

BIDDER INFORMATION AND FORMS

Please use and attach additional signed sheets when needed to answer fully or to clarify a response.

A. BIDDER’S INFORMATION

Firm name: _____

Address: _____

Telephone: _____

Fax: _____

Mobile Telephone: _____

Email: _____

By: _____ Date: _____
(Name of individual completing statement)

B. CURRENT ORGANIZATION AND STRUCTURE OF THE BUSINESS

1. For Firms that Are Corporations:

- a. Date incorporated: _____
- b. Under the laws of what state: _____
- c. Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner of at least 10% of the corporation's stock.

Name	Position	Years with Co.	% Ownership

2. For Firms that Are Partnerships:

- a. Date of formation: _____
- b. Under the laws of what state: _____
- c. Provide all the following information for each partner who owns ten percent (10%) or more of the firm.

Name	Position	Years with Co.	% Ownership

3. For Firms that Are Sole Proprietorships:

- a. Date of commencement of business: _____

4. For Firms that Intend to Bid as a Joint Venture:

- a. Date of commencement of joint venture: _____
- b. Provide all of the following information for each firm that is a member of the joint venture that expects to bid on one or more projects.

Name of Firm	% of Ownership of Joint Venture

C. HISTORY OF THE BUSINESS AND ORGANIZATIONAL PERFORMANCE

- 1. How long have you been engaged in the student transportation business under your present business name? _____
- 2. Have you contracted to provide student transportation for any public agency in the State of California?
 Yes No

If "yes," how many years? _____

- 3. Have you contracted to provide special education student transportation for any public agency in the State of California?
 Yes No

If "yes," please describe in detail the services you provided to special education students.

MANAGEMENT AND ADVISORY PERSONNEL

- 4. Please provide the name and title of the company executives.
- 5. Provide the name, title, tenure with your firm, related experience, and brief description of responsibilities for Management Personnel.
- 6. Provide the name, title, tenure with your firm, related experience, and brief description of responsibilities for personnel who would be directly involved with the daily operations of this Agreement.

DRIVERS

- 7. State the number of school bus drivers now in your regular employment: _____
- 8. Describe the procedures used in your driver selection process, including recruitment, checking references, and driver testing.
- 9. Describe your school bus driver training program.
- 10. Describe your safety program for school bus drivers, including number of annual safety meetings, name/title/experience of person(s) responsible, school bus accident rate for preventable and non-preventable accidents per thousand miles of operations.
- 11. Have any of your drivers been involved in accidents involving injuries or death in the last 10 years?
 Yes No

If "yes," please explain.

VEHICLE INFORMATION

- 12. Describe the types of passenger vehicles that will be provided, including the make of chassis, make of body, model, type, and year of manufacture.
- 13. Describe your program and schedule for preventative maintenance and repair of passenger vehicles, including location of maintenance facilities, name/title/experience of personnel responsible for management of the facilities, method of evaluating road failures or vehicle breakdowns and procedures to reduce repetitive failures, and name/title/experience of personnel who will service and repair the passenger vehicles.
- 14. Attach copies of California High Patrol Safety Compliance reports for each terminal that you operate in California.
- 15. Have any of your vehicles been involved in accidents involving injuries or death in the last 10 years?
 Yes No

If "yes," please explain.

LICENSES

- 16. Please provide the following information:
 - a. Name of license holder exactly as on file: _____
 - b. License classification(s): _____
 - c. License #: _____
 - d. Expiration Date: _____
- 17. Has any license held by your firm been suspended or revoked within the last 10 years?
 Yes No

If "yes," please explain.

DISPUTES

- 18. At any time in the last 10 years, has your firm, or any owners, officers or partners, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any contract with a public entity?
 Yes No

If "yes," please explain, including the name of the person who was associated with that company, the year of the event, owner, owner's address and basis for the action.

19. At any time in the last 10 years, has a public agency declared the bidder in default under a contract or terminated for cause the bidder's contract?

Yes No

If "yes," please describe each responsive event, including the relevant dates, name of the public agency, and the grounds for default and/or termination for cause.

20. At any time in the last 10 years has a public agency assessed liquidated damages against the bidder on a contract?

Yes No

If "yes," please describe each responsive event, including the relevant dates, name of the public agency, and the grounds for and amounts of the liquidated damages.

21. At any time in the last 10 years has bidder initiated a Government Code claim, litigation, or arbitration against a public agency?

Yes No

If "yes," please describe each responsive event, including the relevant dates, the name of the public agency, claims and amounts involved, and the outcome or resolution. Include both pending and completed claims.

22. At any time in the last 10 years has any public agency initiated litigation or arbitration against bidder?

Yes No

If "yes," please describe each responsive event, including the relevant dates, the name of the public agency, claims and amounts involved, and the outcome or resolution. Include both pending and completed claims.

CRIMINAL MATTERS AND RELATED CIVIL SUITS

23. Has your firm or any of its owners, partners or officers ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?

Yes No

If "yes," please explain, identifying who was involved, name of the public agency, date of the investigation and grounds for the filing.

D. ACCIDENT HISTORY

Will you authorize your insurance carriers to furnish in writing your accident loss ratio and workers' compensation loss ratio for the past three (3) years?

Yes No

If "yes," please provide the name, address, coverage, and contact person (name, address and telephone number) of your insurance carrier(s).

E. ALCOHOL & DRUG POLICY

Please provide a copy of your company's policy regarding the use by employees of alcohol and illegal drugs.

F. PROJECT REFERENCES

Please include at least three (3) and up to five (5) of your company's most recent contracts with California K-12 public schools using the form attached as Exhibit A.

G. FINANCIAL INFORMATION

Bidder must submit a reviewed or audited financial statement with accompanying notes and supplemental information for the past two (2) full fiscal years. A letter verifying availability of a line of credit may also be attached; however, it will be considered supplemental information only, and is not a substitute for the required audited or certified financial statement.

CERTIFICATION

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

Date: _____

Proper Name of Bidder: _____

Signature by an officer of the Bidder: _____

By: _____
(Print Name)

Title: _____

EXHIBIT A

Reference # _____:

- a. District Name: _____
- b. Contact Name and Title: _____

- c. Contact address: _____

- d. Contact telephone no.: _____
- e. Contact email address: _____
- f. Scope of services: _____

- g. Number of students transported daily under contract: _____
- h. Number of buses in operation daily under contract: _____
- i. Dates of contract: _____

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____
Name _____