

Request for Proposal
Student Transportation Services
Inland Lakes School District

May 18, 2010

Mandatory Pre-Bid Meeting & Walk-Thru:

May 27, 2010 – 10:00 a.m., local time.

Bid Due Date:
June 4, 2010 – 2:00 p.m., local time.

Return to:
Ms. Mary Jo Dismang, Superintendent
Inland Lakes Schools
4363 S. Straits Highway
Indian River, Michigan 49749

Late Bids Will Be Rejected

Student Transportation Services

INSTRUCTIONS TO BIDDERS:

- 1) NOTICE IS HEREBY GIVEN that the **Inland Lakes School District** will accept bids for a three (3) year contract for **STUDENT TRANSPORTATION SERVICES**. Bids will be opened and read aloud in the Inland Lakes Administrative Office, 4363 South Straits Highway, Indian River, MI 49749. Bids should be submitted for a three year period, encompassing the 2010-2011, 2011-2012, and 2012-2013 fiscal years.
- 2) Sealed proposals shall be delivered to the above address, anytime prior to, but not later than, 2:00 PM on June 4, 2010. Bids received after this time will be returned unopened to the bidder.
- 3) A pre-bid meeting will be held at the above address at 10:00 AM on May 27, 2010. Attendance at this meeting is mandatory for any bidder wishing to submit a bid. The purpose of this meeting will be to answer any questions regarding the bid specifications and the current transportation operation. Please contact Kris Vizina at kvizina@inlandlakes.org to indicate your plan to attend the mandatory pre-bid meeting.
- 3) Each proposal must be submitted on the bid forms provided with these specifications and must be contained in a sealed envelope, which shall be endorsed on the outside with the following information:
 - a. **PROPOSAL FOR STUDENT TRANSPORTATION SERVICES**
 - b. Name and Address of Bidder
- 4) All bids must be valid for a minimum period of 90 days after bid opening.
- 5) The Board of Education of the District reserves the right to reject any and all bids, or to waive any informalities, irregularities or technicalities in any proposal, should it deem to be in the best interest of the District to do so. The contract will be awarded, if at all, to the lowest responsible bidder meeting specifications as determined by the Board of Education. Bids should be submitted on the premise that the District intends to contract as a single unit, and that the proposal must be acceptable to the Board. Acceptance of a bid by the District does not constitute a contract. The final contract document will be subject to negotiation and the Board will approve execution of a contract. While the financial responsibility of the bidder is a significant concern, the Board is equally concerned with the proven ability of the bidder to satisfactorily perform the contract so that the service will be provided in accordance with proposed contract documents.
- 5.1) After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the comparative assessment of the relative benefits and deficiencies of the proposal in relationship to the published evaluation criteria shall be made by using subjective judgment. The

award of a contract resulting from this Request For Proposal shall be based on the lowest responsible bid and best proposal received in accordance with the evaluation criteria stated below:

- 5.1.1 Cost..... 45%
- 5.1.2 Experience.....15%
- 5.1.3 Reliability.....15%
- 5.1.4 Expertise of Personnel.....10%
- 5.1.5 Operational Plan.....15%

- 6) Any explanation or statement, which the bidder wishes to make, must be placed in the same envelope with the proposal but shall be written separately and independently of the proposal and attached hereto. Unless the bidder so indicates, it is understood that the bidder is in strict accordance with the specification requirements.
- 7) A bid bond in the amount of five percent (5%) of the regular route cost, for one year, must accompany bids. Bonds will be returned concurrent with the bid award selection.
- 8) The primary bid shall be based on the premise that the District owns and maintains the bus fleet and/or vehicles.
- 9) Bidding is limited to Contractors with at least three (3) years of experience providing bus driver services for school districts with similar size transportation operations.
- 10) All figures given for driver hours, routes or lengths of routes are based on data available for the 2009-2010 school year.
- 11) The minimum charge for regular routes will be for the 180 days of service. A school calendar will be provided by the District to the Company at the earliest possible date. For purposes of this proposal, the 2009-2010 District Calendar is provided as Attachment E.
- 12) Bidders must satisfy themselves, upon examination of these specifications, as to the intent of the specifications. After submission of the proposal, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained.
- 13) All bids shall be deemed final, conclusive and irrevocable and no bid shall be subject to correction or amendment for any error or miscalculation.
- 14) Bidders must include with their bid an audited financial report for the (2) most recent fiscal years. In addition, each bid shall also be accompanied by:
 - A. A description of its present operations and a list of outstanding transportation contracts including the number of school bus drivers used and the first year transportation services were furnished.
 - B. The corporate or individual history of the bidder.

- C. A resume summarizing the experience and qualifications of the contract manager who will be primarily responsible for the performance of the contract, or if the contract manager has not been identified or hired, the qualifications necessary to fill the position.
 - D. An organizational chart showing the staffing and lines of authority for key personnel to be used in performing the contract.
 - E. A summary by narrative, brochure, chart or other means showing the bidder's special qualifications and philosophy which may give the bidder the ability to satisfy all bid requirements.
- 15) The bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract, and in particular, such laws pertaining to safety. The Contractor, in performing under this contract shall not discriminate against any worker, employee or applicant, or any member of the public because of race, creed, color, age, sex or national origin, nor otherwise commit an unfair employment practice.
 - 16) No contract shall be assigned or any part of the same subcontracted without written consent of the Board, but in no case shall such consent relieve the Contractor from his obligations, or change the terms of the contract.
 - 17) Alternate bids will be considered only secondarily to the contract specifications. Any alternates submitted must be thoroughly detailed to merit consideration.
 - 18) Contractor shall submit a description of the equipment, which he proposes to use in carrying out the contract prior to the beginning of the school term.
 - 19) These bid specifications shall be affixed to the contract entered into with the Contractor, and shall be considered an integral part thereof. Should there be determined that there is contradiction between the bid specifications and Contract, terms and conditions as stated in the Contract shall prevail.

GENERAL CONDITIONS TO BIDDERS

LAWS & REGULATIONS

The Contractor must adhere to all laws of the State of Michigan and the Revised School Code, and shall observe and comply with all laws and regulations pertaining to Equal Employment Opportunity and Fair Employment Practices.

SUB-CONTRACTS

Contractors shall bid on all routes in connection with these specifications. It is unacceptable to either Board of Education for the company to sub-contract any portion of the routes to other contractors.

COLLUSIVE BIDDING

The Bidder certifies that his bid is made without any previous understanding, agreement or connection with any person, firm, or corporation making a bid for the same project, and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

PROJECT DESCRIPTION

The following information is a summary of the Inland Lakes School District's pupil transportation program. Contractors are to base their cost projections on duplicating this service within the requirements of the RFP.

1. Service:

Bus Driver Services shall be provided throughout the term of this Contract. In addition, Company will require all employees to follow Board policies pertaining to student transportation, field trips, athletic contests and extra-curricular trips, plus the Board's administrative guidelines and/or practices pertaining to the reporting and handling of student discipline incidents. No persons other than Students, Supervisors, Company employees, District authorized volunteers, District employees, or drivers in training, are to ride the buses without the written approval of the District Superintendent or designee. Company will permit authorized District representative(s) to ride the buses on all routes for the purpose of determining bus stop, route scheduling, or parent/community complaints, the mechanical conditions and cleanliness of buses, driver evaluation, discipline, whether the schedules are being met, and similar such information.

2. Buses and Bus Service:

The District will provide school buses which are those currently in service, which are 66, 78 and 88 passenger and two special education lift buses. Said buses shall be Michigan certified school buses for District Bus Driver Services and be registered with the Michigan Department of Ed. All buses shall have "Inland Lakes Schools" on the belt line.

The District Superintendent or designee must also approve any changes in number of buses to be used during a school year. All buses shall be equipped with a two-way radio system capable of communication with the Board's current system at all day-to-day route points. Company contact person will be available to respond at all times while routes are being run. An adequate number of spare radios will be available so that no bus is ever without a radio while transporting students. The District shall be responsible for maintaining all radios installed on the buses and the District's base unit.

3. Maintenance:

District shall keep all buses and related equipment used in Bus Driver Services in reasonable condition, subject to normal wear and tear. The term "reasonable condition" means, at a minimum, that every bus must pass any and all inspections and tests required by Michigan law and provided for by the Michigan State Police or other State agency. The District shall have the right, at any and all times, to inspect any equipment for purposes of assuring Company's compliance with the terms of this Section. The Company agrees that any buses of the District for Bus Driver Service transportation use shall be carefully inspected daily for defects (mandatory federal and/or state pre-trip inspection) and that it reported to the Superintendent or designee before using said buses.

In the event of a mechanical failure or breakdown of any bus of the District for the Bus Driver Service required hereunder, Company agrees that a spare bus and driver shall respond to the site of the breakdown, as quickly as possible, for transfer of students for delivery to their destination.

4. Routing and Pick-Up:

Company shall pick-up students identified by the District at any location and at times designated by the District to transport to the classes/facilities set by the District. Company shall transport designated students to such locations, arriving at times designated by the District and return them to their stops, over routes recommended by Company and approved by District. All pick-ups of students may be door-to-door or in groups as specified by District policy.

The District will provide the Board Approved Recommended Routing Plan (Exhibits A & B). Company shall make no substantial changes thereto without prior notice to and approval of the District. After approval of recommended routing plan by District, Company shall notify each student prior to the start of each school year of the applicable pick-up times and shall notify each student as to any subsequent change in time of pick-up or route, as approved by District, which will affect any student.

The Company and the District shall mutually agree on a method of notification to parents and students of scheduled pick-up times prior to the start of each school year.

Company agrees to work in cooperation with the District to establish the most advantageous routing plan for the safety of students within the guidelines provided for in this Contract. Company agrees to promptly, courteously and continuously address any and all complaints or concerns brought to its attention by guardians, family members, District staff, or other parties representing the interests of any students and notify District authorities. Company agrees to work with District designees regarding necessary Individual Education Plan (IEP) transportation requirements.

5. Drivers:

Company shall provide drivers for the District buses and used in providing the Bus Driver Services who are qualified and competent both in the operation of the buses which they drive, and in dealing and handling students with whom they will interact. Company agrees that all drivers the Company provides will be CDL (commercial driver's license) qualified as required by law. Each driver shall have a certified safe driving record, and no felony conviction of any sort, whether or not associated with the operation of a motor vehicle. Company shall maintain copies of Secretary of State abstracts, conviction record transcripts, and references on all drivers, all of which shall be made available to District upon request. Company agrees to provide pre-service training. This pre-service training must also include approximately twelve (12) hours of classroom instruction by a regional or local instructor from Company. All drivers shall receive at least four (4) hours of inservice training per year from Company. All employees are to present themselves in an appropriate manner and attire consistent with the Districts Board policies and administrative guidelines. The District reserves the right to seek removal of any contract employee whose moral conduct, behavior, health habits or appearance are unsatisfactory. The contract employee will be removed as soon as possible upon being brought to the Contractor's attention. The District's decision shall be final. The District agrees not to use this right arbitrarily or capriciously.

The Company shall not provide any drivers under this Contract which the Company knows to have more than four (4) points currently on his/her driving record pursuant to the State of Michigan point system maintained by the Michigan Secretary of State. Company shall also not provide any drivers under this Contract whom it knows, by complying with state law and this Contract, to have been convicted at anytime of driving under the influence of intoxicating liquor or an illegal substance. All drivers shall be carefully selected as to character and ability and must

meet or pass all requirements and tests provided under Michigan or federal law and be tested pursuant to all tests permitted thereunder.

Company agrees that in recruiting drivers for new or open positions in the operation of the Contract, it will emphasize its efforts to recruit from the communities situated within the District. Further, that all applications, revelations, and references required and/or permitted by Michigan law will be provided to the District. In the event, that qualified and acceptable applicants are not forthcoming from the Districts' communities, then the Company may look outside those communities to fill vacant positions.

All drivers will receive all state mandated training, as well as, Company inservice training. The responsibility for hiring and discharging Company's personnel shall rest entirely upon the Company unless otherwise provided herein.

The Company shall furnish to the District the following information relative to each driver and that will be used and be responsible for keeping such information current:

- a. Name of driver (last, first and middle initial)
- b. Driver's address
- c. Driver's driving permit and driver's license number
- d. Bus Driver Certification
- e. Normal routing assignment
- f. Normal bus assignment

The Company shall conduct pre-employment and drug and alcohol testing of all safety- related employees as permitted or required by law. The Company will ensure that all drivers are insurable and remain insurable during their employ with the Company while providing service to the District under the terms and conditions of this agreement.

The authority and responsibility for hiring and discharging personnel in respect to the foregoing shall rest entirely upon the Company. The District may review all pre-employment and other records regarding any prospective or actual employee of the Company assigned to work under this agreement, and the District may also request orally or in writing the removal of any prospective or actual employee or subcontractor of the Company from working under this agreement. The Company must comply with any such request.

The Company agrees to reimburse the District for the cost of a criminal background check of applicants for the position of bus driver using the Districts' finger printing procedures for new employees or for any such testing, screening or application processes which must be or are conducted by the District.

Each driver shall:

1. Comply with District policies concerning student management and discipline including non-discrimination and corporal punishment of students.
2. To operate school bus at a rate of speed considered safe, as dictated by road and weather conditions.
3. To maintain reasonable order on the bus at all times.
4. To follow the oral and written instructions of the transportation supervisor, or any other administrative official designated by the district as having authority over school transportation.
5. To make all reports required by the district.
6. To operate the bus on routes as directed by the District.
7. To comply with all the provisions of the motor vehicle laws of Michigan.
8. To bring the bus to a full stop before loading or unloading pupils.
9. To bring the bus to a full stop within 50 feet, but not closer than 15 feet of the nearest rail before crossing any railroad.

10. To not leave the bus while the motor is running, and to effectively set the brakes when the bus is stopped.
11. To keep the bus door closed at all times except when loading or unloading.
12. To not allow passengers to stick arms or heads out the doors or windows.
13. To keep the bus clean and sanitary at all times.
14. To use flasher lights and stop arm only when bus is engaged in the transportation of children.
15. To be responsible for the safety of children who must cross the roadway at the bus stop before proceeding route.
16. To make daily check s of the bus to see that it is in safe operating conditions, and to report any defect to the transportation supervisor, or other administrative official designated by the District.

6. Management and Maintenance Services

Please provide a bid with and a bid without the Supervisor Position. When bidding the supervisor position, the Company will provide at all times during the term covered by this Contract, an on site, full-time, (40 hours per week), experienced manager, acceptable to the District and Company, who shall be responsible for the Company's performance of its obligations under this Contract and Lease/Rental Agreement. Full time means Monday through Friday, 6:15 a.m. to 4:45 p.m. with a non-service period for breaks and lunch to equal eight (8) hours per day. The Transportation Supervisor will also be responsible for the maintenance of all buses used to fulfill the Company's bus service obligation to the District during the term of the contract. Full-time means Monday through Friday, forty (40) hours per week.

The Company's assigned manager shall have, or be in the process of obtaining, State of Michigan Transportation Supervisor Certification, must hold and maintain a current CDL License and a current school bus driver certificate. It is understood that management, will be taking annual vacations, not to conflict with District operations during the school year.

7. Video Cameras:

The District agrees to furnish each bus with installed video cameras. It is the Company's responsibility to practice and maintain the District Policies & Procedures for the use of video cameras.

8. Insurance:

The District shall provide liability insurance coverage for the initial claim of \$5 million (\$5,000,000) per occurrence, District shall name _____ as an additional insured and shall provide a certificate evidencing it. The Company shall provide liability insurance in the amount of \$5 million (\$5,000,000) to be in excess of the District's liability policy and effective after the initial \$5 million (\$5,000,000) liability of the District is exhausted. Notification of change or cancellation and certification of the District's policy shall be subject to the same terms and conditions as the Company's notification, certification, and cancellation requirements listed in the succeeding paragraph. Company agrees that it shall carry standard public liability insurance with a responsible Company or Companies licensed to do business in Michigan with a minimum combined single limit of liability of five million dollars (\$5,000,000) per accident, including bodily injury and property damage. Company shall furnish District with a certificate of insurance setting forth evidence of such coverage and such certificate shall evidence District's right to receive notice from the insurer in the event that such insurance shall be canceled or suspended. The policy shall set forth the District as an additional insured party. The Company agrees to indemnify, defend and hold harmless (School District) and any and all board members of any kind, officers, employees, agents, volunteers, or assigns against all suits, actions, legal proceedings, claims and demands and against all damages, losses, costs, expenses and attorney fees, in any manner caused by, arising from, incident to, connected with or growing out of the contract or Company act, or omissions in its capacity as an employer.

The Company agrees to notify the District Superintendent or designee immediately of any claim arising pursuant to said policies. The Company shall cause the policy to include an endorsement to the effect that the policies shall not be canceled without thirty (30) days prior written notice to the District Superintendent or designee. In case of termination, the Company shall provide evidence of new insurance at the earliest possible date, but not later than ten (10) days prior to the termination of the original policy. A certificate of said Company must provide insurance before the effective date of this Contract and the beginning of each school fiscal year.

The Company will maintain policies of insurance covering Workers' Compensation as required by the laws of the State of Michigan, and it shall provide the District with proof of said coverage upon request.

9. Billing/Payments

Payments will be made after Contractor's submittal of monthly invoice. One check will be issued per month. Payments will be made on a net thirty (30) day basis unless early payment discount terms are offered and accepted.

The District agrees to pay actual fuel costs associated with the Bus Service provided under this Contract.

No bus will be loaded with passengers such as to create overcrowding situations. In the event of a change in the needs of the District, The District reserves the right to increase or decrease the number of buses and or routes as specified in this Attachment A&B.

Company shall be guaranteed a minimum of one hundred eighty-one (180) days of paid Bus Service each year or the number of days required by law. Company agrees to abide by the District's closing of schools, delay of schools and early dismissal of schools for weather-related calamity (ies) or "Act of God". The Agreement may be subject to renegotiation for a substantial increase or decrease in the District's calendar. No change in rates shall occur without prior written agreement of the parties. If no agreement is reached, then the Company and/or District may terminate this Contract and upon sixty (60) days written notice.

It is understood that all rates are based upon operational information provided in writing by the District. Should such information be incorrect, Company may renegotiate its rates. If renegotiations do not result in an agreement as to such rates, the Company may terminate this Contract with ninety (90) days written notice to the District Superintendent.

10. Field Trip and Non Regular Route Transportation Rates:

See Attachment D for rates, which are effective for the (2009-2010) school **fiscal** year. Company shall provide drivers for Districts' scheduled field trips, athletic events, and extra-curricular trips. The District shall give the Company three (3) days prior notice, whenever possible, of any scheduled field trip, identifying the destination and number of drivers required. The District reserves the right to lease other vehicles or have private vehicle volunteers to transport pupils and athletic teams for field trips and other special events, at the District's direction.

11. Terms:

This Contract shall become effective July 1, 2010 , and shall relate to the provision of Bus Driver Services from July 1, 2010 until June 30, 2011. This Contract may be renewed for two one-year renewal periods upon mutual agreement of Company and District, in accordance with the terms contained herein.

12. Termination:

If the District believes the Company is not providing the Bus Driver Services consistent with the terms of this Contract, it shall notify the Company in writing citing all Bus Driver Service breaches. The Company shall have thirty (30) days to remedy any non-emergency cited breaches. If Company fails to remedy the cited breaches to the satisfaction of the District; the District may terminate this Contract upon thirty (30) days written notice.

13. Company's Representations:

The Company shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of this Contract and in particular any such laws pertaining to safety.

The Company agrees that its failure to comply with any of the terms and conditions of this Contract shall be grounds for termination of this Contract by the District. Notwithstanding the foregoing, District agrees that riots, strikes, acts of God, and other unforeseeable events which render it impossible on the part of the Company to perform its obligations under the terms of this Contract, or which result in the non-operation of the facilities attended by District students, shall relieve Company from its obligations under this Contract and shall likewise relieve the District from any obligation to make payments to Company under the terms of this Contract for the days in which the Company does not perform under this Contract.

14. Non-Appropriation of Funds:

The District represents (1) that it has adequate funds to meet its obligations under this Contract during the 2010-2011 fiscal year, (2) that it intends to maintain this Contract from the full period set forth herein and has no reason to believe that it will not have sufficient funds to enable it to make all payments due hereunder during such period, and (3) that it will use its best effort to obtain the appropriation that the availability of funds is contingent upon varied sources. If the District determines, in its discretion, that it lacks adequate funds to pay part or all of the payments for the Bus Driver Service (including, but not limited to a reduction in Bus Service) described in this Contract, then the obligations under this Contract are suspended in part, or entirely, as of the date the funding expires..

15. Change of Law:

Notwithstanding anything else in this Contract to the contrary, in the event any federal, state, local or other governmental body's statutes, laws, rules or regulations are changed, enacted/promulgated, or in the event there are other material changes in the requirements of the Board (such as major enrollment changes or additions of special needs or physically handicapped children, which require added transportation equipment), and the impact of such changes materially impacts the methods and/or costs of the Company in connection with providing the Bus Driver Service hereunder, then, in that event, upon written notice to the District Superintendent, Company may request a renegotiation of this Contract. Such renegotiation shall include, but not be limited to, the rates, the payment schedule, duration of the Contract and levels of service. The Company and the District representatives agree to negotiate in good faith and with due dispatch. Any modifications to this Contract resulting from such negotiation(s) shall become effective only as of the beginning of the next anniversary date of the Contract after such written notice is given by the Company. In the event the Company and the District are unable to reach a satisfactory Contract within sixty (60) days after such written request, Company shall have the right to cancel this Contract by written notice to the District Superintendent, on or before the next anniversary date, whereupon, effective on such next anniversary date, this Contract shall be null and void.

16. Severability:

In the event any provision(s) of this Contract shall be illegal or invalid for any reason, said provision(s) shall be deemed to be fully severable without affecting the remaining provisions of this Contract and this Contract shall be construed and enforced as if said illegal or invalid provision(s) had never been inserted herein.

Company is an equal opportunity employer. Company takes affirmative action in order to ensure that equal employment opportunities are available to all. Company hires and retains without regard to race, religion, color, sex, age, marital status, sexual orientation, ethnic background, national origin, handicap or disability.

Company's policy is to recruit and select applicants for employment solely on the basis of their qualifications. The Company's decision to employ is based, first, on whether any positions are available; and, second, on which applicant best meets the requirements of the open position.

17. Company Not an Agent:

The Company acknowledges that it is not a representative, official agent, partner, or employee of the District, but rather is an independent agent for the bus transportation services described herein for the District.

18. Assignment:

This Contract shall not be assigned, nor subcontracted, in whole or in part, without the prior written consent of the District, but in no case shall such consent change the terms of the Contract.

19. Entire Contract:

This Instrument contains the entire Contract entered into between the parties hereto, its terms may not be modified except in writing signed by the Company and the District. This Contract supersedes and takes the place of all prior contracts, lease/rental agreements and/or understandings, whether written or oral, between District and Company. In the event that any provision contained in this agreement shall be determined to be invalid, illegal or unenforceable in any respect for any reason, the validity, legality and enforceability of any such provision in every other respect and the remaining provisions of the agreement shall not, at the election of the party for whose benefit the provision exists, be in any way impaired.

20. Insolvency:

In the event, the Company becomes insolvent or seeks the protection of the U.S. Bankruptcy Court, then at the District's option; this agreement may be immediately terminated.

21. Miscellaneous Provisions:

The parties hereto agree as follows:

- There shall not be any smoking permitted on any District owned vehicle at any time under any circumstances.
- The District vehicles in this agreement are for the Districts' exclusive use and no other use is permitted unless authorized or agreed upon by the District in writing.
- The Company shall pay all costs and expenses attributable to any citations or moving violations issued to any bus or bus driver while in operation, as permitted hereunder.
- To the extent required, Company shall comply with any minimum wage laws.

Attachment A & B

Description of Bus Routes and Maps

Attachment C



School Bus Inventory

User:

District: INLAND LAKES SCHOOLS					School Bus Inventory										
District Number: 16050			Preliminary Report												
Records: 1 -- 1 (Total Records: -1)		Date: 5/19/2010 2:34:47 PM		Page: 1 of 1											
#	Ref #	Bus #	Chas	Vin#	YOP	YOM	Body	Style	Fuel	Equip	Cap	Cost	Stat	AT	
#1	22672	96C	07	1GDM7T1J2TJ505912	1995	1996	17	C	01	02	77	58325	R	B	
#2	26439	98A	08	1HVBBABN7WH605610	1998	1998	01	C	01	02	77	57369	R	B	
#3	26440	98B	08	1HVBBABN9WH605610	1998	1998	01	C	01	02	77	57544	R	B	
#4	29600	00A	08	1HVBBABN9YH349599	2000	2000	01	C	01	02	77	61256	R	B	
#5	29601	00B	08	1HVBBABN7YH349598	2000	2000	01	C	01	04	62	66143	C	A	
#6	38030	03A	08	4DBRABN74B961410	2003	2003	08	C	01	02	77	54348	R	B	
#7	38031	02A	08	4DRBRABN52B948135	2002	2002	08	C	01	02	77	51108	R	B	
#8	38032	02B	08	4DRBRABN42B948134	2002	2002	08	C	01	02	77	51108	R	B	
#9	38035	97C	08	1HVBBABN3VH510137	1997	1997	17	C	01	02	77	49894	R	B	
#10	39861	05A	08	4DRBUAFN45B983018	2005	2005	08	C	01	02	77	58845	R	B	
#11	41137	07A	08	4DRBUAFN47B398300	2006	2007	08	C	01	04	48	67556	C	B	
#12	41138	07B	08	4DRBUAFN17B398299	2006	2007	08	C	01	02	77	59651	R	B	
#13	45643	0-10	10	4DRBUSKN1AB218533	2010	2009	09	C	01	02	77	71628	R	B	

**Attachment D
2009-2010 Staffing**

BUS DRIVER SCHEDULE	TYPE OF RUN	# HRS PER RUN	# OF DAYS	\$ RATE PER HR
BUS DRIVER #1	VOC ED REG AM RUN	2.5 & 1.50	180 180	\$14.52 \$14.52
BUS DRIVER #2	VOC ED REG PM RUN	2.5 & 1.50	180 180	\$14.52 \$14.52
BUS DRIVER #3	REG AM/NOON/PM	4.50	180	\$14.52
BUS DRIVER #4	REG AM&PM	3.00	180	\$14.52
BUS DRIVER #5	REG AM&PM	3.00	180	\$14.52
BUS DRIVER #6	REG AM&PM	3.00	180	\$14.52
BUS DRIVER #7	REG AM&PM	3.00	180	\$14.52
BUS DRIVER #8	REG AM&PM	3.00	180	\$14.52
BUS DRIVER #9	REG AM&PM	3.00	180	\$14.52
EXTRA ASSIGNMENTS				
BUS DRIVER	EXTRA TRIP			\$ 8.88
BUS DRIVER	SPECIAL RATE			\$11.20
BUS DRIVER	OVERNITE PAY	LUMP	PYMT	\$99.31
BUS DRIVER	OVERNITE MEALS	LUMP	PYMT	\$42.56
BUS WASH		.5	2/WK	\$7.26
TRANSPORT AIDE #1	SE AM & SE PM-	5.0	180	\$8.97

Overtime - 1.5

Extra Trips – 1525 hours based on 2008-2009

Extra trips include Athletic Trips, Field Trips, etc

Attachment E
Inland Lakes Schools
Inland Lakes Schools Calendar 2009-2010

September 2	Teacher Professional Development Day* (ESD)
September 3	All Staff In-Service (8:00-11:00 a.m.)
September 3	Teacher work day (11:00 a.m. – 3:00 p.m.)
September 8	Students Report, Full Day
October 13-22	MEAP Testing Window for grades 3-9
October 27	Full day for students and teachers. (Conferences 6-9 p.m.)
October 29	Full day for students and teachers. (Conferences 4-7 p.m.)
October 30	½ day for students/teachers – Dismissal at noon
November 24	Thanksgiving Break begins at 12:00 noon
November 25-27	Thanksgiving Break
December 22	Christmas Break Begins at the end of day
January 4, 2010	School Resumes
January 22	End of semester; dismissal of students at noon
February 23	Full day for students and teachers. (Conferences; 6-9 p.m.)
February 24	Full day for students and teachers. (Conferences 4-7 p.m.)
February 25	½ day for students/teachers Mid Winter break
February 26	Mid Winter break. No students or staff
March 1	School resumes
March 9-11	MME testing
March 23-25	MME testing make-up days
April 1	Spring break begins at end of day
April 12	School resumes
May 31	Memorial Day – no school
June 1	School resumes
June 6	Graduation Day – 2:00 p.m.
June 11	Last Day of School, dismissal of students at noon

In the event that makeup days are needed because of Act of God days, the following dates will be utilized in the order shown:

- | | | |
|------------------|------------------|-----------------------|
| 1) June 14, 2010 | 3) June 16, 2010 | 5) June 18, 2010 |
| 2) June 15, 2010 | 4) June 17, 2010 | 6) June 21, 2010 etc. |

Early Release School Days – classes are released at 12 noon. These school early releases occur on the 2nd Friday of the month.

ATTACHMENT F CONTINGENCY PLAN

It is agreed that the transportation of students is an unusual and specialized function. It is the essence of the Contract between the Inland Lakes School District and _____ that students be transported to and from school regularly, promptly, safely and without interruption or incident and that the interest of the students in such transportation shall take precedence over the interests of either the Company and its drivers or the District. It shall be the primary obligation of the Company to operate its affairs so that the District will be assured of continuous reliable and safe service.

It is recognized that this contingency plan is attempted to address events outside of the reasonable control of the Contractor (e.g. acts of God, fire, riot, labor disputes), or any other similar condition. In the event it becomes necessary to implement this Contingency Plan the following actions will occur.

1. The Local Manager will immediately report the urgency to implement this plan to the Area Manager. The Area Manager will promptly notify District Officials and the Transportation Supervisor.
2. Company officials will meet daily or, as needed, with District representatives to provide a daily operational status report. The District and the Company will issue joint statements to the news media serving the (area) community. The Press Briefings shall be at designated times and places agreed to by the District and Company. District officials and Laidlaw representatives will jointly prepare the written statements to be provided to the news media.
3. In case of fire to busses, those vehicles prior to being placed into service must be inspected by the Michigan State Police. The District will use whatever other resources it has or can make available to bring the fleet back to full complement as contained in the agreement between the parties.
4. In the event of structure fire, the District and Company will assess the viability of continuing to operate from the site. Should a temporary operating location become necessary, the Company and District will work together to select a temporary site. The Company will dispatch the Area Director of Maintenance and other key personnel, as needed to the site.
5. In the event of labor disputes, it is understood that the Company will have made and will continue to negotiate in good faith with the recognized bargaining agent. All appropriate Company personnel will be involved in bringing successful closure to the labor issue. All necessary Company personnel will be involved including the Area General Manager, Area Director of Safety, and other appropriate Human Resource Personnel.
6. _____ Operational and Supervisory personnel in the Michigan area that possess the required vehicle operator and school bus driver permits shall be made available to assist in the operation of vehicles to provide service to the District. The Company will identify from its' other Michigan locations individuals that will operate vehicles to fill the local vacancies.
7. The District and Company shall work together in designating temporary bus stop locations, if necessary, to maintain service levels to the District

ATTACHMENT G
STUDENT HANDBOOK – TRANSPORTATION SECTION

SECTION V - TRANSPORTATION

Bus Transportation to School

Please contact Bill Schoolcraft, Bus Supervisor, at 238-6868 ext. 5, for transportation schedule and routes and any other questions or concerns. Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from parent stating the reason for the request and the duration of the requested change.

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

Previous to loading (on the road and at school)

Each student shall:

1. be on time at the designated loading zone;
2. stay off the road at all times while walking to and waiting for the school transportation;
3. line up single file off the roadway to enter;
4. wait until the school transportation is completely stopped before moving forward to enter;
5. refrain from crossing a highway until the driver signals it is safe to cross;
6. go immediately to a seat and be seated.

Meetings with bus drivers should be prearranged with the transportation office in order to avoid delay of bus route schedule.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait.

Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

1. remain seated while the school transportation is in motion;
2. keep head, hands, arms, and legs to him/herself and inside the school vehicle at all times;

3. not litter in the school vehicle or throw anything from the vehicle;
4. keep books, packages, coats, and all other objects out of the aisle;
5. be courteous to the driver and to other riders;
6. not eat or play games, cards, etc.
7. not bring any glass containers on board;
8. not tamper with the school vehicle or any of its equipment.

Leaving the bus

Each student shall:

1. remain seated until the vehicle has stopped;
2. cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
3. be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop, at home, or at school, unless s/he has proper authorization from school officials.

Extra Trips

The rules of conduct apply to all extra trips.

On long trips, drink and food will be allowed if the driver agrees and students clean up before they exit the bus

Videotapes on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus. The disciplinary steps are as follows:

1. The bus driver will give a student a verbal warning.
2. If a student's conduct has not improved after the verbal warning, he/she will be reported to the bus supervisor.

When student is referred to the bus supervisor or his assistant, one or more of the following actions will be

taken: Verbal warning, Probation, The parent will be called

3. Suspension of student's bus privileges from three days up to the entire school year
- The usual sequence of suspension of bus privileges for misbehavior is three days, one week, two weeks, one month, and one year.

However, the supervisor and the principal will use their judgment where circumstances merit a variance from this sequence.

4. Dangerous or extreme misbehavior may result in more serious consequences at the first offense or any time thereafter.

5. If a student has a bus suspension, he/she will not ride any bus until suspension is fulfilled, this includes extracurricular activities.

6. Behavior referrals from the last marking period will be carried over to the new school year.

Additional issues related to bus discipline:

No student will be put off a bus and left alone at a place other than their regular stop.

If a parent refuses to transport the student, referral to courts may be appropriate.

Self-Transportation to School

Parking on school property is a privilege, which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

Students under age eighteen (18) must have written parental permission prior to driving to school.

Students shall complete the Student Vehicle Form and provide evidence of:

Driver's license;

Insurance certificate;

Vehicle registration.

Parking lot speed limit is 10 mph.

Vehicles left on school premises over night may be subject to being towed at the owner's expense.

Off-road vehicles such as snowmobiles, 4 wheelers, trail bikes, etc., are not allowed on school premises.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

When the school provides transportation, students shall not drive to school sponsored activities unless written

permission is granted by their parents and approved by the principal.

Approved student drivers may not transport other students to a school-sponsored activity without written permission

from the parents of passenger students and approval by the principal.

NOTE: Be advised that the following forms are available in the School Office as they are referenced in the

Student/Parent Handbook.

Title VI, IX, 504 Grievance Form 2260 F2

Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII,
Title IX, Section 504

and ADA Form 2260 F8

Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form
5530 F2

Notification to Parents Regarding Student Records Form 8330 F9

Notification to Parents on Blood-Borne Pathogens Form 8453.01 F5

Parent/Student Acknowledgement of Student Handbook Form 5500 F1

Authorization for Prescribed Medication or Treatment Form 5330 F1

Authorization for Nonprescribed Medication or Treatment (Secondary Version) Form
5330 F1a

Authorization for Nonprescribed Medication or Treatment (Elementary Version) Form
5330 F1b

Authorization for Use of Asthma Inhalers, Epi-pens or Prescribed Emergency Medication
Form 5330F1c

Parent Request to Inspect Materials Used in Conjunction with any Survey, Analysis, or
Evaluation Form

2416 F2

Request That Directory Information not be Released to Recruiters Without Prior Written
Consent. Form

8330 F13

Parent Notification Regarding Student Records Form 8330F9

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Inland Lakes School - Transportation Rules and Expected Student Behavior

1. Please be at your pick up point on time
2. Treat the driver and each other with respect and be courteous.
3. Aisles must be kept clear at all times.
4. Follow the driver's directions at all times.
5. Middle School and High School; Male and Female students are NOT allowed to sit together.
6. Please remain seated while the bus is in motion.
7. Listening devices are allowed if not causing a distraction or disturbing the driver.
8. Wireless Communication Devices are allowed only at predetermined times, as indicated by the bus driver, during extra-curricular trips.
9. No toys, skateboards, or animals are allowed on the bus.
10. Keep your head, hands, arms, and legs inside the school bus at all times and to yourself.
11. Do not litter in the school bus or throw anything from the bus
12. No drinking or eating on the bus and no glass containers should be taken on the bus.
13. The bus driver is authorized to assign seats to students.
14. The cost of any damage /vandalism to the bus shall be reimbursed by the rider(s) inflicting the damage.
15. Students shall report, to the driver, any damage done to or witnessed to the bus and/or equipment

ATTACHMENT H
BEGINNING SCHOOL BUS DRIVERS
VERIFICATION FORM

DATE _____

DRIVER'S NAME _____ DISTRICT _____

The following steps are recommended procedures for an individual to be eligible to drive a school bus in Michigan.

- Are at least 18 years old and complies with the employing school district's policies and employment practices, including a pre-employment drug testing.
- Has reviewed the Michigan CDL manual, Beginning School Bus Driver's Student manual, and completed on-bus training with the transportation supervisor or designated driver trainer.
- Possess a current Commercial Driver's License with proper endorsements for the vehicles assigned (Group B with P & S endorsement) - Please provide copy.
- Pass the required physical exam and be carrying a blue card as proof of such an exam. Blue Physical Exam cards are only good for 12 months from the exam date.
- Currently have less than three violation points in the Michigan driver's license computer database and no restricted license.
- Filed an application for a Criminal Records Check with the Michigan State Police.
- Received a Certificate of Enrollment "White Card" by enrolling to attend the next Beginning Bus Driver Safety Course for new drivers scheduled within 90 days of the issuance of the white card. White cards are valid for up to 90 days from issue date, and expire no later than 10 days after the next scheduled bus driver-training class. Only one white card can be issued for a driver.

supervisor.

17. Other

conditions: _____

ATTACHMENT I
BID SUBMITTAL INFORMATION AND VERIFICATION:

Submitted By: _____

DATE: _____

FIRM NAME: _____

ADDRESS: _____

BY: _____

TITLE: _____

TELEPHONE: _____

**ATTACHMENT J
COMPLY CHECKLIST**

By checking “Yes” below, you are indicating that you are in agreement with all statements made in the corresponding section. If you cannot comply or do not agree with a statement, you must check “No” and indicate an explanation in the area provided below.

1. Purpose Comply?
Yes _____ No _____
2. Introduction Comply?
Yes _____ No _____
3. Background Information on the District Comply?
Yes _____ No _____
4. Instructions Comply?
Yes _____ No _____
5. Addenda Comply?
Yes _____ No _____
6. Bid Award Criteria Comply?
Yes _____ No _____
7. Bid Duration Comply?
Yes _____ No _____
8. Bid Errors/Omissions/Discrepancies Comply?
Yes _____ No _____
9. Bid Preparation Comply?
Yes _____ No _____
10. Bid Security Comply?
Yes _____ No _____
11. Bid Submission Comply?
Yes _____ No _____
12. Bid Timeline Comply?
Yes _____ No _____
13. Bid Withdrawal Comply?
Yes _____ No _____
14. Bidder Requirements Comply?
Yes _____ No _____
15. Confidentiality of Bids Comply?
Yes _____ No _____
16. Conflict of Interest Comply?
Yes _____ No _____
17. Debarment Comply?
Yes _____ No _____
18. Exceptions to Bid Specifications Comply?
Yes _____ No _____
19. Questions on Bid Specifications Comply?
Yes _____ No _____

20. Verbal Representations Comply?
Yes _____ No _____
21. Assignment & Subcontracting Comply?
Yes _____ No _____
22. Contract Administration Comply?
Yes _____ No _____
23. Contract Documents Comply?
Yes _____ No _____
24. Contract Term Comply?
Yes _____ No _____
25. Litigation Comply?
Yes _____ No _____
26. Absenteeism Comply?
Yes _____ No _____
27. Employee Compensation Comply?
Yes _____ No _____
28. Employee Expectations Comply?
Yes _____ No _____
29. Employee Personnel Files Comply?
Yes _____ No _____
30. Employee Selection Comply?
Yes _____ No _____
31. Employee Placement Comply?
Yes _____ No _____
32. Equal Opportunity Employer Requirements Comply?
Yes _____ No _____
33. Sexual Harassment Comply?
Yes _____ No _____
34. Smoking Comply?
Yes _____ No _____
35. Staff Conflicts or Problems Comply?
Yes _____ No _____
36. Staffing Requirements Comply?
Yes _____ No _____
37. Substitute Scheduling Comply?
Yes _____ No _____
38. Supervisor/Project Manager Comply?
Yes _____ No _____
39. Training Requirements Comply?
Yes _____ No _____
40. Billing/Payments Comply?
Yes _____ No _____
41. Communication Comply?
Yes _____ No _____
42. District's Designee Comply?
Yes _____ No _____

43. Government Regulations and District Policies Comply?
Yes _____ No _____
44. Indemnification Requirements Comply?
Yes _____ No _____
45. Independent Contractor Comply?
Yes _____ No _____
46. Insurance Requirements Comply?
Yes _____ No _____
47. Price Increases Comply?
Yes _____ No _____
48. Price Reductions Comply?
Yes _____ No _____
49. Property Damage Comply?
Yes _____ No _____
50. Property Protection Comply?
Yes _____ No _____
51. Quality Control/Inspections Comply?
Yes _____ No _____
52. Record Keeping Requirements Comply?
Yes _____ No _____
53. Safety Comply?
Yes _____ No _____
54. School Calendar (Attachment E) Comply?
Yes _____ No _____
55. School Closings Comply?
Yes _____ No _____
56. Tax Exemption Comply?
Yes _____ No _____
57. Deductions for Temporary School Closures Comply?
Yes _____ No _____
58. Attachment A&B – Bus Routes & Maps Comply?
Yes _____ No _____
59. Attachment C – School Bus Inventory?
Yes _____ No _____
60. Attachment D – Current Staffing Comply?
Yes _____ No _____
61. Attachment E – School Calendar Comply?
Yes _____ No _____
62. Attachment F – Contingency Plan Comply?
Yes _____ No _____
63. Attachment G – Student Handbook-Transportation Sec.Comply?
Yes _____ No _____
64. Attachment H – Beginning Bus Driver Verification Comply?
Yes _____ No _____

David Riedlinger	Careful Transit, Inc.	269-471-1075	carefultransit@comcast.net
Kellie Dean	Dean Transportation Inc.	517-319-3300	kellied@deanstrans.com
Mark Herington	Durham School Services	859-814-7312	partnerwithus@durhamschoolservices.com
Kathy Vaske	First Student, Inc.	866-960-6274	firststudentinfo@firstgroup.com
John Hurley	Marysville School Bus	810-364-7789	jhurley@marysvilleschools.us
Joe Faessler	Petermann LLC	513-351-7383	jfaessler@petermannbus.com
Rob Waliczek II	R & A Transportation LLC	906-776-1185	vtsrob@chartermi.net
Patricia Whitlow	Safeway Transportation	313-892-1350	pwhitlow1@mac.com
Tim Flood	The TransGroup, LLC	845-356-2200	timflood@thetransgroup.com
Ken Coppock	ServiCar of Michigan, Inc.	248-549-6840	kcoppock@servicarofmichigan.com
John Moore	Thumb Educational Services, Inc.	989-874-4000	Jo4moore@comcast.net
Chad Brown	PCMI/METS	517-647-7533	ChadBrown@pcmiservices.com
Jerry Sheppard	Trinity Transportation Group	877-284-4200	jerrys@trinitytransportation.com