

2.2 Duration of Contract

This is a one-year contract with two options to renew for one-year extensions, for a total possible duration of three years.

2.3 Basis for Selection of Contractor

Award of contract shall be made to the responsible Proposer whose proposal is determined to be in the best interest of LILA, taking into consideration the following factors and weighting:

1. cost, (40%)
2. Experience with similar service (30%)
3. safety record (20%)
4. service capability(5%)
5. Communication and overall responsiveness (5%).

2.4 Contract Formation

The selected Proposer shall enter into a written agreement incorporating the terms of this RFP, the Contractor's proposal, and any negotiated provisions. In the event of conflict, the contract shall govern.

2.5 Indemnification

The Contractor agrees to indemnify, defend, and hold harmless LILA, its Board, officers, employees, and agents from and against any claims, damages, losses, and expenses arising out of or resulting from the performance of the services.

2.6 Insurance and Risk Allocation

Contractor shall maintain all required insurance coverage and assume full risk of loss for its operations, equipment, and personnel.

2.7 Termination

LILA reserves the right to terminate the contract for cause or convenience upon written notice, subject to the terms outlined in the final agreement.

SECTION 3: SCOPE OF SERVICES

3.1 Overview

The Contractor shall provide comprehensive transportation services:

- Daily hub-to-school transportation
- Daily school-to-hub transportation
- Field trip transportation

Additional services may be required on an ad hoc basis or under a separate contract, including, but not limited to:

- Special education transportation (as required)
- Extracurricular and athletic transportation

3.2 Service Expectations

The Contractor shall ensure:

- On-time performance of all routes
- Safe and orderly transportation of students
- Professional conduct of all personnel
- Effective communication with LILA staff and families

3.3 Service Area

The Base Proposal includes:

- Forest Lake (2-3 school buildings)
- Blaine, (one hub)
- Ham Lake, (one hub)
- Lindstrom, (one hub)
- Chisago City (two hubs)

The Alternate Additional Proposal includes the stops in the Base Proposal and these:

- White Bear Lake, (one hub)
- Hugo (one or two hubs),.

SECTION 4: OPERATIONS AND ROUTING

4.1 Scheduling Requirements

- Arrival: 7:35 AM
- Dismissal: 2:10 PM
- 171 instructional days per year (beginning 8/31/26 and ending 6/3/27)

4.2 Route Management

LILA retains sole authority over route design, bus stops, and scheduling. Contractor shall implement routes as directed.

4.3 Adjustments

Routes and schedules may be modified at any time based on enrollment, safety, or operational needs.

SECTION 5: VEHICLES AND EQUIPMENT

5.1 Compliance

All vehicles must meet or exceed:

- Minnesota State Statutes
- Department of Public Safety regulations
- Federal Motor Carrier Safety Standards

5.2 Equipment Requirements

- Two-way communication systems
- Crossover mirrors and crossing gates
- Functional emergency exits
- Interior PA systems
- Clearly marked identification numbers

5.3 Maintenance Program

- Contractor shall maintain a documented preventive maintenance program and provide records upon request.
- Vehicles shall be clean on both the inside and the outside. Daily attention should be given to sweeping the floors, removal of trash, and inspection and removal of any graffiti.

SECTION 6: PERSONNEL REQUIREMENTS

6.1 Driver Qualifications

- Valid CDL (Class A or B) with school bus endorsement
- Clean driving record
- Successful background check
- Compliance with drug and alcohol testing regulations

6.2 Training

Contractor shall provide ongoing training consistent with state requirements and industry best practices.

6.3 Conduct Standards

Drivers must demonstrate professionalism, reliability, and the ability to manage student behavior effectively.

SECTION 7: SAFETY AND COMPLIANCE

Contractor shall:

- Maintain a strong safety record
- Report all incidents promptly
- Cooperate with audits and inspections
- Comply with all applicable laws and regulations

SECTION 8: INSURANCE REQUIREMENTS

Minimum coverage shall include:

- $1,000,000 bodily injury per person
- $5,000,000 per accident
- $100,000 property damage
- $1,000,000 excess liability

LILA must be named as an additional insured.

SECTION 9: BILLING AND COMPENSATION

Contractor shall submit invoices in a format prescribed by LILA. Payment may be withheld for non-performance.

SECTION 10: BID WORKSHEETS

Regular Daily Transportation

Bus Type	Proposal Amount
Over 50 Passenger	$

Additional Charges:

- Hourly (over 4 hours): $ / hour
- Mileage (over 60 miles): $ / mile

Field Trip Transportation

Bus Type	Proposal Amount
70–72 Passenger	$
76–78 Passenger	$

Additional Charges:

- Hourly (over 2 hours): $ / hour
- Mileage (over 40 miles): $ / mile

FINAL NOTES

This document is intended to serve as a comprehensive and legally structured solicitation. Contractors are strongly encouraged to review all sections carefully and ensure full compliance.

Failure to meet requirements may result in disqualification.