Council Bluffs Community School District

Request for Proposal

For

Contracted Pupil Transportation Services

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Council Bluffs Community School District

REQUEST FOR PROPOSAL FOR

CONTRACTED PUPIL TRANSPORTATION SERVICES

Notice is hereby given that the Council Bluffs Community School District, of Pottawattamie County, acting on behalf of its Board of Education and hereinafter referred to as "District" is requesting written, sealed proposals from qualified contractors for:

1. Pupil Transportation Services as Specified in the Request for Proposals

1.1. Each proposal must contain a completed cost proposal form, required documents, the prescribed amount of Proposal Security in an acceptable form, and required insurance certificates as noted in the proposal specifications. The Cost Proposal shall be submitted on the form included in this package. Proposal forms and other components of this proposal request may be obtained from the Educational Service Center during regular business hours, Monday through Friday 7:30 a.m. to 4:30 p.m. Proposals shall be received in the District's Educational Service Center at:

Council Bluffs Community School District
300 W Broadway, Ste 1600
Council Bluffs, IA 51503

1.2. Any proposal not received by 3:00 P.M. local time on December 18, 2026 at the above location will not be considered. Proposals received after this time will be returned unopened to the contractor. Faxed proposals will not be accepted.

1.3. All proposals must be contained in a sealed envelope endorsed on the outside with the following information:

1. PROPOSAL FOR PUPIL TRANSPORTATION SERVICES
2. Name and address of the contractor.
3. Date and time due.

1.4. The District reserves the right to reject any and all proposals, or to waive any informalities, irregularities or technicalities in any proposal, should it be deemed to be in the best interest of the Council Bluffs Community School District to do so. A subsequent contract for pupil transportation services will be awarded, if at all, to the responsible contractor meeting specifications as determined by the District, in its sole and exclusive discretion. The terms and provisions of this RFP shall be made part of the contract.

2. STATEMENT OF PURPOSE

2.1. The transportation of the Council Bluffs Community School District students is a specialized function. The function extends to providing service for approximately 2,500 students per day of various ages and needs who are entrusted to our care by their parents and guardians.

2.2. The essence of any student transportation contract is that the students be transported to and from school and other activities and events safely, regularly, promptly and without interruption or incident. The Contractor, and its' Staff, as well as the District and its' Staff, shall develop and maintain a positive partnership which places the children's best interests above other considerations. The primary obligation of the Contractor is to design and operate a system of services and communication which assures the District of continuous, reliable, high-quality and timely performance for the duration of the contract. The District will, in turn, obligate itself to work with the Contractor in good faith so as to develop and maintain a safe and efficient transportation program within the terms and conditions of the service contract.

3. CONTRACT TERM AND EXTENSIONS:

3.1. The initial term of the contract shall be for five (5) years, beginning on July 1, 2027 through the end of the 2031-2032 school year. The contract may be extended upon mutual agreement for additional terms.

3.2. Notification of intent to extend the contract, by either party, must be given in writing by December 1, 2031.

4. CONTACT PERSON:

4.1. All questions concerning the Request For Proposal shall be in writing and addressed to:

Tim Hamilton, Chief of Student & Family Services
Council Bluffs Community School District
300 W Broadway, Ste 1600
Council Bluffs, IA 51503
E-mail address: thamilton2@cbcsd.org

5. AWARD:

5.1. No proposal may be withdrawn for a period of 90 days after opening in order to allow for committee selection.

5.2. A contract may be awarded by the Board of Directors on January 26, 2027 at the Educational Service Center, 300 W Broadway, Ste 1600, Council Bluffs, IA 51503.

5.3. The District reserves the right to reject any and all proposals and re-advertise to prospective Contractors. The Contract will be awarded based upon the best overall solution and value. The District is not obligated to select the lowest price bidder. The District reserves the right to conduct another round of RFP with a selected or new set of Contractors. The District reserves the right to do a split award to multiple Contractors.

6. TERMINATION:

6.1 If the Contractor at any time fails to comply with and fully perform any covenant contained herein to be performed by the Contractor, the District shall give prompt notice in writing to the Contractor of such failure and in the event the Contractor does not remedy such failure within thirty (30) days from the receipt of such notice (unless such failure is caused by an event of Force Majeure), then at the option of District, this contract may be terminated immediately by delivery to the Contractor of written notice of such election to terminate, but the Contractor shall remain liable for any costs to the District directly resulting from Contractor's failure. However, in the event that the Contractor's failure to perform any such covenant jeopardizes the safety or welfare of the students or the District, immediate action will be taken by the Contractor to remedy the misconduct following notice from the District. If the Contractor fails to remedy the said situation immediately, the District may at its option terminate this contract immediately upon notice to the Contractor. This contract may be terminated by the school District or Contractor at any time with or without cost on ninety (90) days written notice in conformity with Iowa Code 285.5

During any termination notice period, the District reserves the right, without waiver of other rights against the contractor and its´ surety, to arrange for the transportation of students itself or to enter into a contract with another person, firm or corporation, or to do any other act or thing necessary to assure continuity of transportation operations. If the contractor is unwilling or unable to provide the necessary services, the District shall have the emergency authority to take possession of and use the buses and other physical assets, and directly employ the drivers and bus aides of the contractor until such time as alternate transportation arrangements can be made by the District.

7. DISCLAIMERS:

7.1. The District reserves the right to withdraw this Request for Proposal at any time and for any reason, and to issue such clarification, modifications, and/or amendments as it may deem appropriate. Receipt of Proposal materials by the District or submission of a Proposal to the District confers no right upon the agent nor obligates the District in any manner. The District reserves the right to waive minor irregularities in this proposal, provided that such actions are in the best interest of the District. Any such waiver shall not modify any remaining Request for Proposal requirements or excuse the Contractor from full compliance with the Request for Proposal specifications and other contract requirements if the Contractor is awarded the contract.

8. INDEMNIFICATION:

8.1. Contractor agrees to indemnify and save harmless the District from any and all claims, demands, causes of action of every kind, nature and description as a result of injury to or death of persons or damage to property caused by or resulting in any manner from the acts or omission of the Contractor, its agents or employees, performing or failing to perform any of the services, duties, operations to be performed by the Contractor under the Agreement.

8.2. Contractor shall also indemnify and hold the District harmless against claims, demands or causes of action as a result of injury to Contractor's employees while in the course and scope of their employment under this Agreement, and to purchase compensation insurance in order to insure the risk assumed pursuant to this Section.

9. PAYMENT TERMS:

9.1. The Contractor shall submit an invoice to the District no later than the tenth day of the month following the month in which services have been provided. The invoice shall be based upon the actual number of days of service within that calendar month. The District shall submit the invoice to the Board of Directors for approval at its next regularly scheduled meeting. Payment shall be made to the Contractor within thirty (30) days following the regular meeting of the Board of Directors. Invoices for payment should be sent to:

Council Bluffs Community School District
Accounts Payable Department
300 W Broadway, Ste 1600
Council Bluffs, IA 51503

9.2. The Board expects the Contractor to provide service to the District using accepted industry practices and standards of service which meet or exceed those defined in this agreement. When deficiencies occur, the Board and Contractor agree that a schedule Appendix O of liquidated damages may, at the District's discretion, be imposed upon the Contractor as a remedy for inconveniences. The Contractor will be notified in writing of such deficiencies by the Chief Financial Officer. Notification shall identify the type of infraction along with information that clearly details the date, time, location, route number, school, driver (if known) and vehicle number. Payment for damages will be deducted from Contractor's next invoice. In the event that there are unknown or extenuating circumstances, the Contractor shall have the right of appeal. Appeals are to be made in writing within ten (10) school days and addressed to the Chief Financial Officer. In the event that the Contractor and Chief Financial Officer cannot reach agreement on an appeal a final determination will be made by the Superintendent.

10. AMENDMENTS:

10.1.The Agreement between the Board of Education and the Contractor will contain the entire understanding between the parties and cannot be changed or terminated orally but only by an agreement in writing signed by both parties.

11. PROPRIETARY INFORMATION:

11.1. All proposals submitted are considered public records.

11.2. Proprietary information in your proposal shall be identified and will be protected to the extent legally permissible.

12. EVALUATION OF PROPOSALS:

12.1. A Contract shall be awarded on the basis of the best proposal, in the sole and exclusive discretion of the Board of Education, taking into consideration the following factors:

- Price
- Firm Experience
- Management capability
- Financial condition and strength
- Hiring practices

- Safety program
- Training program
- Maintenance program
- Equipment
- Compensation plan
- Proposal
- Questionnaire

12.2. If the Transportation Cost Proposal of the apparently successful Contractor is within an acceptable range, the District may either enter into a contract with the apparently successful Contractor at the prices set forth in his/her Transportation Cost Proposal, or enter into negotiations with the apparently successful Contractor, at the District's option.

12.3. If the Transportation Cost Proposal of the apparently successful Contractor is not within an acceptable range, or if the District is unable to negotiate to its satisfaction, the District, at its option, may then enter into a contract or negotiations with the Contractor receiving the second highest ranking in the evaluation.

12.4 The District is interested in proposals that would allow the District to enter into an agreement with the Contractor for the purpose of leasing the necessary buses from the vendor. Under this arrangement, the Contractor would continue to provide all driver staffing and program management.

13. ADMINISTRATION OF THE CONTRACT:

13.1. The Chief of Student and Family Services will administer the contract and will perform the following functions.

- Monitoring and Compliance
- Regular and unscheduled inspections
- Complaints brought to management's attention
- Reports, monthly summary of all activity and shall include:
- Submit invoices to the Chief Financial Officer who will examine and get Board of Education approval and make payment pursuant to the Board of Education's direction.

13.2. RFP SCHEDULE

November 10, 2026: RFP Specs available for distribution.

December 18, 2026: Deadline to submit responses to RFP. 3:00 P.M. Formal opening of responses to RFP, 3:30 P.M.

January 4- January 15, 2027: Optional District Visit to the operational site of the bidder or optional interviews with contractors.

January 26, 2027: Expected date Board action on responses to RFP for Transportation services.

Questions about the RFP or specific operations may be directed to Tim Hamilton at thamilton2@cbcsd.org. All questions and answers will be posted on the district website.

14. INSTRUCTIONS TO CONTRACTORS:

14.1. All proposals must be submitted on or before December 18th at 3:00PM on the forms contained within the proposal package.

14.2. All supplemental information required by the RFP specifications shall be attached to the response. Omission of such information may result in rejection of the proposal.

14.3. Proposals shall be mailed or delivered to:

Tim Hamilton, Chief of Student and Family Services
Council Bluffs Community School District
300 West Broadway, Suite 1600
Council Bluffs, IA 51503

- Electronic copies of the proposal may be requested.

14.4. The Board of Education reserves the right to reject any and all proposals, or to waive any informalities or technicalities in the proposal, should it be deemed to be in the best interest of the District to do so.

14.5. All proposals submitted must remain valid for a minimum period of 90 (ninety) days after the date set for the opening of proposals.

14.6. Any explanation or statement which the contractor wishes to have considered by the District must be written on a separate sheet of paper and placed in the same envelope with the proposal. Unless the Contractor so indicates, it is understood that the proposal is in strict accordance with the specification requirements.

14.7. Contractors must satisfy themselves, upon examination of the specifications, as to the scope of the work. After the submission of the proposal no complaint or claim of misunderstanding will be entertained from the Contractors.

14.8. Contractors shall not include taxes, which school districts are not subject to, in their proposal.

14.9. All proposals shall be deemed final, conclusive and irrevocable and no proposal shall be subject to correction or amendment for any error or miscalculation.

14.10. The Contractor shall at all times observe and comply with all laws, ordinances, regulations and codes of the Federal, State, County or other local agency and District policies which pertain to the delivery of pupil transportation services.

14.11. While this document describes the current range of equipment and services provided to the District, Contractors are encouraged to propose alternate systems or improve upon the specification in any way that they believe will benefit the District. Bell times that are currently in place in the District must be used in the Proposal. Each proposal will include costs for a three (3) year contract in a comparable format. Any information relative to interpretation of the specifications shall be requested of the District, in writing, in ample time before the opening of proposals. Any interpretation made to prospective Contractors will be expressed in the form of an addendum to the specifications which, if issued, will be sent to all prospective Contractors. Oral answers will not be considered by the district.

15. QUALIFICATIONS OF CONTRACTORS:

15.1. Each Contractor is required to submit as part of their proposal a statement outlining their qualifications to perform the work under consideration. The purpose of the summary is to provide a description of the offerings available to meet the requirements of the Request for Proposal.

15.2. The Board of Education reserves the right to investigate all references and qualification statements made by the contractor. Upon investigation and evaluation the Board of Education may choose to reject any proposal where the Contractor's qualifications are below those deemed as necessary to perform the work in a safe and efficient manner.

15.3. Proposals will be limited to companies with at least five (5) years of experience providing pupil transportation for school districts with at least fifty (50) school buses or more.

16. REQUIRED PROPOSAL DOCUMENTS:

16.1. Contractors are to provide the following documents and information with their response

16.2. Completed proposal pricing forms, using Appendix J and based on Current District Service, Activity charges and contracted routes

16.3. Proposal security

16.4. Workers compensation certificate

16.5. Evidence of background checks of all drivers and monitors as directed by the state of Iowa.

16.6. Evidence of insurability

16.7. Fleet summary with vehicle replacement schedule for the duration of the contract

16.8. Audited financial statements for the past three (3) years prepared by an independent certified public accountant

16.9. At least three (3) references from school districts of comparable size in which the Contractor has provided similar services. The addresses, telephone number, and email address for the appropriate administrator who will have knowledge of the transportation program is required for each reference.

16.10. Staff resumes for management personnel that will be interacting with the District. Resumes shall include an outline of experience, training and qualifications of each individual on said staff. In the event that the contract staff has not been identified the Contractor will include the qualifications necessary to fill the position.

16.11. A definition of the safety program that the operator will maintain while under contract to the District and how it would be measured.

16.12. The qualifications for school bus operators, including a list of background checks and screening processes conducted by the Contractor prior to hire. Further, the Contractor shall identify ongoing programs which continue to monitor the driving staff for compliance with minimum employment qualifications set forth in the service contract.

16.13. An outline and description of the training program for drivers. This outline shall identify both pre-service and in-service training requirements to provide transportation for both regular and

special education students. In addition, the Contractor shall indicate the frequency of its in- service programs.

16.14. Plans for recruitment of drivers and driver incentive programs

16.15. An action plan with the proposal describing steps anticipated to establish service. The plan should contain sufficient detail to assure the District that the successful contractor can secure the needed land, facilities, equipment, personnel and licensures to begin services on the first date of the contract.

16.16. Completed general information questionnaire

17. PROPOSAL BOND:

17.1. Responses to this RFP shall include a surety bond in the amount of ten percent (10%) of the annual contract value. Bonds of finalists will be held for ninety (90) days or until execution of the contract. Bonds of non-finalists will be returned after initial consideration of the proposals within twenty (20) days of the opening of proposals.

17.2. In the event that a Contractor is awarded the contract but fails to execute the contract within twenty (20) working days from the date of notification of award, the Board of Education will declare the contract null and void and the contractor will forfeit its surety bond.

18. PERFORMANCE BOND:

18.1. A performance bond may be required from the successful contractor. The amount of the bond may be one hundred percent (100%) of the annual contract fees.

18.2. To assist in proposal comparisons, do not include the cost of a performance bond in your pricing, but do show the cost of the performance bond as a separate cost item in your proposal. Should the District require that a performance bond be provided, the cost of the bond shall be paid by the District.

19. ALL CONTRACTOR PERSONNEL PROVIDING SERVICE TO THE DISTRICT:

19.1. Contractor shall furnish qualified licensed operators as are necessary for the safe and efficient operation of the buses used in providing service, and shall furnish all other personnel necessary for the continued operation, supervision of service of the routes, including but not limited to supervising, scheduling, purchasing, dispatching, checking, cleaning, accounting, legal, clerical, administrative and management personnel. The Contractor further agrees to cooperate with the District in providing training for operators and other personnel to ensure safe and efficient operating standards and will not make changes to office personnel without the District's prior written consent.

19.2. It is specifically agreed and understood that all personnel furnished by the Contractor in connection with the performance of the service under this contract shall be and remain during the term of this Contract the employee of the Contractor and not the employee of the District. Contractor shall pay all wages, salaries, fringe benefits, social security taxes, unemployment compensation contributions, and all other remuneration of said employees. It is specifically agreed and understood that the Contractor operating the service shall be an independent contractor as that term is construed under the applicable laws, rules, regulations and decisions of the courts of the State of Iowa. Contractor further agrees to abide by all federal, state and local laws and District policies.

19.3 The Superintendent or his/her designee, with written cause, may call for the removal from service under this agreement of any employee of the Contractor who in their opinion is no longer fit to provide service under the terms of the contract. The contractor, upon written notification by the Board, shall immediately cease to assign said employee to any work, direct or indirect, that relates to this contract.

19.4. Contractor agrees to furnish evidence to the District that all personnel employed in the operation of the Service meet the requirements of all authorities charged with regulation of transportation facilities and equipment including but not limited to, physical and mental capacity to discharge the duties assigned.

20. DRIVERS:

20.1. The Contractor shall employ, train and assign to the contract a sufficient number of licensed school bus drivers and driver substitutes to meet all of the service needs of the contract. “Doubling-up” routes or using management staff in driving positions is prohibited other than in the event of unusual circumstances or emergency.

20.2. Each driver shall be at least 21 years old and must obtain and maintain, at a minimum, a Class B Commercial Driver’s License (CDL) with a passenger endorsement and an air-brake endorsement. In addition, each driver shall continue to meet all Iowa Department of Education regulations including a valid current Iowa School Bus Driver’s Permit.

20.3. The use of tobacco products and possession of alcohol, controlled substances, illegal drugs, firearms, weapons of any kind by employees of the contractor are prohibited on school buses and school grounds at all times.

20.4. Each driver must meet or exceed all physical requirements as determined by physical examination, pass a drug-screen test (and submit to subsequent random drug screening), and have an acceptable Motor Vehicle Record (MVR) and no other criminal history record. (MVR) checks will be conducted at least every six (6) months thereafter.

20.5. Bus Assistants must meet the requirements above with the exception of the Motor Vehicle Record.

20.6 The contractor shall provide sufficient standby drivers to meet day-to-day vacancies due to illness, vacation, personal days and unplanned absences. All standby drivers shall be thoroughly familiar with the routes of the District and competent to meet the assigned schedule on any assigned route.

21. MECHANICS:

21.1. Mechanics assigned to the contract must be trained and certified for the work they are to perform.

21.2. Mechanic staff will receive regular in-service training in school bus maintenance to remain current with the vehicle manufacturer’s standards for maintaining buses.

21.3. Each mechanic shall obtain and maintain, at a minimum, a Class B Commercial Driver’s License (CDL) with a passenger endorsement and an air-brake endorsement. In addition, each mechanic shall continue to meet all Iowa Department of Education regulations including a valid current Iowa School Bus Driver’s Permit.

21.4. Mechanic staff must pass standard drug and background screening as required for school bus operators.

21.5. As part of this RFP, the Contractor must state their proposed mechanic to bus ratio.

21.6. The Contractor will provide at least one Lead Vehicle Technician plus additional staff necessary to maintain the fleet.

22. SUPERVISORY AND MANAGERIAL PERSONNEL:

22.1. The Contractor shall employ and maintain a local management group qualified to perform assigned duties. Identify the management group and assigned duties Appendix B. Maintenance program requirements shall be directed by a person experienced in the school bus mechanical repairs field.

22.2. The manager assigned to the contract must be available to meet with the Chief Financial Officer, the Superintendent, and/or the Board of Education as needed to discuss the transportation operations and services.

22.3. Management staff must pass standard drug and background screening as required for school bus operators.

22.4. Management staff shall participate in an ongoing, in-service, training program to remain current with Federal and State pupil transportation codes as well as to improve management skills in personnel management, fleet management, school bus operations or other relevant areas.

22.5. The Contractor will use its best efforts to obtain a no-strike clause in any collective bargaining agreement that may be entered in relation to services provided under this Contract.

22.6. At a minimum, F.T.E. to include Contract Manager, Routing Dispatcher, and Safety Coordinator.

22.7. At least once per year, the Contract Manager will meet with the Chief Financial Officer to present proposed changes for the next school year taking into account new homes, roads, sidewalks and all elements that will impact school bus services.

23. DEFINITIONS:

1. Board of Education or Board of Directors: The Board of Directors of the Council Bluffs Community School District.

2. Superintendent: Superintendent of the Council Bluffs Community School District

3. Contractor: The Contractor to whom the award is made.

4. District: Council Bluffs Community School District

5. Specifications: The direction and requirements of the detailed technical specification requirements as may be provided, pertaining to the manner of performing the work or the quantity and quality of work to be furnished.

6. Proposal: The written offer or copy thereof by a Contractor to perform the work described within the specifications, when made out and submitted on the prescribed proposal form properly signed and guaranteed.

7. Contract: The written agreement covering the performance of the work as described within the specifications, including all supplemental agreements thereto and all general and special provisions pertaining to the work.

24. DAYS OF SERVICE:

24.1. Transportation shall be provided on each of the days on which school shall be held. The school calendar for the 2026-27 school year is attached as Appendix L. The school calendar notwithstanding, service shall be provided only on those days on which school is in session. It shall be recognized that

inclement weather or other factors may necessitate the closing of School, negating the need for transportation service. Further, transportation service shall be needed on those days classified as makeup, at no additional charge. Payments shall be made only for transportation services actually provided.

In addition, summer routes may be needed. The summer school term typically runs for 5 weeks starting in June. Payment for services related to summer school activities will be made at the same rate as the daily vehicle rate in the immediately preceding school year.

25. VEHICLES:

25.1. The Contractor shall provide such buses, vans and other vehicles necessary for day-to-day operation, supervision and maintenance of the Service for the District. All vehicles shall be equipped with two-way radios that can access the base station at the Contractor's terminal, real-time GPS tracking, and be tracked using a mobile app interface available to the district and parents.

25.2. Each bus and van shall be given a safety inspection by a team composed of representatives of the Department of Education and the Iowa State Highway Patrol two times each year. The result of the inspection shall be provided to the District.

25.3. Substitute or spare vehicles will be kept in reserve to accommodate planned vehicle maintenance and vehicle breakdowns. Spares will equal not less than ten percent (10%) of the active fleet (consisting of not less than one handicap accessible bus) and meet the same standards as the route buses. In addition, spare buses must be dedicated to the Council Bluffs Community School District alone and be garaged with the active route fleet.

25.4. All pupil transportation vehicles shall be kept in a safe, clean and sanitary condition and open for examination at all times by the District, the Superintendent or his/her designee.

25.5. Appendix H calls for a listing of vehicles which shall be used by the Contractor in the performance of services. Maximum age of the fleet shall not exceed a retention cycle of 10 years for route and spare buses and the average age of the fleet shall not exceed 7 years.

25.6. A complete fleet listing shall be provided by the contractor each year of the contract. This listing shall indicate active route buses and substitute vehicles.

25.7. Vehicles provided by the contractor shall meet all Federal and State school bus requirements for the term of the contract. Vehicle upgrades mandated by law, for the life of the agreement, will remain the responsibility of the contractor. Any cost for such upgrades will be the responsibility of the contractor.

25.8. Video Cameras

The contractor must provide video cameras in the entire active route fleet so as to record student and driver behavior to be used based upon needs and policy. This includes HD digital video from multiple angles that include audio.

25.9. Video Storage

The contractor shall store video for a period of 90 school days. Video which records student behavior on the bus shall be treated as confidential and may only be viewed by the contractor's site manager or the superintendent of schools or his/her designee.

25.10. Lease Amount for Buses

The District reserves the right to optimize the routes and the number of buses required on an annual basis or more frequently. The contractor agrees to negotiate an annual operating lease amount for the bus fleet. The contractor agrees to adjust the annual operating lease to reflect the changes made to the bus fleet at the rate outlined per bus per month. The inherent cost of this lease agreement shall be included in the original bid amounts provided and is not an additional bid item. Once the annual amount is negotiated, the contractor agrees to bill the lease amount as a separate item. This lease shall strictly be an operating lease with no purchase provisions to be included.

25.11. The Contractor shall maintain its buses under this agreement in good operating condition and in condition to meet or exceed the State of Iowa inspection standards, and the Contractor will be responsible for the costs of bringing those buses into such condition. The Contractor will also be responsible for all other repairs and maintenance on all vehicles during the life of this agreement at its sole cost.

25.12. Fleet school buses shall be used only for transporting regularly enrolled students to and from school and to extracurricular activities approved and designated by the Chief of Student and Family Services.

25.13. District Owned Vehicles
The contractor agrees to perform inspections and safety checks on district owned vans used to transport children (currently 7).

Additional Services

25.14. Electronic Student Tracking System
Contractor will provide an electronic student tracking system on each bus that allows either manual or electronic entry of student numbers and record bus usage. The system must identify that the student is on the correct bus. The system must also allow the identification of bus services the student is receiving, example required, specialized or space available. The contractor will allow the District electronic access to software for reporting purposes.

25.15. Charter Bus Service
The District may contract Charter Bus Services for all activities greater than 120 miles from Council Bluffs. The Chartered Buses are coach buses that include a bathroom, reclining seats, and meet all other requirements of safety, personnel, maintenance, and insurance as described for regular before and after school buses. Contractor may, if available, provide pricing.

25.16. GPS/GIS Tracking System
Contractor will provide a GPS/GIS tracking system on each bus that allows monitoring of real-time bus location, miles driven and actual route driven. The Contractor will allow the District real-time electronic access to software for reporting and tracking purposes, and the Contractor will provide training for the system to applicable District staff.

25.17 Two-Way Radio System
Contractor will provide on each bus two-way radios systems that will allow communication between the bus, the District, and or the bus dispatcher anywhere in the District.

25.18 Summer School
Contractor will provide transportation services for summer school. Summer school currently runs the month of June, and for Special Education in late July. Approximately 10-15 buses currently run summer school routes and field trips.

26. VEHICLE MAINTENANCE and REQUIRED INSPECTIONS:

26.1. The Contractor shall implement a comprehensive maintenance program for the school bus fleet to provide safe and efficient service to the school community.

26.2 The Contractor will provide the District with copies of all school bus inspections performed by the Department of Education. A written explanation will be given to the Chief of SFS by the contractor for any vehicle that fails this inspection. In addition, the contractor will outline corrective steps to be taken to avoid or reduce the likelihood of such vehicle inspection failures in the future.

26.3. Contractor shall operate the buses and related equipment and service in compliance with all lawful orders, rules, regulations and laws of properly constituted authorities governing the operations, and in a manner reasonably suitable for furnishing service, including but not limited to, enforcement of all state statutes, municipal ordinances, and District policies prohibiting smoking on buses.

26.4. The Contractor shall provide all fuel oil, lubricants, supplies and accessories necessary for the operation of the vehicles and shall undertake the repair and maintenance to keep them in good and sound operating condition. Maintenance shall be in compliance with all lawful orders, rules, regulations, and laws of properly constituted authorities governing the operations, and in a manner suitable for the furnishing of service, including but not limited to, maintenance as stipulated in the manufacturer's guide for warranty period and beyond for the term of this Contract. The Contractor shall further provide inspection and cleaning of all vehicles necessary and suitable for the maintenance, comfort, convenience, and safety of passengers, including repair or replacement of damage to seats, handrails, steps and all other portions of the interior and exterior of said equipment. Contractor shall further supply storage of all vehicles used in the operations of said system, parts, and supplies required in furnishing service for the District. All costs associated with this maintenance function will be paid by the contractor.

26.5. All vehicles shall be maintained in good repair and working order, and in a clean and sanitary condition. A thorough preventative maintenance program on all vehicles shall be ongoing at all times and documentation of this program shall be provided to the District or Superintendent upon written request. A copy of all state vehicle inspections shall be forwarded on to the District.

27. PHYSICAL PLANT:

27.1. The Contractor shall be responsible for its own facilities for storage and maintenance of vehicles and for its own operations and personnel needs.

27.2. The contractor will supply its own telephone service.

27.3. Contractor will be responsible for obtaining business personal property and vehicle insurance for all their property on the premises. The contractor's general liability insurance shall extend to the leased premises.

28. FUEL:

28.1 The Contractor will provide all fuel at a rate not to exceed average fuel prices provided by an agreed upon source to be negotiated in the final contract. Prices will be based on a monthly average gallons used.

28.2 The Contractor will provide the Chief of Student and Family Services with a monthly report showing total number of gallons of gasoline and diesel fuel consumed along with the total number of miles driven. This will be calculated separately for routes and activities along with their corresponding number of gallons consumed.

29. INSURANCE:

29.1. The contractor shall be required to maintain insurance coverage which is satisfactory to the Board of Education. Minimum limits for said coverage shall be:

29.2. Automobile Liability combined single limit for bodily injury and/or property damage shall equal ten million dollars ($10,000,000.00).

29.3. Commercial General Liability combined limit for bodily and/or property damage shall equal ten million dollars ($10,000,000.00) per occurrence.

29.4. Workers Compensation coverage to be statutory and include all employees of the contractor.

29.5. Contractual liability coverage

29.6. Catastrophic Umbrella Liability in the amount of $20,000,000

29.7. Conditions of coverage are to include the following:

29.8. All certificates must contain thirty (30) day notice of cancellation to the Board of Education.

29.9. All insurance policies and/or bonds will be written with insurance companies licensed to do business in the state of Iowa and subject to the approval of the Board of Education.

29.10. Commercial general liability and automobile liability must include the Board of Education as an additional insured. The policy shall be primary and non-contributory.

29.11. Commercial General Liability insurance shall include Broad form Comprehensive General Liability Endorsement.

29.12. Insurance shall be provided by a company with a current Best's rating of "A+" or better.

29.13. The contractor shall hold the Board of Education harmless and indemnify the District, the Superintendent, and District employees from every claim or demand by reason of injury to the contractor, or to its employees and to third parties and injury to the extent caused by the contractor or by direct employees of the contractor.

30. PERMITS AND LICENSES:

30.1. The Company shall provide and maintain in effect all licenses, permits or certifications which are or may be required by properly constituted authorities for the performance of the service to the District, and shall pay taxes assessed on vehicles. The Company shall procure and maintain all licenses, permits or certificates required on other property owned by it and used in connection with the furnishing of service to the District.

31. ROUTING:

The Contractor, along with input from District staff, will provide the routes for the 2027-2028 school year. For this RFP, the Contractor shall use the current (2026-27) school year bus routes to determine number of buses and monthly and annual operating lease amount. The District reserves the right to optimize the routes and the number of buses required on an annual basis or more frequently. The total amount paid to the Contractor will be based on the actual number of buses required.

31.1. The Contractor shall be responsible for maintaining or changing bus routes and bus stops for the subsequent school years during the term of this Agreement. Bus routes will be maintained in the most efficient way possible. New routes will not be added without approval of the Chief of Student and Family Services or their designee. The Contractor shall review routes for improved efficiency and route reduction strategies. The Contractor must present their route reduction strategies once every semester to the District, or more frequently if requested by the District.

31.2. The School District may request alterations, modifications, or amendments to the bus routes, timing and/or stops in order to meet changing conditions upon reasonable prior notice to Contractor. Rules and regulations for details incidental to the operation of bus routes, bus stops and other attendant matters which may arise shall be mutually agreed upon. If the parties cannot agree on the foregoing, the School District's decision will be final.

31.3. The Contractor shall require the Drivers to adhere to routes and time schedules as established. Drivers who discover cause for route or time adjustment will report to the Contractor, which will take the matter up with the School District. The Contractor will be responsible for all routing and changes to routes following the initial start-up, subject to specific approval of each such change by the District.

31.4. The Contractor will use routing software and ensure staff are trained and proficient in the use of the system.

31.5. The Contractor shall ensure that drivers are familiar with their assigned routes. To facilitate this process, the Contractor shall, prior to the opening of school each year, have each regularly assigned route driver accomplish two complete dry runs (practice runs without students) of the driver's assigned route. The contractor's price proposal should provide for this requirement

31.6. In addition to regular bus routes scheduled hereunder, Contractor shall also provide all other student transportation services which are specifically requested by the School District. The Contractor acknowledges that such other requested student transportation services must be requested in writing and signed by the School District's superintendent or his/her designee.

31.7. The School District shall have the sole responsibility of setting policy pertaining to the transportation for private or parochial schools and shall communicate said policy to Contractor.

31.8. The School District shall have the sole responsibility of altering, delaying or canceling bus service during inclement weather. The Contractor shall assist the School District in any determination of whether runs should be canceled due to inclement weather. To this end, a specific person shall be designated by the Contractor, who shall remain available to the School District for consultation on a daily basis. Contractor agrees to abide by the decision of the School District to operate on the assigned schedules and routes.

31.9. At dismissal time, buses shall arrive at the school prior to dismissal, and shall depart no less than the time set by the District.

31.10. Based upon representation of past years, the District reasonably believes that the Contractor will be given an opportunity to perform approximately 25,000 miles of District activity/charter work for each year of service.

31.11. Based upon representation of past years, there are approximately 280,000 route miles. The contractor will supply a formula to be used should the district exceed or not exceed these miles in one contract year. See Appendix M for current routes. A route reduction cost schedule shall be provided as part of proposal indicating cost to add or subtract routes.

31.12. No additional buses will be added without the express consent of the District's Chief of Student and Family Services.

31.13. Routes will be due to the District office no later than two weeks prior to the start of the school year.

31.14. The routing system used must integrate with Power School.

32. INDEPENDENT CONTRACTOR AND INDEMNIFICATION:

32.1. The Contractor is an independent Contractor, and as such, is not and shall not be construed to be an agent or employee of the District. The Contractor further agrees to indemnify, hold harmless and defend the District from and against any and all liability, expense, loss, or damage, including but not limited to judgment, interest, costs and attorneys fees, which the District may suffer or for which the District may be held liable as a result of claims, suits, causes of action or demands, made by any person or entity, whether related to injury, including death, property damage, or otherwise, in any way arising out of to any extent the negligent or careless acts or any other acts or omissions of Contractor or Contractor's drivers, employees, agents, and independent Contractors, in the performance of services under this Agreement.

33. SAFETY and TRAINING:

33.1. The contractor shall be responsible for establishing and maintaining an ongoing comprehensive safety program that addresses all pre-service and in-service training requirements established by Federal and State regulations for pupil transportation. A complete description of each program is to be submitted with the contractor's response. Amendments and/or updates should be continuously provided for the duration of the contract. In addition, the contractor will provide: First Aid and CPR training, as well as monthly safety meetings.

33.2. From time to time the District may specify that individual drivers, for individual reasons, may require additional training prior to resuming transporting District students. The Contractor will assume responsibility for fulfilling this additional training requirement.

34. ACCIDENTS:

34.1. For purposes of the RFP an accident shall be defined as an unplanned event or incident that results in bodily injury, vehicle damage, property damage, or vehicle under contract coming in contact with any other object.

34.2. All accidents must be verbally reported to the Chief of Student and Family Services or their designee by the Authorized Company Representative immediately. All accidents will be documented in writing and forwarded to the Chief of SFS within twenty-four (24) hours of their occurrence. **THE CONTRACTOR WILL ALSO NOTIFY THE ATTENDANCE CENTER/BUILDING OF ANY STUDENT ABOARD A BUS AT THE TIME OF AN ACCIDENT.**

34.3. The contractor will maintain a log of all accidents involving the school bus fleet. This log will contain the names of individuals involved in the accident, date, location, accident description, damage amount, police report, injury reports and whether the accident was preventable or not. The Superintendent/or designee will be allowed to review this log, with notice, as necessary.

35. DRUG AND ALCOHOL TESTING PROGRAM:

35.1. The contractor shall implement an employee drug and alcohol screening program which complies with all Federal and State laws and that meets or exceeds District policy for such tests. Drug and alcohol screening shall include pre-employment, reasonable suspicion, post accident as well as random sample testing for all employees assigned to the pupil transportation contract, and shall comply with Federal and State Laws.

35.2. All costs associated with this ongoing screening process shall be paid by the contractor.

35.3. A copy of the contractor drug and alcohol screening program shall be included with the submission.

36. TRANSFER OF CONTRACT:

36.1. The contract shall not be transferred or assigned without the prior written consent of the Board of Education.

37. EQUAL OPPORTUNITY POLICY:

37.1. The contractor shall take all necessary steps to ensure that every applicant and employee is treated during hiring and employment without regard to their age, sex, race, creed, marital or parental status, political affiliation, color, handicap condition, or national origin. The contractor shall not discriminate against and may provide a preference for veterans of the United States armed forces.

37.2. The contractor shall include in all advertisements for employees a statement that summarizes their nondiscrimination policy.

38. STUDENT/PASSENGER BEHAVIOR:

38.1. Student behavior issues shall be documented in writing by the bus driver and/or bus monitor which are forwarded to the appropriate school district staff via the contract manager.

38.2. The District shall take appropriate steps to correct the situation and advise the contract manager in writing of the final outcome of their actions.

38.3. Under no conditions shall the contractor or his/her staff deny transportation to an eligible rider without a written statement to do so by the school district.

38.4. Contractor shall ensure good discipline aboard school buses and enforce the District's disciplinary procedures fairly for all bus riders. It is understood that should a bus require a monitor for purposes of maintaining proper discipline, the Contractor shall make such provisions.

39. REPORTING REQUIREMENTS:

39.1. The contractor shall provide monthly to the Chief of Student and Family Services the student and mileage information in order to assist the School District in complying with Department of Education regulations. In addition, the Contractor will provide reasonable assistance to the School District to assist it in completing and filing necessary reports to governmental regulators.

39.2. The following additional reports must be submitted based on the periodicity identified.

39.2.1. Monthly Student Load Count - This report lists the number of students at each bus stop who rode the bus on a given day. The report shall be taken on a specified date determined by the contractor and district. Student tracking software will tabulate the results and a report will be generated and presented to the district. Reports are to be returned to the Chief of Student and Family Services within five (5) business days of the count.

39.2.2. Customer's Incident/Complaint Form - The purpose of this report is to inform the Contractor in writing of an incident or complaint about services or a driver by the District. Customers shall include students, parents, school employees and members of the public. The Contractor shall investigate these reports and provide a written reply within ten (10) school days. All written replies shall state corrective action taken to prevent recurrence of the condition that caused the problem.

39.2.3. Driver's Incident/Complaint Form - The purpose of this form is to inform the District in writing of an incident or complaint about students, to report difficulties at a school site or with a parent, or to record any unusual incident. This form will be forwarded to the District for review and corrective action as necessary. The District will review the complaint and respond in writing to the Contractor within ten (10) business days.

39.2.4. Late bus report - District staff may also be present to review the arrival and departure of bus runs to ensure that route times maintained in the routing system are consistent with actual route times. In the event that a bus arrival or departure is 10 or more minutes different from the established time, District staff will provide the Contractor with notification of the issue. The Contractor will have two (2) work days to provide a written response detailing the reasons for the time discrepancy and the corrective action that will be taken. This report will also be used to support the requirements of Section 9.2.

39.2.5. Fuel Report – The Contractor will provide monthly to the Chief Student and Family Services the number of miles driven and the gallons of fuel purchased.

40. PROJECT DESCRIPTION:

40.1. Appendix M contains a summary of the Council Bluffs Community School District's current pupil transportation program. Contractors are to base their cost projections on delivering this level of service within the requirements of the RFP.

41. OTHER REQUIREMENTS:

41.1. The successful Contractor shall, within ten (10) days after notice of selection, enter into the written Contract with District(s) and by this reference made a part hereof.

41.2. The Council Bluffs Community School District is an Equal Opportunity Employer and pursues Affirmative Action Policies; therefore the District requires that every successful Contractor be nondiscriminatory in their hiring practices.

41.3. Contractor certifies that he or she has read, understands, and will fully and faithfully comply with this invitation for proposal, its attachments and any referenced documents. Contractor also certifies that the prices offered were independently developed without collusion with any other Contractor or potential Contractors.

41.4. Contract Documents will consist of the proposal notice as advertised, the invitation for proposals, scope of work, the signed and accepted proposal form, the signed and accepted contract, the approved performance bond, proposal conditions, and the insurance certificates.

41.5. In the event the Contractor wishes to make changes involving substantial additional expense and time, the District shall be advised in writing. Such changes shall be made only after the District gives written

authorization to the Contractor. The District or Contractor may, from time to time, request changes in the scope of service by the Contractor. Such changes, including any increase in the amount of compensation to the Contractor which are mutually agreeable, shall be in written form and incorporated in this contract.

41.6. The undersigned has read and fully understands the notice to Contractors, information for Contractors and has carefully researched all requirements of the proposal along with all other parts of the proposal package.

41.7. All documents as noted in REQUIRED PROPOSAL DOCUMENTS section are included with the proposal response.

41.8. The Contractor shall respect and comply with District's policies and regulations.

41.9. The Contractor shall respect and comply with Iowa Code Chapter 285, which specifically sets the provisions for a contract for District and Company.

APPENDIX A

Experience

At least three (3) references from school districts of comparable size in which the Contractor has provided similar services. The addresses, telephone number, email address, and the name of an appropriate administrator who will have knowledge of the transportation program is required for each reference.

In addition, the Contractor must include a detailed description of its experience in transporting K-12 students, including physically and/or mentally disabled.

Company

Authorized Company Representative Date

APPENDIX B

Management

The Contractor shall describe the management's background and experience in the operations of a transportation system. The name of the on-site manager shall be reported. The Contractor should also present an organizational chart of the local operation including, at a minimum, the title of all management positions (or its full time equivalence) and a brief description of that position's responsibilities.

Company

Authorized Company Representative Date

APPENDIX C

Finances

The Contractor shall demonstrate financial ability to carry out the performance of the terms of this contract. The source or means of finances for the duration of this contract should be evidenced by the Contractor. The Contractor shall ensure that the evidence is of a nature that allows the District to evaluate the financial ability of the Contractor to meet financial obligations.

Company

Authorized Company Representative Date

APPENDIX D

Personnel

The Contractor shall provide a detailed description of its recruiting and hiring processes and selection criteria for bus drivers, including the criminal, driver's record, child abuse and sex offender background check process.

Company

Authorized Company Representative Date

APPENDIX E

SAFETY PROGRAM

The Contractor shall provide a detailed description of its safety program. Identify the onsite safety coordinator and provide a description of the safety coordinator's duties.

Company

Authorized Company Representative Date

APPENDIX F

TRAINING PROGRAM

The Contractor shall provide a detailed description of its training program for newly selected bus drivers and continuing training for bus drivers.

Company

Authorized Company Representative Date

APPENDIX G

MAINTENANCE PROGRAM

The Contractor shall provide a detailed description of its maintenance program for all vehicles used on District routes.

Company

Authorized Company Representative Date

APPENDIX H

Equipment

The Contractor shall list or attach a schedule of the vehicles which shall be used to provide the transportation services. It is the intent of this schedule to insure to the District the availability of proper equipment in order to carry out the contract. The year of manufacture on each bus shall also be recorded. Contractor shall provide evidence of ownership, lease or lease-purchase of the equipment. It shall be understood that said evidence will be under the condition that Contractor is awarded contract. No bus will exceed ten years old.

Company

Authorized Company Representative Date

APPENDIX I

Compensation

The Contractor shall submit a detailed description of its compensation package for employees who would perform services under this Agreement.

Company

Authorized Company Representative Date

APPENDIX J-1

Pricing Proposal for the 2027-2028 School Year

AM/PM Routes Regular Transportation	Number of Vehicles	Maximum Number of Days Per Year	Bus Cost Per Day	Total Cost Per School Year	Monthly and Annual Operating Lease
35-71 Passenger		180			
84 Passenger		180			
Special Education with Wheel Chair Position		180			
Mid-day Special Education/Shuttles		180			
35-71 Passenger After School		180			
Bus Associate (4.0 Hours)		180			
TOTAL					
Hourly Bus Associate Rate					

APPENDIX J-2

Pricing Proposal for the 2028-2029 School Year

AM/PM Routes Regular Transportation	Number of Vehicles	Maximum Number of Days Per Year	Bus Cost Per Day	Total Cost Per School Year	Monthly and Annual Operating Lease
35-71 Passenger		180			
84 Passenger		180			
Special Education with Wheel Chair Position		180			
Mid-day Special Education/Shuttles		180			
35-71 Passenger After School		180			
Bus Associate (4.0 Hours)		180			
TOTAL					
Hourly Bus Associate Rate					

-

APPENDIX J-3

Pricing Proposal for the 2029-2030 School Year

AM/PM Routes Regular Transportation	Number of Vehicles	Maximum Number of Days Per Year	Bus Cost Per Day	Total Cost Per School Year	Monthly and Annual Operating Lease
35-71 Passenger		180			
84 Passenger		180			
Special Education with Wheel Chair Position		180			
Mid-day Special Education/Shuttles		180			
35-71 Passenger After School		180			
Bus Associate (4.0 Hours)		180			
TOTAL					
Hourly Bus Associate Rate					

APPENDIX J-4

Pricing Proposal for the 2030-2031 School Year

AM/PM Routes Regular Transportation	Number of Vehicles	Maximum Number of Days Per Year	Bus Cost Per Day	Total Cost Per School Year	Monthly and Annual Operating Lease
35-71 Passenger		180			
84 Passenger		180			
Special Education with Wheel Chair Position		180			
Mid-day Special Education/Shuttles		180			
35-71 Passenger After School		180			
Bus Associate (4.0 Hours)		180			
TOTAL					
Hourly Bus Associate Rate					

APPENDIX J-5

Pricing Proposal for the 2031-2032 School Year

AM/PM Routes Regular Transportation	Number of Vehicles	Maximum Number of Days Per Year	Bus Cost Per Day	Total Cost Per School Year	Monthly and Annual Operating Lease
35-71 Passenger		180			
84 Passenger		180			
Special Education with Wheel Chair Position		180			
Mid-day Special Education/Shuttles		180			
35-71 Passenger After School		180			
Bus Associate (4.0 Hours)		180			
TOTAL					
Hourly Bus Associate Rate					

Appendix J-6

Additional Services

For the 2027-2028 School Year

Option	Annual Cost	Hourly Rate	Cost Per Mile	Waiting Time
1. Student Tracking System (Only need annual cost for this option)				
2. Vans (Annual cost not required)				
3. Charter Bus (Coach) (Annual cost not required)				
4. GPS/GIS Tracking System (Only need annual cost for this option)				
5. Summer School Transportation				

For the 2028-2029 School Year

Option	Annual Cost	Hourly Rate	Cost Per Mile	Waiting Time
1. Student Tracking System (Only need annual cost for this option)				
2. Vans (Annual cost not required)				
3. Charter Bus (Coach) (Annual cost not required)				
4. GPS/GIS Tracking System (Only need annual cost for this option)				
5. Summer School Transportation				

For the 2029-2030 School Year

Option	Annual Cost	Hourly Rate	Cost Per Mile	Waiting Time
1. Student Tracking System (Only need annual cost for this option)				
2. Vans (Annual cost not required)				
3. Charter Bus (Coach) (Annual cost not required)				
4. GPS/GIS Tracking System (Only need annual cost for this option)				
5. Summer School Transportation				

For the 2030-2031 School Year

Option	Annual Cost	Hourly Rate	Cost Per Mile	Waiting Time
1. Student Tracking System (Only need annual cost for this option)				
2. Vans (Annual cost not required)				
3. Charter Bus (Coach) (Annual cost not required)				
4. GPS/GIS Tracking System (Only need annual cost for this option)				
5. Summer School Transportation				

For the 2031-32 School Year

Option	Annual Cost	Hourly Rate	Cost Per Mile	Waiting Time
1. Student Tracking System (Only need annual cost for this option)				
2. Vans (Annual cost not required)				
3. Charter Bus (Coach) (Annual cost not required)				
4. GPS/GIS Tracking System (Only need annual cost for this option)				
5. Summer School Transportation				

APPENDIX J-7

PROPOSAL SUMMARY FORMAT

Three Consecutive School Years (2027-2028 through 2029-2030)

	Annual Cost Including Bus Lease	Hourly Rate for District Activity or Charter Transportation
2027/28	_____	_____
2028/29	_____	_____
2029/30	_____	_____
2030/31	_____	_____
2031/32	_____	_____

Company Name _____

Signature of Authorized Agent _____

Company Address _____

Business Telephone Number _____

City, State and Zip Code _____

Date Signed _____

APPENDIX K

GENERAL INFORMATION QUESTIONNAIRE

COMPANY NAME:

NOTE: Should more space be needed, use questions (in order) on NP document in lieu of this form.

1. Where is your company's headquarters?

Local Office? _____

2. State how long your company has offered the proposed services to the market.

3. State how many school districts you currently service. Provide a list of all the school districts you are currently or have previously serviced, list the size, address, phone number and contact person.

Nationally: _____ Iowa: _____

4. Describe the buses you propose to use. If you plan to use fewer buses, or smaller buses, please describe the basis for this decision:

_____
_____

5. State your vehicle replacement policy:

_____
_____

6. Describe how you plan to store and maintain the school bus fleet? Be sure to list various options:

_____
_____

7. What training do you propose to provide your personnel?

_____
_____

8. What commitments will your company make to Council Bluffs Community Schools for accommodating necessary changes in routing and scheduling throughout the school year?

_____
_____

9. What commitments will your company make to the District for accommodating requested field trips and transportation for athletic events?

_____
_____

10. Please describe how your company would conduct the public relations activity required, including notifications to parents and students of routes, schedules, bus stops and any subsequent changes.

_____
_____

11. Does your company have insurance coverage in amounts specified in the RFP?

Yes _____ No _____

Does your company understand that it, and not the District, retains all liability associated with providing these proposed
services and is indemnifying the District, its board members, officers, employees, and agents against the same due to acts or omissions by the contractor?

Yes_____ No _____

If NO to either question, explain.

_____

12. Please describe what controls your company has in place to ensure a high quality of uninterrupted services provided to the District.

_____
_____

13. Have you, or do you, plan to designate a current employee to serve as on-site manager for your operations at Council Bluffs Community Schools? Yes _____ No _____

If YES, and you have not included his/her resume in the proposal package, please explain why not.

_____
_____

If NO, please list the minimum criteria for qualifications and experience that such an on-site manager would possess.

_____
_____

14. Please list the minimum criteria for qualifications and experience that the drivers you will use at Council Bluffs Community Schools would possess. Please attach all employment policies including those related to drug testing and pupil safety programs.

_____
_____

15. Have you included in your proposal a copy of your latest audited financial statements? Yes_____ No_____

16. Please add any additional comments that may assist in the evaluation of your proposal.

_____
_____

Appendix L

Calendar 2026-2027 *Approved*

July 2026	M	T	W	T	F
			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

August 2026	M	T	W	T	F
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

September 2026	M	T	W	T	F
		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

October 2026	M	T	W	T	F
				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

November 2026	M	T	W	T	F
	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				

December 2026	M	T	W	T	F
		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

January 2027	M	T	W	T	F
					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

February 2027	M	T	W	T	F
	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26

March 2027	M	T	W	T	F
	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

April 2027	M	T	W	T	F
				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

May 2027	M	T	W	T	F
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

June 2027	M	T	W	T	F
		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

IMPORTANT DATES

August	18-21	Teacher Work Days/Staff Development
	24	First Day of School / Begin Semester 1
September	7	Labor Day Holiday - District Closed
October	29	Student Remote Learning Day-Parent-Teacher Conferences
	30	End of Quarter 1 - Teacher Trade Day/Student Vacation
November	25-27	Thanksgiving Vacation
December	21-Jan 4	Student Winter Vacation
January	4	Staff Development/Work Day & Student Vacation Day
	15	End of Semester 1
	18	Martin Luther King Holiday - District Closed
	19	Begin Semester 2
February	15	Presidents' Day Holiday - District Closed
March	19	End of Quarter 3
	22-26	Spring Break
	25	Teacher Trade Day/Student Vacation
	26	District Closed
May	20	Senior Last Day
	21-22	Graduation Ceremonies - Class of 2027
	27	Early Out: Last Day of School/ End Semester 2
	31	Memorial Day - District Closed

Notes:

October 29th will be a district-wide parent-teacher conference date, with in-person options available into the evening. An additional evening of parent-teacher conferences will be planned at the building level.
Up to four (4) remote learning days may occur for students if school is canceled for inclement weather or other related reasons. Additional days may be added at the end of second semester, as necessary, for make-up days.

All tentatively scheduled work and staff development days are subject to further review.

Teacher Trade Day & Student Vacation
Staff Devel./Work Day & Student Vacation
School Vacation
Parent-Teacher Conferences Student Remote Learning Day

District Closed
Beginning of Semester
End of Semester
Graduation Day
Teacher Professional Development Day

Council Bluffs Community SCHOOL DISTRICT

It is the policy of the Council Bluffs Community School District not to illegally discriminate on the basis of race, color, age (for employment), national origin, sex, sexual orientation, marital status (for programs), socioeconomic status (for programs), physical or mental disability, religion, creed, genetic information, ancestry, geographic location, citizenship, political party preference or belief, familial status or any other protected attribute, in its educational programs, activities or employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the school district's Equity Coordinator, Tim Hamilton, 712-328-6423, thamilton2@cbcsd.org, 300 W. Broadway, Suite 1600, Council Bluffs, IA 51503.

Appendix M

Council Bluffs Community School District

Summary of Current Pupil Transportation

The District currently runs 60 vehicles on routes each day.

The vehicles run 350 routes per day to 28 different facilities.

Current Route Information (3 tiers):

AM	67
AM Specialized	70
PM	88
PM Specialized	81
Midway	33
Afterschool	11

Current Nonspecialized Bus Routes

On a daily basis the District transports approximately 2,600 students.

The District runs shuttles between facilities, community partners, etc. several times a day.

Current Contractor Bus List:

5	21 passenger Type A
37	71 Passenger Type C2
8	Type C- wheel chair accessible
5	84 Passenger Type D
12	Minivan

Appendix N

CBCSD Bell Schedule

School	Earliest Arrival Time	AM Start	Program Late Start	PM Dismissal	Program Early Dismissal	Monday Dismissal
Abraham Lincoln High School	7:45	8:00		3:10		1:35
Anne E Nelson ELC						
Bloomer Elementary	8:40	8:55	9:30	3:45		2:05
Carter Lake Elementary	8:40	8:55	9:30	3:45		2:05
College View Elementary	8:40	8:55	9:30	3:45		2:05
Edison Elementary	8:40	8:55	9:30	3:45		2:05
Franklin Elementary	8:40	8:55		3:45		2:05
Hoover Elementary	8:40	8:55	9:30	3:45		2:05
Kanesville Learning Center						
Kirn Middle School	7:15	7:30		2:30	2:00	12:50
Lewis and Clark Elementary	8:40	8:55		3:45		2:05
Longfellow Elementary	8:40	8:55		3:45		2:05
Roosevelt Elementary	8:40	8:55	9:30	3:45		2:05
Rue Elementary	8:40	8:55	9:30	3:45		2:05
Thomas Jefferson High School	7:45	8:00		3:10		1:35
Wilson Middle School	7:15	7:30		2:30	2:00	12:50

Appendix O

Liquidated Damages Schedule:

1. The District may assess liquidated damages in the amount of 100 % of the price for a daily route (AM & PM) for each of the following deficiencies:

- Missed route – Route not run or combined ("doubled-up") with another route.
- Illegal use of equipment (un-inspected equipment, unlicensed driver, uninsured equipment and seriously faulty equipment)
- Unattended child left on bus.
- Child delivered to an incorrect address or location.
- Unauthorized and inappropriate discipline of student or students by driver.

2. The District may assess liquidated damages in the amount of 75 % of the price for a daily route (AM & PM) for each of the following deficiencies:

- Late bus - Arriving at or departing from school 30 minutes to one hour or more late. (Circumstances must be within Contractor's control)
- Operating without an aide on the bus when required.
- Failure to meet assigned equipment size requirement for route.
- Running out of fuel while on route.

3. The District may assess liquidated damages in the amount of 50 % of the price for a daily route (AM & PM) for each of the following deficiencies:

- Driver operating without the use of a seat belt.
- Failure to fasten a student's restraint as required by IEP.
- Unreported accident with students on bus.
- Intentional operation of an overloaded bus. (Overload equals greater number than manufacturers capacity)

4. The District may assess liquidated damages in the amount of 25 % of the price for a daily route (AM & PM) for each of the following deficiencies:

- Unauthorized deviations from route.
- Unauthorized stop.
- Late bus - Arriving at or departing from school 10 minutes to twenty-nine minutes late. (Circumstances must be within Contractor's control)

5. The District may assess liquidated damages in the amount of 10 % of the price for a daily route (AM & PM) for each of the following deficiencies:

- Equipment age infraction.
- Inoperable radio on bus. (Damaged prior to dispatch or turned off by driver)
- Inoperable air conditioning unit on SE bus. (Damaged prior to dispatch)
- Inoperable lift on SE bus. (Damaged prior to dispatch)
- Operating equipment without proper route number identification.

Appendix P

Alternatives:

The Contractor may provide other cost savings or best business practice proposals they want to be considered in the evaluation. The District is involved in a strategic plan to reduce costs and improve efficiencies in all areas of operation.