Propel Charter Schools

3447 East Carson Street
Suite 200
Pittsburgh, PA 15203

Bid Number 2627-02

Propel Schools is requesting sealed bids for Transportation at several Propel Schools locations. Bid considerations must be received no later than Thursday July 23, 2026 at 10:00AM. Bid packets may be mailed or hand delivered to the address above. Bids will be opened at that time.

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1. All bids are to be returned in sealed envelopes and addressed to Propel Charter Schools attention **Richard Snyder**. Please show the bid inquiry number on the outside of the envelope.
2. The Bidder is responsible for ensuring that the Bid document is received prior to 10:00 a.m. on the date of the Bid Opening. Bids can be received via US Mail, Overnight courier or hand delivered.
3. Two copies of this inquiry are to be filled out, signed and returned to Propel Schools at the address listed above.
4. Bids shall be submitted on this inquiry form which must be signed by an authorized agent or officer of the Company making the bid. Absence of original signature of person duly authorized to sign for the Company submitting this bid document will automatically leave this bid null and void.
5. The Bid price quoted must include all costs for fuel, labor and equipment.
6. All bids shall be effective for a period of six (6) months from the opening date of this bid, and no bid may be withdrawn prior thereto.
7. The Operations Department of Propel Schools reserves the right to reject any or all bids for which a bid is submitted. Additionally, the Operations Department of Propel Schools reserves the right to reject any and all bids furnished which in their opinion, do not conform to the requirements of the specifications. The decision of Propel School's Operations Department shall be final and without challenge.
8. Propel Schools is a public school entity and is PA sales tax exempt.
9. Upon identification of the successful bidder, that company will be notified of the award. The awarding of this bid, will commit the respondent to their quoted pricing, for a period of 30 days

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We, the undersigned, hereby propose and agree to furnish to Propel Schools any or all of the items that we have priced, at the prices set opposite each item in the foregoing list. This proposal is subject to all terms of the specifications, bid conditions and instructions herein, and we hereby agree to furnish such item or items as may be awarded to us. This bid document is null and void without an original signature of a person properly authorized to sign for the company submitting the bid.

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Original Signature Required

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SCOPE OF WORK/SERVICES

Propel Schools Transportation

Provide student transportation from two stops in Wilkinsburg to five Propel Schools locations grouped below. Propel Schools are in session 190 days per school year. This year School begins August 18, 2026. A copy of the complete school calendar is available at www.propelschools.org/about/calendar

Route #1

Braddock Hills Campus-Pick up: Dollar General Laketon Rd. 7:15 Wilkinsburg Admin Building 7:25
Braddock Hills Campus-Drop off: Dollar General Laketon Rd. 3:35 Wilkinsburg Admin Building 3:45
Approximately 58 students
School Day: 8:15am-3:15pm

Route #2

Propel Pitcairn/East -Pick up: Wilkinsburg Admin Building 7:30 Dollar General Laketon Rd 7:35
Propel Pitcairn/East-Drop off: Dollar General Laketon Rd. 3:45 Wilkinsburg Admin Building 4:00
Approximately 15 students East, 5 students Pitcairn
Schools Day: 8:30am-3:30pm

Route #3

Propel Homestead/Hazelwood-Pick up: Dollar General Laketon Rd. 7:15 Wilkinsburg Admin Building 7:20
Propel Homestead/Hazelwood-Drop off: Dollar General Laketon Rd. 3:45 Wilkinsburg Admin Building 4:00
Approximately 7 students Homestead, 3 students Hazelwood
Schools Day: 8:30am-3:30pm

Pick-Up Addresses

Dollar General (Closed)
1714 Laketon Rd.
Wilkinsburg, PA 15221

Wilkinsburg Borough Building
605 Ross Ave.
Wilkinsburg, PA 15221

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Propel Addresses
Braddock Hills
1600 Yost Blvd.
Pittsburgh, PA 15221

Propel East
1611 Monroeville Blvd.
Turtle Creek, PA 15145

Propel Pitcairn
435 Agatha St.
Pitcairn, PA 15140

Propel Homestead
129 E. 10th Ave.
Homestead, PA 15120

Propel Hazelwood
5401 Glenwood Ave.
Pittsburgh, PA 15207

Final questions will be submitted by July 21, 2026
Answers will be sent back by May 22, 2026.

Questions concerning this bid request should be directed to

Richard Snyder
Senior Director of Operations
Propel Charter Schools
3447 East Carson Street
Suite 200
Pittsburgh, PA 15203
rsnyder@propelschools.org
412-325-7305 ext. 1150

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Additional Bid Considerations

1. Contract Conditions/Items:

   A. No contract language should be included or contained in the formal contract document
      a. that refers to any issues, provisions or additional items not detailed within this bid.
      b. that would replace or make invalid any statement or condition outlined within this bid document.

   B. Upon award of the bid to the successful party, it will be that party's immediate responsibility to produce required PA State Police background/criminal check, ACT 33/34 Clearances and PA Child Abuse History Clearance (ACT 151) for any employee who will be on-site within the school facility. Copies should be delivered prior to service start date.

   C. The Contractor agrees that each bus will be operated by a properly trained and licensed driver, and that all operators shall meet all rules and regulations of the Bureau of Traffic Safety of the Pennsylvania Department of Transportation. Act 34, Act 114 and Act 151 background clearances, an Act 168 employment history review and a mandatory drug and alcohol testing are required. Act 34, Act 114, Act 151 and Act 168 forms along with a list of drivers and a photocopy of their licenses and completed physical examination form shall be provided to Propel Schools prior to the assignment of any new driver.

   D. Drivers must conduct a pre-trip and post-trip inspection of each vehicle being utilized by Propel Schools. The Contractor must institute a procedure to document and ensure that these inspections occur each day of operation. Failure of a driver to conduct a pre-or post-trip inspection is grounds for immediate removal of the employee from providing further services to Propel Schools.

   E. Drivers shall not use earbuds, earphones or headphones, a cell phone, or any other device at any time during the course of transport of school students that would, in any manner, cause or make it more likely for a driver to be distracted from driving, monitoring driving or roadway

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conditions, or for monitoring the safety and well-being of the students in his/her care, custody and control.

F. School buses and all other vehicles used in the performance of the contract shall at all times conform to the standards for school transportation vehicles approved by the Department of Transportation, Public Utility Commission and Mass Transit Authority, as applicable. School buses, Type I and II vehicles shall meet the minimum standards of the Bureau of Traffic Safety. Specifically, all vehicles, including nine (9) passenger vehicles, used by the Contractor will be fully compliant with all federal school bus construction standards. (If proposals received are not cost-effective, Propel Schools may reconsider this requirement.) The Contractor must have all vehicles inspected as required by law and provide Propel Schools a copy of each vehicle's Certificate of Inspection annually and prior to the start of the school year. All vehicles shall conform to the provision of the law of the Commonwealth of Pennsylvania, shall pass state required inspections, and be in good mechanical and sanitary condition.

G. Contractor will provide video recording equipment on all buses servicing Propel Schools. The camera system must provide full coverage of the interior of the vehicle. The Contractor agrees to furnish the camera(s) and labor to install the same. When requested from Propel Schools, the Contractor shall provide the applicable storage device to the Propel Schools for review within twenty-four (24) hours. Video (and audio if so desired by Propel Schools) should be kept by the Contractor for a minimum of thirty (30) days. Propel Schools reserves the right to request additional video (and audio if so desired by Propel Schools) retention longer than thirty (30) days if a specific need or concern arises.

2. Contract Modification:
   If during the course of the contract, changes in economy, fuel, or other contributing factors require the need for cost adjustments, the selected contractor will not pass the increase on to Propel Charter Schools. No changes will be accepted upon commencement of agreement.

3. Contractor shall maintain throughout the term of the executed agreement, adequate general liability insurance, providing coverage against liability for bodily injury, death, and property damage that may arise as a result of any act, or omission of their employees or sub-contractors. Proof of coverage is to be

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submitted prior to the commencement of the agreement between Propel Charter Schools and the awarded.

4. It is the respondent's duty to ensure that any and all sub-contractors utilized by the awarded, adhere to all the conditions within this bid.
5. The contractor will agree to adhere to the Propel Charter School's Code of Conduct while on school premises.
6. Bids will be submitted under the condition of irrevocability for a period of thirty (30) days after bid opening.
7. Propel Charter School reserves the right to award the bid to the lowest qualified bidder, who is able to meet the requirements in this bid, without regard to those submitting lower figures but are unable to meet the completion requirements.
8. The successful bidder will detail in the bid package, their invoice arrangements, with the understanding that payment are net 30 days.

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Insurance Requirements

Propel Charter Schools requires the successful bidder to present a Certificate of Liability Insurance to the Operations Department prior to the work beginning. Propel Schools should be listed as additional insured on the certificate with the following minimum insurance requirements: Contractor must maintain insurance throughout the term of the contract for all owned or leased vehicles.

General Liability	$1,000,000.00/$2,000,000.00 per occurrence
Auto	$1,000,000.00 per occurrence
Umbrella	$5,000,000.00
Employment Practices Liability	$1,000,000.00
Sexual Abuse & Molestation	$5,000,000/$1,000,000 per occurrence

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PRICING

Propel Transportation

Pricing Route #1 **2026-2027** $_____**per day**_____
(write in)

2027-2028 $_____**per day** _____
(write in)

2028-2029 $_____**per day** _____
(write in)

Pricing Route #2 **2026-2027** $_____**per day** _____
(write in)

2027-2028 $_____**per day** _____
(write in)

2028-2029 $_____**per day** _____
(write in)

Pricing Route #3 **2026-2027** $_____**per day** _____
(write in)

2027-2028 $_____**per day** _____
(write in)

2028-2029 $_____**per day** _____
(write in)

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Vendor Questionnaire

Company Name	
Street Address	
City, State	
Zip	
Phone:	
Fax	
Contact Person:	
Email:	

How many years has this company been in business?_____

What type of organization is your company (circle one)?

Individual Partnership Corporation Joint Venture Other

For how many years has your company provided transportaion services?_____

Are you able to meet the School's insurance requirements listed previously?_____

Will you be utilizing the services of a sub-contractor? _____

If so, please identify that sub-contractor below:
Company Name:
Address:
Phone:
Fax:
Contact:

If necessary, are you able to provide the clearances for those working prior to starting?_____

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Bidder References:

1. Company Name _____
   Contact Name _____
   Address _____
   Telephone or Cell Phone number: _____

2. Company Name _____
   Contact Name _____
   Address _____
   Telephone or Cell Phone number: _____

3. Company Name _____
   Contact Name _____
   Address _____
   Telephone or Cell Phone number: _____

4. Company Name _____
   Contact Name _____
   Address _____
   Telephone or Cell Phone number: _____

5. Company Name _____
   Contact Name _____
   Address _____
   Telephone or Cell Phone number: _____

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NON-COLLUSION AFFIDAVIT
Contract/Bid No. 2627-02
Propel Schools Transportation

Commonwealth of Pennsylvania :
: **ss**
County of Allegheny :

I state that I am _____(Title) of _____ (Name of my Firm) and that am authorized to make this affidavit on behalf of my firm, and its owners, directors and officers. I am the person responsible for the price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without construction, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this Contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
5. _____ (Name of my Firm), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follow:

_____

I state that _____ (Name of my Firm) understands and acknowledges that the above representations are material and important, and will be relied on by Propel Charter Schools in awarding the contract(s) for which this bid is submitted.

I understand and my Firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Propel Charter Schools of the true facts relating to the submission of bids for this Contract.

_____ Signature (Name and Company Position)

SWORN TO AND SUBSCRIBED BEFORE ME THIS

_____ DAY OF _____, 2026

_____ My Commission Expires _____
Notary Public